

**Minutes of the November 9, 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, T.Y. Okosun. **A quorum was present.**

Members Absent: Doug Buell

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

Minutes:

1. The minutes of the October 12, regular monthly meeting, were emailed.

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

Reports:

Financial- Reported by Jessica Ward:

Account Balances: The airport manager requested all transfers of funds to cover negative account balances. The capital airport projects account has a balance of \$92,859.05. There was discussion on what items to purchase with this account.

Fuel Sales: Overall, we sold 1543.8 gallons of 100LL for a total of \$6,124.94, 3474 gallons of Jet A for a total of \$9,819.09 and 135.4 gallons of Swift Fuel for a total of \$440.17 in October. We sold 311.4 gallons of self-service based 100LL, 685.8 gallons of self-service transient 100LL, 979.9 gallons of self-service based Jet A, 376.1 gallons of self-service transient Jet A, 27.6 gallons of based self-service swift fuel and 107.8 gallons of transient self-service Swift Fuel last month. We sold 268.1 gallons of full service based Avgas and 278.5 gallons of full service transient Avgas. We sold 858 gallons of full service based Jet A and 1260 gallons of full service transient Jet A. Year to date we have sold 59,565.1 gallons of fuel for a total of \$166,216.28. Our self-service Avgas fuel price is \$0.16 less than Porter County and \$0.06 less than La Porte and \$0.04 less than Knox. Our full service Avgas price is \$0.26 less than Porter County and \$0.11 less than La Porte. Our self-service Jet A price is \$0.19 more than Knox and our full service Jet A price is \$0.22 less than Porter County and \$0.33 less than La Porte. Our Swift fuel prices is \$0.15 less than La Porte.

Airport Manager- Reported by Jessica Ward:

1. Kubota UTV Mechanical Issues/Repair & Replace Estimates: The Kubota UTV was having mechanical issues. Riggs stated that Kubota was willing to pay \$1,500. 00 towards repairs. The cost to the airport to repair the Kubota was \$3,632.73. The airport also received an estimate to replace the Kubota with a new one with cab enclosure for \$11,004.18. There was discussion on these items. **Motion to Approve Purchasing a New Kubota with Cab Enclosure for \$11,004.18:** Kirk Hunter **Second:** T.Y. Okosun. **Motion Approved.**
2. Airport Safety Training for MCFD: All Michigan City Fire Department Personnel came out to the airport for safety training. The sessions were an hour and a half long and covered skydiving incidents and expectations, and an FAA PowerPoint presentation for first responders.

3. Legislative Luncheon: The LaPorte county airports legislative luncheon will be held at the Michigan City Municipal Airport on December 1, at noon. Patrick's Grille will cater the luncheon. The LaPorte County legislators are invited as well as representatives from both Michigan City and LaPorte airports.
4. Airport Entry Gate: There was a couple of instances recently that a gentleman approached airport staff and tenants asking suspicious questions about aircraft, etc. at the airport that were reported to the GA Secure staff by Jessica Ward. She then instructed airport staff that the entry gate was to stay closed until further notice because of said instances. After some discussion the BOAC agreed that the airport gate should stay closed until further notice.

Airport Development- Reported by Jessica Ward

1. **AIP 20- Improve Runway 2 RSA/RPZ- Remove US 20 (CatEx & Design) Part A:**
 - a. The council passed the additional appropriation ordinance for \$444,164.00 on October 17, 2017 for additional geotech and design work for the lowering of HWY 20.
 - b. A project progress meeting was held on October 19, 2017 with INDOT.
 - c. Jessica Ward notified Tonn and Blank that geotechnical work will begin. A follow up meeting will be scheduled to discuss land acquisition options.
2. **UST Repair Update:** ATC will distribute the request for quotes by the end of this month. The specification will be provided to a minimum of three UST contractors for review, comment and quote. ATC will then coordinate with Paul and Jessica and get the recommendation put together for the BOAC's approval at the December meeting. A schedule for the construction can then be put together following the approval.
3. **Miscellaneous:**
 - a. Federal Financial Report SF425: **Motion to execute the annual Federal Financial Report SF425 for the FAA: T.Y. Okosun Second: Kirk Hunter Motion Approved.**
 - b. The CIP meeting on October 12, 2017 went as planned. BF&S is working with the FAA to get the planning documents and environmental approved to receive discretionary funds in FY 2018.
 - c. Neal Bennett with BF&S is scheduled to do a wetland investigation for the parking lot expansion area on Wednesday, November 8.
 - d. Annual Update of the 5-year CIP is underway. A draft was included for the BOAC review.

Old Business:

1. **None.**

New Business:

1. **PPE Requirements for Mowing:** T.Y. Okosun suggested that the airport have a policy requiring employees to wear nasal, ear and eye protection when mowing. After much discussion employees will be highly encouraged to wear a mask to protect against debris, pollen and pulmonary distress, while the requirement to wear eye and ear protection will continue to be required.
2. **Basketball Hoop Complaint:** T.Y. received a verbal complaint from an airport tenant requesting the BOAC ask another airport tenant to remove a basketball hoop that was installed in front of their hangar. After some discussion the BOAC asked Jessica Ward to request the basketball hoop be removed.

Claims Docket: Amount: \$25,733.24

Motion: Kirk Hunter Second: T.Y. Okosun Motion Approved.

Correspondence:

1. Mr. Mike Shebel sent a news article to Jessica Ward that he saw in The Villages Daily Sun newspaper in Florida that had an article about the proposed runway extension here at Michigan City Municipal Airport.

Public Comment:

1. T.Y. Okosun suggested that the board members, airport employees and their families have a Christmas Party together this year.

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

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