



BOARD OF AVIATION COMMISSIONERS
Wednesday June 26, 2024
Elkhart Municipal Airport, First Floor
Administration Building
1211 CR 6 West
Elkhart, IN 46514

Meeting AGENDA

1. Call to Order:
2. Approval of Minutes: May 29, 2024
3. Approval of Claims:
4. Airport Manager's Report:
5. New Business:
 - a. Transfer of fuel farm agreement to Indiana Flight Center (IFC).
 - b. Agreement between EKM control tower and South Bend control tower.
 - c. Agreement between EKM control tower, South Bend control tower, and Chicago Air Route control center.
 - d. Open re-packaged T-Hangar & Taxilane project bids.
 - e. Bi-Partisan (BIL) grant application.
6. Privilege of the floor
7. Adjournment
8. **NEXT REGULAR BOAC MEETING 07/31/24 4:00 p.m.**

Rod Roberson
Mayor

Andy Jones
Airport Director

Elkhart Municipal Airport
1211 CR 6 W
Elkhart, Indiana 46514

Maintenance:
574.361.2123

Administration Office:
574.264.5217

BOAC Members

Doug Thorne, President

Bruce Shreiner, V.P.

Tom Shoff, Treasurer

Shari Mellin, Secretary

City of Elkhart
Board of Aviation Commissioners Meeting
May 29, 2024

The Board of Aviation Commissioners meeting was called to order by Commissioner Doug Thorne at 4:00 pm on Wednesday, May 29, 2024 at the Elkhart Municipal Airport Administration Building, 1211 CR 6 W, Elkhart, Indiana 46514. Commissioners Shari Mellin & Bruce Shreiner were present and Commissioner Tom Shoff was present via Webex. Also present were: Andy Jones, Karen Shaw, Bruce Maclachlan, Kevin Davis, Ryan Sherwood, & Paul Shaffer. Councilman Dwight Fish attended via Webex.

Approval of Minutes:

Mr. Shreiner made a MOTION to approve the minutes of the April 24, 2024 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 \$111,858.55. Mr. Shreiner SECONDED the motion. Mr. Shreiner asked about the purchases from Amazon. Andy advised these were office items for the administration building renovations. There being no further discussion, the motion PASSED unanimously.

Airport Manager's Report:

Andy advised the new snow and ice control broom will be delivered soon. Josh Holt from Central Garage traveled to Oshkosh to perform the pre-delivery inspection of the unit. Andy further advised the EAA hosted another successful Young Eagles event. Ryan Sherwood with Indiana Flight Center (IFC) added that they had over 50 Young Eagles (kids) take advantage of the free airplane rides. Andy advised that the administration building renovations are close to being completed. The upstairs and downstairs are finished with the exception of some smaller details. After seeking input from pilots, flight instructors, and other Administration Building tenants, new tables and chairs were added to the downstairs pilot's lounge.

New Business:

Mr. Thorne advised the first item under New Business is the ratification the agreement between EKM & King Aero Aviation for the lease of T-Hangar 19. Kevin Davis has reviewed and approved the agreement. Andy advised that as Marty King's business grows, from time to time he requires additional hangar space. On May 1, 2024 Marty began using T Hangar 19. Per the new guidelines, Andy signed the lease at the time and is asking the board to ratify this agreement and authorized Mr. Thorne to also sign it. Mrs. Mellin made a MOTION to approve ratification of T-Hangar 19 lease to King Aero Aviation. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the agreement between EKM & Kone Elevator. Andy advised that Oracle Elevator has been unable to further assist us with the Control Tower elevator emergency telephone repair. We reached out to Kone Elevator, who services other city owned elevators. Kone determined that they can assist us with this issue and bring us back into compliance with the Department of Homeland Security. This agreement calls for the installation of a wireless phone inside the elevator. This one-time installation charge is \$1,980. Then, a \$30 monthly wireless phone service fee. Andy further advised that Kevin Davis reviewed this agreement. Mr. Shreiner made a MOTION to approve the Kone Elevator emergency phone repair agreement. Mrs. Mellin SECONDED. There being no further discussion, the motion PASSED unanimously.

City of Elkhart
Board of Aviation Commissioners Meeting
May 29, 2024

Mr. Thorne advised the next item under New Business is the transfer of the fuel farm lease (Addendum No. 1) from Wheels Up Private Jets to Indiana Flight Center (IFC). Andy advised that Wheels Up no longer has any aircraft based at EKM and therefore are not fueling as frequently and it no longer makes sense for them to lease and maintain the fuel farm located on the south side of the airport. IFC has indicated that it makes sense for them to take this over. An agreement between the city and Wheels Up to relinquish the lease of the fuel farm and also surrender the First Refusal Rights for land adjacent to the Wheels Up Hangar, was drafted by Kevin Davis. Wheels Up has agreed to sign it. Wheels Up will no longer be responsible for paying the \$300 per month lease fee for the fuel farm. Dwight Fish asked what happens if the fuel farm has a failure. Andy advised that once IFC agrees to lease the fuel farm they will be responsible for routing maintenance and repairs. However, the City can help IFC with reasonable repair costs if there is a major problem. Mr. Shreiner made a MOTION to approve Addendum No. 1 to the Wheels Up lease agreement. Mrs. Mellin SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the Wheels Up Private Jets Network Equipment agreement. Andy advised that prior to the 2023 airshow there was a need to boost wi-fi capability to the west side of the airfield. The City IT Department helped us achieve this by installing antennas on the roof of the Wheels Up hangar, and connecting some equipment to an electrical outlet, with permission from the previous fleet manager, Bobby Lucas. With Wheels Up under new management we wanted to have an official agreement in place for this equipment to remain in place. Kevin Davis drafted this agreement and Wheels Up have agreed to sign it. The city will pay Wheels Up \$100 per year for use of their roof for this purpose. Mrs. Mellin made a MOTION to approve the Wheels Up network equipment agreement. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the T-hangar 3 lease cancellation for the late Wendell Ridenour. Sadly, one of our tenants, Wendell Ridenour was fatally injured in an aircraft accident. Andy advised that he is asking the board to cancel his lease and clear his remaining balance owed, which is \$200. Andy also advised Wendell's family members have completely cleaned out his hangar. The board offered their condolences for Mr. Ridenour & his passenger Helicopter Bill, who also died in the crash. Mr. Shreiner made a MOTION to cancel Mr. Ridenour's lease effectively immediately and to zero out his balance. Mrs. Mellin SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is Lippert Components anti-lock braking product demonstration on September 25, 2024. Andy advised he was approached by Lippert regarding usage of a small area of a taxiway so they can perform this demonstration. Andy further advised allowing this would not affect EKM operations in a negative way, and is asking the board to authorize an agreement between EKM & Lippert Components that Kevin Davis would draft & approve. Mr. Shreiner made a MOTION to approve the use of a section of taxiway for this demonstration pending legal approval. Mrs. Mellin SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the next item under New Business is the T-Hangar & Taxilane project bid opening date revision. Paul Shaffer with Butler, Fairman, & Seufert (BF&S) advised that many contractors are showing interest in projects. Paul suggests allowing more time for bid submissions. Mr. Shaffer advised that since the construction would not happen until 2025 he sees no negatives to pushing the submissions date out 30 more days. Mr. Shaffer is asking the board to amend the bid submissions date to the next regular BOAC meeting June 26, 2024. All bids will be opened and read aloud at that meeting.

City of Elkhart
Board of Aviation Commissioners Meeting
May 29, 2024

Mr. Shreiner made a MOTION to approve this bid revision date to June 26, 2024. Mrs. Mellin SECONDED. There being no further discussion, the motion PASSED unanimously.

Mr. Thorne advised the last item under New Business is the Bi-Partisan Infrastructure Legislation (BIL) grant application submission to the FAA for construction of the T-Hangar/Taxilane project. Mr. Shaffer advised the application for this round of BIL grants happens after June, but before the July BOAC meeting, so he wants to get ahead on the application submission and is asking the Board's permission to do this. Mrs. Mellin made a MOTION to approve the BIL application submission for the T-Hangar/Taxilane project. Mr. Shreiner SECONDED. There being no further discussion, the motion PASSED unanimously.

Privilege of the Floor:

Mr. Thorne opened comments. There were none.

Adjournment:

Mr. Shreiner made a MOTION to adjourn. Mrs. Mellin SECONDED. There being no further discussion, the meeting adjourned.

Next regular BOAC meeting is scheduled for Wednesday, June 26, 2024 at 4pm. Location will be the Elkhart Municipal Airport Administration Building, 1211 County Road 6 W., Elkhart, IN 46514 & via WebEx.

Respectfully Submitted,



Shari Mellin – Aviation Board Secretary

6-26-24
Date

BOARD OF AVIATION COMMISSION

CLAIM AND ALLOWANCE DOCKET

I HEREBY CERTIFY THAT EACH OF THE ABOVE LISTED VOUCHERS AND INVOICES OR BILLS ATTACHED THERETO ARE TRUE AND CORRECT AND I HAVE AUDITED SAME IN ACCORDANCE WITH IC 5-11-10-1.6. I ALSO HEREBY CERTIFY THAT THESE VOUCHERS AND INVOICES REPRESENT GOODS AND/OR SERVICES THAT ARE FOR THE BENEFIT OF THE CITY OF ELKHART AND THAT APPROPRIATIONS FOR THESE EXPENDITURES HAVE BEEN DULY MADE OR OTHERWISE AUTHORIZED BY THE CITY COUNCIL AND OTHER APPROPRIATE AUTHORITY.

June 24, 2024 
JAIME ARCE - CITY CONTROLLER


IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$58,032.81** AS LISTED ON THE REGISTER ATTACHED HERETO **CONSISTING OF 5 PAGES**, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 26TH DAY OF JUNE 2024 BY:

PRESIDENT


DOUG THORNE

VICE PRESIDENT


BRUCE SHREINER

SECRETARY

SHARI MELLIN

TREASURER

TOM SHOFF

Tim Reecer - Proxy
MEMBER




ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE

BOARD OF AVIATION COMMISSION

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PRESIDENT

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VICE PRESIDENT

BRUCE SHREINER

SECRETARY

SHARI MELLIN

TREASURER

TOM SHOFF

MEMBER

ENTERED
against SS

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE _____



City of Elkhart

City of Elkhart

Expense Approval Report

By Fund

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2206 - AVIATION					
Menard, INC	54839	06/26/2024	Items for admin renov	2206-5-201-4430500	84.88 ✓
Menard, INC	55017	06/26/2024	Items for admin renov	2206-5-201-4430500	29.97 ✓
Menard, INC	55052	06/26/2024	Operatng supplies	2206-5-201-4220150	171.07 ✓
AMAZON CAPITAL SERVICES I	1GNN-VYXX-PXLR	06/26/2024	Op & admin renov supplies	2206-5-201-4220150	318.92 ✓
AMAZON CAPITAL SERVICES I	1GNN-VYXX-PXLR	06/26/2024	Op & admin renov supplies	2206-5-201-4430500	708.58 ✓
CINTAS CORP.	4193823142	06/26/2024	Uniform cleaning contract	2206-5-201-4360400	32.47 ✓
Menard, INC	55337	06/26/2024	Items for admin renovatons	2206-5-201-4430500	55.53 ✓
HAROLD ZEIGLER AUTO GROU	184176	06/26/2024	2024 Ford F-350 truck	2206-5-201-4440200	45,231.76 ✓
Menard, INC	55434	06/26/2024	Items for admin renovations	2206-5-201-4430500	100.33 ✓
Menard, INC	55435	06/26/2024	Items for admin renovations	2206-5-201-4430500	35.94 ✓
Menard, INC	55442	06/26/2024	Items for admin renovations	2206-5-201-4430500	23.88 ✓
Menard, INC	55443	06/26/2024	Bldg materials	2206-5-201-4230110	36.40 ✓
HAWKINS WATER TECH, INC	1054681	06/26/2024	Cooler rent for maint dept	2206-5-201-4220150	12.50 ✓
Menard, INC	55529	06/26/2024	Items for admin renovations	2206-5-201-4430500	115.31 ✓
YODER OIL COMPANY INC	CL81900	06/26/2024	Fuel for maint vehicles	2206-5-201-4220210	38.59 ✓
SHOFF SECURITY SERVICES , I	150792	06/26/2024	Alarm monit for tower June-J	2206-5-201-4360400	208.50 ✓
RICOH USA, INC	5069561892	06/26/2024	Copies 05.01.24 to 05.31.24	2206-5-201-4370200	11.63 ✓
AMAZON CAPITAL SERVICES I	1MXK-QNQT-LMFF	06/26/2024	Admin renov, bldg mat, office	2206-5-201-4210500	57.47 ✓
AMAZON CAPITAL SERVICES I	1MXK-QNQT-LMFF	06/26/2024	Admin renov, bldg mat, office	2206-5-201-4230110	8.99 ✓
AMAZON CAPITAL SERVICES I	1MXK-QNQT-LMFF	06/26/2024	Admin renov, bldg mat, office	2206-5-201-4430500	207.97 ✓
Menard, INC	55703	06/26/2024	Items for admin renovations	2206-5-201-4430500	632.90 ✓
CINTAS CORP.	4194659600	06/26/2024	Uniform cleaning contract	2206-5-201-4360400	32.47 ✓
Menard, INC	55757	06/26/2024	Items for admin renovations	2206-5-201-4430500	830.16 ✓
Menard, INC	55758	06/26/2024	Items for admin renovations	2206-5-201-4430500	67.26 ✓
ZACHERY MILLER	AJ053124	06/26/2024	Port toilet at kayak launch for	2206-5-201-4390900	135.00 ✓
Menard, INC	55820	06/26/2024	Items for admin renovations	2206-5-201-4430500	6.98 ✓
Menard, INC	55857	06/26/2024	Items for admin renovations	2206-5-201-4430500	15.49 ✓
AMERICAN ASSOCIATION OF	1144757	06/26/2024	Annual renewal AAAE membe	2206-5-201-4390300	275.00 ✓
Menard, INC	55912	06/26/2024	Items for admin renovations	2206-5-201-4430500	45.98 ✓
AMAZON CAPITAL SERVICES I	1KQY-FVXQ-X6RJ	06/26/2024	Admin renov & office supplies	2206-5-201-4210500	116.97 ✓
AMAZON CAPITAL SERVICES I	1KQY-FVXQ-X6RJ	06/26/2024	Admin renov & office supplies	2206-5-201-4430500	35.99 ✓
SHOFF SECURITY SERVICES , I	150854	06/26/2024	Fees for pass code changes to	2206-5-201-4360400	30.00 ✓
CINTAS CORP.	4195367261	06/26/2024	Uniform cleaning contract	2206-5-201-4360400	32.47 ✓
RICOH USA, INC	5069642235	06/26/2024	Copies	2206-5-201-4370200	10.69 ✓
RICOH USA, INC	5069642236	06/26/2024	Copies	2206-5-201-4370200	19.47 ✓
RICOH USA, INC	5069642237	06/26/2024	Copies	2206-5-201-4370200	47.92 ✓
RICOH USA, INC	5069642247	06/26/2024	Copies	2206-5-201-4370200	8.12 ✓
RICOH USA, INC	5069642248	06/26/2024	Copies	2206-5-201-4370200	24.26 ✓
RICOH USA, INC	5069642249	06/26/2024	Copies	2206-5-201-4370200	8.47 ✓
RICOH USA, INC	5069642254	06/26/2024	Copies	2206-5-201-4370200	10.48 ✓
RICOH USA, INC	5069642255	06/26/2024	Copies	2206-5-201-4370200	13.57 ✓
Menard, INC	56225	06/26/2024	Items for admin renovations	2206-5-201-4430500	28.50 ✓
POWER BRAKE & SPRING CO	1376555-00	06/26/2024	Upfitting for truck 10	2206-5-201-4440200	215.36 ✓
YODER OIL COMPANY INC	270508	06/26/2024	Fuel for maint vehicles	2206-5-201-4220210	1,373.84 ✓
R.W. BERKEY, INC.	323829	06/26/2024	Upfitting for truck 10	2206-5-201-4440200	586.00 ✓
Menard, INC	56405	06/26/2024	Bldg materials	2206-5-201-4230110	50.74 ✓
LIVING GRAPHICS INC.	43431	06/26/2024	Business cards	2206-5-201-4210500	58.65 ✓
Menard, INC	56502	06/26/2024	Items for admin renovations	2206-5-201-4430500	9.97 ✓
AMAZON CAPITAL SERVICES I	16PW-FHWM-7LRR	06/26/2024	Items for admin renov for pilo	2206-5-201-4430500	705.45 ✓
APEX COMMERCIAL BUILDIN	1014	06/26/2024	Repair of door at admin termi	2206-5-201-4360100	1,180.00 ✓
CINTAS CORP.	4196108656	06/26/2024	Uniform cleaning contract	2206-5-201-4360400	26.24 ✓
				Fund 2206 - AVIATION Total:	54,125.09

Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2303 - AVIATION DONATION					
ANDREW K. JONES	061423	06/26/2024	Emp reimb donation fund	2303-5-104-4220150	45.09
			Fund 2303 - AVIATION DONATION Total:		<u>45.09</u>
			Grand Total:		<u><u>54,170.18</u></u>

Fund Summary

Fund	Expense Amount
2206 - AVIATION	54,125.09
2303 - AVIATION DONATION	<u>45.09</u>
Grand Total:	54,170.18

Account Summary

Account Number	Account Name	Expense Amount
2206-5-201-4210500	Office Supplies	233.09
2206-5-201-4220150	Operating Supplies	502.49
2206-5-201-4220210	Gasoline	1,412.43
2206-5-201-4230110	Building Materials	96.13
2206-5-201-4360100	Repairs & Maint - Bldg	1,180.00
2206-5-201-4360400	Maintenance Contract	362.15
2206-5-201-4370200	Equipment Leases	154.61
2206-5-201-4390300	Subscriptions	275.00
2206-5-201-4390900	Other Services & Charge	135.00
2206-5-201-4430500	Buildings	3,741.07
2206-5-201-4440200	Motor Equipment	46,033.12
2303-5-104-4220150	Operating Supplies	<u>45.09</u>
	Grand Total:	54,170.18

Project Account Summary

Project Account Key	Expense Amount
None	<u>54,170.18</u>
Grand Total:	54,170.18



City of Elkhart

City of Elkhart

Expense Approval Report

By Fund

Payment Dates 5/24/2024 - 6/23/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2206 - AVIATION					
COMCAST CABLE	INV0002603	05/24/2024	8771402050907961 1211 C	2206-5-201-4320400	184.12 ✓
NORTHERN INDIANA PUBLIC S	INV0002598	05/24/2024	7375580016 1321 CR 7	2206-5-201-4350200	78.19 ✓
NORTHERN INDIANA PUBLIC S	INV0002599	05/24/2024	6440000093 1211 CR 6W	2206-5-201-4350200	311.53 ✓
COMCAST CABLE	INV0002604	05/24/2024	8771402050907656 1139 C	2206-5-201-4320400	74.07 ✓
ELKHART PUBLIC UTILITIES	INV0002600	05/24/2024	1203336003 1211 CR 6W	2206-5-201-4350400	70.97 ✓
ELKHART PUBLIC UTILITIES	INV0002601	05/24/2024	1203335600 1139 CR 6W	2206-5-201-4350400	53.95 ✓
ELKHART PUBLIC UTILITIES	INV0002602	05/24/2024	1203335800 1205 CR 6W, 2	2206-5-201-4350400	10.85 ✓
INDIANA MICHIGAN POWER C	INV0002641	05/24/2024	04240948119 1211 CR 6W	2206-5-201-4350100	2,567.18 ✓
COMCAST CABLE	INV0003004	06/21/2024	8771402050907961 1211 C	2206-5-201-4320400	184.12 ✓
NORTHERN INDIANA PUBLIC S	INV0002993	06/21/2024	7375580016 1321 CR 6W	2206-5-201-4350200	66.96 ✓
ELKHART PUBLIC UTILITIES	INV0002990	06/21/2024	1203336003 1211 CR 6W	2206-5-201-4350400	54.97 ✓
ELKHART PUBLIC UTILITIES	INV0002991	06/21/2024	1203335600 1139 CR 6W	2206-5-201-4350400	53.95 ✓
ELKHART PUBLIC UTILITIES	INV0002992	06/21/2024	1203335800 1205 CR 6W, 2	2206-5-201-4350400	10.85 ✓
NORTHERN INDIANA PUBLIC S	INV0003002	06/21/2024	6440000093 1211 CR 6W	2206-5-201-4350200	140.92 ✓
Fund 2206 - AVIATION Total:					3,862.63
Grand Total:					3,862.63

Auto Payments

June - Phone - \$289.72 ✓
 June - Fax - \$4.06 ✓
 June Cell - \$80.89 ✓

Report Summary

Fund Summary

Fund	Payment Amount
2206 - AVIATION	3,862.63
Grand Total:	3,862.63

Account Summary

Account Number	Account Name	Payment Amount
2206-5-201-4320400	Telephone & Communic	442.31
2206-5-201-4350100	Electricity	2,567.18
2206-5-201-4350200	Natural Gas	597.60
2206-5-201-4350400	Water & Sewer	255.54
Grand Total:		3,862.63

Project Account Summary

Project Account Key	Payment Amount
None	3,862.63
Grand Total:	3,862.63



City of Elkhart, Indiana
the city with a heart

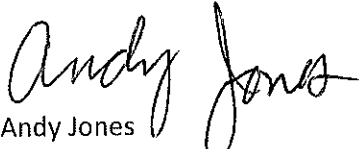
MEMORANDUM

DATE: 05/29/24
TO: The Board of Aviation Commissioners
FROM: Andy Jones, Airport Director
RE: **Transfer of fuel farm**

The Elkhart Municipal Airport is currently in negotiations with Indiana Flight Center (IFC) to transfer ownership of the fuel farm lease & fee formerly owned by Wheels Up. The attached Addendum No. 1 to Fixed Base Operator Use and Operations Agreement is subject to approval by the City Legal Department. I ask the Board of Aviation Commissioners to authorize this transfer and ask the BOAC to authorize its Board President to sign this Agreement on behalf of the City.

Please authorize The Board of Aviation Commissioners President to sign the Addendum No. 1 To Fixed Base Operator Use And Operations Agreement for transfer of the fuel farm subject to legal approval.

Thank you,


Andy Jones
Airport Director

ADDENDUM NO. 1 TO FIXED BASE OPERATOR USE AND
OPERATIONS AGREEMENT

THIS Addendum to the Agreement dated September 1, 2018 by and between the City of Elkhart Board of Aviation Commissioners (BOAC) (Lessor) and Aircraft Service Company, Ltd d/b/a Indiana Flight Center (IFC) (Lessee) is executed this 26th day of June 2024.

WHEREAS, the BOAC owns and operates the Elkhart Municipal Airport (the Airport) located in the City of Elkhart, IN and;

WHEREAS, the Lessee desires to maintain and operate an additional fuel storage facility on the Airport property;

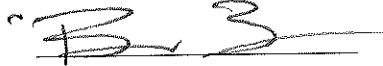
WHEREAS, the parties wish to amend Article II Section B to include the following;

Now THEREFORE, the parties now desire to amend said original Agreement to include the following items and conditions

WHEREAS, Lessee desires to operate for its own use in addition to the two 100LL tanks it is currently renting, two additional underground aircraft fuel storage tanks. Lessor does hereby grant to Lessee permission to operate for its own two additional underground aircraft fuel tanks on the Airport all in accordance with the Rules and Regulations and Minimum Standards promulgated. In addition to any other fees, Lessee shall pay an annual rental equal to Seven Thousand Two Hundred Dollars (\$7,200) for the lease of the fuel farm. This shall be payable in twelve (12) equal monthly installments of Six Hundred Dollars (\$600). BOAC shall reimburse for the reasonable cost of repairs to the fuel farm, excluding normal maintenance. Unless otherwise terminated by the BOAC, said permission shall expire upon the date of expiration of the original lease agreement. Lessee agrees to use and store such fuels and the facilities

therefore in accordance with the rules and regulations promulgated by the BOAC, and further agrees that should it fail to do so, that the permission herein granted by the BOAC may be terminated immediately. Lessee does hereby agree to indemnify, defend, and hold harmless, the City of Elkhart, the BOAC, and all agents and officers thereof, from and against any and all claims, suits, damages, accidents, occurrences, demands, action, causes of action and liabilities arising from the maintenance, and use of the fuel and fuel storage tanks provided for hereunder and relating to the use of such fuels in any aircraft. For the term of the lease agreement, and any extensions thereof, BOAC agrees to permit Lessee exclusive use of the one (1) underground 100LL gasoline tank and two (2) underground jet gasoline tanks located at 2112 Airport Road, and one (1) above ground 100LL self-serve gasoline tank located on the North Ramp, near 1211 Co. Rd. 6 W.

AIRCRAFT SERVICE COMPANY LTD D/B/A INDIANA FLIGHT CENTER



Signature

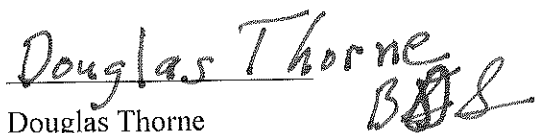
BRETT ZIETLOW

Print Name

PRESIDENT

Position

BOARD OF AVIATION COMMISSIONERS



Douglas Thorne

President



City of Elkhart
Elkhart Municipal Airport

June 4, 2024

Mr. Victor Iniguez
Program Manager
Chicago Airport Districts Office
2300 East Devon Avenue
Des Plaines, IL 60018

Rod Roberson
Mayor

Andy Jones
Airport Director

Elkhart Municipal Airport
1211 CR 6 W
Elkhart, Indiana 46514

Maintenance:
574.361.2123

Administration Office:
574.264.5217

BOAC Members

Doug Thorne, President

Bruce Shreiner, V.P.

Tom Shoff, Secretary

Shari Mellin, Treasurer

RE: Intent to Roll Entitlements

Dear Mr. Iniguez:

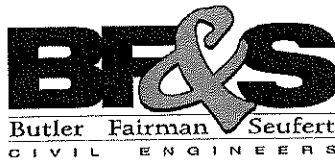
The Elkhart Municipal Airport wishes to Roll \$150,000 of FY 2023 Non-Primary Entitlement (NPE) funds and \$150,000 of FY 2024 NPE Funds into the next program year for projects approved in the CIP.

Thank you in advance for your consideration to improve our airport.

Sincerely,

Andy Jones
Airport Director

c: Butler, Fairman and Seufert
Marcus Dial, INDOT Office of Aviation



ELKHART MUNICIPAL AIRPORT ENGINEER REPORT/AGENDA

June 26, 2024
4:00 p.m.

ACTION ITEMS FOR BOAC MEETING

- Motion to open and read aloud the re-packaged T-Hangar and Taxilane project bids, and to take the bids under advisement until the June Board meeting for engineering and legal review.
- Motion to submit a Bi-Partisan Infrastructure Legislation (BIL) grant application to the FAA for the construction of the T-Hangar and Taxilane projects packaged to maximize the available BIL funds.

ACTIVE GRANT SUMMARY

- AIP 38: Runway 18-36 pavement rehab, Design – Currently 77.10% (90% Federal, 5% State, 5% Local)
- AIP 39: Runway 18-36 pavement rehab, remaining Design, the Taxiway D-4 Feasibility Study, and the design of the 10-unit T-hangar / Taxilane – Currently 95.14% (90% Federal, 5% State, 5% Local)

BF&S PROJECT UPDATES

1. Runway 18-36 Pavement Rehabilitation Design (AIP-38) – 90% Federal
 - Plans are ready for advertising once the FAA establishes the grant schedule for FY2024.
 - The FAA has informed us via INDOT that the project needs to move to FY 2025 due to FAA funding. Between the FAA continuing resolution and projects that were not funded last year many projects had to slide one year.
 - See the revised funding schedule from INDOT and FAA.
2. Runway 18-36 Pavement Rehab Design, Taxiway D4 Feasibility Study, and T-hangar/Taxilane Design (AIP-39) – 90% Federal
 - The Taxiway D-4 study was revised and resubmitted with Alternative 2 as the proposed option which was the declared distance option.
 - We are ready to begin close out of this grant.
3. T-hangar/Taxilane design project
 - Bid Opening 6/26/2024

Airport Name	Project Year	Federal F.Y. 2024-2029 Anticipated				Aircraft Capital Improvement Program		Total Cost	BIL Funds Contract Tower	Project Description
		Entitlement Funds	Apportionment Funds	Discretionary Funds	BIL Allocation Funds	Matching State Funds	Matching Local Funds			
Elkhart	2024							\$0		NPE Rollover
Elkhart	2024				\$763,800	\$42,433	\$42,433	\$848,667		Construct Taxilane and 10-unit T-hanger, Phase 1 reimbursement
Elkhart	2024					\$1,325	\$1,325	\$26,500	\$25,175	Air Traffic Control Tower Improvements
Elkhart	2025	\$450,000		\$1,350,000		\$100,000	\$100,000	\$2,000,000		Rehabilitate RW 18/36 - Construction
Elkhart	2025					\$294,000	\$16,333	\$326,667		Construct Taxilane and 10-unit T-hanger, Phase 2 reimbursement
Elkhart	2026	\$150,000	\$329,312			\$26,628	\$26,628	\$532,569		Land Acquisition for Approach Protection, Easements and Parcels 67 & 77 -
Elkhart	2026					\$294,000	\$16,333	\$326,667		Construct Taxilane and 10-unit T-hanger, Phase 3 reimbursement
Elkhart	2027	\$122,283				\$6,794	\$6,794	\$135,870		Runway 18-36 Lighting Rehabilitation - Design
Elkhart	2028	\$177,717		\$632,283		\$45,000	\$45,000	\$900,000		Runway 18-36 Lighting Rehabilitation - Construction
Elkhart	2029	\$120,000				\$6,667	\$6,667	\$133,333		Taxiway D Lighting Rehabilitation - Environmental/Design
Elkhart	2029	\$30,000	\$75,000			\$5,833	\$5,833	\$116,667		Taxiway D Pavement Rehabilitation - Environmental/Design