

**Minutes of the December 13, 2018 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, Doug Buell, Kirk Hunter. **A quorum was present.**

Members Absent: T.Y. Okosun

Others Present: Jessica Ward- Airport Manager, Paul Shaffer- BF&S, Bill Nelson- BOAC Attorney, Phil Schlak- ATC

Minutes:

The minutes of the November 8, regular monthly meeting, were emailed.

Motion to approve: Doug Buell **Second:** Kirk Hunter **Motion Approved.**

Reports:

Financial- Reported by Jessica Ward:

Account Balances: The airport has spent 97% of their operating budget and 81% of their aviation fuel budget.

Fuel Sales: Overall, we sold 449.9 gallons of 100LL for a total of \$743.62, 1,177 gallons of Jet A for a total of \$1,572.06 and 5 gallons of Swift Fuel for a total of \$22.15 in November. The fuel farm was under extensive repair leaving self-service fuel unavailable for the majority of the month.

Airport Manager- Reported by Jessica Ward:

1. **Capital Encumbrances:** The airport manager emailed a list of all capital needs that have been discussed in the last couple of years but not funded to the board for discussion at the December BOAC meeting. Estimates were received for a ramp lighting project. Continental was the low estimate for \$30,700.00. Marquiss Electric also submitted an estimate for \$50,039.00. Discussion ensued about projects. **Motion to encumber the remainder of the airport capital fund to Continental Electric for the ramp lighting project:** Kirk Hunter **Second:** Doug Buell **Motion Approved.**
2. **Christmas Eve/New Year's Eve Staffed Hours:** Due to budget shortage to cover overtime for holidays the Airport Manager suggested the airport not be staffed from 8-12 on Christmas Eve and New Year's Eve. **Motion to Approve:** Doug Buell **Second:** Kirk Hunter **Motion Approved.**

Airport Development- Reported by Paul Shaffer and Jessica Ward

1. **Improve Runway 2 RSA/RPZ:**
 - a. **Approve AIP 21, Partial Pay Request No. 2, Federal: \$32,783.00, Local \$3,642.00, No State P/O Yet:** Kirk Hunter **Second:** Doug Buell **Motion Approved.**
 - b. RPZ study has been sent to FAA Headquarters from the Regional Office.
 - c. The environmental was updated and submitted to the FAA on 12/02/18.
 - d. Tom Larson returned the second option to the Tonn & Blank Easement Appraisals. The appraisals have been forwarded to Will Stump, Review Appraiser, for review per FAR Title 49 Part 24.
 - e. Scoping of the water and sanitary sewers is ongoing. Revised sanitary sewer and water costs have been received. The revised CIP will reflect the increase in utility costs.
2. **CIP 2019-2023:** The draft CIP was distributed for review. The CIP needs to be submitted to INDOT prior to February 1, 2019.

3. **UST Repair Project Update:** Phil Schlak from ATC discussed the project in detail. Phil made a recommendation to the board for approval of Change Orders 1 & 2 to NIMCO, for \$8,999.88 and \$242.40, respectively. **Motion to Approve:** Kirk Hunter **Second:** Doug Buell. **Motion Approved.** Phil also made a recommendation to the board to approve payment to NIMCO minus 5% retainage for a total of \$63,434.59 as corrected and hand written on the progress report. **Motion to Approve:** Doug Buell **Second:** Kirk Hunter **Motion Approved.** 5% retainage will be held until grading, seeding and work site cleanup is complete.

Old Business: None.

New Business: None.

Claims Docket: Amount: \$31,412.39

Motion: Doug Buell **Second:** Kirk Hunter **Motion Approved.**

Correspondence:

None.

Public Comment:

None.

Adjournment: There being no further business, the meeting was adjourned at 7:05 pm.

Motion: Doug Buell **Second:** Kirk Hunter **Motion Approved.**