

**Minutes of the October 20, 2009 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: Tom Ringo, Paul Sammann **A quorum was present.**

Members Absent: David Miller, Greg Poulin

Others Present: Jessica Groff- Airport Manager, Bill Steele, RW Armstrong, 2 Reps from Serenity Springs

Minutes: The minutes of the September 8, regular monthly meeting were read with no corrections noted. **Motion to approve:** Paul Sammann **Second:** Tom Ringo **Motion Approved.**

Reports:

Finance: The September 2009 operations and financial reports were summarized by Jessica Groff. The airport is still running under our overall projected budget this year by \$30,000.00. Much of this dollar amount is due to short staffing. \$1,000 was transferred from our Gasoline account; \$400 of which went into Household Supplies and \$600 of which went into our Equipment Repair account. I also transferred \$800 from our Contractual Services account; \$400 of which went into our Equipment Maintenance account and \$400 of which went into our Building Maintenance account. Lastly, \$5,400 was transferred from our Salaries account into our Unemployment account.

Fuel Sales: We were up 20% overall in our Jet A sales and up 41% overall in our avgas sales compared to September, 2008. Our based Avgas sales were down 100 gallons from September, 2008 and our based Jet A sales were up 344 gallons. Our transient Avgas sales were also up for the month by almost 1500 gallons. Our transient Jet A sales were up 364 gallons.

We had tremendous self service Avgas sales again last month. We sold 1029.7 gallons of Avgas. This is only 127 gallons less than self service sales from August.

Our fuel prices for both Avgas and Jet A are the lowest in the area. Avgas is \$3.76 and Jet A is \$3.10 at our airport, which is the lowest in the area by .08 cents and .49 cents, respectively.

Airport Manager:

1. **New Invoicing System:** I created a new monthly fuel sales spreadsheet which complements our new invoicing system. The new accounts receivable module is in full swing at the airport and all employees are fully comfortable with the new system. The tenants are now acquainted with our new invoices as well.
2. **AAI Conference:** The conference was excellent this year. The food was great and the programs and discussions were very informative. The GA roundtable discussion was excellent. They spoke about updating minimum standards and enhancing airport revenue.
3. **Final Billing for J. Shoffner:** We received a bill for another partial payment for J. Shoffner. There are only a couple more open items. The amount left for final payment is \$500.00.

Airport Development:

1. **Terminal As-builts:** Fanning Howey is creating an electronic version of our terminal as-built drawings. The contract has been signed and submitted by the BOAC. INDOT would like the copy of the As Built Drawings submitted to them electronically before AIP Grant 11 can be closed out.

2. **Tree Obstructions:** The 3 trees on the south end of the runway are now marked and will be removed as soon as the ground freezes. The tree project on the North end per INDOT has been almost completed. All trees are down and cleanup has been started. The second group of trees on the North end of the runway is marked as well and a CATEX is pending for this project.
3. **Runway Project:** Bill Steele, RW Armstrong discussed the Joint Repair Project which is almost complete. Painting has been delayed due to rain.
4. **CIP Meeting w/ FAA & INDOT:** Our CIP meeting was held at the AAI conference. We discussed the tree projects, and the runway project. We also discussed grants pending for future projects.

Old Business:

None

New Business:

None

Claims Docket: Amount: \$83,312.29

Motion: Paul Sammann **Second:** Tom Ringo **Motion Approved.**

Public Comment: A rep. from Serenity Springs was wondering if the BOAC would be interested in a co-op for a commercial in the Chicago land area. Tom Ringo expressed that the BOAC would consider the offer if all pertinent information is presented at a future board meeting.

Correspondence:

None

Adjournment: There being no further business, the meeting was adjourned at 6:37 P.M.