

**Minutes of the October 16, 2025, Monthly Meeting of the  
Michigan City Aviation Board of Commissioners**

**Call to Order:** Meeting called to order by T.Y. Okosun at 3:00 P.M.

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

**Members Absent:** Jeff Bartlett

**Others Present:** Jessica Ward- Airport Manager, Nancy Moldenhauer- City Council Liaison

**Minutes:** The minutes of the August 27, 2025, regular monthly meeting, were emailed.

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

**Reports:**

**Financial- Reported by Jessica Ward:**

**Account Balances:** The airport is currently under its monthly projected budget in all budget lines except equipment repairs. The manager will transfer funds by the end of the year into all lines with negative balances.

**Fuel Sales:** Overall, we sold 2,326.9 gallons of 100LL, 5,381 gallons of Jet A and 237.2 gallons of UL-94 in September. Current fuel prices are \$4.84 for self-service avgas, \$4.99 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. **AI Conference:** The airport manager attended the AI Conference which was held in South Bend at the Four Winds Casino.
2. **Tractor Tire Replacement:** Two of the tractor tires needed replaced on the bidirectional tractor. This replacement went through Central Maintenance. One of the tires was flat. Zolman tire came out to repair it. The hole was not repairable, so the tire needed to be replaced. The adjacent tire tread was too low to only replace one, so they had to replace the adjacent tire as well. This invoice totaled \$4,709.24.
3. **Insurance Claim- Gate Property Damage :** On Sunday September 28<sup>th</sup> a car drove into the skydive gate pole causing damage. A police report has been made. Security footage on the skydive building caught the vehicle and license plate which has been turned over to the police. The airport manager requested estimates from a couple of fence companies the airport and city have used in the past for repairs. The estimates will be turned in to the city insurance company and handled from there. The gate will need to be replaced. It does not close properly and eventually will not close at all. A chain must be used to secure the gate now until it is replaced.

**Airport Development- Reported by Jessica Ward:**

1. **Improve Runway 02/20 RSA/RPZ/ RWY Extension:**
  - a. INDOT has sent planned CIP funding.
  - b. The FAA issued AIP-31 to bid the temporary road and storm sewers.
2. **Runway Crack Sealing and Surface Coat Project:**
  - a. Project is complete.
  - b. A request has been submitted to the FAA to amend AIP-29 and AIP-30 to cover Change Order 1 that was approved at the July BOAC meeting.
  - c. Once the amendments are approved by the FAA and the punch list is completed the final payments and retainage release for the contractor will be processed.
  - d. There was a final walk-through on 8/13/25 at 11:00am.
  - e. The contractor has presented Progress Estimate 2 for \$86,884.39, however this cannot be paid until the FAA approves the grant amendment.
3. **Open the DBE Consultation for the Proposed DBE Goal of 5.1%:**

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

**4. CIP 2026-2031:**

- a. The proposed CIP has been drafted for 2026-2031. Board members will need to review and any proposed changes/ approval will take place at the next BOAC meeting.

**Old Business: None**

**New Business: None**

**Claims Docket: Amount: \$31,069.71**

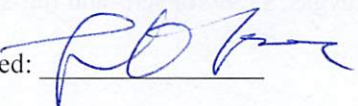
**Motion to Approve: Greg Poulin Second: Kirk Hunter Motion Approved.**

**Correspondence: None**

**Public Comment:** Scott Meland stated that the sealcoat looks great on the runway.

**Adjournment:** There being no further business, the meeting was adjourned at 3:35pm.

**Motion: Greg Poulin Second: Kirk Hunter Motion Approved.**

Minutes Approved: 

Approval Date: 11/20/25

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