

**Minutes of the October 4, 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: Paul Shaffer - BF&S, Bill Nelson- BOAC Attorney, Troy Church- Skydive Windy City Chicago, Dale Phillips- Airport Tenant

Minutes:

The minutes of the September 13, regular monthly meeting, were emailed.

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

Reports:

Financial- Reported by Greg Poulin:

Account Balances: The airport manager met with the council for the budget workshop and no changes were made at that meeting to our operating, fuel or capital budgets for 2019.

Fuel Sales: Overall, we sold 1,563.3 gallons of 100LL for a total of \$8,248.46, 3,806.9 gallons of Jet A for a total of \$13,716.98 and 400.2 gallons of Swift Fuel for a total of \$1,686.87 in September.

Airport Manager- Reported by Greg Poulin:

1. **Michigan City Police Department Short Course Training:** Officer Steve Alt requested that the police department use the aircraft ramp for a short course driver's training exercise at the end of October. It will take up approximately half of our aircraft ramp. The airport manager will issue a NOTAM for northern half of the ramp and north access points closed. **After some discussion, Motion to Approve One Time Usage Making Sure to Yield to FAA Usage:** T.Y. Okosun **Second:** Kirk Hunter **Motion Approved.**

Airport Development- Reported by Paul Shaffer:

1. **Improve Runway 2 RSA/RPZ:**
 - a. The ALP with the updated obstruction data has been submitted back to the FAA electronically. The ALP and RPZ study will be the subject of our next face to face.
 - b. Tom Larson is working on a second option to the Tonn & Blank Easement appraisals per our request. We expect to have this back for the November meeting.
 - c. Scoping of the water and sanitary sewers is ongoing. We have requested to have new planning numbers developed by the end of the year, so the revised CIP can reflect the increase in utility costs.
 - d. We are waiting to submit Partial Pay Request 1 on AIP 21 until the meeting with the City Controller's office can be scheduled.
2. **Meeting with FAA Chicago ADO:** The face to face meeting at the FAA Chicago ADO has been scheduled for November 1, 2018 at 11am.
3. **UST Repair Update:** ATC has applied for the environmental permitting for the water removal and discharge and that permit was approved. ATC is preparing a schedule for the project which we should

receive soon. ATC has completed the application for the state permit and we are waiting to receive approval. The special order/longer lead time materials have been ordered and should be ready for late October start time. ATC should attend the next meeting.

4. Skydive Update: Reported by Troy Church

- a. Troy Church received estimates back for a 5 ft. and 6 ft. fence as requested by the BOAC. Both exceeded 15% of the current proposal so the 4 ft. fence was ordered and should be installed in the next 45 days.
- b. Discussion about a possible 500-gallon double wall tank ensued. After some discussion the board agreed that Troy having his own tank that the airport would fill weekly would be in his best interest and there were no objections to the 500-gallon size.

Old Business:

1. **Concrete Patch Proposal for Repair Work Near Two Drain Locations:** Dale Phillips, the tenant responsible for the repair of the concrete around the two drainage structures, disagreed that the repair work was his responsibility. Discussion ensued.

Motion to Pay Half of the Ramp Repair, \$2,760.00: Kirk Hunter **Second:** T.Y. Okosun
Motion Approved.

New Business: None.

Claims Docket: Amount: \$67,863.82

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

Correspondence:

None.

Public Comment:

None.

Adjournment: There being no further business, the meeting was adjourned at 7:06 pm.

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