



BOARD OF AVIATION COMMISSIONERS
Wednesday, January 28, 2026
Elkhart Municipal Airport, First Floor
Administration Building
1211 CR 6 West
Elkhart, IN 46514

Meeting AGENDA

1. ROLL CALL

Rod Roberson
Mayor

Andy Jones
Airport Director

Elkhart Municipal Airport
1211 CR 6 W
Elkhart, Indiana 46514

Maintenance:
574.361.2123

Administration Office:
574.264.5217

BOAC Members

Appointed by Mayor Rod
Roberson:

Doug Thorne, President, Term
01.01.26 to 12.31.29

Bruce Shrelner, V.P., Term
07.24.25 to 12.31.27

Tom Shoff, Treasurer, Term
07.14.25 to 12.31.28

Maggie Marnocha, Secretary,
Term 01.01.25 to 12.31.26

2. APPROVAL OF AGENDA

3. Approval of Minutes: December 31, 2025

4. Approval of Claims:

5. Airport Manager's Report:

6. New Business:

a. 70 series T-Hangars AEP connection agreement.

b. Air Traffic Control Tower (ATCT) liability insurance renewal.

c. Grounding audit & installation for ATCT quote from ERS Wireless.

d. AIP-41 pay request for INDOT reimbursement to EKM, \$6,656.33.

e. New Tech invoice for new 70 series T-Hangars, \$466,375.01.

7. Privilege of the Floor

8. Adjournment

9. NEXT REGULAR BOAC MEETING 02/25/26 4:00 p.m.

**Public Meeting of the Board of Aviation Commissioners:
WEDNESDAY, January 28, 2026 at 4:00pm**

**As always, the public is welcome to attend in-person. Location is:
Elkhart Municipal Airport
1211 CR 6W, Elkhart, IN 46514
1st floor Administration building**

**For virtual attendance, to view AND participate* in the meeting
Please visit:**

**<https://signin.webex.com/join>
Join by meeting number: 2314 309 9308
Meeting password: JanBOAC2026**

***In order to participate virtually, you must have your camera on and name displayed.**

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.

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

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

BOARD OF AVIATION COMMISSION

CLAIM AND ALLOWANCE DOCKET

I HEREBY CERTIFY THAT EACH OF THE ABOVE LISTED VOUCHERS AND INVOICES OR BILLS ATTACHED THERETO ARE TRUE AND CORRECT AND I HAVE AUDITED SAME IN ACCORDANCE WITH IC 5-11-10-1.6. I ALSO HEREBY CERTIFY THAT THESE VOUCHERS AND INVOICES REPRESENT GOODS AND/OR SERVICES THAT ARE FOR THE BENEFIT OF THE CITY OF ELKHART AND THAT APPROPRIATIONS FOR THESE EXPENDITURES HAVE BEEN DULY MADE OR OTHERWISE AUTHORIZED BY THE CITY COUNCIL AND OTHER APPROPRIATE AUTHORITY.

January 23, 2026 Kristie Wendorf
KRISTIE WENDORF - CITY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF \$480,308.13 AS LISTED ON THE REGISTER ATTACHED HERETO CONSISTING OF 5 PAGES, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 28TH DAY OF JANUARY 2026 BY:

PRESIDENT

Absent
DOUG THORNE

VICE PRESIDENT

Bruce Shreiner
BRUCE SHREINER

SECRETARY

Maggie Marnocha
MAGGIE MARNOCHA

TREASURER

Tom Shoff - Webex (KS)
TOM SHOFF

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE



City of Elkhart

City of Elkhart

Expense Approval Report By Fund

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2206 - AVIATION					
ExpObject: 4210500 - Office Supplies					
AMAZON CAPITAL SERVICES I	1N6T-YNVG-F69J	01/28/2026	Office supplies	2206-5-201-4210500	41.54
AMAZON CAPITAL SERVICES I	11T4-1TWY-3HQT	01/28/2026	2026 desk calendar	2206-5-201-4210500	14.58
ExpObject 4210500 - Office Supplies Total:					56.12
ExpObject: 4220150 - Operating Supplies					
BLUEGLOBES, LLC	EKM-65648	01/28/2026	Runway light bulbs	2206-5-201-4220150	683.51
AMAZON CAPITAL SERVICES I	1MMQ-47FY-HHRR	01/28/2026	Op supplies (taxlway lighting)	2206-5-201-4220150	105.15
Menard, INC	93570	01/28/2026	Op supplies for airfield	2206-5-201-4220150	101.98
ExpObject 4220150 - Operating Supplies Total:					890.64
ExpObject: 4220210 - Gasoline					
Yoder Oil Company Inc	INV-001015428	01/28/2026	Fuel for maintenance vehicles	2206-5-201-4220210	1,347.76
ExpObject 4220210 - Gasoline Total:					1,347.76
ExpObject: 4220311 - Clothing & Outerwear					
Michiana Outdoor LLC	#134017	01/28/2026	Balk boot allowance	2206-5-201-4220311	200.00
Michiana Outdoor LLC	#134019	01/28/2026	Hickey boot allowance	2206-5-201-4220311	200.00
Michiana Outdoor LLC	#134055	01/28/2026	Baker boots/footwear	2206-5-201-4220311	190.72
Michiana Outdoor LLC	134073	01/28/2026	Johnson footwear	2206-5-201-4220311	191.64
ExpObject 4220311 - Clothing & Outerwear Total:					782.36
ExpObject: 4230110 - Building Materials					
Menard, INC	93231	01/28/2026	Bldg materials	2206-5-201-4230110	9.27
Menard, INC	93263	01/28/2026	Bldg materials	2206-5-201-4230110	11.88
ExpObject 4230110 - Building Materials Total:					21.15
ExpObject: 4310400 - Professional Services					
SHOFF SECURITY SERVICES, I	160036	01/28/2026	Prof svc fee for guard respons	2206-5-201-4310400	45.00
ExpObject 4310400 - Professional Services Total:					45.00
ExpObject: 4360100 - Repairs & Maintenance					
Michiana Contracting, Inc.	7957	01/28/2026	Service of runway lighting	2206-5-201-4360100	3,249.96
ExpObject 4360100 - Repairs & Maintenance Total:					3,249.96
ExpObject: 4360200 - Repairs & Maintenance - Equip					
Consolidated Electrical Distrib	1970-1057655	01/28/2026	Equipment repair	2206-5-201-4360200	37.20
Consolidated Electrical Distrib	1970-1057708	01/28/2026	Equip repair	2206-5-201-4360200	31.31
ExpObject 4360200 - Repairs & Maintenance - Equip Total:					68.51
ExpObject: 4360400 - Maintenance Contracts					
Hawkins Water Tech, Inc.	1070940	01/28/2026	Cooler Rent contract	2206-5-201-4360400	12.50
Cintas Corp.	4254660619	01/28/2026	Uniform contract	2206-5-201-4360400	29.63
Ricoh USA, Inc	5072546068	01/28/2026	Dec 2025 copies	2206-5-201-4360400	8.32
MARITIME INFORMATION SYS	6884	01/28/2026	January-December 2026 ATC t	2206-5-201-4360400	810.00
CINTAS CORP #2 - FIRST AID &	9353423933	01/28/2026	Airport eyewash service cont	2206-5-201-4360400	99.18
Hawkins Water Tech, Inc.	40373TP	01/28/2026	Water delivery contract for m	2206-5-201-4360400	23.70
SHOFF SECURITY SERVICES, I	159986	01/28/2026	Alarm monitoring tower Jan/F	2206-5-201-4360400	208.50
Cintas Corp.	4255353398	01/28/2026	Uniform cleaning contract	2206-5-201-4360400	29.63
Cintas Corp.	4254080801	01/28/2026	Uniform cleaning contract	2206-5-201-4360400	29.63
Cintas Corp.	4256830710	01/28/2026	Uniform cleaning contract	2206-5-201-4360400	29.63
CINTAS CORP #2 - FIRST AID &	5313823907	01/28/2026	1st aid kit refill contract	2206-5-201-4360400	12.75
ExpObject 4360400 - Maintenance Contracts Total:					1,293.47
ExpObject: 4390300 - Subscriptions					
AVIATION ASSOCIATION OF IN	4367	01/28/2026	2026 Avlation Indiana Annual	2206-5-201-4390300	485.00
ExpObject 4390300 - Subscriptions Total:					485.00
Fund 2206 - AVIATION Total:					8,239.97

Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 4500 - AVIATION FEDERAL					
ExpObject: 4390900 - Other Services & Charges					
NEW TECH CORP	INV0013045	01/28/2026	10-unit T-Hgr project	4500-5-210-4390900	466,375.01
ExpObject 4390900 - Other Services & Charges Total:					<u>466,375.01</u>
Fund 4500 - AVIATION FEDERAL Total:					<u>466,375.01</u>
Fund: 7739 - LIABILITY INSURANCE TRUST					
ExpObject: 4340500 - Nonfunded Deductible Expense					
Michiana Contracting, Inc.	7960	01/28/2026	Items for repairs to Air Traffic	7739-5-000-4340500	1,470.00
ExpObject 4340500 - Nonfunded Deductible Expense Total:					<u>1,470.00</u>
Fund 7739 - LIABILITY INSURANCE TRUST Total:					<u>1,470.00</u>
Grand Total:					<u><u>476,084.98</u></u>

Fund Summary

Fund	Expense Amount
2206 - AVIATION	8,239.97
4500 - AVIATION FEDERAL	466,375.01
7739 - LIABILITY INSURANCE TRUST	1,470.00
Grand Total:	476,084.98

Account Summary

Account Number	Account Name	Expense Amount
2206-5-201-4210500	Office Supplies	56.12
2206-5-201-4220150	Operating Supplies	890.64
2206-5-201-4220210	Gasoline	1,347.76
2206-5-201-4220311	Clothing & Outerwear	782.36
2206-5-201-4230110	Building Materials	21.15
2206-5-201-4310400	Professional Services	45.00
2206-5-201-4360100	Repairs & Maint - Bldg	3,249.96
2206-5-201-4360200	Repairs To Equipment	68.51
2206-5-201-4360400	Maintenance Contract	1,293.47
2206-5-201-4390300	Subscriptions	485.00
4500-5-210-4390900	Other Services & Charge	466,375.01
7739-5-000-4340500	Nonfunded Deductible E	1,470.00
Grand Total:	476,084.98	

Project Account Summary

Project Account Key	Expense Amount
None	476,084.98
Grand Total:	476,084.98



City of Elkhart

City of Elkhart

Expense Approval Report By Fund

Payment Dates 12/29/2025 - 1/22/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2206 - AVIATION					
ExpObject: 4320400 - Telephone & Communication					
AT&T MOBILITY II LLC	287360643281X12192025	01/09/2026	287360643281	2206-5-201-4320400	156.26
Comcast Cable	INV0012616	01/09/2026	8771402050907961 1211 C	2206-5-201-4320400	216.01
ExpObject 4320400 - Telephone & Communication Total:					372.27
ExpObject: 4350200 - Natural Gas					
Northern Indiana Public Servi	INV0012692	01/16/2026	6440000093 1211 CR 6W	2206-5-201-4350200	1,914.23
Northern Indiana Public Servi	INV0012693	01/16/2026	7375580016 1321 CR 6W	2206-5-201-4350200	1,781.91
ExpObject 4350200 - Natural Gas Total:					3,696.14
ExpObject: 4350400 - Water & Sewer					
ELKHART PUBLIC UTILITIES	INV0012694	01/16/2026	1203335800 1205 CR 6W 2B	2206-5-201-4350400	14.35
ELKHART PUBLIC UTILITIES	INV0012695	01/16/2026	1203336003 1211 CR 6W	2206-5-201-4350400	70.87
ELKHART PUBLIC UTILITIES	INV0012696	01/16/2026	1203335600 1139 CR 6W	2206-5-201-4350400	69.52
ExpObject 4350400 - Water & Sewer Total:					154.74
Fund 2206 - AVIATION Total:					4,223.15
Grand Total:					4,223.15

Report Summary

Fund Summary

Fund	Payment Amount
2206 - AVIATION	4,223.15
Grand Total:	4,223.15

Account Summary

Account Number	Account Name	Payment Amount
2206-5-201-4320400	Telephone & Communic	372.27
2206-5-201-4350200	Natural Gas	3,696.14
2206-5-201-4350400	Water & Sewer	154.74
Grand Total:		4,223.15

Project Account Summary

Project Account Key	Payment Amount
None	4,223.15
Grand Total:	4,223.15



City of Elkhart, Indiana
the city with a heart.

MEMORANDUM

DATE: 01/28/26
TO: The Board of Aviation Commissioners
FROM: Andy Jones, Airport Director
RE: 70 series new hangar electrical connection agreement

Please approve the electrical connection agreement with AEP for the new 70 series hangars (10-unit T-Hangar project). This agreement has no costs associated with it and has been approved by the City legal department. Please also ratify the board president's signature on this agreement.

Please approve the AEP electrical connection agreement for the new 70 series hangars and please also ratify the board president's signature on this agreement, which has been approved by the City legal department.

Thank you,

Andy Jones
Airport Director

Approved as to form and legality

Date 01.28.26
Approved by City of Elkhart
Board of Aviation Commissioners

Indiana Michigan Power Company - IN

**Contribution-In-Aid-Of-Construction Agreement
For Electric Distribution Service**

Contract #: DMS00000642168 Work Request #: 91169120
 Customer Name: BENDARE MUNICIPAL AIRPORT
 Service Address: 2042 AIRPORT DR
 ELKHART, IN

Date: 1/5/2026
 Tariff: GS-sec

Project Description: The Customer has requested the installation of electric distribution facilities (hereinafter referred to as "Basic Service") as follows: install underground facilities for new service

Indiana Michigan Power Company - IN (hereinafter referred to as "Company") agrees to pullthrough underground triplex wire through customer installed conduit

Customer agrees to provide, install, and receive inspection of AEP approved meter socket at pre-determined location. Provide, and install conduit to AEP specification along the pre-determined path. Full payment required prior to construction. Payment equals customer agreement to terms of O&M.

1. **Customer Revenue Credit** - Customer hereby agrees that the following electrical load and/or housing units will be installed A) within three (3) months from completion of extension unless stated otherwise in the comments above; or B) within six (6) years from completion of extension if customer is developing a subdivision or manufactured housing park.

RESIDENTIAL				
NUMBER OF SUBDIVISION LOTS 0				
NUMBER OF LOTS USED TO DETERMINE REVENUE 0.00				
House Size	Base Load	Geothermal & ASHP (# units)	Resistance & ETS (# units)	AOHP (# units)
0				
0				
0				
COMMERCIAL / INDUSTRIAL				
Demand kW 16	Monthly kWh	500	Load Factor %	4

Based on the customer's preceding representation, the Company estimates the 2-1/2 year revenue to be \$1,230.05. Customer agrees to pay to the Company the potentially refundable amount of \$0.00, which is the difference between the Company's cost of installing the necessary facilities and the estimated revenue credit. In addition, the customer agrees to pay a non-refundable amount of \$0.00, for any work requested that exceeds what is required to provide adequate service. Total amount due including both the refundable and the non-refundable amount is \$0.00. Payment shall be made prior to the start of Company's construction of facilities.

2. **Recalculated Revenue** - If the customer has not installed or contracted for the installation of the electric equipment as stated in paragraph 1), then the Company shall recalculate the estimated revenue. If the recalculated revenue is less than the Company's cost of facilities, then the customer shall, within thirty (30) days of receiving an invoice from the Company, pay to Company as aid to construction, the difference between the estimated revenue and the Company's cost of the facilities. The fact that the customer may no longer be associated with or have a property interest in the project served under this Agreement does not release the customer from this obligation.

3. **Customer Refund** - If the customer made an aid to construction payment, then the customer shall, after the number of services used in the original revenue calculation has been installed, receive a refund for any additional permanent customers utilizing the same line extension within six (6) years from completion of the extension. Refunds will be made for each additional permanent customer equal to 2-1/2 times the estimated annual revenue, less the estimated cost of service drop or laterals and metering equipment required to serve the new permanent customer(s). The total of all refunds or allowances shall not exceed the total payment made by the customer. Refunds will be made once customer has notified the Company of any new customers that are added to this extension.

4. **Underground Service**

a. The customer shall provide, at no cost to the company, the necessary right of way for the underground electric service and shall make the right of way accessible to the company's equipment. The owner shall remove all obstacles, grade the right of way to within 4" of finished grade, and provide continuing access to the Company for expansion, operation, and maintenance of all electric service facilities. Seeding and restoration or replacement of all trees, shrubs, and landscaping, shall be the responsibility of the customer.

b. The Company may provide the necessary excavation, trenching and backfill and shall install the electrical conductors and related facilities. The customer may elect to do all trenching and backfill in order to reduce company charges for installing underground service. All trenching and backfill must be done in accordance with Company specifications.

c. Where abnormal site or soil conditions are found to exist after Contribution-In-Aid-Of Construction Agreement For Electric Distribution Service has been accepted, the customer shall pay those charges resulting from the abnormal conditions which are in excess of the original customer payment.

d. The customer hereby agrees to install an approved electric service entrance of sufficient capacity for present requirements of the building to be erected on the property. Service shall normally terminate on the building exterior at a location suitable to the Company. Service entrance capacity shall be as indicated on the Contribution-In-Aid-Of-Construction Agreement For Electric Distribution Service.

e. The customer shall coordinate the installation of underground electric facilities with other utilities and services to permit efficient completion of Company's work, unimpeded access to the installation site, and installation of underground facilities at proper depth to avoid accidental dig-ins or other installation problems.

f. Customer understands that in order for Company to perform the above described work, Company (and/or its contractor) may be required to excavate, dig, bore or bring large, heavy equipment onto the property. This presents a danger to hidden underground structures/facilities. It is the customer's responsibility to locate and/or expose all privately owned structures/facilities located within the proposed work area. The Company (and/or its contractor) will not assume responsibility for damage to water lines, drain tiles, septic systems, etc., that have not been properly identified and/or exposed by the customer.

Customer understands that all facilities installed by the Company will be and remain property of the Company. The Company expressly retains the right to use said lines and equipment for any purpose which Company deems advisable, including the distribution of electric service to other customers.

Other utilities may have lines and/or equipment that utilize Company's pole or other facilities. Company is not responsible for the installation, relocation or removal of lines and/or equipment owned by other utilities at this location. Each utility is responsible for its own equipment and the time it takes to install, remove or relocate it. Any fees charged by other utilities are the responsibility of the customer, not the Company. The customer is responsible for contacting the other utilities and making arrangements with them for any work that must be done to facilitate this contract.

Nothing herein contained shall be construed as a waiver or relinquishment by Company or any right it has or may hereafter have to discontinue service for or on account of default in the payment of any bill owing or to become owing thereunder or for any reason or cause stated in the Company's Tariff.

It is agreed and understood that, if Customer alters the terms of this Agreement, it may be voided at the discretion of the Company.

It is further understood and agreed that should circumstances, on the part of either the Company or the customer, delay rendering service beyond 90 days after this Agreement is signed, the terms of this agreement may be renegotiated at the request of either party.

The quoted price and terms set forth in this Contribution-In-Aid-Of-Construction Agreement For Electric Distribution may be withdrawn if not accepted before 02/04/2026

Terms of this agreement begin upon Company's completion of the line extension

Binding Authority - The individual executing this Agreement hereby warrants to the Company that he or she has full authority to do so and has authority to bind the customer.

Customer agrees to accept above described terms and conditions and further agrees that the Company shall not be liable for any claim of loss, injury, or damage, caused by the installation of service to the customer or for work on behalf of customer under this Agreement except that which results from the negligence of the Company.

CUSTOMER USE:

Date:

Customer Name:

By:

Title:

01-06-26
Board of Aviation Comm.
[Signature]
Doug Thorne,
BOAC
President

COMPANY USE:

Date:

Print Name:

Accepted By:

Title:

Please send signed agreement to:
American Electric Power
I&M CIAC
PO Box 371883
Pittsburgh, PA 15250-7883

Company No: 170

Bill To:
BLK HART MUNICIPAL AIRPORT

Contract No: D09450000642160
Date: 1/5/2026

PRO FORMA

Invoice No:
Customer No:
Work Request #: 91109120

Description	Quantity	UOM	Unit Amt	Net Amount
Install underground facilities for new service	1.0	EA		

Amount Due: _____

80 Cost (K3)

Agreement Instructions:

Step 1: A signed agreement is required regardless of how payment will be made. Email your signed agreement to your AEP Representative.

Step 2: Once the agreement has been processed, your AEP Representative will provide you with an invoice (this may take 3-5 business days).

Step 3: Follow payment instructions on bottom of invoice or customer payment option handout provided by your AEP representative.



City of Elkhart, Indiana
the city with a heart

MEMORANDUM

DATE: 01/28/26
TO: Board of Aviation Commissioners
FROM: Andy Jones
RE: Air Traffic Control Tower Liability Insurance Renewal Acceptance

The Air Traffic Control Tower (ATCT) liability insurance is up for renewal in May 2026. Our broker, Community Insurance Partners (CIS) has advised that the renewal for the 2026 policy is the 2nd year of a 3-year policy. As long as there are no changes, the policy can be renewed with Old Republic at the same amount and same coverage as 2025 for \$28,846.00. CIS has been made aware of the damages to control tower equipment due to last year's lightning strikes, as well as the temporary staffing shortages in the tower. CIS has advised this does not change coverage terms. I ask the BOAC to approve the ATCT liability insurance coverage renewal with Old Republic from May 2026 to May 2027 with no increase in premiums. I also ask the BOAC to decide if they would like to decline the war & terrorism clauses, as has been done in previous years. Signatures for renewal paperwork will be presented in a future BOAC meeting after approval from the City legal department.

Please approve my request to renew the ATCT liability insurance for 2026 with Old Republic, with the same terms & cost as 2025. Please also decide if the BOAC would like to decline the war & terrorism clauses. Signatures for renewal paperwork will be presented in a future BOAC meeting after approval from the City legal department.

Thank you,

Andy Jones

Andy Jones

Approved as to form and legality

KD

Date 01.28.26

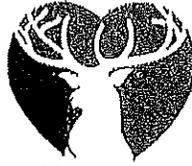
Approved by City of Elkhart
Board of Aviation Commissioners

Bruce P. Shreiner

MJ

Tom Shoff - Webex

(RS)



City of Elkhart, Indiana
the city with a heart.

MEMORANDUM

DATE: 01/28/26
TO: The Board of Aviation Commissioners
FROM: Andy Jones, Airport Director
RE: Request approval of Quote from ERS Wireless for grounding audit and hardware installation to the Air Traffic Control Tower due to lightning strikes on July 26, 2025, Pending legal oversight & approval

Please approve the quote in the amount of \$11,539.50 from ERS Wireless for a grounding audit and grounding hardware installation pending legal oversight & approval. This work needs to be done to protect the new equipment from extensive damages in case of a future lightning strike at the control tower. Please also authorize the board president to sign this quote once it is approved by City legal.

Please approve the quote from ERS Wireless in the amount of \$11,539.50 for a grounding audit & hardware installation at the Air Traffic Control Tower pending legal oversight and approval.

Thank you,
Andy Jones
Andy Jones
Airport Director

Date 01-28-26
Approved by City of Elkhart
Board of Aviation Commissioners
Bruce D. Shreiner
Tom Shoff - Webex (KS)

Approved as to form and legality

KD



ERS Wireless
 592 W. Perry Road
 PO Box 110
 Ligonier, IN, 46767
 Phone: 2608944145

Service Quote

Service Order No.: ERS0016038
 Status: Open
 Order Date: 1/6/2026
 Customer ID: 11199
 Sales Person: Kent Koseike
 Customer PO:

BILL TO:	APPOINTMENT ADDRESS:
Customer: 11199 - ELKHART MUNICIPAL AIRPORT Location: MAIN - Primary Location	1211 COUNTY ROAD 6 WEST ELKHART IN 46514

MAIN CUSTOMER CONTACT:	SERVICE ORDER DETAILS:	PROBLEM DETAILS:
Contact: ANDY JONES Email: karen.shaw@coel.org Phone: 5742645217	Workflow Stage ID: QUOTECOMPLETE Supervisor: Amy Smith Project: X - Non-Project Code.	Severity: Medium Priority: Medium Problem ID: INS
DESCRIPTION: GROUNDING AUDIT AND GROUNDING HARDWARE INSTALLATION		

SERVICES					
NO.	ITEM	TARGET EQ.	QTY.	PRICE	TRAN. AMOUNT
0001	LBR/SUB - MISSION 1 TO PERFORM GROUNDING AUDIT AT ELKHART MUNICIAP AIRPORT PER CUSTOMER REQUEST.		1.00	11149.50	11149.50
0002	TIER 2 - TECHNICIAN SERVICES - ERS TECH ON SITE TO FINALIZE AND CLEAN UP ALL ANTENNA AND LINE WORK AFTER GROUNDING UPGRADE AND TESTING		2.00	195.00	390.00

INVENTORY ITEMS						
NO.	ITEM	TARGET EQ.	WAREHS	QTY.	PRICE	TRAN. AMOUNT



ERS Wireless
 592 W. Perry Road
 PO Box 110
 Ligonier, IN, 46767
 Phone: 2608944145

Service Quote

Service Order No.: ERS0016038
 Status: Open
 Order Date: 1/6/2026
 Customer ID: 11199
 Sales Person: Kent Koselke
 Customer PO:

BILL TO:	APPOINTMENT ADDRESS:
Customer: 11199 - ELKHART MUNICIPAL AIRPORT Location: MAIN - Primary Location	1211 COUNTY ROAD 6 WEST ELKHART IN 46514

MAIN CUSTOMER CONTACT:	SERVICE ORDER DETAILS:	PROBLEM DETAILS:
Contact: ANDY JONES Email: karen.shaw@coel.org Phone: 5742645217	Workflow Stage ID: QUOTECOMplete Supervisor: Amy Smith Project: X - Non-Project Code.	Severity: Medium Priority: Medium Problem ID: INS

NOTE: *****QUOTE PROVIDED TO REPLACE LIGHTNING DAMAGE TO GROUNDING SYSTEM IN THE TOWER.*****

MATERIALS TO BE INCLUDED BY MISSION 1 AND SOW:
 GROUNDING AUDIT AND UPGRADE TO BE COMPLETED INCLUDING
 2 QTY 10' GROUND RODS
 80' 1/0 BASE COPPER WIRE
 GROUND BARS
 #2 GROUND WIRE
 2 HOLE LUGS AS NEEDED
 3 QTY ANTENNA GROUNDS

INSTALL GROUNDING MATERIALS AT THE CUSTOMER LOCATION. ONCE INSTALLED, TEST ALL GROUNDING.

PRIVATE UTILITY LOCATE TO BE PROVIDED BY CUSTOMER PRIOR TO SITE ARRIVAL.

Order Total : 11539.50
 Less Discount: 0.00
 Tax Total: 0.00
 Total : 11539.50

Customer Acceptance: By signing below, you are accepting the above proposal and agreeing to ERS Wireless Terms and Conditions: Email signed documents to orders@erswireless.com

Signature: Bruce P Shreiner Date: 01.28.26

Printed Name/Title: Doug Thorne, BOAC President / Bruce Shreiner, VP BOAC

PO# _____

Previous quotes on this equipment or project are hereby voided by this quote. All prices are subject to the addition of any applicable sales, use or similar taxes.

ERS Wireless TERMS & CONDITIONS

Terms. Terms of payment are subject at all times to the approval of Emergency Radio Service, LLC dba ERS Wireless hereinafter called ERS Wireless, credit department. Payment options: Cash with Order, Cash on Delivery or Net 30. Forms of payment include: Cash, Check, ACH, MasterCard, Visa or American Express.

Damage or Claim Loss. ERS Wireless responsibility for damage or loss in transit of goods purchased ceases upon delivery of the goods in good condition to the carrier and the buyer assumes all risk of damage and loss in transit. Claims for errors, deficiencies or imperfections shall not be considered unless made within ten (10) days after receipt of the goods against which the claim is made. All claims must be made in writing and must expressly refer to the appropriate bill of lading and factory order numbers. Any goods claimed defective shall be subject to inspection by ERS Wireless. Goods will not be taken back and repaired or replaced except by permission of ERS Wireless.

Cancellations. Orders placed with ERS Wireless may not be cancelled without the express written consent of ERS Wireless. Approved cancellations will be subject to; reimbursement of all ERS Wireless costs and associated with the order, including shipping, and restocking charges.

Product Changes. In the interest of continuous product improvement ERS Wireless or any Manufactures represented by ERS Wireless may fill orders with goods having improvements or changes that are not shown in ERS Wireless' price catalogs or printed matter.

Warranty. New equipment sold by ERS Wireless carries the Warranty of the manufacturer unless otherwise stated in the contract. These products must be properly installed, cared for, and operated under normal conditions, with competent supervision, and in accordance with the manufacturer's installation, operating and maintenance instructions.

ERS Wireless will not be responsible for performance deficiencies of the System caused by ancillary equipment, not furnished by ERS Wireless, attached to or used with the System provided hereunder. Additionally, ERS Wireless will not be responsible for System performance where the functionality is reduced for reasons beyond ERS Wireless' control including but not limited to i) the construction of a building that adversely affects the microwave path reliability or RF coverage; ii) the addition of additional frequencies at System sites that cause RF interference or intermodulation; iii) Customer changes to load usage and/or configuration outside the parameters originally specified; iv) any other act of parties who are beyond ERS Wireless' control, including Customer or its employees, contractors, consultants or agents.

Replacement parts purchased from ERS Wireless are warranted for a period of 90 days from the date of invoice against defects in material and workmanship. Parts furnished by ERS Wireless on a warranty basis are warranted only to the expiration date of the warranty of the product they are a part of.

This warranty supersedes and is in lieu of all other warranties express or implied, and no person, agent, or Representative is authorized to give any additional warranty on behalf of ERS Wireless or assume for ERS Wireless any other liability in connection with any supplied product.

No warranty is given in connection with used products and equipment, or products or equipment altered or rebuilt, without ERS Wireless' or the manufacturer's written approval, unless otherwise specified.

General Indemnity. ERS Wireless agrees to indemnify and hold Customer harmless from all liabilities which may accrue against Customer on account of direct physical damage to tangible property or personal injury to the extent the damage or injury is caused by ERS Wireless' negligence, the actions or negligent inactions of ERS Wireless, or that of its employees, subcontractors, or agents while on the Customer's premises during the delivery, installation, or testing of the Communications System pursuant to this Agreement.

ERS Wireless indemnification of Customer under this section will be the full extent of ERS Wireless' Indemnification of Customer from liabilities that are in any way related to ERS Wireless' performance under this Agreement.

ERS Liability. ERS Wireless will use its best efforts to fill all orders given and accepted but it shall not be responsible or liable for delays or defaults occasioned by strikes, fires, floods, differences with workmen, accidents, the exercise of governmental authority, inability to obtain, or shortage of, materials, fuel, labor, or transportation, for any reason, and all causes unavoidable or beyond ERS Wireless' control. ERS Wireless will not be responsible for any consequential damages arising from the installation or lack of performance of the equipment supplied on the face of this order.

Assignability. This Agreement may not be assigned by either party without the prior consent of the other party except that ERS Wireless may assign the Agreement to any of its affiliates or its right to receive payment without the prior consent of Customer. No assignment will release the assigning party from its obligations hereunder.

Title. Title of goods shipped by ERS Wireless will remain its property until full payment is received. ERS Wireless reserves the right to repossess all goods and remove without legal process, and that any payments which may have been made on account of same shall be retained by ERS Wireless as liquidated damages without prejudice to its right of recovery of further damage it may suffer from any cause.

Waiver. ERS Wireless' failure to object to the provisions contained in the customer's order or any other communications shall not be deemed a waiver of the terms or conditions hereof nor acceptance of such provisions. No representations or guarantees other than those contained herein shall be binding upon ERS Wireless unless in writing and signed by an authorized officer of ERS Wireless.

Taxes. Any taxes that may be imposed upon the sale of the goods covered by this agreement, whether by Federal, State or Local Government, shall be paid by the buyer in addition to the specified purchase price.

Proprietary Rights. All plans, specifications, drawings, and engineering data devised or designed by ERS Wireless shall remain the exclusive property of ERS Wireless and shall not be reproduced or altered excepting upon the written consent of authorized representatives of ERS Wireless.

Governing Law. This agreement shall be construed in accordance with the laws of and shall be deemed to have been executed in Ligonier, Indiana, Noble County.



City of Elkhart, Indiana
the city with a heart

MEMORANDUM

DATE: 01/28/26
TO: The Board of Aviation Commissioners
FROM: Andy Jones, Airport Director
RE: Approval of AIP-41 pay request for INDOT Reimbursement to EKM for 10-Unit T-Hangar Project, Phase 3

Please approve pay request for INDOT reimbursement to EKM for AIP-41 (phase 3) for the 10-unit T-Hangar project for a total amount of \$6,656.33. This will be processed in two separate payments from INDOT. One for \$5,181.33 and one for \$1,475.00, for a total amount of \$6,656.33. Please also authorize the board president to sign for these documents via the DocuSign email that will come to him from INDOT'S Blackcat software system.

Please approve pay request in the amount of \$6,656.33 for the 10-unit T-Hangar project for INDOT reimbursement to EKM, and give authorization for the board president to sign this document.

Thank you,

Andy Jones
Airport Director

Date 01-28-26
Approved by City of Elkhart
Board of Aviation Commissioners

Tom Shoff - Webex (KS)

Approved as to form and legality

AIP-41 (T-Hgr Phase 3)

-INDOT Reimb to EKH

Vendor: Elkhart Municipal Airport
1211 County Road 6 W
Elkhart, IN 46514

REQUEST OF STATE FUNDS
State Project

Payment No. 2

Eligible costs to date
% of State participation

\$266,253.00
x 0.025

State share 2.5%

= \$ 6,656.33

Previous Payment

- \$ 5,181.33

Total Due

= \$ 1,475.00

Payment Request History			
Request Number	Request Amount	Date Requested	Notes
1	\$5,181.33	1/28/2026	
2	\$1,475.00	1/28/2026	
Total	\$6,656.33		

Unused Balance PO Limit \$7,421.05 89.70%
\$764.72



City of Elkhart, Indiana
the city with a heart

MEMORANDUM

DATE: 01/28/26
TO: The Board of Aviation Commissioners
FROM: Andy Jones, Airport Director
RE: Approval of Progress Estimate #8 for payment to New Tech Construction

Please approve the contractor's progress estimate #8 for the 10-unit T-Hangar project payment to New Tech Construction in the amount of \$466,375.01. Please also give authorization for the BOAC president to sign the document.

Please approve Progress Estimate #8 in the amount of \$466,375.01 for the 10-unit T-Hangar project for payment to New Tech Construction and give authorization for the BOAC to sign this document.

Thank you,

Andy Jones

Andy Jones
Airport Director

Approved as to form and legality

K.V.

Date 01.28.26
Approved by City of Elkhart
Board of Aviation Commissioners
Bruce D. Shreves

Tom Shoff-Webber
(KS)

Invoice

New Tech Corporation
9896 W 300 N, Bldg C
Michigan City, IN 46360

Date
12/9/2025

Bill To:
City of Elkhart Board of Aviation Commissioners
Elkhart Municipal Airport
1211 County Road 6, Elkhart, IN 46514

Project: T-Hangar and Taxilane

DESCRIPTION	AMOUNT
Invoice No. 8 - Total	\$ 490,921.06
Invoice No. 8 - Retainage	\$ (24,546.05)
Total Due	\$ 466,375.01

CITY OF ELKHART BOARD OF AVIATION COMMISSIONERS **CONTRACTOR'S**
PROGRESS
ESTIMATE

NEW TECH CORPORATION

NUMBER: 8

PERIOD

FROM

10/01/2025

PROJECT:

TO

11/30/2025

ELKHART MUNICIPAL AIRPORT
BID PACKAGE 'A' TAXILANE; BID PACKAGE 'B' 10 UNIT T-HANGAR

ITEM SPEC.	DESCRIPTION	QUANTITIES		UNIT	UNIT PRICE	AMOUNT
		THIS ESTIMATE	TO DATE			
BID PACKAGE A - TAXILANE CONSTRUCTION						
General Site Work: Work Outside of Building Footprint						
S1	CE-95-2.1 Production Staking by Contractor		1.00	L.S.	7,500.00	\$7,500.00
S2	M-102-2.1 Maintenance of Traffic		1.00	L.S.	3,500.00	\$3,500.00
S3	C-100 Contractor Quality Control Program	0.50	1.00	L.S.	15,000.00	\$15,000.00
S4	C-105 Mobilization	0.95	1.00	L.S.	48,000.00	\$48,000.00
S5	C-102-5.1 Installation and Removal of Temporary Silt Fence		730.00	L.F.	5.00	\$3,650.00
S6	L-108 - 5.1 Trench, Duct Bank or Conduit		200.00	L.F.	30.00	\$6,000.00
S7	L-108 - 5.2 Installed in Trench or Plowed-In, Above the Duct Bank		185.00	L.F.	25.00	\$4,625.00
S8	L-110-5.1 Electrical Duct Bank, PVC, 2 BK 2"		130.00	L.F.	25.00	\$3,250.00
S9	L-110-5.2 Electrical Duct , PVC, 1 BK 3"		45.00	L.F.	33.00	\$1,485.00
S10	P-152-4.1 Unclassified Excavation (Waste disposed of on site)		3,996.00	C.Y	14.50	\$57,942.00
S11	INDOT 303 Compacted Aggregate, No. 53	225.00	1,300.00	C.Y	110.00	\$143,000.00
S12	P-403-8.2 Asphalt Base Course	890.00	890.00	TON	140.00	\$124,600.00
S13	P-403-8.1 Asphalt Surface Course	540.00	540.00	TON	170.00	\$91,800.00
S14	P-603-5.1 Emulsified Asphalt Tack Coat	470.00	470.00	Gal.	3.50	\$1,645.00
S15	P-605-5.1 Asphalt Joint Sealing	500.00	500.00	L.F.	6.00	\$3,000.00
S16	P-620-5.1 Pavement Marking, 6 in, Yellow, with Reflective Media			S.F.	15.00	\$0.00
S17	D-701-5.1 Pipe, Corrugated Aluminum, 12 inch		100.00	L.F.	95.00	\$9,500.00
S18	D-752-1.1 12 inch, Pipe End Section		2.00	Ea.	2,500.00	\$5,000.00
S19	F-162-5.2 20' Rolling Cantilever Gate (Black Vinyl Coated)			Ea.	30,000.00	\$0.00
S20	T-801-5.1 Seeding			KSF	180.00	\$0.00
Alternate 1 - Mill & Resurface Taxilane						
P1	C-105 Mobilization	1.00	1.00	L.S.	500.00	\$500.00
P2	P-101-5.1 Cold Milling, 1.5"	2,650.00	2,650.00	SYL	4.75	\$12,587.50
P3	P-403-8.1 Asphalt Surface Course, 1.5"	230.00	230.00	TON	165.00	\$37,950.00
P4	P-603 Emulsified Asphalt Tack Coat	320.00	320.00	Gal.	3.50	\$1,120.00
P5	P-620-5.1 Pavement Marking, 6 in, Yellow, with Reflective Media	390.00	390.00	S.F.	15.00	\$5,850.00
Alternate 2 - remove and Replace Hangar 39 Apron						
P6	C-105 Mobilization		1.00	L.S.	3,900.00	\$3,900.00
P7	P-101-5.2 Pavement Removal	1,150.00	1,150.00	SYL	3.14	\$3,611.00
P8	INDOT 303 Compacted Aggregate, No. 53	391.00	391.00	C.Y	86.66	\$33,884.06
P9	P-403-8.2 Asphalt Base Course	166.00	166.00	TON	140.00	\$23,240.00
P10	P-403-8.1 Asphalt Surface Course	100.00	100.00	TON	170.00	\$17,000.00
P11	P-603 Emulsified Asphalt Tack Coat	81.00	81.00	Gal.	3.50	\$283.50
BID PACKAGE B - T-HANGAR CONSTRUCTION						
Allow	Utility	Electrical Service from Road to Building		DOL	\$1.00	\$0.00
B1	10-Unit	Pre-Engineered Building with BI Fold Doors	1.00	L.S.	390,000.00	\$390,000.00
B2	10-Unit	foundations, building erection, and excavation for the	0.1000	L.S.	470,000.00	\$470,000.00
B3	10-Unit	sub panels, overhead lighting, outlets, door operators,	0.10	L.S.	90,000.00	\$81,000.00

CITY OF ELKHART BOARD OF AVIATION COMMISSIONERS **CONTRACTOR'S
PROGRESS
ESTIMATE**

NEW TECH CORPORATION

NUMBER: 8

PERIOD

FROM

10/01/2025

PROJECT:

TO

11/30/2025

**ELKHART MUNICIPAL AIRPORT
BID PACKAGE 'A' TAXILANE; BID PACKAGE 'B' 10 UNIT T-HANGAR**

The certified payrolls for the period covered by this est. have been submitted & reviewed.
The Contractor certifies that the wage rates contained therein are not less than the applicable wage rates in the Federal Davis-Bacon wage determination in the contract.

The undersigned Contractor certifies that to the best of the Contractor's knowledge the Work covered by this Payment is Complete in accordance with Contract Documents and all liens on Work from previous Payments have been cleared.

TOTAL	\$1,610,423.06
RETAINAGE	(\$80,521.15)
BALANCE	\$1,529,901.91
PREVIOUS PAY	\$1,063,526.90
AMOUNT DUE	\$466,375.01
RETAIN THIS ES	(\$24,546.05)

APPROVED
CONTRACTOR

Shane Osborne

Date: 12/9/2025

NEW TECH CORPORATION

The Engineer certifies that based on site observations and to the Engineer's best knowledge the Work has satisfactorily progressed in accordance with the contract, and the Contractor is entitled to payment of the amount certified by the Contractor.

APPROVED
ENGINEER

James A. Books
BUTLER, FAIRMAN, & SEUFERT, INC.

Date: 12/09/2025

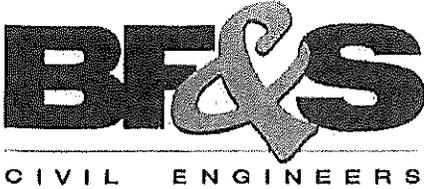
APPROVED
CITY OF ELKHART BOARD OF AVIATION COMMISSIONERS

Bruce S. Shreiner

Date: 01.28.26

Doug Thorne, BOAC President

Bruce Shreiner, VP BOAC



BUTLER, FAIRMAN & SEUFERT, INC.
 8450 Westfield Blvd., Suite 300
 Indianapolis, IN 46240-8302
 o.317 713-4615
 f.317 713-4616

LETTER OF TRANSMITTAL

To: _____ Date: _____ BF&S Job Number: _____

12/25/2025

729800.05

Elkhart Municipal Airport
 1211 County Road 6
 Elkhart, IN 46514

Regarding:

10 Unit T-Hangar

Transmitting Via Purpose

- Mail
- ERMS
- Carrier
- _____

- As Requested
- For Your Review and Comment
- For Your Information
- _____

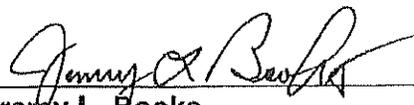
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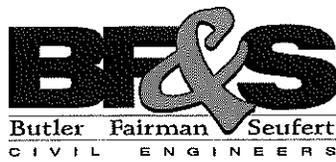
Estimate No. 8 Package

Remarks:

Copy: FILE



 Jeremy L. Books



**ELKHART MUNICIPAL AIRPORT
ENGINEER REPORT/AGENDA
December 31, 2025
4:00 p.m.**

ACTION ITEMS FOR BOAC MEETING

1. Motion to approve Contractor Progress Estimate Number 8 for New Tech Corporation in the amount of \$466,375.01 for the T-Hangar and Taxilane project.

ACTIVE GRANT SUMMARY

- AIP 3-18-0018-042 "Rehabilitate Runway 18/36, Construction" – Total \$2,031,304.21. FAA \$1,929,739.00, State \$50,782.00, Local \$50,783.00
- AIP 3-18-0018-041 "T-Hangar and Taxilanes" Phase 3 – Total \$296,842.11, FAA \$282,000, State \$7,421.05, Local \$7,421.05. Grant is now 70% Complete with a balance of \$89,589.11
- AIP 3-18-0018-040 "T-Hangar and Taxilanes Construction" Part 1 - Total \$848,666.67, FAA \$763,800, State \$42,433.00, Local \$42,434.00. This grant is 86.216% complete with a remaining balance of \$32,148.
- AIP 3-18-0018-039 "T-hangar/taxilane design" – Total \$130,223.00, FAA \$117,200, State \$6,511.00, Local \$6,512.00. This grant is 95.14% complete with a remaining balance of \$6,333.00
- AIP 3-18-0018-038 "TW D4 Standards; Runway 18-36 Pavement Rehab design" – Total \$166,667.00, FAA \$150,000, State \$8,333.00, Local \$8334.00. This grant is 77.10% complete with a remaining balance of \$38,170.09

BF&S PROJECT UPDATES

1. Runway 18-36 Pavement Rehabilitation
 - Milestone plans to start in the spring
 - A preconstruction conference will be scheduled for March.
2. T-hangar/Taxilane design project.
 - Waiting on AEP to connect the power. We expect the connection in the next week weather dependent.
 - Working to achieve substantial completion which is expected in February.
3. Runway 9-27 Joint Rehabilitation project
 - The joint sealing is complete.
 - The painting will be completed in the spring.
4. Land Acquisition for Runway 27 Approach Protection.
 - We are still waiting on fees from surveyors and appraisers to finalize the agreement and timeline. We hope to have this together for the February meeting.