

**Minutes of the January 11, 2018 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, Kirk Hunter, Doug Buell, T.Y. Okosun. **A quorum was present.**

Members Absent: None

Others Present: Jessica Ward- Airport Manager, Paul Shaffer-BF&S

Minutes:

1. The minutes of the December 14, regular monthly meeting, were emailed.

Motion to approve: Doug Buell **Second:** Kirk Hunter **Motion Approved.**

Election of Officers:

President: Greg Poulin **Vice President:** Kirk Hunter

Secretary: Doug Buell **Treasurer:** T.Y. Okosun

Motion to Approve: Kirk Hunter **Second:** Doug Buell **Motion Approved.**

Reports:

Financial- Reported by Jessica Ward:

Account Balances: Beginning of the year balances are on the financial report. The January claims docket only had 3 utility bills and an invoice for Avgas. All other invoices will be paid in February.

Fuel Sales: Overall, we sold 607.9 gallons of 100LL for a total of \$846.54, 1349 gallons of Jet A for a total of \$3,655.68 and 83.5 gallons of Swift Fuel for a total of \$295.59 in December. We sold 96.6 gallons of self-service based 100LL, 278.8 gallons of self-service transient 100LL, 10 gallons of self-service transient Jet A, and 83.5 gallons of transient self-service Swift Fuel last month. We sold 74.6 gallons of full service based Avgas and 157.9 gallons of full service transient Avgas. We sold 1027 gallons of full service based Jet A and 312 gallons of full service transient Jet A. Year to date we have sold 656,297.3 gallons of fuel for a total of \$179,874.34. We had a 5% increase in gallons sold in 2017 compared to 2016. Our self-service Avgas fuel price is \$0.16 less than Porter County and \$0.06 less than La Porte and \$0.04 less than Knox. Our full service Avgas price is \$0.26 less than Porter County and \$0.11 less than La Porte. Our self-service Jet A price is \$0.19 more than Knox and our full service Jet A price is \$0.47 less than Porter County and \$0.33 less than La Porte. Our Swift fuel prices is \$0.15 less than LaPorte.

Airport Manager- Reported by Jessica Ward:

1. Chevy Plow Repair: The Chevy plow was taken down to Central Maintenance because the plow randomly kept getting stuck in the left, right or down position with all the plowing that was done last week. The mechanics at central maintenance couldn't get it to act up while it was down there so it is back at the airport now. The mechanics believe it might have been from all the moisture from heavy use.

Airport Development- Reported by Paul Shaffer & Jessica Ward:

1. Runway 2 RPZ Study:

- a. Geotechnical drilling has stopped while a plastic force main within the project limits is located.
- b. FAA has promised comments on the Runway Length Justification report by 1/12/18. BF&S is working on setting up a conference call to discuss the comments on the same day.
- c. The ALP, RPZ and Environmental documents are all subject to the runway length justification at this point.
- d. BF&S was told discretionary funding is extremely tight in 2018 because of major rehabilitation projects occurring at the primary air carrier airports in the state.

2. UST Repair Update: Bill Nelson, Paul and Jessica have been working together on getting the construction contract and professional services agreement finished. The construction contract has been sent to ATC to be passed on to Northern Indiana Mechanical for their comment or signature. Jessica has requested ATC to send over the professional services agreement for Bill's changes. **Motion to approve a professional services agreement with ATC, pending Bill's approval:** Kirk Hunter. **Second:** Doug Buell. **Motion Approved.** We are looking forward to get this project moving.

3. CIP 2018-2022: Final draft was discussed. **Motion to Approve:** Kirk Hunter **Second:** T.Y. Okosun. **Motion Approved.**

4. 20:1 Tree Obstruction Notification: Jessica was notified by the FAA of some potential 20:1 obstructions on the north and south ends of the airport. Most of the penetrations were removed in the recent tree trimming project. The points on the north end are marked with the obstruction towers. The points on the south end need further investigation. Paul will be up to investigate in the coming weeks.

5. Ramp Lighting Quotes: Solicitation for quotes for our ramp lighting project that BF&S has designed was sent out to three contractors a couple of weeks ago. We didn't received any quotes back for the project. BF&S will send out to a couple of larger contractors that they know work in this area.

Old Business:

1. None

New Business:

1. 2018 BOAC/Attorney Contract: Contract for Bill Nelson has been approved by City Attorney and has no changes from last year. **Motion to Approve Contract:** Doug Buell **Second:** Kirk Hunter **Motion Approved.**

Claims Docket: Amount: \$27,211.43

Motion: T.Y. Okosun **Second:** Kirk Hunter **Motion Approved.**

Correspondence:

None.

Public Comment:

Kirk requested we look into some lighting on HWY 212. Greg requested an AIP grant history from BF&S. T.Y. stated that Bill Eisele reached out to him to let him know that Troy and himself have worked

out the skydiving issue. T.Y. stated that he would reach out to Bill and request something in writing stating so.

Adjournment: There being no further business, the meeting was adjourned at 6:50 pm.

Motion: Doug Buell **Second:** Kirk Hunter **Motion Approved.**