



# 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

February 16, 2024

**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, Couchman, Hoit, Airport Attorney Tribbett (via phone), John Feister from BF&S, community members Tony and Lara Gaerte and Jim Hatfield, and Scotty Hepler from Sweet Aviation. Myers opened the meeting with the Pledge of Allegiance.

**Approve Agenda:** Myers presented the agenda for the February 16, 2024 Board Meeting for approval. Couchman stated that there was no executive meeting. That reference we accidentally left on the agenda from last month. Fox made a motion to approve the agenda striking the Executive Session, Chalmers seconded. The motion passed unanimously.

**Minutes:** Myers presented the January 19, 2024 meeting minutes for approval. Kruse made a motion to approve the meeting minutes, with a second from Chalmers. The motion passed unanimously.

**Claims:** Myers presented the February 2024 claims docket for approval. Fox made a motion to approve the claims with a second from Kruse. The motion passed unanimously.

**FBO Brief:** Hepler stated for the month of January they have sold 9,474 gallons of Jet-A and 1,077 of AvGas. There was 1 aircraft rental, 11 training sessions, 1 discovery flight and 15 simulator sessions. The first 2024 Ground School began on Jan 10<sup>th</sup>. There are now 11 hangar tenants, 3 jets, and 8 pistons. There were 7 maintenance jobs last month.

**Manager Brief:** Couchman presented the DeKalb County Airport Naming Presentation from Crown Jewel Marketing directing the Board to the last page where there were 6 proposed names. The homework from the working group was to respond to Crown Jewel with our top three from each group member. Two of the group were able to do so and two were not. Kruse restated that in the larger context the objective was the evaluation of brand and marketing with the extended

runway and the south development area potential, is it worth exploring a potential name change. The next step was to survey folks in the community, and we will either include some names on the survey or we don't depending on what the Board decides. Chalmers commented that he is interested in process. During the group discussion with Crown Jewel he asked what name came up most often and what name came up second. The answer was "executive" and "airport," and that concerned him. He went on to state that he thinks we should seek input from a broad section of the community. He stated that he had some real concern on how they came up with the proposed names and he feels that we need to give Crown Jewel more guidance on how we want to proceed. Hoit stated that he would like to see a variation of DeKalb as a choice and cardinal directions would not be a good choice at an uncontrolled airport. After some discussion it was determined that we work with Crown Jewel to show us which name came in second and third to executive, come up with some additional names, further develop the survey, and to whom it will be distributed to, and to create an executive brief of how they came up with the names.

Couchman stated that the Crown Jewel Phase 2 and 3 agreement was on the agenda because Mr. President didn't want there to be a gap between Phase 1 and Phase 2. Since we are at least a month out from any further action on Phase 1 he suggested we table the agreement for the moment. The Board agreed.

Couchman stated that MKS and BFS presented two maps of the south development area to the working group on February 15<sup>th</sup>. One included very large 40 acre lots with very large dry detention ponds and one included smaller 5-10 acre lots with many smaller dry detention ponds strewn about the development. The idea behind the smaller lots is it would allow the development to begin and then slowly grow as development occurred. From here, MKS will get with their contractor partners to put some costs together on earthwork and initial utility and infrastructure buildout. The development does not include the taking of any trees or disturbing of any wetlands. The hope is to have more information by the March meeting.

Couchman then presented the Capital Assets Report from the Gateway Annual Report for approval by the Board. He explained that he went to submit the Annual Report in Gateway after the last meeting and could not do so due to errors on the Capital Asset section. To rectify the issues he hired a CPA, Mr. Larry Tippin, who came highly recommended by our accountant Charlene. Once Mr. Tippin helped with the numbers, Gateway was happy, however, since the entire Annual Financial Report was approved by the Board last month, the Capital Assets section needs to be reviewed and approved again prior to submittal in Gateway. Korchyk made a motion to approve the Gateway Annual Report Capital Assets section as presented, with a second from Kruse. The motion passed unanimously.

He then stated that we have a tenant, Mr. Bennet Rieke, that has indicated that he will be vacating his T-hangar in at the end of the month. We would like Mr. Tribbett to draft a letter to make the process official. There were no objections.

**Consultant/Engineer Report:** Feister asked for Board Action to approve AIP 34 Pay Request 14 for FAA reimbursement in the amount of \$150,129.46 total, 90% Fed \$135,117, 5% State and Local \$7,506. Korchyk made a motion to approve AIP 34 PR 14 with a second from Chalmers. The motion passed unanimously.

He asked for Board Action to submit AIP 36 PR3 for FAA reimbursement in the amount of \$12,930.43 Total, 90% Fed \$11,637, 5% State and Local \$646. Fox made a motion to submit AIP 36 PR3 for FAA reimbursement with a second from Korchyk. The motion passed unanimously.

He asked for Board action to advertise the AWOS/Beacon Replacement project when it is ready for the street ahead of the next meeting. After some discussion, Kruse made a motion to proceed with advertising the AWOS/Beacon project ahead of the next meeting, with a second from Chalmers. The motion passed unanimously.

The final action item is Amendment No. 1 to Work Order No. 23 – Extend Runway 9-27 Part D: Taxiway “A” Extension Paving and Lighting Design in the amount of \$56,565.00. This includes the design for the remaining 5,000’ taxiway circuit that was not originally included in the project due to funding but has since been added. Fox made a motion to approve Amendment No. 1 to Work Order No. 23 with a second from Korchyk. The motion passed unanimously.

**Attorney Brief:** Tribbett stated that he would like either Myers or Couchman to have authority to sign a purchase agreement on the Gaskill property so that we can move forward prior to the next meeting. Kruse made a motion to authorize Couchman to sign the purchase agreement with the Gaskill Trust subject to Tribbett’s approval with a second from Chalmers. The motion passed unanimously.

**Board Member Briefs:** None.

**Upcoming Events:** None.

**Public Comments:** None.

**Adjournment:** The meeting was adjourned at 2:21 p.m.

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

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Jesse Myers – President

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Jerry Korchyk – Vice President

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John Chalmers – Member

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John Kruse – Member

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Randy Fox –Secretary