

**Minutes of the March 8, 2018 Monthly Meeting of the
Michigan City Aviation Board of Commissioners**

Call to Order: Meeting called to order at 5:00 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, Paul Shaffer- BF&S, Bill Nelson- BOAC Attorney

Minutes:

The minutes of the February 8, regular monthly meeting, were emailed.

Motion to approve pending wording change in the Fence/Light/Guardrail Repairs-Insurance Claim section: Kirk Hunter **Second:** Doug Buell **Motion Approved.**

Reports:

Financial- Reported by Jessica Ward:

Account Balances: Vacation bonuses have been paid this year already. \$4.74 will need to be transferred into that account. 73% of the airport diesel account has been used year to date, because of all the plowing that has been done this winter. Last year to date the airport had only used 34%. Money may need to be transferred into the Diesel account to cover plowing at the end of this year.

Fuel Sales: Overall, we sold 287.7 gallons of 100LL for a total of \$1,176.71, 91 gallons of Jet A for a total of \$270.27 and 33 gallons of Swift Fuel for a total of \$116.82 in February. We sold 74.4 gallons of self-service transient 100LL, and 33 gallons of transient self-service Swift Fuel last month. We sold 35.6 gallons of full service based Avgas and 177.7 gallons of full service transient Avgas. We sold 91 gallons of full service transient Jet A. Year to date we have sold 2,645.2 gallons of fuel for a total of \$8,216.34. 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:

1. Land Lease Rent: The invoices for land lease rent will be going out by the end of April.
2. New Cutting Edges: The airport just purchased new cutting edges for the plow for the tractor this past month. The total cost was \$1,771.87. This was for the two blades on the front, the two blades on the wings, the two T-bars between the front blades and the wings, the two feet, and all the hardware to install. Rudy, Frank and Bill installed them at the airport.
3. Chevy Plow Repair: We have been having issues with the sno-way plow on the Chevy truck. The airport has had that plow for 8 years. Central Maintenance said other departments in the city have also been having the same issues with these plows. Rudy installed a new electric motor on the plow and we are waiting for Central Maintenance to put in the new receiver. This is what they have done to repair the plow for other departments.
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4. Chamber of Commerce Dinner: Mary Jo from the Chamber of Commerce requested the airport host a Manufacturer's Dinner in the Maintenance Hangar on April 10th from 5:30pm to 7:30pm. They are requesting the pipe and drape that we supplied at last year's dinner that we also hosted for them. The

MCAS Safe Harbor Robotics Program will be doing a demonstration at the beginning of the dinner. JETRO, the Japanese Exchange Trade Organization, is speaking on how to do business with Japan and Patrick's Grille is catering.

Motion to Approve: T.Y. Okosun **Second:** Kirk Hunter **Motion Approved.**

Airport Development- Reported by Paul Shaffer, Jessica Ward & Bill Nelson:

1. Intent to Use Non-Primary Entitlement Funds:

Motion to Approve and Submit to the FAA: T.Y. Okosun **Second:** Doug Buell **Motion Approved.**

2. Improve Runway 2 RSA/RPZ:

- a. The potholing to locate the force main has proven unsuccessful. BF&S is working with the Michigan City Sanitary District to further investigate line location options.
- b. The Geotechnical drilling is on hold until the sewer line can be located.
- c. The ALP, RPZ and Environmental documents are all subject to the runway length justification at this point.

3. UST Repair Update: Bill Nelson has the professional services agreement that ATC has sent over for the UST repair project. NIMCO sent our contract back with requested changes. Some changes were made at their request, others we couldn't change. A red lined and clean version of the amended contract with NIMCO has been sent back to NIMCO for their signature. This project won't likely start until April when the ground thaws and they are able to do the work.

4. FAA Meeting Summary: We had a meeting with the FAA in Chicago on 3/8/18. A detailed meeting agenda was provided.

Old Business:

5. Mordough, LLC Food Trailer Request: Mike Perry spoke to the BOAC about his request to operate a food trailer outside the Skydive business during the summer. Discussion ensued about the food vender permit that was submitted and the lease agreement that was drafted by Bill Nelson:

Motion to Approve: T.Y. Okosun **Second:** Kirk Hunter **Motion Approved.**

New Business:

None

Claims Docket: Amount: \$17,996.89

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 6:15 pm.

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