

**Minutes of the August 11, 2016 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, Kirk Hunter. **A quorum was present.**

**Members Absent:** None

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

**Minutes:**

1. The minutes of the July 14, regular monthly meeting, were emailed.

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

**Reports:**

**Financial Reports- Summarized by Jessica Ward:**

**Account Balances:** We are over our monthly projected budget in a couple of accounts, same from last month, which includes Office Supplies, Building Supplies/Materials, Equipment Repair and Advertising. We use these accounts as needed so there is nothing to worry about there. I transferred \$270 into our water account from contractual services, which should be just enough to get us through the rest of this year. I will have to transfer the \$2.57 into our sewer account in order to pay December's bill but we are okay there until then. Our electric and gas account seemed to have evened itself out in the past couple of months, so we might actually be okay there until the end of the year depending on how early the cold weather gets here this year. This past month I ordered 3 partial loads of Avgas which totaled \$45,360.15. The price has stayed about the same for each load so I didn't change the fuel prices since we have a tiny bit of an advantage there with other local airport pricing.

**Fuel Sales:** Overall, we sold 8,067.5 gallons of 100LL for a total of \$31,073.20 and 3,631.4 gallons of Jet A for a total of \$8,797.36 in July. We sold 1,895.9 gallons of self-service based 100LL, and 4,248.3 gallons of self-service transient 100LL last month. We also sold 797.4 gallons of self-service transient Jet A. We sold 474.2 gallons of full service based Avgas and 1,449.1 gallons of full service transient Avgas. We sold 280 gallons of full service based Jet A and 2,554 gallons of full service transient Jet A. Year to date we have sold 34,433.6 gallons of fuel for a total of \$98,565.96. Our self-service Avgas fuel price is \$0.36 less than Porter County and \$0.22 less than LaPorte and \$0.16 less than Knox. Our full service Avgas price is \$0.46 less than Porter County and \$0.27 less than La Porte. Our Jet A price is \$0.45 less than Porter County, \$0.20 less than La Porte, and \$0.17 more than Knox.

**Airport Manager Report-Summarized by Jessica Ward:**

**Pancake Breakfast:** The pancake breakfast went really well until about 10am when it got rained out. Although we missed out on the substantial after church crowd that we are used to, there were over 350 breakfasts sold before 10am.

**Oshkosh Specials:** We had free hotdogs, popcorn and water again this year for the week of Oshkosh. I also offered a \$0.10 discount on fuel for anyone going to and from Oshkosh that week. We gave away 80 hotdogs, countless bags of popcorn and 4 cases of water.

**Maintenance Hangar Door Repair:** We have had nothing but problems with our maintenance hangar door this past couple of months. The concrete pad that was poured to the entrance of the building the year

before last has expanded up to about 4 inches higher than it is supposed to be to allow the hangar door to close properly. Rieth Riley came out and ground down the concrete right in front of the door this past week which helped with some of the issues we have had. The cables, pulleys and pins have now all been replaced on the door within the last 6 months, but one of the cables keeps coming off the pulley so we know there is still an underlying issue with the door. The garage door company has been out numerous times to fix recurring issues and I now have a different garage door company coming out to give a second opinion on the issues with the door. We were also given an estimate from Garage Door Company #1 to convert the cables to a strap system which they believe will fix all issues with replacing the cables, pulleys and pins. I am also getting a second opinion on that.

**Airport Development- Summarized by Paul Shaffer:**

1. **AIP 19- Runway Protection Zone Study/North End Tree Trimming:** Nothing to report.
2. **AIP 20- Improve Runway 2 RSA/RPZ- Remove US 20 (CatEx & Design) Part A:** Grant application submitted to the FAA. A meeting has been requested with INDOT to establish project delivery responsibilities and protocol. A meeting has been requested with Tonn and Blank to update them on the project.
3. **Ditch Culvert Installation:** Was supposed to meet with D & M Excavating and Reith Riley contractors prior to board meeting to get quotes but they both had to cancel.
4. **Quarterly Reports:** The quarterly reports were submitted to the FAA on all AIP grants. AIP-17 & 18 are complete, but we are still waiting on the FAA final closeout letter so we must continue to submit the reports. We are intentionally holding on the closeout on AIP-19 until the tree trimming is closed.

**Old Business: None**

**New Business: None**

**Claims Docket: Amount:** \$61,645.19

**Motion:** David Miller **Second:** Doug Buell **Motion Approved.**

**Correspondence:** None

**Public Comment:** PAW Aviation submitted a business proposal to the board for consideration.

**Adjournment:** There being no further business, the meeting was adjourned at 6:30 pm.

**Motion:** David Miller **Second:** Doug Buell **Motion Approved.**