

City of Elkhart  
Board of Aviation Commissioners Meeting  
September 28, 2022

The Board of Aviation Commissioners meeting was called to order by Commissioner Doug Thorne at 4:00pm on Wednesday, September 28, 2022 at the Elkhart Municipal Airport Administration Building, 1211 CR 6 W, Elkhart, Indiana 46514. Commissioners Shari Mellin and Bruce Shreiner were present. Commissioner Tom Shoff was present via WebEx. Also present were Andy Jones, Karen Shaw, Kevin Davis, Ryan Sherwood, Councilman Dwight Fish, Herb Ulery, Dustin Fish, John Ferguson, and Paul Shaffer.

Approval of Minutes:

Ms. Mellin made a MOTION to approve the minutes of the August 31, 2022 meeting. Mr. Shreiner SECONDED the motion. There being no further discussion, the motion PASSED unanimously.

Approval of Claims:

Mr. Shreiner made a MOTION to approve claims as submitted for \$12,056.33. Ms. Mellin asked about the Airport donation funds. Andy advised aviation enthusiasts would from time to time express an interest in donating funds to be used to help promote aviation themed events and education. The BOAC established this donation fund around 2013. Mr. Shoff SECONDED the motion. There being no further discussion the motion to approve the claims PASSED unanimously.

Manager's Report:

Andy advised the budget hearings took place last week. Andy appeared before the city council and answered questions associated with the propose FY 2023 Aviation Budget. The Aviation budget request is for approx. \$1.6 million, which also included our capital equipment costs for next year. Capital items include snowplows, replacement of 4000 series lawn mowers, replacing the rotating beacon, and trade-in of the airport van and F150 truck for an F350 truck. Andy advised he is attending the American Association of Airport Executives (AAAE) aviation law conference next week. He is looking to gain new information regarding FAA regulations, airport rules, regulations, and minimum standards and more. We had the first Salute to Veterans WWII Reenactment and Airshow committee meeting last week. The meeting was very positive. Andy advised the City Council also passed the portion of the city budget that included a \$50,000 appropriation on a "do pass recommendation". Andy further advised the RV dealer show is going on this week, so the airport has been very busy. The Traffic Department came out and re-striped our parking lots. The crack-sealing machine is finally back after being broken down for months. When weather conditions improve, we will resume that process. Our remote-controlled lawnmowers have been working here at the airport and in other locations around the City. We are happy to share these units with other departments.

New Business:

Mr. Thorne advised the first item under New Business is consideration for Andy and Commissioner Bruce Shreiner to attend the International Convention of Air Shows (ICAS) December 11-15, 2022. Andy advised that Scott Duck encouraged him to attend ICAS. Scott is a current airshow air boss and will have a booth at the convention. Andy shared that prior to hosting the Salute to Veterans WWII Reenactment, here in 2015 he attended ICAS and picked up a lot of useful information that he incorporated into our event. ICAS offer numerous workshops on hosting large events at airports. Andy further advised this would be a great opportunity to network with other airport personnel and get fresh and updated information regarding air shows. Andy further advised that with so much going on at these conventions, it would be impossible for him to attend all the workshops, so he is suggesting that Commissioner Shreiner also attend. Mr. Shreiner has agreed to attend if approved by the board. Our city council liaison, Councilman Dwight Fish, will also attend. The city council President has said he will approve the

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use of the city council travel funds to pay all of Councilman Fish's travel and registration costs. Mr. Shoff made a MOTION to approve all expenses associated with Andy & Bruce's travel and attendance to this convention. Ms. Mellin SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is approval of Specifications for Control Tower radio quotes. Andy advised he would like to use the FAA Covid grants we received to purchase primary and back-up radios plus a recording system for the Air Traffic Control Tower, as the ones we currently have are out-of-date. Andy further advised that ATC Chief Haller has researched several vendors, and per State Board of Account protocols, we want to reach out to vendors that provide these items and can do the installations based on the specifications Chief Haller has set forth. We need the BOAC to approve these specifications so we can get quotes. Mr. Shoff asked what communications this would cover. Andy advised it would be ground to aircraft and ground to crew. It will not be to the Fire Department, as those communications go through the 911 Communication Center. Mr. Shreiner made a MOTION to approve the specifications. 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 acceptance of the FAA grant award (AIP-39) for the remaining costs to design Runway 18-36 pavement rehabilitation, Taxiway D-4 Feasibility Study, and the design of the 10-unit T-Hangar/Taxilane project. Paul Shaffer with BF&S advised this would be funded through the Bipartisan Infrastructure Legislation (BIL), so this is outside normal AIP funds. Andy and City Legal executed this and the board needs to ratify in order to receive the funds. Paul advised the total eligible funds under BIL is \$265,000. However, for this part of the grant, the amount is \$130,222. This breaks down to \$117,200 from federal and \$6,511 each from State & Local funds. Paul further advised there would be four more years of BIL funds beyond 2022, and the balance of BIL funds rolls over and can be used for other projects. Ms. Mellin made a MOTION to approve acceptance of the FAA grant award. Mr. Shoff SECONDED the motion. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the last item under New Business is permission for the Fire Department to use the old farmhouse for fire training. Andy advised the farmhouse is the property the Board that was acquired some time ago. The house is without HV/AC units, plumbing and electric. The Fire Department is always looking for buildings for this purpose. This will include setting parts of the interior of the structure on fire. They would like to do this in early November.

The board had several questions and comments:

- 1) Would the burn have any impact on flight operations? Andy advised it would not affect any flight operations.
- 2) What would the liability be if anyone were injured? Andy advised the City has liability insurance.
- 3) Who is responsible for removal of debris? Andy advised it would be the airport's responsibility. Our staff, using front-end loaders and dump trucks can perform the cleanup.
- 4) How many times will they burn? Andy advised he does not have specifics at this time.
- 5) Would leaving the foundation in place affect the airports ability to expand if need be? Andy advised the master plan shows no plans to expand in that direction.
- 6) Be sure the area is cleaned up so that our neighbors do not have to look at a mess. Andy advised the board that the mess will be cleaned and the neighbors will be informed of our plans.

Andy further advised the Fire Department would also burn a large brush pile that has accumulated over many years once they receive a permit from IDEM.

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Ms. Mellin made MOTION to approve. Mr, Shreiner SECONDED. There being no further discussion the motion PASSED unanimously.

Privilege of the Floor:

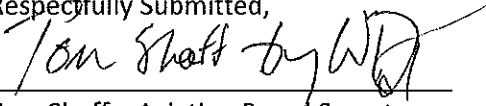
Mr. Thorne opened comments. Herb Ulery from the Elkhart Airport's part-time maintenance staff asked if the snow broom has been ordered. Andy advised that it is in the works. The controller's office has been in contact with us regarding documentation needed from Central Garage regarding the pre-approval. Mr. Ulery also asked if TIF funds could be used for maintenance infrastructure. Andy advised this would likely come from capital funds. Paul Shaffer corroborated that generally TIF does not cover these items.

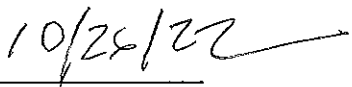
Adjournment:

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

Next regular BOAC meeting is scheduled for Wednesday, October 26, 2022 at 4pm. Location will be the Elkhart Municipal Airport Administration Building, 1211 County Road 6 W., Elkhart, IN 46514 & via WebEx.

Respectfully Submitted,

  
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Tom Shoff – Aviation Board Secretary

  
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Date

