



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

August 15, 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, Paul Shaffer from Butler, Fairman, & Seufert, Lara Gaerte of Century Flight, Kay Rowilson, Don Smith and Mr. Walter.

Secretary Report:

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

Treasurer Report:

Claims: Stump presented claim dockets for August. Stump stated that Couchman requested the needed appropriations and was pleased to say he received the amounts requested for Petroleum Products, Contractual Services, Telecommunications, and to the CIP account. Motion to accept the Claims Docket was made by Stump, second by Rader, motion carried. Funding Sources account has about \$77,000 un-appropriated funds in the General Fund, this is about half of what is needed to fund next years budget. Hangar Loan is holding steady at around \$23,000. The un-appropriated Public Airport Capital Improvement Fund has \$17,000 available. Couchman stated that the last of the Bond money will be used to pay the retainage to Land which will close out this bond.

August 2008 Claims

| | | | |
|-------------------|-------------------|-------------|-------------|
| 600-11140.000.600 | Employee Wages | | \$14,153.38 |
| 8/1/2008 | Russ Couchman | -\$1,412.00 | \$12,741.38 |
| 8/15/2008 | Russ Couchman | -\$1,412.00 | \$11,329.38 |
| 600-10800.000.600 | Other Pay | | \$2,470.00 |
| 7/18/2008 | Board Members Pay | -\$260.00 | \$2,210.00 |
| 600-12100.000.600 | PERF | | \$748.03 |
| 8/1/2008 | Russ Couchman | -\$91.78 | \$656.25 |
| 8/15/2008 | Russ Couchman | -\$91.78 | \$564.47 |
| 600-12200.000.600 | Insurance | | \$3,860.74 |
| 8/1/2008 | Russ Couchman | -\$734.18 | \$3,126.56 |

| | | | |
|-------------------|----------------------------------|-------------|-------------|
| 600-12300.000.600 | Social Security | | \$1,588.25 |
| 8/1/2008 | Russ Couchman | -\$79.51 | \$1,508.74 |
| 8/15/2008 | Russ Couchman | -\$79.51 | \$1,429.23 |
| 600-12400.000.600 | FICA (actually medicare) | | \$367.65 |
| 8/1/2008 | Russ Couchman | -\$18.59 | \$349.06 |
| 8/15/2008 | Russ Couchman | -\$18.59 | \$330.47 |
| 600-22210.000.600 | Petroleum Prod & Supplies | | \$0.00 |
| 8/4/2008 | Additional Appropriation | \$2,000.00 | \$2,000.00 |
| 600.22310.000.600 | Repair and Maintenance Supplies | | \$1,824.55 |
| 7/30/2008 | Grainger | -\$17.07 | \$1,807.48 |
| 8/4/2008 | VanGorder Sales | -\$254.55 | \$1,552.93 |
| 8/4/2008 | New Holland Tri County | -\$196.42 | \$1,356.51 |
| 8/13/2008 | Auburn City Hardware | -\$15.97 | \$1,340.54 |
| 600-32840.000.600 | Consultant Fees | | \$5,940.08 |
| 7/25/2008 | Transfer to Contractual Services | -\$2,000.00 | \$3,940.08 |
| 8/1/2008 | Butler Fairman and Seufert | -\$583.33 | \$3,356.75 |
| 8/13/2008 | Butler Fairman and Seufert | -\$583.33 | \$2,773.42 |
| 600-32880.000.600 | Permit Fees | | \$850.00 |
| 8/13/2008 | IN. Dept. of Homeland Security | -\$120.00 | \$730.00 |
| 600.33240.000.600 | Telecommunications | | -\$102.14 |
| 7/25/2008 | Verizon Wireless | -\$46.93 | -\$149.07 |
| 8/4/2008 | Additional Appropriation | \$500.00 | \$350.93 |
| 8/8/2008 | Qwest | -\$3.18 | \$347.75 |
| 600-33510.000.600 | Electric | | \$3,780.59 |
| 8/8/2008 | Indiana Michigan Power | -\$659.50 | \$3,121.09 |
| 8/8/2008 | Indiana Michigan Power | -\$1,377.99 | \$1,743.10 |
| 600-33540.000.600 | Utilities | | \$2,721.19 |
| 7/18/2008 | Auburn City Utilities | -\$38.06 | \$2,683.13 |
| 7/30/2008 | NIFL | -\$11.00 | \$2,672.13 |
| 8/4/2008 | Mediacom | -\$69.95 | \$2,602.18 |
| 8/4/2008 | NIFL | -\$74.94 | \$2,527.24 |
| 8/8/2008 | National Serv-All | -\$65.57 | \$2,461.67 |
| 600-33680.000.600 | Repairs and Maintenance | | \$1,881.37 |
| 7/25/2008 | Taylor Rental | -\$40.00 | \$1,841.37 |
| 7/30/2008 | McMahon Tire | -\$18.50 | \$1,822.87 |
| 8/1/2008 | Spade Heating | -\$451.46 | \$1,371.41 |
| 8/1/2008 | Orkin | -\$90.00 | \$1,281.41 |
| 600-34330.000.600 | Contractual Services | | -\$1,257.17 |
| 7/25/2008 | Transfer from Consultant Fees | \$2,000.00 | \$742.83 |
| 8/4/2008 | Additional Appropriation | \$13,000.00 | \$13,742.83 |
| 8/4/2008 | Russ Couchman | -\$267.50 | \$13,475.33 |
| 8/13/2008 | Kay Rowlison | -\$893.75 | \$12,581.58 |

| | | | |
|-----------|---------------|-------------|-------------|
| 8/13/2008 | Robert Powell | -\$2,029.97 | \$10,551.61 |
| 8/13/2008 | Bob Battig | -\$215.00 | \$10,336.61 |
| 8/13/2008 | Russ Couchman | -\$285.50 | \$10,051.11 |

FUND 0605 LOAN REPAYMENT ACCOUNT

| | | | |
|-------------------|--------------------------|-------------|-------------|
| 605-50000.000.605 | Non-Budgeted Expense | | \$21,897.86 |
| 7/18/2008 | Receipts | \$2,130.00 | \$24,027.86 |
| 7/21/2008 | The Hicksville Bank | -\$5,450.94 | \$18,576.92 |
| 7/21/2008 | Indiana Business Banking | -\$1,121.00 | \$17,455.92 |
| 7/21/2008 | Receipts | \$150.00 | \$17,605.92 |
| 8/1/2008 | Receipts | \$2,000.00 | \$19,605.92 |
| 8/8/2008 | Receipts | \$3,830.00 | \$23,435.92 |

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

| | | | |
|-------------------|----------------------------|--------------|--------------|
| 600-44210.000.600 | Capital Outlay | | \$17,089.10 |
| 7/18/2008 | Irvin Construction | -\$6,686.00 | \$10,403.10 |
| 7/30/2008 | Butler Fairman and Seufert | -\$4,278.75 | \$6,124.35 |
| 7/30/2008 | Butler Fairman and Seufert | -\$994.49 | \$5,129.86 |
| 8/4/2008 | Additional Appropriation | \$200,000.00 | \$205,129.86 |

Budget: Stump reported that the budget hearing seemed to go very well.

Bond:

T-Hangars and Tenants Accounts: One hangar is available and there are four possible tenants. Contact will be made with all and a new tenant will be in the hangar soon

FBO Operator Report ZookGaerte presented a slide show of some of the many aircraft that landed at the Airport on their way to and from Oshkosh, along with the B-17, B-24 & P-51 from the Collings Foundation. She reported that Avgas sales are down from July. Jet-A is down for based tenants and corporate tenants but increased in transient sales. Aircraft rental went up in the month of July as did flight instruction. Maintenance saw an increase in July. ZookGaerte reported that Century has hired a new line person to work mornings. ZookGaerte also reported that there were two solos and 2 new private pilots in the last month. Century is gearing up for the upcoming Labor Day Auction and the EAA's B-17.

Airport Manager Report:

Rental Home Inspections: Couchman reported that all of the rental properties have been inspected for needed repairs and he anticipates that a report will be available at the next monthly meeting.

Policy Discussion: Couchman asked the BOAC for input on the Fuel Farm Policy. After some discussion, Stump then made the motion to approve the Fuel Farm Policy, with a second by Turner. With a vote of two-to-one the motion did not carry.

Fence Project: Stump displayed a slide showing the proposed fencing alignment along with the existing fence alignment. Couchman stated that the Walter family on County Road 27 requested that the fence not run along the back of their property. Couchman recommended to the BOAC that the fence remain at the original line to be a good neighbor. This area is farmable and the area in question is only about an acre, which can be left to grow to weeds which is agreeable to the Walter family. Mowing would only be done once or twice a season. Mason agreed that this should be done to please the Walter family and show the Airport as a good neighbor. Mason instructed Couchman to go ahead and make the necessary changes.

Hunting on Airport Property: Couchman stated that he has had a request from several individuals that have had hunting privileges in the past and asked the BOAC what their policy will be on hunting in the future. After some discussion, Stump made a motion to notify hunters that this would be the last year for hunting. Turner seconded, motion carried. The BOAC instructed Couchman to issue permits for this year along with a notice that this would be the last year for any hunting on Airport property.

Office Space: Couchman asked the BOAC for a fair rate to charge for office space. BF&S needs office space during the Fence Project. The BOAC discussed this and agreed on \$175.00 pr/mo or an annual rent of \$21.00 per square foot to include all utilities and data/internet access. Shaffer from BF&S agreed this is a fair amount.

VAA37 Sewer: The VAA Chapter 37 is moving forward on their sewer tap but the wrong pipe was in the spec for this project and will need corrected. The VAA asked if gravel could be left in the cuts made for this project. The BOAC stated that the cuts must be paved over prior to winter.

Maintenance Project Manager Report: Couchman reported normal bulb replacement of runway lights. The sump pump at the fuel farm has been fixed for now. Pavement maintenance is continuing and should be completed with in the next week. The Fence Project is proceeding and delivery of materials began August 14th.

Management Assistance Consultant Report:

See BF&S update.

Attorney: None

Presidents Report: None

Adjournment:

Mason adjourned the meeting at 2:40pm.

**Next meeting September 19, 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 8/15/08 DeKalb BOAC Meeting

Action items on the agenda:

No actions items for the Board.

Discussion and Information items not included on the 8/15/08 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 Lasting 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. has back filled the structure, but it may need some additional work in the future. The outside drop inlet limits prohibits aggressive compaction so it may take a bit more back fill in the future as the soil naturally settles.
- Doug Griffus with LAND 260-609-9272 stated to just give him a call when if/when we think it needs addressed again.

2. Runway 9-27 Length Justification/EA

- Awaiting FAA response of the EA document at this point. Submitted May
- Talked with Bob Beauchamp on 8/12/08 to check on the status. He indicated that he would not likely be doing his review until October after the grant season comes to a close.

3. Perimeter Wildlife and Security Fence AIP 14

- Pre-construction meeting was held on 7/16/08. The meeting minutes are attached for your information,
- The notice to proceed was issued on 8/4/08.
- BFS staked the fence alignment in the field. Some areas of the alignment were adjusted in the field per discussion with Russ and Gene. We also had some comments from IDEM that require an alignment adjustment along CR 62, which required a variance from the County Commissioners. We were successful in getting the variance granted on 8/11/08. I will bring the complete variance request that was submitted for your information.
- Nationwide submitted shop drawings for the fence and gates on 8/13/08. BFS will return the shop drawings to Nationwide on 8/14/08 to ensure no delay from the Airport/BFS end.
- We have expressed concern in writing to Nationwide that 9 calendar days had passed prior to receiving shop drawings. We expressed that they will need to step up the progress if they want to have any chance of completing on time. They still need to submit the technical shop drawings for the control system which will take more time to review and possibly require some redesign. We advised Nationwide the time was of the essence and they really needed to get those technical shop drawings to us ASAP.
- BFS has followed up with Shawn Sanchez from the Army Corps regarding the updated delineation boundaries. Shawn has not given us a firm return date from his office which is required to resolve the issue with IDEM. At this point we plan to construct the fence up to the wetland boundary until we can get IDEM to give permission for the wetland sections.

4. DBE Goals

- The Annual Disadvantage Business Enterprise (DBE) Goal is due to the FAA this month. BFS will prepare this goal for the airport using the approved CIP from last year and submit it under the general services agreement.

5. De-Icing

Russ has asked BFS to help him research the possibilities of allowing de-icing at the airport. This issue is extremely controversial with various interpretations of how the rules are applied. Andrew Maksymovitch attended the AAAE conference in Evansville earlier this month where this was the hot topic of the conference. Andrew will be putting information together for your information for the next BOAC meeting. This work will be done under the general services agreement.

6. Reminder the AAI annual conference is October 14 – 19 at Pokagon State Park.