

**Minutes of the March 12, 2015 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, Doug Buell. **A quorum was present.**

Members Absent: David Miller, Kirk Hunter

Others Present: Jessica Ward- Airport Manager, Paul Schaffer- BF&S, Joe Doyle- Council Liaison

Minutes:

1. The minutes of the February 12, regular monthly meeting, were emailed.

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

Reports:

The March financial reports were summarized by Jessica Ward.

Account Balances: We didn't have very many claims this month. I sent a request for a minor transfer in our first set of accounts for \$46.06 from overtime into our vacation bonus account to cover that small balance. This month's NIPSCO bill was \$1,659.62. We are over our monthly projected budget in this account. We will definitely need to transfer money into this account before the end of the year. We will need to get a load of Jet A soon, probably before our next board meeting. Fuel cost is still down so I am hoping our fuel price will stay about the same depending on when I have to order it.

Fuel Sales: Overall, we sold 223 gallons of 100LL for a total of \$1,626.32 and 1804 gallons of Jet A for a total of \$5,552.80 in February. We sold 56.1 gallons of self-service based 100LL, and 61.6 gallons of self-service transient 100LL last month. We sold 105.3 gallons of full service transient Avgas. We sold 1152 gallons of full service based Jet A and 652 gallons of full service transient Jet A. Year to date we have sold 4662.8 gallons of fuel for a total of \$17,971.78. **Fuel prices around us haven't changed since our last meeting. Our self-service Avgas fuel price is \$0.13 less than Porter County and \$0.46 more than Knox. Our full service Avgas price is \$0.23 less than Porter County and \$0.27 less than La Porte. Our Jet A price is \$1.05 less than Porter County, \$1.31 less than La Porte, and \$0.94 less than Knox.**

Airport Manager:

1. **Runway Lights:** We currently have a NOTAM for our Runway Lights out of service. The ground was too hard to repair the lights without bringing out heavy equipment in which there was a great possibility they would do even more damage to the circuit trying to locate the wires. Waiting for the ground to thaw was the most economical solution. As of today the ground was thawed enough to call Michiana Contracting back out here to the repair of our runway light circuit. They will be out here on Tuesday to start on the repair.
2. **Capital Expenditures:** Discussion for capital expenditures was included in Sale of Hangar A5-1 discussion under New Business below.
3. **Health Inspection:** We received our health inspection this past month and got a certificate for the second year in a row for zero violations.
4. **Avgas Truck Repair:** Central Maintenance finished the leaking head gasket and heater core repair on the Avgas truck. They replaced both and the Avgas truck was out of service for 4 days because they needed to order a part. It is back up and running with no problems.
5. **Airport Courtesy Car:** The courtesy car died on me yesterday while I was waiting at the light on 20 and Johnson Road. I drove it down to Central Maintenance and put in a work order.

- 6. Obstruction Tower Light:** Michiana Contracting will also be out to repair the obstruction tower light that is out. They believe that it is going to be a bad battery pack because they said they have found the packs start going out on average about 5 years after installation but there is also a possibility it got hit by lightning when we had the really bad lightning storm back in the fall because that is when we realized it wasn't working.

Airport Development:

- 1. Amendment to 2015-2016 CIP to Include Runway Lighting Rehabilitation:** The recent runway light failure has sparked discussion to consider adding new runway lighting with the runway rehabilitation project. Paul proposed to the board that they amend the CIP to include the runway lighting into the runway rehabilitation project as well as the runway rehabilitation design. The design would accommodate future plans to widen the runway per the approved ALP. **Motion to Amend CIP:** Greg Poulin **Second:** Doug Buell **Motion Approved.**
- 2. AIP 18- Wildlife Fence Phase 2:** Tree clearing approval from FAA received on February 17, 2015. A pre-construction meeting was held February 19, 2015. Tree clearing is anticipated to begin March 16, 2015. Weekly progress meetings will be held at 1pm on Thursdays.
- 3. Runway 20 Tree Trimming:** The tree trimming in approach to Runway 20 has been approved by the FAA. Quotes will be solicited for the work and included with the FY 2015 grant application.
- 4. Runway 2-20 with Runway Protection Zone Study:** CATEX is pending from the FAA for the project.

Old Business: None

New Business:

- 1. Sale of Hangar A5-1: Pending BOAC Right of First Refusal: Motion to table this discussion as well as the discussion of other capital expenditures until Tuesday, March 17, 2015 at 6pm at a Special BOAC meeting:** Greg Poulin **Second:** Doug Buell **Motion Approved.**
- 2. Contract with Scherf- Mowing Hay:** A contract was drafted by Bill Nelson, BOAC attorney. The farmer requested the addition of the option to apply fertilizer in the contract. It was discussed and the farmer will have to request chemical fertilizer application at a board meeting before each application so the board will know what type of chemical fertilizer will be applied and when. **Motion to Approve Lease for One Year:** Greg Poulin **Second:** Doug Buell **Motion Approved.**

Claims Docket: Amount: \$16,702.27

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

Correspondence: Letter from Howes & Howes LLP regarding construction of a 340 foot guyed tower on property immediately north of the Indiana Toll Road and west of CR 750 E. The letter was given to Paul Schaffer and it was determined we have no objection to the tower.

Public Comment: Jessica Ward stated the Pancake Breakfast will be held at the airport on July 12, 2015.

Adjournment: There being no further business, the meeting was adjourned at 6:45 pm.

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