

**Minutes of the April 9, 2013 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, Kirk Hunter. **A quorum was present.**

**Members Absent:** None

**Others Present:** Jessica Ward- Airport Manager, Jeff Thorne- BOAC Attorney, Nathan Lienhart- RW Armstrong

**Minutes:** The minutes of the March 19, regular monthly meeting, were emailed. A wording correction was suggesting by David Miller.

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

**Manager Reports:**

The March financial reports were summarized by Jessica Ward.

**Account Balances:** We are under our projected budget in all of our accounts except legal notices. We have already sent out 2 this year, one for the tug and the other for the RFQ advertisements, which puts us \$12 over our projected budget in that account so far this year. NIPSCO bills are finally averaging themselves out. This past bill was \$947 and we just received this month's bill which is \$946 so we are definitely back on track in that account. I am going to move money around to address the sewer bill this month. It came a day after our claims were due for this board meeting so I am going to have to pay it separately.

**Fuel Sales:** Compared to March 2012, overall, our Jet A sales were down 10% and our 100LL sales were down 42%. Our self service fuel sales were down 175 gallons for both based and transient traffic from March last year. Our transient Jet A sales were up 451 gallons from March last year while our transient Avgas truck sales were down 500 gallons. Our based Jet A sales were down 957 gallons from last March, while our Based Avgas truck sales were down 65 gallons, which led to the increased self service based fuel sales. Our self service Avgas fuel price is \$0.05 more than Knox and \$0.42 less than Porter County. Our full service Avgas price is \$0.53 less than Porter County and \$0.51 less than LaPorte. Our Jet A price is \$0.82 less than LaPorte, and Porter County airports and \$0.08 more than Knox.

**Airport Manager:**

- 1. Skydive Horizonz Update:** Skydive Horizonz is going to have two temporary trailers which they will be running their operation out of right off of taxiway A1 for this season. They will have that area roped off keeping the public off of active taxiways, and away from moving aircraft. They will have their own fuel truck and portable potties set up by the office trailers. They will utilize some of that grass area and taxiway A1 for public parking as well. A NOTAM will be issued for parachute activity within 10 miles of MGC. Jeff Thorne will write up a land lease for the space they are requiring for their temporary set up for this season and will have it ready for approval at the next BOAC meeting.

**Airport Development:**

- 1. Pre-Construction Meeting:** Our preconstruction meeting for our Taxiway & Ramp Pavement Repair Project was today at 3pm. Rieth Riley is planning to start on April 22. Notices will be emailed to tenants letting them know of proposed dates of suggested phases that Rieth Riley will be following.

2. **Airport Engineer Consultant Recommendation from Selection Committee:** Mike Shebel explained the method the selection committee used for selecting a new airport engineering consultant for MGC. BF&S was unanimously recommended by the selection committee to the BOAC after reviewing the Statements of Qualifications submitted, calling references, and interviewing short-listed firms. **Motion to Approve:** Kirk Hunter **Second:** Greg Poulin **Motion Approved.**

**Old Business:**

1. **Airport Minimum Standards Update:** A draft copy of the airport minimum standards for commercial airport activity and revised rules and regulations is in progress. This will be submitted to Jeff Thorne once complete for any changes needed and recommendation for adoption by the BOAC. Before adoption they will also be available to tenants to review for additional comments, suggestions and questions they may have about them.

**New Business:**

None

**Claims Docket:**           **Amount:** \$13,465.61  
**Motion:** Kirk Hunter **Second:** Mike Shebel **Motion Approved.**

**Correspondence:** None

**Public Comment:** Paul Shaffer from BF&S thanked the selection committee for recommending their firm and the BOAC for approving the recommendation. He thanked the selection committee for checking references which he felt was a step commonly left out among selection committees and also stated that BF&S is ready to get started immediately and that they are excited to work for us.

**Adjournment:** There being no further business, the meeting was adjourned at 6:25 P.M.  
**Motion:** Greg Poulin **Second:** David Miller **Motion Approved.**