

**Minutes of the November 14, 2013 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, David Miller, and Mike Shebel. **A quorum was present.**

Members Absent: Kirk Hunter

Others Present: Jessica Ward- Airport Manager, Paul Shaffer- BF&S, Joe Doyle- Council Liaison

Minutes: The minutes of the October 3, regular monthly meeting, were emailed.

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

The minutes of the November 4, 2013 special 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: Our account balances through the end of October are still right on track. I will be transferring money into our legal account to pay end of the year invoices for our board attorney. I will also be transferring money into our household account to pay for yearend cleaning and stocking supplies. We have \$56,499.76 left after our AIP local match, but we will need to pay locally for the vinyl coated fence by the terminal building as well as additional tree clearing for this project.

Fuel Sales: Overall, we sold 2,018.4 gallons of 100LL for a total of \$13,756.38 and 2,482 gallons of Jet A for a total of \$9,421.00 in October. We sold 262.5 gallons of self service based 100LL, and 1,257.8 gallons of self service transient 100LL for a total of 1,520.3 gallons of self service Avgas. We sold 151 gallons of self service transient Jet A as well. We sold 179.3 gallons of full service based 100LL and 318.8 gallons of full service transient Avgas. We sold 877 gallons of full service based Jet A and 1,454 gallons of full service transient Jet A. Year to date we have sold 57,932 gallons of fuel for a total of \$262,651.93 which is a little over half a percentage less than what was sold through October last year. Our self service Avgas fuel price is \$0.40 less than Porter County and \$0.14 more than Knox. Our full service Avgas price is \$0.50 less than Porter County and \$0.49 less than LaPorte. Our Jet A price is \$0.44 less than Porter County, \$0.77 less than LaPorte, and the same as Knox.

Airport Manager

- 1. Winter Operations:** We are officially ready for winter operations. Plows are on both the New Holland and the Chevy. We were out plowing earlier this week when we got the bout of snow which went smoothly.
- 2. Phillips 66 Inspection:** We recently had our annual Phillips 66 Fuel Quality Inspection. We received no red flags and passed the inspection. We also ordered a new hose for the Jet A Self Service pump. We currently have a 50 ft hose which was an appropriate length before we started offering self service Jet A but is not long enough to reach the far wing of a jet attempting to use the self service. The new hose will be 75 ft long and should be in by the end of this month.

Airport Development:

1. **AIP 15 Terminal Layout for ALP:** Still waiting to receive a determination letter on the airspace.
2. **AIP 16 Project Closeout:** We are still waiting for the close out paperwork from Rieth Riley.
3. **AIP 17 Fence Project:** We had the pre-construction meeting for the project at 1pm today. The construction contract is ready for the board to sign. Paul discussed the wildlife mesh fence to ensure that the airport understands what it will look like. The project will most likely start in the month of December. **Motion to execute the construction contract, with vinyl coated chain link around the terminal building and up the west side of the airport along HWY 212:** Mike Shebel **Second:** David Miller **Motion Approved.**
4. **BF&S Report:**
 - a. The development guidelines for the Tonn & Blank site just south of the airport to ensure future development compatibility is almost complete. Waiting on a few pieces of information from Tonn & Blank at this point.
 - b. BF&S's traffic engineers had a meeting with Tonn & Blank on the surrounding traffic study.
 - c. AAI CIP Meeting on Friday, October 11 went really well. The FAA and the state seemed to be open and supportive of pursuing runway improvements to the south.
 - d. BF&S has reached out to the INDOT Laporte district to set up a meeting to discuss potential impacts to US 20 with a south runway improvement. When the meeting is set they will invite the airport and INDOT Aviation to attend.

Old Business:

1. **Airport Minimum Standards Update:** Still working on the standards. Hoping to have a draft out soon.
2. **Taxiway Lights:** The EAA is interested in taking the taxiway lights that were purchased many years ago by the airport. The airport has removed all parts from the lights that are able to be used as replacement parts on our runway lights. **Motion to donate the lights to the EAA Chapter 966:** Mike Shebel **Second:** Greg Poulin **Motion Approved.**

New Business:

1. Jim Fogus- Skydive Falling Skies: Interested in starting a skydive business here in the spring.
2. Brad Vancina- Skydive Greater: Interested in starting a skydive business here in the spring.

Claims Docket: **Amount:** \$35,305.91
Motion: David Miller **Second:** Mike Shebel **Motion Approved.**

Correspondence: None

Public Comment: None

Adjournment: There being no further business, the meeting was adjourned at 6:30 P.M.
Motion: Greg Poulin **Second:** David Miller **Motion Approved.**