

City of Elkhart
Board of Aviation Commissioners Meeting
June 29, 2022

The Board of Aviation Commissioners meeting was called to order by Commissioner Doug Thorne at 4:00pm on Wednesday, June 29, 2022 at the Elkhart Municipal Airport Administration Building, 1211 CR 6 W, Elkhart, Indiana 46514. Commissioner Shari Mellin was present. Commissioner Tom Shoff was present via WebEx. Also present were Andy Jones, Karen Shaw, Ryan Sherwood, Paul Shaffer & Kevin Davis. Councilman Dwight Fish was present via WebEx.

Removal from Agenda:

Mr. Thorne advised the first item is to amend the agenda to remove items H and I. Ms. Mellin made a MOTION to remove items H and I from the agenda. Mr. Shoff SECONDED the motion. There being no further discussion, the motion passed unanimously.

Approval of Minutes:

Ms. Mellin made a MOTION to approve the minutes of the May 25, 2022 meeting. Mr. Shoff 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 \$433,729.56. Ms. Mellin SECONDED the motion. There being no further discussion the motion to approve the claims PASSED unanimously.

Manager's Report:

Andy advised all departments have switched from Incode 9 to Incode 10. Karen has been in several training sessions the last few months to learn the new systems for accounts payables, accounts receivables, purchase orders, budgeting, and payroll. Andy further advised we are still waiting to activate the NADIN (National Airspace Data Interchange Network System) for the AWOS (Automated Weather Observation System). The NADIN is a way for weather information to be transmitted to third parties such as websites and apps from our AWOS. There have been a few kinks in the system and we are hoping the parts will arrive in a couple weeks so our AWOS tech can complete the installation. After attending the Snow Symposium in New York and consultation with Central Garage, Andy advised we have decided to give the Controller's Office the go-ahead to order the Snow & Ice Broom. It will take between 12-14 months before we receive it, so we will have another winter with the old broom. Andy further advised we are continuing to work on the Aviation budget for fiscal year 2023. There will be some costs that have gone up; especially fuel and items related to construction. We will be looking at only our needs and not our wants. The budget draft submission deadline is July 11.

Mr. Thorne advised the first item under New Business is the Hangar 13 Stipulated Agreement. Kevin Davis of the City of Elkhart Legal Department advised this is for the tenant to surrender possession of Hangar 13, which he has agreed to. The Stipulated Agreement lays out the terms of the \$3,500 outstanding balance without having to go through litigation. The tenant will be making monthly payments until it is paid off. Mr. Fish asked if photos would be taken of the inventory? Andy advised affirmative. Ms. Mellin made a MOTION to approve the Hangar 13 Stipulated Agreement. Mr. Shoff SECONDED the motion. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the Hangar 13 Storage Agreement. Mr. Davis advised the tenant asked for a storage agreement so his property can be transferred to the barn. Mr. Davis further advised there is a hold harmless in both agreements in case any property is destroyed in the move. The storage agreement will be on a month-to-month basis at \$70 per month, and if the

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airport would like him out, we need to give a 30-day notice. Ms. Mellin asked what happens if the tenant breaks these agreements? Mr. Davis advised the eviction process would start. Andy further advised it is advantageous to move the tenant's property to the barn so someone with an airworthy plane can rent hangar 13. Ms. Mellin made a MOTION to approve the Hangar 13 Storage Agreement. Mr. Shoff SECONDED the motion. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is Progress Estimate #2 to Michiana Contracting for Runway 9-27 Lighting Rehabilitation for \$53,285.74. Paul Shaffer from BF&S advised there will be one more pay request after this, and we are still holding a little bit of the retainage fee. We had a final walk-through today, as well as an inspection from INDOT. There were some minor issues, two of which were corrected today and we may look into adding a bit of drainage around 1 of the foundations. Outside of that, the project went really well and everything is functioning as it should and is looking good. Mr. Shoff made a MOTION to approve Progress Estimate #2. Ms. Mellin SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is Pay Request #3 to reimburse Progress Estimate #2 and BF&S invoice 96759 for \$17,154.08 for Runway 9-27 Lighting, total amount: \$70,439.82. Mr. Shaffer advised this is to get FAA reimbursement for Progress Estimate 2 and for the BF&S invoice for inspection and bidding for the lighting project. Mr. Shoff made a MOTION to approve Pay Request #3. Ms. Mellin SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the Disadvantaged Business Enterprise (DBE) policy statement to ensure DBEs have an equal opportunity to receive and participate in DOT-assisted contracts at the Elkhart Municipal Airport. Mr. Shaffer stated that every 3 years we need to go through the process of adopting a policy & goal for Disadvantaged Business Enterprises. The packet sent to the BOAC has the policy statement and goal methodology, which only applies to federally funded projects. It does not necessarily mean we have to meet the goal, but a good faith effort needs to be documented, and the BOAC must approve a policy statement. Ms. Mellin made a MOTION to approve the policy statement for DBEs. Mr. Shoff SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the overall draft goal of 5.1% for DBEs for contracts using federal financial assistance from 10.01.22 through 09.30.25. Mr. Shaffer advised that now that the BOAC has approved the DBE policy statement, it needs to approve the draft goal that states of all the dollars spent; at least 5.1% needs to be with a DBE. After the BOAC accepts this goal, it needs to be advertised on the airport's website for a certain number of days. This advertisement states that the public has an opportunity at the next board meeting to share their thoughts on the 5.1% goal. Mr. Thorne asked if there is a need for a public hearing on the policy? Mr. Shaffer advised no, that the policy already states there will be a public hearing and the 5.1% goal is a draft until the public hearing concludes. We may need to revisit the goal depending on public comments. Ms. Mellin asked if we have met this goal in the past? Mr. Shaffer advised that yes, historically the Elkhart Airport has consistently met these goals (albeit with different percentages) and it has been a very successful program. Andy asked if this current goal is comparative to other general aviation (GA) airports? Mr. Shaffer advised it is a little higher than some other GA airports in the area. Andy advised that Karen will put this advertisement on the airport's website. Mr. Shoff made a MOTION to approve the draft goal of 5.1%, pending review of public hearing. Ms. Mellin SECONDED. There being no further discussion, the motion PASSED unanimously.

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Mr. Thorne advised the last item under New Business is Accept Grant Award for Runway 18-36 Pavement Rehabilitation Design when offered via electronic signature from the FAA. Mr. Shaffer advised this is a preemptive motion to try to get ahead of the grant offer. Mr. Shaffer further advised there was a group of grants submitted to the office of the Secretary of Transportation, of which one is EKM's grant. In the event this grant comes earlier than usual, there would be just a 7-day turnaround for BOAC & legal department signatures, and it may fall before the next board meeting, so we wanted to work ahead a little bit. Mr. Shoff made a MOTION to approve the acceptance of the Runway 18-36 Pavement Rehabilitation Design grant. Ms. Mellin SECONDED. There being no further discussion, the motion PASSED unanimously.

Privilege of the Floor:

Mr. Thorne opened comments. There was none.

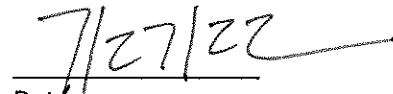
Adjournment:

Mr. Shoff made a MOTION to adjourn. Ms. Mellin SECONDED the motion. There being no further business, the motion PASSED and the meeting was adjourned.

Next regular BOAC meeting is scheduled for Wednesday, July 27, 2022 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

