

**Minutes of the August 8, 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, Kirk Hunter **A quorum was present.**

Members Absent: Mike Shebel

Others Present: Paul Shaffer- BF&S, Joe Doyle- Council Liaison

Minutes: The minutes of the July 11, regular monthly meeting, were emailed.

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

Manager Reports:

The July financial reports were summarized by Greg Poulin.

Account Balances: Our account balances are looking great at this point in the year. We are still waiting on the controller's office to advise departments how they would like us to correct our sewer accounts so this account still has a negative balance. We just got a full load of Jet A and Avgas last month. We have spent 57.87% of the funds in this account so far this year. The landscaping around the new airport signs off of 212 has been completed. The cost of \$1,797.33 was taken out of our capital improvement projects account.

Fuel Sales: Overall, we sold 4,190.2 gallons of 100LL for a total of \$18,352.60 and 6,533.5 gallons of Jet A for a total of \$26,511.34 in July. We sold 904.8 gallons of self service based 100LL, and 2487.6 gallons of self service transient 100LL for a total of 3392.4 gallons of self service Avgas. We also sold 229.5 gallons of self service based Jet A. We sold 330.9 gallons of full service based 100LL and 466.9 gallons of full service transient Avgas. We sold 3262 gallons of full service based Jet A and 3042 gallons of full service transient Jet A. Year to date we have sold 34,935.6 gallons of fuel for a total of \$151,622.60 which in gallons is 13% less than what was sold this time last year. Our self service Avgas fuel price is \$0.13 less than Porter County and \$0.08 more than Knox. Our full service Avgas price is \$0.23 less than Porter County and \$0.22 less than LaPorte. Our Jet A price is \$0.78 less than Porter County, \$0.77 less than LaPorte, and the same as Knox.

Airport Manager, summarized by Greg Poulin:

1. **2012 Encumbrances:** Yvonne sent us an email stating that the State didn't approve the total budget amounts used in 2012 and in an effort to balance 2013 and proceed with 2014, they had to void all outstanding 2012 encumbrances. The only three encumbrances that will really affect us are the purchase orders for the landscaping around the new airport signs off hwy 212, which I had to take out of our capital improvements, the p/o for the minimum standards for Jeff Thorne for \$1,275.00, and the \$3,000 purchase order for Picha Aircraft Radio Service for last year's tri-annual inspections. In an effort to minimize this situation for 2013, city departments will not be encumbering any funds from an operating budget to be carried into 2014.
2. **Tonn & Blank Meeting:** A meeting by the Mayor has been called on August 19th to discuss future plans for the property south of the airport. The Mayor, city planner, zoning administrator, engineer, Paul Schaefer, and I will be meeting with John Gilmore from Tonn & Blank.
3. **White FAA Bldg Demolition:** Woodruff & Sons came out here last week to remove the little white building on the south east side of the airport, per the FAA. As you recall, they

moved all pertinent equipment to the new red and white checkered building on the north east side of airport property last year.

4. **Parking Lot Striping:** I called central services and asked to have the parking lot lines and the t's on the ramp striped whenever they get to it. They said it might be a couple of weeks, but they will be out to do it.
5. **EMT Training:** The EMT Lifeline Helicopter training that took place here on July 30 through August 1 was a success. 30 or so firefighters and local EMT staff, each day, had ground school which was set up in the hangar and then were able to have more hands on learning on a Lifeline helicopter. Unfortunately the helicopter was here only 1 of the days due to inclement weather and an emergency call.
6. **Oshkosh Airshow Week:** Oshkosh Airshow week has come and gone. It was a pretty busy week. Gave away lots of hotdogs and fueled a lot of airplanes. I don't feel like we had more traffic than last year during that week. But two of the days had inclement weather which kept travelers away from MGC, one being on Friday, which is usually the busiest day during the week of the airshow.

Airport Development:

1. **AIP 15 Terminal Layout for ALP:** Still waiting to receive a determination letter on the airspace.
2. **AIP 16 Project Closeout:** We are still waiting for the close out paperwork from Rieth Riley.
3. **BF&S Report:**
 - a. **BF&S/BOAC AIP 17 Contract:** Paul Shaffer sent the engineering contract for AIP 17 to the board for review. Jeff Thorne suggested approving the contract pending receiving a grant from the FAA: **Motion to Approve:** Kirk Hunter **Second:** David Miller **Motion Approved.**
 - b. **Disadvantaged Business Enterprise Program:** In order to comply with the FAA grant program the airport must advertise and approve a Disadvantage Business Enterprise (DBE) goal. The proposed goal of 9.5% has been calculated by our grant administrator using FAA acceptable methodology. **Motion to Approve:** David Miller **Second:** Kirk Hunter **Motion Approved.**

Old Business:

1. **Airport Minimum Standards Update:** A draft copy of the airport minimum standards for commercial airport activity should be completed this month.
2. **BOAC Meeting Monthly Schedule Change:** Greg Poulin requested that future BOAC meeting dates be held on the second Thursday of the month at 6:00pm. **Motion to Approve:** David Miller **Second:** Kirk Hunter **Motion Approved.**

New Business:

1. **Dunes Lodge FOP #75 Cornhole Tournament:** Doug Samuelson, President of the FOP, requested to have a cornhole tournament at the airport on September 21, 2013. They will have alcohol for sale and food available, which will be open to the public. They would like to hold it on the ramp if weather permits or in the maintenance hangar, if not. **Motion to allow the FOP to hold the event at the airport pending a one day permit from excise and a liquor liability policy covering the airport and the city:** Greg Poulin **Second:** Kirk Hunter **Motion Approved.** (Opposed: David Miller)

2. RWA Agreements Assigned to CHA: RWA has requested that the remaining 2 contracts we have with them be assigned to CHA. **Motion to Approve:** David Miller **Second:** Kirk Hunter **Motion Approved.**

3. Letter to Skydive Horizonz: Jeff Thorne wrote up a letter to Skydive Horizonz addressing a few issues the airport has been having, including trash pickup, obstructing taxiway B2 and fueling on taxiway B2. Attached is a receipt that the airport will use when loaning equipment to Skydive Horizonz for liability purposes. **Motion to Approve:** Greg Poulin **Second:** David Miller **Motion Approved.**

Claims Docket: **Amount:** \$287,093.36
 Motion: Kirk Hunter **Second:** David Miller **Motion Approved.**

Correspondence: None

Public Comment: Joe Doyle stated that the FOP seems hooked on coming out to the airport since taking over making pancakes at our pancake breakfast. Due to their limited facilities, he said, it is nice for them to have other options available for having events.

Adjournment: There being no further business, the meeting was adjourned at 7:07 P.M.
Motion: Greg Poulin **Second:** David Miller **Motion Approved.**