

**Minutes of the June 14, 2018 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, Doug Buell, T.Y. Okosun. **A quorum was present.**

**Members Absent:** None

**Others Present:** Jessica Ward- Airport Manager, Gene Simmons- Council Liaison, Paul Shaffer- BF&S, Bill Nelson- BOAC Attorney

**Minutes:**

The minutes of the May 10, regular monthly meeting, were emailed.

**Motion to approve:** Doug Buell **Second:** T.Y. Okosun **Motion Approved.**

**Reports:**

**Financial- Reported by Jessica Ward:**

**Account Balances:** Diesel, and Electric & Gas, and Legal are still over projected budget and will need transfers by the end of the year. There was a glitch in the payroll setup which was causing our over budget situation in our Health Insurance account that I spoke about last month and we are just waiting on the controller's office to reconcile this account and then we will be back on track there. Our building repair/ supplies account is over the projected budget as well because I just purchased our annual week killer 55-gallon drum from this account. We should be fine in that account until the end of the year. We are sitting comfortably in all our other accounts so far, this year.

**Fuel Sales:** Overall, we sold 1925.7 gallons of 100LL for a total of \$13,697.73, 3539.3 gallons of Jet A for a total of \$13,538.88 and 384.1 gallons of Swift Fuel for a total of \$1,339.91 in May. We sold 207.8 gallons of self-service based 100LL, 1314.4 gallons of self-service transient 100LL, 902.3 gallons of based self-service Jet A, 171.6 gallons of based self-service Swift Fuel and 212.5 gallons of transient self-service Swift Fuel last month. We sold 82.5 gallons of full service based Avgas and 321 gallons of full service transient Avgas. We sold 1020 gallons of full service based Jet A and 1617 gallons of full service transient Jet A last month. Year to date we have sold 15,945.7 gallons of fuel for a total of \$62,469.67. Our self-service Avgas fuel price is \$0.56 less than Porter County, \$0.16 less than La Porte and \$0.04 less than Knox. Our full-service Avgas price is \$0.66 less than Porter County and \$0.21 less than La Porte. Our self-service Jet A price is \$0.46 more than Knox and our full-service Jet A price is \$0.59 less than Porter County and the same as La Porte. Our Swift fuel prices is \$0.10 more than LaPorte.

**Airport Manager- Reported by Jessica Ward:**

1. **INDOT Compliance Inspection:** The INDOT Department of Aviation Inspector was out last week to do our state inspection to make sure that we meet the design safety standards and landing facility requirements provided by law and expressed in INDOT Regulations. No issues and we were approved as a Public-Use Airport for another year.
2. **Health Department Inspection:** We also had our Health Department Inspection for our Food Service Permit last week. We also passed that inspection with no issues.
3. **Pancake Breakfast:** The fly-in/drive-in Pancake Breakfast is Sunday, July 22 from 7am to 12pm. It will be the first Sunday of the Oshkosh Air Show week. We should get quite a bit of air traffic that day. Airplane Rides and Skydiving will be available. We also hope to have

classic cars on static display as well as the Med-Flight Helicopter on static display. The FOP is planning on getting the fliers out and banners up early this year.

4. **Hangar Inspections:** An email will be sent out to the tenants to schedule the hangar inspections as soon as Jessica gets availability from T.Y. for the month of July. The inspection checklists went out to all the hangar owner's last month with their land lease rent invoices. I have created a walk-through checklist for each hangar to be used during the inspection.
5. **Energy Systems Group Walk-Through:** The council has hired Energy Systems Group to come up with an energy savings proposal for each department. I have met with them a couple times and during our pre-proposal discussion they asked my opinion on us using solar panels as an alternative energy source for our terminal building. They were interested in putting solar panels in our hangar section for the fire department as well. I told them the airport would only be interested in solar panels if they were over the parking lot creating a parking shelter, on top of our buildings or on top of a pavilion type structure in our green space directly to the north of the terminal building and that they would not be able to put them directly on the ground next to our terminal building or in the hangar section for the fire department. I explained that the FAA would not be happy with us giving up higher revenue development space in our hangar section to put them in for the fire department and suggested that maybe if they did a pavilion type next to the terminal building and a terminal parking lot shelter as well that maybe it would be close enough to the fire department that they could share in the savings as well. I sent Paul their pre-proposed areas to get his input as well and he agreed that what I told them is what they suggest for all the airports they work with as well. Paul also sent me the 162-page FAA guidance for solar technology on airports which I passed on to the Energy Systems Group engineer. They will be doing pre-proposal walk throughs with the several lighting contractors next week.

#### **Airport Development- Reported by Paul Shaffer and Jessica Ward:**

1. **Improve Runway 2 RSA/RPZ:**
  - a. BF&S is continuing to work with the sanitary district and the water department on the reimbursable agreements to relocate the sanitary and water lines. The Geotechnical drilling is on hold until the sewer line can be located.
  - b. Quantum Spatial has begun preparing the work plan to fly the obstructions.
2. **AIP 21 Grant Application:** Total amount: \$377,469.00.  
**Motion to Sign Grant Application: Doug Buell Second: T.Y. Okosun Motion Approved.**
3. **Teleconference with FAA Chicago ADO:** We had a teleconference scheduled with the FAA Chicago ADO office on 6/14/18 to discuss the RPZ Sharpie Exercise and environmental status.
4. **20:1 Obstruction Removal:** The FAA had notified Jessica of some potential 20:1 obstruction on the north and south end of the airport. The points on the south end need to be trimmed by August 1, 2018 to maintain night minimums. Paul is going to reach out to the McDonalds to find out if they will have the opportunity to get them trimmed by the deadline.

**UST Repair Update:** The Underground Storage Tank Repair is scheduled for October this year. ATC and NIMCO sent me their signed contracts. Mike requested a change order for an increase in supply cost which should go through ATC. He also highly encouraged us to purchase all pipes and other supplies now and hold them on site because of the frequent increases in steel pricing. That will also go through ATC. We haven't received the change order request or the amount for materials and supplies yet from NIMCO.

NIMCO still hasn't received project drawings. I spoke with Phil yesterday and he stated that the drafter was out on paternity leave and just got back which is why they were behind.

**Old Business:**

None

**New Business:**

1. **Property Damage Release:** The BOAC members were all emailed the property damage release for the crash last November as well as the three invoices they will reimburse us for which included the runway light repair, fence repair and the barbed wire markers. Some discussion ensued. There were no questions on the repair work.

**Motion to Sign the Property Damage Release for a total of \$9,107.00:** Doug Buell  
**Second:** T.Y. Okosun **Motion Approved.**

2. **Appraiser Selection for Extension Project:** Some discussion ensued about the two different appraisals received for the real estate appraisal work for the runway extension project.

**Motion to approve Tom Larson's appraisal:** Doug Buell **Second:** Kirk Hunter **Motion Approved.**

**Claims Docket: Amount:** May Amount: \$3,449.64      June Amount: \$33,941.03

**Motion:** Kirk Hunter **Second:** T.Y. Okosun **Motion Approved.**

**Correspondence:**

None.

**Public Comment:**

T.Y. and Jessica told the BOAC that a meeting ensued between Troy Church, Bill Eisele, Jessica Ward and T.Y. Okosun regarding the skydive aircraft taxiing past Bill Eisele's hangar. The two parties felt that the other was not keeping their end of the oral agreement made in fall of the past season. Much discussion ensued regarding the issue. In the end Troy stated that he would continue to taxi to the South when Bill Eisele is at his hangar during the week and when they aren't busy on the weekend. Bill Eisele stated he would put a light up on his ramp when he is at his hangar so the skydive pilot would know that he is there allowing them to taxi to the North when he is not present.

**Adjournment:** There being no further business, the meeting was adjourned at 7:35 pm.

**Motion:** Doug Buell **Second:** T.Y. Okosun **Motion Approved.**