

**Minutes of the September 8, 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, Chris Schwanke- Council Liaison

Minutes:

1. The minutes of the August 11, 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, which include, Building Supplies/Materials, Equipment Supplies/Materials, Building Repair and Equipment Repair. The recent hangar door repair and the hangar panel electrical repair came out of the building repair and equipment repair accounts. I transferred \$1,121.27 into our liability insurance account from contractual services, which covered our annual airport liability invoice. I will have to transfer the \$2.55 into our sewer account in order to pay December's bill but we are okay there until then. We have another large bill coming from Tri-Star garage which Rudy will discuss under the airport manager report.

Fuel Sales: Overall, we sold 4,743.2 gallons of 100LL for a total of \$19,536.79 and 4,078.4 gallons of Jet A for a total of \$9,756.81 in August. We sold 1,355.7 gallons of self-service based 100LL, and 2,452.1 gallons of self-service transient 100LL last month. We also sold 430.4 gallons of self-service transient Jet A. We sold 211.5 gallons of full service based Avgas and 723.9 gallons of full service transient Avgas. We sold 627 gallons of full service based Jet A and 3,021 gallons of full service transient Jet A. Year to date we have sold 43,255.2 gallons of fuel for a total of \$127,859.562. Our self-service Avgas fuel price is \$0.36 less than Porter County and \$0.22 less than LaPorte and \$0.12 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:

Airport Emergency Preparedness Exercise: The Chief Airport Engineer for the State of Indiana sent out an email to all airports inviting them to participate in a no cost* airport emergency preparedness exercise. The goal of the project is to validate established exercise scenarios with the airport community. I forwarded the email to our Fire Chief and he is interested in sitting down and discussing participation in this exercise.

AI Conference: The AI Conference is October 11th through the 13th. I put an agenda in each of your folders. There is an AAI scholarship golf scramble at Pottawatomie Country Club at 1pm on Tuesday, October 11th and an AAI Scholarship Shoot at Deer Creek Hunt Club at 12:30pm on Tuesday. The cost is \$100 per participant. The full conference cost is \$375 per person. Wednesday only is \$200, and Thursday only is \$150.00. Please let me know if any of you are interested in attending any portion or all of the conference. We do have a CIP meeting on Thursday from 2:00 to 2:45 pm.

AWOS Repair: Our wind indicator on the AWOS has not been working for about a month now. Scott Picha, our AWOS tech, has ordered new parts and is waiting for them to arrive. He will be to replace the parts as soon as he receives them. The AWOS stated the wind was calm at first after it started malfunctioning so I had a NOTAM issued that the wind indicator was unreliable. Now it just says missing, so there is no NOTAM out.

Maintenance Hangar Door Repair: Tri-Star had to bring a crane out to lift up the hangar door. They reattached the door to the building by replacing the existing bolts with new ones because they were pulling through the header panel. They also added additional bolts to help secure it better.

Hangar Electrical Panel Repair: Marquis Electric came out to repair the hangar electrical panel because the posts inside the electrical panel melted down from the air compressor. The box was too small to handle the amount of current running through it. While they were here fixing that we added additional outlets on the wall.

Airport Development- Summarized by Paul Shaffer:

1. **AIP 19- Runway Protection Zone Study/North End Tree Trimming:** We are in the process of closing this grant.
2. **AIP 20- Improve Runway 2 RSA/RPZ- Remove US 20 (CatEx & Design) Part A:**
 - a. Authorization for a Board Member and the Airport Attorney to sign AIP-20 grant when it arrives: **Motion:** David Miller **Second:** Doug Buell **Motion Approved.**
 - b. A meeting has been requested with INDOT to establish project delivery responsibilities and protocol. We met with a congressional aid from Visclosky's office. The meeting went well and they seemed supportive of the project. They will be talking to the congressman about issuing a support letter from his office.
3. **Ditch Culvert Installation:** Contractors have been too busy to get quotes on this small of a job. Reith Riley suggested calling back in November.
4. **CIP Meeting:** Our CIP meeting at the AI annual conference is scheduled for Thursday, October 13 from 2pm to 2:45pm.

Old Business: None

New Business: None

Claims Docket: Amount: \$24,367.72

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

Correspondence: None

Public Comment: Troy from Sky Sports Inc. spoke about a building he would like to build for his skydiving operation this winter and increasing his aircraft capacity for next season.

Adjournment: There being no further business, the meeting was adjourned at 6:40 pm.

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