

**Minutes of the October 12, 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, Doug Buell, T.Y. Okosun. **A quorum was present.**

**Members Absent:** None

**Others Present:** Jessica Ward- Airport Manager

**Minutes:**

1. The minutes of the September 14, regular monthly meeting, were emailed.

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

**Reports:**

**Financial- Reported by Jessica Ward:**

**Account Balances:** A request will be made for all transfers of funds in our budget before our next meeting. We have used 94% of our gas/electric account as of October, which leaves us a balance of \$645.39. We will likely spend about \$1,400 in the next 2 months if seasonally warm like last year. Our Airport Projects balance is \$94,239.05.

**Fuel Sales:** Overall, we sold 4149.8 gallons of 100LL for a total of \$11,216.10, 6,892.6 gallons of Jet A for a total of \$9,396.24 and 362.7 gallons of Swift Fuel for a total of \$1,278.01 in September. We sold 390.7 gallons of self-service based 100LL, 1,685.3 gallons of self-service transient 100LL, 2,442.3 gallons of self-service based Jet A, 29.3 gallons of self-service transient Jet A, 118.7 gallons of based self-service swift fuel and 244 gallons of transient self-service Swift Fuel last month. We sold 123.1 gallons of full service based Avgas and 1950.7 gallons of full service transient Avgas. We sold 89 gallons of full service based Jet A and 4,332 gallons of full service transient Jet A. Year to date we have sold 54,411.9 gallons of fuel for a total of \$149,832.08. Our self-service Avgas fuel price is \$0.01 more than Porter County and La Porte and \$0.04 less than Knox. Our full service Avgas price is \$0.09 less than Porter County and \$0.04 less than La Porte. Our self-service Jet A price is \$0.19 more than Knox and our full service Jet A price is \$0.08 less than Porter County and La Porte. Our Swift fuel prices is \$0.23 less than Laporte.

**Airport Manager- Reported by Jessica Ward:**

1. Taxiway Crack Sealing: Reece Seal Coating finished up the taxiway crack repair project on Monday of this week.
2. Terminal Drywall Crack Repair/Painting: Painting is about half way finished in the terminal building. They will finish the door and window frames, vestibule, breakroom and bathrooms by tomorrow evening. They will then come back to the airport next Wednesday through Friday to finish the manager office and touch up the rest of the building as needed. Half of their total invoice is on this claims docket and the other half will be on next month's docket.
3. AI Conference: The conference ended today with our CIP meeting, which went well. Next year the conference will be in Evansville.

4. **New Accounting System Training:** The new accounting system the city is using by Tyler Technologies is now live. The controller's office is working out the bugs, which will take months. Currently the airport employees are using a paper invoicing system and the manager is inputting all accounts receivable into the new software until she is comfortable that most bugs have been worked out and can get a training manual done for our airport accounts receivable for other airport employees to follow. She anticipates employee training on the system to be completed by the end of the year.
5. **Kubota UTV Mechanical Issues:** The Kubota UTV was having mechanical issues. Rigg's came and picked it up. Found out the transmission went out. The manager from Rigg's called Rudy and told him there was no way with only 400 hours on it the transmission should have went out so the manager is going to call Kubota to find out what they will do about it.
6. **Terminal Landscaping Improvements:** To cut down on contractual services this year we took care of the landscaping around the terminal building in house, and in doing so have found ways to cut down on our annual landscaping labor with some landscaping improvements around the terminal building. The spirea south of the picnic tables will be removed and dwarf fountain grasses will be planted in their place because a couple of the spirea aren't doing well there making that area unattractive. Two burning bushes will be planted on the northwest side of the terminal building and ornamental grasses planted on the west side of the building around the air conditioner unit. That area will then be mowed instead of mulched to cut down on annual landscaping labor.

#### **Airport Development- Reported by Jessica Ward**

1. **AIP 20- Improve Runway 2 RSA/RPZ- Remove US 20 (CatEx & Design) Part A:**
  - a. The completed environmental document and the runway length justification were submitted on September 28, 2017 to the FAA..
  - b. We are now have more than 975 operations which includes 2 new potential based jets.
2. **Meeting with Mayor for Additional Appropriation Request:** The meeting with the Mayor to ask for the local match for the entire project of \$440,000 went well. The ordinance was on first reading October 3, and a workshop was held October 4 at the airport terminal building. We anticipate 2<sup>nd</sup> and 3<sup>rd</sup> readings on October 17, 2017.
3. **Skydive Windy City Update:** There was discussion about a fair land lease rent to charge for the land that houses the geothermal heating system that Troy Church had installed for his hangar.  
**Motion to charge a land lease rent rate for the land housing the geothermal piping each year at half the rate of his land lease rent for his building: Kirk Hunter Second: Doug Buell. Motion Approved.**
4. **UST Repair Update:** The airport manager called ATC to let them know the board would like a bid package put together for replacing the UST sumps with new sumps and piping and installing at an increased elevation. They will put the packaged together and send it to Paul and Jessica to review before submitting it to contractors.

#### **Old Business:**

1. **Hangar Inspection Checklist/ Inspection Resolution:** After some discussion, Jessica will modify the resolution with terms of the lease. **Motion to Approve Hangar Inspection Checklist/ Inspection Resolution: Doug Buell Second: Kirk Hunter Motion Approved.**

#### **New Business:**

**1. Dead/Fallen Tree Removal at Airport:** Amanda Glanz, City Forester invited quotes for removing a fallen willow tree and two other dead trees on the west side of the terminal building, one that has already fallen and another that poses risk to cars in the parking lot if it falls. We received three estimates. The low from Green Leaves Tree Service for \$1,100. This will come out of our airport improvements account. **Motion to Approve:** T.Y. Okosun  
**Second:** Kirk Hunter **Motion Approved.**

**Claims Docket: Amount:** \$86,935.22

**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 6:50 pm.

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