

**Minutes of the April 14, 2016 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, Kirk Hunter, and Doug Buell. **A quorum was present.**

Members Absent: Greg Poulin

Others Present: Jessica Ward- Airport Manager, Paul Shaffer- BF&S

Minutes:

1. The minutes of the March 10, regular monthly meeting, were emailed.

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

Reports:

The Financial reports were summarized by Jessica Ward.

Account Balances: Our current account balances are in front of you. We are over our monthly projected budget in Water, Sewer, which I discussed last month. We received 4500 gallons of Avgas for a total of \$13,583.48.

Fuel Sales: Overall, we sold 1093.0 gallons of 100LL for a total of \$3,944.90 and 1385.0 gallons of Jet A for a total of \$2,848.91 in March. We sold 182.1 gallons of self-service based 100LL, and 315.6 gallons of self-service transient 100LL last month. We sold 93.9 gallons of full service based Avgas and 501.4 gallons of full service transient Avgas. We sold 527 gallons of full service based Jet A and 858 gallons of full service transient Jet A. Year to date we have sold 7628.1 gallons of fuel for a total of \$22,076.98. Our self-service Avgas fuel price is \$0.36 less than Porter County and \$0.36 less than LaPorte and \$0.03 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 \$0.56 less than Porter County, \$0.56 less than La Porte, and \$0.36 less than Knox.

Airport Manager:

1. **Brush for the Bi-Directional Tractor:** The brush for the Bi-Directional Tractor has been delivered and set up. We also received the new cutting edge and feet for the plow on the bi-directional tractor.
2. **ADS-B Equipment Installation:** Marquiss Electric came out to run power and a coax cable to the center of the lobby wall for the new smart TV installation. The City IT department came out to install one of the ADS-B antennas temporarily on the window in my office while we wait for the correct cables to arrive for mounting on the roof. The mount for the TV has been ordered as well.
3. **Guard Rail Repair on HWY 20:** The guard rail had been hit on HWY 20 protecting the fence and has been repaired by INDOT.
4. **Young Eagles Event:** The event will be this Saturday from 8am to 12pm.
5. **Airport Appreciation Day:** The EAA chapter would like to have an airport appreciation day on Sunday June 12, at 2pm. They will have chili and hotdogs.
6. **Fill for Skydive Operation:** Troy requested some sort of fill for the area in front of his trailer for his operation. With all the rain we have had it is too muddy for customers to comfortably walk up to the trailer.

Airport Development- Summarized by Paul Schaffer:

- 1. AIP 19- Runway Protection Zone Study:** We had a follow up meeting with INDOT team to discuss the geo tech study findings at the LaPorte office on 4/12/16. The INDOT geotechnical team was not available for the meeting, so we reviewed the findings with those present. Additional follow-up with the INDOT Geotechnical division is needed. Additional concerns of future maintenance were also raised. The Geotechnical team from ATC will reach out to INDOT Geotechnical division directly and report back to BF&S. We will draft a maintenance agreement for the bridge for all parties to review. We would like to have this resolved by mid-July, in order to capture grant funds for this fiscal year.
- 2. AIP 19: North End Tree Trimming:** For the tower lowering, Continental Electric Company was the low quote at \$3,700. Questions have risen regarding the clearing in the floodplain. A survey crew staked the floodplain and will coordinate with Tree Mann to ensure all is completed to IDNE Fish and Wildlife satisfaction.
- 3. Intent to use NPE Funding Letter:** The “Intent to use NPE Funding Letter” needs to be submitted to the FAA to confirm our plan to utilize our NPE funds this year. **Motion to Execute the “Intent to use NPE Funding Letter:”** Doug Buell **Second:** Kirk Hunter **Motion Approved.**
- 4. DPE Plan:** A draft copy of the DBE plan is available for comment. Interested parties should request a copy of the draft plan and the formal comment sheet for those wishing to comment. We will receive comments starting this meeting into the next meeting and have the Board act on the plan in the June BOAC meeting. **Motion to Formally Accept Comments on the DBE Pan until May 12:** Kirk Hunter **Second:** Doug Buell **Motion Approved.**
- 5. Risk Assessment Checklist:** The FAA requires us to do a Risk Assessment Checklist bi-annually. Jessica and Yvonne will complete it together. **Motion to submit the Risk Assessment Checklist to the FAA:** Kirk Hunter **Second:** Doug Buell **Motion Approved.**

Old Business: None

New Business: None

Claims Docket: Amount: \$55,210.82

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

Correspondence: Email from a citizen concerned about how the trees were left on the north end of the airport after trimming.

Public Comment: None

Adjournment: There being no further business, the meeting was adjourned at 6:37 pm.

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