

**Minutes of the August 9, 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, Paul Shaffer - BF&S

**Minutes:**

The minutes of the July 5, regular monthly meeting, were emailed.

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

**Reports:**

**Financial- Reported by Jessica Ward:**

**Account Balances:** \$900.00 has been transferred from salaries to overtime, \$4.74 from salaries to vacation bonus, and \$408.25 from gasoline to diesel to cover our negative balances. The Health Insurance Account still needs to be reconciled by the controller's office. The gas and electric account is back on track again this year and we are back to being under projected budget by \$162.49. 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 has been submitted to the controller's office and I will have a copy of what was submitted for our September meeting. Paul, the controller, deputy controller and I will be having a meeting soon to discuss where we stand financially on legal and other local financial expectations for the upcoming phases of the extension project. We want to make sure the controller's office is on board with each local match and upcoming legal needs for the land appraisal work which is reimbursable.

**Fuel Sales:** Overall, we sold 5973.4 gallons of 100LL for a total of \$36,558.68, 5,107.1 gallons of Jet A for a total of \$17,710.52 and 759.6 gallons of Swift Fuel for a total of \$2,888.87 in July. We sold 202.2 gallons of based self-service 100LL, 4378.1 gallons of transient self-service 100LL, 1775.1 gallons of based self-service Jet A, 152.1 gallons of based self-service Swift Fuel and 607.5 gallons of transient self-service Swift Fuel last month. We sold 399.5 gallons of based full-service Avgas and 993.6 gallons of transient full-service Avgas. We sold 1026.0 gallons of based full-service Jet A and 2306 gallons of transient full-service last month. Year to date we have sold 33,665.1 gallons of fuel for a total of \$148,456.32. Our self-service Avgas fuel price is \$0.20 less than Porter County, \$0.20 more than La Porte and \$0.32 more than Knox. Our full-service Avgas price is \$0.30 less than Porter County and \$0.15 more than La Porte. Our self-service Jet A price is \$0.39 more than Knox and our full-service Jet A price is \$0.46 less than Porter County and \$0.06 less than La Porte. Our Swift fuel prices is \$0.29 more than LaPorte.

**Airport Manager- Reported by Jessica Ward:**

1. Hangar Inspections: Eleven hangar inspections have been completed. So far, we need three progress reports from tenants that have aircraft they are building or aircraft they are in the process of making air worthy again. Progress reports are required every 90 days.
2. Pancake Breakfast Recap: The ceiling was below minimums for most of the breakfast. Many of the tenants brought their aircraft out on the ramp because pilots could not fly in. We had a Sikorsky

helicopter that did land for fuel which was a great addition. There was a K9 demonstration and Dale did a demonstration with his bi-wing which drew a crowd. Attendance was up from last year.

3. Fence Repair: Last month we had an incident where a pilot's landing gear took out the top row of our barbed wire on the south side of the airport. The repairs have been made at the expense of the pilot and another orange barbed wire marker that got damaged in the incident will have to be ordered again as well.

#### **Airport Development- Reported by Paul Shaffer and Jessica Ward:**

##### **1. Improve Runway 2 RSA/RPZ:**

- a. Accept and Execute FAA Grant AIP 3-18-0055-021

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

- b. The reimbursable agreements continue to be negotiated with the Sanitary District and Water Departments.
- c. The FAA has not responded to the revised RPZ study that includes the commitment to issue a NOTAM during a train operation in the RPZ closing Runway 2.
- d. Quantum Spatial is processing obstruction data. BF&S expect to have data in house by August 17, 2018. They will then turn the ALP around and resubmit to the FAA by September 1, 2018.

2. **Teleconference with FAA Chicago ADO:** The FAA has had some staff changes. Mike Brown is transitioning all planning responsibilities in Indiana to Gary Wilson. Due to the change in staffing BF&S proposed to cancel the August teleconference and schedule a face to face meeting in September.

3. **20:1 Obstruction Removal:** The trees on the south end located on the Oehmstead property were trimmed on July 24, 2018. The FAA was notified, and night minimums have been restored.

4. **UST Repair Update:** ATC and NIMCO discussed the project drawings and have agreed to proceed based on the drawings. ATC has applied for the environmental permitting for the water removal and discharge. ATC is preparing a schedule for the project which we should receive soon. ATC will need to get a state permit that will get submitted as soon as we have the timeline for construction. We will have a special order/longer lead time materials list and cost by the September meeting which will allow them to receive those materials before a middle to late October construction start.

**Old Business: None.**

#### **New Business:**

1. **Concrete Patch Proposal for Repair Work Near Two Drain Locations:** The concrete has failed around two drains in the hangar section. Rieth Riley came out and gave an estimate of \$5,520.00 for the repair of the concrete around both drain structures. The estimator stated that based on his observation the concrete around the structure had sunken below the manhole indicating a washout and that there was no indication that the structure itself failed. Both drains are located on a tenant's ramp. After much discussion Doug suggested getting a second opinion in the cause of the failing. He stated he would call D & M to come out and look inside the structures and piping to make sure the structure was indeed sound. If the structure was sound then the repair would need to be made by the tenant. If there was a failing in either structure itself, then the board would authorize and pay for the repair. **Motion to Accept the Proposal if Damages are Due to Failing of the Pipe or Structure:** T.Y. Okosun **Second:** Kirk Hunter **Motion Approved.**

2. **Mowing for Hay:** Mr. Russell Thomas requested the Board consider allowing him to mow for hay on airport property from 2018-2019. Some discussion ensued, including liability insurance requirements and the drafted agreement.

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

**Claims Docket: Amount:** \$64,905.56

**Motion:** Doug Buell **Second:** T.Y. Okosun **Motion Approved.**

**Correspondence:**

None.

**Public Comment:**

None

**Adjournment:** There being no further business, the meeting was adjourned at 7:06 pm.

**Motion:** T.Y. Okosun **Second:** Dough Buell **Motion Approved.**