City of Elkhart
Board of Aviation Commissioners Meeting
June 24, 2026

The Board of Aviation Commissioners meeting was called to order by Commissioner Bruce Shreiner at 4:00 pm on Wednesday, June 24, 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 & Phil Knox.

Roll Call: Roll was called. Commissioners Bruce Shreiner & Eric Ivory attended in person. Commissioner Doug Thorne attended in person and arrived at 4:36pm. Commissioner Tom Shoff was present via Microsoft Teams and was visible on screen & heard in audio. 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 Amended Agenda:
Mr. Shoff made a MOTION to approve today's amended agenda to include Section 7k under New Business to include the Commemorative Air Force Air Power History Tour stop at Elkhart Municipal Airport. Mr. Ivory SECONDED. There being no further discussion, the motion to approve today's amended agenda PASSED unanimously.

Approval of Minutes:
Mr. Ivory made a MOTION to approve the minutes of the May 27, 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 $75,263.94, as printed on 06.22.26 at 9:38 AM, and consisting of 5 pages. Mr. Shoff SECONDED. There being no further discussion, the motion to approve May 27, 2026 claims PASSED unanimously.

Airport Manager's Report:
Andy advised all three of the new Airfield Maintenance Techs have attained the required Class B CDL license. It was a challenge keeping up with airfield maintenance expectations with more than half of our maintenance staff off site for the last month. Andy is happy to be back at full staff as we attempt to catch up on mowing and the many other airfield maintenance tasks. Andy advised we have submitted a draft of the FY 2027 Aviation budget to the mayor's office. City and County government tax revenue streams will be negatively affected by the state mandated property and business tax cuts. In an attempt to minimize the negative effect on our ability to provide quality services we hope to partially off-set those losses by implementing the hangar and fuel flowage fees increases you approved last month. Andy advised that Herb Ulery, a 40-year airport employee and current part-time airfield maintenance tech, has finally decided to retire. Herb wore many hats here over the years and will be missed. After discussions with the airfield maintenance tech supervisor Rick Johnson, it was mutually decided to not fill that open part-time airfield maintenance tech position created by Herb's departure. The primary reason for that decision was budgetary driven. So too, was the decision to also eliminate one seasonal position. Andy advised our capital requests for FY 2027 have increased in part because of our obligation to make necessary repairs to the city-owned passenger terminal currently leased to Indiana Flight Center. These include window replacements and the correction of exterior drainage issues, and sidewalks. Andy further advised that the city vehicle replacement plan administered by Central Garage Department Head Josh Holt, calls for the orderly trade-in and replacement of vehicles based on age,

mileage, and hours of use. One of the items to be traded in is a 2010 F250 pickup truck for a less costly Kubota with broom and winch attachments. Andy advised the Indiana Department of Environmental Management (IDEM) has completed their annual fuel farm inspections and found no major issues. Lastly, Andy advised Karen once again successfully renewed our System of Award Management (SAM) program. The SAM program is required to obtain FAA grants and must be renewed every year.

New Business:
Mr. Shreiner advised the first item under New Business is the T-Hangar 35 new lease ratification. Andy advised that Tom Eichelberger will be leasing T-Hangar 35 starting August 1, 2026. Mr. Eichelberger's aircraft is an Icon A5. 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. Mr. Shoff made a MOTION to ratify Andy's signature on the new T-Hangar 35 lease and for the board president to sign the document. Mr. Ivory SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the next item under New Business is the T-Hangar 77 new lease ratification. Andy advised that John Noldin will be leasing T-Hangar 77 starting May 27, 2026. Mr. Noldin's aircraft is a Piper Malibu. 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. Mr. Ivory made a MOTION to ratify Andy's signature on the new T-Hangar 77 lease and for the board president to sign the document. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the next item under New Business is the AIP-40 FAA & State reimbursements to EKM in the total amount of $96,300.00, with $91,300.00 coming from the FAA & $5,072.17 coming from the State, with a local share payment of $5,071.35. Paul Shaffer with Butler, Fairman & Seufert (BF&S) advised these are FAA & State reimbursements to EKM for the 10-unit T-Hangar project, with a local share payment from the city of $5,071.35. Mr. Shaffer requests approval of these reimbursements and local share payment and to authorize the board president to sign the corresponding documents. Mr. Ivory made a MOTION to approve the reimbursements and local share payment and for the board president to sign the corresponding documents. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the next item under New Business is the AIP-40, BF&S invoice in the amount of $3,200.00. Mr. Shaffer advised this is for professional services fees for the 10-unit T-Hangar project. 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 $3,200.00 and for the board president to sign the corresponding documents. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the next item under New Business is the AIP-40, BF&S invoice in the amount of $13,000.00. Mr. Shaffer advised this is for professional services fees for the 10-unit T-Hangar project. 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 $13,000.00 and for the board president to sign the corresponding documents. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the next item under New Business is the AIP-41 FAA & State reimbursements to EKM in the total amount of $29,824.72, with $29,060.00 coming from the FAA & $764.72 coming from the State, with a local share payment of $764.39. Paul Shaffer with Butler, Fairman & Seufert (BF&S) advised these are FAA & State reimbursements to EKM for the 10-unit T-Hangar project, with a local share payment from the city of $764.39. Mr. Shaffer requests approval of these reimbursements and local share payment and to authorize the board president to sign the corresponding documents. Mr. Ivory made a MOTION to approve the reimbursements and local share payment and for the board president to sign the corresponding documents. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the next item under New Business is the AIP-42, BF&S invoice in the amount of $22,396.50. Mr. Shaffer advised this is for professional services fees for the Runway 18/36 construction 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 City Common Council. Mr. Ivory made a MOTION to approve this pay request in the amount of $22,396.50 and for the board president to sign the corresponding documents pending appropriation approval from the City Common Council. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the next item under New Business is the AIP-42 FAA & State reimbursements to EKM in the total amount of $546,325.35, with $532,317.00 coming from the FAA & $14,008.35 coming from the State, with a local share payment of $14,088.65. Paul Shaffer with Butler, Fairman & Seufert (BF&S) advised these are FAA & State reimbursements to EKM for the Runway 18/36 construction project, with a local share payment from the city of $14,088.65. Mr. Shaffer requests approval of these reimbursements and local share payment and to authorize the board president to sign the corresponding documents pending appropriation approval from the City Common Council. A question was asked if Andy attends the council meetings in case there are questions. Andy confirmed that he will attend as he normally does, in person. Mr. Ivory made a MOTION to approve the reimbursements and local share payment and for the board president to sign the corresponding documents pending appropriation approval from the City Common Council. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the next item under New Business is the AIP-42, Milestone Contractors invoice in the amount of $537,937.50. Mr. Shaffer advised this is for construction fees for the Runway 18/36 construction 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 City Common Council. Mr. Ivory made a MOTION to approve this pay request in the amount of $537,937.50 and for the board president to sign the corresponding documents pending appropriation approval from the City Common Council. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the next item under New Business is the AIP-43 FAA & State reimbursements to EKM in the total amount of $298,348.97, with $290,699.00 coming from the FAA & $7,649.97 coming from the State, with a local share payment of $7,649.98. Paul Shaffer with Butler, Fairman & Seufert

(BF&S) advised these are FAA & State reimbursements to EKM for the 10-unit T-Hangar project, with a local share payment from the city of $7,649.98. Mr. Shaffer requests approval of these reimbursements and local share payment and to authorize the board president to sign the corresponding documents. Mr. Ivory made a MOTION to approve the reimbursements and local share payment and for the board president to sign the corresponding documents. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the last item under New Business is the IFC/Commemorative Air Force (CAF) Air Power History tour visit & waiver of fuel flowage fees. Andy advised this event will be hosted by Indiana Flight Center (IFC) and will take place July 20-27, 2026 on the north side of the airport. Andy further requests the board waive fuel flowage fees for aircraft used during the event. Mr. Thorne requests a financial report from Andy after the event. Mr. Ivory made a MOTION to approve the IFC//CAF tour and waiver of fuel flowage fees and for the board president to sign the agreement. Mr. Thorne SECONDED. There being no further discussion, the motion PASSED unanimously.

Privilege of the Floor:
Mr. Shreiner opened comments. Phil Knox with the EAA, chapter 132 advised they lease a city owned building at the base of the control tower, commonly known as the EAA Club House. The roof and other portions of the building are in need of repair or replacement. In particular Mr. Knox asked if there is a possibility for financial assistance from the airport to replace the leaking roof. Andy advised this is a city-owned building that is leased to EAA, and that the building not only has historical value, as it was the first passenger terminal at Elkhart Airport, it is also used for student educational events, weekly meetings, and the monthly fly-in drive-in breakfast service. Andy further advised he will research the EAA's grant qualifications as a 501(C)3 not-for-profit organization. It was suggested that EAA get three quotes and try to make the building as weather tight as possible until a solution is recommended. Mr. Knox thanked the board for their consideration.

Adjournment:
Mr. Ivory made a MOTION to adjourn. Mr. Thorne SECONDED. There being no further discussion, the meeting was ADJOURNED at 5PM.

Next regular BOAC meeting is scheduled for Wednesday, July 29, 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

07.29.26
Date