

**Minutes of the September 10, 2015 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, and Kirk Hunter. **A quorum was present.**

Members Absent: None

Others Present: Jessica Ward- Airport Manager, Paul Schaffer- BF&S, Bill Nelson- BOAC Attorney, Joe Doyle- Council Liaison

Minutes: The minutes of the August 20, regular monthly meeting, were emailed.

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

Reports:

The August financial reports were summarized by Jessica Ward.

Account Balances: Our current account balances are in front of you. We are looking good in all of our accounts except the usual few. We have \$0.00 in our legal account. I already asked for a transfer into that account to cover our last legal bill. I will transfer what is needed each month to cover that month's bill when we receive it. We just received our NIPSCO bill which was \$616.28. We will only have \$228.91 in our account after this bill is paid. I will be requesting a transfer of funds into this account before we receive our next bill as well. I paid Perry Maintenance out of our Capital Improvements account for the motor and pump for the self-service avgas, which was \$4,312.11.

Fuel Sales: Overall, we sold 4,047.3 gallons of 100LL for a total of \$17,149.70 and 6,802 gallons of Jet A for a total of \$18,716.62 in August. We sold 1,009.6 gallons of self-service based 100LL, 681.2 gallons of which came from Sky Sports, INC and 1,773.7 gallons of self-service transient 100LL last month. We sold 150 gallons of self-service transient Jet A as well. We sold 615.3 gallons of full service based Avgas and 648.7 gallons of full service transient Avgas. We sold 1,973 gallons of full service based Jet A and 4,679 gallons of full service transient Jet A. Year to date we have sold 55,314.8 gallons of fuel for a total of \$187,378.94, which puts us at a 23% increase in gallons sold year to date over last year. Our self-service Avgas fuel price is \$0.63 less than Porter County and \$0.29 less than Knox. Our full service Avgas price is \$0.73 less than Porter County and \$0.68 less than La Porte. Our Jet A price is \$0.88 less than Porter County, \$0.97 less than La Porte, and \$0.04 more than Knox.

Airport Manager:

1. **AAI Conference:** Within the next couple of weeks I will be figuring out if we have enough money in our budget for me to attend the AAI Conference next month at Swan Lake. I would like to at least attend the conference on Thursday. As you all know I am on the AAI Scholarship Fund Board and at the banquet Thursday evening we award the scholarship winners. I will find out how much the cost will be just for that day if the cost is too high to attend the whole conference.
2. **CIP Meeting w/ State and FAA:** I received an email from Michael Buening, Chief Airport Engineer for INDOT stating that they would like to have a CIP meeting with us this year either on Wednesday or Thursday afternoon during the AAI conference at Swan Lake. They gave us a couple of times each day they are available. We will request Thursday, October 15 at 2:30pm.

Airport Development:

1. **AIP 18- Wildlife Fence Phase 2:** The punch list is complete. The contractor will return for the final mowing in the fall. The 1 year warranty inspection will be scheduled for June, 2016. The marker balls have been placed on the fence at the approach end of RWY 02.
 - a. **Motion to Approve Partial Pay Request Number 7- Final- Federal \$33,883.00, State \$1,192.26, Local \$2,350.29:** Kirk Hunter **Second:** David Miller **Motion Approved.**
 - b. **Motion to Approve Amendment and Closeout Request for a Federal amount of \$12,422.00:** David Miller **Second:** Kirk Hunter **Motion Approved.**
 - c. **Motion to Approve Progress Estimate Number 5 for \$9,200.00:** Doug Buell **Second:** Kirk Hunter **Motion Approved.**
 - d. **Motion to Approve Change Order Number 2 for -\$16.50:** Kirk Hunter **Second:** David Miller **Motion Approved.**
 - e. **Motion to Approve Supplemental Agreement Number 1 for \$1,500.00:** David Miller **Second:** Kirk Hunter **Motion Approved.**
 - f. **Motion to Approve Report of Final Findings:** Doug Buell **Second:** Kirk Hunter **Motion Approved.**
2. **Runway Protection Zone Study/North End Tree Trimming:** Grant is now pending. Sheeree Wilson indicated she is working on having a meeting about the RPZ study by the end of September. **Motion to approve any board member to execute the grant once received within the 48 hour turn around window and return to the FAA:** David Miller **Second:** Kirk Hunter **Motion Approved.**
3. **Crown Castle Proposed Communications Tower Notice:** An airspace check on a tower extension located at 10513 N. 250 W. La Porte IN which is 5.11 miles northeast of the Runway 20 threshold was completed. The height of the tower is 255' AGL. There are no airspace impacts to MGC.

Old Business: None

New Business:

1. **Sale of Hangar A5-1:** Bill Nelson addressed the board regarding the closing date for the purchase of Hangar A5-1 that the board exercised its right of first refusal at the special meeting held on July 29, 2015 to purchase as well as introduced two parties interested in purchasing Hangar A5-1 from the BOAC. Patrick Wilkens, PAW Aviation LLC addressed the board on his proposed commercial use of the hangar in conjunction with John Landwerlen, owner of LaPorte Aviation Services. Michael Anthony addressed the board on his proposed private use of the hangar. There was discussion between the board members about how the potential commercial use of the hangar was the direction they feel the airport would like to move to position for future expansion. Paul Schaffer also stated that there are currently four sites at the airport available for hangar construction. **Motion to Adopt Resolution 2015-09-01 and sell hangar to PAW Aviation LLC:** David Miller **Second:** Doug Buell **Motion Approved.**

Claims Docket: Amount: \$48,924.30

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

Correspondence: None

Public Comment: Joe Doyle spoke about Labor Dayz Festival being a success down at Washington Park and also stated it is exciting to see two different entities expressing interest in purchasing a hangar at the airport.

Adjournment: There being no further business, the meeting was adjourned at 7:05 pm.

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