



DeKalb County Airport Authority

2710 County Road 60 STE 200 | Auburn, IN 46706-9568

Jess Myers, President
Jerry Korchyk, Vice President

John Chalmers, Member
Don Tribbett, Attorney

John Kruse, Member
Randy Fox, Secretary

MINUTES

November 17, 2023

DeKalb County Airport Authority Scheduled Meeting: The DeKalb County Airport Authority met for the regular monthly meeting which began at 1:00 pm. In attendance at the meeting were Myers, Korchyk, Chalmers, Fox, Kruse, Airport Attorney Tribbett, Airport Staff Couchman and Hoit, Scotty Hepler from Sweet Aviation, and John Feister from BF&S, and Tinisha Weigelt from BF&S.

Approve Agenda: Myers presented the agenda for the November 17, 2023 Board Meeting Agenda for approval. Korchyk made a motion to approve the agenda, Fox seconded. The motion passed unanimously.

Minutes: Myers presented the October 20, 2023 meeting minutes for approval. Korchyk made a motion to approve the meeting minutes, with a second from Chalmers. The motion passed with Myers abstaining.

Claims: Myers presented both the November 2023 claims dockets for approval. Korchyk made a motion to approve both the claims dockets with a second from Fox. The motion passed unanimously.

FBO Brief: Hepler stated for the month of October they sold 13,073 gallons of JetA and 3,047 gallons of AvGas. The self-serve station has only been open for a couple weeks and there have been 6 based tenants, and 6 transients use it for a total of 276.19 gallons so far. The flight school had 27 training flights, 6 aircraft rentals, 4 discovery flight, 5 simulator sessions, and 1 flight review/check ride. The 4th ground school session is now complete. The flight school has 2 new

students this month. There are now 12 hangar tenants, 3 jets and 9 pistons. There were 10 maintenance jobs completed in October.

Manager Brief: Couchman handed out a Fund Report to Board Members and explained that the AIP Funds Listed are there due to the State Board of Accounts (SBOA) mandating that we operate out of discrete grant funds now. Previously we would operate the AIP Grants out of our Rainy Day Fund, but we are no longer able to do that. So, when money is spent, that specific AIP Grant Fund goes into the negative and the SBOA expects this. The AIP Fund will most likely stay in the negative until the end of the grant when we ultimately transfer our local share into the Fund where it will return to zero, and we then close out the Grant.

Couchman stated that there are two tenants that have been nonresponsive with signing new leases and producing insurance documents. Couchman asked the Board to turn these two cases over to Attorney Tribbett to follow up. Kruse made a motion to direct Tribbett to move forward with contacting the two tenants attempting to resolve the issues and if unable be prepared to make suggestions to the board at the December meeting for further action. Chalmers seconded. The motion carried unanimously.

Couchman presented the 2024 Holiday Schedule for review. After some discussion Chalmers made a motion to remove Fair Day and otherwise approve the schedule with a second from Korchyk. The motion passed unanimously.

Couchman stated that the third Friday of the month does not conflict with any holiday in 2024 so he suggests we keep that schedule for our Board meeting schedule. Fox made the motion to approve the third Friday of every month as the 2024 meeting schedule for the Dekalb County Airport Authority, with a second from Kruse. The motion passed unanimously.

Couchman asked for a motion to transfer the following from Fund AIP 36 – To Airport General Fund Unappropriated \$101,828.00, and To- Airport Cumulative Building Fund Unappropriated \$345,695.00, and To – Airport Rainy Day Fund Unappropriated \$829,424.00. These funds represent reimbursements back to the funds from which they were originally expended. Korchyk made a motion to approve the transfers from Fund AIP 36 – To Airport General Fund Unappropriated \$101,828.00, and To- Airport Cumulative Building Fund Unappropriated \$345,695.00, and To – Airport Rainy Day Fund Unappropriated \$829,424.00 with a second from Fox. The motion passed unanimously.

Couchman asked for a motion to transfer the following within the 2023 Budget. Transfer from Rainy Day Infrastructure line item 1490, To – Rainy Day Fund Contractual Services 1395 in the amount of \$400,000.00, and To – Rainy Day Fund Other Services 1381 in the amount of \$13,000.00. Kruse made a motion to approve the transfer from Rainy Day Infrastructure line Item 1490, To – Rainy Day Fund Contractual Services 1395 in the amount of \$400,000.00, and To – Rainy Day Fund Other Services 1381 in the amount of \$13,000.00, with a second from Chalmers. The motion passed unanimously.

Couchman asked for a motion to transfer the following within the 2023 Budget. Transfer from General Fund Infrastructure Line Item 1490, To – General Fund Petroleum Products 1221 in the

amount of \$4,000.00, To – General Fund Repair and Maint Supplies 1232 in the amount of \$7,000.00, To – General Fund Legal Fees 1311 in the amount of \$6,000.00, To - General Fund Repair and Maint Services 1361 in the amount of \$57,000.00, and General Fund Accounting Services 1392 in the amount of \$2,000.00. Kruse made a motion to approve the transfer from General Fund Infrastructure Line Item 1490, To – General Fund Petroleum Products 1221 in the amount of \$4,000.00, To – General Fund Repair and Maint Supplies 1232 in the amount of \$7,000.00, To – General Fund Legal Fees 1311 in the amount of \$6,000.00, To - General Fund Repair and Maint Services 1361 in the amount of \$57,000.00, and General Fund Accounting Services 1392 in the amount of \$2,000.00, with a second from Korchyk. The motion passed unanimously.

Couchman asked the Board to approve the IPEP Health Insurance Plan the same as 2023 for 2024 to include the H.S.A. contributions of \$1,500 for family and \$700 for single person. Kruse made a motion to approve the IPEP Health Insurance Plan and H.S.A. contributions with a second from Fox. The motion passed unanimously.

Engineer/consultant Brief: Feister asked for Board Action to approve Extend RW 9-27 – Paving and Lighting progress estimate 10 in the amount of \$476,534.27. Fox made the motion to approve Extend RW 9-27 – Paving and Lighting progress estimate 10 in the amount of \$476,534.27 with a second from Chalmers. The motion passed unanimously.

He asked for Board Action to submit AIP37 Grant Pre-Application in the amount of \$3,664,140.00 for Taxiway A extension, anticipated local share of \$183,207.00. Korchyk made the motion to submit AIP37 Grant Pre-Application in the amount of \$3,664,140.00 for Taxiway A extension with a second from Chalmers. The motion passed unanimously.

He asked for Board Action to approve Amendment No. 1 to Work Order No. 21 – Runway 27 NAVAIDs Relocation Inspection in the amount of \$31,341.00. Fox made a motion to approve Amendment No. 1 to Work Order No. 21 – Runway 27 NAVAIDs Relocation Inspection in the amount of \$31,341.00, with a second from Korchyk. The motion passed unanimously.

He asked for Board Action to approve the FY2024-FY2029 CIP for submittal to FAA/INDOT. Korchyk made a motion to approve and submit the FY2024-FY2029 CIP with a second from Kruse. The motion passed unanimously.

Attorney Brief: Tribbett stated that he is still waiting on the appraisals for the Gaskill property. He expects to have them by the next meeting.

Board Member Briefs: Fox asked about the status of the Meese Chappel. Couchman stated that he received an email from John Bry this week stating that they now have all the costs collected in moving the church so now they can seek grants and start their crowd funding activities.

Kruse started a discussion about commercial development on the south side of the airport, along with marketing and rebranding/renaming of the airport. After some discussion, it was decided that Kruse, Chalmers or Fox depending on availability, Couchman and Hoit would work together

and bring in a commercial developer and a marketing firm to begin exploring opportunities and potential options and report back to the Board.

Upcoming Events: None.

Public Comments: None

Adjournment: The meeting was adjourned at 3:36 p.m.

**Next meeting December 15, 2023
Public Meeting at 1:00 PM
DeKalb County Airport
Glenn Rieke Terminal Building**

Jesse Myers – President

Jerry Korchyk – Vice President

John Chalmers – Member

John Kruse – Member

Randy Fox –Secretary