

City of Elkhart  
Board of Aviation Commissioners Meeting  
April 29, 2026

The Board of Aviation Commissioners meeting was called to order by Commissioner Doug Thorne at 4:00 pm on Wednesday, April 29, 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 & Mike Stutzman.

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

Approval of Agenda:

Mr. Shreiner 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. Shreiner made a MOTION to approve the minutes of the March 25, 2026 meeting. Mr. Shoff SECONDED the motion. Mr. Ivory ABSTAINED. There being no further discussion, the motion PASSED with three Yes votes and 1 abstention.

Approval of Claims:

Mr. Ivory made a MOTION to approve claims as submitted for \$71,510.29. Mr. Shoff SECONDED the motion. There being no further discussion, the motion to approve April 2026 claims PASSED unanimously.

Airport Manager's Report:

Andy introduced and welcomed Eric Ivory as our new BOAC member and advised he is excited to have him with us. Andy further advised that almost all the new equipment for the Air Traffic Control Tower (ATCT) has been installed; although currently there is some slight feedback from the Automated Weather Observation System (AWOS). There is a technician from the vendor (Mesotech) that installed the AWOS, who will be traveling from California to assess the problem and hopefully make the necessary repairs. Andy advised he had a very successful interview with Rodney Potter for the open, full-time Air Traffic Controller (ATC) position. Mr. Potter has 33 years' ATC experience, and is currently serving as an ATC at South Bend Airport. Mr. Potter's start date at EKM will be July 27, 2026. Including Rodney, we will have 3 full-time and 1 part-time ATC. Andy advised the 5-year Capital budget plan for 2027-2031 is due May 1, 2026. The plan includes non-grant eligible items and projects. The first phase of the Runway 18/36 paving grant project will be starting May 4, 2026. Runway 18/36 will be closed until May 30. Andy advised he will keep the board informed as the project progresses. Andy advised that in order to avoid closing two runways at the same time, the final phase of the Runway 9/27 markings replacement project will take place in late July or August 2026. Andy further advised that five of the ten new 70 series T-Hangars have been rented. The airport canoe and kayak launch is open and the portable restroom has been delivered. The community garden is also open, and volunteers have started the spring planting. Lastly, Andy advised that the south side maintenance building new garage doors/operators/tracks will be installed soon.

City of Elkhart  
Board of Aviation Commissioners Meeting  
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New Business:

Mr. Thorne advised the first item under New Business is the Michiana Air Activities (MAA) lease agreement. Andy advised that the MAA & City legal have been working on a new lease agreement for some time and have updated the agreement with all parties satisfied with the terms. Andy further advised MAA are good tenants and their pilot's club has seen a lot of growth. Andy further advised that all MAA's aircraft are based at EKM and he is very pleased with the relationship fostered over many years. Andy requests the board approve this new 10-year agreement and asks the board to authorize the board president to sign this agreement. Mr. Shoff made a MOTION to approve the MAA lease agreement and to authorize the BOAC 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 awarding the quote for the crack sealing project. Andy advised the crack sealing project was approved as a capital expense in the Aviation Dept. FY26 budget not to exceed \$80,000; and after following the City quoting policy, attempt to get three quotes from qualified vendors, 2 of the 3 vendors submitted quotes. Asphalt Restoration Services (ARS), submitted a quote of \$76,480.00. Hi-Lite Corp. submitted a quote for \$203,720.00. Walt's Paving declined to submit a quote. Andy advised the most responsive, lowest, responsible quoter was ARS. ARS is a local company that has been around for a long time, has airport crack sealing experience, and followed our bid specifications requiring the use of FAA approved tar. Andy requests the board award the project to ARS. No one could provide an answer as to why the two quotes were priced so far apart. Mr. Shoff made a MOTION to approve the quote to ARS for the crack sealing project not to exceed \$80,000.00. Mr. Ivory SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the crack sealing project agreement with Asphalt Restoration Services (ARS). Andy advised that City legal drafted and approved the agreement for the crack sealing project with ARS and asks the board to approve this agreement and to authorize the board president to sign the agreement. Mr. Ivory made a MOTION to approve the agreement with ARS in the amount of \$76,480.00 for the crack sealing project and for the board president to sign the agreement. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the T-Hangar 71 new lease ratification. Andy advised we have a new tenant, Dean Loucks who will be leasing T-Hangar 71 starting May 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 71 lease and for the board president to sign the document. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the T-Hangar 76 new lease ratification. Andy advised we have a new tenant, David Stalter who will be leasing T-Hangar 76 starting May 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 76 lease and for the board president to sign the document. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the T-Hangar 78 new lease ratification. Andy advised we have a current tenant; Brad Lee will be upgrading to T-Hangar 78 starting May 1, 2026. Andy advised he has signed the lease and requests the board ratify his signature. Mr. Ivory made a MOTION to ratify Andy's signature on the new T-Hangar 78 lease and for the board president to sign the document. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

City of Elkhart  
Board of Aviation Commissioners Meeting  
April 29, 2026

Mr. Thorne advised the next item under New Business is the T-Hangar 79 new lease ratification. Andy advised we have a current tenant, Chris Lee who will be upgrading to T-Hangar 79 starting May 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 79 lease and for the board president to sign the document. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the last item under New Business is the letter to the FAA indicating that EKM would like to rollover the FY26 Non-Primary Entitlements grant funds (NPE) to the next fiscal year. The funds will be allocated for the Runway 27 approach protection avigation easement acquisition project. Andy advised every year the FAA allocates \$150,000 to airport sponsors for grant qualified airport projects. Andy requests the board approve the FAA letter for rollover of FY26 NPE funds and asks for authorization for the board president to sign the letter. Mr. Shreiner made a MOTION to approve the FAA rollover letter. Mr. Ivory SECONDED. There being no further discussion, the motion PASSED unanimously.

Privilege of the Floor:

Mr. Thorne opened comments. A question was asked about the area involved in cutting tree lines for the runway 27 protection project. Andy advised it will be between Wal-Mart and the airport. Because of the federal and state grant processes the actual tree trimming may not start until 2029. A question was asked regarding who will be doing the work. Andy advised it will be awarded to a contractor after following the standard bid processes. The work is beyond the scope of work the City Forestry Dept. is able to provide. It was speculated that the work could be performed by helicopter. Mike Stutzman with the MAA thanked the board for approving the new lease agreement and invited the board and members of the public to the MAA open house which will take place here at the Airport Administration Building hangar on May 21, 2026, at 6pm. Mr. Stutzman further thanked the BOAC for allowing MAA to use their hangar space for this. The BOAC thanked Mr. Stutzman for the invitation and for the great relationship MAA has with the airport.

Adjournment:

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

Next regular BOAC meeting is scheduled for Wednesday, May 27, 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  
Eric Ivory, Secretary  
*Bruce O Shreiner VP*

05.27.26  
Date

