

**Minutes of the July 9, 2015 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, Doug Buell, and Kirk Hunter. **A quorum was present.**

Members Absent: None

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

Minutes: The minutes of the June 11, regular monthly meeting, were emailed. A correction to a gallon amount was noted as needed.

Motion to approve as corrected: Doug Buell **Second:** Greg Poulin **Motion Approved.**

Reports:

The June financial reports were summarized by Jessica Ward.

Account Balances: Our current account balances are in front of you. After paying a \$2,643.75 bill for June in legal we are now over our projected monthly budget by 504.11. I will need to transfer money into this account before the end of the year as well. We received a partial load of Avgas for a total of \$24,324.98 which dropped our aviation fuel account to a balance of \$189,913.49. We have spent only 28% of this account so are looking great so far this year. I did just order another full load of Jet A which will be on next month's claims docket.

Fuel Sales: Overall, we sold 4,397.5 gallons of 100LL for a total of \$13,137.43 and 4,001.9 gallons of Jet A for a total of \$10,831.94 in June. We sold 1,005.5 gallons of self-service based 100LL, 363 gallons of which came from Sky Sports, INC and 2,256.3 gallons of self-service transient 100LL last month. We sold 239.9 gallons of self-service transient Jet A as well. We sold 423.4 gallons of full service based Avgas and 712.3 gallons of full service transient Avgas. We sold 1,064 gallons of full service based Jet A and 2,698 gallons of full service transient Jet A. Year to date we have sold 29,726.7 gallons of fuel for a total of \$94,294.29, which puts us at a 4% increase in gallons sold year to date over last year. Our self-service Avgas fuel price is \$0.95 less than Porter County and the same as Knox. Our full service Avgas price is \$1.05 less than Porter County and \$0.42 less than La Porte. Our Jet A price is \$1.44 less than Porter County, \$0.97 less than La Porte, and \$0.04 more than Knox.

Airport Manager:

- 1. Pancake Breakfast:** The FOP will be here to start setting up for the pancake breakfast tomorrow at 2pm. We will be ready on our end. The hangar was cleaned out today. All equipment will be washed tomorrow. Everything is set for airplane rides, helicopter rides, and skydiving. Just praying for decent weather. Merle Miller will be announcing. David will be parking planes, weather pending of course. We will have Art's golf cart to bring people to and from their vehicles as needed. Flyers have went out to about 300 transient pilots as well as all the based pilots.
- 2. IT Airport Terminal Upgrades:** IT upgrades were done to the terminal building this week to get us ready for the new phone and computer system all city departments are getting. They ran new wire and connected us to a new switch in the controller room which is supposed to be more efficient once all the upgrades are done throughout the city. We should receive our new phone system by the end of this year.
- 3. Oshkosh Week Specials:** I have put our Oshkosh week specials on globalair.com, airnav.com and the EAA website. The specials have also went out to about 300 transient pilots. We will have free

hotdogs and water with fuel purchase. I am offering a 35 cent discount on full service fuel if they say they are headed to or coming from Oshkosh.

4. **Hustler Mowers-Maintenance:** One of the new mowers is in the shop for the 50 hr warranty maintenance. Both mowers also have a sensor issue causing an alarm saying the engine oil is too hot. They are also going to fix that problem while the mowers are in for regular maintenance. The second mower is at about 35 hours now.
5. **Mowing For Hay- Agreement Termination:** The farmer that was supposed to mow for hay couldn't get us listed as additionally insured on his farm policy. After the city insurance company and the farmers insurance company went back and forth for over a month trying to figure out a way to make sure we are covered they were unsuccessful. The farmer looked into a stand-alone policy to mow here but it wasn't going to be worth the money in what they would receive in hay. So, they will try again next year to mow. Bill Nelson suggested the board terminate the agreement due to their inability to meet the terms of the agreement.

Motion to Terminate the Agreement: Kirk Hunter **Second:** Doug Buell **Motion Approved.**

Airport Development:

1. **AIP 18- Wildlife Fence Phase 2:** The contractor is waiting on better weather to finish the punch list items. The marker balls that will be placed on the fence at the approach end of RWY 02 have been ordered and are on backorder at this time.
 - a. **Partial Pay Request #6:** Federal \$39,706.00, State \$2,205.90, Local \$2,206.00.
Motion to Approve: David Miller **Second:** Kirk Hunter **Motion Approved.**
 - b. **Contractor's Progress Estimate #4 for \$44,117.87:**
Motion to Approve: Kirk Hunter **Second:** David Miller **Motion Approved.**
 - c. **Final Change Order #2 for -9,216.50:**
Motion to Approve: David Miller **Second:** Kirk Hunter **Motion Approved.**
2. **Runway Protection Zone Study/North End Tree Trimming:** BF&S is working to set up a follow up meeting with Rick Power from the La Porte District on the RPZ correction project. The revised grant application includes all tree trimming areas. The FAA indicated it was processing the application now.
3. **6488 Meer Rd. Property for Sale:** The owners of this property would like the airport to consider purchasing their property. Paul Schaffer doesn't recommend purchasing it at this time as it has no use for the airport. The board showed no interest at this time.

Old Business: None

New Business:

1. **Sale of Hangar A5-1- Right of First Refusal Letter Received:** The airport manager received a letter offering this hangar to the board for \$45,000.00. The board has thirty days to exercise their right to purchase the hangar. A special board meeting will take place sometime in the next thirty days to discuss this business.

Claims Docket: Amount: \$73,932.89

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

Correspondence: None

Public Comment: None

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

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