

**Minutes of the March 6, 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, David Miller, Doug Buell. **A quorum was present.**

Members Absent: None

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

Minutes: The minutes of the February 13, regular monthly meeting, were emailed.

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

Reports:

The February financial reports were summarized by Jessica Ward.

Account Balances: We will have to transfer money into our unemployment account. We are currently negative in that account. Our electric/gas account is over our monthly projected budget, but we have had a colder than normal winter as you all know. It should average out by the end of the year. We have spent just under 14% of our budget at this point.

Fuel Sales: Overall, we sold 1024.3 gallons of 100LL for a total of \$4,888.92 and 1344 gallons of Jet A for a total of \$5,349.12 in February. We sold 0 gallons of self-service based 100LL, and 746.3 gallons of self-service transient 100LL last month. We sold 158.1 gallons of full service based 100LL and 119.8 gallons of full service transient Avgas. We sold 0 gallons of full service based Jet A and 1344 gallons of full service transient Jet A. Year to date we have sold 5866.2 gallons of fuel for a total of \$26,737.31, which is 11 percent more than what was sold in February 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. **Maternity Leave:** My potential last day has been moved to March 17. This would potentially make my first day back at the airport April 24.
2. **Call-Out Service Update:** The City IT department is working on getting our phone system set up to call an individual employee if emergency after hours call out service is needed. The pilot would call the airport phone and select an option for emergency after hours call out service. The phone system would then directly forward the call to the employee on call that evening. Until the IT department gets it all set up, we will use the emergency pager.

Airport Development:

1. **AIP 15- Terminal Layout for ALP:** BF&S and Michael Brown- planner for the FAA, have been working out final details for the terminal layout. If all goes well, this grant should be able to be closed out next month.
2. **AIP 17- Wildlife Fence:** This project is financially 45% complete at this point. All clearing is completed and all PVC and wildlife fence is installed. This project is currently projected to be under budget and BF&S is working on adding fence length to utilize the funding. Next month, buried fence will be installed. Warmer weather is needed for installation of the buried fence as well as finishing the grading.

a. Action Items:

- i. **Contractors Progress Estimate No. 3 to Future Fence in the amount of \$88,107.86.**

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

- ii. **FAA Pay Request No. 3 to reimburse fence project costs in the amount of \$93,055.00.**

Motion: Greg Poulin **Second:** Doug Buell **Motion Approved.**

- iii. **BF&S Project Work Order #4: Wildlife Fence Phase 2 Design not to exceed \$88,950.00.**

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

3. **AIP 12 Project Closeout:** Closeout Paperwork Approved by the FAA.

4. **AIP 16 Project Closeout:** Closeout Paperwork Approved by the FAA.

Old Business:

1. Skydive Greater- Michigan City Operation Request:

- a. There was discussion on the insurance portion of the minimum standards. The excess insurance requirements in our minimum standards for the skydiving operators are not attainable.

Motion to approve amending the Commercial Minimum Standards to drop the excess insurance requirements for skydiving operators: David Miller. **Second:** Kirk Hunter. **Motion Approved.**

- b. Jeff Thorne discussed Skydive Greater's ability to meet all requirements sent to them after the February BOAC meeting. Background and reference checks have been completed. After much discussion on operational requirements and Skydive Operation minimum standards a motion to approve operation for the 2014 season was made subject to the following items: a signed operation and land lease agreements and an insurance policy review from GIS.

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

- c. The amount to charge for an annual commercial service permit fee to operate at Michigan City Municipal Airport was discussed.

Motion to charge \$15.00 annually for a permit to operate at the airport: Greg Poulin **Second:** David Miller **Motion Approved.**

2. **FAA Memorandum of Agreement # DTFACN-14-L-00128:** Jeff Thorne reviewed the agreement and advised approving.

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

New Business:

1. **William Shawver Hangar Land Lease Amendment Request:** William Shawver has requested to add his nephew Christopher Halaburt to his land lease.

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

Claims Docket: Amount: \$119,344.39

Motion: David Miller **Second:** Greg Poulin **Motion Approved.**

Correspondence: A letter from Jeff Thorne regarding his announcement for candidacy for the office of Judge of the LaPorte Superior Court No. 3.

Public Comment: Dale Phillips had questions and comments regarding the 2014 skydiving operation, including current charges for commercial services, and hangar rental. Art Craig made a comment regarding current and future charges for commercial services.

Adjournment: There being no further business, the meeting was adjourned at 7:20 pm.
Motion: Greg Poulin **Second:** David Miller **Motion Approved.**