

**Minutes of the December 17, 2015 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, David Miller, Doug Buell, Kirk Hunter. **A quorum was present.**

Members Absent: None

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

Minutes: The minutes of the November 19, regular monthly meeting, were emailed.

Motion to approve: David Miller **Second:** Doug Buell **Motion Approved.**

Financial Reports:

The December financial reports were summarized by Jessica Ward.

Account Balances: Our current account balances are in front of you. I requested a transfer of \$3,322.33, \$23.81 from postage, \$2,069.91 from equipment repairs, and \$1,228.61 from contractual to cover legal for \$2,795.50 and gas/electric for \$525.83. I only have a couple more invoices that came in that I will have to pay from this year's budget, including another NIPSCO for \$803.62, legal for \$441.00 and supplies for changing filters on the mowers from Riggs and Frontier.

Fuel Sales: Overall, we sold 2058.2 gallons of 100LL for a total of \$7,785.41 and 2136.4 gallons of Jet A for a total of \$5231.19 in November. We sold 313.8 gallons of self-service based 100LL, and 1158.3 gallons of self-service transient 100LL last month. We sold 200.4 gallons of self-service transient Jet A as well. We sold 287.2 gallons of full service based Avgas and 298.9 gallons of full service transient Avgas. We sold 487 gallons of full service based Jet A and 1449 gallons of full service transient Jet A. Year to date we have sold 77,547.1 gallons of fuel for a total of \$259,609.44, which puts us at a 34% increase in gallons sold year to date over last year. Our self-service Avgas fuel price is \$0.68 less than Porter County and \$0.41 less than LaPorte and \$0.29 less than Knox. Our full service Avgas price is \$0.78 less than Porter County and \$0.46 less than La Porte. Our Jet A price is \$0.55 less than Porter County, \$0.52 less than La Porte, and the same as Knox.

Airport Manager Report:

The airport manager report was given by Jessica Ward.

- 2015 Airport Capital Items:** There was discussion on the remaining capital items needed at the airport, including, runway striping, obstruction tower repair, tower lowering and light control box lowering, brush for the bi-directional tractor, replacement courtesy van and water to the maintenance hangar. **Motion to approve the list as written:** Kirk Hunter **Second:** Doug Buell **Motion Approved.**
- Legislative Luncheon:** A Legislative Luncheon was held at Michigan City Airport to discuss current aviation legislative issues. Tom Dermody and Jim Arnold were in attendance. Jessica Ward also discussed the future plans for the runway at Michigan City while Ed Volk also discussed issues concerning LaPorte Airport. There were 13 people in attendance.

Airport Development Report:

The Airport Development Report was given by Paul Shaffer.

1. **AIP 18- Wildlife Fence Phase 2:** A 1 year warranty inspection has been scheduled for June 8, 2016.
2. **Runway Protection Zone Study/North End Tree Trimming:** Geotechnical sub scheduled to start the week of 12/14/15. They will be drilling in the approach to Runway 2 along each side of US 20/35 with a 30' tall drill rig. Jessica will be issuing a NOTAM to notify pilots of the obstruction. The rig will be lowered at night. When BF&S has the results of the study they will conduct the drainage analysis and schedule a follow up meeting with INDOT. We have a request into the FAA to shorten the obstruction tower on centerline. Jessica received the quote from Michiana Contracting. We solicited a quote from the contractor to provide a screen planting to improve the aesthetics from Meer Road. The quote was received and is pending negotiation.
 - a. **Motion to Approve Partial Pay Request Number 3: Federal \$66,690.00, No State PO yet, Local \$3,705.00:** David Miller **Second:** Kirk Hunter **Motion Approved.**
 - b. **Motion to Approve Contractor Progress Estimate Number 2 in the amount of \$74,100.00:** Doug Buell **Second:** Kirk Hunter **Motion Approved.**
3. **The CIP for 2016 to 2021:** This report was passed out for discussion purposes only and will need approval at the January meeting.
4. **FAA 425 Annual Report:** This report was passed out to the BOAC. **Motion to approve report with amended date:** David Miller **Second:** Kirk Hunter **Motion Approved.**
5. **Hangar Development Request by Skydive Windy City:** The development as proposed would limit the taxilane south of the most southern t-hangar to Group I (wingspan less than 49'). If the development were shifted south to allow the Group II (wingspan less than 79') per the current ALP it would require piping the ditch to the south at roughly \$50,000. We received quotes to firm up the prices. After much discussion the BOAC would like to wait until the January meeting before making a decision on which development to approve.

Old Business:

1. **Skydive Windy City 2016 Operation:** Troy Church submitted a business proposal, as outlined in the minimum standards, for consideration. **Motion to Approve 2016 Operation:** Kirk Hunter **Second:** Doug Buell **Motion Approved.**

New Business:

1. **It's Your Lucky Day 2016 Operation:** The BOAC received a business proposal from Art Craig, as outlined in the minimum standards, for consideration, for his Flight Instruction business. **Motion to Approve:** Kirk Hunter **Second:** David Miller **Motion Approved.**
2. **Hangar A4-13 Lease Modification:** An additional name added to the lease was requested by the tenant. Bill Nelson included new lease language in the amendment. **Motion to Approve:** Kirk Hunter **Second:** David Miller **Motion Approved.**
3. **2016 Attorney Contract:** An attorney contract was requested between the BOAC and Bill Nelson by the city attorney for 2016. **Motion to Approve:** David Miller **Second:** Doug Buell **Motion Approved.**

Claims Docket: Amount: \$145,398.89

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

Correspondence: None

Public Comment: Maggie Fritzen presented a plaque to the airport for our support and allowing them to use the airport for their 2015 fundraising event. Joe Doyle said our group (airport and BOAC) is one of the most efficient and effective groups he has ever dealt with. Doug Buell told Joe Doyle that he has served him community well.

Adjournment: There being no further business, the meeting was adjourned at 7:51 pm.

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