

**Minutes of the June 11, 2015 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, Doug Buell. **A quorum was present.**

Members Absent: Kirk Hunter

Others Present: Jessica Ward- Airport Manager, Paul Schaffer- BF&S, Joe Doyle- Council Liaison, Bill Nelson- BOAC Attorney

Minutes: The minutes of the May 14, regular monthly meeting, were emailed.

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

The minutes of the June 5, special meeting, were emailed.

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

Reports:

The May financial reports were summarized by Jessica Ward.

Account Balances: Our current account balances are in front of you. We just received a 55 gallon drum of Banish Weed Killer from Kem-Co this past month. That 55 gallon drum makes 605 gallons total with a 1 gallon Banish to 10 gallons water ratio. We used it last year and it worked well. That purchase put our building materials account over our projected monthly budget for June. Our NIPSCO bill hadn't arrived before our claims were due so our gas/electric account didn't decrease this past month. The bill was \$607.25 which will be on our next claims docket. A full load of Jet A for a total of \$18,611.17 and our annual replacement fuel filters for the fuel trucks and the self-service pumps for \$2,818.78 just came out of our aviation fuel account which brings that balance to \$214,252.29.

Fuel Sales: Overall, we sold 2,922.5 gallons of 100LL for a total of \$10,834.44 and 3,276 gallons of Jet A for a total of \$8,850.80 in May. We sold 296.3 gallons of self-service based 100LL, and 1,946.6 gallons of self-service transient 100LL last month. We sold 549.2 gallons of full service based Avgas. We sold 130.4 gallons of full service transient Avgas. We sold 818 gallons of full service based Jet A and 2,458 gallons of full service transient Jet A. Year to date we have sold 21,327.3 gallons of fuel for a total of \$70,324.92. Our self-service Avgas fuel price is \$0.95 less than Porter County and the same as Knox. Our full service Avgas price is \$1.05 less than Porter County and \$0.42 less than La Porte. Our Jet A price is \$1.44 less than Porter County, \$0.97 less than La Porte, and \$0.04 more than Knox.

Airport Manager:

1. **Land Lease Rent Invoices:** We only have one outstanding land lease rent check that we are still waiting to receive for a total of \$2,581.31.
2. **Enterprise Concessionaire Agreement:** I am waiting to hear back from Enterprise's legal team to find out if their current agreement they have written is negotiable. I submitted our attorney's questions/comments as well as the board's and my own to them and got a response saying they were being submitted to the legal team and we should get some answers soon.
3. **Pancake Breakfast-Event Agreement:** Bill Nelson has drafted an event agreement with the FOP for the pancake breakfast. I will be having a meeting shortly with the FOP to finalize everything for the breakfast. We will have airplane rides from La Porte Aviation for \$30, helicopter rides from Goshen Helicopters INC for \$35, and skydiving available as well. The FOP is reaching out to a muscle car club to see if they can come, as well as the Fire Department's EDITH house for the children. The pancake breakfast is Sunday, July 12, from 7am to 12pm.

4. **State Airport Inspection:** We just received an airport inspection from the state which found us in non-compliance for the trees on the north end penetrating the 20:1 glide angle to runway 20. We will be trimming the trees after October 1st. Paul has drafted a letter for a time extension request to the state which will go in the mail tomorrow.
5. **Young Eagles Event:** The Young Eagles event scheduled for National Young Eagles Day this Saturday is almost full. We currently have 64 children signed up and only 8 spots open. I took flyers to Barker Middle School when I spoke at career day, to Pine School, when I mentored for Hours for Ours, sent one to Mr. Higgins to distribute to the other local schools, and put in a request to the police department to post it on their Facebook page.

Airport Development:

1. **AIP 18- Wildlife Fence Phase 2:** A pre-final walk through with INDOT, BF&S, Kirk Hunter, Jessica Ward and the contractor occurred on Friday, June 5. A punch list was developed from the pre-final walk through. Overall the fence was in good shape with only a few minor issues. The grading needs some additional work due to some rough areas and debris that could interfere with mowing. The items will be corrected prior to final acceptance. The contractor has 30 days to make the corrections. There is a one year warranty on the work and a walk through will be done prior to the expiration of the warranty to fix any additional issues that come up before that time.
 - a. **Partial Pay Request #5:** Federal \$114,728.00, State \$6,373.77, Local \$6,373.70.
Motion to Approve: Doug Buell **Second:** David Miller **Motion Approved.**
 - b. **Contractor's Progress Estimate #3 for \$127,475.47:**
Motion to Approve: David Miller **Second:** Doug Buell **Motion Approved.**
2. **Runway 20 Tree Trimming:** We notified "The Tree Mann" out of La Porte that they are the low bidder of \$6,000.00 per acre. For the full 27.82 acres the total cost would be \$166,920.00. The minimum that needs to be done in order to address the most recent INDOT inspection is 9.34 acres for a total cost of \$56,040.00. INDOT is looking to get funding to complete the trimming for the 27.82 acres in the form of State Apportionment funding from the FAA. They are proposing reducing the runway design services to ensure as much of the trimming occurs as possible. A revised grant application which includes all tree trimming areas needs to be submitted. **Motion to approve revised FAA grant application for AIP-19:** David Miller **Second:** Doug Buell **Motion Approved.**
3. **Runway 2-20 with Runway Protection Zone Study:** BF&S is working to set up a follow up meeting with Rick Power, La Porte District Deputy Commissioner on the RPZ correction project. The most recent INDOT PCI Report just released indicates the runway's projected failure has moved from 2017 to 2019. INDOT proposes moving the overlay funding to 2019. BF&S explained that the INDOT Road Division plans to invest \$4.7 million in US 20/35 in 2017 and we need to be prepared to take advantage of a grade correction to the runway to clear the RPZ. INDOT agrees we need to stay focused on the RPZ correction. Although INDOT has requested the design services be scaled back to cover only the RPZ portion of the project BF&S has explained that the airport has incurred administrative, survey and geotechnical services already which are applicable to the RPZ study. The revised grant application covers the entire 27.82 acres of tree trimming, all costs incurred to date applicable to the RPZ study, and the remaining RPZ study.

Old Business:

1. Family Advocates Event: Representatives from Family Advocates came to the meeting and said the license agreement has been approved by their organization. Greg spoke about their upcoming event proposal. There was discussion about set up and clean up access.

Motion to Approve License Agreement: Doug Buell **Second:** David Miller **Motion Approved.**

2. Sky Sports Temporary Skydive Operation: There was much discussion on board/manager/tenant communications as well as this proposed temporary operation between the board, attorney and airport tenants present at the meeting, including Art Craig, Doug Steinhiser, Charles Lee, Ron Bober and John LaRocco. Troy Church- owner of Sky Sports, spoke about his proposed operation. **Motion to Approve Operation Subject to Reaching an Agreeable Contract:** David Miller **Second:** Doug Buell **Motion Approved.**

New Business: None

Claims Docket: Amount: \$184,670.76

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

Correspondence: None

Public Comment: Greg Poulin thanked the airport tenants that came to the meeting for giving their opinions and asking their questions and welcomed them back again. Paul Schaffer made a comment about his experience with 18 different general aviation airports all having similar issues with airport/tenant communications and suggested that tenants come to public meetings and/or read public meeting minutes on the airport website to stay current on airport business.

Adjournment: There being no further business, the meeting was adjourned at 7:18 pm.

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