

**Minutes of the September 13, 2018 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, Kirk Hunter, Doug Buell, T.Y. Okosun. **A quorum was present.**

Members Absent: None

Others Present: Jessica Ward- Airport Manager, Paul Shaffer - BF&S, Gene Simmons- Council Liaison

Minutes:

The minutes of the August 9, regular monthly meeting, were emailed.

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

Reports:

Financial- Reported by Jessica Ward:

Account Balances: The health insurance, liability, auto and property insurance accounts still need to be reconciled by the controller's office. The gas and electric account is back on track again this year and we are back to being under projected budget by \$629.75. We are sitting comfortably in all our other accounts so far, this year. I haven't received a copy of the budget that will be submitted to the City Council yet but should be getting that soon. Paul, the City Controller, Deputy Controller and I will be having a meeting soon to discuss where we stand financially on legal and other local financial expectations for the upcoming phases of the extension project. We want to make sure the controller's office is on board with each local match and upcoming legal needs for the land appraisal work which is reimbursable. We were planning on having this meeting this month, but the Deputy Controller retired so the meeting has gotten postponed. It will be rescheduled for the end of October or early November.

Fuel Sales: Overall, we sold 2,270.7 gallons of 100LL for a total of \$18,138.14, 5,841.3 gallons of Jet A for a total of \$27,420.11 and 357.1 gallons of Swift Fuel for a total of \$1,508.32 in August. We sold 1,443.2 gallons of transient self-service 100LL, 2,713.5 gallons of based self-service Jet A, 73.8 gallons of transient self-service Jet A, 43.9 gallons of based self-service Swift Fuel and 313.2 gallons of transient self-service Swift Fuel last month. We sold 184.5 gallons of based full-service Avgas and 643 gallons of transient full-service Avgas. We sold 876 gallons of based full-service Jet A and 2,178 gallons of transient full-service last month. Year to date we have sold 42,134.2 gallons of fuel for a total of \$195,522.89. Our self-service Avgas fuel price is \$0.20 less than Porter County, \$0.05 more than La Porte and \$0.30 more than Knox. Our full-service Avgas price is \$0.30 less than Porter County and the same as La Porte. Our self-service Jet A price is \$0.39 more than Knox and our full-service Jet A price is \$0.46 less than Porter County and \$0.15 less than La Porte. Our Swift fuel prices is \$0.19 more than LaPorte. We just received a full load of Jet A, I ordered a full load of Avgas today and we received 900 gallons of Swift Fuel today as well. The swift fuel price has increased another \$0.25 per gallon from the last time we ordered it. This is up \$0.80 per gallon from the original price last summer.

Airport Manager- Reported by Jessica Ward:

1. Hangar Inspections: We are about halfway through inspecting the hangars. I am hoping to have the other half complete before winter. The same number of progress reports are needed as reported last meeting, which is three. These are due every 90 days until in compliance.

2. AI Conference: The AI Conference this year is down in Evansville, IN from Tuesday, October 9 through Thursday, October 11. I am planning on attending at this point. I have my annual scholarship fund board meeting scheduled during that week down in Evansville as well.
3. Mowing Hay: Russell Thomas has started mowing for hay on the east side of the runway this week. He is about 3/4 of the way done before he rolls the bales. This will be the only cut he does this season and will be back out in the spring. This has saved a week of Rudy mowing in the New Holland tractor which freed him up for landscaping around the terminal building.
4. Capital Project List: Attached is the capital project list that was submitted to the controller's office for the next 3 years. Paul and I are brainstorming possible locations for an additional maintenance building on field, as well as figuring out how much we can extend the current maintenance hangar with respect to the possible new development south of the maintenance hangar.
5. Hosting Renaissance Academy All Hands Meeting: Renaissance Academy called and asked if we could host a school meeting for them here in our maintenance hangar on Wednesday, September 26 from 5:30 to 7:30. There will be no food or drink. It will be just 2 tables set up and about 50 chairs. It is a parent/teacher meeting and is open for all teacher/parents to attend.
6. October BOAC Meeting Date Change: The October BOAC meeting is always the week of the AI Conference in October. Jessica and Paul will not be able to attend. The meeting has been changed to Thursday, October 4, 2018 at 6pm at the airport terminal building.

Airport Development- Reported by Paul Shaffer and Jessica Ward:

1. Improve Runway 2 RSA/RPZ:

- a. The ALP with the updated obstruction data has been submitted back to the FAA electronically.
- b. The FAA grant offer for AIP 21 was received. Thanks to Bill Nelson and Greg Poulin for processing the grant quickly.
- c. Paul had a meeting with Tom Larson before the board meeting today to discuss the appraisals that were recently completed. Paul requested a couple of modification options. Tom will prepare Modification Option 1 as requested and will have that back to us as soon as possible. **Motion to Pay \$9,700 for the Completed Appraisals and Request Modification Option be Prepared by Tom Larson Not to Exceed \$1,000.00: Doug Buell Second: T.Y. Okosun Motion Approved.**
- d. There was discussion about the need for a review appraiser which shouldn't exceed \$10,000.00. **Motion to Retain Will Stump as a Review Appraiser: T.Y. Okosun Second: Kirk Hunter Motion Approved.**

2. Teleconference with FAA Chicago ADO: Christina Sullivan requested the face to face meeting at the FAA Chicago ADO office be scheduled for the first week of October to help them get past the grant push and before the AI conference. We are requesting October 2nd.

- 3. UST Repair Update:** ATC and NIMCO discussed the project drawings and have agreed to proceed based on the drawings. ATC has applied for the environmental permitting for the water removal and discharge. ATC is preparing a schedule for the project which we should receive soon. ATC has completed the application for the state permit which is ready for approval from the board. We will have a special order/longer lead time materials list and cost is completed and if approved tonight will allow them to receive those materials before a middle to late October construction start.
- a. **Motion to Approve and Execute the Permit Application as Presented by ATC: Doug Buell Second: Kirk Hunter Motion Approved.**
 - b. **Motion to Approve and Execute the Construction Contract with NIMCO: Kirk Hunter Second: Doug Buell Motion Approved.**

- c. **Motion to Issue a Notice to Proceed to NIMCO: Kirk Hunter Second: T.Y. Okosun Motion Approved.**
- d. **Motion to Approve Payment Number 1 to NIMCO for \$29,490.88 as reviewed and recommended by ATC: Doug Buell Second: Kirk Hunter Motion Approved.**
- e. **Motion to Approve and Execute the ATC Professional Services Contract for Project Supervision during Construction of the Fuel System, including, but not limited to, Permitting, Dewatering, Water Sampling, Construction Inspection and Project Administration: Doug Buell Second: T.Y. Okosun Motion Approved.**

4. Skydive Update:

- a. Troy Church submitted a proposal for a 4 ft. tall fence around the skydive building to help keep the public in the proper viewing area and away from aircraft movement. The items of discussion included:
 - i. The board agreed upgrading from galvanized to black vinyl coated to maintain aesthetics
 - ii. The board agreed on portions of the fence/gates that the airport would need to have control of/access to, including the sections around the beacon and the entrance way to the skydive driveway
 - iii. The board agreed that a 5 ft. or 6 ft. fence would be more appropriated than the 4 ft. fence as proposed. The board requested that Troy get a new proposal for a 5 ft. and 6 ft fence as well and hoped the cost would not exceed 15% of the current proposal.

Motion to Approve the Proposal as Written unless the New Proposal for Increased Fence Height is within 15% of Current Proposal: Kirk Hunter Second: T.Y. Okosun Motion Approved.

- b. Troy Church discussed needing a small 300-gallon tank of Jet Fuel near his operation for better efficiency. After some discussion the board agreed that Troy having his own tank that the airport would fill weekly would be in his best interest. Troy said he would investigate the options available and report back to the board. Troy also stated that he would need 200 AMP service near his hangar to power a vending machine building and the pump for the fuel tank.
Motion to approve Troy Running 200 AMP Service Near his Location: T.Y. Okosun Second: Kirk Hunter Motion Approved.

Old Business:

- 1. **Concrete Patch Proposal for Repair Work Near Two Drain Locations:** D & M came out to look inside the drainage structures and piping of the two different drains where concrete is failing around them to give a second opinion on the cause of the concrete failure. D&M agreed with Rieth Riley that in both locations the drainage structures and piping is sound and not the cause of the concrete failure. The Board Motion stands, and the tenant is responsible for the repair of the concrete around the two drainage structures.

New Business: None.

Claims Docket: Amount: \$23,614.67

Motion: Doug Buell Second: T.Y. Okosun Motion Approved.

Correspondence:

None.

Public Comment:

T.Y. suggested we investigate transient pilot lounge accessibility after hours in the future after the runway is extended.

Adjournment: There being no further business, the meeting was adjourned at 7:30 pm.

Motion: T.Y. Okosun **Second:** Kirk Hunter **Motion Approved.**