

**Minutes of the February 16, 2012 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, Mike Shebel. **A quorum was present.**

Members Absent: None

Others Present: Jessica Ward- Airport Manager, Karla Price – RW Armstrong, Simon Davies- RW Armstrong, Joe Doyle- Council Liaison, Jeff Thorne- Airport Attorney

Minutes: The minutes of the January 10, regular monthly meeting were emailed.

Motion to approve: David Miller **Second:** Mike Shebel **Motion Approved.**

Manager Reports:

The January financial reports were summarized by Jessica Ward.

Account Balances: We have had a good start to the year. The only account that I foresee a problem in is the Unemployment account. We are currently paying unemployment for an employee and didn't foresee that in July when the budget was due. This is being investigated by the Personnel Director. The Deputy Controller has asked me not to submit any transfer requests until we receive word back from Shelley.

Fuel Sales: Compared to January 2011 our Jet A sales were up 27% and our 100LL sales were up 38%. Our self service fuel sales were up 166 gallons for both based and transient traffic from January last year. Our transient Jet A sales were up a whopping 1 gallon from January last year while our transient Avgas truck sales were up 227 gallons. Our based Jet A sales were up 552 gallons from last January while our Based Avgas truck sales were down 188 gallons. As you can see based pilots pumped more self service fuel than received full service this past month. Knox currently has us beat on both Jet A and Avgas fuel price. Our self service Avgas fuel price is \$0.04 more than Knox. Our full service Avgas price is \$0.72 less than Porter County and \$0.64 less than LaPorte. Our Jet A price is \$0.71 less than LaPorte, \$0.74 less than Porter County airport and \$0.16 more than Knox.

Airport Manager:

1. **Jet A Truck- OTS:** The Jet A Truck is currently down at Duneland Repair. They picked it up this past Monday evening. The new chassis is a 2006 Ford F750. Before they picked the truck up Monday they had to extend the frame rails and move the exhaust from the back of the Chassis to the front. Today they were working on mounting the tank and carriage. Kevin is estimating that we will receive our new Jet A truck by next Wednesday. In the mean time we have fueled a Lifeline helicopter overwing at the fuel farm. We realized that the pressure was set high for single point and so now we lowered the pressure to make it easier to fuel overwing if needed before we get the truck back. There is a NOTAM issued for Jet A being out of service. We are letting planes and helicopters know when they arrive that we can fuel them if needed by the fuel farm.
2. **Conflict of Interest Statements:** The board members were asked to fill out the conflict of interest statements and get them to be before they left that night.
3. **Accomplishments/Goals 2011-2012:** The accomplishments from 2011 at the airport were discussed with the BOAC. We installed an AWOS, obstruction lighting, and

replaced the airport beacon. We removed the last of the derelict aircraft from airport grounds. We hosted a pancake breakfast, attended a legislative lunch to discuss vital aviation issues in our state, and attended the annual Aviation Association of Indiana conference. We acquired 4 new mowers, promoted the airport on the FYI show, and participated in the local chili cook-off to help raise money for charity. We installed above ground tanks for gas and diesel, designed the terminal/hangar security fence and taxiway/apron repairs projects, and created a monthly e-newsletter to improve communications between airport management, its BOAC and the resident flying community. The goals and objectives for 2012 were also discussed. These include organizing a round table discussion and an Alert 2 Training Scenario with firefighters from station #3 to insure we are all well prepared for an airport emergency, continue to participate in City events to show support for the community as well as educate citizens about the airport and its economic impact on our community, update the hangar area growth possibilities on the Airport Layout Plan and acquire a Part 77 Overlay for our airport map. We plan on obtaining discounts from local establishments, including restaurant and hotels, for transient pilots and promote the airport for transient fuel stops the week of the Oshkosh air show. We hope to also offer Jet A self service to alleviate after hours calls and allow for quicker turn around for the Coast Guard during emergency fuel stops, remove aged asphalt from the south end of our property to enhance the physical appearance of the airport, and obtain a new chassis for our Jet A truck. Lastly we plan on working with the Civil Air Patrol in hosting and participating in local events and acquire a new 2012 Chevy truck to replace our existing one.

4. **Terminal Carpet:** The carpet is buckling in a few places and we need to purchase carpet tile adhesive. The adhesive is \$149 for a 4 gallon pail. Greg Poulin suggested I get a company from town to come in and give us a quote on getting it fixed. David Miller suggested we put down new carpet tiles that we had left over from installation in the high traffic areas because that is mostly where the buckling is occurring.
5. **Civil Air Patrol Chartering Ceremony:** Will be February 25, 2012 at the LaPorte Airport.

Airport Development:

1. **AWOS NADIN Service Update:** Our AWOS weather report has percolated to all of the commercial websites that I have noticed. I added MGC to be a WeatherBug Live Report site for Michigan City. It will also be on the National Weather Service live conditions page for Michigan City, but are waiting for those changes to still be made.
2. **Wildlife Hazard Assessment:** Simon discussed the assessment and the final report is in the final stages of review. Deer are the most prevalent hazard. Fencing in the whole airport is the only way to remove them. Coyotes are also a problem. It is not advised that we remove them until the whole airport is fenced in or more will just come in their place.
3. **EA for Maintenance of Runway 20 approaches:** Simon, of RW Armstrong, met with the FAA to discuss the plan. This plan is designed to give us the ability to manage the obstructions on the end of runway 20. The plan will be an appendix to our existing EA. The plan will be approved by all the agencies.
4. **FY 2011 Projects (AIP 15):** Terminal/Hangar Security Fence- the BOAC was shown changes that RW wanted to make to the CIP in order to better accommodate the possibility of saving money by adding the ditch piping project to the Taxiway/Apron repair project. The BOAC has to know by the next BOAC meeting whether they would like to pipe in the

ditches or put the fence through the ditches. The BOAC members plan on physically looking at the ditches before the March meeting.

5. **AWOS/ Beacon/ Obstruction Removal/Obstruction Lighting Project:** Construction is complete but Michiana will be required to come out in the spring to fill in ruts around the side of the terminal building. RW is still waiting for their final paperwork to be sent to them so they can close out our grant.
6. **Pancake Breakfast Update:** David Miller spoke about the previous meeting that the EAA Chapter 966 had with the Civil Air Patrol representative about taking over the pancake breakfast this year. The Civil Air Patrol will tentatively handle set up and tear down, making the breakfast, parking aircraft and parking cars while the EAA chapter will handle the raffle and airplane flights. They are still hammering out the details and David will keep us up to date.
7. **Snow Thrower Update:** Greg Poulin discussed that the thrower is in rougher shape than he originally thought and work to get it running would be more extensive than he felt should be undertaken for the short amount of time that we might actually use it. The BOAC was in consensus that they didn't need or want it out here at the airport.
8. **LNAV Approach:** Jessica Ward discussed her conversation with Manny DeReyes from the FAA about a possibility of an LNAV approach for Runway 02. The FAA had our airport surveyed back in 2010. This initial feasibility study showed that several objects, trees, roads and power lines precluded an LPV approach. Manny sent me an email attachment which identified all of the obstructions so if we choose and it is feasible we can remove them. RW will identify where the obstructions are and let us know if it would be feasible to remove them. Manny also explained that minimums for the approach are not ultimately set here, so he couldn't give me any expectation of minimum altitudes until the removals are accomplished.

Old Business:

1. **CIP Planning:** The BOAC was given another 2012- 2016 CIP Priority and Funding Summary from RW Armstrong with the additional local match amounts. The new CIP must be signed and submitted by March 14. The BOAC needs to decide on whether they would like to pipe in the ditch or run the fence through the ravine before the new CIP can be submitted.

New Business:

1. **Mowing Charge:** The BOAC agreed to leave the mowing charge at \$40 per month for tenants that would like airport staff to mow their hangars.
2. **Terminal Lobby Etiquette:** Greg Poulin participated in a group discussion with tenants that gather in the mornings in the airport lobby and requested them to please refrain from some of the overt things that they discuss in the presence of airport staff and other transient pilots that come into the terminal building while they are meeting.
3. **Bush Hangar Assignment of Existing Lease:** Jeff Thorne discussed the BOAC's options for handling a lease assignment when an owner is selling his hangar. After some discussion the BOAC approved the assignment of a new lease to the new buyer, therefore the previous owner will be totally released from liability.

Motion to approve: David Miller **Second:** Mike Shebel **Motion Approved.**

Claims Docket:

Amount: \$64,811.75

Motion: David Miller **Second:** Mike Shebel **Motion Approved.**

Correspondence: None

Public Comment: Joe Doyle thanked us all for our hard work and praised the BOAC for being able to cover so much territory at every meeting.

Adjournment: There being no further business, the meeting was adjourned at 7:38 P.M.

Motion: Mike Shebel **Second:** Greg Poulin **Motion Approved.**