



# Auburn-DeKalb Executive Airport

## 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 21, 2025

**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, Fox, Chalmers, Kruse (virtually), Airport Attorney Tribbett, John Feister from BF&S, Scotty Hepler from Sweet Aviation, County Council Member Rick Collins, Airport Manager Couchman, and Assistant Manager Hoit. Myers opened the meeting with the Pledge of Allegiance.

**Agenda:** Myers presented the November 21, 2025 Agenda for approval. Fox made a motion to approve the agenda, with a second from Korchyk. The motion passed unanimously.

**Minutes:** Myers presented the October 17, 2025 meeting minutes for approval. Korchyk made a motion to approve the meeting minutes, with a second from Chalmers. The motion passed unanimously.

**Claims:** Myers presented the November 2025 claims for approval, which include October claims. Due to a cyber incident at the County level that has affected the DCAA, there was no Claims Docket for approval in October, so Hoit read the claims aloud. Korchyk made a motion to approve the claims, with a second from Fox. The motion passed unanimously.

**FBO Brief:** Hepler reported for the month of October they have sold 13,344 gallons of Jet-A, and 3,026.11 gallons of AvGas. There were 14 aircraft rentals, 44 training sessions, and 13 simulator sessions, and 6 discovery flights, and 4 check rides. There were 9 maintenance jobs last month.

**Manager's Brief:** Couchman presented the updated Snow/Ice Control Plan for discussion and adoption. After some discussion, the following updates were agreed upon:

## B5 Decision Factors

- Starting time of snow/ice
- Rate of accumulation
- Type of snow (wet, dry, mixed with rain, etc.)
- Type of Ice Event, duration of Ice Event, forecast
- Surface temperatures
- Ambient temperatures
- Forecast duration and accumulation
- Wind speed and direction
- Visibility and ceiling
- Availability of equipment (repairs etc.)
- Availability of personnel
- Hours already worked without rest or meals
- Are diversions or unscheduled GA possible, probable or planned

Equipment and personnel deployment will be based on the above decision factors in advance of storms when possible.

## B8 Ice Control Procedures

1. Preemptive liquid application ahead of large, known ice events only.
2. Solid ice melt application only when icing event is likely to last more than 24-hours.
3. Once deicing procedures begin, they must continue until the event is over to prevent dilution and refreezing.
4. Once deicing chemicals are used, immediately reorder to maintain supply.

Using a tow vehicle and trailer mounted sprayer, the center 60' of the runway will be sprayed with E36 liquid deicer to prevent ice from adhering to the surface. This can be completed no more than 24 hours before the event. The same can be done for taxiways and ramps if an extreme event is anticipated.

If needed, NAAC solid deicer is applied using the large truck and the spreader. The supersacks are hoisted up over the hopper with the BobCat using forks and the FormPak BagLift attachment. The supersack is then cut and allowed to drain into the hopper. Two bags are required for the center 60' of the runway, taxiway A1, A6 and A. It is recommended that the runway is completed first, then start at either A1 or A6 traveling approximately  $\frac{1}{4}$  of the distance down the taxiway, turn off the flow, go to the other end and begin spreading and see how far you get. If the two don't meet, at least the radiused turns will be treated. Sanding is now an option to be discussed along with further treatment should the first application not be sufficient. Plowing and brooming will be required.

Korchyk made a motion approve and adopt the new Ice and Snow Control Plan with a second from Chalmers. On a rollcall vote, Myers – Aye, Chalmers – Aye, Korchyk – Aye, Kruse – Aye, Fox – Aye. The motion passed unanimously.

Couchman then presented the 2026 health insurance quote showing a 9.6% increase in health, 3.2% increase in dental, and no other changes. He also asked the Board to consider increasing the Authorites contribution to employees HSA from \$750 for a single person to \$1,500, and from \$1,500 to \$3,000 for a couple or family. The deductibles on the high-deductible plan we have had for over a decade has more than doubled in that time and we haven't adjusted this contribution amount. Korchyk made a motion to approve the insurance policy and the increase to \$1,500 for singles and \$3,000 for couple or family, with a second from Fox. On a rollcall vote,

Myers – Aye, Chalmers – Aye, Korchyk – Aye, Kruse – Aye, Fox – Aye. The motion passed unanimously.

He then asked the Board to make a choice about which bank they want to go with so that Tribbett can move forward with IDLGF approval and get final documents ready to go as soon as the contractor wants to start work. The Board decided to move forward with Campbell & Fetter Bank.

**Consultant/Engineer Report:** Feister asked for Board Action to submit AIP38 PR8 for FAA reimbursement in the amount of \$230,932.16 with \$207,839 90% federal, \$11,546.61 state, and \$11,546.55 local. Chalmers made a motion to approve submitting AIP38 PR8, with a second from Korchyk. On a rollcall vote, Myers – Aye, Chalmers – Aye, Korchyk – Aye, Kruse – Aye, Fox – Aye. The motion passed unanimously.

He asked for Board Action to submit AIP40 IIJA Grant Application to the FAA for the t-hangars in the amount of \$906,462 with \$861,139 95% federal, \$22,662 2.5% state, and \$22,662 2.5% local. Korchyk made a motion to approve submitting AIP40 IIJA Grant Application with a second from Chalmers. On a rollcall vote, Myers – Aye, Chalmers – Aye, Korchyk – Aye, Kruse – Aye, Fox – Aye. The motion passed unanimously.

He asked for Board Action to submit AIP41 Pre-Application to the FAA in the amount of \$4,508,610 with \$4,283,179 federal, \$112,715 2.5% state, \$112,715 2.5% local. Chalmers made a motion to approve submitting AIP41 Pre-Application to the FAA with a second from Fox. On a rollcall vote, Myers – Aye, Chalmers – Aye, Korchyk – Aye, Kruse – Aye, Fox – Aye. The motion passed unanimously.

He asked for Board Action to approve the Notice of Award for the Three 6-Unit T-Hangars project to Shawnee Construction in the amount of \$3,261,000.00. Korchyk made a motion to approve the Notice of Award for Three 6-Unit T-hangars with Shawnee Construction, with a second from Chalmers. On a rollcall vote, Myers – Aye, Chalmers – Aye, Korchyk – Aye, Kruse – Aye, Fox – Aye. The motion passed unanimously.

He asked for Board Action to approve BF&S Work Order No. 5 in the amount of \$165,419.00. Chalmers made a motion to approve Work Order No. 5, with a second from Korchyk. On a rollcall vote, Myers – Aye, Chalmers – Aye, Korchyk – Aye, Kruse – Aye, Fox – Aye. The motion passed unanimously.

He asked for Board Action to approve the FY 26-31 Capital Improvement Plan for submission to FAA/INDOT. Fox made a motion to approve submitting the FY 26-31 Capital Improvement Plan to the FAA/Indot, with a second from Chalmers. On a rollcall vote, Myers – Aye, Chalmers – Aye, Korchyk – Aye, Kruse – Aye, Fox – Aye. The motion passed unanimously.

And lastly he asked for Board Approval of the contract with Shawnee on the condition that the contractor supply the appropriate required bond and insurance and Attorney Tribbett approves the contract. Korchyk made a motion to approve and direct Couchman to execute the contract with Shawnee once the receipt of required bond and insurance is verified, and after Attorney

Tribbett approves the contract. Fox seconded the motion. On a rollcall vote, Myers – Aye, Chalmers – Aye, Korchyk – Aye, Kruse – Aye, Fox – Aye. The motion passed unanimously.

Feister then updated the Board on the GME soil samples recently collected from the South Side Development area. He state that their analysis indicated that the soils are appropriate for the type of development we are anticipating in the area which would include commercial, light industrial, etc. The report is now available to anyone interested in developing the property.

**Attorney Brief:** None.

**Board Member Briefs:** None.

**Upcoming Events:** None.

**Public Comments:**

**Adjournment:** The meeting was adjourned at 2:25 p.m.

**Next meeting December 19, 2025  
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