

**Minutes of the September 8, 2009 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:** Tom Ringo, Paul Sammann, David Miller, Greg Poulin. **A quorum was present.**

**Members Absent:** None

**Others Present:** Jessica Groff- Airport Manager, Joe Doyle- Council Liaison, Karla Price- RW Armstrong, Leonard Thode- Airport Tenant

**Minutes:** The minutes of the August 11, regular monthly meeting were read with no corrections noted. **Motion to approve:** David Miller **Second:** Greg Poulin **Motion Approved.**

**Reports:**

**Finance:** The August 2009 operations and financial reports were summarized by Jessica Groff. The airport is still running under our overall projected budget this year by \$24,000.00. We are looking great in our personnel accounts, due to being short an employee. I am not going to hire a clerk until next year, thereby saving the city money. I am going to be moving money from our gas and diesel accounts to our building and equipment supplies accounts. I will also be moving money from our organizational membership and contractual services accounts into our electric and gas account. I should have a report next month on the dollar amounts moved.

**Fuel Sales:** We were down 10% overall in our Jet A sales and up 10% overall in our avgas sales compared to August, 2008. Our based Avgas sales were up 178 gallons from August, 2008 and our based Jet A sales were up 100 gallons. Our transient Avgas sales were also up for the month by 130 gallons. Our transient Jet A sales were down 546 gallons, which is what hurt us last month.

We had tremendous self service Avgas sales again last month. We sold 1156.5 gallons of Avgas. This is only 189 gallons less than self service sales from July, our busiest month of the year.

Our fuel prices for both Avgas and Jet A are the lowest in the area. Avgas is \$3.66 and Jet A is \$ 3.17 at our airport, which is the lowest in the area by .18 cents and .42 cents, respectively.

**Airport Manager:**

1. Leonard Thode Lease Renewal: We received a lease renewal letter from Lee Thode stating that he would like to extend his lease for one additional consecutive term of 10 years. **Motion to approve:** Greg Poulin **Second:** David Miller **Motion Approved.**
2. William Shawver Lease Renewal: William Shawver came into my office expressing his interest in extending his lease for an additional consecutive term of 10 years. This renewal is pending due to legal clarification of ownership.
3. New Invoicing System: We have a new invoicing system for accounts receivable. We are now using the accounts receivable module on Fundware. Yvonne and I are still in the process of working all the quirks out. Last month was a mess of invoices with all 3 systems being used in the same month. The airport employees are learning the new system at a comfortable rate. This hopefully will be the last month of confusion and discomfort.

**Airport Development:**

1. J Shoffner final billing: We should be getting a bill for another partial payment of the final billing for J Shoffner. Ed Sawa will approve the next partial payment and send the invoice over to me.
2. Tree Obstructions: Karla price met with Pat McDonald about the tree obstructions on the south end of the runway. The 3 obstructions are on his property. He will be getting an estimate from the timber company that harvests trees on his property for the 3 trees we need removed. R W Armstrong will mark the trees as soon as possible for the timber company. The PAPI lights on RWY 02 will be turned on as soon as these trees are removed. The tree that INDOT has marked as an obstruction on the north end of RWY 20 will also be removed with many others before the end of this year. Paperwork is in process and bids have been received from local companies to remove many other tree obstructions. It will take longer for the PAPI lights on RWY 20 to be turned back on due to other tree obstructions that we will not be able to remove.
3. Runway Project: The Runway Joint and Crack Repair project will be started sometime in October. Reith Riley Construction Company, Inc submitted a bid proposal. R W Armstrong has recommended they be awarded the contract after review of their proposal. The bid is 3.25% higher than the Engineer's estimate, and appears to be a competitive bid.

Acceptance of the proposal from Reith Riley:

**Motion to approve:** Paul Sammann **Second:** David Miller **Motion Approved.**

**Old Business:**

1. Hustler mowers: We received the mowers last month and they are working well out here. They are more powerful than the Dixie and Cadet that we traded in and have larger decks.
2. AIP Grant 13: The grant is for the Runway Joint Repair Project as well as the removal of tree obstructions. The grant has been signed by the board for a total amount of \$555, 416.00.

**New Business:**

1. Electronic As Built Drawings for Terminal Building: The electronic version of the drawings are an additional cost of \$1,200.00. INDOT would like the copy of the As Built Drawings submitted to them electronically before AIP Grant 11 can be closed out. The additional cost of the drawings can be added to a grant but not until a new one is issued. Karla Armstrong will inquire about the dollar amount INDOT is holding until they get the drawings.
2. Radio Headsets: Paul Sammann suggested purchasing radio headsets. The headsets will allow employees to monitor the UNICOM while on mowers near the runway.
3. Condition of Airport fencing: Paul Sammann suggested checking the condition of the fencing on airport grounds. He feels more deer have been spotted than usual and that there may be a hole in a section of our fence. Karla Price suggested starting a Wildlife Log. This log would state dates, times, animal type and quantity seen out here on airport grounds. This log would then be sent to Greg Sweeny, FAA, for an assessment of our need for additional fencing.

**Claims Docket: Amount:** \$20,702.70

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

**Public Comment:** Joe Doyle expressed his understanding of the hassle of switching invoicing systems. He has had a similar past experience.

**Correspondence:** LaPorte County CVB letter: A letter was received congratulating Larry Harris, Airport Foreman, on his nomination for the Rose Award last month. He was nominated for the Rose Award due to his hard work and help with the multiple overnight fueling of State Police helicopters during the extensive search for the escaped Indiana State Prison inmates.

**Adjournment:** There being no further business, the meeting was adjourned at 6:45 P.M.