

**Minutes of the May 11, 2010 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:** Paul Sammann, David Miller **A quorum was present.**

**Members Absent:** Tom Ringo, Greg Poulin

**Others Present:** Jessica Groff- Airport Manager, Charles Lee, Irwin Berg

**Minutes:** The minutes of the April 13, regular monthly meeting were read with no corrections noted. **Motion to approve:** David Miller **Second:** Paul Sammann **Motion Approved.**

**Reports:**

**Finance:** The April 2010 operations and financial reports were summarized by Jessica Groff. This month we are under our total projected budget by \$11,000.00. We have an open purchase order that we were going to use for new brochures but we have a greater need for landscape maintenance around the terminal building. This annual maintenance includes: new annuals planted, re-mulching, spraying for weeds monthly, cobbles for the downspouts, and fungicide and fertilizer for the beds.

**Fuel Sales:** Our cash deposits included \$19,126.19. This included \$6,332.49 in annual land lease rent. All tenants have paid their land lease rent payments. We were down 22% overall in Jet A sales and up 36% overall in Avgas sales compared to April, 2009. Our self service fuel sales were up 9% from April 2009. Our based Avgas sales were up 350 gallons from April last year while our based Jet A sales were down 400 gallons. Our transient Avgas sales were up for the month by 141 gallons, and our transient Jet A sales were down 208 gallons from April 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. CPR/AED classes: In April, Michigan City employees had the opportunity to sign up for CPR/AED training at the Fire Training Center. BB, Davis, Jamie and I attended training and were certified. Our AED was also serviced last month.
2. State Board of Accounts Audit: Our grant paperwork is ready for pickup. I will let you know when we get the results from the audit.
3. FAA/RWA on site meeting: Al and Bobb from the FAA, Karla and Simon from RWA, Frank, Paul and I met on April 29 to look at the tree obstructions for the current Appendix 2 project. RWA is submitting a CATEX for the project. The BOAC and RWA need to meet and decide whether pursuing getting our 183 ft. displaced threshold back is worth the funds this project will tie up.
4. Bird Depredation Permit/ Bird Bangers: I have filled out the questions required for the bird depredation permit. Judy Loven from the USDA would like us to document all the different types of birds we have out here for the form she needs to submit for our permit. I will be ordering a Bird Banger launcher, screamers and bangers for seagull harassment in the mean time.

5. Airport Manger Name Change: I recently got married and my new last name is Ward. I have ordered new business cards and letterhead with my new last name. I will have a new email address for the city. I will keep the old email address for the rest of this year to make sure we don't miss any important emails and until everyone is updated on the new address.
6. Day Lily Donation: We received 100 day lily bulbs from the park department to plant out here at the airport. They will be planted with our annuals.
7. Airport Overlay Zoning District: Ed Volk, president of the Laporte Airport Authority, sent a letter to the Laporte County planner regarding revisions needed to the Airport Overlay District in the new county zoning plans. I received a copy of his letter and took it to John Pugh, our city planner to make sure that Ed Volk's concerns will be addressed. They revised the plan based on his needs and he has forwarded the revised plans to the airport's engineer and suggested we do the same. I will send a copy to RWA.
8. FCC license: We received our new FCC license in the mail for our Unicom frequency. It is valid for 10 years.
9. New Communications Tower: We received a letter about a new communications tower site. It will be in a field on the corner of Wozniak and 275 N. They are currently waiting on FAA approval.

#### Airport Development:

1. This month RW is going to prepare and submit a CatEx for approval for our current Appendix 2 project. They are going to work on a north end tree maintenance plan. They are also going to revise the CIP with new cost estimates and priority of projects. The projects that are a priority this year include: Getting our approaches cleared and obstructions lights put in, an AWOS and a new beacon. Next year projects include: Wild life assessment, wildlife fencing and reimbursement for the Perko property. I would like approval to proceed with the wildlife project now and get reimbursed next August knowing it is a yearlong project. The assessments are currently running from \$15,000 to \$20,000 right now. **Motion to approve:** Paul Sammann **Second:** David Miller **Motion Approved**

#### Old Business:

1. Shawver, Lot A5-2 Lease Contract: I have Shawver's new lease signed by him and ready for BOAC signatures. Jeff Thorne sent the airport a letter of approval for the new lease in Shawver's name only.
2. Greg Liput- Judgment: The date of the auction must be determined so I can get the notice published in the News Dispatch.
3. Dan Verma- new hangar construction: Dan has staked the area for his hangar but it is too close to a storm sewer.

#### New Business:

1. Charles Lee and Irwin Berg lease: They will only sign a new lease if #18 of the lease is taken out: Other Uses:

“If Lessee has, under his control, more than one unit, and aircraft storage space is not needed, Lessee may, only upon written consent from the Airport Manger or Board of Aviation Commissioners, rent out space for purposes other than storing aircraft.”

This matter will be discussed with Tom Ringo.

2. Water and Sewer for EAA hangar: Water and Sewer was looked at when the EAA hangar was built. The EAA members are still interested in getting water and sewer and are wondering if any other tenants are interested in splitting the cost.

**Claims Docket:**           **Amount:** \$23,329.55

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

**Public Comment:**

None

**Correspondence:**

None

**Adjournment:**

There being no further business, the meeting was adjourned at 6:38 P.M.