

City of Elkhart
Board of Aviation Commissioners Meeting
December 31, 2025

The Board of Aviation Commissioners meeting was called to order by Commissioner Bruce Shreiner at 4:00 pm on Wednesday, December 31, 2025 at the Elkhart Municipal Airport Administration Building, 1211 CR 6 W, Elkhart, Indiana 46514. Present were: Andy Jones, Karen Shaw, Kevin Davis, Councilman Dwight Fish, Brett Zierle & Ryan Sherwood. Present via Webex were: Haji Tehrani and Paul Shaffer.

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

Approval of Agenda:

Mrs. Marnocha 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:

Mrs. Marnocha made a MOTION to amend today's agenda to remove Item b, Hangar 39 agreement from today's agenda. Andy advised that Hangar 39, LLC is still in the process of reviewing the agreement draft. Mr. Shoff SECONDED. There being no further discussion, the motion to amend today's agenda PASSED unanimously.

Approval of Minutes:

Mrs. Marnocha made a MOTION to approve the minutes of the November 26, 2025 meeting. Mr. Shoff SECONDED the motion. There being no further discussion, the motion PASSED unanimously.

Approval of Claims:

Mrs. Marnocha made a MOTION to approve claims as submitted for \$128,488.40. Mr. Shoff SECONDED the motion. Mr. Shreiner asked about the fuel invoices. Andy advised there are two above ground diesel and one low lead gasoline bulk storage tanks on airport property. Driving vehicles to a filling station located off of airport property is not practical especially during winter months when salt and other contaminants are present on road surfaces. Because of its size, each time the snow and ice control broom travels on a public roadway a police escort is required. Therefore, bulk fuel deliveries are required. There being no further discussion, the motion to approve November 2025 claims PASSED unanimously.

Airport Manager's Report:

Andy advised that as part of the air traffic control tower (ATCT) lighting damage assessment, Emergency Radio Services (ERS) have performed a surge protection study. This was one of the final steps that needed to be performed prior to the replacement of any ATCT equipment damaged by the lighting strikes. We anticipate receiving that report soon. Andy further advised the ground vehicle radios have been replaced & upgraded and all are working well. Andy advised the board that the HVAC replacements in both maintenance buildings have been completed and are functioning well. Andy advised the 2 new airfield maintenance techs are working out very well. We are continuing the interview process for the remaining opening. Andy further advised we are still short 1 full-time air traffic controller. We have received a few applications however none of the applicants qualified for an interview. Andy further advised that due to this ATCT staffing shortage the tower hours have been shortened. Andy further advised the tenants have been patient during all this and the airport is grateful for this.

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New Business:

Mr. Shreiner advised the first item under New Business is the 2026 BOAC elections. Andy advised with the upcoming new year, BOAC elections need to be decided. Mr. Shoff made a MOTION to approve the 2026 BOAC elections as the same as last year as: Doug Thorne (President), Bruce Shreiner (Vice President), Tom Shoff (Treasurer), & Maggie Marnocha (Secretary). Mrs. Marnocha SECONDED the 2026 elections. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the next item under New Business is the DNS Hotel Tango, LLC request letter for above ground fuel tank. Haji Tehrani, the owner of DNS Hotel Tango, LLC advised he is seeking preliminary approval to install a 2000 gallon above ground fuel tank at his corporate hangar. Mr. Tehrani advised this is for convenience for fueling his aircraft at any time and further explained he will follow all rules & regulations required. Mr. Tehrani also advised he will work with the airport and City legal on an agreement. Mr. Tehrani is asking the BOAC for tentative approval to green light the next steps in this process and thanked the board for their consideration. Andy advised there is further discussion he'd like to have and requests tentative approval from the BOAC. Mrs. Marnocha made a MOTION to tentatively approve this request based on further guidance from Andy at a future meeting. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the next item under New Business is the sponsor intent letter for non-primary entitlements (NPE's) for airport projects. Paul Shaffer with Butler, Fairman & Seufert (BF&S) advised this is an FAA requirement for the federal register so that the FAA can plan on how much money they need to spend. This letter lets them know that the Elkhart Airport intends to use their NPE's this year. Mrs. Marnocha made a MOTION to approve the sponsor intent letter for Elkhart Airport to use our NPE's for airport projects and authorizes the board president to sign the intent letter. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the next item under New Business is the AIP-40 invoice for BF&S for professional services fees for the 10-unit T-Hangar project in the amount of \$27,624.20. Mr. Shaffer advised this is for BF&S professional services fees for the 10-unit T-Hangar project. Mrs. Marnocha made a MOTION to approve the AIP-40 BF&S invoice for \$27,624.20 and for the board president to sign the letter of transmittal. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the last item under New Business is the BF&S professional services fees for the Runway 9/27 joint replacement project. Andy advised this invoice will be paid out of TIF for BF&S professional services fees for the Runway 9/27 joint replacement project. Andy further advised the runway 9/27 surface markings will be painted when the surface temperature rises to the appropriate level, likely in late spring 2026. Aeroplex TIF funds were carried over to FY 2026 to pay for costs associated with completing the project. Mrs. Marnocha made a MOTION to approve the TIF payment for the BF&S invoice in the amount of \$5,022.50. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Privilege of the Floor:

Mr. Shreiner opened comments. Brett Zierle, the owner of Indiana Flight Center, advised he would ask the BOAC to use caution regarding any request for new above ground fuel farms. Mr. Zierle shared a number of potential challenges associated with owning and operating an aviation fuel farm. He also shared with the board that too many privately owned fuel farms can have an adverse effect of the viability a fixed base operator (FBO). A strong and resilient FBO are vital to the success and growth of the airport.

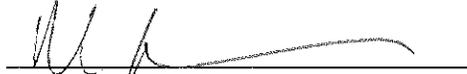
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Adjournment:

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

Next regular BOAC meeting is scheduled for Wednesday, January 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,



Maggie Marnocha, BOAC Secretary

01. 28. 26
Date

