

**Minutes of the April 13, 2017 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, Doug Buell, Kirk Hunter, T.Y. Okosun. **A quorum was present.**

**Members Absent:** None

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

**Minutes:**

1. The minutes of the March 9, regular monthly meeting, were emailed.

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

**Reports:**

The Financial reports were summarized by Jessica Ward.

**Account Balances:** I still need to transfer money into our Vacation Bonus account and our Legal Notices Account. We have used a tad over 50% of our gas/electric account already. This I am concerned with, seeing we have only paid 4 bills so far this year. I most likely will need to transfer money into our account before the end of the year.

**Fuel Sales:** Overall, we sold 787.7 gallons of 100LL for a total of \$3,184.75 and 1525 gallons of Jet A for a total of \$3,837.90 in March. We sold 121.4 gallons of self-service based 100LL, and 482.3 gallons of self-service transient 100LL last month. We sold 54 gallons of full service based Avgas and 132 gallons of full service transient Avgas. We sold 1,017 gallons of full service based Jet A and 508 gallons of full service transient Jet A. Year to date we have sold 6,945.3 gallons of fuel for a total of \$21,614.98. Our self-service Avgas fuel price is \$0.36 less than Porter County and La Porte and \$0.12 less than Knox. Our full service Avgas price is \$0.46 less than Porter County and \$0.41 less than La Porte. Our Jet A price is \$0.30 less than Porter County and La Porte, and \$0.32 more than Knox.

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

1. **Zoobilee Event:** The Zoobilee event is Saturday, April 22 from 6pm to 10pm. The contract was accepted and signed by the Washington Park Zoological Society and needs to be signed by all of you. They will be setting up starting on noon on Thursday and tearing down by Sunday at 5pm. I am really looking forward to this event and hope to see you all here.
2. **Self Service Fuel Turn Around Construction:** Construction has started on the self-service fuel turn around. Rieth Riley is adding a 5ft by 10ft pad next to the Avgas Self Service Fuel Island as well.

**Airport Development- Reported by Paul Shaffer:**

1. **AIP 20- Improve Runway 2 RSA/RPZ- Remove US 20 (CatEx & Design) Part A:** The historical architecture is complete. The ecology field work is anticipated in the next month. We met at the FAA Chicago ADO office to bring our new program manager up to speed on our projects. Interest in the project is still high but there is a lot of uncertainty with funding in the FAA right now with all projects not just ours.
  - a. **Approve Partial Pay Request No. 2, AIP-20, Fed \$8,433.00, State \$374.80, Local \$562.00.**  
**Motion to Approve:** Kirk Hunter **Second:** T.Y. Okosun **Motion Approved.**

2. **Hangar Development by Skydive Windy City Update:** They will be pouring the concrete floor and hangar ramp soon. Water and Sewer will be ran to the building soon as well.
3. **Miscellaneous:** BF&S reviewed two tower requests. There were no objections to either towers. The airport also had a request to place a wayfinding sign south of the airport along US 20. The initial proposal had a sign taller than the wildlife fence which was not acceptable as it would be an obstruction to the Runway 2 approach. If the sign height is reduced below 11' tall to be below the fence height, there is no lighting, and INDOT road has signed off on the location then we would have no objections.
4. **Approve Notice of Intent to Utilize our FY 2017 Non-Primary Entitlement (NPE):**  
**Motion to Approve:** Doug Buell **Second:** Kirk Hunter **Motion Approved.**
5. **FY 2017 FAA Grant Application:** Two grant applications were written. One is for \$536,944.39 and includes the project as was requested on our CIP this year. The second was a NPE only back-up grant application for \$166,667.00.  
**Motion to Approve Submitting the Grant Application for \$536,944.39:** T.Y. Okosun **Second:** Kirk Hunter **Motion Approved.**  
**Motion to Approve Submitting the NPE Only Back-Up Grant Application for \$166,667.00 if Requested by FAA:** Doug Buell **Second:** Kirk Hunter **Motion Approved.**

#### **Old Business:**

1. **Swift Fuel- Potential Availability here at MGC:** We received a second proposal from Swift Fuel for \$11,700.00 to purchase all the equipment and a new 1100 gallon double wall tank for self-service use here at MGC for UL94 Avgas. The lease option is for \$325 per month for 36 months. The board had additional questions and placed a conference call to Jon from Swift Fuel. The board requested that the \$500 deposit be removed from the proposal which was satisfactory to Swift Fuel. At the March meeting the board requested a proposal including the option of the pod tank that was described in the presentation originally, but mistakenly the pod tank wasn't an option for public use airports.  
**Motion to Approve Lease for \$325 per month for 36 months to carry Swift Fuel:** T.Y. Okosun **Second:** Kirk Hunter **Motion Approved.**

#### **New Business:**

1. **Land Lease for David Gallion- A5-6:** A new land lease was drafted for David Gallion for his hangar recently purchased from Sammann Corporation.  
**Motion to Approve:** Kirk Hunter **Second:** T.Y. Okosun **Motion Approved.**

**Claims Docket: Amount:** \$29,762.50

**Motion:** Kirk Hunter **Second:** T.Y. Okosun **Motion Approved.**

**Correspondence:** None

**Public Comment:** T.Y. Okosun stated that there are still local pilots that would like to see the middle obstruction tower lowered closer to the trees on approach to RWY 20. Paul Shaffer explained again that the FAA would not pay for the tower to be lowered because it is below the approach path and the trees will grow back up in the next couple years to be at or just below the tower again. There was discussion on the possibility of lighting it during the day, or putting a wind sock on it so it is more visible during the day when it is hard to see.

**Adjournment:** There being no further business, the meeting was adjourned at 7:25 pm.

**Motion:** Doug Buell **Second:** Greg Poulin **Motion Approved.**