



DeKalb County Airport

Board of Aviation Commissioners

DeKalb County
2710 CR 60 – Suite 200 Auburn, IN 46706

Jim Mason, President
Jeff Turner, Vice President

Jim McCanna, Attorney

George Wappes, Secretary
Brad Stump, Treasurer
Phil Rader, Member

MINUTES

May 16, 2008

BOAC Executive Session:

The DeKalb County Board of Aviation did not meet in executive session this month.

BOAC Regular Scheduled Meeting:

The DeKalb County Board of Aviation met at the DeKalb County Airport in the Conference Room for its 1:00 PM scheduled meeting. BOAC President Mason called the meeting to order; in attendance were Jim McCanna, BOAC Attorney along with BOAC members Stump, and Wappes. Also attending were Airport Manager Russ Couchman, Paul Shaffer from Butler, Fairman, & Seufert, Contract Airport Project Manager Gene Powell, Lara ZookGaerte of Century Flight, Kay Rowlison, Joe Butler from Pranger, Brad Moore and Glenn Litke from the Hoosier Air Museum, Jim Field, Jenny Kobiela from the Evening Star.

Secretary Report:

Minutes: Mason presented the minutes of the previous meetings. A motion was made by Stump with a second by Wappes to accept the minutes as submitted. The motion carried unanimously. Prop-Wash was presented.

Treasurer Report:

Claims: Stump presented claims dockets for April and May. April claims showed a negative balance in Utilities. Couchman transferred funds into this account from the Grounds Maintenance account to cover the expenses. Stump made the BOAC aware that the Utilities Account would be in the negative again due to increasing costs. Petroleum Products and Supplies account in the May claims docket dropped down into the negative and a transfer was needed to get the account back to zero. Stump informed the BOAC that the fuel tanks should have enough fuel to last through the summer mowing season. The Repair and Maintenance account is low. Couchman stated that home repairs are one of the items that is hurting the Repair and Maintenance account; this account was not set up to cover rental home repairs. Couchman stated that from now on he will take any home repair costs to the County Council for payment. Stump explained that money to repair and maintain these homes was never built into the budget due to budget caps. Currently there is no way to use the income from the rental payments to off set the repairs because the money goes towards funding next year's budget into un-appropriated 06000. Wappes made a motion to accept the claims dockets, with a second by Stump motion carried.

April Claims Docket

600-11140.000.600	Employee Wages		\$26,861.38
3/28/2008	Russ Couchman	-\$1,412.00	\$25,449.38
4/11/2008	Russ Couchman	-\$1,412.00	\$24,037.38
600-10800.000.600	Other Pay		\$2,795.00
3/21/2008	Board Members Pay	-\$260.00	\$2,535.00

600-12100.000.600	PERF		\$1,574.05
3/28/2008	Russ Couchman	-\$91.78	\$1,482.27
4/11/2008	Russ Couchman	-\$91.78	\$1,390.49
600-12200.000.600	Insurance		\$6,797.46
4/11/2008	Russ Couchman	-\$734.18	\$6,063.28
600-12300.000.600	Social Security		\$2,303.84
3/28/2008	Russ Couchman	-\$79.51	\$2,224.33
4/11/2008	Russ Couchman	-\$79.51	\$2,144.82
600-12400.000.600	FICA (actually medicare)		\$534.96
3/28/2008	Russ Couchman	-\$18.59	\$516.37
4/11/2008	Russ Couchman	-\$18.59	\$497.78
600.22310.000.600	Repair and Maintenance Supplies		\$5,346.79
3/26/2008	Kendall Electric	-\$214.80	\$5,131.99
3/31/2008	Reed-Joseph Int'l	-\$220.00	\$4,911.99
3/31/2008	Larry's Lock & Safe	-\$7.99	\$4,904.00
4/9/2008	Tri-County New Holland	-\$76.11	\$4,827.89
4/16/2008	Classic City Automotive	-\$60.03	\$4,767.86
4/16/2008	Auburn City Hardware	-\$15.94	\$4,751.92
600-32840.000.600	Consultant Fees		\$7,666.68
4/9/2008	Butler Fairman and Seufert	-\$274.26	\$7,392.42
600.33240.000.600	Telecommunications		\$774.93
3/26/2008	Verizon Wireless	-\$49.46	\$725.47
4/9/2008	Qwest	-\$2.06	\$723.41
600-33510.000.600	Electric		\$11,884.70
4/9/2008	Indiana Michigan Power	-\$1,204.98	\$10,679.72
4/9/2008	Indiana Michigan Power	-\$806.23	\$9,873.49
600-33540.000.600	Utilities		\$545.16
3/26/2008	Auburn City Utilities	-\$38.06	\$507.10
4/2/2008	Mediacom	-\$69.95	\$437.15
4/4/2008	National Serv-All	-\$58.31	\$378.84
4/9/2008	NIFL	-\$2,845.68	-\$2,466.84
600-33680.000.600	Repairs and Maintenance		\$4,069.42
3/31/2008	Taylor Rental	-\$40.00	\$4,029.42
600-34330.000.600	Contractual Services		\$12,727.48
3/12/2008	IN.gov (Moved here from Permit Fees 3/26/08)	-\$15.00	\$12,712.48
3/28/2008	Insurance Trustees	-\$254.00	\$12,458.48
4/14/2008	Robert Powell	-\$2,095.85	\$10,362.63
4/14/2008	Bob Battig	-\$379.00	\$9,983.63
4/14/2008	Kay Rowlison	-\$740.21	\$9,243.42
4/16/2008	Russ Couchman	-\$317.50	\$8,925.92

FUND 0605 LOAN REPAYMENT ACCOUNT

605-50000.000.605	Non-Budgeted Expense		\$30,748.62
3/19/2008	Receipts	\$1,525.00	\$32,273.62
3/26/2008	The Hicksville Bank	-\$5,450.94	\$26,822.68
3/26/2008	Indiana Business Banking	-\$1,121.00	\$25,701.68
4/2/2008	Receipts	\$2,235.00	\$27,936.68

May Claims Docket

600-11140.000.600	Employee Wages		\$24,037.38
4/25/2008	Russ Couchman	-\$1,412.00	\$22,625.38
5/9/2008	Russ Couchman	-\$1,412.00	\$21,213.38

600-12100.000.600	PERF		\$1,390.49
4/25/2008	Russ Couchman	-\$91.78	\$1,298.71
5/9/2008	Russ Couchman	-\$91.78	\$1,206.93

600-12200.000.600	Insurance		\$6,063.28
5/9/2008	Russ Couchman	-\$734.18	\$5,329.10

600-12300.000.600	Social Security		\$2,144.82
4/25/2008	Russ Couchman	-\$79.51	\$2,065.31
5/9/2008	Russ Couchman	-\$79.51	\$1,985.80

600-12400.000.600	FICA (actually medicare)		\$497.78
4/25/2008	Russ Couchman	-\$18.59	\$479.19
5/9/2008	Russ Couchman	-\$18.59	\$460.60

600.22110.000.600	Office Supplies		\$178.51
3/5/2008	Bassett Office Supply	-\$194.37	-\$15.86
4/25/2008	Bassett Office Supply	-\$64.98	-\$80.84
5/13/2008	Transfer from Repair and Maintenance Supplies	\$200.00	\$119.16

600-22210.000.600	Petroleum Prod & Supplies		\$2,546.24
5/14/2008	North Central CO-OP	-\$2,781.21	-\$234.97
5/14/2008	Transfer from Repair and Maintenance Supplies	\$234.97	\$0.00

600.22310.000.600	Repair and Maintenance Supplies		\$4,751.92
4/18/2008	Kendall Electric	-\$183.20	\$4,568.72
4/25/2008	Kendall Electric	-\$68.40	\$4,500.32
5/9/2008	Bobcat of Fort Wayne	-\$234.23	\$4,266.09
5/9/2008	VanGorder Sales	-\$163.00	\$4,103.09
5/9/2008	Home Depot Credit Services	-\$23.91	\$4,079.18
5/9/2008	Lowe's	-\$56.77	\$4,022.41
5/12/2008	Orkin	-\$135.00	\$3,887.41
5/13/2008	Transfer to Office Supplies	-\$200.00	\$3,687.41
5/14/2008	Auburn City Hardware	-\$7.77	\$3,679.64
5/14/2008	Transfer to Petroleum Products	-\$234.97	\$3,444.67

600.33240.000.600	Telecommunications		\$723.41
4/25/2008	Verizon Wireless	-\$89.94	\$633.47
5/7/2008	Qwest	-\$4.21	\$629.26

600-33510.000.600	Electric		\$9,873.49
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5/9/2008	Indiana Michigan Power	-\$1,175.39	\$8,698.10
5/9/2008	Indiana Michigan Power	-\$848.49	\$7,849.61
600-33540.000.600	Utilities		-\$2,466.84
4/18/2008	Auburn Municipal Services (Utilities)	-\$38.06	-\$2,504.90
4/15/2008	Transfer from Grounds Maintenance	\$7,000.00	\$4,495.10
4/28/2008	NIFL	-\$22.00	\$4,473.10
5/7/2008	Mediacom	-\$69.95	\$4,403.15
5/7/2008	National Serv-All	-\$58.83	\$4,344.32
5/7/2008	NIFL	-\$902.26	\$3,442.06
600-33600.000.600	Grounds Maintenance		\$7,000.00
4/15/2008	Transfer to Utilities	-\$7,000.00	\$0.00
600-33680.000.600	Repairs and Maintenance		\$4,029.42
4/28/2008	Receipt - Insurance check for reimbursement of wind damage	\$4,040.00	\$8,069.42
4/28/2008	Becker and Associates, Inc	-\$2,840.32	\$5,229.10
4/30/2008	Taylor Rental	-\$40.00	\$5,189.10
5/7/2008	Mettert's WaterCare	-\$59.95	\$5,129.15
600.33940.000.600	Dues		\$301.00
4/18/2008	American Assoc. of Airport Executives	-\$225.00	\$76.00
600-34330.000.600	Contractual Services		\$8,925.92
5/14/2008	Kay Rowlison	-\$687.50	\$8,238.42
5/14/2008	Bob Battig	-\$350.00	\$7,888.42
5/14/2008	Russ Couchman	-\$377.50	\$7,510.92
5/14/2008	Robert Powell	-\$1,818.17	\$5,692.75
FUND 0605 LOAN REPAYMENT ACCOUNT			
605-50000.000.605	Non-Budgeted Expense		\$27,936.68
4/28/2008	Receipts	\$955.00	\$28,891.68
4/28/2008	The Hicksville Bank	-\$5,450.94	\$23,440.74
4/28/2008	Indiana Business Banking	-\$1,121.00	\$22,319.74
5/12/2008	Receipts	\$1,920.00	\$24,239.74

Public Comments: Joe Butler from Pranger spoke to the BOAC on the progress of the repairs to the damaged aircraft. Butler stated that the plane should be done in Mid-July, and asked the BOAC to release the retainage being held. After some discussion it was agreed that the punch list has been satisfactorily completed and any remaining issues are covered under the warranty. Stump made a motion to release the retainage with a second by Wappes. The motion carried.

Budget: The BOAC discussed the proposed 2009 budget. Mason commented that it is time for the BOAC to get the budget caught up to meet the actual expenses of operating the Airport. McCanna stated that he feels this is the time to make a detailed presentation to the Council showing where the expenses are and also showing in detail the income generated by the Airport. Couchman went over the proposed budget line-by-line showing what he believes is needed and what has been allocated in the past. Couchman stated that the Airport currently owns 8 homes; these homes are being maintained out of the Airport Maintenance budget. Couchman stated that the expense of these homes has never been factored into the budget. Another serious issue this year is Utilities, with the new FBO contract the Utilities are split, based on space rented but there is a 2 year grace period before this will happen. Currently the BOAC is paying 100% of the cost of all Utilities; again this was never factored in the budget. Another account needing adjusted is Contractual Services. In the last few years approximately \$40,000.00 has been spent for the Contract Employees, Couchman feels this should be increased. Couchman also noted the entire Airport budget is

just over \$200,000.00. Couchman stated that he is trying to be conservative with his requests for increases, but in some areas the increases are substantial such as with Petroleum Products. There have been transfers into the petroleum account several times, due to the increasing cost of fuel and increased usage. Mason suggested presenting this account in gallons needed instead of dollar amounts. McCanna told the BOAC to bump these accounts up to where they need to be, let the Council see what is actually needed. McCanna feels that farm/crop rental income along with home rental income should also be shown. After much discussion the BOAC agreed to work with Couchman in preparing the budget request to show the needed increases along with the income generated by the Airport.

Bond: Airport Bond uncommitted funds balance is roughly \$58,528.85. Stump stated that repair / remodel costs for Couchman's home (airport owned rental) will come from the Bond, this project will be completed soon.

T-Hangars and Tenants Accounts: None

Zoning: There were 3 zoning requests: 2 for residential sub-division of land, and 1 to rezone from Enclosed Industrial to Open Industrial. All lie in the Approach Zone, and structure height is limited to 75' AGL unless a variance is granted by the BOAC.

FBO Operator Report : ZookGaerte reported that the RC Fly In, co-sponsored by Century and the VAA was well received. Attendance was around 50 – 60. Century is open to doing this again in the future. ZookGaerte reported that April fuel sales were down due to the weather and rising fuel costs. May is looking better although it is still not what Century had projected. Century has seen 4 first solos, 5 new students and 3 new renters. The new JetA truck has arrived and is in service; also a new lineman has been hired. Car rental issues are still being worked out with Enterprise, they say they are willing to work with the Airport but have yet to sign a license agreement. Couchman will be contacting them.

Airport Manager Report:

Policy Discussion: Couchman presented the BOAC multiple polices. The BOAC will review and make a decision on them at the next scheduled meeting.

Wildlife/Security Fence: There was discussion on the Wildlife Security Fence and Access Control bids. After some discussion on which of the two bidders would be the best for this project, Shaffer agreed to create a decision matrix for the BOAC to look at before a decision is reached.

Maintenance Project Manager Report: Wappes reported that not all needed repairs at the Fuel Farm were completed by Becker & Associates The mowing season has started and there is a severe dandelion problem this year, but no ability to purchase weed killer. Arrow fence installed cipher locks on both man-gates at the terminal. Century has the main hangar looking great. Demolition of D-Row has begun along with the sewer spur at Hangar A.

Management Assistance Consultant Report:

Wildlife Security Fence: Shaffer reported that Nationwide came in as the low bidder. Bids came in within the engineers estimates.

AAI: The BOAC will be hosting the AAI meeting on July 17th. Shaffer stated that as host for this event an Agenda will be needed, and also suggested getting someone local to speak at this meeting. This will be discussed again at the next BOAC meeting.

CIP: CIP was submitted on time

Attorney:

Spencer Update: McCanna stated that Spencer has approved the Easement but has not yet signed the paperwork. Couchman will meet with Spencer and have paperwork signed.

Presidents Report: Mason read a letter from Dan Shiebel – Interstate Warehousing, commending the Airport Staff for the superior job that was done over the winter in keeping the Airport open and safe for all aircraft. Mason also informed the BOAC that he would not be at the next scheduled meeting. The BOAC then changed the next meeting to the 27th of June. A sub-committee of 2 will be appointed to present the budget to the Council at this meeting.

Adjournment:

Wappes made a motion to adjourn, with a second by Stump. The motion carried, Mason adjourned the meeting at 3:25pm.

**Next meeting June 27, 2008
No Executive Session
Public Meeting at 1:00 PM
DeKalb County Airport
Glenn Rieke Terminal Building**

James Mason – President

George Wappes – Secretary

Jeff Turner – Vice-President

Brad Stump – Treasurer

Phil Rader – Member

BFS Agenda Items for the 5/16/08 DeKalb BOAC Meeting

Action items on the agenda:

No Action Items for the Agenda

Discussion and Information items not included on the 5/16/08 agenda, but are being reported on before the meeting via email. Handouts will be available at the meeting. BOAC questions and concerns can be addressed at the meeting.

Open Grants:

Grant	Description	Scheduled Close Out	Total Grant All Shares	Complete	Pay Request This Meeting
AIP-3-18-0004-011-2004	Wetland Mitigation and Runway Extension EA Phase 2	July 1, 2008	\$157,894	89% Balance \$17,368.00	\$0
AIP-3-18-0004-013-2006	Wetland Mitigation Easement Purchase	Received FAA Close Out Letter	\$157,894	98% Balance \$3,157.00	0
AIP-3-18-0004-014-2007	EA, Design, Inspection of Wildlife Security Fence	February 1, 2009	\$157,894	40% Balance \$94,736.00	0

1. Hangar Extension

- Awaiting the aircraft repair

2. EAA Sewer Connection

- Notice to proceed was given to LAND Construction, Inc.

3. Runway 9-27 Length Justification/EA AIP 11

- The revised draft EA document has been revised and submitted to the FAA.
- The CIP committee met last month to discuss the runway extension project in the CIP. The committee concluded that it would recommend to the BOAC to maintain a runway extension request for 2000'. We will be working on the phasing to break the project into smaller more fundable pieces.

4. Perimeter Wildlife and Security Fence AIP 14

- A grant application was submitted to the FAA following the bid opening last month. We are now simply waiting to find out how much money the FAA will be writing the grant for.
- We are current working with Russ to review the bidder's proposals.
- The Regional General Permit was submitted to IDEM and they have requested that the wetland delineation and the delineation report, which was written in 2003 by J.F. New, be updated before they issue a permit. BFS will update the delineation boundaries and update the report under the additional services the fence design agreement, rather than having J.F. New perform this task. BFS can perform the delineation faster and more cost effectively than J.F. New can at this point. This will save time and money for the project. The grant has enough funds to cover the additional work which is anticipated to be less than \$5000.00.

5. Capital Improvement Plan (CIP)

- CIP was submitted on time.
- See runway discussion from above