

**Minutes of the December 8, 2009 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:** Tom Ringo, David Miller, Greg Poulin. **A quorum was present.**

**Members Absent:** Paul Sammann

**Others Present:** Jessica Groff- Airport Manager, Karla Price- RW Armstrong

**Minutes:** The minutes of the November 10, regular monthly meeting were read with no corrections noted. **Motion to approve:** Greg Poulin **Second:** David Miller **Motion Approved.**

**Reports:**

**Finance:** The November 2009 operations and financial reports were summarized by Jessica Groff. All transfer of funds are complete for the 2009 fiscal year. Purchase orders are almost complete and will be on financial reports for our January meeting.

**Fuel Sales:** We were up 59%% overall in Jet A sales and up 36% overall in Avgas sales compared to November, 2008. Our based Avgas sales were down 526 gallons from November last year while our based Jet A sales were up 700 gallons. Our transient Avgas sales were up for the month by 235 gallons, while our transient Jet A sales were up 994 gallons.

We had great self service fuel sales again last month. We sold 1185.2 gallons of Avgas, for a total of \$4,449.28. We still have the lowest fuel prices in the area with our Jet A fuel price at \$3.17 and Avgas price at \$3.76.

**Airport Manager:**

1. Chili Cook-off: The chili cook-off went very well last Saturday. It was so crowded that all departments were out of chili by 5:30 pm. The airport and emergency management dept. teamed up together this year. We made a vegetarian chili. We had many compliments and our chili was in the News Dispatch article.
2. Winter Operations: We are ready for winter operations. Our plow truck is up and running, as is the New Holland. We plowed this past Monday for practice, though we only had ¼ inch snow fall. BB was in the plow truck, while Larry was in the New Holland. I went to a snow removal meeting at city hall and asked if central maintenance would have a loader available for us this year if we need to push down snow banks and they said they would bring one out when I need it.
3. Jet A Half Load: We received 4000 gallons of Jet A this past week. Our Jet A price increased from \$3.10 to \$3.17 per gallon transient. Our fuel is still the lowest priced in the area.

**Airport Development:**

1. Tree Obstructions: The south end trees will be cut down by Christmas. The lumber company asked Tom Ringo for the railroad schedule, as the trees are right next to the tracks. A representative from the railroad requested to be there when the trees are being chopped for safety reasons. We need a CATAX for these trees as well because we are using Federal money, though the trees aren't on our property.
2. Runway Project: We received the as-builts for the project. Rieth Riley must submit all payroll sheets and other misc. paperwork before we pay them the 10% retainage. All work has been completed.

**Old Business:**

J Shoffner- Terminal Project: The terminal building work has been completed. The final payment has been made to J Shoffner and we are now able to close out this project.

**New Business:**

1. CIP 2011-2015: Additional ideas for projects to be placed on our CIP for the next five years are due at the next board meeting. We will have our final list after all ideas are considered at the next meeting. Our CIP list for 2011-2015 is due by February 1, 2010.

**Claims Docket: Amount:** \$214,692.15

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

**Public Comment:**

None

**Correspondence:**

None

**Adjournment:** There being no further business, the meeting was adjourned at 6:40 P.M.