



City of Elkhart  
Elkhart Municipal Airport

**BOARD OF AVIATION COMMISSIONERS**  
**Wednesday, December 31, 2025**  
**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  
01.01.23 to 12.31.25

Bruce Shreiner, 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: November 26, 2025
4. Approval of Claims:
5. Airport Manager's Report:
6. New Business:
  - a. BOAC elections.
  - b. Hangar 39 agreement.
  - c. DNS Hotel Tango LLC request letter for above ground fuel tank.
  - d. Sponsor intent for non-primary entitlements (NPE's) for airport projects.
  - e. AIP-40 invoice for Butler, Fairman and Seufert invoice for professional services fees for 10-unit T-Hangar project, \$27,624.20.
  - f. Butler, Fairman & Seufert (BF&S) professional service fees for Runway 9/27 joint replacement project, \$5,022.50.
7. Privilege of the Floor
8. Adjournment
9. **NEXT REGULAR BOAC MEETING 01/28/26 4:00 p.m.**



**Public Meeting of the Board of Aviation Commissioners:  
WEDNESDAY, December 31, 2025 at 4:00pm**

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

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

**<https://signin.webex.com/join>**

**Join by meeting number: 2304 162 1506**

**Meeting password: DecBOAC2025**

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



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 & Gueton 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.

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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

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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.

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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,

  
\_\_\_\_\_  
Maggie Marnocha, BOAC Secretary

12.31.25

\_\_\_\_\_  
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.

December 29, 2025 Kristie Wendorf  
KRISTIE WENDORF - CITY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$128,488.40** 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 31ST DAY OF DECEMBER 2025 BY:**

PRESIDENT

Attended via Webex (K)  
DOUG THORNE

VICE PRESIDENT

Bruce D. Shreiner  
BRUCE SHREINER

SECRETARY

  
MAGGIE MARNOCHA

TREASURER

Tom Shoff  
TOM SHOFF

**ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE**



# BOARD OF AVIATION COMMISSION

## CLAIM AND ALLOWANCE DOCKET

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December 29, 2025

Kristie Wendorf  
KRISTIE WENDORF - CITY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF \$128,488.40 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 31ST DAY OF DECEMBER 2025 BY:

PRESIDENT

DOUG THORNE

VICE PRESIDENT

BRUCE SHREINER

SECRETARY

MAGGIE MARNOCHA

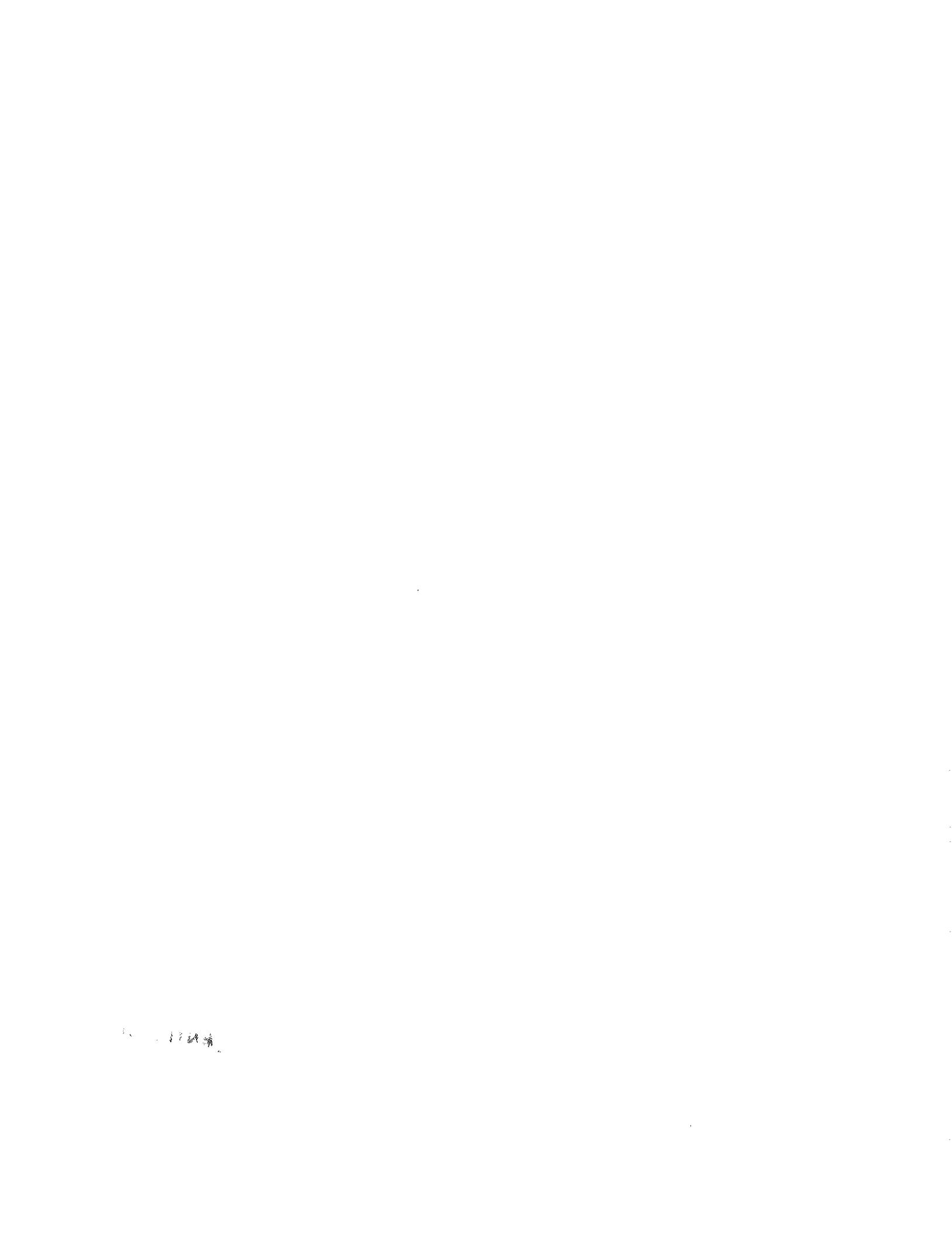
TREASURER

TOM SHOFF

ENTERED  
RECEIVED

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE

City of Elkhart  
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
<b>Fund: 2206 - AVIATION</b>					
<b>ExpObject: 4210500 - Office Supplies</b>					
AMAZON CAPITAL SERVICES I	1XH9-3QFG-4PFQ	12/31/2025	Office supplies	2206-5-201-4210500	129.85
AMAZON CAPITAL SERVICES I	1H1G-YQR4-YK93 - 1	12/31/2025	Label maker	2206-5-201-4210500	69.99
AMAZON CAPITAL SERVICES I	1H1G-YQR4-YK93 2	12/31/2025	Office desk for airport directo	2206-5-201-4210500	129.10
AMAZON CAPITAL SERVICES I	1H1G-YQR4-YK93 2	12/31/2025	Office desk for airport directo	2206-5-201-4210500	1,161.89
AMAZON CAPITAL SERVICES I	1JNR-L371-3DR4	12/31/2025	Office supplies	2206-5-201-4210500	124.01
<b>ExpObject 4210500 - Office Supplies Total:</b>					<b>1,614.84</b>
<b>ExpObject: 4220150 - Operating Supplies</b>					
Menard, INC	90033	12/31/2025	Op supp for pilot's lounge	2206-5-201-4220150	97.44
Menard, INC	90130-01	12/31/2025	Dishwasher for pilot's lounge	2206-5-201-4220150	399.00
HAWKINS WATER TECH, INC	1070064	12/31/2025	Cooler Rent	2206-5-201-4220150	12.50
AIRPORT WINDSOCK CORPOR	95342	12/31/2025	Windsocks for airfield	2206-5-201-4220150	268.17
HAWKINS WATER TECH, INC	34947TO	12/31/2025	Water deliveries for maint de	2206-5-201-4220150	23.70
Menard, INC	91078	12/31/2025	Operating supplies	2206-5-201-4220150	127.94
EMERGENCY RADIO SERVICE,	523601	12/31/2025	Radios for malnt vehicles	2206-5-201-4220150	5,933.46
Menard, INC	91218	12/31/2025	Multiple line items supplies	2206-5-201-4220150	98.74
Menard, INC	92126	12/31/2025	Op & household supplies	2206-5-201-4220150	29.98
<b>ExpObject 4220150 - Operating Supplies Total:</b>					<b>6,990.93</b>
<b>ExpObject: 4220170 - Paint</b>					
Menard, INC	92067	12/31/2025	Paint	2206-5-201-4220170	807.04
<b>ExpObject 4220170 - Paint Total:</b>					<b>807.04</b>
<b>ExpObject: 4220210 - Gasoline</b>					
Yoder Oil Company Inc	INV-965594	12/31/2025	Fuel for maint vehicles	2206-5-201-4220210	2,624.65
Franger Gas Company Inc	506222	12/31/2025	YARD LIFT TRK-CHARGE 54.00	2206-5-201-4220210	48.60
Yoder Oil Company Inc	INV-981766	12/31/2025	Fuel for maint vehicles	2206-5-201-4220210	2,214.86
<b>ExpObject 4220210 - Gasoline Total:</b>					<b>4,888.11</b>
<b>ExpObject: 4220250 - Garage &amp; Motor Supplies</b>					
Menard, INC	90603	12/31/2025	Other garage/motor	2206-5-201-4220250	36.57
Menard, INC	91218	12/31/2025	Multiple line items supplies	2206-5-201-4220250	204.28
Menard, INC	91349	12/31/2025	Supplies for house,garage,bld	2206-5-201-4220250	74.85
Menard, INC	91592	12/31/2025	Items for other garage/motor	2206-5-201-4220250	38.94
Menard, INC	91647	12/31/2025	Propane heater for garage	2206-5-201-4220250	229.99
<b>ExpObject 4220250 - Garage &amp; Motor Supplies Total:</b>					<b>584.63</b>
<b>ExpObject: 4220310 - Household, Laundry, &amp; Cleaning</b>					
DC PRODUCTS	147055	12/31/2025	Janitorial supplies	2206-5-201-4220310	126.80
Menard, INC	91218	12/31/2025	Multiple line items supplies	2206-5-201-4220310	132.97
Menard, INC	91349	12/31/2025	Supplies for house,garage,bld	2206-5-201-4220310	9.94
Menard, INC	92126	12/31/2025	Op & household supplies	2206-5-201-4220310	70.50
<b>ExpObject 4220310 - Household, Laundry, &amp; Cleaning Total:</b>					<b>340.21</b>
<b>ExpObject: 4220311 - Clothing &amp; Outerwear</b>					
Menard, INC	91218	12/31/2025	Multiple line items supplies	2206-5-201-4220311	59.98
<b>ExpObject 4220311 - Clothing &amp; Outerwear Total:</b>					<b>59.98</b>
<b>ExpObject: 4220320 - Medical Supplies</b>					
CINTAS CORP #2 - FIRST AID &	5304774303	12/31/2025	1st aid kit refills	2206-5-201-4220320	10.66
CINTAS CORP #2 - FIRST AID &	9348809215	12/31/2025	Eyewash station	2206-5-201-4220320	99.18
CINTAS CORP #2 - FIRST AID &	5309148907	12/31/2025	1st aid kit refills	2206-5-201-4220320	11.29
<b>ExpObject 4220320 - Medical Supplies Total:</b>					<b>121.13</b>
<b>ExpObject: 4230110 - Building Materials</b>					
Menard, INC	90142	12/31/2025	Bldg materials	2206-5-201-4230110	48.15
Menard, INC	90201	12/31/2025	Bldg materials	2206-5-201-4230110	899.91
Menard, INC	90217	12/31/2025	Bldg materials	2206-5-201-4230110	56.79



**Expense Approval Report**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Menard, INC	90662	12/31/2025	Bldg materials	2206-5-201-4230110	147.66 ✓
Menard, INC	91218	12/31/2025	Multiple line items supplies	2206-5-201-4230110	91.40 ✓
Menard, INC	91222 02	12/31/2025	Bldg materials	2206-5-201-4230110	29.30 ✓
Menard, INC	91349	12/31/2025	Supplies for house,garage,bld	2206-5-201-4230110	557.97 ✓
Menard, INC	91662	12/31/2025	Bldg materials	2206-5-201-4230110	599.88 ✓
Menard, INC	91767	12/31/2025	Bldg materials	2206-5-201-4230110	56.86 ✓
Menard, INC	91938	12/31/2025	Bldg materials	2206-5-201-4230110	33.93 ✓
Menard, INC	91947	12/31/2025	Bldg materials	2206-5-201-4230110	38.99 ✓
Menard, INC	92008	12/31/2025	Bldg materials	2206-5-201-4230110	92.00 ✓
Menard, INC	92068	12/31/2025	Bldg materials	2206-5-201-4230110	117.26 ✓
<b>ExpObject 4230300 - Building Materials Total:</b>					<b>2,770.10</b>
<b>ExpObject: 4230300 - Small Tools &amp; Minor Equipment</b>					
Menard, INC	91080	12/31/2025	Small tools for maint dept	2206-5-201-4230300	17.99 ✓
<b>ExpObject 4230300 - Small Tools &amp; Minor Equipment Total:</b>					<b>17.99</b>
<b>ExpObject: 4320300 - Travel</b>					
Karen Shaw	INV0012323	12/31/2025	Karen Shaw mileage reimb	2206-5-201-4320300	26.60 ✓
<b>ExpObject 4320300 - Travel Total:</b>					<b>26.60</b>
<b>ExpObject: 4360100 - Repairs &amp; Maintenance</b>					
GRIFFEN PLUMBING & HEATI	SRVCE093767	12/31/2025	New heater installation at Coa	2206-5-201-4360100	29,217.00 ✓
GRIFFEN PLUMBING & HEATI	SRVCE094105	12/31/2025	S.Side maint bldg heater repla	2206-5-201-4360100	29,652.00 ✓
<b>ExpObject 4360100 - Repairs &amp; Maintenance Total:</b>					<b>58,869.00</b>
<b>ExpObject: 4360200 - Repairs &amp; Maintenance - Equip</b>					
GRIFFEN PLUMBING & HEATI	0000119634	12/31/2025	Repairs to damaged equipme	2206-5-201-4360200	915.00 ✓
<b>ExpObject 4360200 - Repairs &amp; Maintenance - Equip Total:</b>					<b>915.00</b>
<b>ExpObject: 4360400 - Maintenance Contracts</b>					
CINTAS CORP.	4250861934	12/31/2025	Uniform cleaning contract	2206-5-201-4360400	82.81 ✓
KONE INC	871873556	12/31/2025	Elevator svc at tower 12.01.25	2206-5-201-4360400	1,075.20 ✓
CINTAS CORP.	4251628522	12/31/2025	Uniform cleaning contract	2206-5-201-4360400	110.88 ✓
CINTAS CORP.	4252380953	12/31/2025	Uniform cleaning contract	2206-5-201-4360400	28.16 ✓
CINTAS CORP.	4253124363	12/31/2025	Uniform cleaning contract	2206-5-201-4360400	28.16 ✓
CINTAS CORP.	4253821806	12/31/2025	Uniform cleaning contract	2206-5-201-4360400	352.48 ✓
<b>ExpObject 4360400 - Maintenance Contracts Total:</b>					<b>1,677.69</b>
<b>ExpObject: 4370200 - Equipment Rental</b>					
Ricoh USA, Inc	5072415834	12/31/2025	Copies Nov 2025	2206-5-201-4370200	17.04 ✓
<b>ExpObject 4370200 - Equipment Rental Total:</b>					<b>17.04</b>
<b>Fund 2206 - AVIATION Total:</b>					<b>79,700.29</b>
<b>Fund: 4500 - AVIATION FEDERAL</b>					
<b>ExpObject: 4390900 - Other Services &amp; Charges</b>					
BUTLER, FAIRMAN AND SEUF	110178	12/31/2025	Fees related to PS for AIP-40	4500-5-210-4390900	27,624.20 ✓
<b>ExpObject 4390900 - Other Services &amp; Charges Total:</b>					<b>27,624.20</b>
<b>Fund 4500 - AVIATION FEDERAL Total:</b>					<b>27,624.20</b>
<b>Fund: 7739 - LIABILITY INSURANCE TRUST</b>					
<b>ExpObject: 4340500 - Nonfunded Deductible Expense</b>					
MICHIANA CONTRACTING INC	7891	12/31/2025	Items for repairs to Air Traffic	7739-5-000-4340500	11,250.00 ✓
<b>ExpObject 4340500 - Nonfunded Deductible Expense Total:</b>					<b>11,250.00</b>
<b>Fund 7739 - LIABILITY INSURANCE TRUST Total:</b>					<b>11,250.00</b>
<b>Grand Total:</b>					<b>118,574.49</b>



## Fund Summary

Fund	Expense Amount
2206 - AVIATION	79,700.29
4500 - AVIATION FEDERAL	27,624.20
7739 - LIABILITY INSURANCE TRUST	11,250.00
Grand Total:	118,574.49

## Account Summary

Account Number	Account Name	Expense Amount
2206-5-201-4210500	Office Supplies	1,614.84
2206-5-201-4220150	Operating Supplies	6,990.93
2206-5-201-4220170	Paint	807.04
2206-5-201-4220210	Gasoline	4,888.11
2206-5-201-4220250	Other Garage & Motor S	584.63
2206-5-201-4220310	Household, Laundry, & C	340.21
2206-5-201-4220311	Clothing & Outerwear	59.98
2206-5-201-4220320	Medical, Surgical	121.13
2206-5-201-4230110	Building Materials	2,770.10
2206-5-201-4230300	Small Tools & Minor Equ	17.99
2206-5-201-4320300	Travel	26.60
2206-5-201-4360100	Repairs & Maint - Bldg	58,869.00
2206-5-201-4360200	Repairs To Equipment	915.00
2206-5-201-4360400	Maintenance Contract	1,677.69
2206-5-201-4370200	Equipment Leases	17.04
4500-5-210-4390900	Other Services & Charge	27,624.20
7739-5-000-4340500	Nonfunded Deductible E	11,250.00
Grand Total:		118,574.49

## Project Account Summary

Project Account Key	Expense Amount
**None**	118,574.49
Grand Total:	118,574.49





City of Elkhart

City of Elkhart

# Expense Approval Report

By Fund

Payment Dates 11/23/2025 - 12/28/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 2206 - AVIATION</b>					
ExpObject: 4320300 - Travel					
1ST SOURCE BANK	1935288	11/24/2025	Hotel charges, Kevin Davis La	2206-5-201-4320300	111.56 ✓
1ST SOURCE BANK	1935288	11/24/2025	Hotel charges, Kevin Davis La	2206-5-201-4320300	1,823.16 ✓
ExpObject 4320300 - Travel Total:					
ExpObject: 4320400 - Telephone & Communication					
COMCAST CABLE	INV0012015	12/12/2025	8771402050907961 1211 C	2206-5-201-4320400	213.45 ✓
ExpObject 4320400 - Telephone & Communication Total:					
ExpObject: 4350100 - Electricity					
Indiana Michigan Power Com	INV0012238	12/19/2025	04240948119 1211 CR 6W	2206-5-201-4350100	5,077.89 ✓
ExpObject 4350100 - Electricity Total:					
ExpObject: 4350200 - Natural Gas					
Northern Indiana Public Servi	INV0012012	12/12/2025	7375580016 1321 CR 6W	2206-5-201-4350200	1,093.83 ✓
Northern Indiana Public Servi	INV0012017	12/12/2025	6640000093 1211 CR 6W	2206-5-201-4350200	1,439.28 ✓
ExpObject 4350200 - Natural Gas Total:					
ExpObject: 4350400 - Water & Sewer					
ELKHART PUBLIC UTILITIES	INV0012013	12/12/2025	1203336003 1211 CR 6W	2206-5-201-4350400	70.87 ✓
ELKHART PUBLIC UTILITIES	INV0012014	12/12/2025	1203335600 1139 CR 6W	2206-5-201-4350400	69.52 ✓
ELKHART PUBLIC UTILITIES	INV0012016	12/12/2025	1203335800 1205 CR 6W 2B	2206-5-201-4350400	14.35 ✓
ExpObject 4350400 - Water & Sewer Total:					
Fund 2206 - AVIATION Total:					
Grand Total:					
9,913.91					

Nov

Cable TV - 195.49  
 POTS - Ø  
 Phone - 58.83  
 E Fax - 4.16  
 Dept Cell - 21.87

Dec

Cable TV - 213.45  
 POTS - Ø  
 Phone - Ø  
 ✓E Fax - 4.14  
 Dept Cell - Ø



**Report Summary****Fund Summary**

Fund	Payment Amount
2206 - AVIATION	9,913.91
Grand Total:	<hr/> 9,913.91

**Account Summary**

Account Number	Account Name	Payment Amount
2206-5-201-4320300	Travel	1,934.72
2206-5-201-4320400	Telephone & Communic	213.45
2206-5-201-4350100	Electricity	5,077.89
2206-5-201-4350200	Natural Gas	2,533.11
2206-5-201-4350400	Water & Sewer	154.74
Grand Total:		<hr/> 9,913.91

**Project Account Summary**

Project Account Key	Payment Amount
**None**	9,913.91
Grand Total:	<hr/> 9,913.91





**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.
2. Motion to approve AIP 40 Partial Pay Request Number 9 to the FAA in the amount of \$27,624.20 (FAA \$24,862.00, INDOT \$1,381.21, Local \$1,380.99, include BF&S Invoices 110178)
3. Motion to submit the Fiscal Year 2026 Letter of Intent to use your FAA No-Primary Entitlement grant funds.

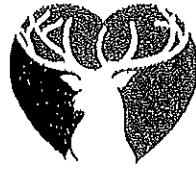
**ACTIVE GRANT SUMMARY**

- 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
2. T-hangar/Taxilane design project.
  - Final building permits received.
  - The electrical work is complete awaiting connection from AEP.
  - Working on final fence configuration.
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.
  - Working with the FAA and City Legal on scope and timing of services
  - Plan to present and agreement to the BOAC in January.





City of Elkhart, Indiana  
the city with a heart

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## MEMORANDUM

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**DATE:** 12/31/25

**TO:** The Board of Aviation Commissioners

**FROM:** Andy Jones, Airport Director

**RE:** DNS Hotel Tango, LLC request for approval for above ground fuel tank

Corporate tenant, DNS Hotel Tango, LLC respectfully request's the BOAC approval to install an above ground aviation fuel tank on airport property. The proposed tank would be located entirely on Lot 25 at 2228 Airport Road, which is currently leased to DNS Hotel Tango, LLC. The fuel dispensed from this tank will be strictly and exclusively for aircraft owned or operated by DNS Hotel Tango, LLC. All costs associated with this project will be incurred by DNS Hotel Tango, LLC. Please see attached letter. An agreement will be drafted and approved by the City Legal department. I ask the BOAC to consider approval for DNS Hotel Tango, LLC's request for this installation.

Thank you,

Andy Jones  
Airport Director

I ask the Board of Aviation Commissioners to consider approval of DNS Hotel Tango, LLC's request to install an above ground fuel tank at their own expense pending review & approval by the City Legal Department.

Date 12.31.25  
Approved by City of Elkhart  
Board of Aviation Commissioners

Approved as to form and legality



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## DNS Hotel Tango, LLC.

Haji M. Tehrani, Manager  
16915 Cleveland Rd.  
Granger, IN 46530  
(574) 277-8877  
(574) 277-0778 (Fax)

December 2, 2025

### Elkhart Airport Board of Aviation Commissioners

1211 Co. Rd. 6 W.  
Elkhart, IN 46514

Re: Request for Approval – Above-Ground Aviation Fuel Tank Installation

Dear Commissioners,

On behalf of DNS Hotel Tango LLC, I respectfully request the Board's approval to install an above-ground aviation fuel tank on airport property. The proposed tank would be located entirely on Lot 25 at 2228 Airport Road, which is currently leased to DNS Hotel Tango LLC.

The fuel dispensed from this tank will be strictly and exclusively for aircraft owned or operated by DNS Hotel Tango LLC. No fuel will be provided, sold, or made available for use by any other operator, tenant, or third party.

We are committed to full compliance with all applicable federal, state, local, and environmental regulations. Installation and ongoing annual maintenance will be performed by qualified, licensed, and experienced contractors who meet all industry standards. Additionally, we intend to work closely with the Airport Director throughout the process to ensure the installation meets all airport rules, regulations, and technical standards.

Should the Board require additional information, documentation, or technical specifications before considering this request, please let me know. Once approval has been granted, DNS Hotel Tango LLC will promptly provide all further details, including design plans, contractor lists, fuel security measures, and any additional materials requested.



We respectfully seek your approval and welcome any guidance, recommendations, or procedural direction you may offer as we move forward.

Thank you in advance for your consideration. We look forward to working collaboratively with the Board and airport leadership to ensure the project is completed safely, responsibly, and in alignment with the best interests of the airport.

Sincerely,

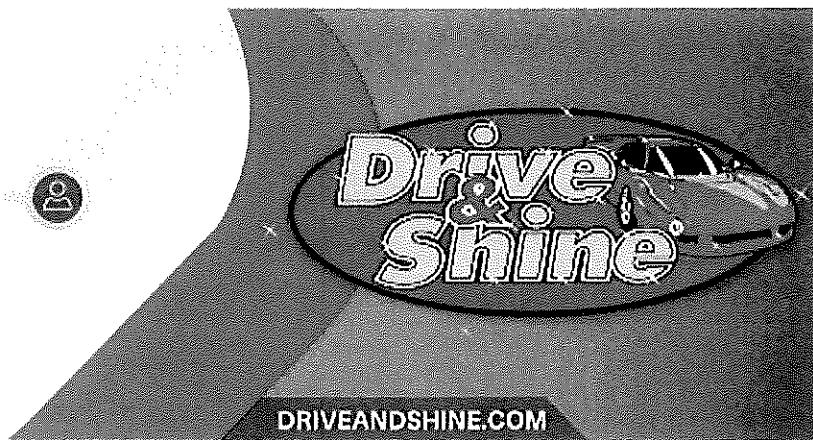


Haji Tehrani  
PRESIDENT & CEO

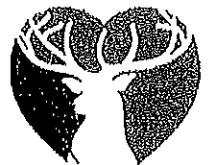
574.277.8877 ext. 1020

haji@driveandshine.com

Drive & Shine Headquarters  
16915 Cleveland Rd  
Granger, IN 46530







City of Elkhart, Indiana  
*the city with a heart*

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MEMORANDUM

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**DATE:** 12/31/25  
**TO:** The Board of Aviation Commissioners  
**FROM:** Andy Jones, Airport Director  
**RE:** Signature on NPE letter

---

This letter informs the FAA the Elkhart Municipal Airport intends to utilize our FY26 Non-Primary Entitlements (NPE) for airport projects consistent with our Capital Improvement Plan (CIP). I am asking for the Board's approval for this letter to be sent to the FAA and to have the BOAC President sign this letter to be submitted to the FAA on behalf of the City of Elkhart.

Please authorize this NPE letter to be sent to the FAA & the Board President to sign the NPE letter dated December 31, 2025.

Thank you,

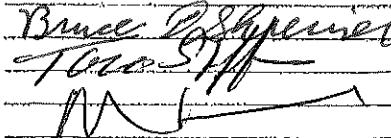
  
Andy Jones  
Airport Director

Approved as to form and legality

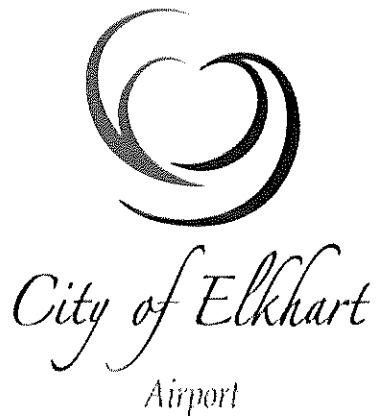


Date 12.31.25

Approved by City of Elkhart  
Board of Aviation Commissioners







December 31, 2025

Mr. Victor Iniguez  
Federal Aviation Administration  
Great Lakes District Office  
2300 East Devon Ave.  
Chicago, IL 60018

Rod Roberson  
Mayor

Andy Jones  
Airport Director

Elkhart Municipal Airport  
1211 CR 6 W  
Elkhart, Indiana 46514

Maintenance:  
574.320.4004

Administration Office:  
574.264.5217

BOAC Members

Doug Thorne, President

Bruce Shreiner, V.P.

Tom Shoff, Treasurer

Maggie Marnocha, Secretary

RE: Elkhart Municipal Airport Intent to use NPE Funding

Dear Mr. Iniguez:

With this letter we wish to inform you that we intend to utilize our FY26 Non-Primary Entitlements for airport project consistent with our approved CIP.

Thank you in advance for your consideration to improve our airport.

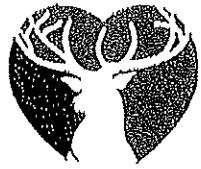
Very truly yours,

Doug Thorne, BOAC President

Enclosures

c: Butler, Fairman and Seufert (w/encl.)  
Board Members (w/encl.)





City of Elkhart, Indiana  
the city with a heart.

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MEMORANDUM

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DATE: 12/31/25

TO: The Board of Aviation Commissioners

FROM: Andy Jones, Airport Director

RE: Approval of AIP-40 Partial Pay Request For BF&S Invoice

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Please approve partial pay request for AIP-40 for 10-unit T-Hangar construction project, T-Hangar south taxilane construction & T-Hangar north taxilane construction for Butler, Fairman & Seufert (BF&S) Invoice for \$27,624.20. Please also authorize the President of the BOAC to sign this document.

Please approve partial pay request for the AIP-40 10-unit T-Hangar project for BF&S Invoices in the amount of \$27,624.20.00 and give authorization for the BOAC President to sign this document.

Thank you,

*Andy Jones*

Andy Jones  
Airport Director

Approved as to form and legality

*KD*

Date 12.31.25

Approved by City of Elkhart  
Board of Aviation Commissioners

*Bruce E. Shreiner  
Treasurer  
AAT*



BUTLER, FAIRMAN and SEUFERT, INC.  
Consulting Engineers  
8450 WESTFIELD BLVD., SUITE 300  
INDIANAPOLIS, IN 46240-8302

317 713-4615  
FAX 317 713-4616

TO

Indiana Department of Transportation  
Office of Aviation  
100 North Senate Avenue  
Indiana Government Center, Room N808  
Indianapolis, Indiana 46204-2219

## LETTER OF TRANSMITTAL

DATE 12/31/25	JOB NO. 7298
ATTENTION: Travis Warren e-copy	
RE: Elkhart Municipal Airport	
AIP No. 3-18-0018-040-2024	
Construct 10-Unit T-Hangar Building - Construction, Phase 2/4; T-Hangar South Taxilane - Construction, Phase 2/4; T-Hangar North Taxilane – Construction, Phase 2/2	

WE ARE SENDING YOU  Attached  Under separate cover via \_\_\_\_\_ the following items:

Shop drawings  Prints  Plans  Sample  Specifications  
 Copy of letter  Change order

COPIES	DATE	NO.	DESCRIPTION
1			CIV - Partial Pay Request No. 9

THESE ARE TRANSMITTED as checked below:

For approval  Approved as submitted  Resubmit \_\_\_\_\_ copies for approval  
 For your use  Approved as noted  Submit \_\_\_\_\_ copies for distribution  
 As requested  Returned for corrections  Return \_\_\_\_\_ corrected prints  
 For review and comment   PRINTS RETURNED AFTER LOAN TO US  
 FOR BIDS DUE \_\_\_\_\_ 20 \_\_\_\_\_

REMARKS

Federal: \$24,862

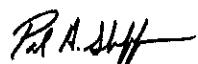
State: \$1,381.21

Local: \$1,380.99

Total: \$27,624.20

COPY TO Andy Jones, Karen Shaw

SIGNED:



Paul Shaffer, P.E.

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**CONTRACT INVOICE - VOUCHER**

State Form 3211(R6/6-02) Approved by State Board of Accounts - July 1, 2002

**CONTRACTOR'S NAME & ADDRESS**

City of Elkhart

229 S. Second St.

Elkhart, IN 46516

<b>SERVICE DATE:</b> 11/27/25-12/31/25	<b>1099 IND:</b> NO
--	---------------------

**TO: INDIANA DEPARTMENT OF TRANSPORTATION**

**CARE OF:** Cora Nieman, Aviation Specialist  
INDOT, Office of Aviation  
**ADDRESS:** 100 North Senate Avenue, Room N955  
Indianapolis, IN 46204

**DOC I.D:** PV 800 **0020137269**

**DATE**

**VENDOR CODE** 0 000054624

**PV TYPE** RQ

**AUDITOR: DOC NBR** 0020137269

Date of P.O. (MM,DD,YY)

10/17/24

**PURCHASE ORDER NUMBER**

**PO #**

0020137269

<b>FUND</b>	<b>OBJECT</b>	<b>CENTER</b>
-------------	---------------	---------------

**STATE AGENCY:** DEPARTMENT OF TRANSPORTATION 800

Appro. Name R1 A4

STATE SHARE..... \$1,381.21

FEDERAL SHARE.....

TOTAL DISBURSEMENT.... \$1,381.21

**CONTRACTOR LEAVE BLANK**

**GROSS AMT.**

**AMT. LIQ.**

**DISCOUNT**

**AMT. PAID**

**Debit (B)**

**Dr. Amount (Black)**

**Credit (R)**

**Cr. Amount (Red)**

**Approved Payment**

**ACCOUNTING LINE DISTRIBUTION**

LN	PO NUMBER	LN	INVOICE NUMBER	FUND	AGCY	ORG	APPR UNIT	ACTV	OBJ	JOB/PROJ NUMBER	PRTY	AMOUNT	P/F
01	0020137269			800								\$1,381.21	P
02				800									
03				800									
04				800									
05				800									
06				800									

**DESCRIPTION**

BIL-40

<b>RECOMMENDED FOR APPROVAL</b>	<b>DATE</b>	Pursuant to the provision and penalties of Indiana Code 5-11-10-1 I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.
1. PROJECT ENGINEER		DATE (MM,DD,YY) 12/31/25
2. OFFICE ADMIN. ENGINEER, CENTRAL OFFICE		(FILL OUT ORIGINAL COPY COMPLETELY)
3. DIVISION CHIEF		Elkhart Board of Aviation Commissioners
4. COMMISSIONER Payment Approved as to Funds Available and Account No.		<i>Bruce D. Schreiner, BOS/VP</i> (Firm Name) (Personal Signature) President (Title)
6. INDOT DIVISION OF ACCOUNTING AND CONTROL		229 S. Second St. (Street or R.F.D.)
I certify that this claim is correct and valid, and is a proper charge against the Indiana Department of Transportation.		Elkhart, IN 46516 (City) (State)
INDIANA DEPARTMENT OF TRANSPORTATION (PERSONAL SIGNATURE)		

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

REQUEST OF STATE FUNDS  
State Project

Payment No. 9

Eligible costs to date	\$731,651.40
% of State participation	x 0.05
State share 5%	= \$ 36,582.57
Previous Payment	- \$ 35,201.36
Total Due	= \$ 1,381.21

Payment Request History				
Request Number	Request Amount	Date Requested		Notes
1	\$539.35	11/27/2024		
2	\$6,113.25	3/26/2025		
3	\$3,743.93	5/28/2025		
4	\$682.06	6/25/2025		
5	\$7,174.05	7/30/2025		
6	\$15,002.52	9/24/2025		
7	\$1,644.45	10/29/2025		
8	\$301.75	11/26/2025		
9	\$1,381.21	12/31/2025		
Total	\$36,582.57			

Unused Balance	PO Limit	\$42,433.33	86.21%
		\$5,850.76	

<b>OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS</b>		1. TYPE OF REQUEST <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> PARTIAL	2. BASIS OF REQUEST <input type="checkbox"/> CASH <input checked="" type="checkbox"/> ACCRUAL
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED Federal Aviation Administration		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY 3-18-0018-040-2024	
5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST 9	6. EMPLOYER IDENTIFICATION NUMBER 35-6001016	7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER WKESQNN9VGL7	
8. PERIOD COVERED BY THIS REQUEST From: 11/27/2025 To: 12/31/2025			
9. RECIPIENT ORGANIZATION Name: Elkhart Municipal Airport Street1: 1211 County Road 6 W Street2: City: Elkhart County: State: IN: Indiana Province: Country: USA: UNITED STATES ZIP / Postal Code: 46514-000			
10. PAYEE (Where check is to be sent if different than item 9) Name: Street1: Street2: City: County: State: Province: Country: ZIP / Postal Code:			

STATUS OF FUNDS				
CLASSIFICATION	PROGRAMS	FUNCTIONS	ACTIVITIES	TOTAL
	(a) 90	(b)	(c)	
a. Administrative expense	\$	\$	\$	\$
b. Preliminary expense				
c. Land, structures, right-of-way				
d. Architectural engineering basic fees				
e. Other architectural engineering fees				
f. Project inspection fees	65,852.50			65,852.50
g. Land development				
h. Relocation expense				
i. Relocation payments to individuals and businesses				
j. Demolition and removal				
k. Construction and project improvement cost	665,798.90			665,798.90
l. Equipment				
m. Miscellaneous cost				
n. Total cumulative to date (sum of lines a thru m)	731,651.40			731,651.40
o. Deductions for program income				
p. Net cumulative to date (line n minus line o)	731,651.40			731,651.40
q. Federal share to date	658,486.00			658,486.00
r. Rehabilitation grants (100% reimbursement)				
s. Total Federal share (sum of lines q and r)	658,486.00			658,486.00
t. Federal payments previously requested	633,624.00			633,624.00
u. Amount requested for reimbursement	\$ 24,862.00	\$	\$	\$ 24,862.00
v. Percentage of physical completion of project	86.00	%	%	86.00 %

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**12. CERTIFICATION**

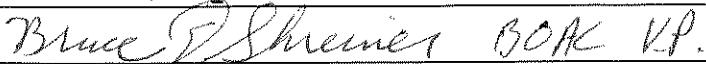
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I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.

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**a. RECIPIENT****SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL****DATE REPORT SUBMITTED**

12/31/2025

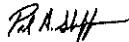
**TYPED OR PRINTED NAME AND TITLE**

Prefix: <input type="text" value="Mr."/>	First Name: <input type="text" value="Doug"/>	Middle Name: <input type="text"/>
Last Name: <input type="text" value="Thorne"/>		Suffix: <input type="text"/>
Title: <input type="text" value="President"/>		

---

**TELEPHONE (Area code, number, and extension)****b. REPRESENTATIVE CERTIFYING TO LINE 11V****SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL****DATE SIGNED**

12/31/2025

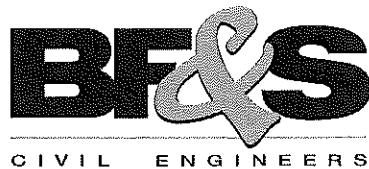
**TYPED OR PRINTED NAME AND TITLE**

Prefix: <input type="text" value="Mr."/>	First Name: <input type="text" value="Paul"/>	Middle Name: <input type="text"/>
Last Name: <input type="text" value="Shaffer"/>		Suffix: <input type="text"/>
Title: <input type="text" value="Executive VP"/>		

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**TELEPHONE (Area code, number, and extension)**

### BUDGETED AMOUNTS



C I V I L   E N G I N E E R S

22

# INVOICE

500 East 96th St., Suite 500  
Indianapolis, IN 46240  
t 317.713.4615  
f 317.713.4617

[www.bfsengr.com](http://www.bfsengr.com)

Mr. Andrew Jones  
Elkhart Municipal Airport  
1211 CR 6 West  
Elkhart, IN 46514

November 10, 2025  
Invoice No: 110178

Project 729800.0000 10 UNIT T-HANGAR & TAXILANE CONSTRUCTION SERVICES  
For inspection during construction of 10-Unit T-Hangar and Taxilane. In accordance with the Agreement dated August 28, 2024.  
Professional Services from October 1, 2025 to October 31, 2025

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
0101 Bidding Assistance	7,000.00	100.00	7,000.00	7,000.00	0.00
0102 Project Administration	14,000.00	80.00	11,200.00	9,800.00	1,400.00
0103 Record Drawing Construction Docs	4,400.00	0.00	0.00	0.00	0.00
0501 Construction Observation	18,000.00	80.00	14,400.00	12,600.00	1,800.00
0502 Final Construction Record	7,000.00	0.00	0.00	0.00	0.00
0503 Warranty Inspection	1,600.00	0.00	0.00	0.00	0.00
Total Fee	52,000.00		32,600.00	29,400.00	3,200.00
	<b>Total Fee</b>				<b>3,200.00</b>
			<b>Total this Phase</b>		<b>\$3,200.00</b>

0504 - RESIDENT PROJECT REPRESENTATIVE

**Professional Personnel**

	Hours	Rate	Amount
FIELD PERSONNEL II McDermott, Steven	157.00	135.00	21,195.00
FIELD PERSONNEL I Clawson, Adam	16.00	105.00	1,680.00
Totals	173.00		22,875.00
<b>Total Labor</b>			<b>22,875.00</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	22,875.00	8,377.50	31,252.50
Limit			40,000.00
Remaining			8,747.50
<b>Total this Phase</b>			<b>\$22,875.00</b>

0505 - TRAVEL

**Other Reimbursable Expenses**

Mileage - Project	
Mileage - Nonbillable	
	<b>1,632.68</b>

Project	729800.0000	10 UNIT T-HANGAR & TAXILANE CONSTRUCTION		Invoice	110178
<b>Billing Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings		1,632.68	450.80	2,083.48	
Limit				2,000.00	
Adjustment					-83.48
			<b>Total this Phase</b>		<b>\$1,549.20</b>
<b>0506 - MATERIALS TESTING</b>					
<b>Billing Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings		0.00	0.00	0.00	
Limit				4,000.00	
Remaining				4,000.00	
			<b>Total this Phase</b>		<b>0.00</b>
			<b>Total this Invoice</b>		<b>\$27,624.20</b>
<b>Billings to Date</b>					
		<b>Current</b>	<b>Prior</b>	<b>Total</b>	
Fee		3,200.00	29,400.00	32,600.00	
Labor		22,875.00	8,377.50	31,252.50	
Expense		0.00	126.91	126.91	
Unit		1,549.20	323.89	1,873.09	
<b>Totals</b>		<b>27,624.20</b>	<b>38,228.30</b>	<b>65,852.50</b>	

Thank You,

\_\_\_\_\_  
Michael Eichenauer

Project	729800.0000	10 UNIT T-HANGAR & TAXILANE CONSTRUCTION	Invoice	110178
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## Billing Backup

Butler, Fairman & Seufert, Inc.

Wednesday, December 10, 2025

Invoice 110178 Dated 11/10/2025

3:35:01 PM

Project	729800.0000	10 UNIT T-HANGAR & TAXILANE CONSTRUCTION SERVICES
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**Total this Phase**

**Total this Phase**

**Total this Phase** **\$22,875.00**

**Total this Phase** **\$1,632.68**

**Total this Project** **\$24,507.68**

**Total this Report** **\$24,507.68**



## MEMORANDUM

**DATE:** 12/31/25

**TO:** Board of Aviation Commissioners

**FROM:** Andy Jones

**RE:** BF&S Invoice for Runway 9/27 Joint Replacement Project

Please approve the BF&S Invoice # 110230 for the Runway 9/27 Joint Replacement Project in the amount of \$5,022.50. This invoice is for engineering services, including documents, drawings, bid assistance and miscellaneous paperwork.

Thank you,

Andy Jones

17  
Approved as to form and legality

Please approve the BF&S Invoice # 109389 in the amount of \$5,022.50 for the Runway 9/27 Joint Replacement Project, for engineering services.

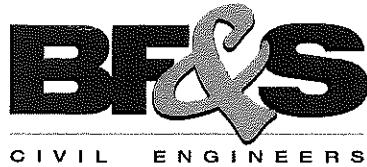
Date 12.31.25

Approved by City of Elkhart  
Board of Aviation Commissioners



TIF- RW 9/27 Joint Replacement

E-MAILED  
to Adam & Sherry  
on 12.11.25



# INVOICE

500 East 96th St., Suite 500  
Indianapolis, IN 46240  
t 317.713.4615  
f 317.713.4617

[www.bfsengr.com](http://www.bfsengr.com)

Mr. Andrew Jones  
Elkhart Municipal Airport  
1211 CR 6 West  
Elkhart, IN 46514

November 12, 2025  
Invoice No: 110230

Project 648400.9802 RUNWAY 9-27 JOINT REPLACEMENT

For engineering services pursuant to Federal Aviation Administration Advisory circular 150/5100-14E "ARCHITECTURAL, ENGINEERING, AND PLANNING CONSULTANT SERVICES FOR AIRPORT GRANT PROJECTS". In accordance with the Agreement dated November 27, 2019.

#### Professional Services from August 1, 2025 to October 31, 2025

##### 0101 - CONTRACT DOCUMENTS

###### Professional Personnel

	Hours	Rate	Amount
INTERN 1			
Schmitt, Matthew	.50	80.00	40.00
Totals	.50		40.00
Total Labor			<b>40.00</b>
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	40.00	2,487.50	2,527.50
Limit			2,500.00
Adjustment			<b>-27.50</b>
		<b>Total this Phase</b>	<b>\$12.50</b>

##### 0102 - DRAWINGS - SCOPE OF WORK AND CONSTRUCTION SAFETY PHASING

	Current	Prior	To-Date
Total Billings	0.00	3,500.00	3,500.00
Limit			3,500.00
		<b>Total this Phase</b>	<b>0.00</b>

##### 0103 - BID ASSISTANCE

###### Professional Personnel

	Hours	Rate	Amount
ENGINEER III			
Feister, Jonathan	2.75	210.00	577.50
Totals	2.75		577.50
Total Labor			<b>577.50</b>
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	577.50	1,495.00	2,072.50
Limit			4,000.00
Remaining			<b>1,927.50</b>
		<b>Total this Phase</b>	<b>\$577.50</b>

##### 0104 - LEGAL ADVERTISEMENT



Project	648400.9802	RUNWAY 9-27 JOINT REPLACEMENT			Invoice	110230		
Billing Limits		Current	Prior	To-Date				
Total Billings		0.00	128.59	128.59				
Limit				500.00				
Remaining				371.41				
			Total this Phase	<u>0.00</u>				
<b>0501 - CONSTRUCTION OBSERVATION</b>								
Professional Personnel								
		Hours	Rate	Amount				
FIELD PERSONNEL V								
Books, Jeremy		4.50	265.00	1,192.50				
Totals		4.50		1,192.50				
Total Labor					<u>1,192.50</u>			
Billing Limits		Current	Prior	To-Date				
Total Billings		1,192.50	0.00	1,192.50				
Limit				2,000.00				
Remaining				807.50				
			Total this Phase	<u>\$1,192.50</u>				
<b>0502 - RESIDENT PROJECT REPRESENTATIVE</b>								
Professional Personnel								
		Hours	Rate	Amount				
FIELD PERSONNEL II								
McDermott, Steven		17.00	135.00	2,295.00				
FIELD PERSONNEL I								
Clawson, Adam		9.00	105.00	945.00				
Totals		26.00		3,240.00				
Total Labor					<u>3,240.00</u>			
Billing Limits		Current	Prior	To-Date				
Total Billings		3,240.00	0.00	3,240.00				
Limit				5,000.00				
Remaining				1,760.00				
			Total this Phase	<u>\$3,240.00</u>				
<b>0503 - TRAVEL</b>								
Billing Limits								
		Current	Prior	To-Date				
Total Billings		0.00	0.00	0.00				
Limit				1,000.00				
Remaining				1,000.00				
			Total this Phase	<u>0.00</u>				
<b>9901 - ADDITIONAL SERVICES</b>								
		Current	Prior	Total				
Labor		5,022.50	7,482.50	12,505.00				
Expense		0.00	128.59	128.59				
Totals		<b>5,022.50</b>	<b>7,611.09</b>	<b>12,633.59</b>				
Total this Phase								
Total this Invoice								
				<u>\$5,022.50</u>				
Billings to Date								
		Current	Prior	Total				
Labor		5,022.50	7,482.50	12,505.00				
Expense		0.00	128.59	128.59				
Totals		<b>5,022.50</b>	<b>7,611.09</b>	<b>12,633.59</b>				



Project 648400.9802

RUNWAY 9-27 JOINT REPLACEMENT

Invoice

110230

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Thank You,

*Michael W. Eichenauer*

Michael Eichenauer



# Labor Detail

Butler, Fairman & Seufert, Inc.

Transactions for 8/1/2025 through 10/31/2025

		Date	Regular Hours	Total Ovt Hrs	Total Hours
<b>Project Number: 648400.9802 RUNWAY 9-27 JOINT REPLACEMENT</b>					
Phase Number: 0101 CONTRACT DOCUMENTS					
68015	Schmitt, Matthew	8/6/2025	.50		.50
<b>Total for 0101</b>				.50	.50
Phase Number: 0103 BID ASSISTANCE					
27667	Feister, Jonathan	8/25/2025	.25		.25
27667	Feister, Jonathan	9/2/2025	.50		.50
27667	Feister, Jonathan	9/24/2025	.75		.75
27667	Feister, Jonathan	10/6/2025	.25		.25
27667	Feister, Jonathan	10/9/2025	1.00		1.00
<b>Total for 0103</b>				2.75	2.75
Phase Number: 0501 CONSTRUCTION OBSERVATION					
P04940	Books, Jeremy	9/24/2025	1.50		1.50
P04940	Books, Jeremy	10/10/2025	1.00		1.00
P04940	Books, Jeremy	10/15/2025	1.00		1.00
P04940	Books, Jeremy	10/29/2025	1.00		1.00
<b>Total for 0501</b>				4.50	4.50
Phase Number: 0502 RESIDENT PROJECT REPRESENTATIVE					
15000	Clawson, Adam	10/12/2025	4.00		4.00
15000	Clawson, Adam	10/13/2025	1.00		1.00
15000	Clawson, Adam	10/15/2025	1.00		1.00
15000	Clawson, Adam	10/17/2025	1.00		1.00
15000	Clawson, Adam	10/20/2025	.50		.50
15000	Clawson, Adam	10/21/2025	.50		.50
15000	Clawson, Adam	10/24/2025	.50		.50
15000	Clawson, Adam	10/25/2025	.50		.50
* 54300	McDermott, Steven	10/13/2025	4.00		4.00
* 54300	McDermott, Steven	10/20/2025	2.00		2.00
* 54300	McDermott, Steven	10/21/2025	2.00		2.00
* 54300	McDermott, Steven	10/24/2025	2.00		2.00
* 54300	McDermott, Steven	10/27/2025	2.00		2.00
* 54300	McDermott, Steven	10/28/2025	2.00		2.00
* 54300	McDermott, Steven	10/29/2025	3.00		3.00
<b>Total for 0502</b>				26.00	26.00
<b>Total for 648400.9802</b>				<b>33.75</b>	<b>33.75</b>

