

**Minutes of the July 5, 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, John Feister- BF&S,

Minutes:

The minutes of the June 14, regular monthly meeting, were emailed.

Motion to approve: Doug Buell **Second:** Kirk Hunter **Motion Approved.**

Reports:

Financial- Reported by Jessica Ward:

Account Balances: We are over our projected budget in overtime with the plowing earlier this year and Holiday coverage. We have money in salaries that can be transferred over before the end of this year. We still have 2 holidays and plowing later this year to cover as well. The Health Insurance Account still needs to be reconciled by the controller's office. Diesel and Legal are over projected budget and will need transfers by the end of the year. The electric and gas account seems to be evening itself out now. The liability, auto and property insurance accounts will also need reconciling from the controller's office. We are sitting comfortably in all our other accounts so far, this year. Our 2019 budget is due next week and will be completed using the guidelines given by the controller's office. The bottom line next year is not allowed to be over this year's approved budget as in the past 3 years.

Fuel Sales: Overall, we sold 1793.1 gallons of 100LL for a total of \$11,191.02, 3761.4 gallons of Jet A for a total of \$16,393.56 and 324.8 gallons of Swift Fuel for a total of \$1,244.00 in June. We sold 47.9 gallons of self-service based 100LL, 1082.6 gallons of self-service transient 100LL, 1563.4 gallons of based self-service Jet A, 50.4 gallons of based self-service Swift Fuel and 274.4 gallons of transient self-service Swift Fuel last month. We sold 104.2 gallons of full-service based Avgas and 558.4 gallons of full- service transient Avgas. We sold 2198 gallons of full-service transient Jet A last month. Year to date we have sold 21,825 gallons of fuel for a total of \$91,298.25. 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 \$0.19 less than La Porte. Our Swift fuel prices is \$0.10 more than LaPorte.

Airport Manager- Reported by Jessica Ward:

1. **Pancake Breakfast:** The fly-in/drive-in Pancake Breakfast is Sunday, July 22 from 7am to 12pm.
2. **Oshkosh Week Deals:** Self-Service fuel prices will be \$0.10 less than advertised across the board. Full-Service fuel prices will be \$0.20 less for pilots that are traveling to or from Oshkosh. We will have free hotdogs, chips and water from 11-2 each day with hamburgers as well the last weekend.

Airport Development- Reported by John Feister and Jessica Ward:

1. **Improve Runway 2 RSA/RPZ:**
 - a. BF&S has drafted professional services and reimbursable agreements ready for review by the Sanitary District and Water Department.

- b. BF&S has modified and resubmitted the RPZ study to the FAA. The revised study includes a commitment to issue a NOTAM during a train operation in the RPZ closing Runway 2. The train takes 40 to 60 seconds to pass through the RPZ.
 - c. Quantum Spatial has completed the field work for the surveying.
2. **Teleconference with FAA Chicago ADO:** We had a teleconference scheduled with the FAA Chicago ADO office on 7/12/18 to discuss the RPZ submittal.
 3. **20:1 Obstruction Removal:** The points on the south end were marked before the May meeting and need to be trimmed by August 1, 2018 to maintain night minimums. As of the July meeting the trees had not been trimmed. A call was placed to Oehmstead to request the trimming occur prior to August 1, 2018.
 4. **UST Repair Update:** Mike requested a change order for an increase in supply cost which will go through ATC. He will also be getting us the cost to purchase all pipes and other supplies now and hold them on site because of the frequent increases in steel pricing. NIMCO has received the project drawings but we haven't heard whether they have discussed them with the project engineer.

Old Business:

1. **Airport Hangar Inspections:** T.Y. Okosun and Jessica Ward will be doing the hangar inspections. T.Y. gave Jessica his availability to do the inspections and Jessica will get them scheduled.

New Business:

None.

Claims Docket: Amount: \$9,583.80

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

Correspondence:

None.

Public Comment:

None

Adjournment: There being no further business, the meeting was adjourned at 6:45 pm.

Motion: Doug Buell **Second:** Kirk Hunter **Motion Approved.**