

**Minutes of the February 8, 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, John Feister- BF&S

Minutes:

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

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

Reports:

Financial- Reported by Jessica Ward:

Account Balances: The department's account numbers changed when the City made the switch to the Tyler New World Accounting software. The airport is over its monthly projected budget in Health Insurance, Equipment Repair Parts, Telephone, Advertising, and Electric and Gas. Transfers may be needed in the future into these accounts.

Fuel Sales: Overall, we sold 478.4 gallons of 100LL for a total of \$\$1,863.16, 1730.2 gallons of Jet A for a total of \$4,701.23 and 24.9 gallons of Swift Fuel for a total of \$88.15 in January. We sold 96 gallons of self-service based 100LL, 144.5 gallons of self-service transient 100LL, 106.2 gallons of self-service transient Jet A, and 24.9 gallons of transient self-service Swift Fuel last month. We sold 120.3 gallons of full service based Avgas and 117.6 gallons of full service transient Avgas. We sold 808 gallons of full service based Jet A and 816 gallons of full service transient Jet A. Year to date we have sold 2,233.5 gallons of fuel for a total of \$6,652.54. 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:

Fence/Light/Guardrail Repairs- Insurance Claim: The fence and light repair invoices from the aircraft crash have been sent into their insurance carrier for reimbursement. We haven't received an invoice for the guard rail repair but will possibly be billed for that repair as well. Nationwide was going to do the repair but the State repaired it and will possibly bill us for the repair since the airport is responsible for the guardrail. We will also request to be reimbursed for purchasing new orange colored obstruction balls that were on the top barbed wire portion of the fence that were destroyed in the accident.

Airport Development- Reported by John Feister & Jessica Ward:

1. Runway 2 RPZ Study:

- a. The potholing to locate the force main is expected to resume on 2/12/18.
 - b. The Geotechnical drilling is expected to begin the first week of March.
 - c. We had a meeting with the FAA in Chicago on 1/25/18. A detailed meeting summary was provided.
 - d. The ALP, RPZ and Environmental documents are all subject to the runway length justification at this point.
- 2. UST Repair Update:** Bill Nelson has the professional services agreement that ATC has sent over for the UST repair project. He hasn't finished reviewing and making changes as needed yet. We still haven't gotten a signed contract from NIMCO yet. This project wouldn't likely start until April when the ground thaws out and they are able to do the work.
- 3. 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 to be trimmed by August 1, 2018 to maintain night minimums.
- 4. Ramp Lighting Quotes:** Working to obtain additional lighting quotes.

Old Business:

1. None

New Business:

1. **Leonard Thode Lease Amendment Request for A5-3:** Lee Thode requested to add Jaqueline R. Thode to his aircraft hangar lease. **Motion to Approve:** Kirk Hunter **Second:** T.Y. Okosun **Motion Approved.**
2. **Mordough, LLC Food Trailer Request:** Discussion ensued and a decision was made on what type of permit would be required for a food trailer on premise. Due to a scheduling conflict the owner of the proposed trailer could not come and discuss his request with the BOAC but will be at the next BOAC meeting.

Claims Docket: Amount: \$137,551.75

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

Correspondence:

None.

Public Comment:

None.

Adjournment: There being no further business, the meeting was adjourned at 7:07 pm.

Motion: Doug Buell **Second:** T.Y. Okosun **Motion Approved.**