

**Minutes of the June 13, 2013 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, Mike Shebel, Kirk Hunter. **A quorum was present.**

Members Absent: None

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

Minutes: The minutes of the May 9, regular monthly meeting, were emailed.

Motion to approve: Kirk Hunter **Second:** Mike Shebel **Motion Approved.**

Manager Reports:

The May financial reports were summarized by Jessica Ward.

Account Balances: We are still waiting on the controller's office to advise departments how they would like us to correct our sewer accounts. After paying May's bills we are negative \$484.63.

Fuel Sales: Overall, we sold 2,750 gallons for a total of \$11,072.90 of Jet A in May and 1,755.5 gallons for a total of \$11,154.35 of 100LL. We sold 591.8 gallons of self service 100LL. We sold 1,458 gallons of transient Jet A and 580.4 gallons of transient Avgas full service. We sold 1,292 gallons of based Jet A and 583.3 gallons of based Avgas full service. Our self service Avgas fuel price is \$0.41 more than Knox and \$0.06 less than Porter County. Our full service Avgas price is \$0.07 less than Porter County and \$0.05 less than LaPorte. Our Jet A price is \$0.82 less than LaPorte, and Porter County airports and \$0.08 more than Knox.

Airport Manager:

1. **AWOS Inspection:** We passed our annual AWOS inspection and had no problems noted this past week.
2. **Installation of Fuel Recovery Tanks:** We are waiting on Perry maintenance to finish the installation of our fuel recovery tanks. The concrete was poured and the tanks will be bolted on top of each block. They should be out within the next couple of weeks to finish the job.
3. **Skydive Horizonz Update:** : The skydivers have been up, usually each day pending weather, except for Tuesdays and Wednesdays for the last couple of weeks. They are still waiting for their King Air to arrive. It still has maintenance issues. They are currently using their Cessna 210 to take up skydivers. We have been asked by Rob Lee to submit a 7460 for the temporary trailers. We have it ready and will submit it tomorrow. They are going to move back their rope line 65.5 ft off the centerline of taxiway B2 and cross over to the south of taxiway A1 to the ditch line. Paul will adjust the airspace exhibit tomorrow for submittal.
4. **Airport Inspection:** During our AIP 16 project close out meeting, on June 5, for the pavement repair project, we also had our Airport Inspection from INDOT. We passed the inspection but the airport inspector mentioned that the trees are getting really close to the 20: 1 ratio on the north end of runway 20 again. I explained to him that our tree maintenance plan is currently sitting on Bobb Beauchamp's desk right now, and as soon as we are able to check the trees for possible obstructions we will.
5. **AAAE Workshop:** I would like to attend an AAAE workshop in Nashville Tennessee instead of the AAI conference this October. This workshop will focus on managing non-airline related business functions at airports and will provide attendees with an overview of property and business management issues confronting airports of any size. Figuring the cost of the entire trip, including airfare, hotel stay, transportation, per diem allowance and the workshop cost it is still in our budget. I estimate it will cost around \$1,000. We usually spend

over \$800 for the AAI Conference. I would be leaving Saturday morning, flying on Southwest to Nashville and flying home on Monday. The BOAC approved attending the workshop.

Airport Development:

- 1. AIP 15 Terminal Layout for ALP:** The layout was submitted to Rob Lee for the 7460. He sent it back to RW Armstrong for a few changes and additional information requested. He should be sending it out this week for the airspace to be completed.
- 2. AIP 16 Taxiway & Ramp Repair Project:** The addition of the mill and overlay was actually only \$42,457.91, which was less than our first estimate. This mill and overlay included the connector from the ramp to the parallel taxiway as well as part of taxiway A1, and all of taxiway B1 and B2. Now the only pavement left to overlay at this point will be the parallel taxiway and the runway, which is already on our CIP. The painting will be done on Tuesday or Wednesday of next week. They will also paint an "X" on taxiway A1 to close that taxiway west of Taxiway B2, as requested by Rob Lee.
- 3. BF&S Report:**
 - a. Work Order #1:** This work order is for the Executive Taxilane Design. This will hopefully be our next grant from the FAA, pending an approved airspace on our ALP submittal. **Motion to approve:** Kirk Hunter **Second:** Mike Shebel **Motion Approved.**
 - b. Work Order #2:** This work order is for the Runway 2-20 Rehabilitation Design. This would be the project submitted for our next grant if the ALP update isn't approved on time. The BOAC will take action on this work order at the next board meeting if needed.
 - c. CatEx Environmental Documents:** Two CatEx documents have been prepared for both the Executive Taxilane and the Runway 2-20 Rehabilitation. **Motion to submit both documents to the FAA:** Greg Poulin **Second:** David Miller **Motion Approved.**

Old Business:

- 1. Airport Minimum Standards Update:** A draft copy of the airport minimum standards for commercial airport activity and revised rules and regulations is in progress.
- 2. Land Purchase Opportunity Adjacent to Airport Property:** The cost of the appraisal for the parcel of land is \$1,800. The BOAC elected to not to pay for the appraisal at this time. Jessica will inform the BOAC attorney to contact the owners and let them know.

New Business:

- 1. Airport Liability Renewal Policy:** The cost and provisions are the same as last year. **Motion to approve w/o provisions for War and TRIA:** Mike Shebel **Second:** Kirk Hunter. **Motion Approved.**

Claims Docket: Amount: \$52,483.24
Motion: David Miller **Second:** Mike Shebel **Motion Approved.**

Correspondence: None

Public Comment: None

Adjournment: There being no further business, the meeting was adjourned at 7:22 P.M.
Motion: Mike Shebel **Second:** Greg Poulin **Motion Approved.**