

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

The Board of Aviation Commissioners meeting was called to order by Commissioner Bruce Shreiner at 4:00 pm on Wednesday, February 25, 2026 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 and Ryan Sherwood. Present via Teams Webinar was Paul Shaffer.

Roll Call: Roll was called. Commissioners Bruce Shreiner and Aimee Lattimer were present. Commissioner Tom Shoff was present via Teams Webinar. Commissioners Doug Thorne & Maggie Marnocha were absent.

Approval of Agenda:

Mr. Shoff made a MOTION to approve today's agenda. Ms. Lattimer 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 January 28, 2026 meeting. Ms. Lattimer SECONDED the motion. There being no further discussion, the motion PASSED unanimously.

Approval of Claims:

Mr. Shoff made a MOTION to approve claims as submitted for \$77,845.20. Ms. Lattimer SECONDED the motion. There being no further discussion, the motion to approve January 2026 claims PASSED unanimously.

Airport Manager's Report:

Andy advised our new airfield maintenance technician, Robert Baumner started on February 9. All of the fulltime Airfield Maintenance Technician positions are now filled. Michiana Contracting Inc. (MC) has installed a new regulator in the electrical vault which in part controls the Air Traffic Control Tower (ATCT) access to the airfield lighting. The regulator that was replaced was among the many airfield electrical components damaged or destroyed by lightning last July. Additionally, wiring at the vault has experienced some melting, MC contracting is investigating the cause. One possibility for the cause could be due to the inability for pilots to have control of the lights. For safety, the lights must be manually activated and left on for a far longer time than normal. MC will diagnose the problem in the coming days to determine the cause and make the repairs. If MC concludes that the wire damage cause is a byproduct of the lighting damage, we will re-evaluate our insurance claims and add the cost of the repair to the lightning damage claim. The new 10-unit T-Hangars are almost complete, and we will be doing a walk-thru inspection soon.

New Business:

Mr. Shreiner advised the first item under New Business is the INDOT traffic counting grant reimbursement. Karen Shaw advised this is year 4 of 5 of our INDOT traffic counting grant program. This grant reimburses Elkhart Municipal Airport (EKM) every year for 5 years for maintaining a traffic counting system in our control tower. EKM currently pays \$810 per year to our vendor Maritime Information Systems, and INDOT reimburses EKM with proof of payment. Karen requests the board approve the INDOT traffic counting grant reimbursement in the amount of \$810 and to authorize the board president to sign the document when it is emailed to him via INDOT's DocuSign program. A question was asked about how a report is generated. Karen explained it is generated by a transponder on board aircraft traveling in and out of EKM. It is estimated that 98% of these aircraft have this transponders capability, so the number of operations is generated in real time, and are accurate. These

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numbers are generated within the traffic counting software. Karen accesses the data and reports the number of operations to INDOT monthly, as required under the INDOT grant agreement terms. It was also pointed out that because this software tracked jet operations on runway 18-36, the airport successfully earned a \$50,000 FAA/State grant for runway surface grooving, as part of the 2026 runway 18-36 reconstruction project. A grooved runway surface is a safety factor which enhances an aircraft's ability to stop using a shorter distance, especially when the surface has water, snow, or ice present. Mr. Shoff made a MOTION to approve the INDOT traffic counting grant reimbursement in the amount of \$810 and for the board president to sign the document. Ms. Lattimer SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the next item under New Business is the south side maintenance building quote from 4T Door, Inc for replacement of doors, operators and tracks. Andy advised that due in part to old age and ongoing maintenance issues, the southside maintenance building garage doors, operators & tracks are in need of replacement. After sending out quote specifications to qualified vendors and obtaining quotes, Andy advised that 4T Door, Inc was the most responsive & responsible quoter in the amount of \$97,995.00. Andy further advised that the projected project's cost came in lower than the projected cost which was included and approved as a capital expense within the Aviation FY 2026 operating budget. Andy requests approval of this quote and for the board to authorize the board president to sign the agreement, which was drafted & approved by the City Legal Department. Mr. Shoff made a MOTION to approve the quote from 4T Door, Inc in the amount of \$97,995.00 and for the board president to sign the agreement. Ms. Lattimer SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the next item under New Business is the new maintenance employees CDL certification classes & budget transfer request. Andy advised that with the hiring of 3 new maintenance employees, it is a job requirement that they be certified with a CDL-class B license. Andy advised that the vendor, 160 Driving Academy offers these classes at a cost of \$3,950.00 per employee, which is considerably less than other vendors that provide this service. Andy further advised that having three employees requiring this training in the same FY year has never happened. Therefore, line-item budget transfers approved by the mayor's office and the BOAC are required. The transfer amount is \$11,850.00 from the Liability Insurance line to Education line. Andy advised there are more than enough funds remaining in Liability Insurance line after paying the Air Traffic Control Tower 2026 liability insurance. Andy requests approval from the board to send Nathan Hickey, David Baker & Robert Baumner to the CDL-B classes in May of this year at 160 Driving Academy and for the board to approve a budget transfer of \$11,850.00 from Liability Insurance to Education. Mr. Shoff made a MOTION to approve sending the 3-maintenance staff to the CDL classes and to transfer line-item funds mentioned above to pay for the classes. Ms. Lattimer SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the next item under New Business is the airport director's attendance at the 98<sup>th</sup> annual American Association of Airport Executives (AAAE) conference in May 2026. Andy advised he'd like to attend this conference this May. Seminars include topics such as federal partnerships, regulatory insight, emergency preparedness, leadership and much more. Andy further advised costs for travel, lodging, meals & registration should not exceed \$5,000. Andy requests approval to attend. Ms. Lattimer made a MOTION to approve the airport director's travel request to attend the AAAE conference. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

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Mr. Shreiner advised the next item under New Business is the approval of AIP-40 pay request #10 for BF&S invoice. Mr. Shaffer advised this is for professional services work done by Butler, Fairman & Seufert (BF&S) on the 10-unit T-Hangar project and asked the board to approve payment in the amount of \$15,571.75 and to approve the board president's signature on the document. Mr. Shoff made a MOTION to approve the invoice for BF&S in the amount of \$15,571.75 and for the board president to sign the document. Ms. Lattimer SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Shreiner advised the last item under New Business is the BF&S general services invoice. Mr. Shaffer advised this invoice in the amount of \$3,120.00 is for general services relating to meetings for the Capital Improvement Plan (CIP) and other technical assistance not associated with an Airport Improvement Plan (AIP) grant. Mr. Shaffer requests the board approve the invoice and to authorize the board president to sign the document. Mr. Shoff made a MOTION to approve the BF&S general services invoice in the amount of \$3,120.00 and for the board president to sign the document. Ms. Lattimer SECONDED. There being no further discussion, the motion PASSED unanimously.

Privilege of the Floor:

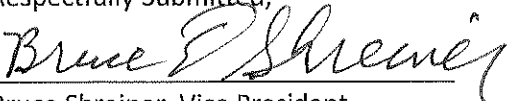
Mr. Shreiner opened comments. Ryan Sherwood with Indiana Flight Center (IFC) advised their hangar construction is underway and wanted to thank the BOAC for approving this project as it is integral to IFC's growth. Mr. Sherwood also advised that he is in the process of updating the paperwork with the permit center, as the incorrect address was on the original form and this should be corrected soon.

Adjournment:

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

Next regular BOAC meeting is scheduled for Wednesday, March 25, 2026 at 4pm. Location will be the Elkhart Municipal Airport Administration Building, 1211 County Road 6 W., Elkhart, IN 46514 & via Webex.

Respectfully Submitted,

  
Bruce Shreiner, Vice President

03.25.26

Date

