

**Minutes of the June 12, 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, Jeff Bartlett, Kirk Hunter. **A quorum was present.**

**Members Absent:** Greg Poulin

**Others Present:** Jessica Ward- Airport Manager, Paul Shaffer- BF&S Airport Engineering Consultant, Paul Walczak- Aircraft Owners and Pilots Association (AOPA) Airport Support Network (ASN) Volunteer, Tim Werner- City Engineer, Wendy Vachet- City Director of Public Works

**Minutes:** The minutes of the May 8, 2025, regular monthly meeting, were emailed.

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

**Reports:**

**Financial- Reported by Jessica Ward:**

**Account Balances:** We are currently under our monthly projected budget in all budget lines except building maintenance supplies and telephone. \$2,665.00 came out of building maintenance supplies this last month. These items included a 55-gallon drum of Banish ground sterilizer, 5 yards of mulch for the landscaping, 5 yards of topsoil to fill ruts around the runway from the construction project, and 21 perennial bushes and annual flowers for the landscaping around our building. The telephone budget line is over our monthly projected budget due to the increasing cost of AWOS phone line.

**Fuel Sales:** Overall, we sold 915 gallons of 100LL, 1,837 gallons of Jet A and 159.8 gallons of UL-94 in May. These gallons are down over 50% from May last year due to our runway being closed for the construction project from April 28 through May 15. We only had half a month of fuel sales in May. Our current fuel prices are \$4.84 for self-service avgas, \$4.99 for full-service avgas, which were lowered \$0.15 with our last load purchase, \$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. **Summer Airport Events:** June 20-22 is the Beach Fly-In weekend event for pilots. Airport Day is on Sunday, July 13, and the public is invited. We will have food, "touch a plane" and other fun aviation-related activities for all ages. Lastly, Sunday, August 10 is our FOP pancake breakfast. There will be lots of fun activities going on at the airport that day as well and the community is invited. A flyer for that event will also be coming out soon from the FOP.
2. **Farming Property South of Hwy 20 Update:** Last month Woodruff and Sons requested adding more property to the temporary easement due to INDOT property access restrictions. The airport manager discussed this issue with the farmer and sent him an exhibit highlighting the additional acreage that would be affected. The farmer had already fertilized and planted the crop before their construction project started so he will need to be reimbursed for the acreage affected. The project is scheduled to be completed by June 26, 2025. At that time, we will make sure that the land that is affected is what is shown on the exhibit and then a price will be negotiated.
3. **AWOS Phone Service Change:** Our phone service for the AWOS has always been AT&T because they had a landline down Meer Rd that was near the access site for the AWOS. AT&T is in the process of removing that landline service, so our bill went up to nearly \$300 to force us to seek another service. I spoke with our AWOS certified tech, and he stated that many sites he oversees have switched over to a company called Source Point. They are approved for AWOS phone service. The cost is \$54.95 per month. After discussion between the City IT director, airport manager and AWOS tech, a decision was made to change to this service provider. We currently are waiting for the equipment to arrive, and our IT director will self-install with the AWOS tech saving us installation cost. The cost of equipment is \$395 and activation is \$100 so the total first invoice is \$549.95 for the first month and then will be \$54.95 thereafter.
4. **Seasonal Laborers:** We have a returning laborer intern from last summer and we hired another seasonal employee that we are hoping can turn into a permanent part-time or full-time employee come fall/winter.
5. **Annual INDOT Airport Inspection:** Our annual INDOT Airport Inspection is going to be in July. The details of the inspection are listed in Indiana Code 105 3-3.

**Airport Development- Reported by Paul Shaffer:**

**1. Improve Runway 02/20 RSA/RPZ/ RWY Extension:**

- a. INDOT has sent planned CIP funding.

**2. Runway Crack Sealing and Surface Coat Project:**

- a. Approve AIP 29 Partial Pay Request #4 for \$331,381.73 (FAA \$299,247.00, INDOT \$16,569.24, Local \$16,568.49) **Motion: Kirk Hunter Second: Jeff Bartlett Motion Approved.**
- b. Approve AIP 30 Partial Pay Request #1 for \$264,201.17 (FAA \$237,781.00, INDOT \$13,210.06, Local \$13,210.11) **Motion: Jeff Bartlett Second: Kirk Hunter Motion Approved.**
- c. Approve payment for Progress Estimate #1 in the amount of \$580,377.84 to Ameriseal: **Motion: Jeff Bartlett Second: Kirk Hunter Motion Approved.**
- d. Approve Change Order #1 in the amount of \$53,040.00 for additional crack sealing on Runway 2-20: **Motion: Kirk Hunter Second: Jeff Bartlett Motion Approved.**
- e. Project is complete except for permanent paint.

**3. Fuel Farm:**

- a. We submitted our revised proposal to FAA to modify the IC 5-23 BOT code to follow the exact FAA CMAR. We are waiting for a response from the FAA currently.

**Old Business: None**

**New Business: None**

**Claims Docket: Amount: \$648,982.16**

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

**Correspondence: None**

**Public Comment:** Paul Walczak stated the AWOS transmission can be heard from 55 miles away and that the Michigan City Aviators would love to help with the pancake breakfast and airport day events. Wendy Vachet stated that she would like the airport to submit a CAD file for airport overlay/height restrictions so it can be added to City GIS files.

**Adjournment:** There being no further business, the meeting was adjourned at 1:45 pm.

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

Minutes Approved: 

Approval Date: 7/10/25

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