Minutes of the February 7, 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

Minutes:

The minutes of the January 10, regular monthly meeting, were emailed.

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

Reports:

Financial- Reported by Jessica Ward:

Account Balances: All claims for January and February were paid this month. The retainage for NIMCO came out of our capital projects account.

Fuel Sales: Overall, we sold 417.3 gallons of 100LL, 1,110 gallons of Jet A and 96.5 gallons of Swift Fuel in January.

Airport Manager- Reported by Jessica Ward:

1. Insurance Claim: We have a claim started for vehicle damage during a plowing incident this past month.
2. Michigan City Police Department Short Course Exercise: The police department reached out to the airport requesting to use the airport tarmac for their drivers’ training short course exercise again this year. There were no issues last year. There will be a NOTAM issued stating that the north half of the apron is unusable the couple days they have the course coned off. Self service fuel and adequate parking for transient aircraft will still be available. They will have the course set up a few days in April and use it 24/7 while the course is set up. They will then do a makeup course in October for any officers that are unable to complete the course in April. The airport manager will stress that while we currently have the tarmac space available with minimal disturbance to aircraft operations, their continued pursuit for a different location in the future would be the preference of the BOAC. Motion to Approve: T.Y. Okosun Second: Greg Poulin Motion Approved.
3. Winter Operations Update: New brush head attachments for the broom and a new solenoid for one of the plow wings on the tractor have been ordered. The Chevy will go in for damage repair from the plowing incident in the Spring as the local repair shops have waiting lists.

Airport Development- Reported by Paul Shaffer and Jessica Ward

1. Improve Runway 2 RSA/RPZ:
   a. Our FAA program manager has given approval to close out AIP 3-18-0055-019, now that the RPZ study is complete.
   b. Still waiting on official close out on AIP 3-18-0055-20. We need the final EA approval to close.
   c. RPZ study received concurrence. This is now complete.
   d. The environmental was updated and submitted to the FAA on 12/02/18. FAA comments from February 1, were minor in nature and we should have sign off by May 1, 2019 on this
document.
e. Appraisals were reviewed by Will Stump. **Motion to allow negotiations to begin with Tonn & Blank utilizing the appraisal and review appraisal:** Greg Poulin **Second:** T.Y. Okosun **Motion Approved.**
f. Scoping of the water and sanitary sewers is ongoing. Revised sanitary sewer and water costs have been received. The water scope was reduced to better fit within our budget.

2. **UST Repair Project Update:** Grading, seeding and work site cleanup has been completed. Retainage has been released to Northern Indiana Mechanical. They will need to come back out and adjust one of our sensors now that we are below 90% ullage in both Avgas and Jet A tanks.

3. **Tarmac Lighting Project:**
   a. 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:** None.

**Claims Docket:** **Amount:** January: $2,068.88, February: $117,779.91 **Motion to Approve:** Greg Poulin **Second:** T.Y. Okosun **Motion Approved.**

**Correspondence:** None.

**Public Comment:** None.

**Adjournment:** There being no further business, the meeting was adjourned at 6:40 pm. **Motion:** T.Y. Okosun **Second:** Greg Poulin **Motion Approved.**