

City of Elkhart  
Board of Aviation Commissioners Meeting  
October 29, 2025

The Board of Aviation Commissioners meeting was called to order by Commissioner Doug Thorne at 4:00 pm on Wednesday, October 29, 2025 at the Elkhart Municipal Airport Administration Building, 1211 CR 6 W, Elkhart, Indiana 46514. Present were: Andy Jones, Karen Shaw, Kevin Davis, Paul Shaffer & Ryan Sherwood.

Roll Call: Roll was called. Commissioners Doug Thorne, Bruce Shreiner & Maggie Marnocha were all present. Commissioner Tom Shoff was present via Webex.

Approval of Agenda:

Mr. Shreiner 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.

Amended Agenda:

N/A

Approval of Minutes:

Mr. Shreiner made a MOTION to approve the minutes of the September 24, 2025 meeting. Mr. Shoff SECONDED the motion. There being no further discussion, the motion PASSED unanimously.

Approval of Claims:

Mr. Shreiner made a MOTION to approve claims as submitted for \$263,863.72. Mr. Shoff SECONDED the motion. Mr. Shreiner asked about the gutter invoice. Andy advised this was gutter replacement for the Coachman maintenance building, which was badly in need of repair. There being no further discussion, the motion to approve October 2025 claims PASSED unanimously.

Airport Manager's Report:

Andy invited Kevin Davis to speak about the aviation law conference he attended on behalf of Elkhart Municipal Airport. Mr. Davis thanked Andy and the board for allowing him to attend and advised that the conference covered relevant topics such as grants, AIP's and cyber systems programs. Mr. Davis continued that the conference was attended by many large airport operators, but many of the topics discussed applied to smaller airports like ours. Mr. Davis advised he learned a lot and was glad for the opportunity to attend. Andy advised that he was informed a few hours ago that the Runway 9/27 Joint Sealant project was completed. Andy performed a preliminary inspection of a fraction the work and observed that it appeared to be done per the specifications. Andy advised a more thorough inspection will be conducted over the next week or so. Andy advised that two of our airfield maintenance techs have resigned and moved on to other opportunities, so we have two positions open currently. We have conducted several interviews. Two candidates have been extended offers of employment. To date, one of the two candidates, Nathan Hickey, has accepted our offer. Nathan starts work on November 3, 2025. We believe the second employment offer will also be accepted very soon. Because Rick Johnson moved from the position of airfield maintenance tech to supervisor, his former position also needs to be filled. We will continue interviewing candidates until that position is also filled. Andy advised the 10-unit T-Hangar project appears to be moving along at a rapid pace. We continue to reach out to the flying community for prospects. Currently three of the ten hangars have already been spoken for. Andy advised he's been in contact with some corporate clients that are interested in building new hangars here at EKM. As those discussions progress Andy will advise the board. Mr. Thorne asked about the jets parked at near Wheels Up. Andy advised those aircraft are in various stages of maintenance. Wheels up

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has informed Andy that the Wheels Up fleet is in the process of being replaced with larger aircraft. Once all of the aircraft parked outside are airworthy, they will be sold.

New Business:

Mr. Thorne advised the first item under New Business is the 2026 BOAC meeting dates. Andy asked if the board would like to continue as in previous years to hold the BOAC meetings on the last Wednesday of every month at 4pm. Mr. Shreiner made a MOTION to approve the 2026 meeting dates as the last Wednesday of each month at 4pm. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is ratification of the Airport Director's signature on the new T-Hangar 5 lease. Andy advised that new tenant Scott Baker has an airworthy aircraft and would like to rent T-Hangar 5. Andy requests the board to ratify his signature on the lease and ask the board president to sign the lease. Mrs. Marnocha made a MOTION to ratify Andy's signature and have the board president sign the lease. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is Griffen Plumbing & Heating HVAC maintenance agreement ratification. Andy advised that Johnson Controls had been the HVAC service provider for all departments, but that contract ended and departments were encouraged to seek their own HVAC service providers. Andy advised after speaking to other departments and further research, it was decided that Griffen Plumbing & Heating would be the best choice, and would provide service in the fall of 2025 and spring of 2026 for the administration building, control tower, south side maintenance building and the Coachman maintenance building for an annual cost of \$4,397.00. Andy further requests the board ratify his signature on the agreement, which was approved by the City Legal Department. Mr. Shreiner made a MOTION to approve the Griffen HVAC agreement & to ratify Andy's signature on the agreement. Mr. Shoff SECONDED. Mr. Shoff commented that Griffen has earn a great reputation in this community. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the Griffen Plumbing & Heating HVAC replacement agreement at the north side (Coachman) maintenance building. Andy advised he also sought a quote from Griffen for the replacement of the nonfunctioning heating system in the Coachman maintenance building. Andy advised the current heater is well over 20 years old and is similar to systems used to heat RV plants. Rather than investing in expensive repairs for an old, unreliable, and inefficient system, it made more sense to replace it with 4 smaller heaters. Andy further advised the natural gas service and electrical & wiring, appear to already be in place, drawing Griffen to conclude that what they have proposed was in place prior to the installation of the current system. Andy also asks approval for the board president to sign the agreement which was approved by the City Legal Department. Mrs. Marnocha made a MOTION to approve the Griffen agreement to replace the heater in the Coachman maintenance building and for the board president to sign the agreement. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

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Mr. Thorne advised the next item under New Business is widening of the public ramp between Lots 29 & 30. Andy advised Indiana Flight Center (IFC) has proposed widening this ramp to accommodate more aircraft, as airport business continues to grow. IFC suggested that this will improve flow and ease of operations, as well as being a significant improvement for the airport. Andy advised that IFC has offered to donate the cost for design and concrete construction. The city would provide the site preparation when their schedule allows. Andy further advised that this would be a public use area. Andy requests approval to pursue the widening of this public ramp. Mrs. Marnocha made a motion to approve the widening of the public ramp between Lots 29 & 30. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is ratification and approval of quotes from Michiana Contracting, Inc for replacements of damaged Air Traffic Control Tower (ATCT) equipment due to lightning strikes. Andy advised the City's insurance has approved funding and asks the board to approve and ratify the board president's signature on the quotes from Michiana Contracting for replacement of the airfield lighting vault, taxiway fixtures and fire alarm panel. Costs for these items are \$37,897.86. Andy advised this agreement was approved by the City Legal Department. Mr. Shreiner made a MOTION to approve the quotes from Michiana Contracting and ratify the board president's signature on the quotes. Mrs. Marnocha SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is approval of quotes from ER Wireless for replacements of damaged ATCT equipment due to lightning strikes. Andy requests approval for quotes from ER Wireless for replacement of the consoles, recorder, radios and antennas that were destroyed due to the lightning strikes and requests approval for the board president's signature on the quotes. Andy advised this was approved by the City Legal Department. Andy further advised costs for these items are \$286,298.13. A question was asked if these items are under warranty. Andy advised in the affirmative. A question was asked if the rods will be higher than the antennas. Andy advised in the affirmative. A question was asked if there will be training required for the updated equipment for the air traffic controllers. Andy advised that Michael Judd, the air traffic control supervisor is likely familiar with this equipment and it shouldn't be difficult or time consuming for them to get up to speed. Mr. Shreiner made a MOTION to approve the ER Wireless quotes and for the board president to sign the quotes. Mrs. Marnocha SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is ratification of Runway 9/27 notice to proceed form for Interstate Sealant & Concrete, Inc. Andy advised this notice needed to be signed in a timely manner in order to get this project started before the fall temperatures could adversely affect the joint caulking. Too low a temperature at the time of application, could affect the life span of the joint caulking. Andy asked the board to ratify his signature on the agreement, which was approved by the City Legal Department. Mr. Shreiner made a MOTION to approve ratification of Andy's signature on the notice to proceed form. Mrs. Marnocha SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is ratification of the Runway 9/27 Reith-Riley agreement. Andy advised that during the preconstruction meeting with Interstate Sealant & Concrete, Inc. we agreed to allow them to work at night in order to diminish the inconvenience to our tenants by closing the runway during peak use daylight hours. Working at night on the project heightens the requirement of lighted X's, for safety. Andy further advised that in addition to issuing a runway closure

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NOTAM, lighted Xs are placed on each end of a runway during both day and night, to indicate that a runway is closed to aircraft. Andy further advised that Reith-Riley was the only company in the area that had these available for rent, and he asks the board to approve this rental agreement and to ratify the board president's signature on the agreement, which was approved by the City Legal Department. Mr. Shreiner made a MOTION to approve the Reith-Riley rental agreement for Lighted X's and to ratify the board president's signature on the agreement. Mrs. Marnocha SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is AIP-40 pay request for BF&S invoice for the 10-unit T-Hangar & Taxi Lane project in the amount of \$3,725.00. Andy indicated that Butler, Fairman, & Seufert (BF&S) have incurred engineering fees for this project and requests the board's approval for this invoice and for the board president to sign the letter of transmittal. Andy advised this was approved by the City Legal Department. Mrs. Marnocha made a MOTION to approve the BF&S invoice for AIP-40 for \$3,725.00 and for the board president to sign the letter of transmittal. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is AIP-40 pay request for New Tech invoice for the 10-unit T-Hangar & Taxi Lane project in the amount of \$29,164.00. Andy advised this is for work done by New Tech for the hangar project and requests the board's approval to pay this invoice and for the board president to sign the letter of transmittal. Mr. Shaffer further advised that this depletes the funding in AIP-40 and this project will now be funded under AIP-41. Andy further advised this was approved by the City Legal Department. Mrs. Marnocha made a MOTION to approve the New Tech invoice for AIP-40 for \$29,164.00 and for the board president to sign the letter of transmittal. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is AIP-41 pay request for New Tech invoice for the 10-unit T-Hangar & Taxi Lane project in the amount of \$207,253.00. Andy advised this is for work done by New Tech for the hangar project and requests the board's approval to pay this invoice and for the board president to sign the letter of transmittal. Mr. Shaffer further advised this project will now be funded under AIP-41. Andy advised this was approved by the City Legal Department. Mrs. Marnocha made a MOTION to approve the New Tech invoice for AIP-41 for \$207,253.00 and for the board president to sign the letter of transmittal. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the SF425 federal financial report approval & signature for AIP-40, AIP-41 & AIP-42. Mr. Shaffer advised this form is an annual financial report required by the FAA and is a summary of each of the open grants, which currently is for AIP-40 (10-unit T-Hangar project), AIP-41 (continuation of the 10-unit T-Hangar project) and AIP-42 (Runway 18/36 Rehabilitation project). Mr. Shaffer requests the board's approval for submission of this form to the FAA and for the board president to sign the form. Andy advised this was approved by the City Legal Department. Mr. Shreiner made a MOTION to approve the SF425 federal financial report and for the board president to sign the form. 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 AIP-40 partial pay request for FAA reimbursement to EKM for the 10-unit T-Hangar & Taxi Lane project in the amount of \$32,889.00. Andy advised this is a reimbursement from the FAA to EKM for the 10-unit T-Hangar project and requests the board's approval to accept and for the board president to sign the letter of transmittal. Andy advised this was approved by the City Legal Department. Mrs. Marnocha made a MOTION to approve FAA reimbursement to EKM for AIP40 in the amount of \$32,889.00 and for the board president to sign the letter of transmittal. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is AIP-40 change order #1 for the addition of the firewall required by the State design release in the amount of \$74,030.00. Mr. Shaffer advised the addition of the firewall was required in order to start the 10-unit T-Hangar project, but since this was not part of the initial plan, this change order for the addition of the firewall needs to be approved. Mr. Shaffer requests the board's approval for this change order and for the board president to sign the form. Andy advised that the amount requested does not exceed what was budgeted for change orders and that this was approved by the City Legal Department. Mrs. Marnocha made a MOTION to approve the AIP-40 change order for the firewall in the amount of \$74,030.00 and for the board president to sign the form. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the last item under New Business is approval of submission of the draft of the FY 2026-2031 Capital Improvement Plan (CIP) with modifications. Andy advised that it was a privilege to be one of the airports selected to meet in Indy with the FAA and INDOT to discuss our CIP. Andy advised he attended this meeting along with Megan Erwin, Mayor Roberson's Chief of Staff, and it went very well. Mr. Shaffer added that the FAA and State were pleased to learn about the many locally funded airport improvements. Knowledge that the local community financially supports airport projects that do not qualify for grant funding can help earn federal and state discretionary dollars when available. Andy requests approval from the board for submission of this CIP and added that this was approved by the City Legal Department. Mr. Shreiner made a MOTION to approve the submission of the FY 2026-2031 CIP with modifications. Mrs. Marnocha SECONDED. There being no further discussion, the motion PASSED unanimously. (Please see addition at the end of these minutes for CIP plan summary & diagram).

Privilege of the Floor:

Mr. Thorne opened comments. Mr. Shoff offered an invitation for anyone interested to attend a speaking engagement by the South Bend International Airport's director at the Rotary club on Monday, November 17, 2025 at noon.

Adjournment:

Mr. Shreiner made a MOTION to adjourn. Mrs. Marnocha SECONDED. There being no further discussion the meeting was ADJOURNED.

Next regular BOAC meeting is scheduled for Wednesday, November 26, 2025 at 4pm. Location will be the Elkhart Municipal Airport Administration Building, 1211 County Road 6 W., Elkhart, IN 46514 & via Webex.

Respectfully Submitted,

  
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Maggie Marnocha, BOAC Secretary

11.26-25

Date



**Elkhart Municipal Airport**  
**2027-2031 Capital Improvement Plan (Include funding for 2026 Projects)**  
**"Priority & Funding Summary"**

**Fiscal Year 2026**

Priority	Project Description (1) Denotes NPE Funds Committed to Project	Funding Type	Federal Funds	State Matching Funds	Local Matching Funds	Total Cost	Approx. NPIAS Rating	General Comments & Notes
1	Land Acquisition for Runway 27 Approach Protection, Easements and Parcels 67 and 77-85 - Phase 1 Environmental Assessment and Design	1	\$ 171,000	\$ 4,500	\$ 4,500	\$ 180,000	79	
2	Construct 10-Unit T-Hangar Building - Construction, Phase 4; T-Hanger South Taxilane - Construction, Phase 4	IIJA	\$ 282,000	\$ 7,421	\$ 7,421	\$ 296,842	67	
3	Air Traffic Control Tower Improvements	IIJA	\$ 25,175	\$ -	\$ 1,325	\$ 26,500	69	pursuing ATP funds
<b>Subtotal for Fiscal Year 2026=</b>			<b>\$ 478,175</b>	<b>\$ 11,921</b>	<b>\$ 13,246</b>	<b>\$ 503,342</b>		
<b>Fiscal Year 2027</b>								
Priority	Project Description (1) Denotes NPE Funds Committed to Project	Funding Type	Federal Funds	State Matching Funds	Local Matching Funds	Total Cost	Approx. NPIAS Rating	General Comments & Notes
4	Land Acquisition for Runway 27 Approach Protection, Easements and Parcels 67 and 77-85 - Phase 2 Land Acquisition	1	\$ 374,504	\$ 9,855	\$ 9,855	\$ 394,215	79	
5	Construct Taxilanes and 8-Unit T-Hangar	2	\$ -	\$ 1,367,886	\$ 1,367,886	\$ 2,735,772	67	Type 2 funding, if available
<b>Subtotal for Fiscal Year 2027=</b>			<b>\$ 374,504</b>	<b>\$ 1,377,741</b>	<b>\$ 1,377,741</b>	<b>\$ 3,129,987</b>		
<b>Fiscal Year 2028</b>								
Priority	Project Description (1) Denotes NPE Funds Committed to Project	Funding Type	Federal Funds	State Matching Funds	Local Matching Funds	Total Cost	Approx. NPIAS Rating	General Comments & Notes
6	Runway 18-36 Lighting Rehabilitation, Design	1	\$ 122,283	\$ 6,794	\$ 6,794	\$ 135,870	81	
7	Runway 27 Approach Mitigation - Phase 1 Environmental Assessment and Professional Services	1	\$ 54,000	\$ 3,000	\$ 3,000	\$ 60,000		new project
<b>Subtotal for Fiscal Year 2028=</b>			<b>\$ 176,283</b>	<b>\$ 9,794</b>	<b>\$ 9,794</b>	<b>\$ 195,870</b>		
<b>Fiscal Year 2029</b>								
Priority	Project Description (1) Denotes NPE Funds Committed to Project	Funding Type	Federal Funds	State Matching Funds	Local Matching Funds	Total Cost	Approx. NPIAS Rating	General Comments & Notes
8	Runway 18-36 Lighting Rehabilitation, Construction	1	\$ 924,488	\$ 51,360	\$ 51,360	\$ 1,027,209	82	
<b>Subtotal for Fiscal Year 2029=</b>			<b>\$ 924,488</b>	<b>\$ 51,360</b>	<b>\$ 51,360</b>	<b>\$ 1,027,209</b>		
<b>Fiscal Year 2030</b>								
Priority	Project Description (1) Denotes NPE Funds Committed to Project	Funding Type	Federal Funds	State Matching Funds	Local Matching Funds	Total Cost	Approx. NPIAS Rating	General Comments & Notes
9	Runway 27 Approach Mitigation - Phase 2 Construction	1	\$ 450,000	\$ 25,000	\$ 25,000	\$ 500,000		new project
<b>Subtotal for Fiscal Year 2030=</b>			<b>\$ 450,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 500,000</b>		
<b>Fiscal Year 2031</b>								
Priority	Project Description (1) Denotes NPE Funds Committed to Project	Funding Type	Federal Funds	State Matching Funds	Local Matching Funds	Total Cost	Approx. NPIAS Rating	General Comments & Notes
10	Taxiway D Lighting Rehabilitation, Environmental Assessment & Design	1	\$ 140,850	\$ 7,825	\$ 7,825	\$ 156,500	76	
11	Taxiway D Pavement Rehabilitation, Environmental Assessment & Design	1	\$ 120,600	\$ 6,700	\$ 6,700	\$ 134,000	77	
12	Taxiway D Lighting Rehabilitation, Construction	1	\$ 730,935	\$ 40,608	\$ 40,608	\$ 812,150	76	
13	Taxiway D Rehabilitation - Construction	1	\$ 901,359	\$ 50,076	\$ 50,076	\$ 1,001,510	78	
14	Taxiway in Line with Runway 18-36 Correction, Design	1	\$ 112,500	\$ 6,250	\$ 6,250	\$ 125,000	70	
15	Taxiway in Line with Runway 18-36 Correction, Construction	1	\$ 615,272	\$ 34,182	\$ 34,182	\$ 683,635	71	
<b>Subtotal for Fiscal Year 2031=</b>			<b>\$ 2,621,516</b>	<b>\$ 145,640</b>	<b>\$ 145,640</b>	<b>\$ 2,912,795</b>		
<b>Total Type #1 only for Years 2026-2031=</b>			<b>\$ 4,717,791</b>	<b>\$ 246,149</b>	<b>\$ 246,149</b>	<b>\$ 5,210,089</b>		
<b>Total Type #2 only for Years 2026-2031=</b>			<b>\$ -</b>	<b>\$ 1,367,886</b>	<b>\$ 1,367,886</b>	<b>\$ 2,735,772</b>		
<b>Total IIJA only for Years 2026-2031=</b>			<b>\$ 282,000</b>	<b>\$ 7,421</b>	<b>\$ 7,421</b>	<b>\$ 296,842</b>		Does not include Tower funds request
<b>Total Requests for Years 2026-2031=</b>			<b>\$ 4,999,791</b>	<b>\$ 1,621,456</b>	<b>\$ 1,621,456</b>	<b>\$ 8,242,703</b>		

