

**Minutes of the April 12, 2018 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, Kirk Hunter, Doug Buell, T.Y. Okosun. **A quorum was present.**

**Members Absent:** None

**Others Present:** Jessica Ward- Airport Manager, Paul Shaffer- BF&S, Gene Simmons- Council Liaison

**Minutes:**

The minutes of the March 8, regular monthly meeting, were emailed.

**Motion to approve:** Doug Buell **Second:** Kirk Hunter **Motion Approved.**

**Reports:**

**Financial- Reported by Jessica Ward:**

**Account Balances:** Airport employee health insurance gets paid by the controller's office. We are over our projected budget in this account. Diesel and Electric/Gas are still on the transfer needed list. A full load of jet fuel was purchased which takes our aviation fuel budget to \$219,350.55. Master service agreements with BF&S came out of our Airport projects account and we have used half of our appropriation for design and Geotech for the extension project.

**Fuel Sales:** Overall, we sold 708.4 gallons of 100LL for a total of \$2,766.84, 1913 gallons of Jet A for a total of \$5,249.76 and 166.1 gallons of Swift Fuel for a total of \$586.71 in March. We sold 75 gallons of self-service based 100LL, 310.3 gallons of self-service transient 100LL, 25.8 gallons of based self-service Swift Fuel and 140.3 gallons of transient self-service Swift Fuel last month. We sold 206.1 gallons of full service based Avgas and 117 gallons of full service transient Avgas. We sold 985 gallons of full service based Jet A and 928 gallons of full service transient Jet A. Year to date we have sold 5,432.7 gallons of fuel for a total of \$16,819.65. Our self-service Avgas fuel price is \$0.16 less than Porter County and \$0.06 less than La Porte and \$0.04 less than Knox. Our full-service Avgas price is \$0.26 less than Porter County and \$0.11 less than La Porte. Our self-service Jet A price is \$0.34 more than Knox and our full-service Jet A price is \$0.16 less than Porter County and \$0.02 less than La Porte. Our Swift fuel prices is \$0.05 less than LaPorte.

**Airport Manager- Reported by Jessica Ward:**

1. **Chamber Event:** The Chamber event went well on Tuesday. They had a good turn out and the Safe Harbor robotics demonstration went well. They were very thankful we were willing to host the event.
2. **Parking Lot Light Installation:** Marquiss Electric came out to install the LED parking lot lighting. The parking lot lighting was interfering with the runway lighting for a few nights before Marquiss could troubleshoot and fix the problem. A NOTAM was issued for those two nights that the runway lights were out of service although they were on intermittently.
3. **Food Trailer Update:** Troy has signed the lease on behalf of Flight Services. Mordough and Flight Services are still working on their agreement. Troy has called a contractor to get the crushed asphalt put in for the trailer and is waiting for that work to be done. Mike can't get a permit from the health department until he is all set up with water, etc. The trailer is done and ready to go. Mike would like to get going late May as a test run and then open the first week of June for the season.

4. **Precision Painting Warranty Repair:** Jessica called Ray with Precision Painting and asked him to do warranty work on the vestibule. It needs drywall repair, primer and paint. Ray said that the drywall repair work that needs to get done doesn't fall under warranty because the problem isn't because of his work that was performed so submitted an invoice for \$1,234.00 for drywall repair. He is willing to apply primer and paint free of charge under a warranty repair. Some discussion ensued between the airport manager and BOAC members. **Motion to Approve the Repair Work: Kirk Hunter Second: Doug Buell Motion Approved.**

**Airport Development- Reported by Paul Shaffer and Jessica Ward:**

**1. Improve Runway 2 RSA/RPZ:**

- a. The potholing to locate the force main has proven unsuccessful. BF&S is working with the Michigan City Sanitary District to further investigate line location options.
- b. The Geotechnical drilling is on hold until the sewer line can be located.
- c. We had a meeting with the FAA at the Chicago ADO office on 3/8/18. The runway justification is approved for a 5000' runway. RPZ study looked good. The ALP and EA are still under review.
- d. We had a teleconference with the FAA Chicago ADO office on 4/11/18 to discuss the ALP and environmental status.

**2. UST Repair Update:** Update not given.

3. **Skydive Windy City Request for Permanent PLA Flag Structures:** Troy has requested to install two windsocks that will be removable if necessary, but plans on keeping them up 24/7 the entire season April to October. There would be a concrete footing 36-48 in deep with 1 ½" pipe sticking up approx. 24" AGL. Attached to each pipe would be another pipe bringing the windsocks up to a maximum 9' AGL on the west side and max 10' AGL on the east side. Jessica submitted the request to Paul to check for height and distance from Runway Object Free area. Based on Paul's feedback Jessica requested those changes to Troy's locations and Troy agreed. Some discussion ensued at the meeting. **Motion to Approve Request for Permanent PLA Flag Structures with Foundation Piping Flush with Concrete on the Ground: Kirk Hunter Second: T.Y. Okosun Motion Approved.**

**Old Business:**

None

**New Business:**

1. **Skysports Operating Agreement Extension for 2018 Season:** No changes were made to the agreement other than changing the dates for the new season.  
**Motion: Kirk Hunter Second: Doug Buell Motion Approved.**

**Claims Docket: Amount: \$34,435.42**

**Motion: Doug Buell Second: T.Y. Okosun Motion Approved.**

**Correspondence:**

None.

**Public Comment:**

None.

**Adjournment:** There being no further business, the meeting was adjourned at 6:55 pm.  
**Motion:** Doug Buell **Second:** Kirk Hunter **Motion Approved.**