

City of Elkhart
Board of Aviation Commissioners Meeting
November 24, 2021

The Board of Aviation Commissioners meeting was called to order by Doug Thorne at 4:00pm on Wednesday, November 24, 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, Paul Shaffer, Ryan Sherwood, & Dwight Fish.

Approval of Minutes:

Bruce Shreiner made a MOTION to approve the minutes of the October 27, 2021 meeting. The motion was SECONDED by Shari Mellin. There being no further discussion, the motion PASSED unanimously.

Approval of Claims:

Bruce Shreiner made a MOTION to approve claims as submitted in the amount of \$49,620.04. The motion was SECONDED by Tom Shoff. Mr. Shreiner asked about the Coachman hangar renovation expenses. Andy advised the building had been abandoned for 10 years and has been sitting unused that whole time. When it was decided to use that space for the new maintenance building as well as space for transient aircraft, there was much work to be done regarding plumbing, electrical, lighting, HVAC, flooring, and window/door upgrades. Andy further advised these expenses were much lower than constructing a new building, and that he sees there will be a return on these investments. Doug Thorne added that in the future it would be helpful to get estimates ahead of time. There being no further discussion, the motion PASSED unanimously.

Manager's Report:

Andy advised that the maintenance employee who had Covid has recovered and is now back to work. We had our annual INDOT inspection which we passed and our operations were approved for another year. Specialties, LLC came out to put posts at the new hangar construction site. They are also working on stretching the fences and will be working on electrifying the rolling gate near Mach air by the end of this week, and we should be ready for the final inspection soon. Andy further advised the airport maintenance crew is ready for winter – all inspections have been completed on snow equipment and they'll be ready to go when the time comes for snow. The Elkhart Airport received another Covid relief grant (ARPA) from the FAA for \$59,000 of which Andy would like to use part of this money to invest in new lawn mowers that are remote-controlled which would be a great addition to our fleet of lawn mowers. Andy further advised these mowers would also be safer for the maintenance crew to use in and around the deep ditches at the airport. Andy further advised that he's been wanting to get these mowers for a while but was reluctant to ask for them in the 2022 budget because of the new snow broom he already included in next years' budget, so this was great news regarding this grant. Bruce Shreiner asked if these mowers will work with no operator present? Andy advised that no, a crew member that is operating the mower remotely must be present in the area that is being mowed. Dwight Fish asked if there is an auto stop or safety device on the mower if there is any danger to a crew member? Andy advised he isn't sure of the details of the safety features, but will do some research into this.

New Business:

Doug Thorne advised the first order of New Business is the purchase of 2 Remote-Controlled lawn mowers with the ARPA Covid relief funds. The details of the need and funding source was explained by Andy during the Manager's report. Tom asked a question about the unit's collision avoidance system. Andy assured Tom that he would get him the answers to his questions before ordering the units. Tom

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Shoff made a MOTION to approve the purchase of two remote-controlled lawnmowers. The motion was SECONDED by Shari Mellin. The motion PASSED unanimously.

Doug Thorne advised the second item of New Business is the FAA year-end financial report for FY 2021. Paul Shafer with Butler, Fairman, & Seufert (BF&S) advised this is the standard yearly report required by the FAA for federal dollars that pass through the airport. It includes AIP-33 & AIP-36 grants. Totals in federal spending was \$801,757.10. Paul stated the BOAC is required to approve this report at a public meeting to satisfy State Board of Accounts policy. Shari Mellin made a MOTION to approve the FAA year-end FY 2021 financial report in the amount of \$801,757.10. The motion was SECONDED by Bruce Shreiner. There being no further discussion, the motion PASSED unanimously.

Doug Thorne advised the last item of New Business is the submission of the FY 2022 FAA Grant Pre-Application for Rehabilitate Runway 18-36 Pavement & Lighting Environmental Assessment & Design with associated work orders totaling \$332,370.00, with the Federal share in the amount of \$229,133.00, the INDOT share in the amount of \$16,618.50, and the Local share in the amount of \$16,618.50. Paul Shaffer advised the pre-application deadline for this Runway 18-36 project is December 1, 2021. Paul added that the grant won't be written until later in 2022. Paul further advised the conference call with Andy, BF&S, INDOT, and the FAA regarding this project went well and all are on board. This grant will fund the design phase of this project. Paul also wanted the BOAC to be aware that the pavement portion of this grant will have separate tracking than the Lighting portion. There being no further discussion, Bruce Shreiner made a MOTION to approve the submission of the FY 2022 Grant Pre-Application for Runway 18-36 Pavement & Lighting Assessment & Design. The motion was SECONDED by Shari Mellin. The motion PASSED unanimously.

Privilege of the Floor:

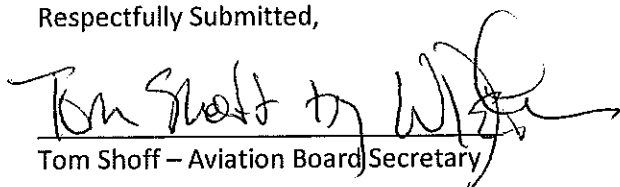
Doug Thorne opened comments. Dwight Fish made a statement regarding the solar work that Kokosing has been doing and said they are ready to go, but they are trying to organize scheduling. Mr. Fish advised he will have an update soon.

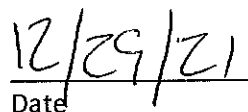
Adjournment:

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

Next regular BOAC meeting is scheduled for Wednesday, December 29, 2021 at 4pm. Location will be the Elkhart Municipal Airport Administration Building, 1211 County Road 6 W., Elkhart, IN 46514 & via WebEx.

Respectfully Submitted,


Tom Shoff – Aviation Board Secretary


Date