



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 – FBO Liaison

MINUTES

September 18, 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 Turner, Stump, 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, Contract Administrative Assistant Kay Rowilson and Consultant Don Smith.

Public Comment: None

Secretary Report:

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

Treasurer Report:

Claims: Mason presented claim dockets for September 2009. Motion to accept the Claims Dockets was made by Turner, second by Stump, motion carried unanimously.

September Claims

600-11140.000.600	Employee Wages		\$13,868.87
8/21/2009	Russ Couchman	-\$1,386.89	\$12,481.98
9/4/2009	Russ Couchman	-\$1,386.89	\$11,095.09
9/18/2009	Russ Couchman	-\$1,386.89	\$9,708.20
600-10800.000.600	Other Pay		\$1,885.00
8/21/2009	Board Members Pay	-\$325.00	\$1,560.00
600-12100.000.600	PERF		\$1,008.46
8/21/2009	Russ Couchman	-\$93.62	\$914.84
9/4/2009	Russ Couchman	-\$93.62	\$821.22
9/18/2009	Russ Couchman	-\$93.62	\$727.60

600-12200.000.600	Insurance		\$2,892.38
9/4/2009	Russ Couchman	-\$734.18	\$2,158.20
600-12300.000.600	Social Security		\$1,599.45
8/21/2009	Russ Couchman	-\$74.15	\$1,525.30
9/4/2009	Russ Couchman	-\$74.15	\$1,451.15
9/18/2009	Russ Couchman	-\$74.15	\$1,377.00
600-12400.000.600	FICA (actually medicare)		\$370.22
8/21/2009	Russ Couchman	-\$17.34	\$352.88
9/4/2009	Russ Couchman	-\$17.34	\$335.54
9/18/2009	Russ Couchman	-\$17.34	\$318.20
600-22210.000.600	Petroleum Prod & Supplies		\$3,841.21
	North Central Co-op	-\$1,831.75	\$2,009.46
9/16/2009	Transfer to Repair and Maintenance Supplies	-\$2,000.00	\$9.46
600.22310.000.600	Repair and Maintenance Supplies		\$815.80
9/4/2009	Century Aviation	-\$126.65	\$689.15
9/14/2009	Kendall Electric Inc.	-\$34.50	\$654.65
9/14/2009	Classic City Auto.	-\$67.51	\$587.14
9/14/2009	Fastenal Company	-\$29.03	\$558.11
9/14/2009	Home Depot	-\$15.91	\$542.20
9/16/2009	New Holland	-\$472.77	\$69.43
9/16/2009	Transfer from Petroleum Products and Supplies	\$2,000.00	\$2,069.43
600-32840.000.600	Consultant Fees		\$1,791.18
8/31/2009	BF&S	-\$583.33	\$1,207.85
99-3286	Engineering Fees		\$6,000.00
9/16/2009	Transfer to Repairs and Maintenance	-\$3,000.00	\$3,000.00
9/16/2009	Transfer to Contractual Services	-\$3,000.00	\$0.00
600-32880.000.600	Permit Fees		\$280.00
9/16/2009	Transfer to Repair and Maintenance	-\$280.00	\$0.00
600.33240.000.600	Telecommunications		\$474.05
8/27/2009	Verizon Wireless	-\$95.97	\$378.08
9/14/2009	Qwest	-\$2.09	\$375.99
99-3333	Legal Notices		\$200.00
9/16/2009	Transfer to Repairs and Maintenance	-\$200.00	\$0.00
600-33510.000.600	Electric		\$3,151.59
9/14/2009	Indiana Michigan Power	-\$1,507.59	\$1,644.00
9/14/2009	Indiana Michigan Power	-\$3,411.98	-\$1,767.98
9/16/2009	Transfer from Utilities	\$4,000.00	\$2,232.02

600-33540.000.600	Utilities		\$7,592.56
8/27/2009	City Utilities	-\$38.06	\$7,554.50
8/31/2009	NIF&L	-\$11.00	\$7,543.50
8/31/2009	NIF&L	-\$62.65	\$7,480.85
9/2/2009	MediaCom	-\$69.95	\$7,410.90
9/14/2009	National Serv-All	-\$67.79	\$7,343.11
9/16/2009	Transfer to Electric	-\$4,000.00	\$3,343.11

600-33680.000.600	Repairs and Maintenance		-\$1,336.74
8/27/2009	Century Aviation	-\$250.00	-\$1,586.74
9/14/2009	Midwest Aquatics	-\$425.00	-\$2,011.74
9/14/2009	Taylor Rental	-\$40.00	-\$2,051.74
9/16/2009	Picha Aircraft Radio	-\$165.00	-\$2,216.74
9/16/2009	Transfer from Permit Fees	\$280.00	-\$1,936.74
9/16/2009	Transfer from Legal Notices	\$200.00	-\$1,736.74
9/16/2009	Transfer from Engineering Fees	\$3,000.00	\$1,263.26

600-34330.000.600	Contractual Services		\$3,795.37
8/27/2009	Russ Couchman	-\$467.50	\$3,327.87
9/14/2009	Robert Powell	-\$1,765.93	\$1,561.94
9/14/2009	Russ Couchman	-\$320.00	\$1,241.94
9/16/2009	Kay Rowlison	-\$470.25	\$771.69
9/16/2009	Jack Rowlison	-\$352.50	\$419.19
9/16/2009	Transfer from Engineering Fees	\$3,000.00	\$3,419.19

FUND 0605 LOAN REPAYMENT ACCOUNT

605-50000.000.605	Non-Budgeted Expense		\$15,531.70
8/31/2009	Indiana Banking	-\$1,121.00	\$14,410.70
8/31/2009	Hicksville Bank	-\$5,450.94	\$8,959.76
9/14/2009	Receipts	\$5,605.00	\$14,564.76

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

600-44210.000.600	Capital Outlay		\$109,605.63
8/31/2009	JFNew	-\$1,265.50	\$108,340.13
8/31/2009	BF&S	-\$3,380.00	\$104,960.13

Zoning: Stump reported he has received two requests for building.

1- A two-lot Division of Land to be known as "Replat of Lot 2, JTKS Additions" located in the SW Quarter Section 16, Jackson Township, on the North side of CR 60 and the East side of CR 31, containing 31.89 acres, more or less. This development lies within the Approach, Transitional and Horizontal Zones. The maximum allowable height in this development is limited to 69 feet above ground level unless a variance is first obtained from the DeKalb County Board of Aviation Commissioners. This development also lies within the Noise Sensitive Area and the Non-Remonstrance Area. The standard "Waiver of Claims and Compensations by Landowner Within Airport Area" and "Non-Remonstrance Agreement for New Residence Within Airport Vicinity" shall be executed and recorded before the issuance of any Improvement Location Permit.

2- A two-lot division of Land to be known as "Montreaux Hills" located in the NE Quarter Section 22, Jackson Township, on the South side of CR 60, containing 27.97 acres, more or less. This development lies within the Approach Zone. The maximum allowable height in this development is limited to 75 feet above ground level unless a variance is first obtained from the DeKalb County Board of Aviation Commissioners. This development also lies within Airport Compatibility Zone AC7 and is subject to any additional restrictions required by that zone. McCanna also informed the BOAC the County Council is currently working on a plan to declare all, or most, of the county an economic revitalization area. This would shorten the time for developers to receive tax abatement, and would apply to the agricultural ground the Airport is not using for Airport purposes. McCanna will look into this and let the BOAC know more about it.

FBO Operator Report: Lara Gaerte reported two new private pilots and four new flight students. The Labor Day Auction traffic was down from past years. The VAA 37 sponsored Vintage Bi-Plane rides in a New Standard; everyone seemed pleased with the turn out for this. September is running about the same as the last few months, maintenance is slow due to people holding off having Annual Inspections to save money. Gaerte provided a graph of the two years Century Aviation has been in business showing sales, maintenance, and instruction. Couchman stated that Century had requested the BOAC not increase utilities at this time and to keep the East hangar lease the same.

After some discussion, the BOAC agreed to hold off increasing the FBO's utilities at this time and to extend the East hangar lease at the current terms. Turner made the motion to suspend the Utilities fee for both hangars and to extend the East hangar lease, both for 12 months starting October 1, 2009 with a second by Moore, motion carried. It was agreed that the BOAC would review the total lease with Century in June or July of 2010.

Maintenance Project Manager Report: Couchman reported that Gene worked 96 ½ hours for the month. There have been tractor repairs, normal light repairs, and the beacon had a light out. Gene has been spending a lot of time getting ready for the annual inspection with the State. The FAA has repaired the hole at the approach end of 27, which was left after putting in the approach lights on the ILS system. Everything is looking good for the inspection.

Airport Manager Report:

Home Removal Bids: Couchman reported he has 3 new bids for the home removal, septic closing and well capping. Ace Canopy bid \$19,000, Knot Excavating \$11,190, Longworth \$10,600. Couchman received instruction from the County Health Department on how to close both the septic and the well head. The basement will be completely removed with this project. Turner moved to accept the Longworth bid and authorize them to proceed using construction contract to be drafted by McCanna with a second by Moore. The Motion carried unanimously.

AAI: Couchman told the BOAC the County Commissioners have approved a total of \$1,740.00 for travel and lodging at AAI. Money is tight, but this would allow for Couchman and two BOAC to attend, the County Commissioners specified which two BOAC members they wanted to attend. Moore and Stump were chosen to attend. Couchman told the BOAC that BF&S has agreed to cover the cost of two large cabins for the BOAC to use during this conference. This would allow for a couple more board members to attend. Stump, Moore and Mason are not sure they would be able to attend, and will get back to Couchman as soon as possible so that a count can be given to Paul Shaffer.

Airport Authority: Couchman received a response from Tom Guevara on two questions that were not answered at the last meeting. Question one "Can we use existing Aviation un-appropriated and Capital Improvement dollars to help fund the new Airport Authority?" His answer was yes, the BOAC would need real Council co-operation as they would have to agree to it, then appropriate the money and grant the money. The second question was "It is possible to create a Rainy Day Fund" again the answer was yes, as a political body the BOAC can do this, after the Authority is set up.

Consultant/Engineer Report:

See BF&S update.

Attorney Report: McCanna stated he will have a report on the Logo Protection at the October meeting. McCanna also wanted to let the BOAC know that Eric Patton from the County Highway Dept. is looking for space, approximately 8 to 10 acres to set up a machine that will reconstitute slag. If the area the County is looking at would not be available, McCanna stated the Wallace farm will be ideal for this. The Highway Dept. would make up the crop income if they used the property.

Adjournment:

Mason adjourned the meeting at 1:55 p.m.

**Next meeting October 16, 2009
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

Brad Moore

BFS Agenda Items for the 9/18/09 DeKalb BOAC Meeting

Action items on the agenda:

No action items at this time.

Discussion and Information items not included on the 9/18/09 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: 0 State: 0
AIP-3-18-0004-015-2008	Install Perimeter Fencing and Phase 2	1-Oct-09	\$993,086.04	100% Balance \$0.00	Fed: 0 State: 0
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: 0 State: 0
Summary All Fence Grants			\$1,175,779.26	98.88% Balance \$13,132.29	

1.0 Perimeter Wildlife and Security Fence AIP 14

- Nationwide has signed all the final Documents. We will be giving the documents to Russ for the retainage release and final payment. These are the documents the board approved last month in the meeting.

2.0 Runway 9-27 Length Justification/EA

- The survey process has started. Ground crews will begin setting targets for the areal survey work.
- The wetlands in the project area have been re-delineated per the Army Corps request.
- We have begun to compile data and are working on a draft forecast. The FAA has changed the way they issue data when it is requested with respect to county specific historical data, which has required more time in data acquisition than expected. We have begun another avenue of obtaining the data through Indiana Department of Revenue. We are hoping to get you a draft forecast by the end of the month.

3.0 ITT – FAA Next Generation Coordination.

- Zoning Ordinance Variance – A BZA meeting has been schedule for October 7, 2009 to complete the process.
- The State Design release has been applied for.
- The Categorical Exclusion Document was submitted to the FAA.
- The project is on schedule at this point. ITT would like to solicit contractors to build the tower in November.

4.0 ALP Update

- The update would primarily be to eliminate the crosswind runway and to obtain a land release for the FAA land that would encompass the potential industrial park.
- A draft has been given to Brad for consideration.

5.0 CIP UPDATE

- CIP's will be due in January.
- The CIP committee will need to meet in October or November to make a recommendation to the BOAC in December.