

**Minutes of the January 9, 2020 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: Kirk Hunter, Greg Poulin, T.Y. Okosun, Jeff Bartlett. **A quorum was present.**

Members Absent: None

Others Present: Jessica Ward- Airport Manager, Paul Shaffer- BF&S, Duane Parry- Michigan City Mayor

Minutes:

The minutes of the December 19, 2019, regular monthly meeting, were emailed.

Motion to approve: T. Y. Okosun **Second:** Greg Poulin **Motion Approved.**

Election of Officers:

President: Kirk Hunter

Vice President: Greg Poulin

Secretary: Jeff Bartlett

Treasurer: T.Y. Okosun

Motion to Approve: Greg Poulin **Second:** Jeff Bartlett **Motion Approved.**

Reports:

Financial- Reported by Jessica Ward:

Account Balances: Our beginning balances for 2020 have been recorded. The only claims paid in January were utility bills.

Fuel Sales: Overall, we sold 1087.9 gallons of 100LL, 260 gallons of Jet A and 210.2 gallons of Swift Fuel in December.

Airport Manager- Reported by Jessica Ward:

1. **Hangar A5-2 Update:** The City IT department has finished running the fiber down to the hangar for WIFI. They will install it in the hangar as soon as the insulation work is complete. The hangar and insulation contracts have been signed and are waiting on scheduling.
2. **Tractor Electrical Issue:** A mechanic from New Holland-Rochester came out to troubleshoot the electrical issue we were having with the tractor. He found a bad relay under the seat that wasn't even shown on the diagram for the tractor that he had. He ordered us a new relay and we installed it and are back up and running.
3. **High School Drone Camp:** Johnny Stimley- city council member, Carlton Bishop-FAA drone pilot and Nancy Smith- Promise Scholarship Director and Jessica Ward- Airport Manager are in the early planning stages of hosting a high school drone camp this summer here at the airport. We have received a few private donations for this camp and are hoping to raise about \$2,500.00 more. We have a few meetings scheduled with local businesses to request donations and a meeting with other community partners to make sure our camp won't overlap with other camps planned this summer in the City.

Airport Development- Reported by Paul Shaffer

1. Improve Runway 2 RSA/RPZ:

- a. Revised Draft EA was resubmitted to Bobb Beauchamp on 6/21/19. Bobb indicated at the CIP meeting that he does not require any further modifications at this time. Approval is anticipated to come in conjunction with approval of the ALP.
 - b. The ALP was resubmitted to the FAA on October 16, 2019 with the new declared distance sheet and two new departure surface sheets that were requested by Gary Wilson. Approval is expected by the end of January.
 - c. An offer for the Oehmstead Avigation Easement and Road ROW is being drafted by Bill Nelson.
 - d. The FAA has committed to funding the land acquisition as approach protection.
 - e. The FAA has started moving on the AIP-22 Pre-Grant Application that was submitted.
- 2. CIP 2021-2025:** No changes were requested for the 2021-2025 CIP from the current draft form.
Motion to Approve: Greg Poulin **Second:** T.Y. Okosun **Motion Approved.**
- 3. Pole Barn Maintenance Building:** BF&S is in the process of preparing a basic procurement package for a pole barn maintenance building. BF&S will review with Jessica and plan to get it out to contractors by the end of the month. The intent will be to have the contractor able to begin construction as soon as the weather suitable. The project will be designed and permitted by the contractor.

Old Business:

1. None

New Business:

1. **2020 Legal Services Contract with Bill Nelson**

Motion: Greg Poulin **Second:** Jeff Bartlett **Motion Approved.**

Claims Docket: Amount: \$2,173.85

Motion to Approve: Greg Poulin **Second:** T.Y. Okosun **Motion Approved.**

Correspondence: None

Public Comment: Mayor Duane Parry stated that he was supportive of the airport.

Adjournment: There being no further business, the meeting was adjourned at 6:40 pm.

Motion: Greg Poulin **Second:** Jeff Bartlett **Motion Approved.**