

**Minutes of the August 14, 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, David Miller. **A quorum was present.**

**Members Absent:** Kirk Hunter

**Others Present:** Jessica Ward- Airport Manager, Karla Price- RW Armstrong, Joe Doyle- Council Liaison, Dennis Kane- Airport Tenant

**Minutes:** The minutes of the July 16, regular monthly meeting were emailed.

**Motion to approve:** Mike Shebel **Second:** Greg Poulin **Motion Approved.**

**Manager Reports:**

The June financial reports were summarized by Jessica Ward.

**Account Balances:** Transfers that have recently been submitted include \$883.80 from seasonal employment, \$348.99 from sick day sell back, and \$41.21 from vacation bonus for a total of \$1,274.00 into our unemployment account to make that balance \$0.00. \$, 1,200.00 was transferred into our gasoline account from our Repair Parts account. \$400.44 was transferred into our Household account, \$215.64 of it from building materials, and \$184.80 from small tools. We have spent a total of 51.56% of our allotted budget so far this year. We have only \$24,247.96 in our aviation fuel fund. We knew that we would be under in this account again this year at this amount will most likely get us close to 6,000 gallons of avgas depending on prices, of course, which we will need to get within the next month. We will definitely need at least 1 more full load of Jet A and possibly another full load or 2 of avgas before the end of this year, which will total around \$78,000. I will talk with the controller and Mayor to request more funds in this account.

**Fuel Sales:** Compared to July 2011, overall, our Jet A sales were down 20% and our 100LL sales were up 3%. Our self service fuel sales were up 443.2 gallons for both based and transient traffic from July last year. Our transient Jet A sales were up 1,000 gallons from July last year while our transient Avgas truck sales were about the same. Our based Jet A sales were down 2000 gallons from last July while our Based Avgas truck sales were down 313 gallons which we made up in our self service sales. Our self service Avgas fuel price is \$0.18 more 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 \$0.93 less than LaPorte, and Porter County airports and \$0.22 more than Knox. Our year to date total gallons sold are 18% higher than 2011.

**Airport Manager:**

- 1. Jet A Self Service:** I will be calling the Coast Guard to set up a time they can come out and be shown how to use the self service jet a. For our 3 jet a tenants here we have a duckbill nozzle in the cabinet and all will be shown how to make the change from single point to overwing. I also will have instructions printed and laminated and placed on top of the cabinet before I advertise it. I believe we finally have all the kinks worked out and we will know for sure the next time the Coast Guard lands because we plan on fueling them at the self service station.

2. **Advertising Stickers & Balsa Gliders:** I ordered stickers for transient pilots to take with them when they go into town. We will be asking them to stick them on the merchant copy of their credit card receipts, etc to show local businesses how viable the airport is to our local economy. The sticker says, I came HERE thanks to the Michigan City Municipal Airport. We also ran out of balsa gliders at the may young eagles rally here at the airport so I received a quote from Branders to order more. The total is \$467.96 for 500 8 inch gliders with our logo in blue.. We currently have \$957.00 in our advertising account. We will also be looking into other promotional items in hopes that I can procure the funds at the end of the year.
3. **Minimum Standards:** Both David Miller and Mike Shebel have shown interest in creating minimum standards for commercial aeronautical activities here at our airport. Although minimum standards are option, the FAA highly recommends their use and implementation as a means to minimize the potential for violations of Federal obligations at federally obligated airports, which includes ours. I have had numerous interests recently in both a flight school and aircraft maintenance shop, but it is in our best interest to have minimum standards in place before we proceed with either of these requests.
4. **IN State Board of Accounts Audit:** As part of the 2011 audit of Michigan City the state board of accounts reviewed revenues and expenditures of the Michigan City Airport for 2011. Their audit revealed no matters concerning the Airport that warranted comment. Therefore there were no exceptions concerning the Michigan City Airport.

#### **Airport Development:**

1. **AIP 15 Projects:** There is an amendment needed to add the drainage design to AIP 15, which must be submitted to the FAA.
2. **AIP 16 Projects:** RW has asked that the BOAC make a motion to allow a BOAC member to sign and submit a grant application if requested by the FAA for the Fence Project after the bid opening on August 17, 2012, contingent upon their RW's award recommendation.  
**Motion to approve:** David Miller **Second:** Mike Shebel **Motion Approved.**  
RW also asked that the BOAC make a motion to allow a BOAC member to sign the contract with RW Armstrong for the AIP 16 construction project contingent upon a grant being awarded by the FAA.  
**Motion to approve:** Greg Poulin **Second:** Mike Shebel **Motion Approved.**
3. **Airport Sign:** A replica lighthouse is being designed for our sign and the colors have been sent here and approved. One step closer.

#### **Old Business:**

1. **Airport Liability Insurance:** We declined the Terrorism and War Coverage, and increased our liability limits to \$5 Million each to be consistent with the Tort Claim Cap.

#### **New Business:**

1. **MCPD Shooting Range:** The MCPD sent an email to the airport manager inquiring about the possibility of putting an outdoor shooting range on airport property northwest of RWY 20. Due to environmental impacts this shooting range would have on this protected piece of land, the BOAC denied the request.  
**Motion to Deny Request of Shooting Range:** Greg Poulin **Second:** David Miller **Motion Approved.**

**2. AIP 15 Grant Amendment Request Submission:**

**Motion to approve:** Greg Poulin **Second:** Mike Shebel **Motion Approved.**

**Claims Docket:**        **Amount:** \$37,500.75

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

**Correspondence:** None

**Public Comment:** Dennis Kane thought the stickers were a great idea and suggested they be handed out to any airport tenants that wanted them as well. He expressed his appreciation for the Board's decision for denying the MCPD shooting range request. Lastly, he requested that any aircraft maintenance facility that comes here not be given exclusive rights to the maintenance on all aircraft on the field. He would like airport tenants to be able to do work on their own planes.

**Adjournment:** There being no further business, the meeting was adjourned at 7:15 P.M.

**Motion:** David Miller **Second:** Mike Shebel **Motion Approved.**