



# DeKalb County Airport Authority

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

**Jess Myers, President**  
**Jerry Korchyk, Vice President**

**Donn Starkey, Secretary**  
**Don Tribbett, Attorney**

**Bob Patterson, Member**  
**Randy Fox, Member**

## MINUTES

November 20, 2020

**DeKalb County Airport Authority Scheduled Meeting:** The DeKalb County Airport Authority members met for the regular monthly meeting which began at 1:00 pm. In attendance at the meeting were; Myers, Korchyk, Starkey, Fox, and Patterson. Airport intern Avrie Pfister, Airport Attorney Tribbett and John Feister from BF&S. Airport Assistant Manager Hoit attended in person, as did President Myers, Intern Avrie Pfister, and Vice President Korchyk. Starkey, Fox and Patterson attended virtually along with Feister and Tribbett. Myers opened the meeting with the Pledge of Allegiance. Mr. Don Nelson attended the meeting in person as well.

**Approve Agenda:** Myers presented the agenda for the November 20, 2020 Board Meeting for approval. Fox made a motion to approve the agenda. Korchyk seconded. The motion passed unanimously with a rollcall vote as follows: Myers aye, Korchyk aye, Fox aye, Starkey aye.

**Minutes:** Myers presented the October 16, 2020 meeting minutes for approval. Starkey made a motion to approve the previous meeting minutes with a second from Fox. The motion passed unanimously with a rollcall vote as follows: Myers aye, Korchyk aye, Fox aye, Starkey aye.

**Claims:** Myers presented the November 2020 claims docket for approval. Korchyk made a motion to approve the claims with a second from Starkey. The motion passed unanimously with a rollcall vote as follows: Myers aye, Korchyk aye, Fox aye, Starkey aye.

**Public Comments:** Korchyk made a motion to amend the agenda to put public comment just behind claims approval. The motion was seconded by Fox. The motion passed unanimously with a rollcall vote as follows: Myers aye, Korchyk aye, Fox aye, Starkey aye.

Mr. Nelson asked the Board if he could have more time to remove his personal items from the property we purchased from him. He stated that he will either be done by the end of the year, December 31, 2020, or he will walk away from the property regardless. After some discussion, Korchyk voted to give Mr. Nelson until December 31, 2020 to finish removing his items. If he is unable to remove all of it by then, he agrees to simply walk away from the property and items. The motion was seconded by Starkey. The motion passed unanimously with a rollcall vote as follows: Myers aye, Korchyk aye, Fox aye, Patterson aye, Starkey aye.

**Manager Brief:** Hoit walked the Board through the health insurance spreadsheet. He explained that we only have two full-time employees this year where we budgeted for three. Our full-time maintenance employee retired after the budget was approved for 2021 and we now have three part-time employees instead. That may change in the future but for 2021 we expect it to remain. That gives the Board the ability to increase the H.S.A. contributions for Hoit and Couchman from \$1,500.00 to \$6,000.00 for 2021. This, just like our health insurance, is just for 2021 and may change in future years even down to zero based on the cost of health insurance and budgetary constraints. After some discussion, Korchyk made a motion to approve the BAHSA E2 plan at the same cost share as 2020 and approve a \$6,000.00 H.S.A. contribution to Couchman and Hoit. Patterson seconded. The motion passed unanimously with a rollcall vote as follows: Myers aye, Korchyk aye, Fox aye, Patterson aye, Starkey aye.

Hoit then presented the 2021 holiday schedule as borrowed from DeKalb County. Korchyk made a motion to approve the holiday with a second from Fox. The motion passed unanimously with a rollcall vote as follows: Myers aye, Korchyk aye, Fox aye, Patterson aye, Starkey aye.

Hoit then stated that we would like to pay a lump sum towards our one and only outstanding loan for hangar construction. The plan will be to pay up to \$150,000.00 depending on how our final cash stands and we hope to have the loan paid in 3-years. Fox made a motion to pay up to \$150,000.00 from the Rainy Day Fund on the hangar loan #53384, with a second from Patterson. The motion passed unanimously with a rollcall vote as follows: Myers aye, Korchyk aye, Fox aye, Patterson aye, Starkey aye.

Hoit presented the CARES Act AIP 27 Pay Request #1 for approval for reimbursement in the amount of \$23,724.54 leaving a balance of \$45,275.46 and approval of Form SF425 Federal Financial Report for signature by Myers. Korchyk made a motion to approve Myers signing CARES Act AIP 27 Pay Request #1 and the SF425 Form. Starkey seconded. The motion passed unanimously with a rollcall vote as follows: Myers aye, Korchyk aye, Fox aye, Patterson aye, Starkey aye.

Hoit presented Work Order 14-Pavement for discussion. In short, we want to look at the feasibility of some new pavement at the new maintenance facility. This will need some fill and pavement engineered. We also want to look at the feasibility of extra automobile parking for the East side hangar complex. This is due to the new commercial operator in the area and the congestion being created. Fox suggested that we contact Meese Chapel and ask if they would be willing to sell an acre or two behind the church for vehicle parking. Finally, we want to look at what a helipad on the airport might require of us. This may be more complex and costly than first blush. After some discussion, Korchyk made a motion to approve BF&S Work Order 14 with a second from Starkey. The motion passed unanimously with a rollcall vote as follows: Myers aye, Korchyk aye, Fox aye, Patterson aye, Starkey aye.

Finally, Hoit stated that we got the final quote from the Midwest Film Factory for the historical documentary on the history of the Airport. He explained that we have the money in the budget and that we really just want to keep everyone in-the-loop and excited about the project. Fox made a motion to approve the project with a second from Patterson. The motion passed unanimously with a rollcall vote as follows: Myers aye, Korchyk aye, Fox aye, Patterson aye, Starkey aye.

**FBO Brief:** Gaerte previously sent out graphs and charts to the Board. She was not in attendance at this meeting.

**Consultant/Engineer Report:** Feister stated that the CR 62 project is underway with erosion control, signage and construction staking completed. They plan on removing trees needed for the project and set the structure across the wetland yet this year. The NIPSCO gas line was potholed and found to be much shallower than previously thought. Changes will be made to the ditches as they cross the line to maintain safe depths.

He stated that AIP 29 Pay Request 1 needs to be approved and the same Federal Financial Report #SF425 needs to be approved and signed. Starkey made a motion to approve AIP29 and SF425, seconded by Korchyk. The motion passed unanimously with a rollcall vote as follows: Myers aye, Korchyk aye, Fox aye, Patterson aye, Starkey aye.

He then presented the Pre-application for AIP Grant 3-18-0004-030-2021 and stated that it will need to be approved prior to submittal. Patterson made the motion to approve and submit to the FAA the Pre-application for AIP Grant 3-18-0004-030-2021 Runway Extension Grade and Drain Package with a second from Korchyk. The motion passed unanimously with a rollcall vote as follows: Myers aye, Korchyk aye, Fox aye, Patterson aye, Starkey aye.

Feister then stated that he is working on Amendment #1 for BF&S Work Order 7 which splits the project into phases per FAA request. The new work order will include the approach survey and NAVAID design. He will have that finalized by the December meeting.

He briefed the Board on the CIP meeting held in November. He stated that the meeting went well and was straight forward with everyone on the same page moving towards completing the runway extension.

Finally Feister briefed the board on the terminal ramp rehabilitation project. He met the contractor and airport staff on the airport to walk the job and get final quantities. It is now anticipated that they will start the project in 2021.

**Attorney Brief:** Tribbett stated that the extension agreement was signed by Mrs. Dickmeyer. He also stated that he will draft the extension from Mr. Nelson per the conversation earlier in the meeting. The appraiser and the relocation agent accessed the Haley home and are making progress. More to come.

**Committee Briefs:** None.

**Board Member Briefs:** Fox noted that he had a very good meeting with Chris Gaumer discussing the UDO and potential revisions to help eliminate future problems related to open bodies of water. Korchyk stated that he sat in on the CIP meeting and gave an update on the Airport. He stated that it was a good meeting. Starkey stated that Korchyk did a very nice job in his brief with the FAA and Feister agreed.

**Upcoming Events:** None.

**Public Comments:** None.

**Adjournment:** The meeting was adjourned at 2:37 p.m.

**Next meeting December 18, 2020  
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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Donn Starkey – Secretary

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Bob Patterson – Member

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Randy Fox –Member