



# 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

December 3, 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 Moore, Stump, and Turner. Also attending were, BOAC Attorney James McCanna, Airport Manager Russ Couchman, Paul Shaffer from BF&S, Lara & Tony Gaerte of Century Aviation, Contract Project Manager Gene Powell, Airport Contract Employees Kay Rowilson, and Jessica Fender, Airport Liaison Andy Crow.

**Public Comment:** None

### **Secretary Report:**

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

### **Treasurer Report:**

Claims: Stump presented claim dockets for Nov. and Dec. 2010. Motion to accept the Claims Docket was made by Turner second by Stump, motion carried unanimously.

## NOVEMBER 2010 CLAIMS

600-11140.000.600	Employee Wages		\$5,818.36
10/19/2010	Russ Couchman	-\$1,454.62	\$4,363.74
11/2/2010	Russ Couchman	-\$1,454.62	\$2,909.12
11/16/2010	Russ Couchman	-\$1,454.62	\$1,454.50
11/30/2010	Russ Couchman	-\$1,454.62	-\$0.12
600-10800.000.600	Other Pay (Board Members)		\$1,430.00
10/22/2010	Board Member Pay	-\$260.00	\$1,170.00
600-12100.000.600	PERF		\$439.82
10/19/2010	Russ Couchman	-\$98.19	\$341.63
11/2/2010	Russ Couchman	-\$98.19	\$243.44
11/16/2010	Russ Couchman	-\$98.19	\$145.25

11/30/2010	Russ Couchman		-\$98.19	\$47.06
600-12200.000.600	Insurance			\$4,468.08
11/2/2010	Russ Couchman		-\$502.86	\$3,965.22
600-12300.000.600	Social Security			\$1,044.78
10/19/2010	Russ Couchman		-\$81.27	\$963.51
11/2/2010	Russ Couchman		-\$81.27	\$882.24
11/16/2010	Russ Couchman		-\$81.27	\$800.97
11/30/2010	Russ Couchman		-\$81.27	\$719.70
600-12400.000.600	FICA (actually medicare)			\$242.88
10/19/2010	Russ Couchman		-\$19.01	\$223.87
11/2/2010	Russ Couchman		-\$19.01	\$204.86
11/16/2010	Russ Couchman		-\$19.01	\$185.85
11/30/2010	Russ Couchman		-\$19.01	\$166.84
600.22310.000.600	Repair and Maintenance Supplies			-\$140.27
10/18/2010	M-B Company		-\$276.68	-\$416.95
10/20/2010	ICOM		-\$414.18	-\$831.13
10/20/2010	Classic City Auto		-\$16.74	-\$847.87
10/21/2010	Transfer from Engineering Fees	\$3,000.00		\$2,152.13
10/29/2010	Kendall Electric INC		-\$12.80	\$2,139.33
11/5/2010	Home Depot		-\$71.74	\$2,067.59
11/5/2010	LBH Chemical		-\$425.76	\$1,641.83
11/5/2010	Monroe Truck Equipment		-\$103.71	\$1,538.12
11/5/2010	Classic City Auto		-\$44.69	\$1,493.43
11/8/2010	Batteries Plus		-\$43.99	\$1,449.44
11/16/2010	Home Depot		-\$24.48	\$1,424.96
11/17/2010	Auburn City Hardware		-\$92.74	\$1,332.22
600-32820.000.600	Legal Fees			\$8,050.00
11/17/2010	James McCanna		-\$8,050.00	\$0.00
600.32840.000.600	Consultant Fees			\$1,481.94
10/29/2010	BF&S		-\$1,166.66	\$315.28
600.32860.000.600	Engineering Fees			\$3,000.00
3/21/2010	Transfer to Repair and Maintenance Supplies		-\$3,000.00	\$0.00
600.33240.000.600	Telecommunications			\$428.06
10/27/2010	Verizon Wireless		-\$142.76	\$285.30
11/8/2010	Qwest		-\$0.16	\$285.14
600-33510.000.600	Electric			-\$451.87
10/21/2010	Transfer from Utilities	\$5,000.00		\$4,548.13
11/8/2010	Indiana Michigan Power		-\$985.61	\$3,562.52
11/8/2010	Indiana Michigan Power		-\$1,229.45	\$2,333.07
600-33540.000.600	Utilities			\$9,111.82
10/21/2010	Transfer to Electric		-\$5,000.00	\$4,111.82
10/22/2010	City of Auburn		-\$67.37	\$4,044.45
10/29/2010	NIF&L		-\$28.71	\$4,015.74
11/5/2010	NIF&L		-\$135.17	\$3,880.57

11/5/2010	City of Auburn	-\$318.16	\$3,562.41
11/5/2010	Propane People (CR 31)	-\$117.00	\$3,445.41
11/5/2010	National Serv-all	-\$77.25	\$3,368.16
600-33680.000.600	Repairs and Maintenance		-\$88.33
10/13/2010	Best One Tire & Service	-\$67.95	-\$156.28
10/15/2010	Taylor Rental	-\$40.00	-\$196.28
10/21/2010	Transfer from Runway Repairs	\$12,000.00	\$11,803.72
10/22/2010	Century Aviation	-\$200.00	\$11,603.72
10/22/2010	Picha Aircraft Radio	-\$195.00	\$11,408.72
10/25/2010	Fire Protection	-\$244.50	\$11,164.22
11/10/2010	Ryan Stephen	-\$390.00	\$10,774.22
11/12/2010	Taylor Rental	-\$40.00	\$10,734.22
11/12/2010	Larry"s Lock& Safe	-\$165.00	\$10,569.22
11/16/2010	Amstutz Well Drilling	-\$4,530.25	\$6,038.97
11/17/2010	Classic City Body & Paint	-\$335.41	\$5,703.56
600-33690-000-600	Runway Repairs		\$12,401.00
10/21/2010	Transfer to Repairs and Maintenance	-\$12,000.00	\$401.00
600-34330.000.600	Contractual Services		\$7,597.28
10/20/2010	Crowe Horwath	-\$2,565.80	\$5,031.48
11/16/2010	Jack Rowilson	-\$536.25	\$4,495.23
11/16/2010	Gene Powell	-\$2,123.97	\$2,371.26
11/17/2010	Kay Rowilson	-\$1,245.75	\$1,125.51
11/17/2010	Russ Couchman	-\$750.00	\$375.51
11/17/2010	Jessica Fender	-\$145.00	\$230.51
<b>FUND 0605 LOAN REPAYMENT ACCOUNT</b>			
605-50000.000.605	Non-Budgeted Expense		\$23,589.47
10/22/2010	Hicksville Bank	-\$5,450.94	\$18,138.53
10/22/2010	Wells Business BKG	-\$1,121.00	\$17,017.53
10/27/2010	Receipts	\$4,150.00	\$21,167.53
11/8/2010	Receipts	\$6,415.00	\$27,582.53
<b>FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT</b>			
610-44210.000.610	Capital Outlay		-\$635.57
10/27/2010	BF&S	-\$24,288.60	-\$24,924.17
11/10/2010	Appropriation	\$50,000.00	\$25,075.83
<b>DECEMBER 2010 CLAIMS</b>			
600.33240.000.600	Telecommunications		\$285.14
11/19/2010	DeKalb County Treasurer (Phone bills)	-\$615.60	-\$330.46
11/19/2010	Transfer from Repairs and Maint	\$700.00	\$369.54
11/29/2010	Verizon Wireless	-\$146.02	\$223.52
600-33540.000.600	Utilities		\$3,368.16
11/19/2010	City of Auburn Municipal Services	-\$67.37	\$3,300.79
11/29/2010	NIF&L	-\$99.02	\$3,201.77
600-33680.000.600	Repairs and Maintenance		\$5,703.56
11/19/2010	Transfer to Telecommunications	-\$700.00	\$5,003.56

**FUND 0605 LOAN REPAYMENT ACCOUNT**

605-50000.000.605	Non-Budgeted Expense		\$27,582.53
11/22/2010	Hicksville Bank	-\$5,450.94	\$22,131.59
11/22/2010	Wells Business BKG	-\$1,121.00	\$21,010.59

**FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT**

610-44210.000.610	Capital Outlay		\$25,075.83
11/19/2010	BF&S	-\$8,669.70	\$16,406.13
11/29/2010	Beacon Credit Union	-\$7,228.47	\$9,177.66

**FBO Operator Report:**

Lara Gaerte reported that flight school and maintenance are both up for the year. Rental cars are down. November flight instruction is down, due to weather. Avgas is up from 2009, Jet for based aircraft is down while transient is up. Gaerte stated that Century is expected to finish the year in the black. Gaerte presented a slide show of various aircraft and happenings at the Airport over the last year.

**Maintenance Project Manager Report:**

Couchman reported that all the snow removal equipment is ready to go. There is a problem with the radio in the plow truck when attached to the broom. Avionics is looking into this. Handheld radios will be used when necessary.

**Airport Manager Report:**

Discussion of Draft Ordinances and Resolutions: Couchman presented the BOAC packets with the Drafts Ordinances and Resolutions; Couchman stated that unless there are changes to be made they are ready for the first read at the January 3<sup>rd</sup> meeting along with the adoption of the Resolutions at the January 3<sup>rd</sup> meeting. At the regular meeting on January 28<sup>th</sup> the BOAC will then adopt the Ordinances. McCanna stated that he will not be at the January 3<sup>rd</sup> meeting, but has looked through most all of these, and will be available until December 30<sup>th</sup> if anyone wants to discuss them further. Turner asked if he should excuse himself on voting on a contract with MTI due to a conflict of interest. McCanna stated that Turner should excuse himself from that vote. McCanna stated that he and Couchman discussed having a conflict of interest statement signed by each board member at the beginning of each year. The Board went over all Ordinances and Resolutions making several changes. All changes will be made and they will be ready for the January 3<sup>rd</sup> meeting.

Financial Software: Couchman and Stump looked at different financial packages other Airport Authorities are using, along with help from the State Board of Accounts. Two packages were at the top of the list, and these companies were asked to come and give a presentation of their program. Based on the presentations and information provided, CompuTrain software was selected. The cost is \$11,000.00 for this software. The County does not have a server rated to meet the specifications of this program, so Couchman, Stump and County IS located a server that will fill the needs of the Airport; the cost for the server is \$10,000.00. Jack Smith from County IS has installed this server and Couchman hopes to start training on the new program in the following week. Couchman reported that the 2010 Budget had \$22,000.00 left in it, so purchasing these items was not a big hit for the Airport. Checks may be signed with a facsimile signature for some claims, but would require two signatures for most checks. The Board Treasurer and one Board Officer would be required to sign each check. Couchman felt that since Stump is readily available he should be made an officer of the Board so that he can be called upon to sign checks. Couchman also noted that this program is consistent with State prescribed forms.

Airport Insurance: Couchman stated that he received only one submission for insurance. The current provider has not yet submitted anything for review. Couchman asked for a sub-committee to consider which insurance company to go with. Mason asked Turner to work with Couchman and himself on making a decision on the insurance carrier. Turner accepted.

Stump made a motion for this sub-committee to make the decision on which insurance company to use and to have it in place by the next meeting, Moore seconded, motion carried unanimously.

Financial Institution: Moore delivered RFP's to three local banks and received no response. McCanna suggested that we meet directly with each bank manager to go over the RFP and explain the Boards requirements. Mason asked Moore to work with Couchman and himself to secure a financial institution in a sub-committee. Turner made

the motion to allow the sub-committee to choose a financial institution, seconded by Stump. Motion carried unanimously.

Meeting Dates: Discussion on when to hold meetings was held. It was decided to keep the current schedule for meetings, the third Friday of the month. This will change the January meetings to the 3rd and the 21st.

Board Member Per Diem: Couchman stated that State Statute is clear on board member per diem, \$35.00 per day. McCanna suggested that he draft a resolution stating the members will be paid \$35.00 per meeting and for each day the member works on board issues, not to exceed \$70.00 per month, per member. The resolution will be voted on at the first meeting in January. Stump asked about taking oaths of office. It was decided that when a member first starts his/her term an oath will be given.

**Consultant/Engineer Report:**

See BF&S update.

**Attorney Report:**

**Presidents Report:** Mason brought the subject of the Managers salary to the Board. Mason feels he Airport Manager salary should indeed be raised. After looking at the information compiled on what different airports are paying their managers, Mason feels the Board should move forward with this. After discussing this matter everyone was in agreement that the Airport Manager annual salary will be raised to \$70,000.00 starting January 2011. Stump stated that a salary ordinance must be adopted at the first Airport Authority meeting.

**Adjournment:**

Mason made a motion to adjourn the meeting at 3:30 p.m., with a second by Stump motion carried unanimously. The meeting was adjourned.

**Next meeting January 3, 2011  
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 12/03/10 DeKalb BOAC Meeting

### Action items on the agenda:

No action items at this time.

**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-3-18-0004-019-2010	Extend Runway 9-27 - Phase 3 (Land Acquisition Reimbursement - Parcel 06-10-21-101-004 - 3.00 Acres;	November 2012	\$194,657	87%	Fed:
				Balance	\$160,401.33
				\$25,813.34	State: \$2,110.54
AIP-3-18-0004-018-2009	Extend Runway 9-27 (Planning) - Phase 2 Environmental Coordination, Survey, Layout and Geometry Part B	November 2011	\$106,638.94	47%	Fed:
				Balance	\$22,224.25
				\$56,097.84	State: \$292.42

### 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 have been provided to the airport and FAA.
- Ben, with the FAA, has approved and signed off on the forecast.
- Integrated Noise Model (INM) for use in the environmental is complete.
- Working on new phasing and cost estimates for CIP.

### 2.0 Wetland Easement.

- Re-worked legal descriptions for the revised easement.

### 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.

### 5.0 CIP

- It is that time again.
- Runway Extension will dominate.