



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

July 18, 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 members Turner, Stump, and Rader. Also attending were Airport Manager Russ Couchman, Tony Steffen from Butler, Fairman, & Seufert, Contract Airport Project Manager Gene Powell, Tony & Lara Gaerte of Century Flight, and Kay Rowilson.

Secretary Report:

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

Treasurer Report:

Claims: Stump presented claim dockets for July. Stump stated that several accounts are low. Couchman stated that he has submitted a request for additional appropriations. Stump made the motion to accept the claims docket, with a second by Turner. Motion carried.

July 2008 Claims

600-11140.000.600	Employee Wages		\$16,977.38
7/3/2008	Russ Couchman	-\$1,412.00	\$15,565.38
7/18/2008	Russ Couchman	-\$1,412.00	\$14,153.38
600-10800.000.600	Other Pay		\$2,730.00
6/27/2008	Board Members Pay	-\$260.00	\$2,470.00
600-12100.000.600	PERF		\$931.59
7/3/2008	Russ Couchman	-\$91.78	\$839.81
7/18/2008	Russ Couchman	-\$91.78	\$748.03
600-12200.000.600	Insurance		\$4,594.92
7/3/2008	Russ Couchman	-\$734.18	\$3,860.74
600-12300.000.600	Social Security		\$1,747.27
7/3/2008	Russ Couchman	-\$79.51	\$1,667.76
7/18/2008	Russ Couchman	-\$79.51	\$1,588.25

600-12400.000.600	FICA (actually medicare)		\$404.83
7/3/2008	Russ Couchman	-\$18.59	\$386.24
7/18/2008	Russ Couchman	-\$18.59	\$367.65
600.22110.000.600	Office Supplies		\$119.16
7/9/2008	Bassett Office Supply	-\$29.99	\$89.17
7/15/2008	Bassett Office Supply	-\$34.99	\$54.18
600.22310.000.600	Repair and Maintenance Supplies		\$946.74
6/20/2008	Home Depot Credit Services	-\$34.97	\$911.77
6/27/2008	Floyd & Lana Handshoe	-\$55.00	\$856.77
6/27/2008	The Janitor's Supply	-\$18.75	\$838.02
7/2/2008	Receipt - Reimbursement for damaged sign / AIG Aviation, Inc	\$1,323.24	\$2,161.26
7/2/2008	Batteries Plus	-\$80.97	\$2,080.29
7/7/2008	VanGorder Sales	-\$148.45	\$1,931.84
7/11/2008	The Janitor's Supply	-\$58.40	\$1,873.44
7/15/2008	Robert Powell	-\$40.92	\$1,832.52
7/15/2008	Home Depot Credit Services	-\$7.97	\$1,824.55
600-32840.000.600	Consultant Fees		\$7,392.42
6/27/2008	Butler Fairman and Seufert	-\$1,452.34	\$5,940.08
600.33240.000.600	Telecommunications		\$550.33
6/27/2008	Verizon Wireless	-\$49.21	\$501.12
7/2/2008	Dekalb Co Treasurer	-\$598.50	-\$97.38
7/11/2008	Qwest	-\$4.76	-\$102.14
600-33510.000.600	Electric		\$5,982.90
7/11/2008	Indiana Michigan Power	-\$1,405.95	\$4,576.95
7/11/2008	Indiana Michigan Power	-\$796.36	\$3,780.59
600-33540.000.600	Utilities		\$2,975.84
6/20/2008	Auburn City Utilities	-\$38.06	\$2,937.78
7/2/2008	NIFL	-\$11.00	\$2,926.78
7/7/2008	NIFL	-\$75.07	\$2,851.71
7/7/2008	Mediacom	-\$69.95	\$2,781.76
7/7/2008	National Serv-All	-\$60.57	\$2,721.19
600-33680.000.600	Repairs and Maintenance		\$3,322.09
6/23/2008	Spade Heating	-\$115.18	\$3,206.91
6/25/2008	Spade Heating	-\$1,180.54	\$2,026.37
6/25/2008	Taylor Rental	-\$40.00	\$1,986.37
7/7/2008	McMahon Tire	-\$15.00	\$1,971.37
7/11/2008	Orkin	-\$90.00	\$1,881.37
600-34330.000.600	Contractual Services		\$2,028.75
7/15/2008	Robert Powell	-\$2,073.92	-\$45.17
7/15/2008	Kay Rowlison	-\$957.00	-\$1,002.17
7/15/2008	Bob Battig	-\$255.00	-\$1,257.17

FUND 0605 LOAN REPAYMENT ACCOUNT

605-50000.000.605	Non-Budgeted Expense		\$26,594.80
6/20/2008	The Hicksville Bank	-\$5,450.94	\$21,143.86
6/20/2008	Indiana Business Banking	-\$1,121.00	\$20,022.86
7/2/2008	Receipts	\$1,875.00	\$21,897.86

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

600-44210.000.600	Capital Outlay		\$21,573.83
6/27/2008	Butler Fairman and Seufert	-\$1,450.86	\$20,122.97
6/27/2008	Butler Fairman and Seufert	-\$3,033.87	\$17,089.10

Bond: Stump stated that the balance of uncommitted funds in the Airport Bond is now \$1,054.86.

Zoning: Jacqueline Kruse is proposing to develop 3.193 acres as a one-lot residential subdivision of land to be known as “J-D Acres” in the SE ¼ of Sec 29, Jackson Twp. The development lies in the Horizontal Surface Zone; structure height is limited to 75’ AGL unless a variance is granted by the BOAC

FBO Operator Report ZookGaerte reported that everything is down. Fuel sales are down for June –Avgas is down by just over 700 gallons, JetA is down by 3,000 gallons. She stated the July is not shaping up to be a whole lot better. ZookGaerte reported that the new BP sign is finished; the trim is done as is the painting. Century had another solo on July 10th. Century Aviation is in discussion with Hertz Car Rental to have a vehicle placed here for rental. Hertz has been working out very well for Century, and the details are being worked out to make Hertz the primary rental agency for the Airport. ZookGaerte reported that Century has purchased a set of scales to weigh aircraft up to 30,000 pounds; this will allow Century to do weights and balances.

Airport Manager Report:

Loan Statements: Couchman supplied copies of the loan statements to the BOAC to show the balances due and the maturity dates for these loans. Couchman stated that he would like to work on a plan to pay these off sooner. Stump stated that he asked for these just to keep up to date on the loan balances.

Farm Rental Agreements: Couchman reported that the County Commissioners have asked the Airport to take the farm land out to competitive bid. Couchman has put together an agreement based on what the County Commissioners did on the County Farm. Stump and Couchman have worked on a map, and are getting some input from McCanna. McCanna feels that the map should be broken out into multiple areas to bid on. Couchman feels working with more than one farmer inside the fence in not a good idea. Turner made the motion to approve the lease agreement with minor changes, and direct the Airport Manager to proceed with the bid process as requested by the County Commissioners. Stump seconded and the motion carried.

Policy Discussion: Couchman has contacted Al Richardson from the FAA asking for some guidance on these issues. Richardson did not offer any new thoughts on this. Couchman feels that more work needs to be done on the Fueling policy. The Bad Debt policy based on Turners changes is ready for approval. Turner moved to adopt the Bad Debt Write-Off Policy and the combined T-hangar/residential Rent Policy as submitted. Stump seconded. Turner then suggested sending a letter to all tenants advising them of this policy. Mason asked for a vote on the motion made, motion carried.

Wings Of Freedom Tour: Couchman stated that the Wings of Freedom Tour will be on the ramp August 4, 5, & 6th.

Home Maintenance Tour: Couchman reported that after touring all the residential rentals he was surprised at how well kept these home are. There are some major repairs that will need to be taken care of in the near future such as siding, windows, flooring etc. These items are being put together in a document with pictures and pricing to present to the Council in September. There are seven homes on Airport property six are occupied and the other house may never be rented due to its condition.

AAI: Couchman stated how pleased he was with the turn out for the AAI meeting. He thanked the BOAC for all their help and input.

Maintenance Project Manager Report: Couchman reported standard misc. bulb replacement both inside the terminal and on the airside. Pavement maintenance will start the week of July 21st. Several members of the VAA Chapter 37 are being trained on the operation of the truck/broom so that they can assist with mowing and the winter snow removal.

Management Assistance Consultant Report:

See BF&S update

Vacate CR 27: Stump reminded the BOAC that County Road 27, north of the County Road 62 intersection must be vacated for the fence project. This needs to be brought to the County Commissioners attention.

Attorney:

Presidents Report:

Mason appointed board member Rader to be the liaison between the board and the FBO.

Adjournment:

Mason adjourned the meeting at 2:05pm.

**Next meeting August 15, 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 7/18/08 DeKalb BOAC Meeting

Action items on the agenda:

No actions items for the Board.

Discussion and Information items not included on the 7/18/08 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 After Last Meeting
AIP-3-18-0004-011-2004	Wetland Mitigation and Runway Extension EA Phase 2	Close Out letter sent Await FAA Confirmation	\$157,894	96% Balance \$6315.15	\$0
AIP-3-18-0004-014-2007	EA, Design, Inspection of Wildlife Security Fence	February 1, 2009	\$157,894	40% Balance \$86,841.70	\$0
AIP-3-18-0004-015-2008	Install Perimeter Fencing and Phase 2 AWOS III	October 1, 2009	\$956,325.26	0% Balance \$956,325.26	\$0

1. EAA Sewer Connection

- LAND Construction, Inc. still needs to mandrel test the line for the city.
- Doug Griffus with LAND 260-609-9272 stated on 7/10/08 that he would get the settlement issue with the drop inlet it taken care of the week of 7/14.

2. Runway 9-27 Length Justification/EA

- Awaiting FAA response of the EA document at this point. Submitted May

3. Perimeter Wildlife and Security Fence AIP 14

- Pre-construction meeting is scheduled for 10/16/08. The notice to proceed date will be established at this meeting.
- BFS has updated the delineation boundaries and is working as fast as we can to get the issue with IDEM resolved. In the event it is not resolved by time construction starts we plan to construct the fence up to the wetland boundary until we can get IDEM to give permission for the wetland sections. This impacts approximately 200 feet of the fence out of the total 10,200 linear feet that is being installed.