

**Minutes of the January 10, 2012 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. **A quorum was present.**

Members Absent: John LaRocco

Others Present: Jessica Ward- Airport Manager, Karla Price – RW Armstrong, Josh Mann- RW Armstrong, Dennis Kane- Airport Tenant

Minutes: The minutes of the December 13, regular monthly meeting were emailed.

Motion to approve: David Miller **Second:** Mike Shebel **Motion Approved.**

The minutes of the December 20, special meeting were emailed.

Motion to approve: David Miller **Second:** Mike Shebel **Motion Approved.**

Election of Officers:

President: Greg Poulin

Vice President: David Miller

Secretary: Mike Shebel

Treasurer: John LaRocco

Motion: Greg Poulin **Second:** David Miller **Motion Approved.**

Reports:

The December financial reports were summarized by Jessica Ward.

Account Balances: We finished off the year using 98.71% of our budget. Other than personnel accounts we only lost \$400 in gas and \$450 in diesel that had to be left in the accounts just in case of a big snow storm before the end of the year. The 2012 budget was also discussed, which was approved by the council. All the purchase orders were listed in the financial reports for the capital expenditures after BOAC approval at the special board meeting last month.

Fuel Sales: Compared to December 2010 our Jet A sales were up 170% and our 100LL sales were up 87%. Our self service fuel sales were up 348 gallons for both based and transient traffic from December last year. Our transient Avgas truck sales were down 50 gallons and based Avgas truck sales were up 18 gallons in December. Transient Jet A sales were up 366 gallons from December last year and our based Jet A sales were up 2,185 gallons from last December. My goal, since 2008 when I became airport manager, was to increase gallons of fuel sold by 2% each year. Well, this year we doubled it and increased our gallons sold by 4%. Knox currently has us beat on both Jet A and Avgas fuel price. Our self service Avgas fuel price is \$0.35 less than Porter County and \$0.33 more than Knox. Our full service Avgas price is \$0.43 less than Porter County and \$0.35 less than LaPorte. Our Jet A price is \$0.71 less than LaPorte, \$0.74 less than Porter County airport and \$0.16 more than Knox.

Airport Manager:

1. **2011 Fuel Sale Totals:** Reports were handed out to the BOAC members that listed our fuel sales for self service, total fuel sales, and fuel sales by month.
2. **Wheel Weights:** These were ordered from Louis Gelder & Sons and have been installed on the New Holland.
3. **New Chevy Truck:** Our new Chevy truck has been ordered by Charlie, Central Maintenance.

- 4. New Jet Chassis Update:** The new Jet A chassis is a 2006 Ford Diesel. Kevin from Duneland Repair will be picking it up from Ohio in the near future. The Jet Truck will be down anywhere from 4 days to a couple of weeks. Jessica will look into the option of leasing a Jet Truck while it is down at Duneland Repair.
- 5. Snow Thrower Update:** The last part to fix the thrower is due in tomorrow. The PTO was installed and should fire-up this week. There is an extensive hydraulic oil leak coming from the Brown Bear unit that Central Maintenance does not plan on fixing at this point. Jessica and Greg will make an appointment with Charlie to take a look at it before the end of this week.

Airport Development: Presented by Karla Price and Josh

- 1. AWOS NADIN Service Update:** The AWOS report is currently being broadcasted on the internet now.
- 2. EA for Maintenance of Runway 20 approaches:** We received a copy of the plan and the BOAC was asked to look it over and give any suggestions for changes to Karla at RWA.
- 3. FY 2011 Projects (AIP 15):** Terminal/Hangar Security Fence- the BOAC was shown the engineering plans for this project and lengths of time to complete repairs on each section of the taxiway and apron were discussed. There was also a discussion on 2 ditches that RW is recommending we pipe in, fencing through or around a ravine on the east side of the hangars, and the location and type of fence requested around the entrance to the terminal building.

Old Business:

- 1. CIP Planning:** The BOAC was given a 2012- 2016 CIP Priority and Funding Summary from RW Armstrong which was in order of how the FAA had prioritized airport projects last year. After much discussion and with the help of RW Armstrong and the airport manager, the BOAC re-prioritized projects for 2012-2016. This finalized CIP will be sent to the FAA by February 1, 2012.

New Business:

- 1. Christoph Schenk Hangar Sale:** The BOAC was sent a letter from Mr. Schenk stating he is interested in selling his hangar and is giving the BOAC first right of refusal as stated in his lease. The BOAC stated they are not interested in purchasing his hangar.

Motion to approve: Greg Poulin **Second:** Mike Shebel **Motion Approved.**

Claims Docket:

Amount: \$18,833.42

Motion: David Miller **Second:** Mike Shebel **Motion Approved.**

Correspondence: None

Public Comment: Dennis Kane had some comments on the wildlife/security fencing project that he wanted to discuss at a later BOAC meeting because he realized the meeting had gone long and some members had other obligations.

Adjournment: There being no further business, the meeting was adjourned at 7:55 P.M.

Motion: Mike Shebel **Second:** Greg Poulin **Motion Approved.**