

**Minutes of the December 12, 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: David Miller, and Mike Shebel. **A quorum was present.**

Members Absent: Greg Poulin, Kirk Hunter

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

Minutes: The minutes of the November 14, regular monthly meeting, were emailed.

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

Manager Reports:

The November financial reports were summarized by Jessica Ward.

Account Balances: All transfers between accounts have now been completed. 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 which will be \$40,000, which leaves us with \$16,499.76. We are also in need of a 4 X 4 utility vehicle to better maintain weed, tree and shrub control on the outside of the fence as well as the many needs we have on the airfield, including filling holes between seasons, which was brought up at the last board meeting. Greg and Rudy have looked at 3 different brands and received multiple quotes and decided the best value was the Kubota from Riggs. The Kubota is an RTV-X900 Worksite vehicle. It is a diesel and will have a metal canopy, windshield, strobe light, winch and hydraulic dump. The total cost is \$14,561.00 If this purchase is approved, then we will have 1,938.76 left which will need to go towards additional tree clearing for the fence project. The fence project has 2 acres of clearing in the bid, but there is actually at least 5 more acres that will need to be cleared.

Fuel Sales: Overall, we sold 1,085.6 gallons of 100LL for a total of \$5,498.65 and 2,491.1 gallons of Jet A for a total of \$9,954.89 in November. We sold 54.6 gallons of self service based 100LL, and 668.3 gallons of self-service transient 100LL for a total of 722.9 gallons of self-service Avgas. We sold .1 gallons of self-service transient Jet A as well. We sold 217.6 gallons of full service based 100LL and 145.1 gallons of full service transient Avgas. We sold 1,073 gallons of full service based Jet A and 1,418 gallons of full service transient Jet A. Year to date we have sold 61,508.7 gallons of fuel for a total of \$278,105.47 which is a little under 4 percent less than what was sold through November 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 \$0.74 less than Porter County, \$0.77 less than LaPorte, and the same as Knox.

Airport Manager

- 1. End of Year Finances:** I have a couple more claims to pay by the end of the year besides the claims on our docket, including NIPSCO, which we hadn't received the bill before our claims were due. I also have a request in at Scotty's Dynamic Design for some promotional item quotes. All claims must be in by December 19 to the controller's office in order to be paid with this year's budget.
- 2. Legislative Luncheon:** We had a legislative meeting on December 6 at the Laporte Airport. Mike Shebel and I attended from Michigan City. Tom Dermody and Jim Arnold attended as well as others from Laporte Airport. Some of the items discussed were Dedicated Funding for Airports because of the new Indiana Excise Tax, and the Indiana Aviation System Plan.

- 3. Depredation Permit:** I filed for a depredation permit for the removal of deer that are a direct safety risk for aircraft on our airfield. We received the permit in the mail. It is valid for a year and then needs to be re-applied for. We will need to keep a log of the deer and how they are disposed of. Rudy Vega, Airport Foreman, and Scott Matzke, MCPD, are the two listed on the permit to shoot.

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. BF&S Report:**
 - a.** AIP 17- Mobilization to the site December 19, 2013. Construction to start January 6, 2014 based on material delivery.
 - i.** Approve Progress Estimate No. 1 for Future Fence in the amount of \$60,869.70. This includes the mobilization and the material payment to get the materials ordered.
Motion to approve: Mike Shebel **Second:** David Miller **Motion Approved.**
 - ii.** FAA Partial Pay Request No. 1 for reimbursement of \$60,468.00. This will get the FAA money coming to the airport for 90% of the costs incurred to date.
 - b.** Preliminary draft of the CIP document was reviewed. It will need to be approved at the January meeting.
 - c.** 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. This meeting will happen after the holiday season.
 - d.** BF&S met with Tonn and Blank on 12/12/13 at 4pm to discuss future plans on the property south of the airport.

Old Business:

- 1. Airport Minimum Standards Update:** Still working on the standards. Hoping to have a draft out soon.
- 2. Zach Scherf- Mowing the Airport for Hay:** Discussion moved to January BOAC meeting.

New Business:

- 1. Dale Phillips Hangar Lease Amendment Request:** Dale Phillips would like to add his children to his leases for hangars A4-5 and A4-9. Jeff Thorne will amend as he sees fit.
Motion to approve: David Miller **Second:** Mike Shebel **Motion Approved.**
- 2. Purchase a 4X4 Kubota Utility Vehicle for \$14,561.00, Motion to approve:** David Miller **Second:** Mike Shebel **Motion Approved.**
- 3. Remainder of airport capital used for addition tree clearing for the fence project:**
- 4. Motion to approve:** Mike Shebel **Second:** David Miller **Motion Approved.**

Claims Docket: **Amount:** \$9,094.84
 Motion: Mike Shebel **Second:** David Miller **Motion Approved.**

Correspondence: None

Public Comment: Joe Doyle wished everyone Happy Holidays and spoke about the Summer Fest Melt Down event on January 25, 2014. Paul Shaffer discussed AAI Legislative Day at the Statehouse on January 23, 2014.

Adjournment: There being no further business, the meeting was adjourned at 6:58 P.M.

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