

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

Members Absent: None

Others Present: Jessica Ward- Airport Manager, Karla Price- RW Armstrong, Jeff Thorne- Airport Attorney, Randy Russell- Water Department Superintendent, Dennis Kane- Airport Tenant

Minutes: The minutes of the August 14th, regular monthly meeting, were emailed.

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

Manager Reports:

The August financial reports were summarized by Jessica Ward.

Account Balances: We currently are around \$20,000 under our projected budget so far this year. There are no accounts to be worried about at this point after the list of transfers that were made last month.

We currently have \$0.00 in our Aviation Fuel account. A partial payment was made for the last load of Avgas that we just received, which took the balance to \$0.00. We will be on 2nd reading at the next Council Meeting for the \$100,000.00 transfer from our fuel fund's unappropriated funds. 3rd reading will be on October 2. The council had no questions at the last meeting.

We will have \$96,173.00 to spend on hangar taxiway/parking lot pavement repair, if we get both grants AIP 16 and AIP 17 this year. Eddie from Reith Riley came out today to look at the hangar taxiways and will be getting me a quote for repairing that pavement. He is really hoping to be able to do the work this year so I expect him to have the quote to me soon. The hangar taxiway repairs are definitely a higher priority than the parking lot pavement but hopefully we will have enough to do both.

Fuel Sales: Compared to August 2011, overall, our Jet A sales were down 12% and our 100LL sales were up 24%. Our self service fuel sales were up 700 gallons for both based and transient traffic from August last year. Our transient Jet A sales were up almost 900 gallons from August last year while our transient Avgas truck sales were up 4,500 gallons. Our based Jet A sales were down 1,500 gallons from last August while our Based Avgas truck sales were up almost 1,400 gallons. Our self service Avgas fuel price is \$0.60 more than Knox. Our full service Avgas price is \$0.05 less than Porter County and \$0.03 less than LaPorte. Our Jet A price is \$0.63 less than LaPorte, and Porter County airports and \$0.52 more than Knox. Our 2012 year-to-date total gallons sold are currently 28% higher than they were last year at this time.

Airport Manager:

- 1. AAI Conference:** The annual AAI Conference is Tuesday through Friday, October 9-12 in Plymouth at the Swan Lake Resort, this year. We do have a meeting with the FAA and INDOT on that Friday from 10:30-11:15 ET to talk about our CIP planning. This meeting is essential to explain why we have prioritized projects on our CIP the way we did, as their priorities may be different. The conference also has a break out session for new board members on that Wednesday from 10:30 am to 1:30 pm ET. Chad Oliver, FAA

Program Manager and Marty Blake, INDOT Aviation Planner, will lead a discussion designed for new board members. This session will give attendees a better understanding of how the airport interacts with the FAA and INDOT. Lastly, there will be a CLE Breakout Session for airport attorneys on Thursday from 8:45 am to 12 noon ET.

2. **Young Eagles:** Our next Young Eagles program will be this Saturday from 8am to noon at here at the airport. The EAA has a special event planned that day to try and attract parents to join the EAA Chapter as well.
3. **Advertising Business Cards:** I ordered business cards that say, "I came here because of the Michigan City Municipal Airport," to go along with the stickers. These cards are to be used for pilots and passengers paying cash, which they would then not have a merchant copy of a credit card receipt to stick a sticker on. Both the cards and stickers are going over really well with transient pilots. Again, the intention of this initiative is to show our local community how vital our airport is to our local economy.
4. **October BOAC Meeting:** The October BOAC meeting is currently scheduled the week of the AAI conference. The BOAC changed the meeting date to Thursday, October 18, at 6pm at the terminal building.

Airport Development:

1. **Environmental Assessment for Maintenance of Runway 20 Approaches (AIP-12):** The draft plan was submitted to the FAA on May 10, 2012. If we haven't gotten any comments back from the FAA by next month then we will plan on discussing this during the CIP meeting at the AAI Conference.
2. **AIP 15/16 Project:** Rieth Riley has been asked to extend their bid for an addition 2 weeks to allow the airport to get the grant and be able to enter into a contract with Rieth Riley. They agreed to hold their bid prices until September 25th. In anticipation of receiving the grant in the next couple of weeks, a preconstruction meeting has been scheduled for September 24, at 3pm at the terminal building.
3. **AIP 17 Project:** In anticipation of receiving a grant for the terminal/hangar area and perimeter wildlife fencing project, a preconstruction meeting has been scheduled for September 24, at 2pm at the terminal building. Motions to allow a BOAC member to accept the grant from the FAA, execute a contract with RWA for construction phase services and execute a contract with Future Fence, all contingent upon receipt of federal funds, has been postponed until the Special BOAC Meeting on September 24, at 6pm at the terminal building.
4. **Airport Signs:** The signs have been ordered and Chris from Performance Signage emailed a photo of one of the finished signs, which looked sharp. He said both signs should be shipping out at some point next week.

Old Business:

1. None

New Business:

1. **Water Department Easement:** Randy Russell, superintendent of the water department, asked the BOAC to grant the water department an easement across the south west corner of airport property for the purpose of the construction, operation, control, maintenance and reconstruction of a water main. Jeff Thorne-airport attorney and the BOAC had no objection. **Motion to approve:** Kirk Hunter **Second:** Mike Shebel **Motion Approved.**

2. **BOAC Contract with Rieth Riley:** Karla- RW Armstrong suggested the BOAC make a motion to allow a BOAC member award and execute the contract with Rieth Riley for the pavement repair/ditch modification project, contingent upon receipt of federal funds.
Motion: David Miller **Second:** Mike Shebel **Motion Approved.**
3. **Special BOAC Meeting:** A Special BOAC meeting has been scheduled for September 24, at 6pm at the terminal building to go over the Airport Layout Plan, CIP meeting agenda, and preconstruction meetings for our two possible construction projects.

Claims Docket: **Amount:** \$35,411.14
Motion: David Miller **Second:** Kirk Hunter **Motion Approved.**

Correspondence: None

Public Comment: None

Adjournment: There being no further business, the meeting was adjourned at 6:45 P.M.
Motion: Greg Poulin **Second:** David Miller **Motion Approved.**