City of Elkhart
Board of Aviation Commissioners Meeting
September 30, 2026

The Board of Aviation Commissioners meeting was called to order by Commissioner Doug Thorne at 4:13 pm on Wednesday, September 30, 2026, at the Elkhart Municipal Airport Administration Building, 1211 CR 6 W, Elkhart, Indiana 46514. Present were Andy Jones, Karen Shaw, Kevin Davis, Paul Shaffer, Gerry Roberts & Councilman Dwight Fish.

Roll Call: Roll was called. Commissioners Doug Thorne & Bruce Shreiner were present in person. Commissioner Tom Shoff was present virtually via Teams. Commissioner Eric Ivory was absent. There was a quorum for this meeting.

Approval of Today's Amended Agenda:
Mr. Shreiner made a MOTION to approve today's amended agenda, which removed the Indiana Flight Center (IFC) lease agreement from the original agenda. Mr. Shoff SECONDED. There being no further discussion, the motion to approve today's amended agenda PASSED unanimously.

Approval of Minutes:
Mr. Shreiner made a MOTION to approve the minutes of the August 26, 2026 meeting. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Approval of Claims:
Mr. Shreiner made a MOTION to approve claims as submitted in the amount of $47,597.49 as printed on 09.28.26 at 8:31 AM and consisting of 5 pages. Mr. Shoff SECONDED. There being no further discussion, the motion to approve September 30, 2026 claims PASSED unanimously.

Airport Manager's Report:
Andy advised the city FY 2027 budget hearings took place on September 19, at the Lerner Theatre. Andy presented the Aviation department budget to the Common Council and answered questions. The council voted unanimously to advance the budget with due pass recommendation. The Aviation budget for 2027 is $1,735,905. Andy further advised the Capital expenses for next year will not exceed $130,000 and will include purchases for a Telehandler and a Coyote 4-wheeler vehicle. Andy further advised the Telehandler will replace our current forklift. Capable of operating on any airport surface, the telescoping lift allows the operator to lift a worker in a basket designed for that use up to 20'. The Coyote is a small 4-wheel drive vehicle that will replace a full-size pickup truck. It includes a two-seat unit equipped with a snow plow attachment and a cargo bed. This type of vehicle is similar to those used at public events by the police department and Buildings & Grounds department. Andy advised that Aviation Maintenance Technician Robert Baumner has remained on leave due to the neck & head injuries he received in August while painting a small section of the concrete wall supporting the Benham Avenue underpass. Andy advised we have interviewed 3 potential candidates for the open airfield maintenance technician position. Andy further advised we have extended an offer to Tim Miracle, which he has accepted. Tim will be starting work here on October 19, 2026. Mr. Miracle is a former airfield maintenance technician who left the job in good standing a few years ago. Andy advised that Marty King with King Aero Aviation had some setbacks earlier this year and was unable to work for a couple months, which caused him to fall behind in rent payments. Andy advised he has had conversations with Mr. King and has proposed a pay-back plan which will allow Mr. King to continue to make current payments on his building and hangars, while also catching up on the back rent. Andy expects an agreement to be forthcoming at the next BOAC meeting. Andy advised that INDOT was here to inspect the work done on the Runway 18/36 project and advised a couple of minor items that need to be addressed. Butler, Fairman & Seufert (BF&S) will work with the contractor to correct those items. There was a minor issue with the new primary radio in the Air Traffic Control Tower (ATCT) that ERS Wireless was able to resolve. It was mentioned that other than a generator, there are no back-up power supplies in the tower. Andy asked ERS Wireless to provide quotes to correct that situation. Lastly, Andy advised we have a field trip scheduled with about 50 students on October 1st.

New Business:
Mr. Thorne advised the first item under New Business is the T-Hangar 71 new lease ratification. Andy advised that new tenant Wayne Barrier will be moving into T-Hangar 71 starting September 1, 2026. Mr. Barrier's aircraft will

be a Cessna 182. 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. Shreiner made a MOTION to ratify Andy's signature on the new T-Hangar 71 lease. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the Tower Operations Agreement for the FAA contract tower. Andy advised that work is continuing with moving the Air Traffic Control Tower (ATCT) to an FAA Contract Tower (FCT) as was initially discussed at the May 27, 2026 meeting. At that meeting, a memorandum of understanding (MOU) was approved; and the next step in the process is the Tower Operations Agreement (TOA) which outlines the terms under which the FAA will provide air traffic control services to the Elkhart Municipal Airport (EKM) if EKM is accepted into the program. Andy requests the board approve this TOA & to authorize the board president to sign the agreement. Mr. Shreiner made a MOTION to approve the TOA and to authorize the board president to sign the agreement. 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, Runway 18/36 Butler, Fairman & Seufert (BF&S) invoice in the amount of $31,867.03. Paul Shaffer with BF&S advised this is for payment under a previously approved agreement between the BOAC and BF&S for professional services associated with the Runway 18/36 pavement project. Mr. Shreiner made a MOTION to approve AIP-42, Runway 18/36 invoice in the amount of $31,867.03 invoice 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 AIP-42, Runway 18/36 Milestone Contractor's invoice in the amount of $79,851.85. Mr. Shaffer advised this invoice is for the contractor's work completed to date on the Runway 18/36 project and asked the board to approve the invoice and to authorize the board president to sign the corresponding documents. Mr. Shreiner made a MOTION to approve the Milestone Contractor's invoice in the amount of $79,851.85 for the AIP-42 Runway 18/36 project 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 AIP-42, Runway 18/36 Milestone Contractor's Change Order invoice in the amount of $129,536.74. Mr. Shaffer advised that the field evaluation for this project occurred 2 years ago, and in that time, the crack sealing continued to degrade; therefore, the contractor needed to provide additional supplies and labor for this project. Mr. Shaffer advised the FAA grant for this project included up to a 15% amendment for issues like this that arises during a project, and this change order was 6.97%, so it was well below the maximum and there will not be a need to use the entire appropriation that was allocated for this project. Mr. Shaffer requests the board to approve this change order invoice in the amount of $129,536.74 to Milestone Contractors and to authorize the board president to sign the corresponding documents. Mr. Shreiner made a MOTION to approve the Milestone Contractor's change order invoice in the amount of $129,536.74 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 AIP-42, Runway 18/36 Certificate of Substantial Completion. Mr. Shaffer advised this is an official form that states the Airport Director is satisfied with the work and authorizes the work is acceptable for its intended use; which also starts the 1-year warranty. Mr. Shaffer advised that Andy has signed off and requests the board approve the AIP-42 Runway 18/36 Certificate of Substantial completion and to authorize the board president to sign the corresponding documents. Mr. Shreiner made a MOTION to approve the Runway 18/36 Certificate of Substantial completion and to authorize the board president to sign the corresponding documents. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

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Mr. Thorne advised the next item under New Business is the AIP-42, Runway 18/36 Supplemental Agreement. Mr. Shaffer advised this is a re-allocation and organization of the funds of this grant and further advises there is a zero-dollar change. Mr. Shaffer requests the board approve the AIP-42 Runway 18/36 Supplemental Agreement and to authorize the board president to sign the corresponding documents. Mr. Shreiner made a MOTION to approve the AIP-42 Runway 18/36 Supplemental Agreement 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 last item under New Business is the Runway 9/27 Joint Rehabilitation Project, Interstate Sealant invoice in the amount of $84,588.55 and the Certificate of Substantial Completion. Mr. Shaffer advised this is for payment under a previously approved agreement between the BOAC & City Redevelopment Commission for fees associated with the Runway 9/27 Joint Rehabilitation project. Mr. Shaffer requests BOAC approval for payment from the Aeroplex TIF fund for this invoice and for approval of the certificate of substantial completion. Mr. Shaffer further requests the board authorize the board president to sign the corresponding documents. Mr. Shreiner made a MOTION to approve this Aeroplex TIF fund pay request in the amount of $84,588.55 to Interstate Sealant and to approve the certificate of substantial completion and for the board president to sign the corresponding documents. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Privilege of the Floor:
Mr. Thorne opened comments. Andy mentioned the City had its final City Hall in the Park for the year and invites the BOAC to attend these events when they start again next year.

Adjournment:
Mr. Shoff made a MOTION to adjourn. Mr. Shreiner SECONDED. There being no further discussion, the meeting was ADJOURNED at 4:42 PM.

Next regular BOAC meeting is scheduled for Wednesday, October 28, 2026, at 4pm. Location will be the Elkhart Municipal Airport Administration Building, 1211 County Road 6 W., Elkhart, IN 46514 & via Webex.

Respectfully Submitted,

Bruce ~~Eric~~ Shreiner, Secretary

10.28.26
Date