Minutes of the June 20, 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: 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, Gene Simmons- Council Liaison

Minutes: The minutes of the May 9, regular monthly meeting, were emailed.

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

Reports:

Financial- Reported by Jessica Ward:

Account Balances: We are over our projected budget in is gas/electric, which is expected to even itself out by the end of the year. We are also over our budget in office supplies by $34.90, which will be corrected by the end of the year.

Fuel Sales: Overall, we sold 1132.5 gallons of 100LL, 2113.5 gallons of Jet A and 55.1 gallons of Swift Fuel in May.

Airport Manager- Reported by Jessica Ward:

1. Airport Pancake Breakfast- The FOP Dunes Lodge #75 Auxiliary will be having a fly-in/drive in pancake breakfast here at the airport on Sunday, July 14, from 7am to 12pm. We will have airplane rides, skydiving, a K9 demonstration at 10am. The EDITH house, a fire truck, and many police vehicles will be on display.
2. Coffee with the Seniors- The Mayor invited the airport manager to speak at the senior center at his Coffee with the Seniors event on May 28th. The runway extension project was discussed.
3. FAA Safety Team Forum- June 22 at 10am there will be a FAA Safety Team event at the airport. A representative from the South Bend Air Traffic Control will be at the airport for a Pilot-Controller forum.
4. New Land Lease Options for Leases Needing Extensions- Last month the board approved extending the lease for MC Hangar Owners Association. After speaking with our board attorney, the airport manager was reminded that we need to move over all new lease extensions to our new approved airport land lease. There are two leases that need moved to the new lease, which include MC Hangars Association and National Realty.

Airport Development- Reported by Paul Shaffer

1. Improve Runway 2 RSA/RPZ:
   a. Tonn and Blank offered a counter offer on 6/19/19. Some discussion ensued. Motion to Approve Tonn & Blank Counteroffer pending Bill Nelson’s Approval: Greg Poulin Second: T.Y. Okosun Motion Approved.
   b. Revised Draft EA was resubmitted to Bobb Beauchamp on 5/3/19.
   c. Tonn and Blank is expected to offer a counter offer on 6/19/19.
   d. The ALP is still in line for review by Gary Wilson with FAA.
   e. There was a meeting at the Chicago ADO to discuss the extension project status on May 9,
2019.

f. There was a utility follow up meeting for all utilities at the airport on May 21, 2019.

g. INDOT/FAA issued a new project funding plan on June 14, 2019 which shows the extension project being funded and the project should be completed in 2024.

2. FY 2019-2022 DBE Renewal Process:
   a. Required for all Federal Grant Recipients
   b. The draft goals will be placed on the airport website for comment until August 1st requesting comments.
   c. August 1st plans are due to FAA civil rights and in September we will receive our goal % approvals from FAA.
   d. October 1st we implement the new goal for use through September 30, 2022.
   e. **Motion to Accept the October 1, 2019 to September 30, 2022 Draft Disadvantage Business Enterprise Goal of 5.4%**. Greg Poulin Second: Jeff Bartlett Motion Approved.

3. Tarmac Lighting Project: Apron lighting was aimed on the tarmac and light bulb fixed on June 18, 2019. The only outstanding item is filling ruts and grass seed.

Old Business:

1. **Grass Strip Runway**: Airport tenants asked T.Y. about the possibility of having a grass strip runway at the airport. There was a study done by R.W. Armstrong previously upon request and their study found that without buying new land we currently wouldn’t meet the runway separation requirements of the FAA. The airport manager will email the tenants that had interest in a grass strip runway the study findings.

New Business:

1. **Hustler Repair/Trade-In Option**: Some discussion ensued on our option to trade in our oldest hustler mower that is on the trade-in schedule for the end of this year now, or repair the flywheel and fan shroud and muffler and trade it in at the end of the year. **Motion to trade-in the mower now for a $4,000 trade-in credit towards a new hustler for a total cost to the airport of $8,399.00**: Greg Poulin Second: T.Y. Okosun Motion Approved.

2. **Lease Extension Request for Hangar A5-3/ New Land Lease Option**: We received a 10-year lease extension request for Hangar A5-3. The tenant was agreeable to moving to our new lease form. **Motion to Approve New Lease for Leonard and Jacqueline Thode**: Greg Poulin Second: Jeff Bartlett Motion Approved.

**Claims Docket: Amount: $38,179.25 Motion to Approve**: Greg Poulin Second: T.Y. Okosun Motion Approved.

**Correspondence**: We received correspondence from Chris Yagelski from the Michigan City Police Department thanking us for allowing them to use our facility for their emergency vehicle operations course.

**Public Comment**: None

**Adjournment**: There being no further business, the meeting was adjourned at 7:05 pm. **Motion**: Greg Poulin Second: Jeff Bartlett Motion Approved.