

City of Elkhart
Board of Aviation Commissioners Meeting
March 25, 2026

The Board of Aviation Commissioners meeting was called to order by Commissioner Doug Thorne at 4:00 pm on Wednesday, March 25, 2026 at the Elkhart Municipal Airport Administration Building, 1211 CR 6 W, Elkhart, Indiana 46514. Present were: Andy Jones, Karen Shaw, Kevin Davis, Ryan Sherwood and Paul Shaffer.

Roll Call: Roll was called. Commissioners Doug Thorne & Tim Reecer were present. Commissioner Bruce Shreiner joined the meeting at 4:15 pm. Commissioner Tom Shoff was present via Teams Webinar. There was a quorum for this meeting.

Approval of Agenda:

Mr. Reecer 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.

Approval of Minutes:

Mr. Shoff made a MOTION to approve the minutes of the February 25, 2026 meeting. Mr. Reecer SECONDED the motion. There being no further discussion, the motion PASSED unanimously.

Approval of Claims:

Mr. Reecer made a MOTION to approve claims as submitted for \$187,896.12. Mr. Shoff SECONDED the motion. There being no further discussion, the motion to approve January 2026 claims PASSED unanimously.

Airport Manager's Report:

Andy advised that new replacement equipment continues to arrive for the Air Traffic Control Tower (ATCT). The hope is to have all the equipment installed and working within the next 30 days. The ATCT continues to remain open. However, ATC is only able to broadcast on 119.5. Andy announced that Michael Judd, the current ATCT supervisor, informed him that he has tentatively accepted an ATC position at Chicago O'Hare airport and will be leaving our employment in about 30 days. Mr. Judd has been a great asset to the Elkhart Airport and will be missed. Andy further stated that losing another full-time controller adversely compounds our already present ATCT staffing challenges. With the departure of Mr. Judd, just one full-time controller remains. Thankfully, our single part-time controller Henry Weber, has tentatively agreed to work more hours. Even with two full-time controllers the ATCT hours of operation must be reduced until such time we are again at full staff. We will continue to post these open ATC positions at various employment web sites. Andy stated that he is currently researching options to have the ATCT staffed and operated by a third party. Many nonfederal owned ATCT's have agreements with contract tower companies to provide ATC's. The new roof at Hangar 33 has been completed and inspected. New Tech is working to address water leaks in several of the new 70 series T-Hangars. One of our emergency backup generators did not activate following a recent power outage. It was discovered that it too sustained lightning damage from last July when ATCT, electrical vault, and other electrical equipment was destroyed. The generator's repair costs were approved and added to the insurance claim along with the damages caused by the lightning. There was a pre-construction conference for the Runway 18/36 rehabilitation project. The notes from that meeting were sent to the board in an email. Andy advised there has been heightened awareness of emergency vehicles operating within airport movement areas due to the recent tragic accident at LaGuardia airport. Andy advised that he has directed that Airfield Maintenance Technicians to receive refresher training on ground vehicle operations. Andy has also as reached out to Chief Dale of Elkhart Fire Department to discuss airport emergency response procedures. Andy advised that Mayor Roberson recently appointed a new Aviation

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Commissioner to the board. Mr. Eric Ivory will begin serving on the BOAC at our next scheduled monthly meeting.

New Business:

Mr. Thorne advised the first item under New Business is the T-Hangar 18 new lease ratification. Andy advised we have a new tenant, William Castaldo who will be renting T-Hangar 18 starting April 1, 2026. Andy advised he has signed the lease and requests the board ratify his signature. Mr. Shreiner made a MOTION to ratify Andy's signature on the new T-Hangar 18 lease and for the board to sign the document. Mr. Reecer SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the Hangar 33 roof replacement change order. Andy advised that when Tru-Kote Roofing, Inc. began removing the old Hangar 33 roof, they found several areas of rotting wood that was impossible to detect prior to removal. Andy inspected the areas in question and agreed that the wooden roof rafters needed to be replaced before proceeding. Andy further advised the change order amount for the wood repairs is \$3,040.00 and requests the board ratify his signature on the change order form. A question was asked if Kevin Davis with the City Legal Department was satisfied with the change order despite it being more than 20% of the original invoice. Mr. Davis advised he is fine with it, as the work in the change order needed to be done. Mr. Shreiner made a MOTION to ratify Andy's signature on the form for the change order for the Hangar 33 roof project. Mr. Reecer SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the approval of quote specifications and solicitation of quotes for the airport asphalt surface areas crack sealing project. Andy advised the asphalt taxiways, connectors, and Ralph Bean memorial parking lot (next to Wheels Up) have considerable surface deterioration. Andy stated that our grant agreement obligations require us to maintain these surfaces in good condition using FAA specified hot tar to fill surface cracks. However, over the years due to weather, staffing issues, and equipment breakdowns, our airfield maintenance techs have been unable to get ahead of the deterioration resulting in a need to outsource this work. Andy advised that the estimated cost of this project was included and approved in the FY 2026 Aviation Department budget. Now that better weather is upcoming, Andy requests the board approve the quote specifications and solicitation of quotes for this project. Andy further advised per the City SOP, we will provide the quote specifications to 3 qualified vendors. Andy advised that at the April BOAC meeting the BOAC should be able to award the project to the most responsible, responsive quoter. Andy requests the board approve the quote specifications and solicitation of quotes. A question was asked about verified material. Andy advised that FAA-approved material (tar) specifications are included in the quote specifications and because there are just two known vendors for this product so substitution with a lower quality product could not go undetected. A question was asked about how Andy knew how much to budget for the project. Andy advised he sought professional guidance from experienced vendors. Mr. Shreiner made a MOTION to approve the quote specifications and solicitation of quotes for the crack sealing project not to exceed \$100,000.00. Mr. Reecer SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the progress estimate #9 for payment to New Tech for the 10-unit T-Hangar project in the amount of \$116,249.12. Paul Shaffer with Butler, Fairman & Seufert (BF&S) advised this is the last construction invoice from New Tech for the 10-unit T-Hangar project. This invoice also includes the change orders for electrical work & gate adjustment, as well as the certificate of substantial completion. Mr. Shaffer advised there will still be the retainage invoice to be

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paid at a later date. Mr. Shaffer requests the board approve payment to New Tech in the amount of \$116,249.12 and requests board signatures on the supporting documents. A question was asked if the contractor is bonded. Mr. Shaffer advised in the affirmative, with both a payment bond and a performance bond. Mr. Reecer made a MOTION to approve payment to New Tech in the amount of \$116,249.12 and for board signatures on the supporting documents. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the last item under New Business is the BF&S professional services agreement for Runway 27 approach protection project. Mr. Shaffer advised this is for Runway 27 approach protection aviation easement acquisition for parcels 67 and 77-85. Mr. Shaffer further advised this is an unusual grant, as many things need to be completed before we are allowed to apply for the grant, as the FAA needs signed purchased agreements in place first. Mr. Shaffer stressed the importance of the project due to tree obstructions and the airport needing to have control of the easements. This document has been drafted and approved by the City Legal Department. The amount for the agreement is \$168,300.00, which covers BF&S fees, legal fees, appraisals and titles, among other miscellaneous fees associated with a project of this type. The city will be reimbursed 95% of the proposed professional services agreement and other associated project costs after the FAA awards the grant in FY 2027. Mr. Shaffer also advised there have been several meetings so far with Andy, himself, Mr. Davis and the Mayor's office to keep everyone in the loop & informed. Mr. Shaffer requests the board approve this agreement pending city council funding approval and requests board signatures on the supporting documents. A question was asked if recording fees will be waived. Mr. Shaffer advised he will look into this. Mr. Shoff made a MOTION to approve BF&S professional services agreement for the Runway 27 approach protection project pending city council funding approval and approves board signatures on the supporting documents. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Privilege of the Floor:


Mr. Thorne opened comments. There were none.

Adjournment:

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

Next regular BOAC meeting is scheduled for Wednesday, April 29, 2026 at 4pm. Location will be the Elkhart Municipal Airport Administration Building, 1211 County Road 6 W., Elkhart, IN 46514 & via Webex.

Respectfully Submitted,


Eric Ivory, Secretary

04.29.26
Date

