

**Minutes of the March 09, 2010 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:** Tom Ringo, David Miller **A quorum was present.**

**Members Absent:** Greg Poulin, Paul Sammann

**Others Present:** Jessica Groff- Airport Manager, Karla Armstrong- R.W. Consultant, Joe Doyle, Council Liaison, Pete Livas- Airport Neighbor

**Minutes:** The minutes of the February 16, regular monthly meeting were read with no corrections noted. **Motion to approve:** David Miller **Second:** Tom Ringo **Motion Approved.**

**Reports:**

**Finance:** The February 2010 operations and financial reports were summarized by Jessica Groff. We have paid all of the bills that were discussed at the January BOAC meeting for Jeff Thorne. We had to use 82% of the money from our legal expenses account for 2010 because we received a lump sum of bills, some dating back to 2006, from his office in January. Our overtime account will get some much needed rest since spring is in the air. The only overtime we will use until next winter is to cover holidays worked.

**Fuel Sales:** We were down 47% overall in Jet A sales and up 17% overall in Avgas sales compared to February, 2009. Our self service fuel sales were up 74% from February 2009. Our based Avgas sales were dead on from February last year while our based Jet A sales were down 726 gallons. Our transient Avgas sales were up for the month by 137 gallons, while our transient Jet A sales were down 334 gallons from February of last year.

We continue to have the lowest fuel prices in the area with our Jet A fuel price at \$3.10 and Avgas price at \$3.76.

**Airport Manager:**

1. Rack Cards/Brochures: I had a meeting with Leslie from the LaPorte County Visitors Bureau to discuss ideas for rack cards or a brochure to advertise for restaurants, hotels and places of interest in Michigan City that are willing to give pilot discounts on their services. We are still in the idea stage for this project.
2. Land Lease Rent: Bills have gone out to the tenants. The CPI went down 0.4% in 2009, so rent has stayed the same as the previous year.
3. Land Lease Reviews: I called Jeff Thorne last week to discuss some issues that I found while extensively reviewing our current land lease contract folders. First, some leases are expired without the tenant asking for a renewal. These tenants must sign a new 20 yr. contract or vacate premise: Dale Phillips, Filter Specialists, INC, and Charles Lee/Humes and Berg. Second, I found a mistake on many leases that state the lease commences on the end date of the 20 year term instead of the start date. We are not going to amend these leases, per Jeff Thorne. Third, Section 18 of the Aircraft Storage Land Lease states:

“If Lessee has, under his control, more than one unit, and aircraft storage space is not needed, Lessee may, only upon written consent from the Airport Manager or Board of Aviation

Commissioners, rent out space for purposes other than storing aircraft.”

The only tenants where this section would be relevant are the Phillips T-Hangers and the Taggart T-Hangers. There is nothing at the airport suggesting that these tenants have asked for or received approval from the manager or BOAC. The BOAC objected to having hangers used for storage of anything other than aircraft and asked that I write a letter to these two tenants expressing their disapproval. Fourth, Section 10 of the Aircraft Storage Land Lease states:

“Lessee shall carry comprehensive liability insurance in a form satisfactory to Lessor with combined single limits coverage of not less than FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) per occurrence. Lessee shall further deliver annually to Lessor a certificate evidencing the existence of such coverage with Lessor as named insured.”

The last time tenants have given us a copy of the certificate of coverage was roughly back in 2000. The BOAC suggested the airport manager write the tenants annually after the 1<sup>st</sup> of the year reminding them of this responsibility.

4. 50 ft. windmill installation at 5907 Warnke. Rd.: Pete Livas discussed his plans of putting 2 windmills on his property, which is adjacent to airport property. These will be Skystream 3.7 windmills for residential power. He has applied for all required permits per INDOT and is waiting to receive approval from the FAA before he speaks before the City Council. He will keep the airport manager updated on his progress.

**Airport Development:**

1. Obstruction Lighting Rwy 20 Approach: Simon, from RW Armstrong, will be out next week to mark trees for the Appendix 2 and poles. We will have all exhibits we need to go and meet with the FAA. Karla is contacting the FAA to set up a meeting to discuss our projects this year in April.
2. Proposed AWOS site/ BCA: RW Armstrong needs to know which AWOS model the BOAC is interested in purchasing before going to the FAA meeting in April.
3. Unicom Frequency License: Our FCC license expired a few years back for our Unicom frequency. RW Armstrong just finished with the paperwork for renewing it and we should be getting the information by mail within a couple of months.

**Old Business:**

None

**New Business:**

1. Shawver, Lot A5-2 Lease Renewal: pending receipt of requested information in writing from Jeff Thorne
2. Shideler Land Lease: This tenant does not own an aircraft, therefore the BOAC approved that his lease be turned over to the airport attorney for termination. Section 21 of the Aircraft Storage Land Lease states:  
“Lessee shall pay and discharge all costs, expenses and attorney fees, which shall be incurred and expended by Lessor in enforcing the covenants and agreements of this Lease, whether by the

