

**Minutes of the September 14, 2017 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, T.Y. Okosun. **A quorum was present.**

Members Absent: Doug Buell

Others Present: Jessica Ward- Airport Manager, Bill Nelson-BOAC Attorney, Corey Harper- BF&S

Minutes:

1. The minutes of the August 10, regular monthly meeting, were emailed.

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

Reports:

Financial- Reported by Jessica Ward:

Account Balances: Our current account balances are in front of you. We are over budget in our overtime account. This is due to one of our employees being out on medical leave. I will transfer money from our salaries account to cover this. Luckily our part time employee that was hired this year was hired in April so I have some wiggle room in our salaries account. We have used 88% of our gas/electric account as of August. I called NIPSCO and they did a rate analysis for us and said we are on the most economical rate at this time. There is nothing they can do to reduce our bill. I will have to transfer funds into this account. We have used almost 50% of our aviation fuel budget. I am not worried about going over this budget this year. Our Airport Projects balance is \$94,720.21 but since we rolled the FY2017 Federal money we won't have a local match of \$26,649.84 so this is also available.

Fuel Sales: Overall, we sold 2114.2 gallons of 100LL for a total of \$11,448.41, 6719.2 gallons of Jet A for a total of \$17,679.74 and 160.4 gallons of Swift Fuel for a total of \$567.82 in August. We sold 177.9 gallons of self-service based 100LL, 1090.9 gallons of self-service transient 100LL, 2438.5 gallons of self-service based Jet A, 247.7 gallons of self-service transient Jet A and 160.4 gallons of transient self-service Swift Fuel last month. We sold 80.9 gallons of full service based Avgas and 764.5 gallons of full service transient Avgas. We sold 199 gallons of full service based Jet A and 3834 gallons of full service transient Jet A. Year to date we have sold 42,985.8 gallons of fuel for a total of \$127,941.73. **Our self-service Avgas fuel price is \$0.23 less than Porter County and La Porte and \$0.28 less than Knox. Our full service Avgas price is \$0.28 less than Porter County and \$0.33 less than La Porte. Our self-service Jet A price is \$0.05 more than Knox and our full service Jet A price is \$0.33 less than Porter County and La Porte. Our Swift fuel prices is \$0.05 less than La Porte.**

Airport Manager- Reported by Jessica Ward:

1. **Taxiway Crack Sealing:** Reece Seal Coating is finishing up the crack repair this week.
2. **Terminal Drywall Crack Repair/Painting:** I met with the interior decorator and picked new colors. They have us on the schedule for painting the week of September 25th.

3. **Skydive Student Incident:** A skydive student was injured this past Saturday. Emergency personnel responded. There were a few issues that I addressed with the Police and Fire Chief but overall went well.
4. **AI Conference:** The conference is at the Blue Chip Casino from October 10-12. FAA and INDOT have requested a CIP meeting on October 12, from 1pm to 1:45 pm.
5. **City Website Training/New Accounting System Training:** The city will be launching a new website in the coming months. There are 4 training sessions that I will need to attend to learn how to make updates to the new website once it is live. The city is also going to be using a new accounting software. I will be attending multiple sessions for this software as well that will go live this next month.

Airport Development- Reported by Corey Harper

1. **AIP 20- Improve Runway 2 RSA/RPZ- Remove US 20 (CatEx & Design) Part A:**
 - a. Approve FAA Partial Pay Request No. 6 on AIP 20 for Federal \$11,916.00, State \$529.60, Local \$794.40. **Motion to Approve:** Kirk Hunter **Second:** T.Y. Okosun. **Motion Approved.**
 - b. The environmental document is nearing completion and is on schedule to be submitted by October 1, 2017.
 - c. We are now at 950 operations which includes 2 new potential based jets.
 - d. The Airport Layout Plan update showing the project was submitted to Mike Brown on August 1, 2017.
2. **FY 2018 Funding Request:** Federal: \$4,213,767.60, State: \$234,098.20, Local: \$234,098.20, Total: \$4,681,964.00.
3. **Roadway Lowering Design Schedule:** Based on the local match schedule we can now determine the roadway lowering design schedule. The agreement previously had "To Be Determined." This schedule is very aggressive considering coordination with INDOT but can be done. **Motion to Approve Supplemental Agreement #1:** T.Y. Okosun. **Second:** Kirk Hunter. **Motion Approved.**
4. **Hangar Development by Skydive Windy City Update: Reported by Jessica Ward**
 - a. They finally have an occupancy permit.
 - b. Troy had a geo-thermal heating/cooling system installed in the hangar but didn't ask for board approval to bury the tubing behind his hangar. Troy understands he may need to lease the land behind his hangar that contains the tubing and apologized for having it installed without permission on airport property. T.Y. suggested the board wait to make a decision at the next meeting when Kirk is there to get his input as well. Charging Troy annually for a land lease for this land at half the rate was also discussed moving forward.
 - c. There was a skydive incident in the beginning of August that the airport didn't find out about from Troy, but rather from others in the community. The board would like Troy to submit an incident report to Jessica within 24 hours of any future incidents on or off the field.
 - d. T.Y. Okosun stated that it was brought to his attention that Troy used a right traffic pattern to land and there was a near miss with another aircraft also in the pattern. He stated that he spoke to Troy about the incident and Troy said that South Bend ATC vectored him to avoid traffic which is why he did a right traffic pattern. Jessica was asked to speak to Troy and request that he uses a left traffic pattern as depicted for this airport in the future.
5. **UST Repair Update:** We had a follow up conversation with ATC regarding the UST repair options. ATC clarified that Replacing the sumps would be their recommendation. They also clarified that they believe the remaining life in the USTs would be roughly 10 years, rather than the 3 years we assumed, before the tanks would need to be completely replaced with a new system. We also clarified that they are to solicit quotes based on specifications under their existing agreement. Given this information we would agree with ATC that the replacement option is the best course of action. After

some discussion during the UST Repair Update under the airport development report the board chose Selection #1: Replacing the UST sumps with new sumps and piping and installing at an increased elevation as the option for ATC to put a bid package together for.

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

Old Business:

- 1. Hangar Inspection Checklist:** After some discussion, Jessica will make a few changes as requested and will have checklist ready for the meeting next month.
- 2. MGC Rules and Regs Update:** Back when the Minimum Standards for Commercial Aeronautical Services were passed the same committee also worked on getting an updated rules and regs ready to go before the board as well. This has been on the back burner for some time and needs to be looked at and passed as well. The board members and Jessica said they would look over the proposed rules and regs and get a list of comments together for an upcoming meeting.
- 3. Past Skydive Operation Outstanding Invoices:** There was some discussion on failed past attempts to collect money owed from Skydive Horizonz for a total of \$16,630.62 as well as one invoice for a total of \$1,500.00 from Skydive Greater. **Motion to write off debt:** T.Y. Okosun **Second:** Kirk Hunter. **Motion Approved.**

New Business: None

Claims Docket: Amount: \$105,252.42

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

Correspondence: None

Public Comment: None

Adjournment: There being no further business, the meeting was adjourned at 7:20 pm.

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