

City of Elkhart
Board of Aviation Commissioners Meeting
May 27, 2026

The Board of Aviation Commissioners meeting was called to order by Commissioner Tom Shoff at 4:00 pm on Wednesday, May 27, 2026, at the Elkhart Municipal Airport Administration Building, 1211 CR 6 W, Elkhart, Indiana 46514. Present were Andy Jones, Karen Shaw, Kevin Davis, Ryan Sherwood, Paul Shaffer & Brayden Book.

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

Approval of Agenda:

Mr. Shreiner made a MOTION to approve today's agenda. Mr. Thorne SECONDED. There being no further discussion, the motion to approve today's agenda PASSED unanimously.

Approval of Amended Agenda:

Mr. Thorne made a MOTION to approve today's amended agenda to include the Air Traffic Control Tower (ACTC) application for FAA contract tower memorandum of understanding (MOU). Mr. Shreiner SECONDED. There being no further discussion, the motion to approve today's amended agenda PASSED unanimously.

Approval of Minutes:

Mr. Thorne made a MOTION to approve the minutes of the April 29, 2026 meeting. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Approval of Claims:

Mr. Shreiner made a MOTION to approve claims as submitted for \$311,154.70. Mr. Thorne SECONDED. There being no further discussion, the motion to approve April 2026 claims PASSED unanimously.

Airport Manager's Report:

Andy advised that he and Karen are continuing to work on the 2027 Aviation Department budget, as it is due on June 12. Andy advised 3 of our maintenance staff are about halfway finished with their CDL training and have passed the written portions at this time. The southside maintenance building overhead garage doors, tracks, and entry door project is 80% complete. We expect 4-T Door will complete the task next week. Five of the ten new 70 series T-Hangars are now leased. The Runway 18/36 pavement project continues, with NOTAMS being issued as updates are needed. Several city departments continue to struggle with hiring part-time employees. The city Cemetery Department is one of them. In preparation for the Memorial Day Holiday weekend, our airfield maintenance techs are assisting the Cemetery Department again this year with mowing & trimming in Grace Lawn Cemetery.

New Business:

Mr. Shoff advised the first item under New Business is the T-Hangar 26 new lease ratification. Andy advised that Roger Cook will be leasing T-Hangar 26 starting May 1, 2026. Mr. Cook's aircraft is a single engine, Piper PA-28. 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. Mr. Shreiner made a MOTION to ratify Andy's signature on the new T-Hangar 26 lease and for the board vice-president to sign the document. Mr. Thorne SECONDED. There being no further discussion, the motion PASSED unanimously.

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Mr. Shoff advised the next item under New Business is the T-Hangar 70 new lease ratification. Andy advised we have a tenant, Farhang Makvandi, currently leasing T-Hangar 60, which is several hundred sq. ft. smaller than T-Hangar 70. Beginning June 1, 2026, Mr. Makvandi's would like to move his Schweizer helicopter to the new T-Hangar. Andy advised he has signed the lease per the 2026 Leaseholder Resolution. Mr. Shreiner made a MOTION to ratify Andy's signature on the new T-Hangar 70 lease and for the board vice-president to sign the document. Mr. Thorne SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shoff advised the next item under New Business is the T-Hangar 74 new lease ratification. Andy advised we have a current tenant, Dean Loucks, would like to upgrade from T-Hangar 71 to T-Hangar 74 starting June 1, 2026. T-Hangar 74 is approximately 700 sq. ft. larger. Mr. Loucks' aircraft is an Enstrom helicopter. Andy advised he has signed the lease per the 2026 Leaseholder Resolution. Mr. Thorne made MOTION to ratify Andy's signature on the new T-Hangar 74 lease and for the board vice-president to sign the document. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shoff advised the next item under New Business is the Griffen Plumbing & Heating HVAC maintenance plan for the new season. Andy advised that he would like to renew the HVAC maintenance plan with Griffen for the fall of 2026 & spring of 2027. This plan covers the heating and cooling systems in the Administration Building, Northside Maintenance Building & the Air Traffic Control Tower, for a total investment of \$3,822.00. Andy advised this fee is almost \$600 less than last year due to most of the equipment being new. Andy requests the board approve the maintenance plan & to authorize the board vice-president to sign the agreement, which has been approved by the City legal department. Mr. Shreiner made a MOTION to approve the Griffen maintenance plan for the new season in the amount of \$3,822.00 & to authorize the board vice-president to sign the agreement. Mr. Thorne SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shoff advised the next item under New Business is the language addition to the T-Hangar leases. Andy advised he would like to add language to the T-Hangar leases under section 4, item r. Currently, this item is written as "Lessee shall obey & comply with Lessor minimum standards and any modifications made to them". Andy requests the board approve the item to be changed to "Lessee shall obey & comply with Lessor minimum standards, rules, regulations, and any modifications made to them". Andy advised that the minimum standards apply only to those operating a business on airport property. However, all tenants must follow the established rules and regulations including month-to-month T-Hangar leases. Andy asked the board to approve this new language for all T-Hangar leases. Mr. Thorne made a MOTION to approve the new language in all T-Hangar leases. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

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Mr. Shoff advised the next item under New Business is the rates & charges increase for T-Hangars, office building rents & fuel flowage fees. Andy advised that he is proposing \$25 per month rent increases for all city owned T-Hangars and offices, excluding the new 70 series T-Hangars. Andy advised that in keeping with current market rates higher rents are justifiable. He added that there has not been a T-hangar or office rent increase since January 2021. In addition, Andy would like to increase the fuel flowage fees for the FBO (Indiana Flight Center) from \$0.07 per gallon to \$0.09 per gallon; and for the corporate fuel farms from \$0.15 per gallon to \$0.20 per gallon. Andy asked the board to approve these increases, which he would like to take effect starting August 1, 2026. Mr. Shreiner made a MOTION to approve the rents & fuel flowage fee increases. Mr. Thorne SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shoff advised the next item under New Business is the ATCT application for the FAA contract tower mutual agreement of understanding (MOU). Andy advised he would like to start the application process for inclusion of the Elkhart Municipal Airport's Air Traffic Control Tower (ACT) into the FAA Contract Tower (FCT) Program. The FCT Program provides safe, efficient & cost-effective ATC services at approximately 50% of the ATC airports throughout the United States. To start the process, the FAA requires an MOU. The MOU outlines expectations for both the FAA and sponsor airport (EKM) during the application process and requires signatures from both parties prior to continuing with the application process. Andy further advised there could be a significant financial benefit to the City. There is also a benefit to the public as this would alleviate the current staffing challenges at EKM. A question was asked about the process. Andy advised it starts with the signing of this MOU which allows the application to proceed with next steps. The MOU opens the door to calculating a cost/benefit analysis completed by the FAA. If found to be mutually beneficial to both EKM and the FAA we move on to the next step. Ultimately, we hope the figures prove that it makes financial sense to have a third-party contract tower company replace city employee ATC. The contract tower company may then apply for FAA grant funds and be reimbursed. The City legal dept. has reviewed the MOU. Andy advised this is still early in the process and he will have further information at upcoming board meetings. Andy asked the board to approve starting the application process and to authorize the board vice-president to sign the MOU. Mr. Thorne made a MOTION to approve starting this process and for the board vice-president to sign the MOU. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shoff advised the next item under New Business is the AIP-42, Runway 18/36 Pavement project, Butler, Fairman & Seufert (BF&S) invoice for \$10,214.93. Paul Shaffer with BF&S advised this is for professional services inspection fees for the Runway 18/36 pavement project and requests the board's approval to pay this invoice and for the board vice-president to sign the document. Mr. Shreiner made a MOTION to approve payment of the BF&S invoice in the amount of \$10,214.93 for AIP-42, Runway 18/36 pavement project and for the board vice-president to sign the document. Mr. Thorne SECONDED. There being no further discussion, the motion PASSED unanimously.

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Mr. Shoff advised the last item under New Business is the AIP-42, Runway 18/36 Pavement project, FAA reimbursement to EKM for the Independent Fee Evaluation (IFE) for \$3,500.00. Mr. Shaffer advised this reimbursement is for payment the airport made to Foth Engineering in May 2025 for the IFE study that was required by the FAA to qualify for the AIP-42 Runway 18/36 pavement project grant. Mr. Shaffer requests the board approve this reimbursement and for the board vice-president to sign the document. Mr. Shreiner made a MOTION to approve the FAA reimbursement to EKM for the IFE in the amount of \$3,500.00 and for the board vice-president to sign the document. Mr. Thorne SECONDED. There being no further discussion, the motion PASSED unanimously.

Privilege of the Floor:


Mr. Shoff opened comments. Mr. Shaffer gave an update on the Runway 18/36 pavement project and advised there are some delays as there is much more crack sealing to be done than originally thought, so the project is behind by a week or two. Mr. Shaffer also advised they have overrun the joint sealant 15% amendment amount and have had to tap into half of the \$300,000 amendment budget. Mr. Shaffer still anticipates staying within this project budget. Mr. Shaffer advised the next step after this is leveling and strip testing. Mr. Shaffer also introduced BF&S intern Brayden Book who has been helping with inspection work for this project.

Adjournment:

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

Next regular BOAC meeting is scheduled for Wednesday, June 24, 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

06.24.27
Date