



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

October 15, 2010

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 Wappes, and Stump. Also attending were, BOAC Attorney James McCanna, Airport Manager Russ Couchman, Lara Gaerte of Century Aviation, Contract Project Manager Gene Powell, Airport Contract Employee, Kay Rowilson, and Mike Quayle.

Public Comment: None

Secretary Report:

Minutes: Mason presented the minutes of the previous meeting. 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 October 2010. Motion to accept the Claims Docket was made by Stump, second by Wappes, motion carried unanimously. Couchman informed the BOAC that November 17th is the last day for all claims to be paid in 2010.

October Claims

600-11140.000.600	Employee Wages		\$8,727.60
9/21/2010	Russ Couchman	-\$1,454.62	\$7,272.98
10/5/2010	Russ Couchman	-\$1,454.62	\$5,818.36
600-10800.000.600	Other Pay (Board Members)		\$1,690.00
9/17/2010	Board Member Pay	-\$260.00	\$1,430.00
600-12100.000.600	PERF		\$636.20
9/21/2010	Russ Couchman	-\$98.19	\$538.01
10/5/2010	Russ Couchman	-\$98.19	\$439.82
600-12200.000.600	Insurance		\$4,970.94

10/5/2010	Russ Couchman	-\$502.86	\$4,468.08
600-12300.000.600	Social Security		\$1,207.32
9/21/2010	Russ Couchman	-\$81.27	\$1,126.05
10/5/2010	Russ Couchman	-\$81.27	\$1,044.78
600-12400.000.600	FICA (actually medicare)		\$280.90
9/21/2010	Russ Couchman	-\$19.01	\$261.89
10/5/2010	Russ Couchman	-\$19.01	\$242.88
600-22210.000.600	Petroleum Prod & Supplies		\$3,274.50
9/24/2010	North Central Co-op	-\$1,985.43	\$1,289.07
600.22310.000.600	Repair and Maintenance Supplies		\$302.43
9/24/2010	Kendall Electric INC	-\$22.66	\$279.77
9/27/2010	Classic City Auto	-\$15.66	\$264.11
9/29/2010	Home Depot	-\$70.41	\$193.70
9/29/2010	Classic City Auto	-\$128.82	\$64.88
10/4/2010	Classic City Auto	-\$151.00	-\$86.12
10/6/2010	Kendall Electric INC	-\$54.15	-\$140.27
600.33240.000.600	Telecommunications		\$625.70
9/27/2010	Verizon Wireless	-\$197.45	\$428.25
10/11/2010	Qwest	-\$0.19	\$428.06
600-33510.000.600	Electric		\$1,893.79
10/8/2010	Indiana Michigan Power	-\$968.49	\$925.30
10/8/2010	Indiana Michigan Power	-\$1,377.17	-\$451.87
600-33540.000.600	Utilities		\$9,761.26
9/27/2010	NIF&L	-\$11.00	\$9,750.26
10/4/2010	NIF&L	-\$75.55	\$9,674.71
10/4/2010	National Serv-all	-\$77.11	\$9,597.60
10/8/2010	City of Auburn	-\$485.78	\$9,111.82
600-34330.000.600	Contractual Services		\$10,755.74
10/4/2010	Priority 1	-\$200.00	\$10,555.74
10/11/2010	Russ Couchman	-\$375.00	\$10,180.74
10/11/2010	Jack Rowlison	-\$422.50	\$9,758.24
10/11/2010	Kay Rowlison	-\$558.29	\$9,199.95
10/11/2010	Gene Powell	-\$1,602.67	\$7,597.28
FUND 0605 LOAN REPAYMENT ACCOUNT			
605-50000.000.605	Non-Budgeted Expense		\$21,741.41
9/20/2010	Indiana Business Banking - Wells Fargo	-\$1,121.00	\$20,620.41
9/20/2010	Hicksville Bank	-\$5,450.94	\$15,169.47
9/24/2010	Receipts	\$5,070.00	\$20,239.47
10/8/2010	Receipts	\$4,250.00	\$24,489.47

FBO Operator Report:

Lara Gaerte reported that they have two new students; one came from a rival flight school and the other saw the banner and stopped in. Gaerte reported that a new engine has been installed in the 152, and it is back online Fuel

sales for Avgas in September are down from a year ago. Jet sales are higher due in part to the recent auction traffic. Rental cars have slowed, while maintenance has picked up. Century has completed training for the web site, and can now keep their web page current.

Maintenance Project Manager Report:

Wappes noted that mowing is all but over for this year. Couchman and Powell reported work is being done to get all the winter equipment ready. The broom has been rebuilt and the plows and lights on the equipment are being readied. Nationwide has been here and replaced the wheels on the gates with better wheels than originally installed. Powell stated he has not completed all the battery tests on the gates yet, but everything seems to be working fine.

Airport Manager Report:

Continuation of Policies and Ordinances: Couchman stated that he would like to continue this topic at the next meeting on Dec. 3rd.

Airport Manager Salary: Couchman referenced a recent letter he sent to the Board and asked that they immediately consider increasing the Airport Manger salary. Mason stated to the BOAC that he previously asked Couchman to get information on salaries and ranges from other airport managers in the area. Mason stated that he has been watching the AAAE ads and has seen what the salaries are; he feels Couchman is underpaid and also knows the BOAC is limited in what they can do. Mason feels the house that Couchman lives in should be considered in his salary, but an increase should go along with it. Mason feels an executive session is in order to discuss this topic. McCanna stated that this does qualify for an executive session and that summary minutes must be kept, stating than nothing other than what was on the notice was discussed and no decision was made. McCanna stated that he would like to attend this meeting if the BOAC would allow it. Mason asked that McCanna be there. McCanna suggested that the BOAC move away from the idea of what County employees earn. McCanna also asked the BOAC to look into what it would cost to bring someone in to take Coachman's place, and they would see that for the salary offered, no one would take the position. Wappes asked how it would look to make such a big increase right after becoming an Airport Authority. McCanna stated the BOAC will need to go before the Council with all the research on area salaries. Mason feels there is no other job in the County that compares to all that Couchman does in his position. McCanna agreed with this and stated, this is what needs to be brought before the Council. Stump stated that all the salaries looked at are nationwide, and do not compare as far as cost of living. Stump stated the council has final say over this, and after looking over the budget could disagree to what the BOAC agreed too. McCanna asked that no one discuss any of this outside of this meeting.

Consultant/Engineer Report:

See BF&S update.

Attorney Report:

Haley: Letter has been sent to Mr. & Mrs. Haley

Gretel Smith: Will continue discussion at the next meeting.

Airport Authority First Meeting: McCanna stated the BOAC can hold their first meeting on the first business day of the New Year. The first meeting will be to appoint officers and vote on the ordinances to be accepted for the Airport Authority. The date will be set at the next BOAC meeting. Couchman was asked to send the BOAC an email stating asking what day the BOAC will meet monthly as the third Friday has been difficult at times.

Adjournment:

Mason adjourned the meeting at 2:20 p.m.

**Next meeting December 3, 2010
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 10/15/10 DeKalb BOAC Meeting

Action items on the agenda:

No action items at this time. Unfortunately I will not be in attendance because of the AAI conference.

Discussion and Information items not included on the 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-3-18-0004-017-2009	Extend Runway 9-27 (Planning) - Phase 2 Environmental Coordination, Survey, Lay out and Geometry Part A	November 2011	\$51,256	100% Balance \$0.00	Fed: \$0 State: \$0
AIP-3-18-0004-018-2009	Extend Runway 9-27 (Planning) - Phase 2 Environmental Coordination, Survey, Lay out and	November 2011	\$101,307.00	25% Balance \$56,097.84	Fed: \$22,224.25 State: \$292.42
Summary All Open Grants			\$152,562.79	63.23% Balance \$56,097.84	

1.0 Runway 9-27 Length Justification/EA

- Wildlife Hazard Assessment began April 19 and 20, 2010. Subsequent field visits have occurred for monitoring purposes. Quarterly reports will be produced as the assessment progresses.
- Ben, with the FAA, has approved and signed off on the forecast.
- We will generate noise contours using the FAA's Integrated Noise Model (INM) for use in the environmental.
- We need a letter to address the property owner "Haley's" concerns about liability while on the property. This is a weather sensitive item and needs to be completed sooner than later.

2.0 Wetland Easement.

- Legal descriptions for the revised easement are now complete.
- We need to meet with the property owner to revisit the airports needs and their objectives. The Army Corps approach on the runway extension project may reduce the mitigation need by minimizing allowed impact.

3.0 Hangar Development

- Awaiting new numbers from Messer Construction.

4.0 Fence Warrantee

- Nationwide has agreed to all of the repairs and gate modification that were requested.