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. A quorum was present.
Members Absent: Jeff Bartlett
Others Present: Jessica Ward- Airport Manager, Paul Shaffer- BF&S, Gene Simmons- Council Liaison, Bill Nelson- BOAC Attorney

Minutes:
The minutes of the July 11th, 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 legal professional services in reference to land acquisition have come out of our legal operating budget this year so far, which has totaled $5,821.00. All legal professional services pertaining to land acquisition will be reimbursable in a future grant. I will be taking future legal balances for land acquisition out of our capital projects or grant accounts each month, so we don’t go over our legal operating balance.

Fuel Sales: Overall, we sold 4123.9 gallons of 100LL, 4122 gallons of Jet A and 331.7 gallons of Swift Fuel in July.

Airport Manager- Reported by Jessica Ward:
1. AWOS Repair: Scott Picha replaced/upgraded the visibility sensor last month. He encountered a problem afterward with the temperature and dewpoint reporting missing. He was able to determine that the Humidity sensor is failing intermittently causing the temp and dewpoint to report missing. The cost for this sensor is $2,181.00 and it needs to be replaced. Motion to Approve Purchase: T.Y. Okosun Second: Greg Poulin Motion Approved.

2. FAASafety.gov FAASTeam Event: FAASafety.gov has a seminar here on Saturday, August 24 at 10am Central Time on Use of Weather Information and Preflight After Maintenance.

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.
   b. Conference call regarding Tonn and Blank counter offer occurred on 7/24/19.
   c. Received comments regarding the ALP from Gary Wilson on 7/11/19. He requested resubmittal regarding the format of the obstruction data, which is expected to be complete by end of August.
   d. BF&S Row group is working on finalizing the legal descriptions for the Oehmstead Avigation Easement and Road ROW is required to finalize the appraisals needed to enter negotiations.
   e. A master project schedule based on the new INDOT/FAA project funding schedule is being developed.
2. **FY 2019-2022 DBE Renewal Process:**
   a. Submitted to FAA civil rights division on 7/12/19.
   b. We will receive goal % approvals from FAA in September.
   c. We will implement the new goal for use through 9/20/22 on 10/1/19.

3. **Renewing 5-year Qualifications-Based Selection for Engineering Consultant Services:** Paul suggested that the BOAC run an RFQ ad in the local paper to satisfy the FAA advisory circular suggesting the selection is done every five years. After some discussion the ad will run in the paper on August 12th and the deadline for the statement of qualifications will need to be received by Tuesday, September 10, 2019.

4. **Hangar Exhibit:** BF&S completed a hangar exhibit showing the lots that are currently available to build on. Some discussion ensued on the exhibit.

**Old Business:**
1. **Michigan City Hangar Association Inc New Land Lease:** This lease is currently in a holdover month to month lease. Bill Nelson will prepare a new lease for review that starts on October 10, 2019.
2. **Purchase Agreement for Tonn & Blank Property:** After legal review there was an issue on a 7-acre portion of the property as it relates to title that needs to get cleared up. Bill Nelson has been working with Paul Shaffer to get the issue resolved as soon as possible. Bill Nelson suggested that the BOAC approve obtaining an updated avigation easement appraisal and review appraisal regarding the 7-acre portion of property. **Motion to Approve:** Greg Poulin **Second:** T.Y. Okosun. **Motion Approved.**

**New Business:**
1. **Sale of Hangar A5-2 Right of First Refusal Letter:** The BOAC received a letter from William Shawver regarding the BOAC’s right of first refusal for the sale of his hangar for the cost of $30,000.00. Some discussion ensued on possible uses of the hangar if owned by the airport. **Motion to Exercise Right of First Refusal and Purchase Hangar for $30,000.00:** T.Y. Okosun **Second:** Greg Poulin **Motion Approved.**
2. **Police Short Course Training Exercise Request:** The police department has 2 new officers that started at the police department. Chris Yagelski reached out to Jessica Ward requesting to set up a course sometime between the 16th and 20th of September for one day. The BOAC had already approved a full department training in October and saw no problem with adding an additional day during the week of September 16th.

**Claims Docket:** **Amount:** $48,721.48  
**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:** Greg Poulin **Second:** T.Y. Okosun **Motion Approved.**