



# 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

April 16, 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 Vice President Turner called the meeting to order; in attendance were members Stump, Wappes, and Moore. Also attending was, Airport Manager Russ Couchman, Paul Shaffer and Tony Steffen from BF&S, Tony Gaerte of Century Aviation, Contract Project Manager Gene Powell, Administrative Assistant Kay Rowilson, County Councilman and Airport Liaison Andy Crow.

After calling the meeting to order, Turner then announced to everyone that the meeting was relocating to the VAA Chapter 37 club house, also located on the Airport.

Public Comment: None

### Secretary Report:

Minutes: Turner presented the minutes of the previous meetings. 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 March 2010. Motion to accept the Claims Docket was made by Wappes, second by Moore, motion carried unanimously.

### April 2010 Claims

600-11140.000.600	Employee Wages		\$29,092.28
4/2/2010	Russ Couchman	-\$1,454.62	\$27,637.66
4/16/2010	Russ Couchman	-\$1,454.62	\$26,183.04
600-10800.000.600	Other Pay (Board Members)		\$3,315.00
3/19/2010	Board Member Pay	-\$325.00	\$2,990.00
600-12100.000.600	PERF		\$2,010.86
4/2/2010	Russ Couchman	-\$98.19	\$1,912.67
4/16/2010	Russ Couchman	-\$98.19	\$1,814.48
600-12200.000.600	Insurance		\$7,988.10
4/2/2010	Russ Couchman	-\$502.86	\$7,485.24

600-12300.000.600	Social Security		\$2,345.10
4/2/2010	Russ Couchman	-\$81.27	\$2,263.83
4/16/2010	Russ Couchman	-\$81.27	\$2,182.56
600-12400.000.600	FICA (actually medicare)		\$547.04
4/2/2010	Russ Couchman	-\$19.01	\$528.03
4/16/2010	Russ Couchman	-\$19.01	\$509.02
600.22310.000.600	Repair and Maintenance Supplies		\$2,763.49
3/25/2010	Gasoline Equipment	-\$62.08	\$2,701.41
3/25/2010	Blue Globes	-\$107.46	\$2,593.95
3/25/2010	M-B Company	-\$1,724.61	\$869.34
3/25/2010	Home Depot	-\$83.97	\$785.37
3/25/2010	Auburn City Hardware	-\$9.60	\$775.77
4/12/2010	Classic City Auto	-\$22.26	\$753.51
4/12/2010	Gasoline Equipment	-\$325.32	\$428.19
4/12/2010	LBH Chemical	-\$424.78	\$3.41
4/12/2010	VanGorder Sales	-\$149.00	-\$145.59
4/12/2010	Home Depot	-\$75.68	-\$221.27
600.32390.000.600	Drain/Real Estate Taxes		\$3,000.00
4/12/2010	DeKalb Co. Treasurer - Spring & Fall ditch taxes	-\$2,728.46	\$271.54
600-32820.000.600	Legal Fees		\$10,000.00
3/25/2010	James McCanna	-\$1,950.00	\$8,050.00
600-32840.000.600	Consultant Fees		\$4,543.88
4/12/2010	BF&S	-\$583.33	\$3,960.55
600.33240.000.600	Telecommunications		\$296.00
3/25/2010	Verizon	-\$101.63	\$194.37
4/12/2010	Quest	-\$0.30	\$194.07
600-33510.000.600	Electric		\$15,756.86
4/7/2010	Indiana Michigan Power	-\$5.89	\$15,750.97
4/12/2010	Indiana Michigan Power	-\$992.52	\$14,758.45
4/12/2010	Indiana Michigan Power	-\$1,487.70	\$13,270.75
600-33540.000.600	Utilities		\$14,262.37
3/25/2010	City of Auburn	-\$67.37	\$14,195.00
4/7/2010	NIF&L	-\$1,017.45	\$13,177.55
4/12/2010	City of Auburn	-\$287.90	\$12,889.65
4/12/2010	National Serv-all	-\$73.33	\$12,816.32
600-33600.000.600	Grounds Maintenance		\$3,000.00
3/10/2010	Transfer to Repairs and Maintenance	-\$3,000.00	\$0.00
600-33680.000.600	Repairs and Maintenance		\$331.29
4/12/2010	Taylor Rental	-\$40.00	\$291.29
600-34330.000.600	Contractual Services		\$30,954.93
4/12/2010	Everett Cash Mutual Ins.	-\$508.00	\$30,446.93

4/13/2010	Gene Powell	-\$1,553.40	\$28,893.53
4/14/2010	Kay Rowlison	-\$247.50	\$28,646.03
4/14/2010	Jack Rowlison	-\$227.50	\$28,418.53
4/14/2010	Russ Couchman	-\$375.00	\$28,043.53

#### FUND 0605 LOAN REPAYMENT ACCOUNT

605-50000.000.605	Non-Budgeted Expense		\$30,418.05
3/25/2010	Wells Fargo	-\$1,121.00	\$29,297.05
3/25/2010	Hicksville Bank	-\$5,450.94	\$23,846.11

#### FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

600-44210.000.600	Capital Outlay		\$34,684.91
3/25/2010	CAN Surety	-\$126.00	\$34,558.91
3/25/2010	BF&S	-\$4,000.00	\$30,558.91
4/12/2010	DeKalb Financial CU	-\$6,103.81	\$24,455.10

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

Tony Gaerte reported that they have one new instrument pilot. Fuel sales for March are doing better than last year at this time. Transient Jet is also up from the previous year. Century is seeing a slight increase in the Rental Cars. Over all Gaerte stated that income is still down, but they are hanging in. Gaerte reported to the BOAC that office space has been leased to Corporate Air, a charter company looking to build-up their business by locating here. Gaerte reported that the Tippman Group, have sold one of their planes.

#### **Maintenance Project Manager Report:**

Wappes reported that Gene worked a little over 80 hours in the last month. Rolling of the green areas and mowing has started. Equipment is still being readied for summer. Jack has returned to help with the mowing.

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

VAA: Couchman introduced Tim Fox from Vintage Aircraft Chapter 37 of the VAA. Mr. Fox thanked the BOAC for all the help and cooperation they have given to Chapter 37. Fox then invited everyone to look around and take note of all the improvements, the restroom is completed along with the office. All the work has been done by members who give their time and knowledge in all aspects of construction. Mr. Fox then gave a presentation on the many activities the VAA hosts at their facility, along with a print out of the hours and events they have helped with at the Airport. Fox stated that on May 1, 2010 they would be hosting a Young Eagles Event. He then passed out a rough draft of their next project they would like to accomplish, once the T-Hangars are demolished. Phase III would be to build a covered patio area on the South side of the club house, this would be used for friendly gatherings and cookouts, the area above the patio would be a wooden observation deck for watching planes take-off and land. Fox also told the BOAC, some members are interested in investing in a project to construct hangars, if the BOAC would be interested in entering into such an agreement. Couchman stated that he would be interested in meeting with these individuals to discuss it. Fox stressed the need for a pass-thru gate to allow the public to attend VAA activities. Couchman stated that he is aware of this, and is working on getting this done as funding permits.

Southside Drainage: Couchman stated the Leonard Vincent owns property on the South side and has completed some repair to a ditch on his property. This is the gentleman who we purchased property from several years ago, and he feels the runoff from the Airport's land contributed to his drainage problem. He is asking to be reimbursed for one-half the cost of the repairs. The BOAC agreed to cover up to half the cost, but would require a signed and numbered invoice with a description of the work done before any payment can be made.

Kendallville Gliders: A group that runs a Glider Service out of the Kendallville Airport has approached the FBO twice with a request to relocate here. Couchman stated that this could be a good opportunity but there are several issues that need to be looked at beforehand. One major concern would be getting the runway clear so that other planes can land. Couchman asked the BOAC for input. Turner asked how often they would be here, and Gaerte stated that it is a business not a club so they would be running on a regular schedule. Gaerte also stated that it would take them approximately five minutes or longer to clear the runway if a Jet was approaching. When asked his feeling on this Gaerte replied he has mixed feelings, Turner feels that we should look into why they are leaving the Kendallville Airport. Wappes stated he would like to hear input from the Corporate Pilots before making any decision on this. It was agreed that more information is needed before any decision is made.

Airport Authority: Stump reported to the BOAC that the Council approved the resolution for the Airport Authority. Couchman , Stump and Mason met to go over the steps to be done. Stump talked with Dan Jones who is the Assistant Budget Director of the IDLGF. After explaining what has been accomplished and stating that we were established by June 1<sup>st</sup>, but are still in the thirty day remonstrations period. Mr. Jones stated that the first tax collection would be 2012. Stump told him the consultant said that as long as the July 1<sup>st</sup> deadline was met, tax collection would be in 2011. Mr. Jones stated that State Law has a provision stating that you must be in existence as a taxing unit by March 1<sup>st</sup> to collect taxes the following year. Stump was in touch with Tom from Crowe-Horwath and was told they were just made aware of this also. Tom stated that the Airport would not be hurt by this. The Council would just keep the Airport in the budget for the year. Stump stated that the best thing is to wait until after July 1<sup>st</sup> to have the Council appoint the Airport Authority members. This would make the first meeting of the Authority take place in January of 2011. Couchman told the BOAC that he is going to have Tom from Crowe-Horwath come before the BOAC to answer questions and explain what is going on. McCanna asked that Tom also be available to the Council to answer their questions.

**Consultant/Engineer Report:**

See BF&S update.

**Attorney Report:**

None

**Adjournment:**

Turner adjourned the meeting at 2:35 p.m.

**Next meeting May 21, 2010  
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 4/16/10 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-3-18-0004-017-2009	Extend Runway 9-27 (Planning) - Phase 2 Environmental Coordination, Survey, Layout and Geometry Part A	November 2011	\$51,256	68% Balance \$16,401.85	Fed: 0 State: 0
AIP-3-18-0004-018-2009	Extend Runway 9-27 (Planning) - Phase 2 Environmental Coordination, Survey, Layout and Geometry Part B	November 2011	\$101,307.00	0% Balance \$101,307.00	Fed: 0 State: 0
Summary All Open Grants			\$152,562.79	22.85% Balance \$117,708.85	

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

- The survey field work is complete.
- The Army Corps will be on site April 28<sup>th</sup> at 10AM to review the wetland boundaries.
- Wildlife Hazard Assessment begins April 19 and 20, 2010.
- Draft forecast has been sent to Ben Mello with the FAA for his preliminary review. The forecasting was requesting an approval of greater than the 10% of year 5 and 15% of year 10 of the FAA Terminal Area Forecast.

### 2.0 Wetland Easement.

- Wetland easement exhibit has been revised and circulated to the land owner. Copies for the Board will be passed out at the Board meeting.
- Assuming the land owners sign off we will proceed with McCanna to finalize the swap.

### 3.0 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 agreement has been given to Brad for consideration.