

**Minutes of the April 13, 2010 Monthly Meeting of the
Michigan City Aviation Board of Commissioners**

Call to Order: Meeting called to order at 6:05 PM in the terminal building at the airport.

Members Present: Paul Sammann, David Miller, Greg Poulin. **A quorum was present.**

Members Absent: Tom Ringo

Others Present: Jessica Groff- Airport Manager, Dan Verma- Based aircraft pilot

Minutes: The minutes of the March 9, regular monthly meeting were read with no corrections noted. **Motion to approve:** David Miller **Second:** Greg Poulin. **Motion Approved.**

Reports:

Finance: The March 2010 operations and financial reports were summarized by Jessica Groff. Our contractual services account is \$100 over our projected monthly balance because we had to pay WSI for service from November through this past February and for March through June. They switched to a new accounting system that sent out bills post-service for the last period and switched back to pre-service for this period.

Fuel Sales: Our cash deposits included \$7,448.94 that we received for annual land lease rent. We still have 5 outstanding land lease rent bills which total \$6,255.56. Friendly reminders to pay will be sent out this week. We were down 37% overall in Jet A sales and up 51% overall in Avgas sales compared to March, 2009. Our self service fuel sales were up 88% from March 2009. Our based Avgas sales were up 138 gallons from March last year while our based Jet A sales were down 992 gallons. Our transient Avgas sales were up for the month by 747 gallons, and our transient Jet A sales were up 10 gallons from March of last year.

We continue to have the lowest Jet A fuel price at \$3.10 and our Avgas price is competitive at \$4.35.

Airport Manager:

1. Rieth Riley Joint Repair Project Close-Out: Bill Steele from RW Armstrong has sent Rieth Riley the final project close out requirements. RW is just waiting to receive all paperwork back from Rieth Riley and then we will be able to pay them the retainage we are holding. We have a one year warranty on the work starting October 22, 2009. No problems with the joints so far. The BOAC suggested I call to find out if that start date can be later seeing they weren't completed by that time.
2. State Board of Accounts Audit: Carla from the State Board of Accounts is at City hall. She has taken on our AIP 13 Grant for auditing.
3. Meeting with the FAA: We discussed funding in FY2010 and priorities of the airport. Clearing the approaches is the highest priority with an AWOS following that. In order to complete both of these projects additional funds will be needed than what is currently federally available. Karla will speak with INDOT about possibly getting discretionary money.
4. Conflict Statements: The city needs all BOAC members to fill out the annual conflict of interest disclosure statement and return it by May 1.

5. Fuel Master PCI Compliance Kit: All credit card merchants must be PCI compliant by July 1, 2010. We will be receiving a new credit card machine inside the terminal free of cost for enrolling in a Wings Point Program that Phillips 66 has. They are giving out new machines that take the Wings Points credit cards, which also happen to be PCI compliant. Unfortunately, we weren't so lucky with our self-service pump credit card machine. We need to purchase a PCI compliance kit from Fuelmaster and they will have someone from their company out to install the software. The kit cost is \$995.
6. Sea Gulls: I spoke with Judy Loven from the USDA office about our sea gull problem out here. She suggested getting a depredation permit that will allow us shoot about 10% of the sea gulls we get annually. This is to be used in conjunction with non-lethal measures, including pyrotechnics. The "bird banger" gun cost with screamers and bangers is around \$125.

Airport Development:

1. Appendix 2 Surfaces: At the FAA meeting we discussed the Appendix 2 surface obstruction exhibits made by RW Armstrong. Bobb Bochamp from the FAA was happy there would be minimal tree removal and was certain it could be completed under a CatEx. He asked that we submit a CatEx for this project as well as the obstruction lighting project, gravel access roads and gate and fence at Warnke Rd. We also discussed moving 3 of the obstruction lights to better locations away from a neighboring property owner and in a clear, non wooded area that would minimize environmental concerns. This would also bring the lights closer to the edges of the Appendix 2 surface. An airspace study won't be needed for the move. Bobb and Al from the FAA will be meeting Karla and Simon from RW Armstrong out at the airport in the next couple of weeks to review the project area for the Appendix 2 obstruction projects.
2. Regaining 183 ft. runway displacement: We also discussed at the FAA meeting, based upon the exhibits, what it would take to regain the 183 ft of displaced runway using Appendix 2 criteria. FAA asked RWA to mark the trees that would be affected in this scenario. Paul brought up a discussion about the cost versus value to pilots if this pavement were regained. Greg Sweeney asked that we update the CIP to show better cost estimates. After the FAA meeting last week Karla and Simon felt it would be a better use of time and funds to meet Al and Bobb out here on site to look over the area together rather than actually marking the trees first because of the number of trees that would potentially need to get marked. RW suggests conducting another meeting with the Board to discuss the pros and cons of continuing with this option before spending several days to mark trees that the Board might not see financially feasible after all.

Old Business:

1. Shawver, Lot A5-2 Lease Renewal: Still waiting on our attorney's response to this issue.

Motion to Table until next BOAC meeting:

Motion: Paul Sammann. **Second:** David Miller. **Motion Approved.**

2. Greg Liput- Judgment: We have received a notice of sale from our attorney for the airplanes. Once the date of sale is determined, Tom Ringo needs to sign the notice and cause it to be published in the News Dispatch. Jeff recommends that it be published twice with the last publication not earlier than 2 weeks prior to the sale. We have a certified copy of the clerk's form of default judgment along with a bill of sale which the new owner will file with an application for registration since we don't have the titles.
3. Pete Livas, windmill installation: RWA has looked at the proposed residential windmill installation locations and has found no problems for the airport. The owner will call us when he gets a reply back from the FAA for his submitted 7460 form.

New Business:

1. Dan Verma- new hangar construction intentions: Dan spoke about his proposed hangar location and the BOAC agreed on a place that would possibly be suitable for the size hangar he is interested in, 64ft x 80ft. Dan is going to speak with NIPSCO about the electrical easement in this area to make sure his plans will work around the easement. He will come back to address the BOAC once his plans are complete.

Claims Docket:

Amount: \$62,117.38

Motion: Paul Sammann **Second:** Greg Poulin **Motion Approved.**

Public Comment:

None

Correspondence:

None

Adjournment:

There being no further business, the meeting was adjourned at 7:06 P.M.