

**Minutes of the November 13, 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, Joe Doyle- Council Liaison, Jeff Thorne- BOAC Attorney

Minutes: The minutes of the October 18, regular monthly meeting, were emailed.

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

Manager Reports:

The October financial reports were summarized by Jessica Ward.

Account Balances: All of our accounts are going to be fine until the end of the year. I am going to start working on the items we will need to appropriate money for before the end of the year. I will not need to purchase any more fuel before the end of the year. We just received the last full load of Jet A we will need to get us through to the new year, which cost about \$26,102.11 which will leave us with a little over \$10,000.00 in that account. We will also have a balance of \$24,968.00 left for capital improvements this year. Karla asked if we could pay for the bidding phase of the Fence Project now, which will cost approximately \$7,000. 00. We will be reimbursed when we get the fence grant for that. There was a lengthy discussion on which grant the bidding phase should come out of and Karla will be looking into getting a current grant amended to add that phase before our next meeting.

Fuel Sales: Compared to October 2011, overall, our Jet A sales were down 3% and our 100LL sales were down 59%. Our self service fuel sales were down over 1,000 gallons for both based and transient traffic from October last year. Our transient Jet A sales were down over 761 gallons from October last year while our transient Avgas truck sales were down 172 gallons. Our based Jet A sales were up 629 gallons from last October while our Based Avgas truck sales were down 198 gallons. Our self service Avgas fuel price is \$0.17 less than Knox and \$0.42 less than Porter County. Our full service Avgas price is \$0.53 less than Porter County and \$0.51 less than LaPorte. Our Jet A price is \$0.84 less than LaPorte, and Porter County airports and \$0.04 less than Knox. Our 2012 year to date total gallons sold are currently 17% higher than they were last year at this time.

Airport Manager:

- 1. Airport Sign:** Last week when I was driving out of the airport I noticed the left part of the sign out on 212 had broken off. Today Chris from Performance Sign came out and took the sign back to his shop. It has a 10 year warranty so we are covered there. Foul play has been ruled out. They were thinking maybe it had something to do with the swinging of temperatures this past week. We should find out in the next couple of weeks how they are planning to fix the sign.
- 2. Power Tug:** An airport tenant is interested in buying the donated power tug from the airport. He was wondering if the BOAC was willing to sell it and for what price. There was a lengthy discussion and the BOAC determined that a silent auction was the best

route. There will be a minimum bid of \$1,000.00. Jeff Thorne and Jessica Ward will get the process rolling.

3. **Hangar Fence Line Tree Trimming** The trees behind the hangars got cleared this past week. The city forester is covering half and we are covering the other half, which should cost between \$2,000.00 and \$4,000.00. We should be getting an invoice soon. This cost will come out of our capital improvements account.
4. **Landscaping around sign on 212:** I received a proposal from DeLau Landscaping; the company who did our terminal landscaping a couple of years ago; for landscaping around our sign on 212. The cost is \$2,219.64. We are waiting on one more proposal from Lakeshore Landscaping. I will have it in the next day or two. This cost will come out of our capital improvements account.
5. **Fuel Recovery Tanks:** We just had a Phillips 66 Fuel Seminar this past week. We asked about what other airport do with their waste fuel and they told us about purchasing fuel recovery tanks that will separate water and particulates from the fuel so we won't have any waste fuel. The cost is \$1,750 per tank and we will purchase one each for Jet A and Avgas. **Motion to approve:** Mike Shebel **Second:** Greg Poulin **Motion Approved.**
6. **Legislative Luncheon:** There will be a legislative luncheon on November 30 at the LaPorte Airport. We will be discussing the new budget procedures and the Zionsville case, which both deal with airport authorities. Karla showed interest in coming to discuss some other pertinent items of interest. Jeff Thorne said he will be in attendance, and Greg, Mike and David all thought they might be able to make it but would let me know for sure which members will be coming.

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. **Wildlife Hazard Assessment:** The assessment was submitted to the FAA regional compliance inspector for review and approval on May 10, 2012. The inspector has said he will review it by the end of the year.
3. **AIP 15:** Rob Lee, FAA, sent out the approval letter today to the airport for the grant amendment that was requested in August. Karla will submit the pay request in Delphi that the FAA hadn't previously processed.
4. **AIP 17 Project:** The low bidder is holding his bids until the end of December. Karla had a conversation with the FAA to inquire as to the likelihood of receiving a grant once the continuing resolution has expired and they expect that since the funds will be discretionary it will most likely be in the late summer.
5. **Runway Extension Justification:** Karla has ordered the flight information for the last year for aircraft that have filed a flight plan for the airport so we can determine length of runway extension needed based on the types of aircraft using the airport. We are expected to have it later this week. RW's transportation team has looked at either a tunnel under the highway or relocating the highway, which will be approximately \$30 million. RW would like to schedule a meeting with the BOAC the week of December 10, to discuss the exhibits that are being prepared for the runway extension meeting with the FAA, which will be in January.
6. **Pavement Maintenance Letter:** Karla should have their part done by the end of the month.

7. **Airport CIP:** Due February 1. RW is working on cost estimates based upon the priorities from our last BOAC meeting.

Old Business:

1. None

New Business:

1. **Airport Holiday Schedule:** David Miller made a proposal for the airport to be closed all of the holidays that the city has adopted to be closed. Greg Poulin suggested that the airport closure schedule be modified to meet airport demand. There was a lengthy discussion and a decision was made to add the following closures: Closed the day after Thanksgiving, and closed after noon on both Christmas Eve and New Year's Eve. The rest of the holidays will be looked at after the New Year. **Motion:** Greg Poulin **Second:** Mike Shebel **Motion Approved.**

Claims Docket:

Amount: \$34,512.28

Motion: David Miller **Second:** Greg Poulin **Motion Approved.**

Correspondence: None

Public Comment: Dennis Kane, airport tenant, said that scheduled flight plans could only be counted as intentions because just because a pilot has scheduled a flight plan, doesn't mean that they have actually landed here. Karla said that intentions do count towards justification. He also asked how transient pilots know the code to get into our vestibule area for restrooms and was told it was on our website and also posted near the security panel. He also asked if we received a donation slip with the power tug, which we did not.

Adjournment: There being no further business, the meeting was adjourned at 7:45 P.M.

Motion: Greg Poulin **Second:** Mike Shebel **Motion Approved.**