



# 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

October 17, 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 Vice President Turner called the meeting to order; in attendance were members Stump, Rader and Wappes. Also attending were Airport Manager Russ Couchman, Bruce Belem from Butler, Fairman, & Seufert, Lara Gaerte of Century Flight, Don Smith, Contract Project Manager Gene Powell and Airport Intern Jessica Fender.

**Public Comment:** None

#### **Secretary Report:**

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

#### **Treasurer Report:**

**Claims:** Stump presented claim dockets for August. Motion to accept the Claims Docket was made by Rader, second by Stump, motion carried.

### October 2008 Claims

600-11140.000.600	Employee Wages		\$7,093.38
10/3/2008	Russ Couchman	-\$1,412.00	\$5,681.38
600-10800.000.600	Other Pay		\$1,950.00
9/19/2008	Board Members Pay	-\$260.00	\$1,690.00
600-12100.000.600	PERF		\$289.13
10/3/2008	Russ Couchman	-\$91.78	\$197.35
600-12200.000.600	Insurance		\$2,392.38
10/3/2008	Russ Couchman	-\$734.18	\$1,658.20
600-12300.000.600	Social Security		\$1,190.70
10/3/2008	Russ Couchman	-\$79.51	\$1,111.19

600-12400.000.600	FICA (actually medicare)		\$274.70
10/3/2008	Russ Couchman	-\$18.59	\$256.11
600.22310.000.600	Repair and Maintenance Supplies		\$820.19
10/10/2008	Kendall Electric	-\$18.38	\$801.81
10/10/2008	New Holland Tri County	-\$509.32	\$292.49
600.32390.000.600	Drain/Real Estate Taxes		\$3,000.00
9/25/2008	Transfer to Electric	-\$3,000.00	\$0.00
600-32840.000.600	Consultant Fees		\$2,190.09
9/24/2008	Butler Fairman and Seufert	-\$583.33	\$1,606.76
600.33240.000.600	Telecommunications		\$215.96
9/29/2008	Verizon Wireless	-\$112.76	\$103.20
10/10/2008	Qwest	-\$1.99	\$101.21
600.3333.000.600	Legal Notices		\$47.24
9/24/2008	KPC Media Group	-\$23.20	\$24.04
600-33510.000.600	Electric		-\$270.21
9/25/2008	Transfer from Drain/Real Estate Taxed	\$3,000.00	\$2,729.79
10/10/2008	Indiana Michigan Power	-\$704.88	\$2,024.91
10/10/2008	Indiana Michigan Power	-\$1,221.32	\$803.59
600-33540.000.600	Utilities		\$2,196.14
9/24/2008	Auburn City Utilities	-\$38.06	\$2,158.08
9/29/2008	NIFL	-\$11.00	\$2,147.08
10/3/2008	NIFL	-\$100.41	\$2,046.67
10/10/2008	National Serv-All	-\$64.87	\$1,981.80
600-34330.000.600	Contractual Services		\$6,370.36
10/3/2008	Priority 1	\$200.00	\$6,570.36
10/10/2008	Kay Rowlison	-\$572.00	\$5,998.36
10/10/2008	Robert Powell	-\$1,913.00	\$4,085.36
<b>FUND 0605 LOAN REPAYMENT ACCOUNT</b>			
605-50000.000.605	Non-Budgeted Expense		\$24,018.98
9/24/2008	The Hicksville Bank	-\$5,450.94	\$18,568.04
9/24/2008	Indiana Business Banking	-\$1,121.00	\$17,447.04
9/24/2008	Receipts	\$2,235.00	\$19,682.04
10/6/2008	Receipts	\$3,795.00	\$23,477.04
<b>FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT</b>			
600-44210.000.600	Capital Outlay		\$171,913.77

**Zoning:** None

**FBO Operator Report:**

Zook Gaerte reported that they have a new hangar tenant and a brand new Cessna 182. Mr. Mike Quayle purchased the aircraft earlier in the month and continues to work on his pilot's license. Fuel sales are slightly down for the

month and based upon current trends in fuel pricing and the seasonal slowdown this is not a surprise. Avgas is up from anticipated planning numbers and jet is slightly down. There have been two new instrument rated pilots trained by the flight school in as many months.

**Maintenance Project Manager Report:**

Wappes reported that the changeover from summer operations to winter operations has begun. The broom has been serviced and the brush cartridges replaced for the first time in over two years of service. This means that as we begin to wear the second set that were added to the initial purchase, we will need to budget around \$8,000.00 in the next two years so that we have a replacement set on-site when we need it. The fence project is progressing nicely even though the general contractor has been non-responsive regarding a pending change order and other miscellaneous issues.

**Airport Manager Report:**

Award farm bid: After some discussion, the BOAC approved Seiler Farms, Inc. as the winning bid on both Farm (A) and Farm (B) and approved the Board President to sign the lease agreement. Stump made the above motion, Rader seconded and the motion passed unanimously.

First progress/pay estimates on fence project: Couchman presented two progress/pay estimates to the BOAC for their approval and advised that only one will be paid until the FAA disburses more of the Security/Wildlife Fence Grant at which time the second progress/pay request will be processed. After some discussion, Wappes made a motion to immediately pay the first progress/pay request in the amount of \$170,048.81 and to hold the second in the amount of \$118,836.45 to be paid immediately upon receipt of sufficient grant funds. Turner seconded and the motion passed unanimously.

Security/Wildlife Fence Project change order: Couchman stated that BF&S and Nationwide were working on a change order to extend the contract time by 30 days and add some functionality to the project along with several other required changes. After some discussion, Wappes made a motion to authorize Stump and Couchman to approve the forthcoming change order not to exceed initial grant. The motion was seconded by Rader and subsequently carried unanimously.

Annual DBE Goal Submittal: Couchman presented the annual DBE submittal as prepared by BF&S and asked that the BOAC approve as presented. A motion was made by Wappes and seconded by Rader to approve, the motion carried.

**Consultant/Engineer Report:**

See BF&S update.

**Attorney:**

None

**BOAC Members:**

Stump gave a short review of the AAI Annual Conference. He stated that wind farms are starting to pop up around the state and in fact right here in DeKalb County there is interest. This may require a change in the County Zoning Policy.

The EPA will soon be issuing new rule related to storm water pollution that may or may not affect the Airport, more to come later.

There is a company named Swift Fuel that claims to produce fuel out of bio-mass that can be used in any engine with absolutely no modifications. This fuel will cost approximately .91 cents per gallon to produce, it's 15-25% more efficient, it freezes lower than standard fuels, it mixes with standard fuels and it doesn't degrade as quickly as standard fuels. At this point the initial tests have verified these claims, more to come in the coming months.

Stump participated in another zoning brief to the AAI members and once again it was very well received and generated further interest in the process and potential outcomes.

**Presidents Report:**

None

**Adjournment:**

Turner adjourned the meeting at 2:00 pm.

**Next meeting November 21, 2008  
No Executive Session  
Public Meeting at 1:00 PM  
DeKalb County Airport  
Glenn Rieke Terminal Building**

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James Mason – President

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George Wappes – Secretary

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Jeff Turner – Vice-President

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Brad Stump – Treasurer

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Phil Rader – Member

## BFS Agenda Items for the 10/17/08 DeKalb BOAC Meeting

### Action items on the agenda:

Motion: Approve Progress Estimates 1 and 2 to pay the contractor for the fence project.

Discussion: The progress estimates were divided into two payments to help cash flow the payments.

Progress Estimate 1 is for \$178,998.75 and Progress Estimate 2 is for \$118,836.45. Progress Estimate 1 can be paid immediately with the funds currently in the Public Airport Capital Improvement Fund and Progress Estimate 2 will be paid when the Public Airport Capital Improvement Fund has received enough Federal funds to pay it in its entirety. The Board should go ahead and approve these payments so Russ can act on them when the funds are available rather than waiting until the next BOAC meeting.

Motion: To accept the Fiscal Year 2009 Disadvantage Business Enterprise (DBE) goal as approved by the FAA and advertise it in the local paper and the "Indianapolis Recorder" a minority news paper.

Possible Motion: To approve Changer order Number 3 for the fence project.

Discussion: This is a possible at this point because it is still being negotiated at the time of this report. This is the change order that would add the value engineered items and various other field adjustments to the project. Russ has been keep abreast of the items being adjusted and was able to give input on the final request to the contractor. If the final pricing is back from the contractor and it is in line with what we determine to be reasonable this change order will be presented at the meeting.

**Discussion and Information items not included on the 10/17/08 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	68% Balance \$49,889.46	Fed: \$35,104.62 State: \$923.80
AIP-3-18-0004-015-2008	Install Perimeter Fencing and Phase 2 AWOS III	October 1, 2009	\$956,325.26	31% Balance \$658,517.06	Fed: \$282,943.44 State: \$7,445.88

#### 1. EAA Sewer Connection

- 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 to 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. I will talk to him at the AAI conference to find out what the status is.

#### 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.
- Change Order Number 2 as discussed above.
- John Richie from the Army Corps has agreed that we can avoid the permit altogether if we do not grub the roots of the trees, do not disturb the existing grade, and drive the fence posts rather than concrete them into the ground in the wooded area. The logic behind this approach is that it takes the wetland boundaries out of the equation, which was and is the dispute. You may remember that this was our

original approach when we first started, but the corps had pushed back on the idea because it was going to take forested wetlands and turn them into emergent. The Corps has now stated that this is no longer a concern for them and that we can proceed pending the above mention conditions.

**4. DBE Goals**

- The goal has been approved by the FAA.
- The goal needs to be officially accepted by the Board and advertised in the local paper.

**5. De-Icing**

- IDEM did confirm that the airport would need to apply for a new Storm Water Permit and update the Storm Water Pollution Prevention Plan (SWPPP) as stated below.
- 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.

6. Reminder the AAI annual conference is October 14 – 17 at Pokagon State Park.