

City of Elkhart  
Board of Aviation Commissioners Meeting  
November 26, 2025

The Board of Aviation Commissioners meeting was called to order by Commissioner Doug Thorne at 4:00 pm on Wednesday, November 26, 2025 at the Elkhart Municipal Airport Administration Building, 1211 CR 6 W, Elkhart, Indiana 46514. Present were: Andy Jones, Karen Shaw, Kevin Davis, Ryan Sherwood, Councilman Dwight Fish and Chief of Staff Megan Erwin. Paul Shaffer & Guelton Cubillo attended via Webex.

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

Approval of Agenda:

Mr. Shreiner made a MOTION to approve today's agenda. Mrs. Marnocha 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 October 29, 2025 meeting. Mrs. Marnocha 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 \$104,899.70. Mr. Shreiner SECONDED the motion. Mrs. Marnocha asked how often cold weather apparel is purchased. Andy advised per our union contractual obligation only once, at the inception of each Airfield Maintenance Techs employment. Andy further advised that this claim amount for apparel is higher than those previously approved by the board because we don't normally have more than one new employee onboarding at the same time. There being no further discussion, the motion to approve November 2025 claims PASSED unanimously.

Airport Manager's Report:

Andy advised that the new air traffic controller (ATC), Dillon Lewis has moved on to other opportunities. Andy advised the board that he is working with the ATC supervisor on new pre-interview prospect vetting process and a more detailed employment interview process. Andy advised we have hired 3 new airfield maintenance techs, two of which have already started, and the third just signed the offer letter. Andy would like to welcome Nathan Hickey and David Baker who both started last month. Patrick Weaver will be starting soon. Andy advised that he and Airfield Maintenance Supervisor Rick Johnson have started the training process with the new team members. Andy further advised that we are still awaiting parts for the Air Traffic Control Tower (ATCT) new installations from the lightning strikes damages. Andy advised our vendors are keeping us informed on scheduling and are hoping to be just a couple months out from installations and testing of new equipment. Andy advised we have completed year-end purchases for budgeting and will request encumbrances of several purchase orders for work to be completed in 2026 for several projects. Andy further advised we are also in the process of renewing our FCC license for tower radios. Lastly, Andy advised that, weather permitting, he would like to have our new snow broom, as well as one of our loaders with a snow blower in the annual Winterfest parade on December 13<sup>th</sup>. Andy advised that prior to participating in the event he will have confirmation that we have the proper insurance coverages for such a use.

City of Elkhart  
Board of Aviation Commissioners Meeting  
November 26, 2025

New Business:

Mr. Thorne advised the first item under New Business is the 2026 T-Hangar leaseholder agreement resolution. Andy advised this resolution allows him to sign new T-Hangar lease agreements without tenants having to wait for a BOAC meeting. In turn, the BOAC can ratify Andy's signature at the following board meeting. Andy requests the board approve this resolution and asked members of the BOAC to sign the resolution agreement. Mr. Dwight Fish asked if there are any plans to increase fees for T-Hangars. Andy advised that our hangars fees are at market rate. However, he will keep an eye out in the future if any such need arises. Mr. Shreiner made a MOTION to approve the 2026 T-Hangar leaseholder agreement resolution and for BOAC members to sign the agreement. 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 Airport Director's signature on the new T-Hangar 16 lease. Andy advised that new tenant Chris Phenis has an airworthy aircraft and would like to rent T-Hangar 16. 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 the new 10-unit T-Hangar lease rates. Andy advised the new 10-unit T-Hangar building is nearly complete and would like to ask the board's permission to set monthly lease rates. Andy further advised he would like to charge \$600.00/month for the 2 end units which are larger, and \$400.00 /month for the other 8 units. Mrs. Marnocha made a MOTION to approve lease rates of \$600.00 per month for T-Hangars 70 & 79, and \$400.00 per month for T-Hangars 71 to 78. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the ratification of the airport director's signatures on ERS Wireless scope of work forms for repairs at the control tower due to lightning strikes. Andy advised that the BOAC, City insurance and City legal department have approved the repairs to the ATCT and the scope of work forms for ERS Wireless needed signatures and Andy requests the BOAC to ratify his signatures. Mr. Shreiner made a MOTION to approve the ratification of the airport director's signature on the scope of work forms from ERS Wireless. Mrs. Marnocha SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the resolution authorizing airport director signatures for future quotes & proposals as it relates to the control tower lightning strikes from July 2025. Andy advised that so far, we've already received quotes from Michiana Contracting & ERS Wireless for repairs to the control tower, which should be everything needed for getting the tower back up and running normally. However, Andy advised that in the event something else may be needed, he requests approval to sign future quotes and/or proposals once they are approved by City Legal, and have the BOAC ratify these at the next meeting. Andy advised this will streamline the process and have a quicker turn-around. Andy requests the board approve this resolution and for members of the BOAC to sign the resolution. Mr. Shreiner made a MOTION to approve the resolution authorizing the airport director to sign future quotes & proposals as it relates to the control tower lightning strikes and for members of the BOAC to sign the resolution. Mrs. Marnocha SECONDED. There being no further discussion, the motion PASSED unanimously.

City of Elkhart  
Board of Aviation Commissioners Meeting  
November 26, 2025

Mr. Thorne advised the next item under New Business is ERS Wireless installation of new radios in airfield maintenance vehicles. Andy advised the airfield maintenance techs are experiencing challenges with transmitting and receiving radio communications with the ATCT. For safety reasons, Andy requests the board approve installation of new radios and antennas in Truck 11, Tractor 19 and the new Kubota ATV from ERS Wireless and for the board president to sign the quote. Andy advised the cost is \$5,933.46 and we have sufficient funds in the budget for these purchases. Mrs. Marnocha made a motion to approve the installation of radios in the airfield maintenance vehicles mentioned above and for the board president to sign the quote. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the release agreement with Greg Horein regarding gate damage. Andy advised that our new farmer, Greg Horein damaged the gate he uses to enter and exit the airfield with his farming equipment. The BOAC approved a compliance agreement earlier this year for Mr. Horein to pay for the gate damage repair/replacement using his own resources. The gate has been replaced and inspected to the satisfaction of airfield maintenance supervisor Rick Johnson; therefore, Andy requests the board approve the agreement releasing Mr. Horein of any further obligation in this matter and for the board president to sign the agreement. Mrs. Marnocha made a MOTION to approve the release agreement with Mr. Horein and for the board president to sign the agreement. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the Griffen Plumbing & Heating agreement for replacement of the heater at the south side maintenance building. Andy advised that it was found that there are extensive problems with the boiler at the south side maintenance building. These issues include multiple missing motor coils, unsatisfactory power to multiple switches, a blocked bleeder and oil leaking into the water exchange. Andy advised it didn't make sense to invest in repairs to a 40-plus-year-old boiler. Andy further advised that by having internal fund transfers approved a sufficient amount is now available to replace that entire system. Andy requests the board approve this agreement including the amount of \$29,652.00 and for the board president to sign this agreement. Mr. Shreiner made a MOTION to approve the Griffen agreement for replacement of the heater at the southside maintenance building and for the board president to sign this agreement. Mrs. Marnocha SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the Hangar 39, LLC 20-year land lease extension. Andy advised that he received a letter to the BOAC from Hangar 39 LLC's chief pilot Gueton Cubillo, requesting a 20-year land lease extension. Andy further advised Hangar 39, LLC are excellent tenants who have made numerous improvements to their hangar over the years. Andy advised Hangar 39, LLC currently has 10-years to go on their current lease and is recommending the BOAC approve the 20-year land lease extension (30 years total). Andy further advised City legal will draft the agreement. Once both parties agree on draft terms, the agreement will come back to the BOAC for action, hopefully at the BOAC meeting in December 2025. Mrs. Marnocha made a MOTION to approve Hangar 39, LLC's request for a 20-year land lease extension. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the quote from Tru-Kote Roofing for replacement of Hangar 33 roof. Andy advised that Hangar 33 is the old Talos hangar, which reverted to

City of Elkhart  
Board of Aviation Commissioners Meeting  
November 26, 2025

City ownership nearly 20 years ago. The current hangar tenant recently made Andy aware that the hangar roof has several significant leaks. After having the roof professionally inspected, it was found to be beyond repair. Andy advised we have the funds to have the roof replaced in the amount of \$11,720.00, in this year's budget. We will encumber that amount and proceed with having the roof replaced by Tru-Kote Roofing in the spring of 2026. Andy asked the board for approval to have Tru-Kote Roofing replace the Hangar 33 roof. Mrs. Marnocha made a MOTION to approve the quote from Tru-Kote Roofing for \$11,720.00. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the American Federation of State County & Municipal Employees (AFSCME) contract for 2026-2028. Chief of Staff Megan Erwin advised she was one of several staff involved in implementing the new AFSCME union contract. Mrs. Erwin advised that due to the tough position the Indiana Senate Enrolled Act 1 (SEA1) put on local governments, there will be no pay increases and this new contract will continue with 2025 pay rates. Mrs. Erwin also advised the other two major changes are two 15-minute paid breaks and an extra bereavement day for the loss of Aunts/Uncles/Nieces/Nephews. Andy further advised he requests the BOAC's approval of the 2026-2028 AFSCME contract and for BOAC members to sign the contract. Mr. Shreiner made a MOTION to approve the 2026-2028 AFSCME contract and for BOAC members to sign the contract. Mrs. Marnocha SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the Runway 9/27 joint sealant project progress estimate invoice for Interstate Sealant & Concrete in the amount of \$359,793.00. Paul Shaffer with Butler, Fairman, & Seufert (BF&S) advised this is for work to date for the Runway 9/27 joint sealant project by Interstate Sealant & Concrete. Mr. Shaffer advised the remainder of the work for painting must be done in temperatures above 50 degrees Fahrenheit, so this portion will be scheduled sometime in spring 2026. Andy advised this project will be paid out of TIF funds, and the remainder needed will be encumbered into 2026. Mrs. Marnocha made a MOTION to approve the Runway 9/27 joint sealant invoice to Interstate Sealant & Concrete in the amount of \$359,793.00 to be paid out of TIF funds 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 progress estimate invoice for the 10-unit T-Hangar project for New Tech Corporation in the amount of \$190,475.00. Mr. Shaffer advised this project should be completed by December, and this invoice is for work completed so far. Andy advised this will be a split payment, with \$59,000.00 coming out of remaining funds from AIP-41 and \$131,475.00 coming from TIF. Mr. Shreiner made a MOTION to approve the invoice to New Tech Corporation in the amount of \$190,475.00 and for the board president to sign the letter of transmittal. Mrs. Marnocha SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is AIP-40 partial pay request for FAA reimbursement to EKM in the amount of \$6,035.00. Mr. Shaffer advised this is a reimbursement to EKM for the 10-unit T-Hangar project. Mr. Shreiner made a MOTION to approve AIP-40 FAA reimbursement to EKM in the amount of \$6,035.00 and for the board president to sign the letter of transmittal. Mrs. Marnocha SECONDED. There being no further discussion, the motion PASSED unanimously.

City of Elkhart  
Board of Aviation Commissioners Meeting  
November 26, 2025

Mr. Thorne advised the next item under New Business is AIP-41 partial pay request for FAA reimbursement to EKM in the amount of \$59,000.00. Mr. Shaffer advised this is a reimbursement to EKM for the 10-unit T-Hangar project. Mr. Shreiner made a MOTION to approve AIP-41 FAA reimbursement to EKM in the amount of \$59,000.00 and for the board president to sign the letter of transmittal. Mrs. Marnocha SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is FY26 grant pre-application approval for land acquisition for Runway 27 approach protection. Mr. Shaffer advised this is the pre-application to give the FAA the plan on what we'd like to do regarding the Runway 27 approach easement air rights. Mr. Shaffer further advised there are no land purchases at this time, and he will be having a meeting soon with Andy, Megan Erwin and Kevin Davis to discuss the scope of this project. Mr. Shaffer advised for now; he requests the board approve FY26 FAA grant pre-application and for the board president to sign the application. Mr. Shreiner made a MOTION to approve the FY26 grant pre-application for land acquisition for Runway 27 and for the board president to sign all the related forms. Mrs. Marnocha SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the last item under New Business is FY26 FAA IIJA grant application approval for the final phase of the 10-unit T-Hangar project. Mr. Shaffer advised this is the continuation of the 10-unit T-Hangar project, which will move into AIP-43, and asks the board to approve the grant application and for the board president to sign all forms. Mr. Shreiner made a MOTION to approve the FY26 IIJA grant application for the final phase of the 10-unit T-Hangar project and for the board president to sign all related forms. Mrs. Marnocha SECONDED. There being no further discussion, the motion PASSED unanimously.

Privilege of the Floor:

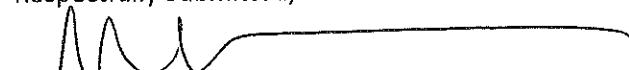
Mr. Thorne opened comments.

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, December 31, 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

12.31.25

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Date

