

**Minutes of the January 8, 2013 Monthly Meeting of the  
Michigan City Aviation Board of Commissioners**

**Call to Order:** Meeting called to order at 6:00 PM in the terminal building at the airport

**Members Present:** Greg Poulin, David Miller, Mike Shebel, Kirk Hunter. **A quorum was present.**

**Members Absent:** None

**Others Present:** Jessica Ward- Airport Manager, Karla Price- RW Armstrong, Nathan Lienhart- RW Armstrong, Joe Doyle- Council Liaison, Jeff Thorne- BOAC Attorney

**Minutes:** The minutes of the December 11, regular monthly meeting, were emailed.

**Motion to approve:** Kirk Hunter **Second:** Mike Shebel **Motion Approved.**

**Election of Officers:**

**President:** Greg Poulin

**Vice President:** David Miller

**Secretary:** Mike Shebel

**Treasurer:** Kirk Hunter

**Motion:** Kirk Hunter **Second:** Greg Poulin **Motion Approved.**

**Manager Reports:**

The December financial reports were summarized by Jessica Ward.

**Account Balances:** Two separate financial reports were discussed. The first was the end of year account balances. These are the balances after all end-of-year transfers and purchase orders were completed, December bills and two more payrolls were paid. The second report is the beginning of the year account balances, these are the amounts approved by the council.

**Fuel Sales:** Compared to December 2011, overall, our Jet A sales were down 29% and our 100LL sales were down 9%. Our self service fuel sales were only down 10 gallons for both based and transient traffic from December last year. Winds were wicked this past month out here. Our transient Jet A sales were up 120 gallons from December last year while our transient Avgas truck sales were down 83 gallons. Our based Jet A sales were down 1300 gallons from last December while our Based Avgas truck sales were up 20 gallons. Our year to date fuel sales were up 6 ½ % from 2011. They were up 4% in 2011 from 2010, and 2% in both 2010 and 2009 respectively. Our self service Avgas fuel price is \$0.05 more than Knox and \$0.42 less than Porter County. Our full service Avgas price is \$0.53 less than Porter County and \$0.51 less than LaPorte. Our Jet A price is \$0.84 less than LaPorte, and Porter County airports and \$0.06 more than Knox.

**Airport Manager:**

1. **Airport Sign:** I have no update on the airport sign. I sent Chris an email after the last board meeting asking for pictures to be sent of both the inside and outside of the sign if they planned on repairing instead of replacing the sign to make sure the repairs are approved before the sign is shipped here.
2. **Power Tug- Advertisement:** I am sending the notice advertising the tug for sale to the News Dispatch by the end of this week to be published in the paper once per week for three weeks. Sealed bids will be accepted with a minimum purchase price of \$1,000.00. The advertisement will also be posted with a picture on our website and also emailed to all tenants.

3. **Hosting January Idea & Information Exchange:** The airport will be hosting the LaPorte County Convention & Visitors Bureau Monthly Idea & Information Exchange here on January 17, at 8am. I will be providing light refreshments, which will consist of donuts and coffee for about 30 people. The Idea & Information Exchange forum was created for businesses and organizations to come together and share ideas and information. As a result participants have enjoyed financial benefits by cooperating with each other. Their staff will be on hand with their year-end reports and updates on upcoming events and other news. At past forums is where I have gotten the crew rates at the area hotels. I would still like to get crew discounts at local restaurants, the Blue Chip Casino, and the Lighthouse Mall.
4. **Upholstery Cleaning:** All of our chairs and couches have been cleaned and stain repellent has been reapplied to them this past week. I have gotten them cleaned every other year since we purchased the furniture as suggested by the manufacturers.
5. **Fuel Recovery Tanks:** We received our fuel recovery tanks from Garsite. We are still waiting on the filters, parts, etc that will need to be installed into the tanks prior to use.

#### **Airport Development:**

1. **Environmental Assessment for Maintenance of Runway 20 Approaches (AIP-12):** The draft plan was submitted to the FAA on May 10, 2012. The FAA will review it by the end of the year. Have not received an update on this assessment.
2. **Wildlife Hazard Assessment:** We received a letter from the FAA asking for us to complete a Wildlife Hazard Management Plan in response to our Wildlife Hazard Assessment.
3. **AIP 15:** Grant amendment request cover letter was signed at the January meeting.
4. **AIP 17 Project:** No update on whether the contractor is still holding their bid.
5. **Runway Extension Justification:** RW would like to schedule a planning meeting with the BOAC at the end of January to go over exhibits prepared for the runway extension.
6. **Pavement Maintenance Letter:** Letter is complete and is waiting on Greg's signature.
7. **Airport CIP:** Due February 1. Draft CIP was submitted to the board for their review. Minor changes as requested will be made by RW and emailed for a final review prior to sending to the FAA and INDOT.  
**Motion to approve CIP after minor changes made:** David Miller **Second:** Mike Shebel  
**Motion Approved.**
8. **RFQ- Consultant Services:** I am planning to publish the RFQ for aviation consultant services in the News Dispatch after the February BOAC meeting. I will also be sending it directly to the consultants that are members of AAI to make sure they are aware of the advertisement. I will be working with Jeff Thorne on this notice. Our 4 member consultant selection committee will consist of Mike Shebel, Jeff Thorne, Joe Doyle and I. We will give a 3 week deadline and ask that the statements be no longer than 25 pages. Our committee will review and evaluate all qualification statements submitted, interview select finalists, and then a final recommendation will be presented to the Michigan City Board of Aviation Commissioners for approval. If the RFQ is sent out after BOAC meeting in February, the committee should have a final recommendation to the BOAC by the April BOAC meeting.

**Old Business:**

- 1. Minimum Standards Update:** Minimum Standards format has been decided upon. Minor changes will be submitted to Jessica and then a final copy will be sent to Jeff Thorne for his write up and approval.

**New Business: None**

**Claims Docket:**           **Amount:** \$4,511.96  
**Motion:** Kirk Hunter **Second:** Mike Shebel **Motion Approved.**

**Correspondence:** None

**Public Comment:** None

**Adjournment:** There being no further business, the meeting was adjourned at 6:52 P.M.  
**Motion:** Greg Poulin **Second:** Kirk Hunter **Motion Approved.**