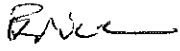


City of Elkhart  
Board of Aviation Commissioners Meeting  
January 25, 2023

The Board of Aviation Commissioners meeting was called to order by Commissioner Doug Thorne at 4:00pm on Wednesday, January 25, 2023 at the Elkhart Municipal Airport Administration Building, 1211 CR 6 W, Elkhart, Indiana 46514. Commissioner Bruce Shreiner and Sheri Mellin was present. Also present were Andy Jones, Karen Shaw, Councilman Dwight Fish, and Airfield Maintenance Chief Bruce Maclachlan. Present via Webex was Paul Shaffer. Commissioner Tom Shoff was absent.

Approval of Minutes:

Mrs. Mellin made a MOTION to approve the minutes of the December 28, 2022 meeting.  ~~Mrs. Mellin~~ SECONDED the motion. There being no further discussion, the motion PASSED unanimously.

Approval of Claims:

Mrs. Mellin made a MOTION to approve claims as submitted for \$127,305.04. Mr. Shreiner SECONDED the motion. Mr. Shreiner asked if the new pickup truck is here and if it is, has a snowplow? Andy answered yes, and the truck in white. There being no further discussion, the motion PASSED unanimously.

Manager is Report:

Andy advised that we are in snow and ice control mode at present. The new union contract states that the airport now must pay on call pay to maintenance employees Andy advised this is the new union contract that covers our hourly maintenance staff. The union filed a grievance asking the Aviation department to pay maintenance employees on call pay retroactively back to November 2022. The total amount was \$3,500. Andy stated that in his 15 years of service at the airport we never paid maintenance employees on call pay because the contract stated that only employees carrying a city pager or city cell phone were entitled to on call pay. No employee was ever disciplined for refusing to come into work on over time when called. However, the HR Director ruled otherwise so we will pay as directed. The Board asked what qualifies as on call pay and how we decide which employee to call. Andy provided a detailed definition of what qualifies as on call pay, how we decide the order. He added that we are having a meeting with the union in a few days to be sure we are all on the same page. Andy called the board's attention to the Salute to Veterans WWII Reenactment and Airshows report he sent them as asked if they had questions. Elkhart Festivals Inc. hired a media company to manage the on line advertising, website development, and setting up the on line ticketing. The events could attract 10-12 thousand visitors each day. Bruce Shreiner added how well worth the trip to the ICAS conference was. Andy informed the board there is a Fly In-Drive In-Ride In event scheduled at the Airport on June 10. The donation fund will be used to purchase any additional liability insurance needed.

New Business:

The first item of new business was the resumption of per diem compensation to the BOAC for attending monthly BOAC meetings. Andy explained that the BOAC voluntarily gave up per diem in 2010 because of the economic downturn. Andy budgeted to resume reimbursing the board for attending. The amount per state statute is \$35 per meeting. Mr. Shreiner made a MOTION to resume paying the BOAC members \$35 per meeting. The Motion was SECONDED by Mrs. Mellin. The motion PASSED unanimously.

The next item under new business is Hangar 33 Rent Credit. Andy explained that the hangar was without power for at least 12 months. The tenants did not report it until Andy stopped by one weekend when he saw the tenant and asked if the hangar needed any maintenance. Since the hangar rent we charge

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includes the provision of electricity, the tenant and Andy agreed that, a two-month rent credit is a fair settlement for the inconvenience experienced by the tenants. Mr. Shreiner made a MOTION to approve a two month Hangar 33 rent credit of \$340.00. Mrs. Mellin SECONDED the motion. There being no further discussion, the board voted unanimously to APPROVE the motion.

The next order of new business was the Approval to request Aeroplex TIF Funds for costs associated with the rehabilitation of the south-side taxi lane near the new T Hangars and the replacement of the Hangar 39 Ramp. Andy explained that the taxi lane and ramp surfaces call for milling and replacement of the asphalt. Adam Fann from the city Redevelopment Dept. asked Andy if we have a project for the Aeroplex TIF. The TIF generates about \$350,000 annually and currently has a strong balance. TIF funds were used in the past for Airport improvements. Mr. Shreiner made a MOTION for the Board to request \$200,000 from the Aeroplex Fund to be used for the taxi lane and ramp paving projects. Mrs. Mellin SECONDED the motion. Mr. Thorne asked Andy to include in the next month manager's report a summary of the airport projects made possible by the use of Aeroplex TIF. There being no further discussion, the motion PASSED unanimously.

The next item of new business was AIP Pay request #3 to FAA for \$19,470 for T Hangars/ Taxi lane design projects. Paul Shaffer provided a brief review. Mr. Shreiner made a MOTION to approve pay request #3 for \$19,470. Mrs. Mellin SECONDED the motion. The motion PASSED unanimously.

Next item of new business was Progress Pay Estimate #3 final payment to Michiana Contracting for RW 9/27 lighting in the amount of \$26,274.

Mr. Shreiner made MOTION to approve the pay request #3 for \$26,274. Mrs. Mellin SECONDED the motion. The motion PASSED unanimously.

Next item of new business was AIP 36 Pay request #4 Run way 9/27 lighting FAA reimbursement of pay estimate #4 \$26,274. Paul Shaffer gave the board a brief explanation. Having no questions. Mr. Shreiner made MOTION to approve the request of \$26,274. Mrs. Mellin SECONDED the motion. The motion PASSED unanimously.

Next item of new business was AIP Pay request #5F Runway 9/27 lighting close out of \$28,928.52. This for the FAA for closeout & reimbursement of \$28,928.52 for the balance of Progress Estimate #3 Final (full payment) & BF&S invoices. Mr. Shreiner made a MOTION to approve payment request 5F of \$28,928.52. Mrs. Mellin SECONDED the motion. There being no further discussion the motion PASSED unanimously.

The next item of new business was Amended request #1 AIP 36 for \$20,423.21. Mr. Shreiner made a MOTION to approve the amended pay request for \$20,423.21. Mrs. Mellin SECONDED the motion. There being no further discussion, the motion PASSED unanimously.

The last item of new business was advertising for bids for the new T Hangar Project. Paul Shaffer showed the board where the hangar will be built, discussed sequencing, and pointed out the details including some unanswered drainage challenges. Councilman Fish asked if the installation of French drain might address the drainage challenges. Paul indicated that it might. BF&S will take a closer look at the area and make a recommendation to the Airport Director. Mrs. Mellin made a MOTION to approve advertising the project for bid pending working out an amicable drainage plan with the Airport Director. Mr. Shreiner SECONDED the motion. The Motion PASSED unanimously.

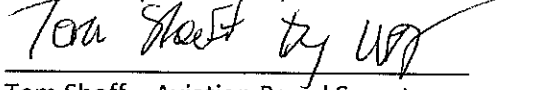
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Privilege of the Floor

Councilman Fish asked if the taxi lane restriping would interfere with Airport operations. Also, if the FAA will pay for restriping the entire airport. Andy answered that the striping will not be an issue. Tenants will be made aware of the project in advance. The FAA will not pay for maintenance items. Refreshing all of the airfield markings is the responsibility of the airport. That will need to be a capital-funding request within the Aviation Dept. FY budget. That request may be coming this year for FY 2024.

Next regular BOAC meeting is scheduled for Wednesday, February 22, 2023 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

