Minutes of the January 10, 2019 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, T.Y. Okosun, Kirk Hunter. A quorum was present.

Members Absent: None

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

Minutes:

The minutes of the December 13, regular monthly meeting, were emailed.

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

Election of Officers:

President: Kirk Hunter  Vice President: Greg Poulin
Secretary: T.Y. Okosun  Treasurer: T.Y. Okosun (Acting)

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

Reports:

Financial- Reported by Jessica Ward:

Account Balances: Three claims were paid this month to Nipsco, Department of Water, and Arrow Energy.

Fuel Sales: Overall, we sold 991.3 gallons of 100LL, 1,002 gallons of Jet A and 34.7 gallons of Swift Fuel in December.

Airport Manager- Reported by Jessica Ward:

1. Mayor’s Ball: The Mayor’s Ball is Saturday, February 9, 2019 at the Blue Chip Casino. BF&S will be sponsoring a table for any BOAC members that would like to attend.

2. Food Vendor Security Deposit Reimbursement: Mordough, LLC, which operated the food trailer at the skydive facility here this past summer is not going to be reopening this year. They are requesting their $300 security deposit back. They left the premises the same condition in which it was given to them. Motion to Approve: Kirk Hunter Second: T.Y. Okosun Motion Approved.

3. February BOAC Meeting Date Change: After discussion about the regular February BOAC meeting falling on Valentine’s Day, Greg has requested the date of the meeting be changed to Thursday, February 7, 2019 at 6:00 pm.

Airport Development- Reported by Paul Shaffer and Jessica Ward

1. Improve Runway 2 RSA/RPZ:
   b. RPZ study has been sent to FAA Headquarters from the Regional Office. The Federal shutdown is impacting Headquarters and the review.
   c. The environmental was updated and submitted to the FAA on 12/02/18. Bobb believes he will have comments back by end of January.
   d. 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 reflects the increase in utility costs.

2. **CIP 2019-2024:** The draft CIP was distributed for review. **Motion to Approve:** Kirk Hunter **Second:** T.Y. Okosun **Motion Approved.**

3. **UST Repair Project Update:** Grading, seeding and work site cleanup has been completed. ATC has submitted recommendation that the retainage be released to Northern Indiana Mechanical: **Motion to Approve:** Kirk Hunter **Second:** T.Y. Okosun **Motion Approved.**

4. **Tarmac Lighting Project:**
   a. Approve Construction Contract with Continental Electric Co, Inc for $30,700.00: **Motion to Approve:** T.Y. Okosun **Second:** Kirk Hunter **Motion Approved.**
   b. Continental Electric Co. has begun submitting shop drawings to BF&S.
   c. Continental will start on the project as soon as materials come in. They would like to have it completed this winter.

**Old Business:** None.

**New Business:**
1. **2019 BOAC Attorney Contract:** Bill Nelson has sent a renewal contract for 2019. The city attorney has already looked over and approved the contract. **Motion to Approve:** T.Y. Okosun **Second:** Kirk Hunter **Motion Approved.**

**Claims Docket: Amount:** Pending for February Meeting- Not received in time for January BOAC meeting.

**Correspondence:**
None.

**Public Comment:**
None.

**Adjournment:** There being no further business, the meeting was adjourned at 6:50 pm.  
Motion: T.Y. Okosun **Second:** Kirk Hunter **Motion Approved.**