

**Minutes of the May 8, 2014 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, David Miller, Doug Buell. **A quorum was present.**

**Members Absent:** None

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

**Minutes:** The minutes of the April 17, regular monthly meeting, were emailed.

**Motion to approve:** Kirk Hunter **Second:** David Miller **Motion Approved.**

**Reports:**

The April financial reports were summarized by Jessica Ward.

**Account Balances:** The end of April account balances are in front of you. I spoke last month about the NIPSCO bill. I found out that they changed over to an automated digital meter so I was asked to wait until I receive this month's bill to see if it averages out and call back if I still had questions. As you can see our overtime and gasoline accounts increased from last month instead of decreased. We received a credit to these accounts this past month reimbursing us for the additional funds spent during the bad January snow storm. Overall our accounts are in good shape.

**Fuel Sales:** Overall, we sold 4,245.9 gallons of 100LL for a total of \$19,408.53 and 2,457 gallons of Jet A for a total of \$9,404.57 in April. Avgas gallons were up 202% from April last year and Jet A gallons were down 5% from April last year. We sold 285.6 gallons of self-service based 100LL, and 2,973.9 gallons of self-service transient 100LL last month. We sold 242 gallons of full service based 100LL and 744.4 gallons of full service transient Avgas. We sold 1,193 gallons of full service based Jet A and 1,264 gallons of full service transient Jet A. Year to date we have sold 16,827.3 gallons of fuel for a total of \$74,595.76, which is 13 percent higher than 2013. Our self-service Avgas fuel price is \$0.14 less than Porter County and \$0.61 more than Knox. Our full service Avgas price is \$0.24 less than Porter County and \$0.23 less than La Porte. Our Jet A price is \$0.74 less than Porter County, \$0.73 less than La Porte, and \$0.04 more than Knox.

**Airport Manager:**

1. **Commercial Service Permit:** I created a commercial service permit which I ran past Jeff Thorne for his approval from a legal standpoint in which he had no recommended changes.
2. **Update on Skydive Greater Michigan City:** I forwarded the certificates of insurance for Skydive Greater to Tom Cipares for his support in making sure they met our minimum standards for insurance coverage. He had a few corrections that he suggested if Jeff Thorne agreed. I forwarded his suggestions to Jeff and asked him to look them over and send Skydive Greater a letter outlining any changes needed. As you remember, their operation this season was approved, pending insurance meeting our minimum standards. They have not started operation yet. They need to finish setting up the observation area as specified in their lease, and pay their land lease, commercial service permit fee, and due diligence attorney fee, in which all has been invoiced.
3. **Entrance Gate:** I have all codes but a select few. I am hoping to have the gate permanently by next week.

**Airport Development:**

1. **AIP 15- Terminal Layout for ALP:** BF&S and Michael Brown- planner for the FAA, have been working out final details for the terminal layout. We should have a resolution soon.
2. **AIP 17- Wildlife Fence:** This project is financially 79% complete at this point.
  - a. **Action Items:**
    - i. **Change Order #1 in the amount of \$13,989.30:** The City received a proposal from Rieth Riley for removing the curb leading to the entrance gate for the skydive operation and adding an asphalt drive from the removed curb to taxiway A1. \$13,989.30. **Motion:** David Miller **Second:** Kirk Hunter **Motion Approved.**
    - ii. **FAA Pay Request No. 5 to reimburse fence project costs in the amount of \$9,498.72.**  
**Motion:** Kirk Hunter **Second:** David Miller **Motion Approved.**

**Old Business:**

1. **Scherf- Mowing for Hay:** The Scherfs walked the field east of the runway to determine if mowing for hay would be feasible. They would like to proceed and mow for hay. They will cut about once per month which will be four or five cuts for the season. Jessica will get with Jeff Thorne to see if a contract is needed. **Motion to Approve:** Greg Poulin **Second:** Doug Buell **Motion Approved.**

**New Business:**

1. **Pancake Breakfast:** We will host a pancake breakfast here for the FOP/EAA on July 13 from 7am until noon.

**Claims Docket: Amount:** \$177,344.20

**Motion:** Kirk Hunter **Second:** David Miller **Motion Approved.**

**Correspondence:** None

**Public Comment:** None

**Adjournment:** There being no further business, the meeting was adjourned at 6:35 pm.

**Motion:** Greg Poulin **Second:** David Miller **Motion Approved.**