

**Minutes of the June 9, 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, Kirk Hunter and Doug Buell. **A quorum was present.**

Members Absent: None

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

Minutes:

1. The minutes of the May 19, regular monthly meeting, were emailed.

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

Reports:

Financial Reports- Summarized by Jessica Ward:

Account Balances: Our current account balances are in front of you. We are over our monthly projected budget in a couple of accounts, including Building Supplies/Materials, Equipment Repair and Advertising. We use these accounts as needed so there is nothing to worry about there. I will only have to transfer money into Water, Sewer, and Gas & Electric so far this year. The advertisement in Water's Edge came out of our advertising for \$390.00 and is on this Claims Docket. Also, the 55 gallon drum of week killer came out of our building supplies/materials account which was \$995.00.

Fuel Sales: Overall, we sold 2,152.8 gallons of 100LL for a total of \$6,756.21 and 2,924 gallons of Jet A for a total of \$5,412.09 in May. We sold 849.1 gallons of self-service based 100LL, and 987.2 gallons of self-service transient 100LL last month. We also sold 336 gallons of self-service transient Jet A. We sold 0 gallons of full service based Avgas and 316.5 gallons of full service transient Avgas. We sold 687 gallons of full service based Jet A and 1,901 gallons of full service transient Jet A. Year to date we have sold 15,391.4 gallons of fuel for a total of \$40,190.24. 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 Report-Summarized by Jessica Ward:

Young Eagles Event: There will be a Young Eagles Event here on Saturday, June 11 from 8am to 12 pm.

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, their families and friends are invited as well as local transient pilots. The airport will be supplying the hotdogs and buns.

Airport Inspection: We just had our inspection from INDOT- Office of Aviation and we passed with no issues. Our next inspection will be June, 2017.

Landscaping: The landscaping around the terminal and out by our sign on HWY 212 will be completed by either us or another landscaping company this year. Rudy and I bought 3 yards of mulch and perennials yesterday after I received the estimate from the company that had been doing our landscaping the last three years. This estimate is thousands over our budget for landscape maintenance this year. We spent about 8 hours each, pulling weeds, spreading mulch and planting flowers. One Way Lawn Care

came out last night and will give me an estimate, as will Dan's Landscaping next week. If one of their estimates fits in our budget we will use them.

Airport Development- Summarized by Paul Shaffer:

1. **AIP 18- Fence Warranty Inspection:** A 1 Year warranty inspection was conducted on June 8, 2016. All warranty work has been completed.
2. **AIP 19- Runway Protection Zone Study:** ATC has updated their geo report. 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.
3. **AIP 20- Improve Runway 2 RSA/RPZ- Remove US 20 (CatEx & Design) Part A:** We would like to have the BOAC sign the grant application for AIP-20 "Improve Runway 2 RSA/RPZ- Remove US 20 (CatEx & Design) Part A." Per the CIP the total agreement will exceed the available NPE funds which is why we have called it part A. We will submit an application for the whole design as well just in the event the FAA has some extra money to distribute. INDOT Aviation is on board with this approach and has it included into their plan. This is not a guarantee of funds but does show strong INDOT support with a runway extension in 2020.
 - a. **Motion to Sign Grant Application for "Improve Runway 2 RSA/RPZ- Remove US 20 (CatEx & Design) Part A.":** David Miller **Second:** Kirk Hunter **Motion Approved.**
4. **Draft DBE Plan:** The draft DBE Plan will still be available for comment since it has not been 30 days since the last meeting. Interested parties should request a copy of the Draft Plan as well as the formal comment sheet for those wishing to comment. We will continue to receive comments and have the BOAC act on the plan at the July BOAC meeting.

Old Business: None

New Business: None

Claims Docket: Amount: \$2,835.67

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

Correspondence: A tower check was completed for NTP Wireless. The proposed tower is roughly 11.55 miles southeast of the Runway 2 threshold and planned to be 150' tall. Based on this information the airport does not have an objection.

Public Comment: None

Adjournment: There being no further business, the meeting was adjourned at 6:40 pm.

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