

**Minutes of the June 12, 2014 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, Kirk Hunter, David Miller, Doug Buell. **A quorum was present.**

Members Absent: None

Others Present: Jessica Ward- Airport Manager, Paul Shaffer- BF&S, Jeff Thorne- BOAC Attorney, Joe Doyle- Council Liaison

Minutes: The minutes of the May 8, regular monthly meeting, were emailed. David Miller requested the wording "electric" in the account balances section be changed to "automated digital."

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

Reports:

The May financial reports were summarized by Jessica Ward.

Account Balances: I have made transfers into our unemployment, vacation, auto insurance and property insurance accounts to correct the negative balances. We will need to transfer money into our legal account to cover bills from Jeff Thorne for the first half of the year. We will most likely need to transfer money into our gas/electric account by the end of the year as well. We have 38.45% of our operating budget which leaves us under our total projected budget half way through this year. I just received the budget forms for 2015 which are due in the controller's office by June 20 so I will spend next week working on next year's budget paperwork.

Fuel Sales: Overall, we sold 2068.8 gallons of 100LL for a total of \$9,116.70 and 3519 gallons of Jet A for a total of \$14,342.75 in May. Avgas gallons were up 18% from May last year and Jet A gallons were up 28% from May last year. We sold 203.9 gallons of self-service based 100LL, and 1,492.3 gallons of self-service transient 100LL last month. We sold 435.3 gallons of full service based 100LL and 141.2 gallons of full service transient Avgas. We sold 552 gallons of full service based Jet A and 2967 gallons of full service transient Jet A. Year to date we have sold 22,415.1 gallons of fuel for a total of \$98,055.21, which is 16 percent higher than 2013. Our self-service Avgas fuel price is \$0.14 less than Porter County and \$0.17 more than Knox. Our full service Avgas price is \$0.24 less than Porter County and \$0.23 less than La Porte. Our Jet A price is \$0.74 less than Porter County, \$0.73 less than La Porte, and \$0.04 more than Knox.

Airport Manager:

- 1. Mowing For Hay:** The agreement has been drafted by Jeff Thorne. I sent Tom Cipares from GIS an email asking if they would be covered while operating on the airport, in which he replied, "This agreement would fall into the category of an "insured contract", so the Municipal Airport would be provided protection for granting the use of the premises for purposes of harvesting hay. Your contract will not extend to protect Scherf, but rather he should have his own farm liability coverage and provide proof of that to the City." I will make sure I get a copy of that from Zachary Scherf when he comes out to mow. He is planning on mowing tomorrow, pending weather. It might have to wait until early next week because of all the rain we just received. **Motion to approve form of agreement between the BOAC and Zachary Scherf:** Greg Poulin **Second:** David Miller **Motion Approved.**
- 2. Airport Inspection:** We received our annual letter from the state chief airport inspector stating that we will undergo inspection for compliance with Indiana safety regulation before the end of this month. I don't foresee any problems except possible problems with the tree obstruction

growth on either end of the runway. Last year I believe we were sitting at around 23:1 on the south side and 22:1 on the north side.

3. **Pancake Breakfast:** We will be hosting our annual pancake breakfast on Sunday, July 13, from 7am to 1pm. The FOP will be running the breakfast and the EAA Chapter 966 will be doing airplane rides. Flyers will be going out to pilots and airports tomorrow. I also will be sending the flyer to everyone that has signed up to receive notifications for specials, etc. in our transient pilot book on the reception counter. I would like to charge 10 cents above cost to aircraft flying in for the breakfast with mention of receiving the email as an incentive for more transient traffic that day. Two years ago it was near 90 degrees during the breakfast and last year it was an overcast day, so we didn't have as many airplanes fly in as we would have liked. The flyer also states we will have skydiving that day, and I know that the FOP and the public was looking forward to having them drop. I contacted Skydive Greater Kankakee to see if they would be interested in dropping just for that day here and they said they would love that opportunity. **Motion to approve special permission for Skydive Greater Kankakee to operate on July 13, 2014:** Greg Poulin **Second:** David Miller **Motion Approved.**
4. **Entrance Gate:** Our access gate here by the terminal building is locked each evening now and opened each morning while we have employees here.

Airport Development:

1. **AIP 15- Terminal Layout for ALP:** BF&S and Michael Brown- planner for the FAA, have been working out final details for the terminal layout. We should have a resolution soon.
2. **AIP 17- Wildlife Fence:** This project is financially 90% complete at this point.
 - a. **Action Items:**
 - i. **FAA Pay Request No. 6 to reimburse fence project costs in the amount of \$38,210.72.**
Motion: Kirk Hunter **Second:** Doug Buell **Motion Approved.**
 - ii. **Progress Estimate No. 5 for Future Fence Company in the amount of \$38,302.20.**
Motion: Greg Poulin **Second:** Kirk Hunter **Motion Approved.**

Old Business: None

New Business:

1. **Hangar Taxiway Pavement Repair:** I have emailed the board about the sink holes on two different hangar taxiways that happened last week after we received rain. Rieth Riley has given us a proposal based on time and materials in which Spike Peller, city engineer agreed would be best for this work. They sent the airport a proposal for these repairs this morning. Rieth Riley believes that \$17,000.00 would be the worst case scenario if the whole drainage pipe would need to be replaced. They think only a section has collapsed near the storm drain but they won't know exactly the extent of damage until they dig it up. **Motion to Approve Proposal:** David Miller **Second:** Doug Buell **Motion Approved.**
2. **Skydive Greater Michigan City:** I received an email from Larry Knipper from Skydive Greater Michigan City stating that they wouldn't be operating this season here at the airport. I am still waiting to hear back if they plan on terminating their lease and agreement with us.

Claims Docket: Amount: \$27,452.93

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

Correspondence: None

Public Comment: Joe Doyle was hoping a tenant at the airport would be interested in doing a fly over for the Fourth of July Parade in Michigan City on Saturday July 5th. Airport Manager Jessica Ward will see if there is any interest.

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

Motion: David Miller **Second:** Greg Poulin **Motion Approved.**