

**Minutes of the February 9, 2017 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, 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 January 12, regular monthly meeting, were emailed.

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

Reports:

The Financial reports were summarized by Jessica Ward.

Account Balances: I will need to transfer \$2.35 into our vacation bonus account after paying the vacation bonuses this year. We also had to advertise a notice of intent to discharge storm water in the paper this year for our Storm Water Pollution Prevention Plan. So I will need to transfer \$41 into our legal notices account as well. Our NIPSCO bill this month was \$2,017.81 which is about \$1,000.00 higher than normal, which put us over budget already in our gas/electric account. Last year it evened out by the end of the year so I will just have to watch it this year. I plugged our 2017 CIP local match into our airport projects account which is \$26,649.84 and paid a master agreement invoice to BF&S out of this account this month.

Fuel Sales: Overall, we sold 1,008.6 gallons of 100LL for a total of \$4,337.92 and 1,255 gallons of Jet A for a total of \$3,159.65 in January. We sold 66.6 gallons of self-service based 100LL, and 845.2 gallons of self-service transient 100LL last month. We sold 65.1 gallons of full service based Avgas and 31.7 gallons of full service transient Avgas. We sold 812 gallons of full service based Jet A and 443 gallons of full service transient Jet A. Year to date we have sold 2,263.6 gallons of fuel for a total of \$7,497.57. Our self-service Avgas fuel price is \$0.36 less than Porter County and La Porte and \$0.12 less than Knox. Our full service Avgas price is \$0.46 less than Porter County and \$0.41 less than La Porte. Our Jet A price is \$0.30 less than Porter County and La Porte, and \$0.32 more than Knox.

Airport Manager- Reported by Jessica Ward:

1. **Part-Time Lineman:** Our request for requisition for the part time lineman was sent to the personnel department and the ad should run in the paper this weekend. I hope to have this position filled sometime in March.

Airport Development- Reported by Paul Shaffer:

1. **AIP 20- Improve Runway 2 RSA/RPZ- Remove US 20 (CatEx & Design) Part A:** The historical architecture is underway. This field work is subject to not having snow cover on the ground. We have four support letters gathered at this time.

2. **Hangar Development by Skydive Windy City:**

a. The lease legal description is not complete. Jessica, as well as a BF&S surveyor, has tried to locate the plate the leases reference in the LaPorte County Recorder's office and the County Surveyor's office and couldn't. We conclude the document is not on file with either office.

We have decided that we will write the legal description based on the closest property corner described in the airport deed. We suggest as leases come up for renewal we rework the legal descriptions for the other leases in the same manner. This will be more reliable long term as the deed is a standard document that is easily accessible.

- b. Your new FAA PM requested a Construction Safety Phasing Plan (CSPP) be added to the skydive hangar airspace request. The CSPP was generated and submitted to her to keep things moving.
 - c. A road cut agreement will need to be written up to run the sewer lines under the entry road into the airport and the Skydive entry road. This agreement will have dates when work can be done, approval by the airport manager of the contractor who will do the work, timing of when the road will be re-paved, etc. Utilities will also need to be marked. **A motion was made to approve contract subject to Bill Nelson drafting the contract with these terms agreed upon which will be signed by both parties before work starts: Motion: T.Y. Okosun Second: Doug Buell Motion Approved.**
- 3. Potential New Hangar Construction Estimates:** Estimates were generated for the site work for the potential hangar construction. The 1st estimate is the economy estimate and has the smallest pavement footprint and least amount of tree clearing. The 2nd estimate provides the maximum amount of future apron expansion in front of the hangar. The 3rd estimate is a full future build out of the apron and parking lot.

Old Business: None

New Business:

- 1. Swift Fuel Presentation and Discussion about its Potential Availability at MGC:** A presentation was given by Swift Fuel discussing the possibility of the airport providing a lower octane avgas, UL94, which is approved by the FAA. Swift Fuel will write up a proposal with different options for offering the fuel on a trial basis and submit to Jessica Ward.

Claims Docket: Amount: \$13,472.35

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

Correspondence: None

Public Comment: None

Adjournment: There being no further business, the meeting was adjourned at 7:12 pm.

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