



# DeKalb County Airport Authority

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

Jess Myers, President  
Jerry Korczyk, Vice President

John Chalmers, Member  
Don Tribbett, Attorney

John Kruse, Member  
Randy Fox, Secretary

## MINUTES

October 18, 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, Chalmers, Korczyk, Kruse, Couchman, Airport Attorney Tribbett, John Feister from BF&S, Scotty Hepler from Sweet Aviation, and community member Jim Hatfield. Myers opened the meeting with the Pledge of Allegiance.

**Approve Agenda:** Myers presented the agenda for the October 18, 2024 Board Meeting for approval. Korczyk made a motion to approve the agenda, Chalmers seconded. The motion passed unanimously.

**Minutes:** Myers presented the September 20<sup>th</sup>, 2024 meeting minutes for approval. Chalmers made a motion to approve the meeting minutes, with a second from Korczyk. The motion passed unanimously.

**Claims:** Myers presented the October 2024 claims docket for approval. Korczyk made a motion to approve the claims, with a second from Chalmers. The motion passed unanimously.

**FBO Brief:** Hepler stated for the month of September they have sold 15,319 gallons of Jet-A and 4,003.13 gallons of AvGas. There were 12 aircraft rentals, 28 training sessions, and 7 simulator sessions. There were 14 maintenance jobs last month. He went on to say that Sweet has purchased the FBO at Goshen Airport. This includes Maintenance, Charter and the Avionics Repair Station. This will help with economies of scale, with flexing assets between the two airports, with additional and some larger equipment acquired to work on jets. With the addition of the Avionics Repair Station we will be able to support avionics work at GKB such as IFR certifications.

**Manager Brief:** Couchman stated that the SBOA did not respond to him in time for the meeting so he has no update on how to move forward with either a fund name change or with moving funds within the grant funds as the Board authorized at the last meeting. He will continue to seek SBOA guidance.

Couchman presented the final pricing on the SRE equipment priced through Sourcewell. After some discussion Mr. Tribbett was directed to produce a resolution to be addressed at the November meeting allowing Couchman to move forward with the purchase of the combination plow, broom and blower along with tractor and associated implements.

**Consultant/Engineer Report:** Feister asked for Board Action to approve the new Master Services Agreement for consulting services. He stated that this is the main agreement from which Project Orders are then produced and numbers. The last Master Agreement was signed over a decade ago. After some discussion Kruse made a motion to adopt and direct President Myers to sign the Master Services Agreement with a second from Korchyk. The motion passed unanimously.

Feister presented Project Order No 01 – Reconstruct Runway 9-27 Pavement Design – Preliminary Engineering, in the amount of \$193,79000 for discussion and approval. He stated that most GA airports don't do preliminary engineering for runway rehabilitation projects but since he is seeking a full-depth reclamation on ours due to the very poor condition of the pavement and the subsequent higher cost of the project, the state and the FAA want this engineering work done. After some discussion Korchyk made a motion to approve Project Order No 01 and direct President Myers to sign, with a second from Chalmers. The motion passed unanimously.

He then presented Project Order No. 02 – Three 6-Unit T-Hangars 30% Design and BOT Procurement Services, in the amount of \$127,100 for discussion and approval. After some discussion Korchyk made a motion to approve Project Order No. 02 and direct President Myers to sign with a second from Kruse. The motion passed unanimously.

Finally, he asked the Board to approve the annual SF425 Annual Financial Report for the FAA. Chalmers made a motion to approve the report with a second from Kruse. The motion passed unanimously.

He then briefed the Board on the current projects. The Navaid project is complete from a contractor perspective and the FAA is done with their work as well. We are now just waiting for flight check to get us on their schedule. We are told it should be within two weeks. The procedures are set to publish on the 31<sup>st</sup> of October.

The new AWOS submittals were approved this week so we anticipate those parts to be arriving within the next month and a start date on the AWOS and Beacon project in December.

**Attorney Brief:** None.

**Board Member Briefs:** Couchman stated that the small group working on branding will be getting together to discuss how we will be evaluating the three different firms that we will be talking to. Also, there probably needs to be a rough outline for what we want to accomplish.

**Upcoming Events:** Couchman stated that the VAA37 will be holding the first annual Scareport event on Saturday the 26<sup>th</sup> at 1:00 pm.

**Public Comments:** None.

**Adjournment:** The meeting was adjourned at 2:43 p.m.

**Next meeting November 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