



# 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, Member

## MINUTES

July 17, 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 Vice-President Turner called the meeting to order; in attendance were members Wappes, Moore and Attorney McCanna. Also attending were Airport Manager Russ Couchman, Paul Shaffer and Toby Steffen, from BF&S, Lara Gaerte of Century Aviation, Contract Project Manager Gene Powell, Airport Contract Employee Kay Rowilson, and Airport liaison Andy Crow.

**Public Comment:** None

### **Secretary Report:**

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

### **Treasurer Report:**

Claims: Turner presented claim dockets for July 2009. Motion to accept the Claims Dockets was made by Wappes, second by Moore, motion carried unanimously.

## **June Claims**

600-11140.000.600	Employee Wages		\$19,416.43
6/26/2009	Russ Couchman	-\$1,386.89	\$18,029.54
7/10/2009	Russ Couchman	-\$1,386.89	\$16,642.65
600-10800.000.600	Other Pay		\$2,405.00
6/19/2009	Board Members Pay	-\$260.00	\$2,145.00
600-12100.000.600	PERF		\$1,382.94
6/26/2009	Russ Couchman	-\$93.62	\$1,289.32
7/10/2009	Russ Couchman	-\$93.62	\$1,195.70
600-12200.000.600	Insurance		\$4,360.74
7/10/2009	Russ Couchman	-\$734.18	\$3,626.56

600-12300.000.600	Social Security		\$1,896.05
6/26/2009	Russ Couchman	-\$74.15	\$1,821.90
7/10/2009	Russ Couchman	-\$74.15	\$1,747.75
600-12400.000.600	FICA (actually Medicare)		\$439.58
6/26/2009	Russ Couchman	-\$17.34	\$422.24
7/10/2009	Russ Couchman	-\$17.34	\$404.90
600.22310.000.600	Repair and Maintenance Supplies		\$409.43
6/22/2009	Auburn City Hardware	-\$24.78	\$384.65
6/22/2009	Classic City Auto.	-\$5.69	\$378.96
6/22/2009	New Holland	-\$75.33	\$303.63
7/1/2009	Lowe's	-\$29.92	\$273.71
7/10/2009	Home Depot	-\$164.59	\$109.12
7/13/2009	Long's DBA G & L Enterprise	-\$450.00	-\$340.88
7/16/2009	Transfer from Drain/Real Estate Taxes	\$1,229.98	\$889.10
600.32390.000.600	Drain/Real Estate Taxes		\$3,000.00
6/29/2009	DeKalb Co. Treasurer	-\$84.12	\$2,915.88
7/6/2009	DeKalb Co. Treasurer	-\$780.74	\$2,135.14
7/6/2009	DeKalb Co. Treasurer	-\$905.16	\$1,229.98
7/16/2009	Transfer to Repair and Maintenance Supplies	-\$1,229.98	\$0.00
600-32840.000.600	Consultant Fees		\$4,183.42
7/1/2009	BF&S	-\$583.33	\$3,600.09
7/16/2009	Transfer to Repairs and Maintenance	-\$1,225.58	\$2,374.51
600.33240.000.600	Telecommunications		\$822.22
6/22/2009	DeKalb Co. Auditor	-\$942.90	-\$120.68
6/26/2009	Verizon Wireless	-\$70.52	-\$191.20
7/10/2009	Qwest	-\$3.36	-\$194.56
7/16/2009	Transfer from Runway Repairs	\$750.00	\$555.44
600-33510.000.600	Electric		\$10,410.84
7/10/2009	Indiana Michigan Power	-\$2,242.72	\$8,168.12
7/10/2009	Indiana Michigan Power	-\$1,547.10	\$6,621.02
600-33540.000.600	Utilities		\$8,097.29
6/22/2009	City Utilities	-\$38.06	\$8,059.23
6/26/2009	NIF&L	-\$11.00	\$8,048.23
7/6/2009	NIF&L	-\$70.12	\$7,978.11
7/6/2009	MediaCom	-\$69.95	\$7,908.16
7/6/2009	National Serv-All	-\$65.37	\$7,842.79
600-33680.000.600	Repairs and Maintenance		\$1,350.13
6/22/2009	Larry's Lock & Safe SVC. INC	-\$35.95	\$1,314.18
6/22/2009	Phoenix Mechanical	-\$275.00	\$1,039.18
6/22/2009	Taylor Rental	-\$40.00	\$999.18
6/24/2009	Vaisala	-\$1,028.76	-\$29.58
7/1/2009	Picha Aircraft Radio	-\$530.00	-\$559.58
7/8/2009	Kaufman Well Drilling	-\$416.00	-\$975.58
7/10/2009	Priority 1	-\$250.00	-\$1,225.58
7/16/2009	Transfer from Consultants Fees	\$1,225.58	\$0.00

600.33690.000.600	Runway Repairs		\$939.00
7/16/2009	Transfer to Telecommunications	-\$750.00	\$189.00
7/16/2009	Transfer to Contractual Services	-\$189.00	\$0.00

600-34330.000.600	Contractual Services		\$9,893.77
7/15/2009	Jack Rowilson	-\$790.00	\$9,103.77
7/15/2009	Kay Rowilson	-\$671.00	\$8,432.77
7/15/2009	Robert Powell	-\$1,889.00	\$6,543.77
7/16/2009	Transfer from Janitorial Services	\$468.00	\$7,011.77
7/16/2009	Transfer from Runway Repairs	\$189.00	\$7,200.77
7/16/2009	Russ Couchman	-\$227.50	\$6,973.27

99-3434	Janitorial Services		\$468.00
7/16/2009	Transfer to Contractual Services	-\$468.00	\$0.00

#### FUND 0605 LOAN REPAYMENT ACCOUNT

605-50000.000.605	Non-Budgeted Expense		\$16,721.52
6/22/2009	Indiana Banking	-\$1,121.00	\$15,600.52
6/22/2009	Hicksville Bank	-\$5,450.94	\$10,149.58
6/26/2009	Receipts	\$4,055.00	\$14,204.58
7/13/2009	Receipts	\$5,020.00	\$19,224.58

#### FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

600-44210.000.600	Capital Outlay		\$120,367.90
6/22/2009	Technology Specialists	-\$4,207.40	\$116,160.50
6/24/2009	BF&S	-\$2,171.76	\$113,988.74

#### **FBO Operator Report:**

Lara Gaerte reported 19 students with 68 hours on the aircraft for the month. Rental pilots and fuel sales are up this month, due largely to the closing of the Angola FBO. Century had 4 rental cars for the month. Gaerte reported that the 99's completed the painting of the compass rose. Maintenance is doing well; transient fuel sales were lower in June than they were in May. Recently the Airport welcomed a Falcon 2000 and a Global Express to the ramp. The EAA has sent a flyer on the B-17, which will be returning in September this year.

**Maintenance Project Manager Report:** Couchman reported that mowing is slowing down now. Gene completed normal replacement of lights. Equipment maintenance continues to be a full-time task. Weed spraying is done for the year. Work on Gate 8 is complete.

#### **Airport Manager Report:**

**Sanderson Proposal:** Couchman reported that we are waiting on Corporate Resolution from Sanderson Auto authorizing Todd to sign the lease agreement. Also, the agreement with Century has not come back as of this time nor has proof of insurance. Couchman asked the BOAC to give approval to the BOAC President, to sign the Sanderson Lease when all the needed information is received. Wappes made the motion, with a second by Moore, motion carried unanimously.

**Logo:** Couchman asked the BOAC to approve the logo with minor changes and allow Couchman to start the copyright process. Turner questioned the need to spend the money for copyrights; he feels the BOAC should document the logo adoption date, which would be sufficient. McCanna stated he would contact someone on the copyright process to see what is necessary in this case. He will report back at the next meeting. Wappes made the motion to accept the logo, with a second by Moore. Motion carried. Turner then suggested that shirts and or hats be ordered with the new logo to sell for advertising. Since the BOAC cannot sell items for profit, the motion was made by Wappes to allow Century Aviation to use the logo on occasion with prior approval of the BOAC. Second by Moore, motion carried.

Airport Authority: Couchman reported to the BOAC that McCanna has completed the research on becoming an Airport Authority. It was determined that the cost would be \$18 – \$20,000.00 to complete all the necessary requirements for the fiscal side of creating an Airport Authority. After some discussion the BOAC decided to meet with the County Council and County Commissioners to give them a better understanding of what the Airport Authority is, and to see who would be open to the whole project. McCanna will try to get a representative from Crowe to speak with members of the BOAC and the County Council/Commissioners to better explain the operation of an Airport Authority and how it would benefit the County.

**Consultant/Engineer Report:**

See BF&S update.

**Adjournment:**

Turner adjourned the meeting at 1:50pm.

**Next meeting August 21, 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

## BFS Agenda Items for the 7/17/09 DeKalb BOAC Meeting

### Action items on the agenda:

No action items

**Discussion and Information items not included on the 7/17/09 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 adjusted 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 concrete apron work is complete.
- We plan to send our response letter the BOAC approved last meeting this week. We were simply waiting for the apron work to be complete prior to sending it.

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

- We have begun to compile more data and expect to have a draft forecast for you in the next 60 days per the schedule in our agreement.

### 3.0 ITT – FAA Next Generation Coordination.

- We received a notice to proceed from ITT.
- The geotechnical investigation was conducted.
- The site survey fieldwork is complete.
- We will need to get a county road right-of-way variance and a uniform zoning ordinance variance on the set back of the tower.
- The airspace is and continues to be the critical issue on this project.