

City of Elkhart  
Board of Aviation Commissioners Meeting  
August 25, 2021

The Board of Aviation Commissioners meeting was called to order by Doug Thorne at 4:00pm on Wednesday, August 25, 2021 in the City Council Chambers, 229 South Second Street. The following commissioners were present: Shari Mellin, Bruce Shreiner, and Tom Shoff via Webex. Also present were Andy Jones, Karen Shaw, Corinne Straight-Reed, and Randy Arndt. Present via Webex were Katie England and Brian Hoffer.

Approval of Minutes:

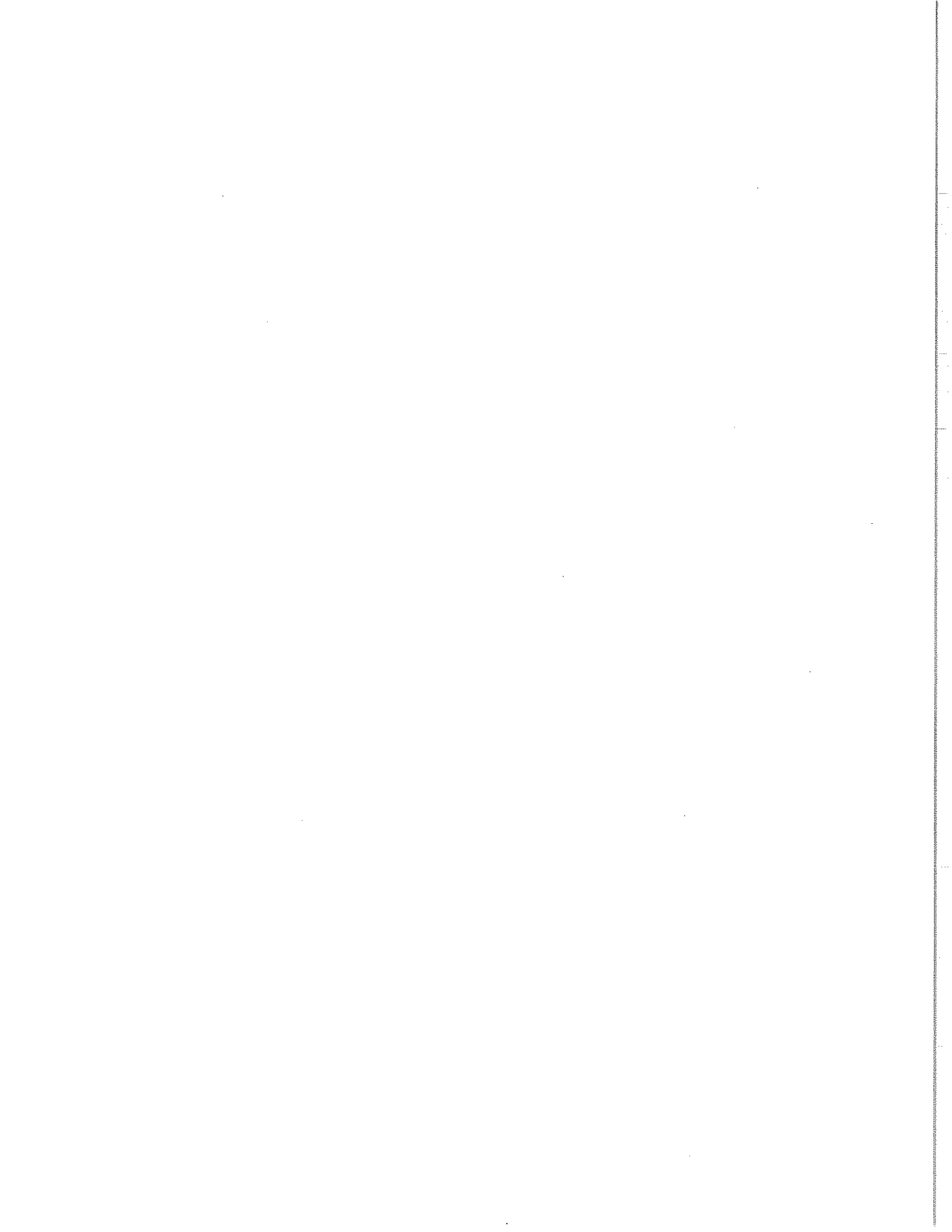
Shreiner made a MOTION to approve the minutes of the July 28, 2021 meeting. The motion was SECONDED by Mellin. There being no further discussion, the motion PASSED unanimously.

Approval of Claims:

Shreiner made a MOTION to approve claims as submitted in the amount of \$20,092.47. The motion was SECONDED by Mellin. Shreiner asked about the purchases for WebEx & security cameras. Andy advised these were approved by the board in a previous meeting and that WebEx are the items needed to set up the system to allow board meetings to be held at the airport instead of the City Council Chambers. The security cameras were purchased to replace the ones that are no longer functioning. Andy further advised that we were able to save money on the Airport Rd. paving project by using asphalt millings left over from previous paving projects. A portion of the funds saved will be transferred between accounts in order to purchase the needed items. Andy further stated that because the administration building is used by airport tenants and visitors 24/7, it is important to be able to monitor activity around the clock. There being no further discussion, the motion PASSED unanimously.

Manager's Report:

Andy advised that just like many departments, the airport is facing staffing challenges. We are currently down 2 full-time and 1 part-time in airfield maintenance employees, and also short-staffed in the air traffic controller department. We are handling the controller issue by requesting the addition of one full-time ATC in the 2022 Aviation Dept. budget. We have extended offers to fill the airfield maintenance openings, we are waiting on background checks & drug screens, so are hoping those will be processed soon, with start dates shortly after Labor Day. Andy added that he is happy to announce that Herbert Ulery, former airport maintenance chief, will be filling the part-time airfield maintenance position. Andy further advised that our grant request for LED Lighting for Runway 9-27 has been approved by the FAA. We had been told earlier this year to hurry up and bid the project. Then told we would not receive this grant this year, but received word today that our grant is being funded. This will be a 90% Federal grant with no state or local matches. The remaining 10% will be paid from Covid relief funds. Budget hearings are approaching and as you know we are asking for just one very important piece of equipment, a snow broom. Not including any trade in credit for our existing broom, the cost for a new broom will be \$698,000. Andy advised he realizes this is a significant cost, but it is crucial in providing unparalleled service at the airport. In speaking with the Controller's Office, they are not opposed to this, but have asked to look at financing options. Karen is continuing to work on organizing the hangar leases, files, and land-leases to make sure we're not missing any lease expiration dates, Consumer Price Index land lease adjustments, etc. We've also updated all the T-Hangar leases and are in the process of getting the signed copies back from tenants. The updates to these leases reflect the newer rules the FAA has made in terms of different usages for hangars at airports. These changes were also approved by this board at a previous meeting. The Building 7 Hangar (Coachman) is getting used as we had hoped for transient aircraft storage; however, one of the windows blew out during a recent storm. Our maintenance department was able to repair it themselves without having to hire an expensive contractor.



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On September 25<sup>th</sup>, the EAA will resume hosting the Young Eagles free airplane ride day. Youth between the ages of 8-17 may visit [youngeaglesday.org](http://youngeaglesday.org) and pre-register for a ride. The EAA will also be hosting a Ride-Fly-Drive- In on October 2.

New Business:

Thorne advised the first order of New Business is the BMW Partnership Land-Lease. Andy advised there has been a lot of discussion over the last several months and he'd like to thank the Mayor's staff, Randy Arndt in the Legal Department, and the BMW Partnership group for putting forth such a cooperative effort. Everyone involved has come together on this new agreement that is fair to everyone involved. Andy further states that BMW demonstrated that they've maintained and improved the facility. They have earned the right to be granted a new lease. Although the original lease is expired, Andy proposes a new 20-year land-lease. At the end of 20 years, the hangar will revert to the ownership of the City of Elkhart. The BMW Partnership will be paying 14 cents per square foot, based on 1.21 acres. Further – the hangar at the end of building 38 owned by the Hangar 39 LLC group, which runs contiguous with Hangar 39, has been approved for special use not to exceed 5 years. Just prior to the end of the first 5 years, the BOAC may extend the special use privilege. Andy states that all parties have agreed to these terms; and in addition, some of the BMW partners have expressed an interest in exploring the possibility of building a new hangar in the future. Andy continues that the by-product of the board approving this 20-year lease gives the building some additional value in terms of resale which could potentially help BMW finance construction of a new hangar. Andy asked the board to consider approving this land-lease assignment. Mr. Thorne made the statement that this has been beneficial to all and he is pleased this has come to a satisfactory outcome. Mellin made a MOTION to approve the BMW Partnership land lease. Shoff SECONDED the motion. There being no further discussion, the motion to approve the BMW Land-Lease PASSED unanimously.

Privilege of the Floor:

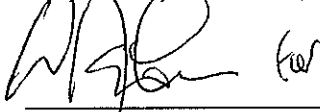
Thorne opened comments. Corinne Straight-Reed made comments thanking Andy, Randy Arndt, and all members of the BOAC for their efforts in coming to a successful completion of the BMW Partnership land-lease.

Adjournment:

Shreiner made a MOTION to adjourn. The motion was SECONDED by Mellin. There being no further comments, the motion PASSED and the meeting was adjourned.

Next regular BOAC meeting is scheduled for Wednesday, September 29, 2021 at 4pm. Location will be City Council Chambers, 229 South Second St, Elkhart, IN 46516 & via WebEx.

Respectfully Submitted,



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Tom Shoff – Aviation Board Secretary

9/29/21  
Date

