

**Minutes of the July 16, 2012 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, Mike Shebel, Kirk Hunter. **A quorum was present.**

**Members Absent:** David Miller

**Others Present:** Jessica Ward- Airport Manager

**Minutes:** The minutes of the June 12, regular monthly meeting were emailed.

**Motion to approve:** Mike Shebel **Second:** Kirk Hunter **Motion Approved.**

**Manager Reports:**

The June financial reports were summarized by Jessica Ward.

**Account Balances:** Looking at the end of June account balances we are under our projected budget in all accounts except for the same few that have previously been discussed. I have a couple of transfers that will be submitted this week, including \$1,274.00 into our unemployment account to make that balance \$0, \$215.64 into our household account, and \$45.06 into our automobile insurance account to make the balance \$0 at the end of the year.

**Fuel Sales:** Compared to June 2011, overall, our Jet A sales were up 26% and our 100LL sales were up 20%. Our self service fuel sales were up 778.5 gallons for both based and transient traffic from June last year. Our transient Jet A sales were down 676 gallons from June last year while our transient Avgas truck sales were down 120 gallons, which we made up in our self service sales. Our based Jet A sales were up 1670 gallons from last June while our Based Avgas truck sales were down 181 gallons which we also more than made up in self service sales. We currently have the lowest fuel prices around. Our self service Avgas fuel price is \$0.61 less than Knox. Our full service Avgas price is \$0.47 less than Porter County and \$0.45 less than LaPorte. Our Jet A price is \$1.07 less than LaPorte, and Porter County airports and \$0.12 less than Knox.

**Airport Manager:**

- 1. Pancake Breakfast Update:** The blueberry pancakes were delicious and we had a great turn out for the breakfast. The EAA Aviators didn't give rides, which were advertised in the paper, etc... so that disappointed some people. We reassured them that rides would be given next year at the breakfast though. I don't have a total on tickets sold from the FOP and am hoping to have that information by the next BOAC meeting.
- 2. Jet A Truck Repair:** Perry Maintenance did some maintenance work on the Jet A truck last week. They replaced a gyro which seems to make the truck work properly again. They also noticed another problem with our meter and have ordered the part for that.
- 3. AAI July Quarterly Meeting:** The July quarterly meeting for AAI is this Thursday at DeKalb County Airport from 9:30 to 3pm ET. I will be attending.
- 4. Avgas Self Service Reel Rack:** The self service avgas reel rack got changed last week. This was one of the purchase orders we made with last year's Capital Improvement money. I have had nothing but good feedback about the new reel. It is much easier to pull out than the other reel was.
- 5. Jet A Self Service:** Northwest Mechanical came out to finish the Jet A self service job. He put the stainless steel check valve in, which is working properly now. We will

advertise Jet A Self Service and I will contact the Coast Guard as soon as we have all the kinks worked out. Currently the only problem is it won't work with credit cards which will get taken care of by the end of this week.

6. **Underwriting for Boat Race:** At the August 2011 BOAC meeting the Board expressed interest in advertising for the 2012 Grand Prix Race. Our logo will be before and after the televised race both on the ALCO TV station and their website.

#### **Airport Development:**

1. **Wildlife Hazard Assessment:** Under FAA review. Awaiting response.
2. **EA for Maintenance of Runway 20 approaches (AIP -12):** Under FAA review. Awaiting response.
3. **Obstruction Lighting (AIP 14):** Submitted final pay request to FAA.
4. **FY 2011 Projects (AIP 15):** Opening of bids was held July 11, 2012 at 11am. We had 2 bids , Reith Riley (\$314,905.40) and one from Walsh & Kelly (\$399,553.45). Engineers estimate was \$317,815.50. Anticipated construction will be beginning of September to the middle of October.
5. **FY 2012 Construction Projects (AIP 16):** RW has asked that the BOAC make a motion to allow Greg Poulin to sign and submit the grant application contingent upon their award recommendation. **Motion to approve:** Kirk Hunter **Second:** Mike Shebel **Motion Approved.**
6. **Parking Lot Paving:** Reith Riley is going to give me a quote on paving our parking lot. I also have talked with the street department director and central services superintendant about getting our hangar taxiways and our driveway repaired .They showed much interest in this project as well and I expect to be hearing soon from our city engineer about his suggestions for repairs. I would like to try and get this done this year, so we will have all pavements and concrete repaired and replaced the same year.

#### **Old Business:**

1. **Airport Signs:** We received another quote for our airport signs along Hwy 212 and near our terminal building from a company that makes inlaid solid surface signs with an integrated steel post system. These signs have a warranty for 10 years. Cost was \$6,490.00 for the 2-sided sign near the highway and \$2,490.00 for the terminal building sign. Jessica was asked to get the artwork to the company and reserve the money for the purchase.

#### **New Business:**

1. **RW Contract Amendment:** Amendment to our current contract adding the design work for the ditch modification project to our current Taxiway & Ramp Repair Project. Cost for amendment: \$8,420.00. **Motion to approve:** Mike Shebel **Second:** Kirk Hunter **Motion Approved.**
2. **Airport Liability Policy:** Greg Poulin asked that Kirk Hunter work with Jessica Ward on the specifics for our new Airport Liability Policy, including the possibility of an addition of terrorism coverage and raising the hangar keepers coverage. Greg Poulin will then sign the policy once Kirk's suggestions for coverage are in place. **Motion to approve:** Greg Poulin **Second:** Mike Shebel **Motion Approved.**

#### **Claims Docket:**

**Amount:** \$51,181.77

**Motion:** Mike Shebel **Second:** Kirk Hunter **Motion Approved.**

**Correspondence: None**

**Public Comment: None**

**Adjournment:** There being no further business, the meeting was adjourned at 7:15 P.M. **Motion:**  
Kirk Hunter **Second:** Mike Shebel **Motion Approved.**