

**Minutes of the February 13, 2014 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, and Doug Buell. **A quorum was present.**

Members Absent: David Miller

Others Present: Jessica Ward- Airport Manager, Paul Shaffer- BF&S, Joe Doyle- Council Liaison, Jeff Thorne- BOAC Attorney

Minutes: The minutes of the January 9, regular monthly meeting, were emailed.

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

Manager Reports:

The January financial reports were summarized by Jessica Ward.

Account Balances: We only paid payroll and utilities in January so virtually every account is still at its beginning balance. We did pay for a full load of Jet A in January, which used 9% of our fuel account. I also paid the 10% retainage to Rieth Riley for the taxiway mill and fill they completed last summer which came out of our Airport Projects account.

Fuel Sales: Overall, we sold 753 gallons of 100LL for a total of \$4,198.81 and 2745 gallons of Jet A for a total of \$12,300.46 in January. We sold 0 gallons of self-service based 100LL, and 531.6 gallons of self-service transient 100LL last month. We sold 198.1 gallons of full service based 100LL and 23.3 gallons of full service transient Avgas. We sold 547 gallons of full service based Jet A and 2198 gallons of full service transient Jet A. Year to date we have sold 3498 gallons of fuel for a total of \$16,499.27, which is 5 percent more than what was sold in January 2013. Our self-service Avgas fuel price is \$1 less than Porter County and \$0.25 less than Knox. Our full service Avgas price is \$1.10 less than Porter County and \$1.09 less than LaPorte. Our Jet A price is \$0.85 less than Porter County, \$0.84 less than LaPorte, and \$0.07 less than Knox.

Airport Manager

- 1. Snow Removal:** We are running out of room to put snow, so we have a request in for spring to arrive quickly. We have spent \$1,002.74 just in overtime this past month, which is 33% of our overtime budget. We have needed 2 repairs on our hangar door due to ice and wind. We had a new tube put in one of our New Holland tires, a bracket welded for the radiator that snapped and it is currently down at Central Maintenance getting the hydraulic for the power angle on the plow repaired or replaced. The poly pushed back out of place on the plow on the Chevy and it had to be hammered back into place. The feet and the cutting edge are on order for the plow on the Chevy.
- 2. Mayor's Ball:** My husband and I attended the Mayor's Ball with Paul and Jake from BF&S and their wives. We really enjoyed ourselves and it was well attended.
- 3. March BOAC meeting:** I am leaving on Maternity Leave starting the 10th or 11th of March. If my attendance is requested at the March Meeting we could move it to Thursday, March 6th and if my attendance is requested at the April meeting, we could move it to Thursday, April 17th. **Motion to approve changes to the March and April Meetings:** Greg Poulin **Second:** Kirk Hunter. **Motion Approved.**

4. New Part Time Lineman: Frank Van-Kirk was hired and started this past Monday for the part-time lineman position. So far he has been doing really well. He has 22 years previous experience with plowing and grounds maintenance.

Airport Development:

1. **AIP 12 Project Close-out:** Grant close-out letter will need to be signed by BOAC. CHA has a couple of outstanding invoices on this project that will need to be paid before close-out. FONSI letter written and signed by FAA.
2. **AIP 15 Terminal Layout for ALP:** BF&S received the CAD files December 23, 2013 from CHA. Mike Brown from the FAA sent over comments on what needs to get changed to finish up the layout. BF&S will finish.
3. **AIP 16 Project Closeout:** We are still waiting for the close out paperwork from Rieth Riley.
3. **AIP 17- Wildlife Fence:**
 - a. Clearing is complete. Clean-up will commence when snow melts.
 - b. Installation of the PVC fence is complete.
 - c. 60% of the wildlife fence is installed.
 - d. Contractor plans to have all work completed by the end of February, except for the weather dependent items of final grading and seeding.
 - e. Location of gate to taxiway A1 has standup curb along the drive at this location. A price for curb removal at this location will have to be acquired.
 - f. Location where the Contractor hit the terminal sewer lateral has had the damaged portion of the lateral replaced by the Contractor.

Old Business:

1. **Minimum Standards for Commercial Aeronautical Services:** Greg thanked the committee that worked for a year and a half on these standards which included, David Miller, Mike Shebel, Jessica Ward, Jeff Thorne, and Paul Shaffer.
Motion to Approve: Greg Poulin **Second:** Kirk Hunter **Motion Approved.**
2. **Skydive Greater- Michigan City Operation Request:** After much discussion on operational requirements and Skydive Operation minimum standards, Skydive Greater has been asked to proceed with acquiring proof of ability to meet minimum insurance requirements among other things. Jeff Thorne will write up a checklist of items still needed in order for approval of operation for the 2014 season.

New Business:

1. **Attorney Contract For Employment for 2014:**
Motion to approve: Kirk Hunter **Second:** Greg Poulin **Motion Approved.**
2. **FAA Memorandum of Agreement # DTFACN-14-L-00128:** Jeff Thorne will review and advise.

Claims Docket: Amount: \$90,421.68

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

Correspondence: None

Public Comment: None

Adjournment: There being no further business, the meeting was adjourned at 6:55 pm.

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