



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

September 19, 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 Wappes. Also attending were Airport Manager Russ Couchman, Paul Shaffer from Butler, Fairman, & Seufert, Lara Gaerte of Century Flight, Kay Rowilson, Don Smith, Gene and Brian Clifford of Clifford Farms and Adam Strong from the Strong Partnership.

Secretary Report:

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

Treasurer Report:

Claims: Stump presented claim dockets for August. Stump noted that the Petroleum Products line item is now depleted with the recent delivery of both diesel and 80 octane fuel. Couchman feels that this should carry us into the next budget year. Stump also pointed out that the Electric line item was in the negative and must be addressed. Couchman plans on transferring money from Drain/Real Estate Taxes to hopefully carry through the remainder of the year. We did not have any drain/ditch taxes due this year so there is \$3,000 available at this time. Motion to accept the Claims Docket was made by Turner, second by Stump, motion carried. Funding Sources account has approximately \$81,000 un-appropriated funds in the General Fund, this is about half of what is needed to fund next years budget but this does not include any money received from the tax levy. Hangar Loan is holding steady at around \$24,000. The un-appropriated Public Airport Capital Improvement Fund has \$17,000 available and the appropriated Public Airport Capital Improvement Fund has approximately \$172,000.00. Couchman stated that the last of the Bond money was used to pay the retainage to Land for the sewer spur which closed out the current 2005 series Bond. Couchman went on to say that it's time that the BOAC should start thinking about the next Bond. After some discussion it was decided that this would be a topic placed on the agenda for further discussion in the months to come.

September 2008 Claims

600-11140.000.600	Employee Wages		\$11,329.38
8/29/2008	Russ Couchman	-\$1,412.00	\$9,917.38
9/5/2008	Russ Couchman	-\$1,412.00	\$8,505.38
9/19/2008	Russ Couchman	-\$1,412.00	\$7,093.38
600-10800.000.600	Other Pay		\$2,210.00
8/15/2008	Board Members Pay	-\$260.00	\$1,950.00

600-12100.000.600	PERF		\$564.47
8/29/2008	Russ Couchman	-\$91.78	\$472.69
9/5/2008	Russ Couchman	-\$91.78	\$380.91
9/19/2008	Russ Couchman	-\$91.78	\$289.13
600-12200.000.600	Insurance		\$3,126.56
9/5/2008	Russ Couchman	-\$734.18	\$2,392.38
600-12300.000.600	Social Security		\$1,429.23
8/29/2008	Russ Couchman	-\$79.51	\$1,349.72
9/5/2008	Russ Couchman	-\$79.51	\$1,270.21
9/19/2008	Russ Couchman	-\$79.51	\$1,190.70
600-12400.000.600	FICA (actually medicare)		\$330.47
8/29/2008	Russ Couchman	-\$18.59	\$311.88
9/5/2008	Russ Couchman	-\$18.59	\$293.29
9/19/2008	Russ Couchman	-\$18.59	\$274.70
600.22110.000.600	Office Supplies		\$54.18
9/10/2008	Bassett Office Supply	-\$47.83	\$6.35
600-22210.000.600	Petroleum Prod & Supplies		\$2,000.00
8/20/2008	North Central CO-OP	-\$1,998.16	\$1.84
600.22310.000.600	Repair and Maintenance Supplies		\$1,340.54
8/27/2008	Classic City Automotive	-\$16.15	\$1,324.39
8/27/2008	Home Depot Credit Services	-\$223.73	\$1,100.66
9/10/2008	Auburn City Hardware	-\$12.69	\$1,087.97
9/17/2008	Irving Gravel	-\$267.78	\$820.19
600-32840.000.600	Consultant Fees		\$2,773.42
8/27/2008	Butler Fairman and Seufert	-\$583.33	\$2,190.09
600.33240.000.600	Telecommunications		\$347.75
8/27/2008	Verizon Wireless	-\$129.57	\$218.18
9/10/2008	Qwest	-\$2.22	\$215.96
600-33510.000.600	Electric		\$1,743.10
9/10/2008	Indiana Michigan Power	-\$646.48	\$1,096.62
9/10/2008	Indiana Michigan Power	-\$1,366.83	-\$270.21
600-33540.000.600	Utilities		\$2,461.67
8/22/2008	Auburn City Utilities	-\$38.06	\$2,423.61
8/29/2008	NIFL	-\$11.00	\$2,412.61
9/5/2008	NIFL	-\$80.95	\$2,331.66
9/5/2008	Mediacom	-\$69.95	\$2,261.71
9/10/2008	National Serv-All	-\$65.57	\$2,196.14
600-33680.000.600	Repairs and Maintenance		\$1,326.41
8/15/2008	Priority 1	-\$20.00	\$1,306.41
8/18/2008	Taylor Rental	-\$40.00	\$1,266.41

8/18/2008	Receipt - Insurance check for reimbursement of wind damage	\$1,000.00	\$2,266.41
8/20/2008	Fire Protection, Inc.	-\$405.00	\$1,861.41
8/27/2008	Kaufman Well Drilling	-\$130.00	\$1,731.41
9/17/2008	McMahon Tire	-\$20.50	\$1,710.91
9/17/2008	Taylor Rental	-\$40.00	\$1,670.91

600-33690-000-600	Runway Repairs		\$31,000.00
8/20/2008	G&L Enterprise	-\$31,000.00	\$0.00

600-34330.000.600	Contractual Services		\$10,051.11
9/12/2008	Bob Battig	-\$120.00	\$9,931.11
9/12/2008	Robert Powell	-\$2,161.00	\$7,770.11
9/17/2008	Russ Couchman	-\$385.00	\$7,385.11
9/17/2008	Kay Rowlison	-\$1,014.75	\$6,370.36

FUND 0605 LOAN REPAYMENT ACCOUNT

605-50000.000.605	Non-Budgeted Expense		\$23,435.92
8/18/2008	Receipts	\$2,170.00	\$25,605.92
8/22/2008	The Hicksville Bank	-\$5,450.94	\$20,154.98
8/22/2008	Indiana Business Banking	-\$1,121.00	\$19,033.98
9/5/2008	Receipts	\$3,605.00	\$22,638.98
9/12/2008	Receipts	\$1,380.00	\$24,018.98

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

600-44210.000.600	Capital Outlay		\$205,129.86
8/22/2008	Butler Fairman and Seufert	-\$1,904.40	\$203,225.46
8/22/2008	Butler Fairman and Seufert	-\$30,206.10	\$173,019.36
9/5/2008	Land Construction - Bal. of retainage	-\$168.09	\$172,851.27
9/17/2008	JF New	-\$937.50	\$171,913.77

Budget: Couchman reported that the County Council will not be in session to discuss departmental budgets until October 15.

FBO Operator Report Zook Gaerte reported that they have had another solo this month and their first student to earn their instrument certification. She reported that the Labor Day weekend was much slower than in years past. The EAA's B-17 visit went extremely well, it was well organized and there was a great public turnout. The crew was very pleased with the fuel pricing and purchased 1500 gallons of fuel prior to leaving. The EAA's Stinson fly-in was a flop due to hurricane Ike but there were some drive-ins and the pancake breakfast and fish fry at the Hoosier Air Museum went well. Century has hired Hanna Wyall as another part-time line staffer. Students are holding steady, rental hours are down slightly. Maintenance is up and rental cars are up due to the holidays. Hertz is doing a fair job and Enterprise refuses to do business on the premises. Avgas sales are up from August due to transient aircraft from Oshkosh and the EAA's B-17. Jet-A is down for based tenants and corporate tenants but increased in transient sales. Paul Shaffer asked if the FBO would share N-numbers of the larger aircraft that visited over the last month or so that were unable to take fuel due to runway length, ZookGaerte agreed to do some research.

Maintenance Project Manager Report: Wappes reported normal bulb replacement of runway lights and windsock and there are some lighting issues at the new T-hangars that have not yet been addressed. After a long dry summer the recent rains have jump started the grass forcing staff back to a normal grass cutting routine. Several security gates have failed, all but the main gate at the Terminal were fixed. Due to a lightning strike, the Terminal gate is now in a manual operation mode until planned replacement in the fence project later in the year. Stump noted that this is the second year of the Pavement Maintenance Plan and we have completed all planned maintenance plus some additional work so at this point we are slightly ahead of the five-year plan cycle.

Airport Manager Report:

Farm Bid Opening: Couchman stated that three bids were received. The first was received at September 18, 2008 at 9:25 a.m. from the Strong Partnership for \$92.00 per acre for both Farm A and Farm B. The second bid opened was received on September 18, 2008 at 8:47 a.m. from Seiler Farms for \$120.00 per acre on Farm A and \$140.00 per acre on Farm B. The final bid was received September 18, 2008 at 9:47 a.m. from Clifford Farms for \$85.00 per acre on Farm A and \$130.00 per acre on Farm B. Turner moved that the BOAC refer the bids to the Airport Manager and the Airport Attorney for discussion with the apparent high bidders and asked that Couchman return at the October meeting with final recommendation and preferably a signed lease. The motion was seconded by Stump and the motion carried.

AAI Reminder: Couchman reminded the BOAC that the Annual AAI meeting will be held at Pokagon October 14-17. Travel money has been requested from the County Commissioners.

Indiana Department of Revenue Update: Couchman briefed the BOAC that all County Departments are now required to obtain their own tax identification number for exemption purposes. Somehow in the process of obtaining this number the Airport has been assessed estimated sales tax. The Department of Revenue seems to recognize that this is incorrect and agreed to work with Couchman to resolve the issue. Expect an update at the October meeting.

Intern Introduction: Couchman introduced Jessica Fender. Jessica is a senior at DeKalb High School and is interested in becoming a professional pilot. She is the first intern the Airport has ever hosted and she will be with us at least through December of 08, if not the entire school year. She earns high school credit for the time spent in this internship which generally is every day from 1:45 – 3:30. Jessica is very eager to learn everything about aviation and aside from several weeks of airport orientation her first project will be to schedule a familiarization tour with local fire, police TSA, FBI, etc. in an effort to get everyone briefed on the contents of all corporate hangars and the general content of T-hangars as well as a perimeter tour and an overview of our specific operations.

Memo/article from Don Smith: Former BOAC President Don Smith presented an article detailing the changing paradigm in FBO management as it relates to profits and fuel. In short, due to rising fuel prices, FBO's are simply not able to make the same profits on fuel that they once were. This has prompted increases in hangar rents, ramp fees and other flight services. Where fuel was once the staple with other services discounted to ensure the fuel sale, now these ancillary services are becoming more important to the FBO's bottom line. Don stated that he feels that the high fuel prices are most likely temporary and he cautioned against "making any permanent changes to solve a temporary problem." He also pointed out that it is even more important now to ensure that buyers commit to discounts based on volume and his recommended/preferred method of billing is to charge full price and adjust based on volume on a periodic basis by drafting a rebate check. He states that this protects the FBO's cash flow and helps to motivate the customer to continue to buy fuel.

Stump Sewer Comments: Stump noted that both he and Couchman approached the DeKalb County Commissioners asking for help in addressing the sanitary sewer connection issues. He stated that during construction of the sewer, the DeKalb County Board of Health asked that we construct a gravity feed system at substantial extra cost. Their justification was that they would be asking the residents on the North side of CR 60 to connect due to environmental issues and the gravity feed would be easier and cheaper for everyone over time. Subsequently the Airport spent close to \$250,000.00 extra during the project, and close to four years later not one resident has been asked to connect to the new sewer. To help defray the additional cost of the gravity system, the BOAC drafted a reimbursement agreement with the City of Auburn. These reimbursed fees in no way cover the entire cost of the gravity feed option to the Airport, but they do help. Stump noted that while recovery of construction costs would benefit the airport, the primary concern is that the airport was led to believe a health concern existed and was asked to spend public funds to provide a solution that is now available but not being used for its intended purposes. This makes it appear as if the funds were spent unnecessarily which is not in keeping with the Board's policy of being good stewards of the public money. The funds would appear to have been better spent for needed airport improvements rather than the underutilized sewer upgrade. While there is no direction yet from the County Commissioners, we are hopeful that the Board of Health will voluntarily follow through with asking these residents to connect. Stump will brief the BOAC as progress is made.

Management Assistance Consultant Report:

See BF&S update.

Attorney:

None

Presidents Report:

None

Adjournment:

Mason adjourned the meeting at 2:30pm.

**Next meeting October 17, 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 9/18/08 DeKalb BOAC Meeting

Action items on the agenda:

No actions items for the Board.

Discussion and Information items not included on the 9/18/08 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 Lasting Meeting
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

- Concerns were raised on the EAA sewer connection. A letter from BFS clarifies that the system was designed using the Ten State Standards and the Indiana Administrative Code. The system was permitted by IDEM and approved by the City of Auburn for construction.

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

- Construction is well under way. A detailed status report from the construction department will be provided to you at the meeting.
- John Richie from the Army Corps is now handling the delineation confirmation. John has not given us a firm return date from his office which is required to resolve the issue with IDEM. At this point we still plan to construct the fence up to the wetland. If Richie agrees to the new boundaries it would be possible to avoid the wetland all together and eliminate the IDEM step which is what we are hoping for at this point.

4. DBE Goals

- The goal was prepared

5. De-Icing

- We have made contact with IDEM and are in the final stages of putting a cost together to allow the FBO to de-ice at the airport. At this point if no further infrastructure is required it would simply require approximately \$3000 to revise the Storm Water Pollution Prevention Plan (SWPPP) and to get the IDEM permit. Following that it would be approximately \$1500 annually for three years to do water sampling as a requirement of the permit. If at the end of three years there are no contaminants found in the water, then it would simply be visual observation after that.

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