

**Minutes of the December 14, 2017 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, Kirk Hunter, Doug Buell, T.Y. Okosun. **A quorum was present.**

Members Absent: None

Others Present: Jessica Ward- Airport Manager, Paul Shaffer-BF&S

Minutes:

1. The minutes of the November 9, regular monthly meeting, were emailed.

Motion to approve: Kirk Hunter **Second:** T.Y. Okosun **Motion Approved.**

Reports:

Financial- Reported by Jessica Ward:

Account Balances: Transfers are all requested and completed. There will be no more bills paid this year from our operating budget. Final account balances for this year with the exception of the salaries, overtime, FICA and PERF accounts were listed on the financial report.

Fuel Sales: Overall, we sold 1219.1 gallons of 100LL for a total of \$2,058.79, 2292.1 gallons of Jet A for a total of \$6,304.27 and 180.6 gallons of Swift Fuel for a total of \$497.19 in November. We sold 54.5 gallons of self-service based 100LL, 611.5 gallons of self-service transient 100LL, 0 gallons of self-service based Jet A, 0.1 gallons of self-service transient Jet A, 37.5 gallons of based self-service swift fuel and 143.1 gallons of transient self-service Swift Fuel last month. We sold 187 gallons of full service based Avgas and 366.1 gallons of full service transient Avgas. We sold 891 gallons of full service based Jet A and 1401 gallons of full service transient Jet A. Year to date we have sold 63,256.9 gallons of fuel for a total of \$175,076.53. We have a 6% increase in gallons sold to date compared to last year. Our self-service Avgas fuel price is \$0.16 less than Porter County and \$0.06 less than La Porte and \$0.04 less than Knox. Our full service Avgas price is \$0.26 less than Porter County and \$0.11 less than La Porte. Our self-service Jet A price is \$0.19 more than Knox and our full service Jet A price is \$0.47 less than Porter County and \$0.33 less than La Porte. Our Swift fuel prices is \$0.15 less than LaPorte.

Airport Manager- Reported by Jessica Ward:

1. Parking Lot Lighting: Marquiss Electric determined there are several improper splices underground in the existing feed, between the two light poles in the parking lot, with several different types of wire used to reconnect the system. Apparently one of these has gone bad, due to unsafe and unreliable condition of the existing wiring. Marquiss gave us an estimate to replace the lights on the poles with new LED light packs. The cost for this is \$12,106.00 which includes two new poles if NIPSCO decides to take them back. If NIPSCO leaves the poles the cost will be \$10,106.00. \$2,500.00 can come out of our operating budget which leaves a balance of \$7,606.00 to come out of our capital improvements account. If NIPSCO pulls the poles then we can take \$2,000.00 out of our capital next year.

2. Smart TV Installation: The City IT department came out to install our smart TV that we can put announcements, weather and ADS-B feed on. Andy from IT will be out in the next week or two to load the programs on it.
3. Snow Removal: All snow removal equipment is up and running. Rudy installed a new cutting edge on the pick-up truck plow and the blower has been put on the tractor.

Airport Development- Reported by Paul Shaffer & Jessica Ward:

1. **AIP 20- Improve Runway 2 RSA/RPZ- Remove US 20 (CatEx & Design) Part A:**
 - a. **Motion to execute the AIP-20 Final Partial Pay Request No. 7, total \$31,491.17, Federal: \$28,343.00, State: \$1,259.65, Local \$1,888.52: Kirk Hunter, Second: Doug Buell Motion Approved.**
 - b. A meeting with Tonn and Blank occurred on December 5, 2017 to discuss land acquisition options. The appraisals will start after the first of the year.
 - c. BF&S is in the process of reaching out to Oehmstead Company LLC, to discuss RPZ impacts south of the railroad tracks. An exhibit was attached.
 - d. We had a utility coordination meeting on December 5, 2017. A meeting summary was attached.
 - e. The Michigan City Sanitary District could not locate a plastic force main within the project limits. BF&S is coordinating a price to locate it using a third party. BF&S plans to incorporate the additional location cost with the sanitary reimbursable agreement, if possible.
2. **UST Repair Update:** BF&S and Jessica Ward had a conference call with ATC on the UST improvements. ATC has provided a quote summary for action in this meeting. The lowest and most responsive quote was from Northern Indiana Mechanical for \$88,574.00. ATC would maintain the dewatering scope of work as part of the professional services due to the permitting, sampling, reporting and management requirements for a total of \$27,373.00. Total cost for the project is \$115,947.00. **Motion to award the UST Upgrade Project to Northern Indiana Mechanical, Inc. as the lowest responsive and responsible quoter subject to Northern Indiana Mechanical, Inc.'s immediate provision of a signed MC EEOC packet and PRIOR to commencement of contract work:** Doug Buell **Second:** Kirk Hunter. **Motion Approved.**
3. **Ramp Lighting Quotes:** BF&S laid out an apron lighting exhibit for quoting. Exhibit was attached. Solicitation for quotes were emailed to three contractors. Quotes were due Friday, December 15, 2017 by 2pm. Funding for the project would come out of our 2018 capital improvements account.
4. **Miscellaneous:** Board comment on the draft CIP need to be received by BF&S by the January BOAC meeting for final approval then.

Old Business:

1. None

New Business:

1. Capital Improvement Items: The airport had a total of \$81,854.07 in the capital projects fund. The items that were discussed being purchased included a golf cart, parking lot lighting and a brush hog attachment for the Kubota tractor. The golf cart was \$6,120.00. The parking lot lighting already discussed was \$7,606.00. The brush hog attachment was \$1,634.00. **Motion to approve funding all three items:** T.Y. Okosun **Second:** Kirk Hunter **Motion Approved.**

Claims Docket: Amount: \$97,739.47

Motion: Doug Buell **Second:** T.Y. Okosun **Motion Approved.**

Correspondence:
None.

Public Comment:
None.

Adjournment: There being no further business, the meeting was adjourned at 6:45 pm.
Motion: Doug Buell **Second:** Kirk Hunter **Motion Approved.**