

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

Members Absent: Doug Buell

Others Present: Jessica Ward- Airport Manager, Paul Schaffer- BF&S, Bill Nelson- BOAC Attorney

Minutes:

1. The minutes of the March 12, regular monthly meeting, were emailed.
Motion to approve: David Miller **Second:** Greg Poulin **Motion Approved.**

2. The minutes of the March 17, special meeting, were emailed.
Motion to approve as amended: Kirk Hunter **Second:** David Miller **Motion Approved.**

Reports:

The March financial reports were summarized by Jessica Ward.

Account Balances: This month's NIPSCO bill was \$1,793.98. As you know we are over our monthly projected budget in this account. Greg asked last meeting about where we sit in that account compared to last year's bills. In January last year we paid \$1,291.26, as compared to \$1,504.23 this year, which was an increase of 16%. February last year was \$1,227.83 and this year was \$1,659.62, which was an increase of 35%. March this year was \$1,793.98 while last year was only \$299.30 because we received adjustments to Spark prior gas supply bills because the meter readings were estimated too low. They credited us \$647.64 for the wrong estimates on this bill. Then the April bill was \$3,549.11 because that is when they charged us for the correct reading. So I won't know if March was over or under last year until we receive the April bill for comparison between the two. All other accounts are looking good at this point in the year.

Fuel Sales: Overall, we sold 830.1 gallons of 100LL for a total of \$2,963.20 and 3,023 gallons of Jet A for a total of \$9,068.45 in March. We sold 141.4 gallons of self-service based 100LL, and 496.4 gallons of self-service transient 100LL last month. We sold 107.3 gallons of full service based Avgas. We sold 85 gallons of full service transient Avgas. We sold 2122 gallons of full service based Jet A and 901 gallons of full service transient Jet A. Year to date we have sold 8,515.9 gallons of fuel for a total of \$30,003.43. 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 the same as La Porte. Our Jet A price is \$1.44 less than Porter County, \$1.28 less than La Porte, and \$1.33 less than Knox.

Airport Manager:

1. **Capital Expenditures:** There was discussion about items that are needed this year. Discussion about items for purchase this month included two mower trade-ins and a utility tractor with a bucket and backhoe. **Motion to approve purchase for all three for \$31,896.00:** Kirk Hunter **Second:** David Miller **Motion Approved.**

2. **Land Lease Rent Invoices:** The invoices went out two weeks ago and rent has been trickling in. Also in each envelope was a mowing agreement the tenant could fill out if interested in having the grass around their hangar mowed by the airport. So far we have 3 tenants that paid for mowing this season at \$240.00 for 6 months.

3. **Family Advocate Event Proposal:** Maggie Fritzen spoke about a proposal for a fundraising event they would like to hold at the airport in the fall. They would like to use the terminal building and the

maintenance hangar for a beverage and food tasting from local area chefs, wineries and breweries. They are looking to have a “Golden Age of Flying,” 1960’s theme, when flying was romantic and glamorous. There was discussion on the logistics of the event, insurance requirements, and the event being age 21 and up. **Motion for Jessica Ward and Bill Nelson to move forward with getting the proper paperwork in place for such an event: David Miller Second: Kirk Hunter Motion Approved.**

4. **Young Eagles Event:** This Saturday the EAA Chapter 966 is having a Young Eagle Event here at the airport. There are 17 children signed up at this point and the weather looks like it will cooperate.
5. **AAI April Quarterly Meeting:** I plan on attending the April AAI Quarterly Meeting next Thursday down at Columbus Municipal Airport. As you all know, I sit on the Board of Directors for the AAI Scholarship Fund and we are having a meeting as well after the quarterly meeting. The cost is \$15 for the day.
6. **Enterprise Concessionaire Agreement:** I had a meeting with Tom Crocker- Director-Chicago Group- Business Rental Sales, Brianna Brugos- Business Rental Sales Executive, and Zane Galloway all from Enterprise to discuss the possibility of having a set rate for car rental for airport customers as well as positioning a couple of cars here on weekends from Memorial Day to Labor Day for airport customers when the Enterprise location in town is closed. A concessionaire agreement was discussed as a possibility on the weekends. They would place a few cars here at the airport and we would have the ability to rent them out when their office is closed. In turn the airport would also be liable for the rental. There was interest from the Board in seeing more of the logistics in how an agreement like this would work. Paul Shaffer said that agreements like this aren’t uncommon at airports and FBOs. Jessica will get a copy of the concessionaire agreement for Bill Nelson to look over as well as work out more of the logistics with the local Enterprise branch.

Airport Development:

1. **AIP 18- Wildlife Fence Phase 2:** Trees were all dropped on site prior to the April 1 deadline. They will be mulched on site and then removed. Materials have all been ordered and the majority are on site. Weekly progress meetings are held at 1pm on Thursdays at the terminal building. Anticipated substantial completion is the second week of May.
 - a. **Partial Pay Request #3:** Federal \$109,836, State \$6,101.94, Local \$6,101.34
Motion to Approve: David Miller Second: Kirk Hunter Motion Approved.
 - b. **Contractor’s Progress Estimate #1 for \$116,012.10:**
Motion to Approve: David Miller Second: Kirk Hunter Motion Approved.
 - c. **Change Order #1 for \$16,127:** This corrects issues from Phase 1 that have been made apparent. The change order includes the gate for the fire hydrant, drainage improvements at fence crossings where animals are currently penetrating, and moving a gate from Phase 2 into Phase 1 area for better maintenance access. While the fence was constructed per plan this change order will ensure the fence functions as intended.
Motion to Approve Submitting to the FAA for Approval: David Miller Second: Kirk Hunter Motion Approved.
2. **Runway 20 Tree Trimming:** Still awaiting quotes from the contractors.
3. **Runway 2-20 with Runway Protection Zone Study:** CATEX approval letter from the FAA for the project was received April 1, 2015. Paul Shaffer attended INDOT La Porte district open house to offer opinions on improvements to the US 20/35 and US 212 interchange work being proposed in 2018.

a. CATEX Document to Include Runway Lighting in the Runway Rehabilitation Project:

The recent runway light failure has sparked discussion to consider adding new runway lighting with the runway rehabilitation project. A new CATEX document was made to include the runway lighting into the runway rehabilitation project.

Motion to Sign the Document: David Miller **Second:** Kirk Hunter **Motion Approved.**

Old Business:

1. Sale of Hangar A5-1: At the special board meeting this past month the BOAC requested that an appraisal be done on this hangar in which the BOAC was potentially interested in purchasing. The appraised value came back at \$34,000.00. There was no further discussion at this time due to the letter addressed to the BOAC for right of first refusal being withdrawn by the owner.

New Business: None

Claims Docket: Amount: \$142,006.35

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

Correspondence: None

Public Comment: none

Adjournment: There being no further business, the meeting was adjourned at 7:30 pm.

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