

**Minutes of the October 9, 2014 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, David Miller, Doug Buell. **A quorum was present.**

**Members Absent:** Kirk Hunter

**Others Present:** Jessica Ward- Airport Manager, Paul Schaffer- BF&S

**Minutes:**

1. The minutes of the September 11, regular monthly meeting, were emailed.

**Motion to approve:** David Miller **Second:** Doug Buell **Motion Approved.**

2. The minutes of the September 30, special meeting, were emailed.

**Motion to approve:** David Miller **Second:** Doug Buell **Motion Approved.**

**Reports:**

The September financial reports were summarized by Jessica Ward.

**Account Balances:** Our current account balances are in front of you. As you can see at the bottom of the sheet I had requested two transfers of funds in the last month. These were both in the third set of accounts to pay NIPSCO, travel expenses to DeKalb to look at the bi-directional tractor, and mail our grant back to the FAA overnight. I will continue to have to move money around in that third set of accounts to cover bills through the rest of the year. We should make it until the end of the year without needing a major transfer as long as we don't have any major equipment repairs. I will also be transferring money into our household account to cover paper towels, coffee, cleaning supplies, etc. before the end of the year. We have used just shy of 74% of our operating budget so far which leaves us under our total projected budget.

**Fuel Sales** Overall, we sold 2383.1 gallons of 100LL for a total of \$14,356.43 and 1802 gallons of Jet A for a total of \$7,296.52 in September. We sold 189.3 gallons of self-service based 100LL, and 1350 gallons of self-service transient 100LL last month. We sold 443.4 gallons of full service based 100LL and 400.4 gallons of full service transient Avgas. We sold 337 gallons of full service based Jet A and 1465 gallons of full service transient Jet A. Year to date we have sold 49,042.9 gallons of fuel for a total of \$213,310.41. Our total Jet A fuel sales are down 19% over last year while our total 100LL sales are up 9% over last year. Our self-service Avgas fuel price is \$0.35 less than Porter County and \$0.06 more than Knox. Our full service Avgas price is \$0.45 less than Porter County and \$0.44 less than La Porte. Our Jet A price is \$0.74 less than Porter County, \$0.73 less than La Porte, and \$0.04 more than Knox.

**Airport Manager:**

1. **Bi-Directional Tractor Arrival Update:** Tractor is secured. Waiting on a truck to go up and get it. Should have the tractor within the next week to 10 days. Blower has been ordered. They are working on the brackets to get our current plow mounted on the new tractor.

2. **Request for Proposals- Skydiving Operator:** I have a copy of the Request for Proposals document that I emailed out to all skydiving operations in the Midwest in your packet. The proposals are due on Friday, November 7 which is the week prior to the board meeting. I had a call from Skydive Chicago asking for a copy of our minimum standards and asked what we were expecting out of an operation for the upcoming season. I have already received a proposal from Skydive Greater Kankakee and will look through the proposal to make sure they didn't miss any of the proposal requirements. I had originally sent out the email to the USPA asking if they would publish it in their magazine for us but they declined stating the airport is already a USPA recognized drop zone for Skydive Greater Michigan City and that they were instead interested in

this business being operational. I called and spoke with their director of government relations giving him the airport's side of the story, insisting we were also interested in Skydive Greater Michigan City becoming operational but instead had to cancel their lease due to problems they had amongst themselves which they couldn't work out.

**Airport Development:**

1. **AIP 15- Terminal Layout for ALP:** BF&S and Michael Brown- planner for the FAA, have been working out final details for the terminal layout.
2. **AIP 17- Wildlife Fence**
  - a. Approve Progress Estimate No. 6 to pay Future Fence \$18,990.81.  
**Motion:** David Miller **Second:** Doug Buell **Motion Approved.**
  - b. Approve FAA AIP-17 Partial Pay Request No. 7 for Federal \$18,673.00 State \$518.69  
**Motion:** David Miller **Second:** Doug Buell **Motion Approved.**
3. **AIP 18- Wildlife Fence Phase 2**
  - a. Approve FAA AIP-18 Partial Pay Request No. 1 for Federal \$69,594.00 State PO Pending.  
**Motion:** Greg Poulin **Second:** David Miller **Motion Approved.**
  - b. Approve the construction contract with Nationwide Construction and inspection work order with BF&S for the fence project phase 2.  
**Motion:** David Miller **Second:** Doug Buell **Motion Approved.**

**Old Business:**

1. **Leaking Tank Sump Repair:** Still waiting on other estimates.

**New Business:**

1. Phillips Request to Extend Lease for T-Hangars:  
**Motion:** Greg Poulin **Second:** David Miller **Motion Approved.**
2. National Realty Corporation Request to Extend Lease for A5-9  
**Motion:** Greg Poulin **Second:** David Miller **Motion Approved.**
3. 2015 La Porte County Visitors Guide Advertisement: Color Copy Ad & Listing \$470  
**Motion:** Greg Poulin **Second:** Doug Buell **Motion Approved.**

**Claims Docket: Amount:** \$35,620.62

**Motion:** David Miller **Second:** Doug Buell **Motion Approved.**

**Correspondence:** None

**Public Comment:** None

**Adjournment:** There being no further business, the meeting was adjourned at 6:50 pm.

**Motion:** David Miller **Second:** Doug Buell **Motion Approved.**