City of Elkhart
Board of Aviation Commissioners Meeting
July 29, 2026

The Board of Aviation Commissioners meeting was called to order by Commissioner Doug Thorne at 4:00 pm on Wednesday, July 29, 2026, at the Elkhart Municipal Airport Administration Building, 1211 CR 6 W, Elkhart, Indiana 46514. Present were Andy Jones, Karen Shaw, Councilman Dwight Fish, Paul Shaffer & Ryan Sherwood.

Roll Call: Roll was called. Commissioners Doug Thorne & Eric Ivory were present. Commissioner Tom Shoff was present via Microsoft Teams and was visible on screen & heard in audio. Commissioner Bruce Shreiner was absent. There was a quorum for this meeting.

Approval of Agenda:
Mr. Ivory made a MOTION to approve today's agenda. Mr. Shoff SECONDED. There being no further discussion, the motion to approve today's agenda PASSED unanimously.

Approval of Minutes:
Mr. Ivory made a MOTION to approve the minutes of the June 24, 2026 meeting. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Approval of Claims:
Mr. Ivory made a MOTION to approve claims as submitted in the amount of $202,015.70, as printed on 07.24.26 at 9:54 AM, and consisting of 5 pages. Mr. Shoff SECONDED. There being no further discussion, the motion to approve July 29, 2026 claims PASSED unanimously.

Airport Manager's Report:
Andy advised we have some personnel changes. Steve Balk, one of four union airfield maintenance technicians, was awarded a bid as a heavy equipment operator with the Building and Grounds department. As a union employee, Steve has the right to return to his current Aviation department position within 30 days from 8-3-26, his new position start date. After 30 days has expired, we may fill the position. Andy further advised that Rodney Potter has accepted the full-time air traffic controller (ATC) position. Mr. Potter comes to us from South Bend ATC and has extensive ATC experience. Even so, any new ATC may not work alone until certified to do so by the FAA. I anticipate that process will be completed within a few weeks. Andy further advised all airport staff were very busy last week and weekend with the Commemorative Air Force (CAF) event. Everything went well and CAF staff were pleased with the attendance. The rides and tours sales for "FIFI", one of just two of the remaining airworthy B-29 Super Fortress Bombers, help to support the CAF 501(C)(3) dedicated to keeping several rare WWII aircraft flying. Also, here all week and available for rides, was the CAF's Texan T-6. Andy further advised that the Goodyear Airship arrived on Tuesday as scheduled for an overnight stay. Andy opened the southside gate and allowed spectators that had gathered outside the fence to approach the blimp, ask questions of the Goodyear crew, and enter the gondola. News Center 16 television also arrived and performed several interviews with spectators and a Goodyear crew member for the evening news. A question was asked whether the airport received any revenue from last week's events. Andy advised the FBO sold fuel for the aircraft, but the airport did not charge the CAF any fee. Andy advised that for the past several years the airport has loaned the Buildings & Grounds Department one of our remote-controlled lawnmowers. The mower is used to mow the steep inclines at the Benham Avenue Underpass. The unit is designed with a wench and cable system which allows the operator to attach the cable to a stationary object and mow steep inclines up to 60 degrees. Unfortunately, the Buildings and Grounds operator failed to attach the winch cable before attempting to mow a steep incline more than 60 degrees, resulting in significant damage to the unit when it flipped upside down. There was extensive

damage to the mower, including bent and broken mounting brackets for the top cover. The wheel protective bumpers were destroyed. The frame and wheels assembly was knocked out of alignment. Finally, a bent frame will likely prevent the mower from cutting perfectly level. Andy gives Josh Holt and his crew at Central Garage a major shoutout for their excellent work. They spent hours working on repairing the damage and basically working a miracle by getting it functioning again. A question was asked about the cost of repairs. Because the Central Garage is financially responsible for the repair and maintenance of all city equipment, he will have to check with the Central Garage on the parts and labor costs. A question was asked about consequences of employee neglect in this situation. Andy advised that the Buildings and Grounds department head has the authority to decide what if any employee disciplinary action may be taken.

New Business:

Mr. Thorne advised the first item under New Business is the ratification of T-Hangar leases, numbers 1 through 69, that have been updated with rent increases. Andy advised the BOAC approved a $25 per month across-the-board rent increase for T-Hangars 1 through 69 at a previous meeting. All the agreements have been updated to reflect this change, and Andy requests the board ratify his signatures on these agreements. Mr. Ivory made a MOTION to ratify Andy's signatures on the T-Hangar leases numbered 1 through 69 that reflect the new rent increases. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the office building updated lease agreements to reflect the rent increase. Andy advised the BOAC also approved a $25 per month rent increase for the three tenants that rent office space at the administration building. These three agreements have been updated by the City Legal Department to reflect this change, and Andy request the board approve these agreements and authorize the board president to sign the corresponding documents. Mr. Ivory made a MOTION to approve the updated office building agreements and to authorize the board president to sign the corresponding documents. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the address changes for Corporate Lots, 17, 18 & 19. Andy advised it came to our attention that the physical addresses associated with airport Lots 17, 18 & 19 do not match the Elkhart County Recorders (ECR) records. After much research between the Airport, City Legal & the City Planning Department it was concluded that the ECR records reflect the true and accurate addresses for these three parcels. Andy further advised the changes are as follows:

1) The correct physical address for Lot 17 for corporate owner National Supply should be 2325 County Road 6W, Elkhart, IN 46514 ***NOT*** 2317 County Road 6W, as previously recorded.
2) The correct physical address for Lot 18 for corporate owner Micon Holdings should be 2317 County Road 6W, Elkhart, IN 46514 ***NOT*** 2321 County Road 6W, as previously recorded.
3) The correct physical address for Lot 19 for corporate owner Marv Selge should be 2321 County Road 6W, Elkhart, IN 46514 ***NOT*** 2325 County Road 6W, as previously recorded.

Addendums to these changes have been drafted by the City Legal Department and discussions have been made with all three corporate lot owners. Andy further advised that after approval by the board, the City Planning Department will commence to make the proper updates with Elkhart City & County GIS, Tax, Property & Recording departments. Andy further advised the land lease fees were not affected by the addresses mix. Andy requests the board approve the physical address updates to Lots 17, 18 & 19 and to authorize the board president to sign the corresponding documents. Mr. Ivory made a MOTION to approve the lot address changes and to authorize the board president to sign the corresponding documents. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the T-Hangar 60 new lease ratification. Andy advised that current tenant Mike Wilson will be moving from T-Hangar 8 to T-Hangar 60 starting August 1, 2026. Mr. Wilson's aircraft is a Piper Cherokee 160. Andy advised he has signed the lease per the 2026 Leaseholder Resolution which grants Andy that privilege. The intent of the Leaseholder Resolution is to, when necessary, allow a tenant to immediately occupy a hangar rather than waiting, in some cases over 30 days, for BOAC approval. Andy requests the board ratify his signature on the lease. Mr. Ivory made a MOTION to ratify Andy's signature on the new T-Hangar 60 lease. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the AIP-40 final retainage payment to New Tech Construction for the 10-unit T-Hangar building and approval of the final acceptance letter. Paul Shaffer with Butler, Fairman & Seufert (BF&S) advised this is the final portion of this project, with a final retainage invoice to New Tech in the amount of $105,494.53 to be paid by TIF. Mr. Shaffer further advised the final acceptance letter to the FAA to conclude this project needs to be signed. Mr. Shaffer advised all final inspections have been approved by the airport, FAA & INDOT. Mr. Shaffer requests the board approve the TIF payment to New Tech and for the board president to sign the final acceptance letter. Mr. Ivory made a MOTION to approve this pay request in the amount of $105,494.53 and for the board president to sign the corresponding documents. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the AIP-42, BF&S invoice in the amount of $30,514.05. Mr. Shaffer advised this is for professional services fees for the Runway 18/36 pavement project. Mr. Shaffer requests the board approve submitting this invoice for payment and requests the board president sign the corresponding documents pending appropriation approval from the common council. Andy followed up that the Common Council gave unanimous approval for the AIP-42 appropriation at the July 27, 2026 meeting. Mr. Ivory made a MOTION to approve this pay request in the amount of $30,514.05 and for the board president to sign the corresponding documents. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under new Business is the AIP-42, Milestone Contractors invoice in the amount of $1,224,200.21. Mr. Shaffer advised this is for fees related to the Runway 18/36 pavement project for work done to this point. Mr. Shaffer advised the remaining work will be painting, and we are waiting for this to be scheduled. Andy further requests the board approve payment of this invoice now that the appropriation has been approved by the common council. Further, Andy requests the board approve this payment, as well as the Milestone Contractors invoice that was approved by the BOAC in June for $537,937.50 to be paid as one-time manual payments in order to have these invoices paid on August 7, 2026 instead of August 26, 2027. Andy further advised this one-time manual payment request has been approved by the City Controller's office. After this, all payments will follow the normal BOAC payment timeline for regular claims packet submissions. In addition, Andy requests the board to authorize the board president to sign all corresponding documents. Mr. Ivory made a MOTION to approve payment of the current Milestone Contractors invoice in the amount of $1,224,200.21, as well as to approve the current and June payment to be paid in a one-time manual packet and to authorize the board president to sign all corresponding documents. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the AIP-44, BF&S invoice in the amount of $1,350.00. Mr. Shaffer advised this is for professional services fees for the Runway 27 tree approach protection, acquire avigation easements, parcels 67 & 77-85 project. Mr. Shaffer advised this grant should come through around May to September 2027 and that the Common Council approved the appropriation for this portion of the project, which consists of professional services fees to BF&S in the amount of $168,300. Mr. Shaffer requests the board approve submitting this invoice for payment and requests the board president sign the corresponding documents. Mr. Ivory made a MOTION to approve this pay request in the amount of $1,350.00 and for the board president to sign the corresponding documents. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the last item under New Business is the INDOT Pavement Maintenance Grant. Andy advised he requests consideration from the BOAC to ratify the application & submission of an INDOT 2026 pavement maintenance grant for procurement of crack sealing & painting on Taxiways A, B, D, all connectors, north ramp and the Ralph Bean Memorial parking lot. Andy further advised the scope additionally includes repainting all the surface markings not included as part of the Runways 18/36, 9/27 projects. This is a 75% INDOT/25% local payment (total $133,000). Andy further advised he requests approval from the board for BF&S to provide professional services administration for this grant, pending approval from the City Legal Department. A question was asked where these funds come from. Mr. Shaffer advised they come from a portion of the INDOT Leaking Underground Storage Tank (LUST) fees, which is a tax paid on fuel. Mr. Ivory made a MOTION to approve ratification of this grant & approval for BF&S to provide grant administration services. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Privilege of the Floor:
Mr. Thorne opened comments. Councilman Dwight Fish congratulated Andy & the airport staff for a job well-done during the week-long Commemorative Air Force (CAF) event. Councilman Fish advised the event was very well attended, and it was really amazing to have a B29 bomber and T-6 aircraft here for the public to enjoy tours & rides. Andy thanked Councilman Fish for the kind words.

Adjournment:
Mr. Ivory made a MOTION to adjourn. Mr. Shoff SECONDED. There being no further discussion, the meeting was ADJOURNED at 4:39 PM.

Next regular BOAC meeting is scheduled for Wednesday, August 26, 2026, at 4pm. Location will be the Elkhart Municipal Airport Administration Building, 1211 County Road 6 W., Elkhart, IN 46514 & via Webex.

Respectfully Submitted,

Eric Ivory, Secretary

08. 26. 2026
Date