

**Minutes of the November 19, 2015 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, Doug Buell. **A quorum was present.**

**Members Absent:** Kirk Hunter

**Others Present:** Jessica Ward- Airport Manager, Joe Doyle- Council Liaison, Jake Dammarell- BF&S, Troy Church- SkySports, INC

**Minutes:** The minutes of the October 8, regular monthly meeting, were emailed.

**Motion to approve:** David Miller **Second:** Doug Buell **Motion Approved.**

**Financial Reports:**

The November financial reports were summarized by Jessica Ward.

**Account Balances:** Our current account balances are in front of you. I requested a transfer of \$707.42 from our Equipment Repairs account, \$245 into our Advertising, \$398.48 into our Gas/Electric, \$61.44 into our Water and \$2.50 into our Sewer accounts. We are currently over our monthly projected budget in our Salaries account. Our remaining balance in our overtime account will be transferred into this account as well as any other overages in the first set of accounts to cover our salaries for the remaining three pay periods. By the time we received the \$5,000.00 check from the closing of Hangar A5-1 it was too late to be appropriated into our legal account. It would have taken three readings at a council meeting. This check will now just go into our revenue. I will have to pull every dollar available in our third set of accounts to cover legal before the end of the year. I will also transfer the exact amount of our NIPSCO bill into that account when I receive our bill for next month. We are looking great in our aviation fuel account.

**Fuel Sales:** Overall, we sold 2923.1 gallons of 100LL for a total of \$15,021.64 and 4502 gallons of Jet A for a total of \$11,055.43 in October. We sold 629.6 gallons of self-service based 100LL, and 1794.6 gallons of self-service transient 100LL last month. We sold 423.4 gallons of full service based Avgas and 75.5 gallons of full service transient Avgas. We sold 2130 gallons of full service based Jet A and 2372 gallons of full service transient Jet A. Year to date we have sold 73,352.5 gallons of fuel for a total of \$246,592.84, which puts us at a 35% increase in gallons sold year to date over last year. Our self-service Avgas fuel price is \$0.37 less than Porter County and \$0.38 less than LaPorte and \$0.15 more than Knox. Our full service Avgas price is \$0.47 less than Porter County and \$0.43 less than La Porte. Our Jet A price is \$0.94 less than Porter County, \$0.73 less than La Porte, and the same as Knox.

**Airport Manager Report:**

The airport manager report was given by Jessica Ward.

- 1. Family Advocates Event:** The Family Advocates Fundraising Event that was held here in the maintenance hangar went very well. Check-in was in the terminal building and then patrons walked out into the maintenance hangar for the tasting and entertainment. The maintenance hangar was decorated beautifully. Someone that had never been to our facility before would have never even

known that was a maintenance facility. The event was well attended, and although it was pretty chilly that night, they provided space heaters that kept the hangar warm even with the overhead door open.

2. **Sale of Hangar A5-1:** The sale transaction has successfully concluded. PAW Aviation, LLC is now the owner of Hangar A5-1 as of November 1, 2015.
3. **Sale of Hangar A4-3:** The sale transaction has successfully concluded. Dale Phillips, Darin Phillips and Gillian Kieft are now the owners of Hangar A4-3 as of October 13, 2015.
4. **2015 Airport Capital Items:** I have placed a list of Outstanding Capital Items in your folders.
5. **Aviation Fuel Excise Tax Audit:** A Special Tax Auditor from the State of Indiana was here Monday, Tuesday and Wednesday this week auditing our Aviation Fuel Excise Tax from July 2013 to September 2015. She said she will come back out here in a few weeks to discuss results from the audit.
6. **Phillips 66 Aviation Fuel Quality Assurance Inspection:** We just received our bi-annual Phillips 66 Fuel Quality Assurance Inspection this past Wednesday. We passed the inspection. We will need to paint the words Avgas and Jet A on the concrete above the underground tanks where the tanker drops the fuel which is a new requirement as of now as a precaution. The inspector said that last year there were two instances where the wrong fuel was dropped by a truck driver into the wrong tank at two separate unattended locations.

#### **Airport Development Report:**

The Airport Development Report was given by Jake Dammarell and Jessica Ward.

1. **AIP 18- Wildlife Fence Phase 2:** Close-out documents were given to Jessica Ward. A 1 year warranty inspection has been scheduled for June 8, 2016.
2. **Runway Protection Zone Study/North End Tree Trimming:** Met with INDOT on 11/4/15 to discuss the US 20/35 grade separation concept. The biggest concern is the drainage and soils at this time. INDOT requested a Geotechnical Study and Drainage Feasibility Study. The FAA indicated that it would be considered as a future reimbursable study expense. We have a request into the FAA to shorten the obstruction tower on centerline. Jessica will get quotes from Michiana Contracting. We are soliciting a quote from the contractor to provide a screen planting to improve the aesthetics from Meer Road.
  - a. **Motion to Approve Partial Pay Request Number 2: Federal \$23,803.00, No State PO yet, Local \$2,645.00:** David Miller **Second:** Doug Buell **Motion Approved.**
  - b. **Motion to Approve Contractor Progress Estimate Number 2 in the amount of \$26,448.00:** Doug Buell **Second:** David Miller **Motion Approved.**
  - c. **Motion to Approve Geotechnical Study and Drainage Feasibility Study Requested by INDOT in the amount of \$45,555.00:** David Miller **Second:** Doug Buell **Motion Approved.**
3. **Tower Height Check for a 40 ft. tower in the Galena Meadows Subdivision:** The tower is located 7.46 miles northeast of the Runway 02 threshold. At 40 ft. AGL this does not impact any FAR Part 77 surfaces for the airport.
4. **CIP Meeting at the AAI Conference:** The meeting went very well. All were receptive to the US 20/35 lowering concept.

5. **Hangar Development Request by Skydive Windy City:** The development as proposed would limit the taxilane south of the most southern t-hangar to Group I (wingspan less than 49'). If the development were shifted south to allow the Group II (wingspan less than 79') per the current ALP it would require piping the ditch to the south at roughly \$50,000. We are in the process of receiving quotes to firm up the price. After much discussion the BOAC would like to wait until we receive quotes before making a decision on which development to approve.

**Old Business:**

1. **Enterprise Concessionaire Agreement:** David Miller talked with the Manager from Fly Arkansas about a similar agreement they have there. David asked Jessica to give the manager a call to discuss.

**New Business:**

1. **Skydive Windy City 2016 Operation:** The BOAC requested that Troy Church submit a business proposal, as outlined in the minimum standards, for consideration.

**Claims Docket: Amount:** \$88,423.32

**Motion:** David Miller **Second:** Doug Buell **Motion Approved.**

**Correspondence:** Letter from Karen Biernacki- Family Advocates thanking the airport for hosting their annual event.

**Public Comment:** Joe Doyle suggested the BOAC look into the possibility of floating a bond with the Redevelopment Commission for capital improvement projects.

**Adjournment:** There being no further business, the meeting was adjourned at 7:55 pm.

**Motion:** Doug Buell **Second:** David Miller **Motion Approved.**