

**Minutes of the January 15, 2015 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, Doug Buell, Kirk Hunter. **A quorum was present.**

Members Absent: David Miller

Others Present: Jessica Ward- Airport Manager, Paul Schaffer- BF&S, Joe Doyle- Council Liaison, Bill Nelson- Braje, Nelson & Janes, LLP

Minutes:

1. The minutes of the December 11, regular monthly meeting, were emailed.

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

Reports:

The December financial reports were summarized by Jessica Ward.

Account Balances: Our annual starting account balances are in front of you. The claims docket that we have today is all the end of year purchases that were made in December since the December board meeting. The only claims turned in this month are utility bills which will be on next month's claims docket.

Fuel Sales: Overall, we sold 876.3 gallons of 100LL for a total of \$3,446.52 and 3233.6 gallons of Jet A for a total of \$10,385.99 in December. We sold 358.4 gallons of self-service based 100LL, and 356 gallons of self-service transient 100LL last month. We sold 99.6 gallons of self-service transient Jet A as well. We sold 46.9 gallons of full service based 100LL and 115 gallons of full service transient Avgas. We sold 1076 gallons of full service based Jet A and 2058 gallons of full service transient Jet A. Year to date we have sold 61798.8 gallons of fuel for a total of \$264,514.30. Our self-service Avgas fuel price is \$0.13 less than Porter County and \$0.46 more than Knox. Our full service Avgas price is \$0.23 less than Porter County and \$0.27 less than La Porte. Our Jet A price is \$1.05 less than Porter County, \$1.31 less than La Porte, and \$0.94 less than Knox.

Airport Manager:

1. **End of Year Finances:** We spent a total of 95% of our 2014 annual operating budget. We spent 93% of our annual Aviation Fuel Budget in 2014 and every penny of our annual Capital Improvements account.
2. **Snow Removal:** We received the new blade for the bi-directional tractor and they came to pick up our old New Holland tractor. We have used the blade and blower both with no issues. We have only received somewhere in the 13 inch range this winter so far compared to like 36 inches last year by this date.
3. **Aircraft Accident Awareness Seminar- Fire Department:** Back in August I received an email from Marcus Dial from INDOT Aeronautics Division about an opportunity for some local aircraft accident awareness training for fire departments which I jumped on right away, knowing the current Fire Chief and had talked quite extensively about doing some aircraft accident training out here. Division Chief Kevin Elmore from Indianapolis International Airport Fire Department was here for the last 3 days giving the Michigan City Fire Department a presentation that focuses on aircraft accident awareness to help local responding fire departments better understand the demands of responding to an airport emergency. The Michigan City Fire Department has 3 shifts so one shift was here each day, with about 14 fire fighters each time. They spent half the day in the

terminal building listening to the seminar and a couple of hours after lunch each day in Humes and Berg's hangar learning aircraft specific fire training with their Citation II and Bonanza. Our fire fighters asked great questions and all told me they learned a lot in the training. This was an excellent opportunity for our fire department and I am thrilled with how the training went.

Airport Development:

1. **AIP 15- Terminal Layout for ALP:** BF&S and Michael Brown- planner for the FAA, have been working out final details for the terminal layout.
2. **AIP 17- Wildlife Fence:** Certified payroll has been received from Future Fence. BF&S recommends releasing the retainage and corresponding documents for this project close-out.
 - a. **Partial Pay Request No. 8: Federal- \$30,700.00, State- \$852.80:**
Motion: Greg Poulin **Second:** Kirk Hunter **Motion Approved.**
 - b. **Retainage release for \$34,111.34 and corresponding document release:**
Motion: Greg Poulin **Second:** Kirk Hunter **Motion Approved.**
3. **AIP 18- Wildlife Fence Phase 2:** Anticipated start date will be in March.
 - a. **Partial Pay Request No. 2: Federal- \$6,809.00, State (1 &2)- \$4,244.66:**
Motion: Greg Poulin **Second:** Kirk Hunter **Motion Approved.**
4. **Runway 2-20 Rehabilitation with Runway Projection Zone Study**
 - a. **Draft Work Order No. 6: Runway 2-20 Rehabilitation with Runway Projection Zone Study-** The work order will be distributed for review this meeting with action in the February Meeting.
 - b. **Categorical Exclusion for this project has been prepared in advance of the agreement to ensure it is submitted to the FAA prior to the grant application in FY 2015:**
Motion to submit to the FAA: Greg Poulin **Second:** Kirk Hunter **Motion Approved.**

Old Business:

1. **Skydive Greater- Operation Request for 2015 Season:** Updated lease and agreement by BOAC attorney needed to proceed.

New Business:

1. **New Board Attorney:** Bill Nelson from Braje, Nelson & Janes, LLP has offered the services of his law firm to assist the BOAC with legal needs related to the operation of the airport.
Motion to Approve retaining Braje, Nelson & Janes, LLP as the BOAC legal counsel: Doug Buell **Second:** Kirk Hunter **Motion Approved.**

Claims Docket: Amount: \$31,817.51

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

Correspondence: None

Public Comment: None

Adjournment: There being no further business, the meeting was adjourned at 6:45 pm.

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