

**Minutes of the December 11, 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, Kirk Hunter. **A quorum was present.**

Members Absent: David Miller

Others Present: Jessica Ward- Airport Manager, Karla Price- RW Armstrong, Joe Doyle- Council Liaison, Jeff Thorne- BOAC Attorney

Minutes: The minutes of the November 13, regular monthly meeting, were emailed.

Motion to approve: Mike Shebel **Second:** Kirk Hunter **Motion Approved.**

Manager Reports:

The November financial reports were summarized by Jessica Ward.

Account Balances: The end of November financial report includes the balances before all end-of-year transfers and purchase orders were completed. The deadline was December 10, for minor and major transfer requests and purchase orders. Up until November 30, we had used over 70% of the appropriated money in each of our accounts expect for a few exceptions including sick pay, longevity, and legal. All three of these accounts were depleted in the beginning of December. The three accounts which we had a majority over 60% of the money left in were our legal notices, which had the original \$50.00 left in it and our building and equipment repair accounts. The only building repair we had this year was a plumbing issue in the men's restroom. There weren't many equipment repairs either with our new mowers and truck still being under warranty. The up-to-date account balance report shows a balance in a few of our personnel services accounts because we still have 2 more pay periods left in this year. We have no money left in our supplies accounts, and in our maintenance and services accounts we only have a few with money left in them, including legal, liability and property ins, water, and sewer. The 16 end of the year purchase orders have been completed and were approved as listed. **Motion to approve:** Kirk Hunter **Second:** Mike Shebel. **Motion Approved.**

Fuel Sales: Compared to November 2011, overall, our Jet A sales were down 25% and our 100LL sales were down 32%. Our self service fuel sales were down 820 gallons for both based and transient traffic from November last year. Our transient Jet A sales were down over 1400 gallons from November last year while our transient Avgas truck sales spot on. Our based Jet A sales were down 372 gallons from last November while our Based Avgas truck sales were down 71 gallons. Our self service Avgas fuel price is \$0.07 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 \$0.06 more than Knox. Our 2012 year to date total gallons sold are currently 27% higher than they were last year at this time.

Airport Manager:

- 1. Airport Sign:** Spoke with Chris today from Performance Signage. He told me that they would have the sign done by the end of this week and then he will get with Greg to line up a time he can come back down and reinstall it.

2. **Power Tug:** Jeff Thorne gave Jessica Ward a notice to be published in the paper advertising the power tug for sale. Sealed bids will be accepted with a minimum purchase price of \$1,000.00. This will be published once a week for three weeks starting in January. It will also be posted with a picture on our website and emailed to all tenants.
3. **Landscaping around sign on 212:** I received proposals from DeLau and Lakeshore Landscaping for landscaping around the sign on HWY 212. They both came in relatively close, with DeLau being a bit lower at \$1,797.00 for the exact same work, plant size and material guarantee. Purchase order completed and approved under financial reports.
4. **Legislative Luncheon:** The legislative luncheon was on November 30 at the LaPorte Airport. We had 2 board members, our airport attorney and I present. Laporte Airport had 2 board members, their attorney and the airport manager present. The City of LaPorte had 2 council members and the Mayor present. Bart and Maria were there from AAI and Jim Arnold and Tom Dermody were the legislators that attended. We discussed our need for the State share of AIP projects to go back to 5% to match our local share, and how with a new administration there is an opportunity for this to increase the level of importance of aviation to Indiana. We also discussed the 2012 economic impact study that was done for Indiana Airports' which showed Indiana airports as a whole had a \$14.1 billion dollar economic impact on our state.

Airport Development:

1. **Hangar/Parking Lot Pavement Repair:** The city engineer has received the invoice for this project. This will go on the Board of Works claims docket on December 17th.
2. **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.
3. **Wildlife Hazard Assessment:** The assessment was submitted to the FAA regional compliance inspector for review and approval on May 10, 2012. The inspector looked over the assessment and is planning on sending a formal request for us to create a wildlife hazard plan.
4. **AIP 15:** The only items not completed as part of this grant are the elements of the terminal area sheet and status of the south end once fencing is installed. The grant amendment request and contract amendment for additional work required to bid the fence project was sent to the board for review the previous week.
Motion to accept Amendment #3 to the contract with RW: Mike Shebel **Second:** Greg Poulin **Motion Approved.**
Motion to submit cover letter for the grant amendment request to the FAA: Kirk Hunter **Second:** Mike Shebel **Motion Approved.**
5. **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.
6. **Runway Extension Justification:** Flight information for the last year for aircraft that have filed a flight plan for the airport has been received. From an initial look we have around 300 of the 500 operations we need to justify a longer runway. RW would like to schedule a meeting with the BOAC late January, to discuss the exhibits that are being prepared for the runway extension meeting with the FAA, which will also be scheduled around the end of January.

7. **Pavement Maintenance Letter:** Letter will be submitted by the end of this month to Rob Lee.
8. **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. **Scott Hangar A5-15 Sale:** Ed Scott wrote a letter offering his aircraft hangar for sale to the city per his lease contract with a purchase price of \$75,000.00. There was some discussion on the matter. **Motion to not exercise the BOAC's option to buy:** Mike Shebel **Second:** Kirk Hunter **Motion Approved.**

Claims Docket:

Amount: \$53,122.17

Motion: Mike Shebel **Second:** Kirk Hunter **Motion Approved.**

Correspondence: None

Public Comment: None

Adjournment: There being no further business, the meeting was adjourned at 7:30 P.M.

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