



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

June 18, 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 Turner, Stump, and Moore. Also attending was, Airport Manager Russ Couchman, Paul Shaffer from BF&S, Lara & Tony Gaerte of Century Aviation, County Councilman and Airport Liaison Andy Crow, Airport Consultant Don Smith, Lauren Warner, Airport Intern, and Airport neighbors Joanne Geiser, Randy Swank, and Tom and Debbie Refner.

Public Comment: None

Secretary Report:

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

Treasurer Report:

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

2010 Budget Brief: Stump explained that due to an advertising error, the Airport will only bring in \$6,520 in taxes FY 2010 compared to the \$150,000 - \$200,000 we normally would receive from tax revenues. Because our Operating Balance is sufficient this year we were able to operate without any major cuts, however, if we do not increase the levy to previous numbers and increase our Operating Balance for FY 2011, we will be unable to fund ourselves until we get our first tax draw after the first 6 months of 2012 as an Airport Authority. We have briefed the County Auditor's Office and appropriate staff and we have briefed Andy Crowe so all are aware during this year's budget cycle and can advocate for us if needed with the County Council.

2011 Budget: Couchman presented the 2011 Budget for BAOC approval. There are no changes from 2010. A motion was made by Turner with a second by Moore to accept the budget and approve submission to the County.

June 2010 Claims

| | | | |
|-------------------|----------------|-------------|-------------|
| 600-11140.000.600 | Employee Wages | | \$21,819.18 |
| 6/1/2010 | Russ Couchman | -\$1,454.62 | \$20,364.56 |
| 6/15/2010 | Russ Couchman | -\$1,454.62 | \$18,909.94 |

| | | | |
|-------------------|---|-------------|-------------|
| 600-10800.000.600 | Other Pay (Board Members) | | \$2,730.00 |
| 5/21/2010 | Board Member Pay | -\$260.00 | \$2,470.00 |
| 600-12100.000.600 | PERF | | \$1,519.91 |
| 6/1/2010 | Russ Couchman | -\$98.19 | \$1,421.72 |
| 6/15/2010 | Russ Couchman | -\$98.19 | \$1,323.53 |
| 600-12200.000.600 | Insurance | | \$6,982.38 |
| 6/1/2010 | Russ Couchman | -\$502.86 | \$6,479.52 |
| 600-12300.000.600 | Social Security | | \$1,938.75 |
| 6/1/2010 | Russ Couchman | -\$81.27 | \$1,857.48 |
| 6/15/2010 | Russ Couchman | -\$81.27 | \$1,776.21 |
| 600-12400.000.600 | FICA (actually medicare) | | \$451.99 |
| 6/1/2010 | Russ Couchman | -\$19.01 | \$432.98 |
| 6/15/2010 | Russ Couchman | -\$19.01 | \$413.97 |
| 600.22310.000.600 | Repair and Maintenance Supplies | | \$3,869.33 |
| 5/24/2010 | Home Depot | -\$27.70 | \$3,841.63 |
| 5/28/2010 | Kendall Electric INC | -\$13.80 | \$3,827.83 |
| 6/2/2010 | Kendall Electric INC | -\$123.07 | \$3,704.76 |
| 6/2/2010 | Gasoline Equipment | -\$416.45 | \$3,288.31 |
| 6/4/2010 | Classic City Auto | -\$50.20 | \$3,238.11 |
| 6/7/2010 | Mettert's Watercare Services | -\$400.00 | \$2,838.11 |
| 6/7/2010 | Auburn City Hardware | -\$29.79 | \$2,808.32 |
| 6/11/2010 | Kendall Electric INC | -\$3.51 | \$2,804.81 |
| 6/16/2010 | Kendall Electric INC | -\$51.30 | \$2,753.51 |
| 600-32840.000.600 | Consultant Fees | | \$3,377.22 |
| 6/4/2010 | BF&S | -\$583.33 | \$2,793.89 |
| 600-32880.000.600 | Permit Fees | | \$400.00 |
| 5/21/2010 | Indiana Dept.of Homeland Security - Elevator Permit | -\$120.00 | \$280.00 |
| 600.33240.000.600 | Telecommunications | | \$1,072.46 |
| 5/28/2010 | Verizon Wireless | -\$104.07 | \$968.39 |
| 600-33510.000.600 | Electric | | \$11,370.10 |
| 6/11/2010 | Indiana Michigan Power | -\$945.56 | \$10,424.54 |
| 6/11/2010 | Indiana Michigan Power | -\$1,326.56 | \$9,097.98 |
| 600-33540.000.600 | Utilities | | \$11,775.31 |
| 5/21/2010 | City of Auburn | -\$67.37 | \$11,707.94 |
| 5/28/2010 | NIF&L | -\$26.06 | \$11,681.88 |
| 6/4/2010 | City of Auburn | -\$287.90 | \$11,393.98 |
| 6/4/2010 | NIF&L | -\$122.74 | \$11,271.24 |
| 6/7/2010 | National Serv-all | -\$73.85 | \$11,197.39 |
| 600-33680.000.600 | Repairs and Maintenance | | \$3,171.29 |
| 5/24/2010 | Phoenix Mech. | -\$750.00 | \$2,421.29 |
| 5/24/2010 | Picha Aircraft Radio | -\$295.00 | \$2,126.29 |

| | | | |
|-----------|---------------|-----------|------------|
| 5/28/2010 | Taylor Rental | -\$40.00 | \$2,086.29 |
| 5/28/2010 | Phoenix Mech. | -\$147.00 | \$1,939.29 |

| | | | |
|-------------------|----------------------|-------------|-------------|
| 600-34330.000.600 | Contractual Services | | \$24,661.28 |
| 6/7/2010 | Kay Rowlison | -\$514.25 | \$24,147.03 |
| 6/16/2010 | Gene Powell | -\$1,713.40 | \$22,433.63 |
| 6/16/2010 | Jack Rowlison | -\$875.00 | \$21,558.63 |
| 6/16/2010 | Russ Couchman | -\$375.00 | \$21,183.63 |

FUND 0605 LOAN REPAYMENT ACCOUNT

| | | | |
|-------------------|--|-------------|-------------|
| 605-50000.000.605 | Non-Budgeted Expense | | \$34,679.17 |
| 5/21/2010 | Indiana Business Banking - Wells Fargo | -\$1,121.00 | \$33,558.17 |
| 5/21/2010 | Hicksville Bank | -\$5,450.94 | \$28,107.23 |

FUND 0610 PUBLIC AIRPORT CAPITAL IMPROVEMENT

| | | | |
|-------------------|-------------------|--------------|-------------|
| 600-44210.000.600 | Capital Outlay | | \$13,566.32 |
| 5/28/2010 | BF&S | -\$15,222.13 | -\$1,655.81 |
| 5/28/2010 | Mid West Aquatics | -\$560.00 | -\$2,215.81 |

FBO Operator Report:

Lara Gaerte reported they had another solo this month and 3 new students in May. Fuel sales for May were down from the previous year. Car rentals are still very low in May but June is looking up. It was an extremely slow month for corporate flights so Jet is slightly down but AvGas is slightly up. Rental and instruction were up for the month and maintenance is showing down but there are several jobs in progress which will make June very good. July 9-12 we will have the Commemorative Air Force B-17 here and July 17 is the Airport Open House.

Maintenance Project Manager Report:

Couchman reported that we have contracted to have a company pressure test our AvGas tanks, more to come once the tests are in. We will ultimately need to spend some money on the fuel farm for basic maintenance and to fix several minor issues and cosmetics. The FAA has been replacing stone on the drives leading to their equipment and they have offered to construct our perimeter road between the MALSR light lane and the MALSR shack drive in exchange for help in leveling their existing drives with the Bobcat. They did ask that we also place a culvert in the low area so that we don't immediately destroy the road. Mowing and maintaining equipment is keeping Gene busy. We have had several issues with homes that Gene has worked on also.

Airport Manager Report:

Drainage issue on Southside: Airport neighbors Joanne Geiser, Randy Swank, and Tom and Debbie Refner were in attendance to talk to the BOAC about drainage concerns South of the 6278 CR 27. The home at this location was razed in November of 2009 and a mowable swale was constructed (in place of the existing ditch) to facilitate drainage into the County road ditch. During recent severe storms the ditch was inundated and subsequently washed out the drive leading to the Joanne Geiser, Randy Swank homes. The BOAC felt that it is possible that by removing the home and finish grading the swale, we inadvertently introduced water at a greater rate into the County road ditch thereby exacerbating the already heavy rain events this spring. After some discussion, the BOAC agreed to have Shaffer look at the issue and recommend a course of action to mitigate possible future drainage issues.

Corporate Air:

Couchman asked what, if any, insurance might be acceptable for Corporate Air activities that do not fall under our Minimum Standards. After some discussion it was decided that any tenant must be required to carry commercial general liability insurance, not for less than \$1,000,000, and name the BOAC, Century Aviation, and the County Commissioners as additional insured. Bill Keirn explained that they simply use the office space as a common meeting place to help develop their business plan and agreed that a general commercial liability policy would be standard and reasonable.

RL Networks: Couchman presented a letter from Robert Long where he discusses the desire to lease space at the Terminal for his IT Company. After some discussion the BOAC decided that they would be willing to entertain an

official proposal from non-aviation companies on an individual basis. They approved proceeding with negotiations with RL Networks under the following guidelines:

RL must produce a business plan to include credit report and financials

Space rental will be \$7.80 sq ft annualized plus utilities

Tenant will install all required upgraded at their cost to include E-Mon

Tenant will be responsible for securing phone and network access

All required FAA lease language must be included and lease must be approved by FAA prior to signing

Any wireless equipment must not interfere with Airport operations.

Lease term 3-years initially

In addition, some work would need to be performed to help secure the FBO's office/counter space but this would not be the responsibility of RL Networks and Couchman is tasked to ensure that this use is not incompatible with other current or proposed uses.

Consultant/Engineer Report:

Stump asked that BF&S put together a timeline with anticipated costs for the runway extension project.

See BF&S update.

Attorney Report:

None

Adjournment:

Mason adjourned the meeting at 2:45 p.m.

**Next meeting July 16, 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 6/18/10 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 | 100% Balance \$0.00 | Fed: \$15,581.00 State: \$410.00 |
| AIP-3-18-0004-018-2009 | Extend Runway 9-27 (Planning) - Phase 2 Environmental Coordination, Survey, Layout and | November 2011 | \$101,307.00 | 25% Balance \$75,980.25 | Fed: \$25,789.00 State: \$678.68 |
| Summary All Open Grants | | | \$152,562.79 | 50.20% Balance \$75,980.25 | |

1.0 Runway 9-27 Length Justification/EA

- FAA utilities are still in need of being picked up, but all other utilities appear to be complete at this point.
- The Army Corps conducted another site visit in May to review the revised wetland boundaries. The visit went well. We now are in process surveying the new boundaries. The jury is still out with regard to keeping the permit with Mr. Ritchie as a Regional General Permit (RGP) verses an Individual Permit (IP). The RGP is a less involved process and keeps the decision make in the Detroit office. The IP is more involved and requires the national office. It will all boil down to developing a plan that keeps the impact under the RGP impact threshold. Mr. Ritchie has continued to work with us at this point.
- 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 Mello has approved 6900' of runway. I believe this to be a win for the airport. At this point we need to weigh if the airport would receive any additional operational benefit with 7000' verses 6900'.
- We will proceed on with the forecast now that we have an agreed upon runway length.

2.0 Wetland Easement.

- We still need to finalize the paper work for land owner signature. A new legal description is being written by the BF&S right-of-way department. Once the formal legal description is done Jim can finish the paper work.

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 with BF&S has been given to Brad for consideration.

4.0 Hangar Development

- We have generated a drawing set for a 6 unit t-hangar and a 3 unit executive class hangar geared toward private investors at the airport.
- Quotes are being received on the building projects as a whole and in an itemized fashion to allow us to achieve the best price for the private investor. Quotes have been coming in slow but steady. We hope to have good numbers in mid July.