City of Elkhart
Elkhart Municipal Airport

BOARD OF AVIATION COMMISSIONERS
Wednesday, August 26, 2026
Elkhart Municipal Airport, First Floor
Administration Building
1211 CR 6 West
Elkhart, IN 46514

Meeting AGENDA

1. **ROLL CALL**
2. **APPROVAL OF AGENDA**
3. Approval of Minutes: July 29, 2026
4. Approval of Claims:
5. Airport Manager's Report:
6. New Business:
   a. T-Hangar 12 new lease ratification.
   b. Airport Donation Fund Expenditure.
   c. AIP-42, Runway 18/36 BF&S Invoice, $33,602.49.
   d. Runway 9/27, BF&S Invoice, $3,230.00.
7. Privilege of the Floor
8. Adjournment
9. **NEXT REGULAR BOAC MEETING 09/30/26 4:00 p.m.**

Board of Aviation Commissioners Meeting
You've been invited to:

Board of Aviation Commissioners Meeting
Wed, Aug 26, 2026 4:00 PM - 6:00 PM (UTC-05:00) Indiana (East)

We look forward to having you attend the event!

Microsoft Teams meeting
Join: https://teams.microsoft.com/meet/278902169436508?p=7QhtlW9x1PDGuec3FL
Meeting ID: 278 902 169 436 508
Passcode: Uu6TT7Cs

Need help? | System reference
Dial in by phone
+1 929-229-5981,,663130836# United States, New York City
Find a local number
Phone conference ID: 663 130 836#
For organizers: Meeting options | Reset dial-in PIN

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

BOARD OF AVIATION COMMISSION

CLAIM AND ALLOWANCE DOCKET

I HEREBY CERTIFY THAT EACH OF THE ABOVE LISTED VOUCHERS AND INVOICES OR BILLS ATTACHED THERETO ARE TRUE AND CORRECT AND I HAVE AUDITED SAME IN ACCORDANCE WITH IC 5-11-10-1.6. I ALSO HEREBY CERTIFY THAT THESE VOUCHERS AND INVOICES REPRESENT GOODS AND/OR SERVICES THAT ARE FOR THE BENEFIT OF THE CITY OF ELKHART AND THAT APPROPRIATIONS FOR THESE EXPENDITURES HAVE BEEN DULY MADE OR OTHERWISE AUTHORIZED BY THE CITY COUNCIL AND OTHER APPROPRIATE AUTHORITY.

August 21st ,2026 — Kristie Wendorf

KRISTIE WENDORF - CITY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **$1,905,565.33** AS LISTED ON THE REGISTER ATTACHED HERETO **CONSISTING OF 5 PAGES**, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 26TH DAY OF AUGUST 2026 BY:

PRESIDENT — DOUG THORNE

VICE PRESIDENT — Bruce P Shreiner — BRUCE SHREINER

SECRETARY — ERIC IVORY

TREASURER — Tom Shoff — TOM SHOFF

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE

City of Elkhart

Expense Approval Report
By Fund

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2206 - AVIATION					
ExpObject: 4220150 - Operating Supplies					
Menard, INC	5693	08/26/2026	Water for pilot's lounge	2206-5-201-4220150	83.76
SHOFF SECURITY SERVICES , I	163336	08/26/2026	Security badges for director &	2206-5-201-4220150	1,430.00
			ExpObject 4220150 - Operating Supplies Total:		**1,513.76**
ExpObject: 4220210 - Gasoline					
Yoder Oil Company Inc	INV-001352241	08/26/2026	Fuel for maint vehicles	2206-5-201-4220210	4,539.81
			ExpObject 4220210 - Gasoline Total:		**4,539.81**
ExpObject: 4220250 - Garage & Motor Supplies					
Menard, INC	6059	08/26/2026	Supplies for other garage/mot	2206-5-201-4220250	2.29
MONTEITH TIRE GOSHEN, INC	2470032377	08/26/2026	Turf tires for airport tractor 19	2206-5-201-4220250	2,881.00
			ExpObject 4220250 - Garage & Motor Supplies Total:		**2,883.29**
ExpObject: 4220310 - Household, Laundry, & Cleaning					
Amazon Capital Services Inc	1T3Y-W6TL-GN9D	08/26/2026	Janitorial supplies	2206-5-201-4220310	293.28
Menard, INC	6316	08/26/2026	Household supp & bldg mater	2206-5-201-4220310	13.99
Menard, INC	07566	08/26/2026	Janitorial supplies	2206-5-201-4220310	72.03
			ExpObject 4220310 - Household, Laundry, & Cleaning Total:		**379.30**
ExpObject: 4230110 - Building Materials					
Menard, INC	5978	08/26/2026	Bldg materials	2206-5-201-4230110	587.29
Menard, INC	6011	08/26/2026	Bldg materials	2206-5-201-4230110	20.26
Menard, INC	6130	08/26/2026	Bldg materials	2206-5-201-4230110	208.96
Menard, INC	6131	08/26/2026	Bldg materials	2206-5-201-4230110	879.99
Menard, INC	6316	08/26/2026	Household supp & bldg mater	2206-5-201-4230110	127.25
Menard, INC	6339	08/26/2026	Bldg materials	2206-5-201-4230110	11.18
Menard, INC	6800	08/26/2026	Bldg materials	2206-5-201-4230110	36.75
Menard, INC	6849	08/26/2026	Bldg materials	2206-5-201-4230110	34.76
Menard, INC	6863	08/26/2026	Bldg materials	2206-5-201-4230110	1.52
Menard, INC	6962-01	08/26/2026	Bldg materials	2206-5-201-4230110	8.98
Menard, INC	7088	08/26/2026	Bldg materials	2206-5-201-4230110	29.99
			ExpObject 4230110 - Building Materials Total:		**1,946.93**
ExpObject: 4230300 - Small Tools & Minor Equipment					
R T F INC	306114	08/26/2026	Sm tools, lawnmower blades	2206-5-201-4230300	88.18
Menard, INC	5981	08/26/2026	Small tools for maint dept	2206-5-201-4230300	45.13
Menard, INC	06465	08/26/2026	Small tools for maint dept	2206-5-201-4230300	36.42
RIGG'S MOWERS & MORE, IN	1486285-01	08/26/2026	Small tools for maint dept	2206-5-201-4230300	13.71
RIGG'S MOWERS & MORE, IN	1486363	08/26/2026	Lawnmower blades	2206-5-201-4230300	61.80
RIGG'S MOWERS & MORE, IN	1486423	08/26/2026	Lawnmower blades	2206-5-201-4230300	29.62
Emergency Radio Service, LLC	532029	08/26/2026	Antennas for lawnmower radi	2206-5-201-4230300	694.74
RIGG'S MOWERS & MORE, IN	1486906	08/26/2026	Small tools for maint dept	2206-5-201-4230300	27.78
Menard, INC	6781	08/26/2026	Small tools for maint dept	2206-5-201-4230300	72.39
			ExpObject 4230300 - Small Tools & Minor Equipment Total:		**1,069.77**
ExpObject: 4360100 - Repairs & Maintenance					
4T Door Systems Inc	3013-1J	08/26/2026	Entry door install maint bldg	2206-5-201-4360100	915.00
			ExpObject 4360100 - Repairs & Maintenance Total:		**915.00**
ExpObject: 4360400 - Maintenance Contracts					
Cintas Corp.	4277112355	08/26/2026	Uniform cleaning contract	2206-5-201-4360400	36.72
Hawkins Water Tech, Inc.	1077228	08/26/2026	Cooler Rent contract	2206-5-201-4360400	12.50
Cintas Corp.	9383876088	08/26/2026	EYEWASH SERVICE AGREEME	2206-5-201-4360400	99.18
SHOFF SECURITY SERVICES , I	163175	08/26/2026	Alarm monit, maint bldg Aug-	2206-5-201-4360400	208.50
Ricoh USA, Inc	5073629443	08/26/2026	Copies for July 2026	2206-5-201-4360400	9.61
Cintas Corp.	4277877088	08/26/2026	Uniform cleaning contract	2206-5-201-4360400	36.72
Cintas Corp #2 - First Aid & Sa	5351783104	08/26/2026	1st aid kit refill contract	2206-5-201-4360400	23.82

Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Cintas Corp.	4278598446	08/26/2026	Uniform cleaning contract	2206-5-201-4360400	63.89
Hawkins Water Tech, Inc.	87031TP	08/26/2026	Water delivery contract for m	2206-5-201-4360400	31.60
Cintas Corp.	4279369822	08/26/2026	Uniform cleaning contract	2206-5-201-4360400	30.00
				ExpObject 4360400 - Maintenance Contracts Total:	**552.54**
ExpObject: 4370200 - Equipment Rental					
CrossRoads Bank	53580	08/26/2026	Snow broom paymen	2206-5-201-4370200	38,796.93
				ExpObject 4370200 - Equipment Rental Total:	**38,796.93**
ExpObject: 4390900 - Other Services & Charges					
CS Innovations, LLC	I5681	08/26/2026	Port toilet service at kayak lau	2206-5-201-4390900	165.00
				ExpObject 4390900 - Other Services & Charges Total:	**165.00**
				Fund 2206 - AVIATION Total:	**52,762.33**
Fund: 4500 - AVIATION FEDERAL					
ExpObject: 4390900 - Other Services & Charges					
Butler, Fairman And Seufert In	112641	08/26/2026	AIP-42, RW18/36 prof svcs fee	4500-5-210-4390900	22,396.50
Butler, Fairman And Seufert In	112889	08/26/2026	AIP-42, RW18/36 prof svcs fee	4500-5-210-4390900	30,514.05
Butler, Fairman And Seufert In	113544	08/26/2026	AIP-42 RW18/36 PS fees	4500-5-210-4390900	33,602.49
				ExpObject 4390900 - Other Services & Charges Total:	**86,513.04**
				Fund 4500 - AVIATION FEDERAL Total:	**86,513.04**
				Grand Total:	**139,275.37**

Report Summary

Fund Summary

Fund		Expense Amount
2206 - AVIATION		52,762.33
4500 - AVIATION FEDERAL		86,513.04
	Grand Total:	139,275.37

Account Summary

Account Number	Account Name	Expense Amount
2206-5-201-4220150	Operating Supplies	1,513.76
2206-5-201-4220210	Gasoline	4,539.81
2206-5-201-4220250	Other Garage & Motor S	2,883.29
2206-5-201-4220310	Household, Laundry, & C	379.30
2206-5-201-4230110	Building Materials	1,946.93
2206-5-201-4230300	Small Tools & Minor Equ	1,069.77
2206-5-201-4360100	Repairs & Maint - Bldg	915.00
2206-5-201-4360400	Maintenance Contract	552.54
2206-5-201-4370200	Equipment Leases	38,796.93
2206-5-201-4390900	Other Services & Charge	165.00
4500-5-210-4390900	Other Services & Charge	86,513.04
	Grand Total:	139,275.37

Project Account Summary

Project Account Key		Expense Amount
None		139,275.37
	Grand Total:	139,275.37

City of Elkhart

Expense Approval Report
By Fund

Payment Dates 7/24/2026 - 8/21/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2206 - AVIATION					
ExpObject: 4320400 - Telephone & Communication					
AT&T Mobility II LLC	287360643281X07192026	07/24/2026	287360643281 229 S. 2nd St	2206-5-201-4320400	30.08
Comcast Cable	INV0018452	08/14/2026	8771402050907961 1211 C	2206-5-201-4320400	207.33
			ExpObject 4320400 - Telephone & Communication Total:		**237.41**
ExpObject: 4350100 - Electricity					
Indiana Michigan Power Com	INV0018103	07/31/2026	04240948119 1211 County R	2206-5-201-4350100	3,322.02
			ExpObject 4350100 - Electricity Total:		**3,322.02**
ExpObject: 4350200 - Natural Gas					
Northern Indiana Public Servi	INV0018492	08/14/2026	7375580016 1211 County R	2206-5-201-4350200	67.00
Northern Indiana Public Servi	INV0018493	08/14/2026	6440000093 1211 CR 6W	2206-5-201-4350200	209.79
			ExpObject 4350200 - Natural Gas Total:		**276.79**
ExpObject: 4350400 - Water & Sewer					
Elkhart Public Utilities	INV0018420	08/14/2026	1203336003 1211 W County	2206-5-201-4350400	77.24
Elkhart Public Utilities	INV0018421	08/14/2026	1203335600 1139 W County	2206-5-201-4350400	74.44
Elkhart Public Utilities	INV0018422	08/14/2026	1203335800 1205 W County	2206-5-201-4350400	14.35
			ExpObject 4350400 - Water & Sewer Total:		**166.03**
ExpObject: 4390910 - Education					
1ST Source Bank	INV0017113	07/24/2026	Fee for CDL-B retest for maint	2206-5-201-4390910	150.00
			ExpObject 4390910 - Education Total:		**150.00**
			Fund 2206 - AVIATION Total:		**4,152.25**
Fund: 4500 - AVIATION FEDERAL					
ExpObject: 4390900 - Other Services & Charges					
Milestone Contractors LP	259074-01	08/07/2026	AIP-42 fees, RW18/36	4500-5-210-4390900	537,937.50
Milestone Contractors LP	Inv 2	08/07/2026	Fees for AIP-42, RW18/36	4500-5-210-4390900	1,224,200.21
			ExpObject 4390900 - Other Services & Charges Total:		**1,762,137.71**
			Fund 4500 - AVIATION FEDERAL Total:		**1,762,137.71**
			Grand Total:		**1,766,289.96**

Cable - 207.33
DH Cell - 30.08
E fax - Last 4.82 - New - 08/14 - 4.82
Comcast phone - 58.73 - 08.21.26

Report Summary

Fund Summary

Fund	Payment Amount
2206 - AVIATION	4,152.25
4500 - AVIATION FEDERAL	1,762,137.71
Grand Total:	1,766,289.96

Account Summary

Account Number	Account Name	Payment Amount
2206-5-201-4320400	Telephone & Communic	237.41
2206-5-201-4350100	Electricity	3,322.02
2206-5-201-4350200	Natural Gas	276.79
2206-5-201-4350400	Water & Sewer	166.03
2206-5-201-4390910	Education	150.00
4500-5-210-4390900	Other Services & Charge	1,762,137.71
	Grand Total:	1,766,289.96

Project Account Summary

Project Account Key	Payment Amount
None	1,766,289.96
Grand Total:	1,766,289.96

City of Elkhart
Elkhart Municipal Airport

MEMORANDUM

Date:	August 26, 2026
To:	Board of Aviation Commissioners
From:	Andy Jones, Airport Director
Subject:	**Ratify Airport Director's Signature on T-Hangar 12 lease**

The Elkhart Municipal Airport has rented T-Hangar 12 to current tenant Marty King, who will be moving from T-Hangar 23 as of September 1, 2026. Mr. King has various aircraft. I ask the Board of Aviation Commissioners to ratify the Airport Director's signature on the lease.

Thank you,

Andy Jones

Andy Jones
Airport Director

Please ratify the Airport Director's signature on new T-Hangar 12 lease effective September 1, 2026.

Date 08.26.26

Approved by City of Elkhart
Board of Aviation Commissioners

Bruce Shreiner

20 – 0230

T-HANGAR LEASE AGREEMENT

This T-Hangar Lease Agreement into this 1st day of September 2026, by and between King Aero (Marty King) and Elkhart Board of Aviation Commissioners ("Lessor"), and("Lessee"):

WITNESSETH THAT:

1. **LEASE OF T-HANGAR.** The Lessor hereby leases to Lessee and covenants to keep the Lessee in quiet possession of, T-Hangar 12 (The "Premises"). **The Premises herein demised shall be used solely as storage space for aircraft owned by or leased to the Lessee and for no other purpose, subject to the conditions, limitations, and restrictions contained elsewhere in the Agreement.** The following described aircraft is registered with Lessor, and authorized for storage in the Premises:

Make Various Model Registration Number

If Lessee disposes of the above registered aircraft and does not replace it within One Hundred Twenty (120) days, this Agreement shall automatically terminate. If Lessee purchases or Leases an aircraft different than the one registered above, Lessee shall notify the Lessor within Seven (7) days of such occurrence.

2. **TERMS.** Agreement shall continue in effect from month-to-month, unless terminated under the terms of this Agreement. **Lessee must provide Lessor 30 days advanced written notice to terminate lease agreement.**

3. **PAYMENT.** In consideration whereof, the Lessee agrees to pay the Lessor as monthly rent for the Premises, the sum of $125.00 in advance on or before the first day of each month. The amount of rent may be changed from time to time by the Lessor upon Thirty (30) days prior written notice to Lessee.

In addition to the advance payment of rental for the first month, Lessee shall pay the Lessor the sum of $125.00 which shall be applied as rental for the last month of Lessee's occupancy of the Premises. In the event Lessee shall fail to comply with any provision of this Agreement, said sum may be retained by the Lessor as a security deposit and shall be in addition to any liability for damage to the Premises. Payment shall be made to Controllers Office 229 S. Second Street, Elkhart, Indiana 46516.

4. **USE OF HANGAR.** Lessee agrees to take good care of the Premises and to return the same at the expiration of the term in as good order as received, ordinary wear and tear and natural decay expected. If destruction of the Premises, or any part thereof, proved to be without fault of the Lessee shall occur during the term of this Agreement so as to make the Premises unfit for the purpose hereinabove mentioned, the Lessee may surrender and cancel this Agreement. Lessee agrees that its use of the Premises shall be in conformity with the provisions of this paragraph and further agrees that, any other provision of this Agreement notwithstanding, in the event of any violation of the provisions of this paragraph on the part of the Lessee, the Lessor shall have the right to cancel this Agreement forthwith and without notice.

   a. The Premises are for the private use of the Lessee and shall not be used for any commercial purpose, including, but not by way of limitation, the sale of products or services of any kind, whether or not such sales are transacted for a profit.
   b. Only the Lessee named in this Lease and no other person shall be allowed to perform preventive maintenance on its aircraft, registered for that hangar, of the kind and to the extent permitted by Federal Aviation Administration Regulation, FAR 43.3 Appendix A, paragraph (c) titled Preventive Maintenance (see reverse Side-Exhibit "A"), and any subsequent amendments.
   c. Lessee agrees that use of the Premises shall be in accordance with federal, state and local laws and regulations, including, but not limited to, those pertaining to fire and safety, as well as the Regulations of the Lessor.
   d. Lessee's exclusive use is restricted to the Premises designated herein and does not apply to any ramp, apron or taxiway within the T-Hangar area. All such ramp, aprons, or taxiways within the T-Hangar area are common use areas, available to all other users and tenants on the Airport. Lessee agrees that Lessee's aircraft shall not be parked or positioned in such common use areas so as to block, limit or restrict the use of the ramps, aprons or taxiways by other Airport tenants or users.
   e. Lessee may place within the Premises a small desk, a workbench, a tool cabinet and necessary small hand tools required for work permitted under subparagraph 4b.
   f. Lessee may store parts and accessories for the aircraft registered for the Premises within the Premises; provided, however, storage of any parts, accessories, hulls, or incomplete aircraft, which are not manufactured for use on, or cannot be readily adapted for use on, an aircraft registered for the Premises shall be prohibited.
   g. Lessee may park an operable automobile within the T-Hangar, but only an automobile registered to the lessee and subject to any parking rules and regulations issued by the Lessor. The Lessor shall have the right to remove any automobile, at the Lessee's expense, that is parked in an unauthorized area.
   h. Lessee may store not more than Five (5) gallons of flammable fluids, or reasonable amounts of aircraft lubricants, within the premises, provided that any such storage shall be limited to MFPA approved containers, or unopened original cans.
   i. Lessee has the right to store non-aviation related items owned by the lessee within the premises as long as the lessee also stores an airworthy aircraft registered to the lessee.
   j. Lessee will not be permitted to perform repair service on automobile or automotive equipment of any kind, other than an authorized motorized towing vehicle from or at the Premises.
   k. Lessee shall not perform painting, or "doping", operations of any kind within the Premises, the use of non-electric, non-combustible, air pressure tanks used to inflate aircraft landing gear tires will be permitted.
   l. Lessee shall be responsible to remove all trash from the Premises and deposit it in the containers as designated by Lessor.
   m. The doors on the Premises shall be kept closed at all times except for ingress and egress of the aircraft and when the Lessee is present on the Premises.
   n. Subject to Lessor approval prior to installation and initial use, Lessee shall be permitted to install and use approved space heaters and engine heater which have a combined maximum load of 9.8 amps or less. Space heaters shall not be used on a continual basis while the aircraft is not in the Premises or while the Lessee is not actually working on the Premises. It shall be the responsibility of the Lessee to request and obtain approval of the installation and use of permitted devices and failure to do so may result in the termination of this Agreement or other action deemed appropriate by the Lessor. In addition to any other remedy or action available to the Lessor, the Lessor shall have, and the Lessee hereby agrees that Lessor shall have, the right to enter onto the Premises and remove there from any and all devices which the Lessor has not specifically approved for installation and use in the Premises. Lessor shall not be held liable for any such loss or damage suffered by the Lessee as a result of such action by the Lessor unless such loss of damage results from negligence by the Lessor, its officers, agents or employees.
   o. Washing aircraft, however performed, will not be permitted in the Premises.

p. Installation of furniture or appliances, other than those specifically permitted under other provisions of this Agreement shall be prohibited. This prohibition shall include, but not be limited to, sleeping couches, cots, beds, hot plates, stoves and other cooking devices.

q. Lessee shall dispose of all waste oil in Lessor's approved containers designated for such purposes. Disposal of oil in drains, on the ground, or in any unapproved containers shall result in immediate termination of this Agreement by the Lessor.

r. Lessee shall obey & comply with Lessor Minimum Standards, Rules, Regulations and any modifications made to them.

5. **SUBLEASE/ASSIGNMENT.** The Premises shall not be sublet, assigned, transferred or set over by the act of the Lessee, by process or operation of law or in any other manner whatsoever without the prior written consent of the Lessor. The parking of aircraft not owned or leased by the Lessee in the Premises shall constitute a sublease.

6. **SIGNS.** No signs, emblems, or advertising shall be placed or erected on or in the Premises herein demised, nor shall the Lessee make any alterations, changes or additions to the Premises without Lessor's approval.

7. **DISCLAIMER OF LIABILITY.** Lessor hereby disclaims, and Lessee hereby releases Lessor from any and all liability, whether in contract or tort (including strict liability and negligence), for any loss, damage or injury of any nature whatsoever sustained by Lessor, its employees, agents or invitees during the term of this Agreement, including but not limited to loss, damage or injury to the aircraft or other property of Lessee that may be located or stored in the Hangar, unless such loss, damage or injury is caused by Lessor's gross negligence. The parties hereby agree that under no circumstances shall Lessor be liable for indirect, consequential, special or exemplary damages, whether in contract or tort (including strict liability and negligence), such as, but not limited to, loss or revenue or anticipated profits or other damage related to the leasing the Hangar under this Agreement.

8. **NOTICES.** Notices to the Lessor provided for herein shall be in writing and shall be sufficient if sent by registered mail, postage prepaid, or hand delivered, addressed to Elkhart Municipal Airport, 1211 CR 6 W, Elkhart, Indiana 46514, and notices to the Lessee shall be in writing and shall be sufficient if sent registered mail, postage prepaid, or hand delivered, to the address listed below or to such other respective addresses as the parties may designate to each other in writing from time to time.

9. **INDEMNIFICATION.** The Lessee agrees to indemnify and save the Lessor, its officers, agents and employees harmless from any liability, including, but not limited to, claims, judgments, fines, costs and attorney's fees, to persons or property resulting from or arising out of or in any way connected with the Lessee's use or occupancy of the Premises and/or breach of this Agreement. The Lessor shall not be liable for its failure to perform this Agreement or for any loss, injury, damage or delay of any nature whatsoever resulting therefrom caused by any act of God, fire, flood, accident, strike, labor dispute, riot, insurrection, war or any other cause beyond the Lessor's control.

10. **DEFAULT.** Upon Lessee's failure to pay any installment of rent when due, or in the event of Lessee's neglect or failure to comply with the provisions of this Agreement, the Lessor shall, at its option, have the right to terminate this Agreement and to remove the aircraft and any other property of Lessee from the premises, without being guilty of trespass, breach of peace or forcible entry and detainer, and Lessee expressly waives the service of any notice. Exercise by the Lessor or either or both of the rights specified above shall not prejudice the Lessor's right to pursue any other remedy available to the Lessor in law or equity.

11. **INSPECTIONS.** The Lessee agrees that Lessor shall have the right to enter the Premises at any time for the purpose of making inspections thereof and to take such action and to make such repairs or alterations as are, in the sole opinion of the Lessor, desirable or necessary, and to take such materials into or out of the premises for the safe and economical accomplishment of said purposes without in any way being deemed guilty of an actual or constructive eviction of the Lessee. Lessor, or designated representative, shall annually in May conduct inspections to determine compliance with paragraph 4. Lessee shall provide a means of access whether key or code within 10 days of tenancy.

12. **GOVERNING LAW.** This Agreement shall be construed in accordance with the laws of the State of Indiana.

13. **RELATIONSHIP OF PARTIES.** The relationship between the Lessor and Lessee shall always and only be that of Lessor and Lessee. Lessee shall never at any time during the term of this Agreement become the agent of the Lessor, and the Lessor shall not be responsible for the acts or omissions of Lessee or its agents.

14. **REMEDIES CUMULATIVE.** The rights and remedies with respect to any of the terms and conditions of this Agreement shall be cumulative and not exclusive, and shall be in addition to all other rights and remedies.

EXHIBIT A

FEDERAL AVIATION ADMINISTRATION REGULATIONS
FAR Part 43.3 Appendix A, Paragraph (c)

(c) **Preventive maintenance.** Preventive maintenance is limited to the following work, provided it does not involve complex assembly operations.

1) Removal, installation, and repair of landing gear tires.
2) Replacing elastic shock absorber cords on landing gear.
3) Servicing landing gear shock struts by adding oil, air, or both.
4) Servicing landing gear wheel bearings, such as cleaning and greasing.
5) Replacing defective safety wiring or cotter keys.
6) Lubrication not requiring disassembly other than removal of nonstructural items such as covers plates, cowlings, and fairings.
7) Making simple fabric patches not requiring rib stitching or the removal of structural parts or control surfaces. In the case of balloons, the making of small fabric repairs to envelopes (as defined in, and in accordance with, the balloon manufacturers' instructions) not requiring load tape repair or replacement.
8) Replenishing hydraulic fluid in the hydraulic reservoir.
9) Refinishing decorative coating of fuselage, balloon baskets, wings, tail group surfaces (excluding balanced control surfaces), fairings, cowlings, landing gear, cabin, or cockpit interior when removal or disassembly of any primary structure or operating system is not required.
10) Applying preservative or protective material to components where no disassembly of any primary structure or operating system is involved and where such coating is not prohibited or is not contrary to good practices.

11) Repairing upholstery and decorative furnishings of the cabin, cockpit, or balloon interior when the repairing does not require disassembly of any primary structure or operating system or affect primary structure or operating system or affect primary structure of the aircraft.
12) Making small simple repairs to fairings, nonstructural cover plates, cowlings, and small patches and reinforcements not changing the contour so as to interfere with proper airflow.
13) Replacing side windows where that work does not interfere with the structure or any operating system such as controls, electrical equipment, etc.
14) Replacing safety belts.
15) Replacing seats or seat parts with replacement parts approved for the aircraft, not involving disassembly of any primary structure or operating system.
16) Trouble shooting and repairing broken circuits in landing light wiring circuits.
17) Replacing bulbs, reflectors, and lenses of position and landing lights.
18) Replacing wheels and skis where no weight and balance computation is involved.
19) Replacing any cowling not requiring removal of the propeller or disconnection of flight controls.
20) Replacing or cleaning spark plugs and setting of spark plug gap clearance.
21) Replacing any hose connection except hydraulic connections.
22) Replacing prefabricated fuel lines.
23) Cleaning or replacing fuel and oil strainers or filter elements.
24) Replacing and servicing batteries.
25) Removing and installing glider wings and tail surfaces that are specifically designed for quick removal and installation and when such removal and installation can be accomplished by the pilot.
26) Cleaning of balloon burner pilot and main nozzles in accordance with the balloon manufacturer's instructions.
27) Replacement or adjustment of nonstructural standard fasteners incidental to operations.
28) Removing and installing balloon baskets and burners that are specifically designed for quick removal and installation and when such removal and installation can be accomplished by the pilot, provided that baskets are not interchanged except as provided in the type certificate data sheet for that balloon.
29) The installation of anti-misfuelling devices to reduce the diameter of fuel tank filler openings provided the specific device has been made a part of the aircraft type certificate data by the aircraft manufacturer, the aircraft manufacturer has provided FAA-approved instructions for installation of the specific device, and installation does not involve the disassembly of the existing tank filler opening.
30) Removing, checking, and replacing magnetic chip detectors.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the date first above written.

Billing Address: 56632 Boss Blvd
Elkhart, IN 46516

Phone #: 574-304-5781

Email: mking@kingaeroaviation.com

LESSEE SIGNATURE: Matt King

LESSOR
Airport Director

By: Andy Jones
Andy Jones

By: Ratified at the 08.26.24 BOAC Meeting
Doug Thorne
Board of Aviation Commissioners President

City of Elkhart
Elkhart Municipal Airport

MEMORANDUM

Date:	August 26, 2026
To:	Board of Aviation Commissioners
From:	Andy Jones, Airport Director
Subject:	**Approval of Donation Fund Expenditure**

The Airport Director is requesting BOAC approval to use funds from the Airport Donation Fund for the purchase of light refreshments for the ribbon cutting event on August 26, 2026 for the new T-Hangar building & completion of the runway project. Costs shall not exceed $1,000.00

Please approve use of Aviation donations funds to purchase light refreshments for the ribbon cutting event at the airport on August 26, 2026; costs shall not exceed $1,000.00.

Thank you,

Andy Jones

Andy Jones
Airport Director

Approved as to form and legality.

KD

Date 08.26.26
Approved by City of Elkhart
Board of Aviation Commissioners

Bruce Shreiner

Order Approved By The
Airport Director

Aviation Dept - Pay out of Aviation Donation Fund

Items purchased for Airport Ribbon Cutting event on 08.26.26

Items were purchased at Gordons under the Environmental Dept acct.

CASH DRAWER 1 RESERVED

Gordon
FOOD SERVICE STORE

TRANSACTION RETRIEVED:
RETRIEVAL NUMBER: 2/114

Elkhart
2700 Cassopolis
Elkhart, IN 46514
(574) 264-5913
www.gfsstore.com

City of Elkhart In
100168154

Invoice Number 779343228

Cashier: Nanette

Napkin Dinner 2Ply	3.99
2419391	
CUP PLAS CLD 12-14	10.99
2665181	
Cutlery Kit KF Nap	11.99
6653781	
2 @ 1.49	
BOWL PLAS 8OZ RND	2.98
1253321	
2 @ 0.99	
LID DOME 8OZ BOWL	1.98
1260621	
PAN FOIL 1/2 SZ SH	16.79
4221061	
3-Cmpt Plate 10" 1	21.99
1463401	
Amer Cheese 120 ct	13.99
1642161	
Condiments Asst Pi	8.99
5352611	
Cookie White Macad	19.99
6105201	
Cookies Oatmeal Rs	19.99
1152601	
4 @ 3.79	
16ct. HAMBURGER BU	15.16
6058830	
2 @ 7.99	
Sprite Mini 10pk	15.98
4280981	
Coca-Cola Zero Sug	23.97
4280950	
Coca-Cola Zero Sug	7.99
4280951	
2 @ 7.99	
Diet Coke Mini 10p	15.98
4309151	
Grnd Bf Patty Hmst	74.23
1790200	
Beef Patty 60-4oz	82.11
1146000	
Creamy Cole Slaw 1	19.99
7381661	
So Mustard Potato	19.99
1986921	
MONSTER DRINK ENER	41.98
4867480	
Flavor Variety 50c	24.99
7487960	
BRICKMAN'S CHIP PO	17.99
4620850	
MONSTER DRINK ENER	20.99
4867481	
TAX	0.00
**** BALANCE	514.02

Card: ************8573 - H
Approval Code: 116235

Approval Code: 116230
Purchase

VISA CREDIT

AID: A0000000031010
AC: A6F99366C811A3F6
TVR: 0000000000

VISA	614.02
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	31

08/26/26 12:53pm 121 2 134 372688

80012100201342608261253

Store 121 Lane 2
Transaction 134 Operator 372688

City of Elkhart
Elkhart Municipal Airport

MEMORANDUM

Date:	August 26, 2026
To:	Board of Aviation Commissioners
From:	Andy Jones, Airport Director
Subject:	**Approval of AIP-42 Pay Request For BF&S Invoice**

Please approve the pay request for AIP-42 for the Runway 18/36 pavement project, for Butler, Fairman & Seufert (BF&S) invoice # 113544 for $33,602.49 for professional services relating to inspection fees for this project. Please also authorize the board president to sign this document.

Please approve the pay request for the AIP-42 Runway 18/36 pavement project for BF&S invoice in the amount of $33,602.49 and give authorization for the board president to sign this document.

Thank you,

Andy Jones

Andy Jones
Airport Director

Approved as to form and legality.

KD

Date 08.26.26
Approved by City of Elkhart
Board of Aviation Commissioners

BF&S CIVIL ENGINEERS

INVOICE

500 East 96th St., Suite 500
Indianapolis, IN 46240
t 317.713.4615
f 317.713.4617

www.bfsengr.com

Mr. Andrew Jones
Elkhart Municipal Airport
1211 CR 6 West
Elkhart, IN 46514

July 24, 2026
Invoice No: 113544

Project 745900.0000 REHABILITATE RUNWAY 18-36 PAVEMENT - INSPECTION

For inspection services during the Rehabilitation of Runway 18-36 Pavement. In accordance with the Agreement dated April 30, 2025.

Professional Services from June 1, 2026 to June 30, 2026

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
0101 Project Administration	22,790.00	90.00	20,511.00	15,953.00	4,558.00
0102 Bid Assistance	5,110.00	0.00	0.00	0.00	0.00
0103 Record Drawings	4,100.00	0.00	0.00	0.00	0.00
0501 Construction Observation	34,400.00	90.00	30,960.00	24,080.00	6,880.00
0502 Final Construction Record	7,950.00	0.00	0.00	0.00	0.00
0503 Warranty Inspection	3,100.00	0.00	0.00	0.00	0.00
Total Fee	77,450.00		51,471.00	40,033.00	11,438.00

Total Fee **11,438.00**

Total this Phase **$11,438.00**

0504 - RESIDENT PROJECT REPRESENTATIVE

Professional Personnel

	Hours	Rate	Amount	
FIELD PERSONNEL I				
Clawson, Adam	106.00	110.00	11,660.00	
INTERN 1				
Book, Braydon	121.50	80.00	9,720.00	
Totals	227.50		21,380.00	
Total Labor				**21,380.00**

Billing Limits	**Current**	**Prior**	**To-Date**
Total Billings	21,380.00	22,460.00	43,840.00
Limit			60,200.00
Remaining			16,360.00

Total this Phase **$21,380.00**

0505 - THIRD PARTY ACCEPTANCE TESTING

Billing Limits	**Current**	**Prior**	**To-Date**
Total Billings	0.00	0.00	0.00
Limit			28,000.00
Remaining			28,000.00

Total this Phase **0.00**

0506 - TRAVEL

Reimbursable Expenses

Mileage	320.46	
Total Reimbursables	**320.46**	**320.46**

Other Reimbursable Expenses

Mileage - Project	464.03	
Total Other Reimbursable Expenses	**464.03**	**464.03**

Billing Limits	Current	Prior	To-Date
Total Billings	784.49	463.05	1,247.54
Limit			3,420.00
Remaining			2,172.46

Total this Phase **$784.49**

0507 - LEGAL ADVERTISEMENT

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	169.43	169.43
Limit			800.00
Remaining			630.57

Total this Phase **0.00**

9901 - ADDITIONAL SERVICES

Total this Phase **0.00**

Total this Invoice **$33,602.49**

Billings to Date

	Current	Prior	Total
Fee	11,438.00	40,033.00	51,471.00
Labor	21,380.00	22,460.00	43,840.00
Expense	320.46	169.43	489.89
Unit	464.03	463.05	927.08
Totals	**33,602.49**	**63,125.48**	**96,727.97**

Thank You, Michael D. Eichenauer

Michael Eichenauer

Labor Detail

Butler, Fairman & Seufert, Inc.

Transactions for 6/1/2026 through 6/30/2026

		Date	Regular Hours	Total Ovt Hrs	Total Hours
Project Number: 745900.0000 REHAB RUNWAY 18-36 PAVEMENT INSPECT					
Phase Number: 0504 RESIDENT PROJECT REPRESENTATIVE					
04939	Book, Braydon	6/1/2026	11.00		11.00
04939	Book, Braydon	6/2/2026	10.00		10.00
04939	Book, Braydon	6/3/2026	9.00		9.00
04939	Book, Braydon	6/4/2026	11.00		11.00
04939	Book, Braydon	6/5/2026	5.50		5.50
04939	Book, Braydon	6/8/2026	9.50		9.50
04939	Book, Braydon	6/9/2026	8.00		8.00
04939	Book, Braydon	6/10/2026	11.00		11.00
04939	Book, Braydon	6/11/2026	10.00		10.00
04939	Book, Braydon	6/12/2026	8.50		8.50
04939	Book, Braydon	6/15/2026	8.00		8.00
04939	Book, Braydon	6/29/2026	9.50		9.50
04939	Book, Braydon	6/30/2026	10.50		10.50
15000	Clawson, Adam	6/1/2026	9.00		9.00
15000	Clawson, Adam	6/2/2026	9.00		9.00
15000	Clawson, Adam	6/3/2026	10.00		10.00
15000	Clawson, Adam	6/4/2026	11.00		11.00
15000	Clawson, Adam	6/5/2026	9.00		9.00
15000	Clawson, Adam	6/6/2026	6.00		6.00
15000	Clawson, Adam	6/8/2026	10.00		10.00
15000	Clawson, Adam	6/9/2026	9.00		9.00
15000	Clawson, Adam	6/10/2026	11.00		11.00
15000	Clawson, Adam	6/11/2026	9.00		9.00
15000	Clawson, Adam	6/12/2026	10.00		10.00
15000	Clawson, Adam	6/29/2026	2.00		2.00
15000	Clawson, Adam	6/30/2026	1.00		1.00
Total for 0504			227.50		227.50
Total for 745900.0000			**227.50**		**227.50**

Expense Detail

Butler, Fairman & Seufert, Inc.

Transactions for 5/9/2026 through 6/30/2026

Date	Miles	Billing Amount	Full Description
Project Number: 745900.0000 REHAB RUNWAY 18-36 PAVEMENT INSPECT			
Phase Number: 0506 TRAVEL			
Reimbursable Expenses			
5320.03 Mileage			
5/9/2026	29.00	14.21	Clawson, Adam
5/9/2026	30.00	14.70	Clawson, Adam
5/11/2026	29.00	14.21	Clawson, Adam
5/11/2026	30.00	14.70	Clawson, Adam
5/14/2026	31.00	15.19	Clawson, Adam
5/14/2026	29.00	14.21	Clawson, Adam
5/15/2026	30.00	14.70	Clawson, Adam
5/15/2026	29.00	14.21	Clawson, Adam
5/18/2026	30.00	14.70	Clawson, Adam
5/18/2026	29.00	14.21	Clawson, Adam
5/19/2026	31.00	15.19	Clawson, Adam
5/19/2026	29.00	14.21	Clawson, Adam
5/20/2026	29.00	14.21	Clawson, Adam
5/20/2026	30.00	14.70	Clawson, Adam
5/22/2026	29.00	14.21	Clawson, Adam
5/22/2026	30.00	14.70	Clawson, Adam
6/2/2026	30.00	14.70	Clawson, Adam
6/2/2026	31.00	15.19	Clawson, Adam
6/5/2026	29.00	14.21	Clawson, Adam
6/5/2026	30.00	14.70	Clawson, Adam
6/8/2026	30.00	14.70	Clawson, Adam
6/8/2026	30.00	14.70	Clawson, Adam
6/1/2026	92.00	45.08	Odometer Reading:143,752-143,844 / Book, Braydon Units
6/2/2026	85.00	41.65	Odometer Reading:143,844-143,929 / Book, Braydon Units
6/3/2026	65.00	31.85	Odometer Reading:143,929-143,994 / Book, Braydon Units
6/4/2026	91.00	44.59	Odometer Reading:143,994-144,085 / Book, Braydon Units
6/5/2026	69.00	33.81	Odometer Reading:144,085-144,154 / Book, Braydon Units
6/8/2026	82.00	40.18	144,154-144,236 / Book, Braydon Units
6/8/2026	30.00	14.70	On site at EKM Airport 104915-104945 / Clawson, Adam Units
6/9/2026	51.00	24.99	144,236-144,287 / Book, Braydon Units
6/9/2026	34.00	16.66	On site at EKM Airport 104945-104979 / Clawson, Adam Units
6/10/2026	25.00	12.25	144,287-144,312 / Book, Braydon Units
6/10/2026	21.00	10.29	On site at EKM Airport 104979-105000 / Clawson, Adam Units
6/11/2026	32.00	15.68	144,312-144,344 / Book, Braydon Units
6/11/2026	48.00	23.52	On site at EKM Airport 105000-105048 / Clawson, Adam Units
6/12/2026	29.00	14.21	144,344-144,373 / Book, Braydon Units
6/12/2026	37.00	18.13	On site at EKM Airport 105048-105085 / Clawson, Adam Units
6/15/2026	83.00	40.67	144,373-144,456 / Book, Braydon Units
6/29/2026	40.00	19.60	Odometer reading:144,870-144,910 / Book, Braydon Units
6/30/2026	33.00	16.17	Odometer reading:144,910-144,943 / Book, Braydon Units
Total for 5320.03	**1,601.00**	**784.49**	
Total for 0506	1,601.00	784.49	
Total for 745900.0000	**1,601.00**	**784.49**	

City of Elkhart
Elkhart Municipal Airport

MEMORANDUM

Date:	August 26, 2026
To:	Board of Aviation Commissioners
From:	Andy Jones, Airport Director
Subject:	**Approval of Runway 9/27 Joint Replacement Pay Request For BF&S Invoice**

Please approve the professional services invoice for the Runway 9/27 Joint Replacement project to Butler, Fairman & Seufert (BF&S) in the amount of $3,230.00 to be paid by TIF. Please also give authorization for the BOAC president to sign all corresponding documents.

Please approve the professional services invoice for the Runway 9/27 Joint Replacement project to Butler, Fairman & Seufert (BF&S) in the amount of $3,230.00 to be paid by TIF. Please also give authorization for the BOAC president to sign all corresponding documents.

Thank you,

Andy Jones
Airport Director

Date 08.26.26
Approved by City of Elkhart
Board of Aviation Commissioners

Approved as to form and legality.

BF&S
CIVIL ENGINEERS

INVOICE

500 East 96th St., Suite 500
Indianapolis, IN 46240
t 317.713.4615
f 317.713.4617

www.bfsengr.com

Mr. Andrew Jones
Elkhart Municipal Airport
1211 CR 6 West
Elkhart, IN 46514

July 29, 2026
Invoice No: 113645

Project 648400.9802 RUNWAY 9-27 JOINT REPLACEMENT

For engineering services pursuant to Federal Aviation Administration Advisory circular 150/5100-14E "ARCHITECTURAL, ENGINEERING, AND PLANNING CONSULTANT SERVICES FOR AIRPORT GRANT PROJECTS". In accordance with the Agreement dated November 27, 2019.

Professional Services from January 1, 2026 to June 30, 2026

0101 - CONTRACT DOCUMENTS

Total this Phase **0.00**

Billings to Date

	Current	Prior	Total
Labor	0.00	2,500.00	2,500.00
Totals	**0.00**	**2,500.00**	**2,500.00**

0102 - DRAWINGS - SCOPE OF WORK AND CONSTRUCTION SAFETY PHASING

Total this Phase **0.00**

Billings to Date

	Current	Prior	Total
Labor	0.00	3,500.00	3,500.00
Totals	**0.00**	**3,500.00**	**3,500.00**

0103 - BID ASSISTANCE

Total this Phase **0.00**

Billings to Date

	Current	Prior	Total
Labor	0.00	2,072.50	2,072.50
Totals	**0.00**	**2,072.50**	**2,072.50**

0104 - LEGAL ADVERTISEMENT

Total this Phase **0.00**

Billings to Date

	Current	Prior	Total
Expense	0.00	128.59	128.59
Totals	**0.00**	**128.59**	**128.59**

0501 - CONSTRUCTION OBSERVATION

Professional Personnel

	Hours	Rate	Amount
ENGINEER V (PRINCIPAL)			
Shaffer, Paul	1.00	320.00	320.00

FIELD PERSONNEL V				
Books, Jeremy	1.00	270.00	270.00	
Totals	2.00		590.00	
Total Labor				**590.00**
		Total this Phase		**$590.00**

Billings to Date

	Current	Prior	Total
Labor	590.00	1,910.00	2,500.00
Totals	**590.00**	**1,910.00**	**2,500.00**

0502 - RESIDENT PROJECT REPRESENTATIVE

Professional Personnel

	Hours	Rate	Amount	
FIELD PERSONNEL I				
Clawson, Adam	24.00	110.00	2,640.00	
Totals	24.00		2,640.00	
Total Labor				**2,640.00**
		Total this Phase		**$2,640.00**

Billings to Date

	Current	Prior	Total
Labor	2,640.00	3,240.00	5,880.00
Totals	**2,640.00**	**3,240.00**	**5,880.00**

0503 - TRAVEL

Total this Phase **0.00**

9901 - ADDITIONAL SERVICES

Total this Phase **0.00**

Billing Limits	**Current**	**Prior**	**To-Date**
Total Billings	3,230.00	13,351.09	16,581.09
Limit			18,500.00
Remaining			1,918.91

Total this Invoice **$3,230.00**

Billings to Date

	Current	Prior	Total
Labor	3,230.00	13,222.50	16,452.50
Expense	0.00	128.59	128.59
Totals	**3,230.00**	**13,351.09**	**16,581.09**

Thank You, Michael D. Eichenauer

Michael Eichenauer

Labor Detail

Butler, Fairman & Seufert, Inc.

Transactions for 1/1/2026 through 6/30/2026

		Date	Regular Hours	Total Ovt Hrs	Total Hours
Project Number: 648400.9802 RUNWAY 9-27 JOINT REPLACEMENT					
Phase Number: 0501 CONSTRUCTION OBSERVATION					
P04940	Books, Jeremy	3/5/2026	1.00		1.00
P74608	Shaffer, Paul	1/13/2026	1.00		1.00
Total for 0501			2.00		2.00
Phase Number: 0502 RESIDENT PROJECT REPRESENTATIVE					
15000	Clawson, Adam	4/6/2026	1.00		1.00
15000	Clawson, Adam	4/7/2026	1.00		1.00
15000	Clawson, Adam	4/8/2026	2.00		2.00
15000	Clawson, Adam	4/9/2026	1.00		1.00
15000	Clawson, Adam	4/10/2026	4.00		4.00
15000	Clawson, Adam	4/15/2026	1.00		1.00
15000	Clawson, Adam	4/16/2026	2.00		2.00
15000	Clawson, Adam	4/17/2026	3.00		3.00
15000	Clawson, Adam	4/20/2026	2.00		2.00
15000	Clawson, Adam	4/22/2026	3.00		3.00
15000	Clawson, Adam	4/23/2026	1.00		1.00
15000	Clawson, Adam	4/27/2026	3.00		3.00
Total for 0502			24.00		24.00
Total for 648400.9802			**26.00**		**26.00**

Butler Fairman Seufert
CIVIL ENGINEERS

ELKHART MUNICIPAL AIRPORT
ENGINEER REPORT/AGENDA
July 29, 2026
4:00 p.m.

ACTION ITEMS FOR BOAC MEETING

1) Motion to approve AIP-42, BF&S invoice 113544 in the amount of $33,602.49 for the Runway 18-36 Rehabilitation Project.
2) Motion to approve BF&S invoice 113645 in the amount of $3,230.00-for the Runway 27 Joint Replacement Project.

ACTIVE GRANT SUMMARY

- AIP 3-18-0018-040 "T-Hangar and Taxilanes Construction" Part 1 - Total $848,666.67, FAA $763,800, State $42,433.00, Local $42,434.00. This grant is 100% complete with a remaining balance of $0.
- AIP 3-18-0018-041 "T-Hangar and Taxilanes" Phase 3 – Total $296,842.11, FAA $282,000, State $7,421.05, Local $7,421.05. Grant is now 100% Complete with a balance of $0
- AIP 3-18-0018-042 "Rehabilitate Runway 18/36, Construction" – Total $2,031,304.21. FAA $1,929,739.00, Sate $50,782.00, Local $50,783.00, Grant is now 90.03% Complete with a balance of $202,541.45
- AIP 3-18-0018-043 "T-Hangar and Taxilanes" Phase 4 – Total $305,998.95, FAA $290,699.00, State $7,649.97, Local $7,649.98. Grant is now 100% Complete with a balance of $0

BF&S PROJECT UPDATES

1. Runway 18-36 Pavement Rehabilitation
   - Project is now complete.
   - The grant is over 90% so no further draws can occur at this time.
   - We anticipate close-out documents for next meeting which will include roughly a 7% amendment for the crack sealing overruns.

2. T-hangar/Taxilane design project.
   - The project is complete.
   - Working on final closeout documents at this time.

3. Runway 9-27 Joint Rehabilitation project
   - The joint sealing is complete.
   - The RWY 9-27 repainting work is complete.

4. Land Acquisition for Runway 27 Approach Protection.
   - Easement document for Roberts is complete.
   - The appraisal process has started for Roberts

5. INDOT State/Local Program – now live! See additional below.
   - $100,000 state $ limit (total project is $133,333.33) 75%/25%
   - Up to 15% of total project for consultant fees
   - Pre-approval was received from INDOT on 6/12/26 for the Taxiway B Crack Sealing and Painting; preapproval form as submitted is attached
   - We are in the process of soliciting quotes for consideration at the next meeting. The work will most likely be completed in the spring.
   - Application Deadline – 12/31/26

BOARD OF AVIATION COMMISSIONERS MEETING

CALL TO ORDER

I'M CALLING THE BOARD OF AVIATION COMMISSIONERS MEETING TO ORDER FOR AUGUST 26, 2026 AT 4PM

BOAC ATTENDANCE ROLL CALL

KAREN, CAN YOU DO A ROLL CALL?
WE HAVE A QUORUM, LET'S MOVE ON TO APPROVAL OF TODAY'S AGENDA

APPROVAL OF TODAY'S AGENDA

DO WE HAVE A MOTION TO APPROVE TODAY'S AGENDA?
DO WE HAVE A SECOND MOTION TO APPROVE TODAY'S AGENDA?
ARE THERE ANY QUESTIONS?

PREVIOUS MEETING MINUTES

DO WE HAVE A MOTION TO APPROVE THE MINUTES FROM THE JULY 29, 2026 BOAC MEETING?
DO WE HAVE A SECOND MOTION?
ARE THERE ARE QUESTIONS?
KAREN, PLEASE DO A ROLL CALL VOTE
THE MOTION TO APPROVE THE MINUTES FROM THE JULY 29, 2026 BOAC MEETING PASSES

CLAIMS

DO WE HAVE A MOTION TO APPROVE THE CLAIMS & ALLOWANCES DOCKET IN THE AMOUNT OF $1,905,565.33, AS PRINTED ON 08/21/26 at 1:28 PM, AND CONSISTING OF 5 PAGES?
DO WE HAVE A SECOND MOTION?
ARE THERE ANY QUESTIONS?
KAREN, PLEASE DO A ROLL CALL VOTE
THE MOTION TO APPROVE THE CLAIMS IN THE AMOUNT OF $1,905,565.33 PASSES.

LET'S MOVE ON TO THE AIRPORT DIRECTOR'S REPORT

NEW BUSINESS

THE FIRST ITEM ON THE AGENDA IS THE T-HANGAR 12 NEW LEASE RATIFICATION
DO WE HAVE A MOTION?
DO WE HAVE A SECOND?
ANDY, PLEASE EXPLAIN THIS AGENDA ITEM
ARE THERE ANY QUESTIONS?
KAREN, PLEASE DO A ROLL CALL VOTE
MOTION PASSES

THE NEXT ITEM ON THE AGENDA IS THE AIRPORT DONATION FUND EXPENDITURE
DO WE HAVE A MOTION?
DO WE HAVE A SECOND?
ANDY, PLEASE EXPLAIN THIS AGENDA ITEM
ARE THERE ANY QUESTIONS?
KAREN, PLEASE DO A ROLL CALL VOTE
MOTION PASSES

THE NEXT ITEM ON THE AGENDA IS THE AIP-42, RUNWAY 18/36 BF&S INVOICE IN THE AMOUNT OF $33,602.49
DO WE HAVE A MOTION?
DO WE HAVE A SECOND?
PAUL OR ANDY, PLEASE EXPLAIN THIS AGENDA ITEM
ARE THERE ANY QUESTIONS?
KAREN, PLEASE DO A ROLL CALL VOTE
MOTION PASSES

THE LAST ITEM ON THE AGENDA IS THE RUNWAY 9/27, BF&S INVOICE IN THE AMOUNT OF $3,230.00
DO WE HAVE A MOTION?
DO WE HAVE A SECOND?
PAUL OR ANDY, PLEASE EXPLAIN THIS AGENDA ITEM
ARE THERE ANY QUESTIONS?
KAREN, PLEASE DO A ROLL CALL VOTE
MOTION PASSES

NEXT I'LL OPEN COMMENTS FOR PRIVILEGE OF THE FLOOR

DO WE HAVE A MOTION TO ADJOURN?
DO WE HAVE A SECOND?
MEETING TO ADJOURN PASSES
MEETING IS ADJOURNED AT __________PM