



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 17, 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, Wappes, and Stump. Also attending were, BOAC Attorney James McCanna, Airport Manager Russ Couchman, Paul Shaffer and Tony Steffen from BF&S, Lara Gaerte of Century Aviation, Contract Project Manager Gene Powell, Airport Contract Employee, Kay Rowilson, County Councilman and Airport Liaison Andy Crow, Airport Consultant Don Smith.

Public Comment: None

Secretary Report:

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

Treasurer Report:

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

September Claims

600-11140.000.600	Employee Wages		\$11,636.84
8/31/2010	Russ Couchman	-\$1,454.62	\$10,182.22
9/7/2010	Russ Couchman	-\$1,454.62	\$8,727.60
600-10800.000.600	Other Pay (Board Members)		\$1,950.00
8/20/2010	Board Member Pay	-\$260.00	\$1,690.00
600-12100.000.600	PERF		\$832.58
8/31/2010	Russ Couchman	-\$98.19	\$734.39
9/7/2010	Russ Couchman	-\$98.19	\$636.20
600-12200.000.600	Insurance		\$5,473.80

9/7/2010	Russ Couchman	-\$502.86	\$4,970.94
600-12300.000.600	Social Security		\$1,369.86
8/31/2010	Russ Couchman	-\$81.27	\$1,288.59
9/7/2010	Russ Couchman	-\$81.27	\$1,207.32
600-12400.000.600	FICA (actually medicare)		\$318.92
8/31/2010	Russ Couchman	-\$19.01	\$299.91
9/7/2010	Russ Couchman	-\$19.01	\$280.90
600.22310.000.600	Repair and Maintenance Supplies		\$1,859.34
7/23/2010	Classic City Auto	-\$60.99	\$1,798.35
7/23/2010	Kendall Electric INC	-\$112.27	\$1,686.08
7/23/2010	Fastenal	-\$13.09	\$1,672.99
7/26/2010	Kendall Electric INC	-\$43.91	\$1,629.08
7/26/2010	Transfer to Uniforms	-\$460.20	\$1,168.88
8/4/2010	Home Depot	-\$53.64	\$1,115.24
8/4/2010	Blue Globes	-\$501.26	\$613.98
8/6/2010	Russ Couchman	-\$27.99	\$585.99
8/9/2010	The Andersons (changed amount per Jan 8/20/10)	-\$204.16	\$381.83
8/16/2010	Classic City Auto	-\$72.61	\$309.22
8/18/2010	Auburn City Hardware	-\$6.79	\$302.43
600-32840.000.600	Consultant Fees		\$2,210.56
8/30/2010	BF&S	-\$728.62	\$1,481.94
600.33240.000.600	Telecommunications		\$747.38
8/27/2010	Verizon Wireless	-\$121.66	\$625.72
9/8/2010	Qwest	-\$0.02	\$625.70
600-33510.000.600	Electric		\$4,274.83
9/10/2010	Indiana Michigan Power	-\$836.50	\$3,438.33
9/10/2010	Indiana Michigan Power	-\$1,544.54	\$1,893.79
600-33540.000.600	Utilities		\$10,337.15
8/23/2010	City of Auburn	-\$67.37	\$10,269.78
8/27/2010	NIF&L	-\$11.00	\$10,258.78
9/1/2010	NIF&L	-\$65.14	\$10,193.64
9/3/2010	City of Auburn	-\$287.90	\$9,905.74
9/3/2010	National Serv-all	-\$77.11	\$9,828.63
9/16/2010	City of Auburn	-\$67.37	\$9,761.26
600-33680.000.600	Repairs and Maintenance		\$647.67
8/20/2010	Taylor Rental	-\$40.00	\$607.67
9/10/2010	Messer Commercial Builders	-\$475.00	\$132.67
9/10/2010	Priority 1	-\$181.00	-\$48.33
9/16/2010	Taylor Rental	-\$40.00	-\$88.33
600-34330.000.600	Contractual Services		\$13,634.74
9/13/2010	Kay Rowlison	-\$588.50	\$13,046.24
9/13/2010	Jack Rowlison	-\$282.50	\$12,763.74
9/13/2010	Russ Couchman	-\$375.00	\$12,388.74
9/13/2010	Gene Powell	-\$1,633.00	\$10,755.74

FUND 0605 LOAN REPAYMENT ACCOUNT

605-50000.000.605	Non-Budgeted Expense		\$24,098.35
8/20/2010	Hicksville Bank	-\$5,450.94	\$18,647.41
8/20/2010	Indiana Business Banking - Wells Fargo	-\$1,121.00	\$17,526.41
9/3/2010	Receipts	\$4,215.00	\$21,741.41

FBO Operator Report:

Lara Gaerte reported business during the Labor Day Auction, was steady but not as busy as past years. Both Worldwide and RM offered shuttles to their auctions. Fuel sales were up in August from the previous year. Gaerte reported to the BOAC, the rental / trainer 152 experienced engine failure, after takeoff. The pilot was able to turn the plane around and land safely. A new engine is being installed and the plane will be back in service as soon as possible. Flight school is doing well; the 182RG has been added to the rental fleet. Maintenance was down for August, as was flight instruction and rental.

Maintenance Project Manager Report:

Gene Powell worked 90 hours in August. Mowing has slowed due to the dry weather. The Bi-Fold door on the East Hangar has several screws falling out. Messer has replaced and tightened screws in the past. Nucor was contacted about this problem, and stated when the door skins were installed there should have been some mastic put in-between to secure the screws. A letter is being sent to Kinder & Sons in hopes of resolving this issue. Messer has also repaired some roof leaks. There are issues with some gates, the trucks and trolleys on the new gates are showing excessive wear already. Shaffer will draft a letter to Nationwide, asking to have this addressed under warranty. Couchman stated that the Airport recently had an FAA compliance inspection. Al Richardson was here for about an hour and a half, everything went well, and Richardson seemed very pleased.

Airport Manager Report:

Airport Authority Board Member Composition: Couchman reported that the terms of all members of the BOAC will end at the first meeting of the Airport Authority. Discussion was held on recommendations to the Commissioners for appointment of Authority Board members. County Commissioner Chuck Ort has expressed his desire to serve on the Airport Authority Board if there is a vacancy. All current BOAC agreed to continue to serve and Couchman was directed to make this recommendation to the County Commissioners.

Indiana Codes on Local Airport Authorities: Couchman feels there are several areas that need to be discussed in order to be in compliance with the State Codes. One area of concern for Couchman is the continuation of ordinances and policies after becoming an Airport Authority. McCanna and Turner both feel that the Airport Authority would need to make a motion to accept all previous Rules and Regulations and Minimum Standards. Shaffer stated that at previous new Airport Authorities, their first order of business was to adopt all previous ordinances and resolutions. Turner asked that a list of all resolutions and ordinances be created so the Airport Authority can accept them under the Airport Authority to separate them from the County Commissioners at this time. Couchman agreed to have this available at the next meeting. Stump pointed out that according to the Indiana Code the first meeting of a new Airport Authority is to be held on January 1st. This date created some concern with the BOAC; McCanna will look into this and see if this can be rescheduled to the first business day, not a Holiday weekend. Couchman stated that according to the Indiana Code, the Treasurer of the Airport Authority is responsible for collecting all the monies and filing claims, currently the BOAC sends all claims to the Auditor's office to be paid, along with checks to be deposited. Couchman feels it would be more efficient and in compliance with Indiana Code to purchase software that would allow this to be done in house. Stump suggested appointing Couchman treasurer and requiring one other board member, the President or Vice President, to sign checks along with Couchman. The software recommended to Couchman is called, Keystone, and is currently being used at Valparaiso and Logansport. Initial cost is \$8,000.00 plus \$2,200.00 a year for maintenance fees. McCanna asked Couchman to contact the other Airport Authorities, and inquire about their procedures of bill paying. Couchman agreed to have this for the next meeting. The Board also asked Mr. McCanna to check with the State Board of Accounts on what procedures they would allow for paying routine bills without prior Board approval (e.g. utilities, telephone, etc.).

Budget: Couchman was pleased to announce to the BOAC the 2011 budget passed. There were no adjustments made, and Couchman feels that going into next year the Airport will be in good shape.

AAI Sponsorship Drive: Couchman stated the BOAC has never participated in this and Couchman asked the Board for help. Stump felt that the BOAC should contact area businesses that use the Airport for pledges also.

Tenant Complaint: Couchman reported that a hangar tenant had come to him with a wide range of complaints about how the Airport is managed and operating. Couchman discussed the tenant's concerns with him. Couchman also reminded the tenant that the monthly BOAC meetings are public and that he can bring any serious concerns to the Board for discussion during the public comment portion of the meeting.

Consultant/Engineer Report:

Runway Extension: Shaffer announced to the BOAC that the FAA has found justification for 7,000 feet of runway.

Environmental Survey: Shaffer also informed the BOAC that Mrs. Haley, a property owner on County Road 31, objected to the environmental survey on her property due to liability concerns. The Board directed attorney McCanna to provide an indemnification letter to Mrs. Haley protecting her from claims from airport contractors conducting this work who might be injured through no fault of Mrs. Haley.

See BF&S update attached.

Attorney Report:

Wetland Mitigation: McCanna talked with Gretel Smith about her concerns. She would like to know the total acreage and how much is added area for trees. Couchman, Shaffer, and McCanna will meet with her and answer her concerns.

Adjournment:

The meeting was adjourned at 2:35 p.m.

**Next meeting October 15, 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 9/17/10 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	Total Grant All	Financially	Pay Request After Last
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: \$0 State: \$0
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 \$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

- Survey was sent to the FAA to fill in the blanks on FAA utilities.
- Grading limits are being developed to begin the assessment of the wetland impact.
- 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.
- Preliminary forecast approach has been submitted to Ben.

2.0 Wetland Easement.

- Legal descriptions for the revised easement are now complete.

3.0 Hangar Development

- We have contacted a third contractor to get another opinion. He was ultimately not interested at the end of the day. We are now hoping to work with Messer to get a number that may work with the private investor's plans.

4.0 Fence Warrantee

- Sending a letter to Nationwide with respect to some gate roller issues.