

**Minutes of the May 10, 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, John Feister- BF&S

**Minutes:**

The minutes of the April 12, regular monthly meeting, were emailed.

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

**Reports:**

**Financial- Reported by Jessica Ward:**

**Account Balances:** Diesel, and Electric & Gas are still over projected budget and will need transfers by the end of the year. There was a glitch in the payroll setup which was causing the over budget situation in our Health Insurance account that was spoken about last month. The controller's office will be reconciling the Health Insurance account soon. Legal is also over projected budget. Bill Nelson sent an email advising the city attorney per the airport contract that he will be over budget this year because of all the work on the extension project. He is billing the airport separately for the land appraisal work because it is reimbursable by the FAA. The airport will have to take any overages out of our Capital Account at the end of the year for legal. This will have to go before the council for appropriation because it would be a major transfer from a capital account to our operating account.

**Fuel Sales:** Overall, we sold 1032.8 gallons of 100LL for a total of \$5,218.47, 3444.5 gallons of Jet A for a total of \$11,191.14 and 186.6 gallons of Swift Fuel for a total of \$663.89 in April. We sold 166.1 gallons of self-service based 100LL, 449.8 gallons of self-service transient 100LL, 74 gallons of based self-service Jet A, 1,661.5 gallons of transient self-service Jet A, 68 gallons of based self-service Swift Fuel and 118.6 gallons of transient self-service Swift Fuel last month. We sold 185.3 gallons of full service based Avgas and 231.6 gallons of full service transient Avgas. We sold 654 gallons of full service based Jet A and 1055 gallons of full service transient Jet A last month. Year to date we have sold 10,096.6 gallons of fuel for a total of \$33,893.15. Our self-service Avgas fuel price is \$0.16 less than Porter County and La Porte and \$0.04 less than Knox. Our full-service Avgas price is \$0.23 less than Porter County and \$0.21 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 \$0.12 less than La Porte. Our Swift fuel prices is \$0.10 less than LaPorte.

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

1. **Food Trailer Update:** Mike Perry received his permit from the health department. He is planning a test run this weekend and next and will open up to the public the first weekend in June.
2. **Fuel Truck/Underground Fuel Filter Change:** Perry Maintenance will be out this month to change all fuel filters on the trucks and fuel farms which is done annually.
3. **Pancake Breakfast:** The fly-in/ drive-in pancake breakfast will be Sunday, July 22 from 7am to noon The FOP will be running the breakfast.

4. **Tenant Letters:** The airport tenants all received land lease invoices, hangar inspection checklists, and mowing agreements this month in the mail. The planned hangar inspections will be in July, with the airport manager and a board member in attendance. The scheduling for the inspection will start in June.

**Airport Development- Reported by John Feister and Jessica Ward:**

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

BF&S is continuing to work with the sanitary district and the water department on the reimbursable agreements to relocate the sanitary and water lines. We need to get a reimbursable agreement in place between the Airport, Water Department and Sanitary District. The reimbursable agreement is required for FAA reimbursement. To make this happen we need to provide some numbers to structure the reimbursable agreement around. We had a meeting with both the Sanitary District and Water Departments on May 2<sup>nd</sup> regarding the professional services and estimated construction costs to structure the reimbursable agreements.

a. We anticipate the following schedule for the reimbursable agreements:

- i. Reimbursable agreements circulated to the Water Department and Sanitary District by 5/16/18.
- ii. Review the professional services agreement and estimated construction costs with the Water Department in their 5/22/18 meeting.
- iii. Review the professional services agreement and estimated construction costs with the Sanitary District in their 5/23/18 meeting.
- iv. Execute reimbursable agreements for the Water Department and Sanitary District by the airport on 6/14/18.
- v. Water Department and Sanitary District to execute reimbursable agreements by 6/29/18.

a. The Geotechnical drilling is on hold until the sewer line can be located.

2. Approve Work Order No. 10 “ALP Update” – Which includes capturing current obstructions for the runway extension to the south

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

3. We have a teleconference scheduled with the FAA Chicago ADO office on 5/10/18 to discuss the ALP and environmental status.
4. **20:1 Obstruction Removal:** The FAA had notified Jessica of some potential 20:1 obstruction on the north and south end of the airport. The points on the south end need to be trimmed by August 1, 2018 to maintain night minimums. BF&S has forwarded an insurance certificate to Oehmstead Company LLC, to gain entry on to the property to mark the trees that need to come down. John Feister marked the trees earlier today and Jessica notified the McDonald’s that the trees were marked and ready to be trimmed.
5. **UST Repair Update:** The Underground Storage Tank Repair is scheduled for October this year. We had a pre-construction meeting last month. Bill Nelson, Paul Shaffer, Mike Hawley from IN Mechanical and Phil Schlak from ATC and Jessica Ward were at the meeting. ATC sent the airport manager their signed contract and we are still waiting on In Mechanical to sign their contract. Mike requested a change order for an increase in supply cost. That will go through ATC. He also highly encouraged us to purchase all pipes and other supplies now and hold them on sight because of the frequent increases in steel pricing. That will also go through ATC.

**Old Business:**

None

**New Business:**  
None

**Claims Docket: Amount:** Pending for June Meeting.  
**Motion:**           **Second:**           **Motion Approved.**

**Correspondence:**  
None.

**Public Comment:**  
None.

**Adjournment:** There being no further business, the meeting was adjourned at 6:45 pm.  
**Motion:** Doug Buell **Second:** Kirk Hunter **Motion Approved.**