

**Minutes of the November 8, 2018 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, Doug Buell, T.Y. Okosun. **A quorum was present.**

**Members Absent:** Kirk Hunter

**Others Present:** Jessica Ward- Airport Manager, John Feister- BF&S, Gene Simmons- Council Liaison

**Minutes:**

The minutes of the October 4, regular monthly meeting, were emailed.

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

**Reports:**

**Financial- Reported by Jessica Ward:**

**Account Balances:** A council resolution will be needed to transfer approximately \$1,000.00 from the airport's services accounts to salary accounts before the end of the year to cover employee payroll.

**Fuel Sales:** Overall, we sold 1,157.3 gallons of 100LL for a total of \$6,302.22, 4,117.8 gallons of Jet A for a total of \$13,512.81 and 54.1 gallons of Swift Fuel for a total of \$227.77 in October.

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

1. **Capital Encumbrances:** The airport manager received quotes for remodeling the airport terminal building to include an afterhours pilot lounge, and to build a pole bard style maintenance facility north of the hangar section. After discussion, the airport manager will email a list of all capital needs that have been discussed in the last couple of years but not funded to the board for discussion at the December BOAC meeting.

**Airport Development- Reported by John Feister and Jessica Ward**

**1. Improve Runway 2 RSA/RPZ:**

- a. The RPZ revisions are complete and submitted. The ALP submission with the revised obstruction data is complete and submitted. The environmental document will now be revised and submitted.
  - b. Tom Larson is working on a second option to the Tonn & Blank Easement appraisals per our request. The cost is \$1,175.00. **Motion to Amend the Not to Exceed Amount of \$1000.00 originally set at the September BOAC meeting to \$1,175.00:** Doug Buell **Second:** T.Y. Okosun **Motion Approved.**
  - c. Scoping of the water and sanitary sewers is ongoing. We have requested to have new planning numbers developed by the end of the year, so the revised CIP can reflect the increase in utility costs.
  - d. **Motion to Approve AIP-21 Partial Pay Request #1, Federal \$238,213, Local \$26,469.21:** T.Y. Okosun **Second:** Doug Buell **Motion Approved.**
2. **Meeting with FAA Chicago ADO:** The face to face meeting was held at the FAA Chicago ADO on November 1, 2018 at 11am. A meeting summary was discussed.
  3. **Motion to Approve the Fiscal Year 2018 Annual Federal Financial Report:** Doug Buell **Second:** T.Y. Okosun **Motion Approved.**
  4. **UST Repair Project Update:** Project has begun. Self Service fuel is out of service until November 28, 2018 at which time the project should be completed.

**5. Skydive Operation Update:**

- a. Skydive season ended October 31, 2018.
- b. Fence is up around skydive operations area.
- c. Food truck will not be back next year.
- d. NIPSCO would like to put a transformer box east of the skydive aircraft turn around area. After some discussion, the BOAC is not agreeable to that location and want it closer to the skydive operations fencing on the south east side of the building.

**Old Business: None.**

**New Business: None.**

**Claims Docket: Amount: \$53,088.50**

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

**Correspondence:**

None.

**Public Comment:**

None.

**Adjournment:** There being no further business, the meeting was adjourned at 6:55 pm.

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