

**Minutes of the November 10, 2016 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, Kirk Hunter. **A quorum was present.**

Members Absent: None

Others Present: Jessica Ward- Airport Manager, Paul Schaffer- BF&S, Chris Schwanke- Council Liaison

Minutes:

1. The minutes of the October 13, regular monthly meeting, were emailed.

Motion to approve: Doug Buell **Second:** Kirk Hunter **Motion Approved.**

Reports:

Financial Reports- Summarized by Jessica Ward:

Account Balances: Our current account balances are in front of you. We are over our monthly projected budget in a couple of accounts, which include, Building Supplies/Material and Contractual Services. I listed the transfers I have made at the bottom of this report. I will need to make more next month.

Fuel Sales: Overall, we sold 3,073.5 gallons of 100LL for a total of \$9,671.76 and 1,041.2 gallons of Jet A for a total of \$2,477.44 in October. We sold 719.9 gallons of self-service based 100LL, and 1864.4 gallons of self-service transient 100LL last month. We also sold 39.2 gallons of self-service transient Jet A. We sold 112.3 gallons of full service based Avgas and 376.9 gallons of full service transient Avgas. We sold 429 gallons of full service based Jet A and 573 gallons of full service transient Jet A. Year to date we have sold 56,015.9 gallons of fuel for a total of \$167,583.87. Our self-service Avgas fuel price is \$0.36 less than Porter County and \$0.22 less than LaPorte and \$0.12 less than Knox. Our full service Avgas price is \$0.46 less than Porter County and \$0.27 less than La Porte. Our Jet A price is \$0.30 less than Porter County, \$0.30 less than La Porte, and \$0.32 more than Knox.

Airport Manager Report-Summarized by Jessica Ward:

1. **Boy Scout Merit Badge Meeting:** We hosted a Young Eagles Event for 21 boy scouts who are going for their aviation merit badges this past Saturday. We couldn't have asked for a more beautiful day. T.Y. was kind enough to bring out a flight simulator that he built for them to try and also spoke about and showed them his plane that he built. We had a commercial drone operator here with his drone, who took a picture of all the boy scouts from above and spoke about drones. Troy came over from Sky Dive Windy City and opened a parachute and spoke about skydiving, his operation, and his future plans. They also had fun jumpers jumping throughout the morning so the kids could see that. We had hotdogs, chips and drinks. It was a great time. Art Craig and I are going to be going to be helping the boy scouts through their aviation merit badge packet a week from tonight as well.
2. **Capital Improvements:** A list of capital improvement needed are as follows: UST Tank Sump Repair Proposal, Fuel Farm Repair, Taxiway Crack Repair, Water to Maintenance Hangar, Skydive By-Pass Taxiway, Trade in Mower, and Fill in Skydive Landing Area Ditch.

Motion To Approve: Kirk Hunter Second: Doug Buell Motion Approved.

3. **Trac-Vac Delivery:** We have the trac-vac that we ordered back in the spring. We used it on the grass around the terminal building and the skydive area to try it out. It works great.
4. **Underground Storage Tank Operator Training:** I completed the Underground Storage Tank Operator Training that is now required by IDEM and my certificate is hanging in my office. It is good for 3 years. Rudy also completed training as well.

Airport Development- Summarized by Paul Shaffer:

1. **AIP 19- Runway Protection Zone Study/North End Tree Trimming:** Closeout this meeting.
 - a. **Authorize signature for FAA AIP-19 Partial Pay Request No. 6- Final- Federal Share \$14,953.00, State Share: \$830.67, Local Share \$829.73.:**
Motion to Approve: Doug Buell Second: Kirk Hunter Motion Approved.
 - b. **Authorize signature for AIP-19 Closeout Request:**
Motion to Approve: Doug Buell Second: Kirk Hunter Motion Approved.
2. **AIP 20- Improve Runway 2 RSA/RPZ- Remove US 20 (CatEx & Design) Part A:** We are still waiting on Visclosky's support letter. BF&S has begun the Environmental Document and has started the support letter gathering now that we have funding in place.
3. **Authorize signature for FY 2016 Federal Financial Report:**
Motion to Approve: Kirk Hunter Second: Doug Buell Motion Approved.
4. **Ditch Culvert Installation:** New requests for quotes went out this month.
5. **Skydive Windy City Site Layout:** A site layout was developed for Skydive Windy City in order to submit the FAA airspace to facilitate potential construction in 2016. The airspace was submitted to the FAA on October 27, 2016 and the ACAD base files were given to Troy for his use in his building plans and local permitting.
6. **FAA Recognized Turf Runway Layout:** Based on multiple requests Jessica asked if there was a way to fit a FAA recognized turf runway on the airport. The best possible turf runway layout was developed and provided to Jessica for her use. The bottom line is a FAA recognized turf runway is not likely without significant cost. Issues included inadequate runway separation, AWOS location, and obstructions on each end.

Old Business: None

New Business:

1. **Proposal for Tank Sump Consulting Services:** A proposal was submitted by ATC to help solve issues with the Underground Storage Tanks:
Motion to Approve: Kirk Hunter Second: Doug Buell Motion Approved.
2. **Hosting Zoobilee Fundraising Event in Airport Maintenance Hangar:** An event proposal was discussed for hosting a fundraising event for the Zoo in April in our maintenance hangar.
Motion to Approve: Doug Buell Second: Kirk Hunter Motion Approved.

Claims Docket: Amount: \$80,466.84

Motion: Kirk Hunter 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: Doug Buell Second: Kirk Hunter Motion Approved.