

**Minutes of the July 11, 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. **A quorum was present.**

Members Absent: Mike Shebel, Kirk Hunter

Others Present: Jessica Ward- Airport Manager, Paul Shaffer- BF&S, Joe Doyle- Council Liaison

Minutes: The minutes of the June 13, regular monthly meeting, were emailed.

Motion to approve: David Miller **Second:** Greg **Motion Approved.**

Manager Reports:

The June financial reports were summarized by Jessica Ward.

Account Balances: Our account balances are looking really well at this point in the year. I had to transfer \$925 into our legal account and \$123 into our liability insurance account today to pay Jeff what we owe him and GIS for our renewal liability insurance policy that was approved at the last meeting. I took the combined total of \$1,048 from our equipment repairs and maintenance account. I will have to transfer more into legal by the end of the year as well because I am sure we will be using Jeff's services again before the end of the year. Anything he does with the airport minimum standards will come out of a \$1,275 Purchase Order that I set aside at the end of last year. We are still waiting on the controller's office to advise departments how they would like us to correct our sewer accounts, in which we are currently negative \$650.03. The reimbursable and non-reimbursable portions of the fence grant that we had received bids on last fall have now been paid. These came out of our capital improvement account and totaled \$8,679.00, which was approved at a board meeting earlier this year. The non-reimbursable amount was \$310.

Fuel Sales: Overall, we sold 3,377.9 gallons of 100LL for a total of \$14,977.18 and 1,501.4 gallons of Jet A for a total of \$5,564.31 in June. We sold 1,193.5 gallons of self service based 100LL, and 1,462.7 gallons of self service transient 100LL for a total of 2,656.2 gallons of self service avgas. We also sold 101.4 gallons of self service based Jet A and 23 gallons of self service transient jet a for a total of 124.4 gallons. We sold 459.3 gallons of full service based 100LL and 262.4 gallons of full service transient Avgas. We sold 672 gallons of full service based Jet A and 705 gallons of full service transient jet a. Year to date we have sold 24,211.9 gallons of fuel for a total of \$106,758.66 which in gallons is 23% less than what was sold this time last year. Our self service Avgas fuel price is \$0.07 less than Porter County and \$0.14 more than Knox. Our full service Avgas price is \$0.07 less than Porter County and \$0.06 less than LaPorte. Our Jet A price is \$0.78 less than Porter County, \$0.77 less than LaPorte, and \$0.10 less than Knox.

Airport Manager:

- 1. Pancake Breakfast:** The FOP sold 460 breakfasts here on June 30th for our fly in pancake breakfast. We were really busy with the skydivers going full force, the EAA giving airplane rides, and planes coming and going from the breakfast. The crowd loved watching the skydivers landing at the airport.
- 2. Lake Hills Elementary School Field Trip:** I had twenty five children from 1st through 3rd grade out here at the airport on a summer school field trip this past month. The kids colored balsa gliders and flew them outside in the yard, learned about and walked around 2 different

airplanes that were on our ramp, learned about the wind sock and its importance to flight and toured the maintenance hangar.

3. **Installation of Fuel Recovery Tanks:** We are waiting on Perry maintenance to finish the installation of our fuel recovery tanks.
4. **Aviation Fuel Excise Tax:** Starting the 1st of this month, the State of Indiana stopped collecting sales tax on aviation fuel and instead is charging a \$0.10 per gallon excise tax. This has dropped our 100LL by \$0.27 and our Jet A by \$0.18 per gallon. I had to fill out new tax form which will allow us to remit our excise tax collected monthly to IN Dept of Revenue. Sales Tax Exempt businesses will also be excise tax exempt as well, but we will need to collect a new exempt form from the entity before omitting the excise tax.
5. **Terms & Conditions for Accepting AIP Grants:** The terms and conditions for accepting AIP grants have been revised. FY 2013 grants cannot be executed without the Board's signature. The revision includes the addition of eInvoicing language and an updated list of the AC's.
6. **EMT Training:** I was recently contacted by the training officer for the Michigan City Fire Department with a request to conduct EMT Helicopter training here at the airport. The Firefighters will get ground instruction and also hands on training with an EMT Helicopter. This will take place on July 30, 31 and August 1st from 9am to 11 am each day. I also discussed the possibility of doing a training session with the Firefighters at the station here to go over our emergency plan to allow them to be more prepared for an emergency here at the airport. This training will hopefully occur in the fall.
7. **Oshkosh Air Show Week:** We will be gearing up for the week of the Oshkosh Air Show which is the last week in July. I will be mailing handouts suggesting stopping here for fuel to and from Oshkosh. We will have hotdogs free with fuel purchase and I am looking into making sub sandwiches as well, which would be for sale. Now that the state took away the sales tax, I feel like we will have more Michigan and Ohio stops than usual.

Airport Development:

1. **AIP 15 Terminal Layout for ALP:** Still waiting to receive a determination letter on the airspace.
2. **AIP 16 Taxiway & Ramp Repair Project- Change Order #2:** Required to change the paint type and unit price and for final/balancing of remaining plan quantities:
Motion to Approve: David Miller **Second:** Greg Poulin **Motion Approved.**
3. **BF&S Report:**
 - a. **Grant Applications:** Three grant applications need to be submitted to the FAA for the following projects: Wildlife Fence Construction Phase 1, Executive Taxiway Design and Runway 2-20 Rehabilitation Design **Motion to Approve:** 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.

New Business: None

Claims Docket: **Amount:** \$26,237.06
 Motion: David Miller **Second:** Greg Poulin **Motion Approved.**

Correspondence: None

Public Comment: Glenn Dee from the Michigan City Aviators commended airport staff for all the help they have given throughout the year including the help with the young eagles program and the pancake breakfast. Mary Ann Dee also thanked the staff and said they are a pleasure to work with.

Adjournment: There being no further business, the meeting was adjourned at 7:00 P.M.

Motion: David Miller **Second:** Greg Poulin **Motion Approved.**