



# 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

December 19, 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 (virtually), Kruse, Airport Attorney Tribbett, John Feister from BF&S (virtually), Scotty Hepler from Sweet Aviation, County Council Member Bill VanWye, County Commissioner Kellen Dooley, Brad McDaneil District Director with Representative Stutzman's office, community member Lara Gaerte, Airport Manager Couchman, and Assistant Manager Hoit. Myers opened the meeting with the Pledge of Allegiance.

**Agenda:** Myers presented the December 19, 2025 Agenda for approval with one change to make the Attorney Tribbett section a yes on action items.. Fox made a motion to approve the agenda with the change, with a second from Korchyk. On a rollcall vote, Myers – Aye, Chalmers – Aye, Korchyk – Aye, Kruse – Aye, Fox – Aye. The motion passed unanimously.

**Minutes:** Myers presented the November 21, 2025 meeting minutes for approval. Kruse made a motion to approve the meeting minutes, with a second from Korchyk. On a rollcall vote, Myers – Aye, Chalmers – Aye, Korchyk – Aye, Kruse – Aye, Fox – Aye. The motion passed unanimously.

**Claims:** Myers presented the December 2025 claims for approval. Korchyk made a motion to approve the claims, with a second from Kruse. On a rollcall vote, Myers – Aye, Chalmers – Aye, Korchyk – Aye, Kruse – Aye, Fox – Aye. The motion passed unanimously.

**Consultant/Engineer Report:** Feister asked for Board Action to submit AIP38 PR9 for FAA reimbursement in the amount of \$22,959.43 with \$20,644 90% federal, \$1,147.46 state, and \$1,147.46 local. Kruse made a motion to approve submitting AIP38 PR9, 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 Work Order 25 Amendment 1 in the not-to-exceed amount of \$5,400.00. Fox made a motion to Work Order 25 Amendment 1 not-to-exceed \$5,400.00 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 FY26 NPR intent letter to the FAA. Kruse made a motion to approve submitting FY26 NPE intent letter to the FAA 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 submitting FY26 ATP grant application. Korchyk made a motion to approve submitting FY26 ATP grant application, with a second from Fox. On a rollcall vote, Myers – Aye, Chalmers – Aye, Korchyk – Aye, Kruse – Aye, Fox – Aye. The motion passed unanimously.

He updated the Board on construction safety phasing for the runway reconstruction. We should anticipate a 60-day closure for work, then open the runway with temporary markings for 28 days for curing, then another closure for grooving and painting lasting 7 days.

**FBO Brief:** Hepler reported for the month of October they have sold 16,871 gallons of Jet-A, and 2,324.22 gallons of AvGas. There were 9 aircraft rentals, 43 training sessions, and 8 simulator sessions, and 1 discovery flight, and 1 check ride. There were 9 maintenance jobs last month.

**Manager's Brief:** Couchman asked the Board to approve transferring \$12,563.33 from 101001363 Runway Repairs and Maintenance to 101001232 Repair and Maintenance Supplies, and \$2,853.64 from 101001363 Runway Repairs and Maintenance to 101001221 Petroleum Products and Supplies, and to transfer \$6,000.00 from 245001490 Rainy Day Fund Infrastructure to 245001395 Rainy Day Contractual Services, and \$11,284.63 from 245001490 Rainy Day Fund Infrastructure to 245001381 Rainy – Other Services and Charges. Kruse made a motion to approve the above transfers with a second from Korchyk. On a rollcall vote, Myers – Aye, Chalmers – Aye, Korchyk – Aye, Kruse – Aye, Fox – Aye. The motion passed unanimously.

He then presented the 2025 Pay 2026 Salary Resolution 2025R-3 for approval. Korchyk made a motion to approve Salary Resolution 2025R-3 with a second from Kruse. On a rollcall vote, Myers – Aye, Chalmers – Aye, Korchyk – Aye, Kruse – Aye, Fox – Aye. The motion passed unanimously.

He then presented the 2026 Holiday Schedule for approval. Kruse made a motion to approve the 2026 Holiday Schedule 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 the Board to consider the deadline to have tenants out of the old t-hangars so that we can tear them down. After some discussion, it was decided that we would learn more about the new t-hangar construction schedule before we put a deadline on vacating the old units.

He asked the Board to consider what the price on the new T-hangars should be. After some discussion Kruse made a motion to price the new T-hangars at \$225 a month for the first two years of the 5-year lease and at \$250 for the last three years of the lease. Fox seconded the motion. Since John Chalmers was no longer present virtually, no rollcall vote was taken. The motion passed unanimously.

He then asked the Board to approve encumbering \$989,755 from 2025 line item 425001450 Cumulative Building Fund Machinery & Equipment, to 2026 line item 425001450 Cumulative Building Fund Machinery & Equipment. He explained that the Airport Authority Board will need to approve this encumbrance, and then the County Council will need to do the same. Fox made a motion to approve the encumbrance seconded by Kruse. Since John Chalmers was no longer present virtually, no rollcall vote was taken. The motion passed unanimously.

**Attorney Brief:** Tribbett presented the updated Board Meeting Participation Utilizing Electronic Communication Policy for Board approval. Kruse made a motion to approve the updated Board Meeting Participation Utilizing Electronic Communication Policy, with a second from Korchyk. Since John Chalmers was no longer present virtually, no rollcall vote was taken. The motion passed unanimously.

**Board Member Briefs:** Fox read the operations for the year in the various categories and noted that ops are increasing.

**Upcoming Events:** None.

**Public Comments:** None

**Adjournment:** The meeting was adjourned at 2:30 p.m.

**Next meeting January 16, 2026  
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