Minutes of the April 18, 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: Jeff Bartlett
Others Present: Jessica Ward- Airport Manager, Paul Shaffer-BF&S

Minutes:
The minutes of the March 14, regular monthly meeting, were emailed.
Motion to approve: Greg Poulin Second: T.Y. Okosun Motion Approved.

Reports:

Financial- Reported by Jessica Ward:

Account Balances: The only account we are over our projected budget in is gas/electric by $2,271.95, which is expected to even itself out by the end of the year.

Fuel Sales: Overall, we sold 973.7 gallons of 100LL, 551.0 gallons of Jet A and 174.4 gallons of Swift Fuel in March.

Airport Manager- Reported by Jessica Ward:

1. Land Lease Rent Invoices: Land lease rent invoices went out to all hangar owners this month. A letter went out with the invoices reminding owners of the annual hangar inspections, hangar mowing service the airport offers and a reminder to be forwarding each renewal certificate of hangar liability insurance to the airport when they are renewed per their lease requirements.

Airport Development- Reported by Jessica Ward

1. Improve Runway 2 RSA/RPZ:
   a. Motion to Approve the Submittal of AIP-21 Partial Pay Request #3 for $6,704.34, Federal $6,034.00, INDOT $335.22, Local $335.12. Greg Poulin Second: T.Y. Okosun Motion Approved.
   b. Per Bobb Beachamp’s comments on the EA we are coordinating the EA document with USEPA. This should be the final step before signoff in May 2019.
   c. The meeting with Tonn and Blank to discuss the appraisal on 4/11/19 went well. We are ready to draft a purchase agreement. Motion to Allow Bill Nelson to Draft a Purchase Agreement: T.Y. Okosun Second: Greg Poulin Motion Approved.
   d. The ALP is still in line for review by Gary Wilson with FAA.
   e. INDOT requested the project be broken down into smaller phases to help with cash flow. BF&S revised the project phasing and resubmitted to INDOT on 4.15.19. Motion to Roll NPE and Change CIP to Reflect the Changes: Greg Poulin Second: T.Y. Okosun Motion Approved.
   f. BF&S is working on an available hangar site exhibit for the airport.

2. Skydive Windy City Chicago Update: The fuel tank purchased for use at the skydive facility is almost finished. The tank will be marked with lights and a buzzer while in use. It will have a crushed
gravel base. The airport manager requested the Michigan City fire marshal come out to the site to discuss hot fueling location and fuel tank location. The location where the fuel tank must be placed has been marked. This location is 50 feet from gazebo, and 55 feet from the B-2 taxilane center line. There is a line painted on the pavement of the turn-around in front of the skydive hangar, 40 ft. east of the chain link fence, demonstrating the farthest west the fueling points on the aircraft can be during hot fueling, per the fire marshal. Any occupied structures, including tents, and seating, including chairs, picnic tables or benches must be placed no closer than 6 ft. from the west side of the chain link fence.

3. **Tarmac Lighting Project:** Continental has started the project. The foundations were poured. Poles and lights should be mounted in the next couple of weeks, pending weather.

**Old Business:** None.

**New Business:** None.

**Claims Docket:** Amount: $33,937.70 **Motion to Approve:** Greg Poulin **Second:** T.Y. Okosun **Motion Approved.**

**Correspondence:** None.

**Public Comment:** Troy Church stated that he appreciates the airport manager for looking for and finding a solution for proper placement of his fuel tank at the skydive location.

**Adjournment:** There being no further business, the meeting was adjourned at 6:53 pm. **Motion:** T.Y. Okosun **Second:** Kirk Hunter **Motion Approved.**