

**Minutes of the October 8, 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: David Miller, Doug Buell, and Kirk Hunter. **A quorum was present.**

Members Absent: Greg Poulin

Others Present: Jessica Ward- Airport Manager, Bill Nelson- BOAC Attorney, Joe Doyle- Council Liaison

Minutes: The minutes of the September 10, regular monthly meeting, were emailed.

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

Financial Reports:

The October financial reports were summarized by Jessica Ward.

Account Balances: Our current account balances are in front of you. I requested a transfer into our legal account to cover our last legal bill. As I said before I will transfer what is needed each month to cover that month's bill after I receive it. After paying our NIPSCO bill we only have \$228.91 in our account. I will be requesting a transfer of \$2,000.00 from our Equipment Repairs account which should cover the rest of this year.

Fuel Sales: Overall, we sold 4901.3 gallons of 100LL for a total of \$18,565.19 and 5711.3 gallons of Jet A for a total of \$14,571.64 in September. We sold 888.3 gallons of self-service based 100LL and 3322.3 gallons of self-service transient 100LL last month. We sold 232.3 gallons of self-service transient Jet A as well. We sold 248.8 gallons of full service based Avgas and 441.9 gallons of full service transient Avgas. We sold 1788 gallons of full service based Jet A and 3691 gallons of full service transient Jet A. Year to date we have sold 65,927.4 gallons of fuel for a total of \$220,515.77, which puts us at a 34% increase in gallons sold year to date over last year. Our self-service Avgas fuel price is \$0.63 less than Porter County and LaPorte and \$0.13 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 \$1.14 less than Porter County, \$0.98 less than La Porte, and the same as Knox.

Airport Manager Report:

The airport manager report was given by Jessica Ward.

1. **AAI Conference:** At this time I will only be attending the CIP meeting at the conference due to our budget constraints. Bill Nelson then offered for his office to pay for my attendance at the conference.
2. **CIP Meeting w/ State and FAA:** The CIP meeting will be a week from today at Swan Lake in Plymouth from 1:30 to 2:15 CT. At 12pm central time Paul would like to meet to run through the talking points prior to the meeting at Swan Lake. He will be bringing a display board to illustrate the US 20/35 lowering. The CIP meeting agenda is included in your packets.
3. **Family Advocates Event:** The Family Advocates Wine Tasting Fundraising Event will be here in the maintenance hangar on Friday, October 16, from 6 to 9 pm. This will be the first community event we have ever held here at the airport besides our annual fly in/drive in pancake breakfasts. We are very excited about this event and a lot of work has gone into it.

Airport Development Report:

The Airport Development Report was given by Jessica Ward.

1. **AIP 18- Wildlife Fence Phase 2:** The contractor performed the final mowing. Jason Clearwaters from BF&S came out to inspect the buried fence on both phases of the project and also repaired the buried fence on the northwest corner of the airport that a coyote had dug under. The 1 year warranty inspection will be scheduled for June, 2016.
2. **Runway Protection Zone Study/North End Tree Trimming:** AIP 19 grant has been awarded. A kick off meeting will be scheduled soon with TreeMann at the airport to start the tree trimming project. The federal fiscal year made INDOT's schedule too busy to meet by the end of September with Sheeree Wilson to discuss the RPZ study. A meeting will be scheduled as soon as possible.
 - a. **Motion to Approve Notice of Award to TreeMann for AIP 19 Runway 20 Obstruction Removal:** Kirk Hunter **Second:** Doug Buell **Motion Approved.**
 - b. **Motion to Approve Construction Contract with the TreeMann for AIP 19 Runway 20 Obstruction Removal After a Recommendation by Bill Nelson:** Kirk Hunter **Second:** Doug Buell **Motion Approved.**
 - c. **Motion to Approve Partial Pay Request #1 for AIP 19- Federal \$58,417.00, State \$3,245.00, Local \$3,246.40:** Doug Buell **Second:** Kirk Hunter **Motion Approved.**
3. **Spotlight in Washington Park:** A letter was written by Paul Shaffer regarding the spotlight in Washington Park.
4. **Zoning Petition Check for 6488 Meer Rd, Michigan City IN:** BF&S completed a zoning petition check for the above property which is roughly 1450 feet southeast of the midpoint of the runway. While the petition for the modular home does not create a height restriction concern it does fall within the noise sensitive use area as defined by the state statute. BF&S stated the petitioner should complete the INDOT Form 101, Application for Construction within a Noise Sensitive Area.

Old Business:

1. **Sale of Hangar A5-1:** Bill Nelson addressed the board regarding 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. He recommended the execution of an assignment agreement whereby the BOAC would legally assign its rights and interests in the purchase agreement with the current owner (Pall Filter Specialists) directly to the final owner, PAW Aviation, LLC. **Motion to Adopt Resolution 2015-10-01 to Approve Assignment of Agreement of Purchase and Sale:** Kirk Hunter **Second:** Doug Buell **Motion Approved.**

New Business:

1. **Sale of Hangar A4-3:** Manager Jessica Ward received a letter from Nicholas Griswold addressed to the BOAC stating he has an agreement to sell his hangar to Dale Phillips for \$35,000.00. The board was not interested in purchasing this hangar. **Motion to Not Exercise Their Right of First Refusal as well as Require that the New Owner Execute a New Land Lease with the BOAC upon Closing:** Doug Buell **Second:** Kirk Hunter **Motion Approved.**

Claims Docket: Amount: \$55,005.51

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

Correspondence: None

Public Comment: Joe Doyle thanked Bill Nelson for sending airport manager Jessica Ward to the AAI conference.

Adjournment: There being no further business, the meeting was adjourned at 6:41 pm.

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