AGENDA

City of Warsaw
warsaw.in.gov
Board of Aviation Commissioners
Regular Meeting
Tuesday, August 12, 2025, 5:15 PM
Council Chambers

I. ORGANIZATION OF MEETING

1. Call to Order

2. Member, Appointing Authority, Dates of Term;

   Steven Smilay, Appointed by Mayor, 01/01/25 to 12/31/28
   Dan Robinson, Appointed by Mayor, 01/01/23 to 12/31/26
   John Yingling, Appointed by Mayor, 01/01/23 to 12/31/26
   Gene Zale, Appointed by Mayor, 01/01/22 to 12/31/25

3. Approval of Minutes for ___

   a. Approval of July 8, 2025 Minutes

   b. Approval of June 9, 2025 Minutes

4. Approval of Claims

   a. Approval of July Claims

II. RECOGNITION OF VISITORS

III. REPORTS / ORAL & WRITTEN COMMUNICATIONS

1. Engineer's Report

2. Manager's Report

   a. Fuel Usage Report
   b. City Aviation Services and Aviation Department Income Statement

   a. Fuel Usage Report

   b. Income Statement

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

1. Land Lease Option - Hangar 4B

2. Deer Rask Force Approval

3. SOAR Sponsorship

4. Hangar 21A Sale - Right of First Refusal

5. Snow Plow Truck Purchase - Request to Solicit Quotes

VI. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

VII. VISITOR QUESTIONS OR COMMENTS

VIII. ADJOURNMENT

BOARD OF AVIATION COMMISSIONERS
REGULAR MEETING
JULY 8, 2025
5:15 PM

I. ORGANIZATION OF MEETING

1. Call to Order

Present: Steven Smilay; John Yingling; Dan Robinson; Gene Zale; Nick King
Absent: Kelsey Chanley

2. Approval of Minutes for ___

No minutes to sign...will be approved at next meeting.

3. Approval of Claims

Move: Gene Zale Second: John Yingling

Ascent Aviation Group $60,332.11
CAMP Software $ 595.00

II. RECOGNITION OF VISITORS

III. REPORTS / ORAL & WRITTEN COMMUNICATIONS

1. Engineer's Report

CHA Engineer's Report Attached

2. Manager's Report

   a. Fuel Usage Report
   b. City Aviation Services and Aviation Department Income Statement

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

VI. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

VII. VISITOR QUESTIONS OR COMMENTS

VIII. ADJOURNMENT

Motion passed to adjourn meeting.
Our next BOAC Meeting is August 12, 2025 in the City Hall Council Chambers.

Dan Robinson(President)________________________________

Gene Zale(Secretary)________________________________

Consultant's Report

To: Warsaw Board of Aviation Commissioners

Issued By: Mary Kerstein, Robert LaFayette, Nathan Lienhart

Subject: Monthly Board Meeting – Consultant's Report

Date: July 8, 2025

Runway 27 Obstruction Mitigation (AEP Power Lines) (AIP No. 3-18-0085-020-2020 // CHA Task Order No. 2):

- Final invoices and grant closeout paperwork sent to the FAA on June 30,2025.
- **BOARD ACTION:**
  - **No Action.**

Improve Runway 9-27 Safety Area, Phase 1 – Program Definition (AIP No. 3-18-0085-022-2022 // CHA Task Order No. 4):

- CHA incorporated final comments and are doing an internal final review in the coming weeks. The final version of the report is anticipated for end of July 2025 submission to the FAA.
- **BOARD ACTION:**
  - **No Action.**

Conduct Wildlife Hazard Site Visit (AIP No. 3-18-0085-023-2023 // CHA Task Order No. 5):

- No update this month. Documentation submitted and is still into the FAA for review and comment.
- **BOARD ACTION: No Action.**

Corporate Taxilane E-1 Rehabilitation/Reconstruction (CHA Task Order No. 6)

- Airport Management requested Phend & Brown address low spot under warranty. Phend and Brown will be getting survey shots on the low spot and propose a repair method for CHA and Owner approval.
- **BOARD ACTION: No Action**

Taxiway B Rehabilitation (BIL No. 3-18-0085-024-2024 // CHA Task Order No. 7)

- Grant application sent to the FAA on June 26, 2025.
- **BOARD ACTION:**
  - **No Action.**

BOARD OF AVIATION COMMISSIONERS
REGULAR MEETING
JUNE 9, 2025
2:00 PM

I. ORGANIZATION OF MEETING

1. Call to Order

2. Approval of Minutes for ___

Move: Gene Second: Steve

   a. May Minutes

3. Approval of Claims

Move: Gene Second: Steve

   a. Claims

II. RECOGNITION OF VISITORS

Absent: Dan Robinson
Visitors: Delynn Geiger and Dan Slone

III. REPORTS / ORAL & WRITTEN COMMUNICATIONS

1. Engineer's Report

See Engineers Report Attached.

Runway 27 Obstruction Mitigation
Motion for board approval on FAA Grant Closeout paperwork in an amount not to exceed $626,091.75.
Move: Gene Second: Steve

Improve Runway 9-27 Safety Area Phase 1
Motion for board approval on CHA Invoice 58412.4-13 in the amount of $4,083.00. Move: Steve Second: Gene

Taxiway B Rehabilitation
Motion for board approval on CHA Invoice 58412.7-08 in the amount of $7,461.90. Move: Gene Second: Steve
Motion for board approval on FAA Grant Application for construction phase services. Move: Gene Second: Steve
Motion to approve Hanson's Independent Fee Estimate Invoice in the amount of $4,000.00. Move: Gene Second: Steve

Runway 9-27 Rehabilitation
Approved Phend and Brown as the apparent low bid. Move: John Second: Gene
Motion to approve Recommendation to Award Contract to Phend & Brown in the amount of $874,951.60.
Move: Steve Second: Gene

Motion to approve Amendment No. 1 to CHA Task Order No. 11 in the amount of $101,852.00. Move: Gene Second: Steve
Motion to approve signature on CHA May Invoice 5841211-06 in the amount of $4,339.60. Move: Steve Second: Gene

Taxiway A
Motion to approve CHA Task Order No. 12 in the amount of $99,500.00. Move: Gene Second: Steve
Motion to Approve FAA Grant Application for preliminary design phase services, NTP dependent on grant funding. Move: Steve Second: Gene

2. Manager's Report

   a. Fuel Usage Report
   b. City Aviation Services and Aviation Department Income Statement

a. Fuel Usage Report

b. Income Statement

IV. UNFINISHED BUSINESS

Board Approval of Recommendation to Award Contract to Phend & Brown in the amount of $874,951.60. Board Approval of Amendment No. 1 to CHA Task Order No. 11 in the amount of $101,852.00 for construction phase services.

All matters are addressed under the Engineers Report.

V. NEW BUSINESS

VI. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

VII. VISITOR QUESTIONS OR COMMENTS

VIII. ADJOURNMENT

The meeting adjourned at 2:38 PM.
The next BOAC Meeting is July 8, 2025 at 5:15 PM at City Hall.

Dan Robinson (President) ______________________________

Gene Zale (Secretary) ______________________________

Consultant's Report

To: Warsaw Board of Aviation Commissioners

Issued By: Mary Kerstein, Robert LaFayette, Nathan Lienhart

Subject: Monthly Board Meeting – Consultant's Report

Date: June 9, 2025

Runway 27 Obstruction Mitigation (AEP Power Lines) (AIP No. 3-18-0085-020-2020 // CHA Task Order No. 2):

- Surveyor will be out tomorrow to collect as-built foundation information for the new HVT towers.
- Final invoices and board action on this grant to meet June 25, 2025 grant expiration deadline.
- **BOARD ACTION:**

~~Move: john~~
~~2nd~~ move: gene
2nd: steve

  - **Motion for Board Approval by Dan Robinson or Airport Representative's signature on FAA Grant Closeout paperwork in an amount to not exceed $626,091.75 (Local Share: $31,305.59)**
    - **CHA invoice # 58412.2-22**
    - **AEP Final Invoice**
    - **FAA Grant Closeout paperwork**

Improve Runway 9-27 Safety Area, Phase 1 – Program Definition (AIP No. 3-18-0085-022-2022 // CHA Task Order No. 4):

- CHA currently working to incorporate final comments to generate the final version of the report for submission to the FAA in July 2025.
- **BOARD ACTION:**

move: steve
2nd: gene

  - **Motion for Board Approval and Dan Robinson or Airport Representative's signature on CHA Invoice 58412.4-13 in the amount of $4,083.00 (Local Share $204.15).**

Conduct Wildlife Hazard Site Visit (AIP No. 3-18-0085-023-2023 // CHA Task Order No. 5):

- No update this month. Documentation submitted and is still into the FAA for review and comment.
- **BOARD ACTION: No Action.**

Corporate Taxilane E-1 Rehabilitation/Reconstruction (CHA Task Order No. 6)

- Phend & Brown came back on Saturday, May 31, 2025 and applied the final seal coat on the new HMA pavement. Phend & Brown will wait 30 days for seal coat curing before applying final paint markings.
- Airport Management requested Phend & Brown address low spot under warranty.
- **BOARD ACTION: No Action**

Taxiway B Rehabilitation (BIL No. 3-18-0085-024-2024 // CHA Task Order No. 7)

- Bid opening was Thursday, June 5, 2025.
    - Phend & Brown is the apparent low-bid at $2,555,121.50
        - Engineer's estimate was $2,296,000.00
- **BOARD ACTION:**
    - move: gene 2nd: steve **Motion for Board Approval and Dan Robinson or Airport Representative's signature on CHA Invoice 58412.7-08 in the amount of $7,461.90 (Local Share $373.09).**
    - move: gene 2nd: steve **Motion for Board Approval and Dan Robinson or Airport Representative's signature on FAA Grant Application for construction phase services.**
    - move: gene 2nd: steve **Motion to approve Hanson's Independent Fee Estimate (IFE) invoice in the amount of $4,000.00 (Local Share $200.00) for the construction phase services with this project.**

General Services (CHA Task Order No. 9)

- No update this month.
- **BOARD ACTION: No Action**

Airport Overlay District (CHA Task Order No. 10)

- Meeting held on May 29, 2025 (in-person) with City and County representatives.
- Next step will be to work with City Planner on questions discussed in meeting.
- Revisions to AOD to meet City and County requirements.
- City and County Zoning Boards will then approve AOD.
- **BOARD ACTION: No Action**

Runway 9-27 Rehabilitation (CHA Task Order No. 11)

- Bids were received and opened on May 6, 2025.
    - Phend & Brown is the apparent low-bid

mai: John gene

- Anticipated construction notice to proceed (NTP) planned for mid-July 2025 with substantial completion by the end of August 2025.
- **BOARD ACTION:**
    - move ~~John~~ steve 2nd gene **Motion to approve Recommendation to Award Contract to Phend & Brown in the amount of $874,951.60 (Local Share $874,951.60). This covers the Base Bid work limits (generally the western third of the runway).**
    - move gene 2nd steve **Motion to approve Amendment No. 1 to CHA's Task Order No. 11 in the amount of $101,852.00 (Local Share $101,852.00) for construction phase services associated with this project.**
    - move: steve 2nd: gene **Motion for Board Approval and Dan Robinson or Airport Representative's signature on CHA May Invoice 5841211-06 in the amount of $4,339.60 (Local Share $4,339.60).**

Taxiway A Basis of Design (CHA Task Order No. 12)

- This is a task order for a preliminary design study to determine if Taxiway A will be rehabilitated or reconstructed. This will utilize remaining IIJA FY22 funds that expire at the end of this month and additional FY23 IIJA funds.
- **BOARD ACTION:**
  - move gene 2nd steve — **Motion to approve CHA's Task Order No. 12 in the amount of $99,500.00 (Local Share $4,975.00) for preliminary design phase services associated with this project.**
  - move steve 2nd gene — **Motion for Board Approval and Dan Robinson or Airport Representative's signature on FAA Grant Application for preliminary design phase services.** NTP dependent on grant funding

Run: 7/28/2025
12:30PM

Warsaw Municipal Airport
Vendor Activity Report

For The Period: 7/01/2025 Through: 7/31/2025

Vendor	Charges	Discounts	Payments
DTS Aviation Equipment	819.64	0.00	819.64
Fisher Auto Parts	216.15	0.00	216.15
GandE Locksmith	50.00	0.00	50.00
GreenMark Equipment	5.81	0.00	5.81
Keystone Cooperative	1,162.43	0.00	1,162.43
Lake City Bank Card Center	703.87	0.00	703.87
MacAllister Rental	2,331.11	0.00	2,331.11
More's Kubota Of Warsaw	1,441.25	0.00	1,441.25
NAPA	355.58	0.00	355.58
NIPSCO	1,780.45	0.00	1,780.45
Orange Marketing Group	850.00	0.00	850.00
REMC	30.75	0.00	30.75
Stantec Consulting Services	3,602.50	0.00	3,602.50
Times Union	23.56	0.00	23.56
Verizon Wireless	223.93	0.00	223.93
Wal-Mart	111.39	0.00	111.39
Wildman Uniform	332.03	0.00	332.03
Report Totals:	14,040.45	0.00	14,040.45

Run: 7/31/2025
9:04AM

City Aviation Services
Vendor Activity Report

For The Period: 7/01/2025 Through: 7/31/2025

Vendor	Charges	Discounts	Payments
Ascent Aviation Group, Inc.	117,874.47	0.00	117,874.47
Bellman Oil Co.	348.54	0.00	348.54
CAMP Software, Inc.	595.00	0.00	595.00
Report Totals:	118,818.01	0.00	118,818.01

2025	January	February	March	April	May	June	July	August	September	October	November	December	2025 YTD Total	2024 July	2024 YTD Total
Air Cargo	1,488.0	724	891.0	450.0	359.0	0.0	0.0						3,912.0	1,637.0	12,938.0
Revenue	$2,232.00	$1,086.00	$1,336.50	$675.00	$538.50	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,868.00	$2,455.50	$19,407.00
Explorer Van	2,770.0	1,048.0	1,585.0	975.0	1,937.0	1,725.0	554.0						10,594.0	220.0	6,319.0
Revenue	$4,155.00	$1,572.00	$2,377.50	$1,462.50	$2,905.50	$2,587.50	$831.00	$0.00	$0.00	$0.00	$0.00	$0.00	$15,891.00	$330.00	$9,478.50
Image Air	7,424.0	6,265.0	4,053.0	3,930.0	3,255.0	6,638.0	7,381.0						38,946.0	4,022.0	41,910.0
Revenue	$9,280.00	$7,831.25	$5,066.25	$4,912.50	$4,068.75	$8,297.50	$9,226.25	$0.00	$0.00	$0.00	$0.00	$0.00	$17,111.25	$5,027.5	$52,387.5
Flight By PWI	1,099.0		150.0	80.0	2,265.0	2,665.0	3,525.0						9,784.0	890.0	3,630.0
Revenue	$1,648.50	$0.00	$225.00	$120.00	$3,397.50	$3,997.50	$5,287.50	$0.00	$0.00	$0.00	$0.00	$0.00	$9,388.50	$1,335.00	$5,445.00
Sugair			0.0		708.0	511.0	19,495.0						20,714.0	17,132.0	17132
Revenue	$0.00	$0.00	$0.00	$0.00	$212.40	$153.30	$5,848.50	$0.00	$0.00	$0.00	$0.00	$0.00	$6,214.20	$5,139.60	5139.6
ZimmerBiomet	772.0		0.0	876.0	2,302.0		3,768.0						7,718.0	2,787.0	10,317.0
Revenue	$1,158.00	$0.00	$0.00	$1,314.00	$3,453.00	$0.00	$5,652.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,925.00	$4,180.50	$15,475.50
													0.0		
Revenue													$0.00		
Based															
Jet-A													0.0	1,200.0	1,200.0
Revenue													$0.00	$1,200.00	$1,200.00
100LL	832.3	980.2	1,287.3	1,761.1	1,652.1	1,813.5	1,654.0						9,980.5	2,867.8	9,563.9
Revenue	$249.69	$294.06	$386.19	$528.33	$495.63	$544.05	$496.20	$0.00	$0.00	$0.00	$0.00	$0.00	$2,994.15	$860.34	$2,869.17
Transient															
Jet-A	1,265.0	932.0	888.0	4,289.0	7,031.0	8,093.0	3,030.0						25,528.0	2,478.0	12,957.0
Revenue	$2,530.00	$1,864.00	$1,776.00	$8,578.00	$14,062.00	$16,186.00	$6,060.00	$0.00	$0.00	$0.00	$0.00	$0.00	$51,056.00	$4,956.00	$25,914.00
100LL	678.4	636.4	2,102.9	2,067.9	898.4	852.9	1,330.1						8,567.0	828.1	8,665.5
Revenue	$339.20	$318.20	$1,051.45	$1,033.95	$449.20	$426.45	$665.05	$0.00	$0.00	$0.00	$0.00	$0.00	$4,283.50	$414.05	$4,332.75
Total Gals.															
Jet-A	14,818.0	8,969.0	7,567.0	10,600.0	17,857.0	19,632.0	37,753.0	0.0	0.0	0.0	0.0	0.0	117,196.0		
100LL	1,510.7	1,616.6	3,390.2	3,829.0	2,550.5	2,666.4	2,984.1	0.0	0.0	0.0	0.0	0.0	18,547.5		
Total Rev.															
Jet-A	$21,003.50	$12,353.25	$10,781.25	$17,062.00	$28,637.65	$31,221.80	$32,905.25	$0.00	$0.00	$0.00	$0.00	$0.00	$153,964.70		
100LL	$588.89	$612.26	$1,437.64	$1,562.28	$944.83	$970.50	$1,161.25	$0.00	$0.00	$0.00	$0.00	$0.00	$7,277.65		
Combined	$21,592.39	$12,965.51	$12,218.89	$18,624.28	$29,582.48	$32,192.30	$34,066.50	$0.00	$0.00	$0.00	$0.00	$0.00	$161,242.35		
2024 YTD															
Total Gals.															
Jet-A	9,588.0	10,280.0	14,736.0	15,831.0	12,054.0	13,548.0	30,366.0								106,403.0
100LL	1,074.6	2,517.1	4,214.2	2,459.1	2,517.4	1,751.1	3,695.9								18,229.4
Total Rev.															
Jet-A	$12,964.50	$14,243.25	$21,017.50	$22,848.25	$17,468.00	$21,281.50	$24,624.10								$134,447.10
100LL	$392.24	$1,068.33	$1,838.62	$1,018.85	$962.16	$647.33	$1,274.39								$7,201.92
Combined	$13,356.74	$15,311.58	$22,856.12	$23,867.10	$18,430.16	$21,928.83	$25,898.49								$141,649.02

Run: 8/05/2025
12:09PM

City Aviation Services

General Ledger Standard Income Report

For Fiscal Year Starting: 1/01/2025, Reporting Through: 7/31/2025

All Departments Consolidated

Income

	MTD 7/01-7/31/25	QTD 7/01-7/31/25	YTD 1/01-7/31/25
Bank/Investment Interest Income	19.65	19.65	99.63
Ramp Fees	375.00	375.00	5,530.00
Jet Fuel Sales	143,845.38	143,845.38	496,398.27
100LL Fuel Sales	13,914.47	13,914.47	87,531.38
Prist Sales	183.30	183.30	555.00
Oil Sales	144.00	144.00	733.00
Crew Car - 4 HRS.	0.00	0.00	50.00
Overnight Fee	200.00	200.00	945.00
Miscellaneous	0.00	0.00	1.00
After Hour Service	100.00	100.00	1,300.00
Interest Income	54.04	54.04	423.06
Income:	**158,835.84**	**158,835.84**	**593,566.34**

Other Income

	Month-To-Date	Quarter-To-Date	Year-To-Date
Land Lease	0.00	0.00	21,696.41
Cash Rent Farm Land	0.00	0.00	24,421.50
Stormwater Utility Fee	153.07	153.07	11,278.92
Hangar Rent	5,700.00	5,700.00	41,550.00
License Fee	0.00	0.00	750.00
Revenue From CAS	0.00	0.00	50,000.00
Other Income:	**5,853.07**	**5,853.07**	**149,696.83**

Cost Of Sales

	MTD 7/01-7/31/25	QTD 7/01-7/31/25	YTD 1/01-7/31/25
Jet Fuel Cost	85,534.73	85,534.73	312,365.46
100LL Fuel Cost	32,289.74	32,289.74	67,238.32
Fuel Excise Tax	4,388.25	4,388.25	22,132.92
Oil Costs	358.21	358.21	861.77
Cost Of Sales:	**122,570.93**	**122,570.93**	**402,598.47**

Expense

	MTD 7/01-7/31/25	QTD 7/01-7/31/25	YTD 1/01-7/31/25
Credit Card Merchant Fees	830.93	830.93	5,755.83
TFBO Web Software	645.00	645.00	4,465.00
Miscellaneous	0.00	0.00	4,151.20
City Revenue	0.00	0.00	50,000.00
Expense:	**1,475.93**	**1,475.93**	**64,372.03**

Expense

	Month-To-Date	Quarter-To-Date	Year-To-Date
DEBT SERVICE	0.00	0.00	31,980.01
PAYROLL	49,987.03	49,987.03	318,590.99
OFFICE SUPPLIES	0.00	0.00	1,163.35
OPERATING SUPPLIES	1,489.97	1,489.97	30,210.22
REPAIR & MAINTENANCE SUPPLIES	5,479.27	5,479.27	17,757.33
PROFESSIONAL SERVICES	3,602.50	3,602.50	138,139.67
COMMUNICATION & TRANSPORTATION	223.93	223.93	2,871.18
PRINTING & ADVERTISING	873.56	873.56	4,298.24
INSURANCE	0.00	0.00	41,770.00
UTILITY SERVICE	1,811.20	1,811.20	18,644.05
REPAIR & MAINTENANCE	146.00	146.00	20,848.30
RENTALS	332.03	332.03	1,849.69
OTHER	81.99	81.99	5,739.48
IMPROVEMENTS	0.00	0.00	2,042.85
MACHINERY & EQUIPMENT	0.00	0.00	44,644.72
Aviation Other Capital	0.00	0.00	1,086,991.46
Expense:	**64,027.48**	**64,027.48**	**1,767,541.54**
Net Income:	<23,385.43>	<23,385.43>	<1,491,248.87>

Notes: Report Period: 1/01/2025 - 7/31/2025
All Departments Consolidated

LAND LEASE OPTION TO EXTEND

Pending the approval of the Board of Aviation Commissioners of the City of Warsaw, Indiana, I, Daniel Ford ("Lessor"), request to exercise the option to extend my land lease for hanger_____ under the same terms as my original lease dated January 13^{th}, 2015 In accordance with that lease, this would extend my lease for an additional 10 years until the 31^{st} day of December, 2034.

Date: 7/10/25

LESSOR: ______________________ ______________________

Signed

DAN Ford ______________________

Printed Name

BOARD OF AVIATION COMMISSIONERS OF THE CITY OF WARSAW, INDIANA

Dan Robinson, President : ______________________

John Yingling, Vice President : ______________________

Gene Zale, Secretary : ______________________

Steven Smilay, Member : ______________________