

**Minutes of the March 13, 2025, Monthly Meeting of the
Michigan City Aviation Board of Commissioners**

Call to Order: Meeting called to order by T.Y. Okosun at 1:00 P.M.

Members Present: T.Y. Okosun, Kirk Hunter, Greg Poulin, Jeff Bartlett. **A quorum was present.**

Members Absent: None

Others Present: Jessica Ward- Airport Manager, Nancy Moldenhauer- City Council Liaison, Paul Walczak- Aircraft Owners and Pilots Association (AOPA) Airport Support Network (ASN) Volunteer

Minutes: The minutes of the February 13, 2025, regular monthly meeting, were emailed.

Motion to Approve: Jeff Bartlett **Second:** Kirk Hunter **Motion Approved.**

Reports:

Financial- Reported by Jessica Ward:

Account Balances: We just received a load of 450 gallons of diesel, decreasing that budget line. Our new Kubota mowers use diesel while our previous Hustler mowers used gasoline. Since we will start using more diesel than gasoline, the manager will need to increase our diesel budget while decreasing our gasoline budget for next year. Hoosier Equipment came up in October to repair leaks on the Jet A self-service pump and the Jet A pump on the truck. They replaced our gasoline hose and repaired the nozzle hangar. They also greased all hose reels for both avgas and jet a. They had some turnover in their company, so we just now received the invoice for that service call. This invoice was paid from our equipment repair line.

Fuel Sales: Overall, we sold 363 gallons of 100LL, 215 gallons of Jet A and 52.6 gallons of UL-94 in February. Our current fuel prices are \$4.99 for self-service avgas, \$5.14 for full-service avgas, \$3.99 for self- and full-service Jet A and \$6.45 for self-service UL-94.

Airport Manager Report- Reported by Jessica Ward:

- 1. Filter Changes/Annual Service Aviation Fuel Systems:** In January we had our annual aviation fuel service completed including filter changes on all fueling systems. Many parts were replaced on the fueling systems. We received a new ground reel on the avgas cabinet, a new stop ball for the UL-94 hose, a new avgas refueling hose, a new avgas nozzle with mesh strainer, a new jet a refueling hose, and a single point nozzle with dust cover and mesh strainer. Many of these items are replacements we need roughly every 5-10 years. Filters get changed annually on our aviation systems.
- 2. Hangar Building Rental Fee Schedule:** We have had a few requests over the years for private events in the hangar building next to the terminal building. The manager has created a hangar building fee schedule template with the cost for daily private rental and overnight aircraft storage. The overnight aircraft storage is in line with what is being charged at other airports that have an overnight hangar available.
- 3. New Airport Website: Coming Soon:** This week the manager met with our project manager from Sera Group that is creating our new city website and a few separate department websites- which the airport is one. The new website should be up somewhere in the 6-8-week range.

Airport Development- Reported by Jessica Ward:

- 1. Improve Runway 02/20 RSA/RPZ/ RWY Extension:**
 - a. The Intent to use Fiscal Year 2025 NPE Funding Letter was submitted to the FAA.
- 2. Runway Crack Sealing and Surface Coat Project:**
 - a. The contractor has elected to start in the spring in late April or early May, pending weather.
 - b. The runway will be closed for an estimated two weeks as the weather allows.
 - c. A pre-construction meeting will be held in the coming week.

3. Fuel Farm:

- a. The BOT council ordinance has been carried over to second reading.
- b. The FAA has indicated they would like us to use the FAA Construction Manager at Risk (CMAR) method rather than BOT. There is not an Indiana Code that follows the FAA CMAR process exactly. We plan to modify the IC 5-23 BOT code to follow the exact FAA CMAR. BF&S is repackaging the alternative delivery submission to the FAA.

Old Business: None

New Business:

1. **SkySports, Inc. Eighth Operating Agreement Extension:** There was discussion on amending the agreement extension to state that the current clause regarding the requirement of the owner's animal on airport grounds being maintained on a secure leash at all times should also apply to employees, vendors, customers, invitees, independent contractors, licensees, or any other persons on the grounds for the purposes of any activity related to Lessee or Operator.

Motion to Approve as Amended: Kirk Hunter Second: Jeff Bartlett Motion Approved.

2. **Water Department Grant of Easement of Parcel 46-01-36-376-001,.000.022:** Chis Johnsen, Superintendent of the Michigan City Department of Water Works discussed the easement needed to extend a water main south across Highway 20 on airport property to the property south of airport owned property.

Motion to Approve: Jeff Bartlett Second: Kirk Hunter Motion Approved.

3. **Cash Farm Lease for 2025 Season for 40 Acres South of US-20:** Halderman Real Estate and Farm Management has negotiated a cash farm lease with a new farmer that they are suggesting we contract to farm 40 acres of airport property south of Highway 20 this 2025 season:

Motion to Approve: Greg Poulin Second: Jeff Bartlett Motion Approved.

Claims Docket: Amount: \$18,704.01

Motion to Approve: Kirk Hunter Second: Greg Poulin Motion Approved.

Correspondence: None

Public Comment: Paul Walczak thanked the airport for installing a new ground reel on the avgas cabinet. He requested the airport think about allowing oil changes in the airport owned heated hangar in the winter and discussed the beach weekend fly-in for pilots and their families that is scheduled for this summer.

Adjournment: There being no further business, the meeting was adjourned at 1:35 pm.

Motion: Greg Poulin Second: Kirk Hunter Motion Approved.

Minutes Approved: 

Approval Date: 9-10-25

T.Y. Okosun: BOAC President- Michigan City Municipal Airport