

**Minutes of the April 10, 2012 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: David Miller, Mike Shebel, Kirk Hunter. **A quorum was present.**

Members Absent: Greg Poulin

Others Present: Jessica Ward- Airport Manager, Joe Doyle- Council Liaison, Dennis Kane- Airport Tenant, Morgan Voss- Lakeshore Public Television & Radio

Minutes: The minutes of the February March 13, regular monthly meeting were read.

Motion to approve: Kirk Hunter **Second:** Mike Shebel **Motion Approved.**

Manager Reports:

The March financial reports were summarized by Jessica Ward.

Account Balances: Looking at the end of March account balances we are under our projected budget in all accounts except for the same few I discussed last month. The personnel director is making another inquiry into our unemployment account situation with the state.

Fuel Sales: Compared to March 2011, overall, our Jet A sales were up 91% and our 100LL sales were up 90%. Our self service fuel sales were up 666 gallons for both based and transient traffic from March last year. Our transient Jet A sales were down 209 gallons from March last year while our transient Avgas truck sales were up 537 gallons. Our based Jet A sales were up 2,498 gallons from last March while our Based Avgas truck sales were down 322 gallons. Knox currently has us beat on both Jet A and Avgas fuel price. Our self service Avgas fuel price is \$0.04 more than Knox. Our full service Avgas price is \$0.96 less than Porter County and \$0.94 less than LaPorte. Our Jet A price is \$0.60 less than LaPorte, and Porter County airport and \$0.43 more than Knox.

Airport Manager:

1. **Hot Dog Machine:** The airport could really use a hot dog steamer machine. The lowest cost I could find on a commercial machine is \$231.29 with free shipping. It would be used for quarterly advertising specials, as well as for our free hotdog w/fuel purchase special we have already advertised on the EAA website during the week of the Oshkosh air show. **Motion to approve:** Kirk Hunter **Second:** Mike Shebel **Motion Approved.**
2. **Transient Pilot Log:** I recently made a new transient pilot log which was sent to Express Press to get printed. This log has a space included for email addresses. I will send pilots that have provided an email address a quarterly newsletter that has our fuel prices, any current specials or events that are coming up here at the airport, and provide information on local events that are coming up in Michigan City, including Summer Festival Committee events, Blue Chip Casino events, and Lighthouse Place Premium Outlets sales events. I would also like to be able to highlight a local business with a possible coupon for that quarter.
3. **Advertising:** I also am looking to create a QR information brochure or rack card that would show matrix barcodes for links to discounts for local businesses utilizing this QR technology. The customer would potentially be able to scan the barcode with their smart phones or devices which would bring up the coupon electronically. They could then show the electronic coupon at the business to get the promotion without having to deal with

any paper. I would also like to put a barcode on a brochure or rack card for the airport which would take the customer right to our website, or possibly lead them to a link where they can leave a comment about their visit right on our website or airnav's website. There is so much potential in this technology that so many other businesses, including restaurants and hotels, are utilizing. I am currently working with Express Press and Catalyst Marketing on this idea.

4. **Flag Pole Light:** Marquiss Electric quoted us on one LED flood light for the flagpole. For cost savings they looked at two other fixtures as well as the LED but he still thinks the LED is best, only a \$20 dollar savings with 100w metal halide flood and operating cost would eat that up pretty quickly. The BOAC asked the manager to look into more information on the light, including, if it has a cover, if we can place it under the eave of the covered entrance to the terminal building and if it does well in the winter.
5. **Land Lease Rent Letters:** The land lease rent letters went out last month. Many of the tenants have already sent in payment.
6. **Mowing Letters:** Letters were also sent to each tenant asking if they were interested in airport employees mowing around their hangars for the fee of \$40 per month. We had 4 tenants send back letters stating they were interested.
7. **New Truck:** We received our new truck this past month.
8. **P/O Projects:** Haynes Excavating should be out to start working on the south end later this month. He is currently taking advantage of the exceptionally nice weather to finish up projects from last fall. Marquiss Electric should be out later this month to start working on our Self Service Jet A. Michiana Contracting has been contacted to schedule a time to come out and smooth out the ruts that were made while installing the new beacon. Louck's Concrete Specialists were out here a couple of weeks ago to take out the hump on the containment pad which has been completed. While they were here Greg asked me to have them repair around the grate for the storm drain on Taggart's ramp. That has been completed as well. Lakeshore Landscaping will be out later this month to plant the flowers around the entrance to the terminal building.

Airport Development:

1. **Wildlife Hazard Assessment:** We have received comments from JF Nee and have incorporated them into the document. It will be sent to the FAA before the end of April.
2. **EA for Maintenance of Runway 20 approaches (AIP -12):** The EPA and Fish & Wildlife would like to meet on site to discuss the document. The meeting is likely to be later in April or early May.
3. **FY 2011 Projects (AIP 15):** The additional survey and design required as part of the pavement repair project for the installation of a drainage manhole has been completed. The changes will be incorporated into the plans. Plans will be completed by the end of May in preparation for June bidding.
4. **AWOS/ Beacon/ Obstruction Removal/Obstruction Lighting Project:** We have receive all the final paperwork from Michiana and will be able to close out this project. A time will be set up for them to come out and complete the warranty work.
5. **FY 2012 Construction Projects (AIP 16):** The FAA has sent out guidance that they expect to have all grants issued this year by early August. No later than mid-July we will have to submit the application based upon bids. We will plan on advertising the project in June for a July bid opening.

Pancake Breakfast Update: Jessica has been working on getting an organization to throw the pancake breakfast here at the airport. She has contacted the police and fire departments to see if they have any interest in running the breakfast. Both departments will be getting back to me. This is such a popular summer festival committee event that we and the summer festival committee would hate to see not happen this year.

Old Business:

Terminal Carpet: Chris Barth, owner of Carpet Town, came out to look at the terminal carpet, in which his company installed. He is looking into the possibility of this carpet having backing issues with the manufacturer. He took pictures and sent them to his sales rep. He was going to inquire about coming out immediately to replace the carpet tiles right in front of the door, where he sees the biggest liability for now until he finds out if the manufacturer will pay to have the carpet replaced. I have also three quotes from other companies just in case the warranty falls through with the manufacturer.

New Business:

- 1. Morgan Voss- Lakeshore Public Television & Radio:** Morgan gave a presentation on underwriting for Lakeshore Public Television & Radio prime time programs. The BOAC will look over the information in the packet to see if they are interested in underwriting during programs on the television or over the air.

Claims Docket: **Amount:** \$83,942.82

Motion: Mike Shebel **Second:** Kirk Hunter **Motion Approved.**

Correspondence: Feedback on our website was left from Matt Davenport from Medflight on April 7, 2012, stating, "I appreciate the new AWOS. We've always had to use LaPorte's and kind of guess what it's doing closer to the lake. We use it every day now, on the computer, phone, or radio. Thanks!"

Public Comment: None

Adjournment: There being no further business, the meeting was adjourned at 7:05 P.M.

Motion: Kirk Hunter **Second:** Mike Shebel **Motion Approved.**