

**Minutes of the January 19, 2016 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, Kirk Hunter. **A quorum was present.**

Members Absent: Doug Buell

Others Present: Jessica Ward- Airport Manager, Rudy Vega- Airport Foreman, Paul Shaffer- BF&S, Joe Doyle- Past Council Liaison, Bill Nelson- BOAC Attorney

Minutes:

1. The minutes of the December 17, regular monthly meeting, were emailed.

Motion to approve: David Miller **Second:** Kirk Hunter **Motion Approved.**

Election of Officers:

President: Greg Poulin

Vice President: David Miller

Secretary: Doug Buell

Treasurer: Kirk Hunter

Motion to Approve: Kirk Hunter **Second:** David Miller **Motion Approved.**

The BOAC presented Joe Doyle a plaque to thank him for his service to the airport as our Council Liaison for the past 11 years.

Reports:

The 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 after the December board meeting. The only claims turned in this month were utility bills.

Fuel Sales: Overall, we sold 834.4 gallons of 100LL for a total of \$4,304.98 and 3392 gallons of Jet A for a total of \$7,777.04 in December. We sold 126.3 gallons of self-service based 100LL, and 391 gallons of self-service transient 100LL last month. We sold 185.7 gallons of full service based Avgas and 131.4 gallons of full service transient Avgas. We sold 1358 gallons of full service based Jet A and 2034 gallons of full service transient Jet A. Year to date we have sold 81773.5 gallons of fuel for a total of \$271,691.46, which puts us at a 32% increase in gallons sold in 2015 from the previous year. Our self-service Avgas fuel price is \$0.68 less than Porter County and \$0.41 less than LaPorte and \$0.03 less than Knox. Our full service Avgas price is \$0.78 less than Porter County and \$0.46 less than La Porte. Our Jet A price is \$0.55 less than Porter County, \$0.52 less than La Porte, and the same as Knox.

Airport Manager:

1. **End of Year Purchase Orders:** I was able to submit purchase orders for all capital items on the list from last month's meeting except water to the hangar which we knew likely wouldn't be funded. The van has been purchased and is in the parking lot, the brush has been purchased but we are waiting on delivery. I will work with BF&S and Michiana on the tower lowering project as soon as the lowering is approved by Azra in writing and the runway striping will be completed in the spring.

2. **Snow Removal:** Luckily we haven't had much snow yet this season. The plow on the truck is getting repaired by Central Maintenance tomorrow. The plastic back cracked and is getting replaced. They will also be putting a new cutting edge and shoes on the plow while they have it. The tractor has been working well. New shoes and a new cutting edge has been ordered for that plow as well. Hopefully we will have the brush later this month. It has been ordered.
3. **Promotional Items:** I am getting estimates on some promotional items from Scotty's Dynamic Design, which is local here in Michigan City. I was thinking about ordering some t-shirts for sale. We have had some requests over the years for t-shirts. I was thinking of ordering 5 or so, maybe one in every size and seeing how it goes. I am definitely ordering pens, and asking for estimates on hats, the t-shirts, coasters, and mugs.

Airport Development:

1. **AIP 19- Runway Protection Zone Study/North End Tree Trimming:**
 - a. Approve Partial Pay Request #4- Federal: 76,752, No State PO yet, Local: 8,528.00
Motion to Approve: David Miller **Second:** Kirk Hunter **Motion Approved.**
 - b. Approve Contractor Progress Estimate #3 in the amount of \$58,026.00.
Motion to Approve: David Miller **Second:** Kirk Hunter **Motion Approved.**
2. **2016-2021 CIP:** Some discussion ensued about the projects for the upcoming years.
 - a. Approve 2016-2021 CIP:
Motion to Approve: Kirk Hunter **Second:** David Miller **Motion Approved.**
3. **Hangar Development Request by Skydive Windy City:** Some discussion ensued about the hangar development request. After much deliberation the board chose to allow Skydive to submit a hangar design request that will continue to allow only group 1 aircraft to use taxiway A2.
Motion to Approve: David Miller **Second:** Kirk Hunter **Motion Approved.**

Old Business: None

New Business: None

Claims Docket: Amount: \$106,852.63

Motion: Kirk Hunter **Second:** David Miller **Motion Approved.**

Correspondence: None

Public Comment: None

Adjournment: There being no further business, the meeting was adjourned at 8:00 pm.

Motion: David Miller **Second:** Kirk Hunter **Motion Approved.**