

**Minutes of the October 18, 2012 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, Mike Shebel, David Miller. **A quorum was present.**

Members Absent: Kirk Hunter

Others Present: Jessica Ward- Airport Manager, Karla Price- RW Armstrong

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

Motion to approve: David Miller **Second:** Mike Shebel **Motion Approved.**

The minutes of the September 24, special meeting, were emailed.

Motion to approve: David Miller **Second:** Mike Shebel **Motion Approved.**

Manager Reports:

The September financial reports were summarized by Jessica Ward.

Account Balances: We are going to come out close to even in our first set of salary accounts. I will need to transfer money into our overtime account to cover the two remaining holidays that are going to come out of this year's budget, which include Veteran's Day and the Day after Thanksgiving. I possibly may need to transfer funds into our telephone account depending on our long distance bill for the next couple of months. That is the only bill that varies in that account. I am starting to think about which items we will need to appropriate money for before the end of the year. I know we will need to purchase a backpack blower.

We currently have \$59,678.06 in our Aviation Fuel account. This will be enough for a full load each as needed of Avgas and Jet A before the end of the year.

Since we did not receive a grant for the fence project, we have enough money to add on the executive hangar taxiway to the resurfacing project that starts on Monday. The total cost of adding on the executive hangar taxiway is \$22,275.00. They will repair and resurface the older part of this taxiway and will also patch around both of the sewer grates on this taxiway again.

Motion to Approve the Additional Taxiway: David Miller. **Second:** Mike Shebel. **Motion Approved.**

The total cost for this resurfacing project will be \$95,680.00. This will leave us with \$24,968.00 to spend on other capital needs this year.

Fuel Sales: Compared to September 2011, overall, our Jet A sales were up 4% and our 100LL sales were down 33%. Our self service fuel sales were down 200 gallons for both based and transient traffic from September last year. Our transient Jet A sales were up over 850 gallons from September last year while our transient Avgas truck sales were down 170 gallons. Our based Jet A sales were down 750 gallons from last September while our Based Avgas truck sales were down 379 gallons. Our self service Avgas fuel price is \$0.39 more than Knox. Our full service Avgas price is \$0.05 less than Porter County and \$0.03 less than LaPorte. Our Jet A price is \$0.63 less than LaPorte, and Porter County airports and \$0.52 more than Knox. Our 2012 year to date total gallons sold are currently 24% higher than they were last year at this time.

Airport Manager:

- 1. AAI Conference:** The annual AAI Conference was last Tuesday through Friday. There were many great speakers and workshops. The one I enjoyed the most was learning to create a marketing plan for your airport. This speaker came all the way from Kramer

Aerotek, INC, in Boulder CO. We also had a CIP meeting with the FAA and INDOT this past Friday. We mainly discussed our potential runway extension. They also had a pre-draft copy of our CIP report that was just finished at the beginning of this past week as well. It showed a couple of sections on our taxiways which were in poor condition. This includes sections that are getting repaired in the spring per our AIP 16 grant and the executive hangar taxiway that will get resurfaced this coming Monday and Tuesday. Mike Shebel attended the break out session for new board members last Wednesday and our airport attorney, Jeff Thorne, attended the CLE Breakout Session for airport attorneys on Thursday. At this time Greg spoke about elements of the CIP meeting for Mike's benefit since he wasn't able to attend the CIP meeting.

2. **Airport Signs:** The signs were installed two weeks ago. I took lots of pictures and it took about four hours total to install both signs. I asked both DeLau and Lakeshore Landscaping to come out here this week to look at landscaping options those signs. I haven't received those estimates yet.
3. **Power Tug:** We had a power tug donated to the airport, by Christoph Schenk. I have a copy of the overview of the specific model we have. Selling it was discussed, due to liability concerns with using it.
4. **Hangar Fence Line Tree Trimming:** Frank, the City Forester, came out to look at the trees behind our executive hangars on the north side of the executive hangar taxiway. They are starting to close in on the hangars. I asked him to clear the trees only if we didn't get the fence grant and he agreed that he could do that for us. The tree trimming hasn't been scheduled yet.

Airport Development:

1. **Environmental Assessment for Maintenance of Runway 20 Approaches (AIP-12):** The draft plan was submitted to the FAA on May 10, 2012. The FAA will review it by the end of the year.
2. **AIP 14:** This grant has been closed out.
3. **AIP 15:** The only items not completed as part of this grant are the elements of the terminal area sheet and status of south end once fencing is installed.
4. **AIP 16 Project:** The grant was received for the taxiway/apron project but due to weather concerns Rieth Riley asked that they begin the project next spring.
5. **AIP 17 Project:** No grant funds were available for the fence project. We have received a commitment from the low bidder that they will evaluate their bid prices every 60 days and if they are still willing to hold their bids will send a letter agreeing to that. If a grant is received in 2013 the board will have the option to accept their bid (if still agreeing to hold prices) or rebid the project. Karla believes that the FAA has this project on their list for FY 2013.

Old Business:

1. None

New Business:

1. Greg requested we have a committee meeting to discuss all aspects of the runway extension; past, present and future.

Claims Docket: **Amount:** \$50,587.21
Motion: David Miller **Second:** Mike Shebel **Motion Approved.**

Correspondence: None

Public Comment: None

Adjournment: There being no further business, the meeting was adjourned at 7:10 P.M.
Motion: David Miller **Second:** Mike Shebel **Motion Approved.**