

**Minutes of the June 8, 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: Tom Ringo, Paul Sammann and David Miller. **A quorum was present.**

Members Absent: Greg Poulin

Others Present: Jessica Groff- Airport Manager, Karla Price- RW Armstrong, Mark Shillington-Woolpert, INC

Minutes: The minutes of the May 11, regular monthly meeting were read with no corrections noted. **Motion to approve:** Paul Sammann **Second:** David Miller **Motion Approved.**

Reports:

Finance: The May 2010 operations and financial reports were summarized by Jessica Ward. Our stationary account has a \$0.00 balance due to the purchase of new letterhead, envelopes and business cards. This is the only stationary we will need to purchase this year. We are \$13,000 under our total projected budget. I will need to keep an eye on our contractual services account.

Fuel Sales: We were down 8% overall in Jet A sales and down 24% overall in Avgas sales compared to May, 2009. Our self service fuel sales were up 11% from April 2009. Our based Avgas sales were down 231 gallons from May last year while our based Jet A sales were up 165 gallons. Our transient Avgas sales were down for the month by 116 gallons, and our transient Jet A sales were down 149 gallons from May of last year.

We continue to have the lowest Jet A fuel price at \$3.35 and our Avgas price is competitive at \$4.35.

Airport Manager:

1. Landscaping: Lakeshore Landscaping put in petunias and daylilies for us. They reorganized some of the perennials and put cobblestones at the downspouts. They also re-mulched the beds around the terminal building. They have been out here Monday thru Saturday weeding, watering and/or spraying. I am extremely impressed with their work so far this season.
2. Insurance Letters: I sent out letters to all tenants requesting a copy of their proof of insurance middle of last month.
3. Jet A Fuel Load: We received 6,500 gallons of Jet A this past month.
4. New Lineman: Rudy Vega just started at the airport this past Monday. He replaced BB Collins who took a position at the refuse department.
5. MCHS Career Fair: I participated in the career fair at the Michigan City High School. Jamie and I put together an information board about careers in aviation and I took candy, blew up balloons, and gave away pencils and plastic cups with the Airport logo on them.
6. Young Eagles: There was a Young Eagles program this past month. It was cancelled due to weather. It was rescheduled for this coming up Saturday.
7. Grumman Auction: The Grumman airplanes were auctioned off for \$8,400.00. We get to keep the judgment amount which is \$1,791.00. They both have already been removed from the premise.

8. **Tenant Appreciation Cookout:** We have held a cookout for the past 4 years. The past 2 years there have been roughly 20 tenants show up. Jessica asked the board if they were still interested in keeping this tradition and they agreed they were. We will hold another cookout this year in August.

Airport Development:

1. **183 Ft. Displacement:** The board has no interest in regaining the 183 ft. based upon the cost and value to the pilots if this pavement is regained.
2. **North End Tree Maintenance Plan:** The FAA needs an EA for this project because it will require a FONSI. RWA is going to get them a project scope and they will likely run it by the EPA and Fish & Wildlife.
3. **Scope for Wildlife Assessment:** RWA will complete a Wildlife Hazard Assessment including all the elements outlined in Title 14 CFR 139.337 and in accordance with AC 150/5200-33B.
4. **Storm Water Pollution Prevention Plan (SWPPP):** Must be completed within 365 days from the date of the NOI. The NOI was dated last June. We also need to complete the annual report that will be submitted to the IDEM Rule 6 Coordinator. Jessica will check with the Sanitary District to find out if anyone from the city already has these responsibilities.

Old Business:

1. **Lee/Berg Lease:** Section 18 has been struck from their lease and it is ready for board signatures.
2. **Dan Verma- new hangar construction:** Karla and Terry came up last month and looked at the proposed hangar site. RWA has made a hangar lease exhibit for Thate Surveying to come out and mark the site. Jessica will call Thate Surveying.

New Business:

1. **EAA Pancake Breakfast:** The EAA Chapter 966 would like to hold their pancake breakfast at the airport again this year. The pancake breakfast will be on July 11, 2010 from 7 am to 12pm. Chapter 966 will get a garbage bin and a porta potty. They made a request to the board to have the breakfast in the city owned maintenance hangar. This function is not an airport function.
Motion: David Miller **Second:** Paul Sammann **Motion Approved**

Claims Docket: **Amount:** \$62,317.03

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

Public Comment:

None

Correspondence:

None

Adjournment:

There being no further business, the meeting was adjourned at 7:00 P.M.