



# 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  
Brad Moore, FBO Liaison

### MINUTES

June 19, 2009

#### **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 Stump, Wappes, and Attorney McCanna. Also attending were Airport Manager Russ Couchman, Paul Shaffer from BF&S, Lara Gaerte of Century Aviation, Contract Project Manager Gene Powell, Airport Intern Jessica Fender, Airport Consultant Don Smith.

**Public Comment:** Mr. Don Smith stated that the Quiet Birdmen meeting recently held at the Hoosier Air Museum was fairly well attended and that they all were very impressed with the facility. He noted that they will most likely hold at least one meeting at our Airport each year now that they know the facility is available which is nothing but good for the FBO and the Airport.

#### **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.

#### **Treasurer Report:**

**Claims:** Stump presented claim dockets for May 2009. Motion to accept the Claims Dockets was made by Stump, second by Wappes, motion carried unanimously.

### June 2009 Claims

600-11140.000.600	Employee Wages		\$22,190.21
5/29/2009	Russ Couchman	-\$1,386.89	\$20,803.32
6/12/2009	Russ Couchman	-\$1,386.89	\$19,416.43
600-10800.000.600	Other Pay		\$2,665.00
5/15/2009	Board Members Pay	-\$260.00	\$2,405.00
600-12100.000.600	PERF		\$1,570.18
5/29/2009	Russ Couchman	-\$93.62	\$1,476.56
6/12/2009	Russ Couchman	-\$93.62	\$1,382.94

600-12200.000.600	Insurance		\$5,094.92
6/12/2009	Russ Couchman	-\$734.18	\$4,360.74
600-12300.000.600	Social Security		\$2,044.35
5/29/2009	Russ Couchman	-\$74.15	\$1,970.20
6/12/2009	Russ Couchman	-\$74.15	\$1,896.05
600-12400.000.600	FICA (actually Medicare)		\$474.26
5/29/2009	Russ Couchman	-\$17.34	\$456.92
6/12/2009	Russ Couchman	-\$17.34	\$439.58
600-22210.000.600	Petroleum Prod & Supplies		\$5,695.66
5/29/2009	North Central Co-op	-\$1,854.45	\$3,841.21
600.22310.000.600	Repair and Maintenance Supplies		\$1,317.17
5/15/2009	Classic City Auto.	-\$32.28	\$1,284.89
5/20/2009	Kendall Electric Inc.	-\$52.59	\$1,232.30
5/20/2009	Larry's Lock & Safe Svc. Inc	-\$87.24	\$1,145.06
5/29/2009	Home Depot	-\$116.29	\$1,028.77
6/1/2009	Home Depot	-\$47.44	\$981.33
6/1/2009	Russ Couchman	-\$5.49	\$975.84
6/1/2009	Lowe's	-\$84.92	\$890.92
6/3/2009	1st Attack Engineering	-\$48.00	\$842.92
6/10/2009	VanGorder Sales	-\$155.10	\$687.82
6/10/2009	The Andersons	-\$278.39	\$409.43
600-32840.000.600	Consultant Fees		\$4,766.76
6/8/2009	BF&S	-\$583.33	\$4,183.43
600.33240.000.600	Telecommunications		\$913.73
5/27/2009	Verizon Wireless	-\$88.92	\$824.81
6/8/2009	Qwest	-\$2.59	\$822.22
600-33510.000.600	Electric		\$13,838.08
6/12/2009	Indiana Michigan Power	-\$2,183.11	\$11,654.97
6/12/2009	Indiana Michigan Power	-\$1,244.13	\$10,410.84
600-33540.000.600	Utilities		\$8,402.12
5/22/2009	City Utilities	-\$38.06	\$8,364.06
5/29/2009	NIF&L	-\$14.35	\$8,349.71
6/1/2009	NIF&L	-\$122.10	\$8,227.61
6/3/2009	MediaCom	-\$69.95	\$8,157.66
6/8/2009	National Serv-All	-\$60.37	\$8,097.29
600-33680.000.600	Repairs and Maintenance		\$12,669.13
5/15/2009	Foundation Water Proofing L.J. Henderson	-\$525.00	\$12,144.13
5/27/2009	Taylor Rental	-\$40.00	\$12,104.13
5/29/2009	Irvin Construction & Fencing, LLC	-\$9,170.00	\$2,934.13
6/8/2009	MARX Services	-\$1,319.00	\$1,615.13
6/8/2009	Orkin	-\$90.00	\$1,525.13
6/10/2009	Phoenix Mechanical	-\$175.00	\$1,350.13

600.33690.000.600	Runway Repairs		\$10,544.00
5/20/2009	Long's Inc. DBA G & L Enterprise	-\$2,152.00	\$8,392.00
5/20/2009	Long's Inc. DBA G & L Enterprise	-\$3,671.00	\$4,721.00
5/27/2009	Long's Inc. DBA G & L Enterprise	-\$3,782.00	\$939.00

600-34330.000.600	Contractual Services		\$15,089.22
5/22/2009	Russ Couchman	-\$342.50	\$14,746.72
5/27/2009	Everett Cash Mutual Insurance (Jack Rowlison Ins.)	-\$254.00	\$14,492.72
6/15/2009	Kay Rowlison	-\$1,067.00	\$13,425.72
6/15/2009	Jack Rowlison	-\$787.50	\$12,638.22
6/15/2009	Robert Powell	-\$2,384.45	\$10,253.77
6/15/2009	Russ Couchman	-\$360.00	\$9,893.77

**FUND 0605 LOAN REPAYMENT ACCOUNT**

605-50000.000.605	Non-Budgeted Expense		\$17,353.46
5/22/2009	Indiana Banking	-\$1,121.00	\$16,232.46
6/1/2009	Receipts	\$3,035.00	\$19,267.46
6/1/2009	Hicksville Bank	-\$5,450.94	\$13,816.52
6/12/2009	Receipts	\$2,905.00	\$16,721.52

**FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT**

600-44210.000.600	Capital Outlay		\$216,667.47
5/27/2009	BF&S	-\$50,914.74	\$165,752.73
5/27/2009	Messer Builders	-\$5,990.00	\$159,762.73
6/3/2009	Nationwide Construction Group	-\$34,068.91	\$125,693.82
6/3/2009	Larry's Lock & Safe / Lakeland Electronics	-\$5,325.92	\$120,367.90

**FBO Operator Report:**

Lara Gaerte reported that AvGas is up and Jet is still down. Both are significantly down from this time last year. The flight school is picking up. Maintenance is doing very good. Car rentals are up to 40 year-to-date. Gaerte reported that the Century Logo is now on both fuel trucks. Gaerte stated that business is still very slow due to the economy. She stated that staffing levels are not where they would like them yet. She stated that they are operating in the black and they see positive things on the horizon, but if fuel prices rise to what they were last year she feels business could drop off again. Chart sales continue to increase.

**Maintenance Project Manager Report:** Wappes reported that Gene put in 133 hours last month. Much of that time was spent on equipment maintenance and mowing. Couchman mentioned that Gene has assembled several spray rigs to help with weed control, one on the three-point-hitch spray rig for spraying drives and another that mounts on the mower deck for fence lines and airport lighting.

**Airport Manager Report:**

Sanderson Proposal: Couchman stated that Mr. Sanderson didn't get us the information we requested so there is no action required at this time.

Budget 2010: The County Council asked all departments to maintain their 2009 budget with no increases into 2010. Couchman presented a 2010 budget to the Board for approval with no increases over 2009. He stated that the three line items that we always have problems with, Repair and Maintenance, Repair and Maintenance Supplies and Contractual services will be a challenge at the same funding level but he will attempt to work within these restraints. Wappes moved to accept the 2010 Budget as submitted, Moore seconded and the motion passed.

Airport Authority: Couchman explained that the FAA will not allow us to bond using the same method that we have used for the last 15 years. In order to keep the levy in place that pays the bond we either need to very quickly find another method of bonding, or, we need to establish a non-reverting capital improvement account. There is no method to create such an account as a BOAC but there is as an airport authority. The non-reverting fund is

preferential because it can save hundreds of thousands of dollars compared to a bond. The drawback is that projects will need to be pushed back until sufficient funds can be collected and saved in the new account. The County Council will need to pass a resolution to create the authority assuming that the Commissioners and the Council agree. McCanna stated that he may be able to help with this project and still remain within the budget. He also suggested that he contact Mike Claytor at Crowe Horwath in Indianapolis for help with answering some financial questions. Stump motioned that we direct McCanna to perform further research to include contacting/hiring Crowe Horwath and get back to us at the July BOAC Meeting. He also moved that our agreement with Crowe Horwath cannot exceed \$6,000.00. Moore seconded and the motion carried unanimously.

Logo Contest: Couchman presented two submissions from the logo contest. After some discussion, the Board unanimously decided to continue their search for an airport logo.

AES: Couchman stated that except for some minor issues relating to cost of phones and mesh network integration, the agreement with AES to run fiber to the Airport is sound. He asked that the Board President be authorized to sign the agreement ahead of the next BOAC meeting once all the small details are determined. Wappes made a motion to authorize Mason as Board President to sign the agreement once Couchman is satisfied with the final details. Stump seconded and the motion carried.

Airport Open House – July 18, 2009: Couchman announced that the Hoosier Air Museum is coordinating an Airport Open House on July 18, 2009. Century and Couchman will help and contribute in any way possible.

End of Year Banquet: The Hoosier Air Museum has offered to host an end-of-year banquet for pilots that accomplished a solo or earned a license or certificate in the previous year. This is a fantastic opportunity to get the flying community together and to celebrate these great accomplishments. We will be soliciting donations to help with catering the event as we get closer to the event. The date is yet to be determined.

### **Consultant/Engineer Report:**

ITT ADS-B: Shaffer stated that we are now working on getting local zoning approval for the site, FAA airspace approval and NEPA approval for the site.

EA Agreement for Runway Extension Project: Shaffer asked the BOAC for a motion to approve and sign the Environmental Assessment Phase 2 – Runway 9-27 Extension Including NEPA Coordination, Survey, Preliminary Layout and Geometry Professional Services Agreement with BF&S. Wappes made the motion, Moore seconded and the motion passed.

Perimeter Wildlife and Security Fence AIP 14 Pay Request: Shaffer presented a pay request for \$4,207.40. Stump made a motion to sign the pay request, Moore seconded, the motion carried.

Perimeter Wildlife and Security Fence Response Letter to Nationwide: Shaffer presented a letter/recommendation in response to Nationwide's April 25, 2009 request for additional contract time and additional compensation. Stump made a motion that we accept the BF&S recommendation letter to Nationwide. Moore seconded and the motion carried unanimously.

Shaffer also explained that there will be additional work at Gate 8 in an effort to close the gaps allowing deer to shimmy under the gate edges. Stump made a motion to allow the Board President to sign the change order at contract price to also include additional for safety loop replacement once the concrete is poured assuming the additional is reasonable in the Engineer's opinion. Moore seconded and the motion carried.

See BF&S update.

**Attorney:** None

**BOAC Members:** Stump stated that he will not be present at the July BOAC meeting.

**Presidents Report:** Mason informed the Board that he will not be present at the July BOAC meeting.

**Adjournment:**

Mason adjourned the meeting at 2:45 pm.

**Next meeting July 17, 2009  
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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Brad Moore – FBO Liaison

## BFS Agenda Items for the 6/19/09 DeKalb BOAC Meeting

### Action items on the agenda:

Motion to approve the response letter to the contractor's letter for additional time and compensation.

Motion to approve the professional services agreement: **“Environmental Assessment Phase 2 - Runway 9-27 Extension Including NEPA Coordination, Survey, Preliminary Layout and Geometry.”**

**Discussion and Information items not included on the 6/19/09 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	Financially Complete	Pay Request After Last Meeting
AIP-3-18-0004-014-2007	EA, Design Wildlife Security Fence	1-Mar-09	\$157,894 Balance to be adgusted based on amendment conversation with Al Richardson at the FAA	Move balance to AIP-15 Balance \$0.00	Fed: 35,104.00 State: \$313.53
AIP-3-18-0004-015-2008	Install Perimeter Fencing and Phase 2	1-Oct-09	\$993,086.04	100% Balance \$0.00	Fed: \$3,934.00 State: \$103.53
AIP-3-18-0004-016-2008	Install Perimeter Fencing and Phase 2 AWOS III	1-Oct-09	\$61,559.00	0% Balance \$13,132.29	Fed: \$46,006.00 State: \$1,210.67
Summary All Fence Grants			\$1,175,779.26	98.88% Balance \$13,132.29	

### 1.0 Perimeter Wildlife and Security Fence AIP 14

- The 30 day network test is complete.
- We will have Nationwide add the concrete apron back into the job at Gate 8. This apron was eliminated from the job to try to offset the cost of the extensive concrete foundations for the operators. This resulted in a gap under the gate that deer are actually crawling under. A work around was attempted by the contractor utilizing parking bumpers but it is not going to be able to be a long-term solution. The long-term solution is to add the concrete apron back into the job. The contractor will be given 30 days to complete this apron.
- We received a letter from Nationwide dated April 25, 2009 requesting additional contract time and additional compensation. We have discussed the request at length with Brad and Russ. They have asked us to prepare a summary spreadsheet that shows, the full request from the contractor, the full liquidated damages with no additional compensation, and the BF&S recommendation. We have prepared this comparison for your review, see attached.
- FAA Pay Request No 2. will be signed by Brad that includes a progress estimate for \$4,207.40 that will be the reimbursement to the DeKalb IT upgrades that were required ensure a reliable interface between the County's terminal network and the gate communication system.

### 2.0 Runway 9-27 Length Justification/EA

- We compiled the results from the support letters. We are 120 operations shy of the 7000' justification to date, but we feel this is not the whole picture. We need to revisit those who submitted to clarify their useful load levels while operating. There were actually 900+ operations submitted but without clarification on the useful load while operating the FAA will not allow some of the operations that were submitted to be used. We will make sure we get these issues resolved so all these operations can be counted.
- The FAA approved the agreement by issuing the grant.
- Motion to approve the professional services agreement: **“Environmental Assessment Phase 2 - Runway 9-27 Extension Including NEPA Coordination, Survey, Preliminary Layout and Geometry.”**

### 3.0 ITT – FAA Next Generation Coordination.

- We are now working on a proposal for ITT to perform the site design and environmental work for them.