

**Minutes of the June 15, 2017 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, Doug Buell, T.Y. Okosun. **A quorum was present.**

**Members Absent:** Kirk Hunter

**Others Present:** Jessica Ward- Airport Manager, Paul Shaffer- BF&S, Chris Schwanke- Council Liaison

**Minutes:**

1. The minutes of the May 11, regular monthly meeting, were emailed.

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

**Reports:**

**Financial- Reported by Jessica Ward.**

**Account Balances:** I have transferred money into our Vacation Bonus account and our Legal Notices Account so we are sitting at \$0.00 in both of those accounts. We have used 67% of our gas/electric account already. Andy from the IT department is going to ask the Sanitation Department Director for information on how we can negotiate our rate for the rest of the year with NIPSCO. Andy told me both the police department and sanitation department had to negotiate their rates recently because of the rate increase and being over budget in their gas/electric accounts as well. I have not paid the invoice for SWIFT fuel yet. This will be on the claims docket for next month. I wanted to make sure we were all up and running before I sent them a check.

**Fuel Sales:** Overall, we sold 2,132.1 gallons of 100LL for a total of \$6,496.97 and 2,847 gallons of Jet A for a total of \$6,188.04 in May. We sold 349.1 gallons of self-service based 100LL, 998.3 gallons of self-service transient 100LL and 714 gallons of self-service based Jet A last month. We sold 318.3 gallons of full service based Avgas and 466.4 gallons of full service transient Avgas. We sold 1,172 gallons of full service based Jet A and 961 gallons of full service transient Jet A. Year to date we have sold 15,538.7 gallons of fuel for a total of \$45,359.48. Our self-service Avgas fuel price is \$0.13 less than Porter County and La Porte and \$0.11 more than Knox. Our full service Avgas price is \$0.23 less than Porter County and \$0.18 less than La Porte. Our self-service Jet A price is \$0.15 more than Knox and our full service Jet A price is \$0.23 less than Porter County and La Porte.

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

1. **INDOT Airport Inspection:** INDOT was out here for our annual airport compliance inspection. We passed the inspection with no issues.
2. **Manufacturer's Council Meeting:** Paul and I will cover in Airport Development on the agenda below.
3. **Pancake Breakfast:** The fly-in pancake breakfast will be Sunday, July 23, from 7am to 12pm.
4. **Swift Fuel:** Swift Fuel should be up and running soon. We are currently working out the last of the issues with the tank and pump connections.

**Airport Development- Reported by Paul Shaffer:**

**1. AIP 20- Improve Runway 2 RSA/RPZ- Remove US 20 (CatEx & Design) Part A:** The historical architecture is complete. The ecology field work is being scheduled. We visited the Michigan City Chamber to get leads for the Runway Length Justification. We are working to schedule a meeting with the Indiana Regional Development Authority (RDA) and the Northwest Indiana Regional Planning Commission (NIRPC) to discuss runway and fuel system funding. NIRPC is the designated Metropolitan Planning Organization (MPO) for Northwest Indiana. We spoke to the Board of The Michigan City EDC this morning and that meeting went well. We currently have letters supporting 180 transient operations needing more than a 5000' runway. We only need 190 operations from the based or additional transient aircraft. We see reaching this number rather easily based on the response from our recent meetings.

- a. Approve FAA Partial Pay Request No. 3 on AIP 20 for Federal \$23,958.00, State \$1,064.80, Local \$1,597.20.

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

**2. Hangar Development by Skydive Windy City Update:** The hangar should be completed with occupancy permit within 2 weeks. Troy is waiting on plumbers to finish install.

- a. **Construction Extension Request:** Troy requested a construction schedule extension because construction will possibly go past the 6 months allowed from the time the lease was signed. After discussion the board would like to wait to approve the extension pending the new proposed schedule for completion of the bathrooms until the next board meeting if necessary.

#### **Old Business:**

**1. Airport Pavement Crack Sealing Additional Quote:** The board approved crack sealing in December for the parallel taxiway. There was no additional funds available to approve crack sealing the hangar taxilanes at that time. The low bid on crack sealing the taxilanes was Reece Seal Coat for \$18,385.00. I would like to add this work to the taxiway crack sealing next month.

- a. **Motion to Approve:** T.Y. Okosun **Second:** Doug Buell **Motion Approved.**

#### **New Business:**

**1. Hangar Inspection Checklist:** Bill Nelson is writing up a hangar inspection checklist that will go along with the Resolution Adopting Policy passed at the last meeting on use of hangars at the airport. This inspection checklist is not complete at this time but may be ready by next meeting.

**Claims Docket: Amount:** \$57,777.05

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

**Correspondence:** None

**Public Comment:** None

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

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