

**Minutes of the May 19, 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: Greg Poulin, David Miller, and Doug Buell. **A quorum was present.**

Members Absent: Kirk Hunter

Others Present: Jessica Ward- Airport Manager, John Feister- BF&S, Bill Nelson- BOAC Attorney

Minutes:

1. The minutes of the April 14, regular monthly meeting, were emailed.

Motion to approve: Doug Buell **Second:** David Miller **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, and Electric/Gas by only \$131.00. Every year I have had to transfer money into Electric/Gas by the end of the year so no worry there so far. The tower lowering was completed by Continental Electric earlier this month. That invoice is on this Claims Docket. The new brush for the tractor has also been paid for and is on this Claims Docket.

Fuel Sales: Overall, we sold 1430.9 gallons of 100LL for a total of \$3,402.34 and 1255.0 gallons of Jet A for a total of \$2,542.62 in April. We sold 459.8 gallons of self-service based 100LL, and 429.8 gallons of self-service transient 100LL last month. We also sold 3.6 gallons of self-service transient Jet A. We sold 189.2 gallons of full service based Avgas and 352.1 gallons of full service transient Avgas. We sold 376 gallons of full service based Jet A and 876 gallons of full service transient Jet A. Year to date we have sold 10,314.6 gallons of fuel for a total of \$28,021.94. Our self-service Avgas fuel price is \$0.36 less than Porter County and \$0.22 less than LaPorte and \$0.03 less than Knox. Our full service Avgas price is \$0.46 less than Porter County and \$0.27 less than La Porte. Our Jet A price is \$0.81 less than Porter County, \$0.56 less than La Porte, and \$0.36 less than Knox.

Airport Manager:

1. **Young Eagles Event:** There will be a Young Eagles Event here on Saturday, June 11 from 8am to 12 pm.
2. **Airport Appreciation Day:** The EAA chapter is having an airport appreciation day on Sunday June 12, at 2pm. They will have chili and hotdogs. All of our tenants are invited as well as local transient pilots.
3. **Advertisement in Water's Edge Publication:** The airport and Skydive Windy City have teamed up on an advertisement in Water's Edge Publication that is mailed with the newspapers in LaPorte County and up into Michigan as well as placed throughout the counties surrounding Lake Michigan here and in Michigan. The cost to the airport is going to be \$275.00. Approximately 15,000 copies will be out throughout the area.

4. **Fuel Safety Training:** I just purchased our bi-annual fuel safety training online course. I will be completing the Safety 1st supervisor training and Rudy and Frank will be completing the fuel training course. This is required by Phillips 66.
5. **AAI April Quarterly Meeting:** I attended the April Quarterly meeting for AAI at Gary Airport last month. It was a very informative meeting and my annual AAI Scholarship Fund board meeting was held at the same time. We were allowed to walk through the Boeing Corporate jets that were in the hangar and that was an amazing experience.
6. **ADS-B Equipment Installation:** The IT department did the hard install for the antennas for the ADS-B equipment but it is currently off-line. They will be out soon to troubleshoot the issue.
7. **Trac-Vac for Hustler:** I emailed you all the estimate for the Trac-Vac for the Hustler. As you know with all the rain and being short a lineman we are in need of a Trac-Vac to suck up the grass as we mow. We aren't able to keep the grass cut short without it looking like a hay field out here. **Motion to Purchase Trac-Vac:** David Miller **Second:** Doug Buell **Motion Approved.**
8. **Continental Electric Quote for Tower Repair:** At the end of 2015 we encumbered \$8,500 for the tower lowering and tower light repair. The tower lowering came in at \$3,700 but the light repair is estimated at \$9,185 from Continental Electric. Michiana Contracting is not able to do the tower repair now. The lowering of the power supply control box is estimated at \$2,785.00. The FAA approved the tower lowering to come out of AIP 19 so we will use all of the encumbered money for the tower repair and lowering the power supply control box. We will need an additional \$3,470 from this year's capital money to complete the repair and lowering. The quote from Michiana was also just troubleshooting. This estimate from Continental is the cost of replacing the light system. This is the only light that has gone out. It went out after a lightning storm last year so it is assumed it will need to be replaced. **Motion to Approve Work for Additional \$3,470.00:** David Miller **Second:** Doug Buell **Motion Approved.**

Airport Development- Summarized by John Feister:

1. **AIP 19- Runway Protection Zone Study:** Geotechnical from ATC met with INDOT Geotechnical division on 5/2/16. The meeting went very well. ATC is updating their geo report and sending to INDOT. 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:** Tower lowering complete. Coordination on the floodplain issue is still on going.

Old Business:

1. **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 July meeting and have the Board act on the plan in the July BOAC meeting.
2. **Sky Sports, INC 2016 Lease:** The lease was drafted by Bill Nelson for the 2016 year. **Motion to Approve:** David Miller **Second:** Doug Buell **Motion Approved.**

New Business:

1. **Airport Courtesy App:** No motion was made to pay for advertising on this app at this time.

Claims Docket: Amount: \$24,230.97

Motion: David Miller **Second:** Doug Buell **Motion Approved.**

Correspondence: None

Public Comment: Troy Church requested the ditch be filled in the landing area used by the skydivers.

Adjournment: There being no further business, the meeting was adjourned at 6:45 pm.

Motion: David Miller **Second:** Doug Buell **Motion Approved.**