

**Minutes of the November 20, 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, Jeff Barlett. **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 Liaison

**Minutes:** The minutes of the October 16, 2025, regular monthly meeting, were emailed.

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

**Reports:**

**Financial- Reported by Jessica Ward:**

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

**Fuel Sales:** Overall, we sold 2,280.2 gallons of 100LL, 2848 gallons of Jet A and 140.6 gallons of UL-94 in October. Current fuel prices are \$4.63 for self-service avgas, \$4.78 for full-service avgas, \$3.90 for self- and full-service Jet A and \$6.45 for self-service UL-94.

**Airport Manager Report- Reported by Jessica Ward:**

1. **UL-94 Update:** At the Aviation Indiana Conference this past month a representative from SWIFT fuels was there giving an update on the aviation grade unleaded 100 octane fuel. He stated their 100R is very close to being approved by the FAA for use and was hoping by the end of the year it would be available. He stated as soon as that happens, they will no longer be making the UL-94 fuel and the airports that currently carry the UL-94 will be the first airports to receive the new 100R fuel. In anticipation of the switch over the airport manager ordered a half load of UL-94 and will manage the transition when it comes time for 100R. Whatever UL-94 that is left when the 100R is approved will be pulled out and replaced with 100R. This can all be done with the same delivery truck.
2. **Weights and Measures:** Weights and Measures was out to check our fuel and after some small adjustments made by Hoosier Equipment Service, the airport received our 2025 approval stickers on all three of the self-service meters and all three of the truck meters.
3. **Avgas Truck Repair:** Central Maintenance was out to look at the Avgas truck. The truck has a radiator leak and a brake booster leak. Central Maintenance has the radiator in stock to replace it and are looking for aftermarket parts to fit the truck for the brake booster because they don't make them anymore. As soon as they have all the parts in they will be out to make the repairs.
4. **New Fence/Fence Repair Updates :** The airport manager is currently waiting on a second estimate for the installation of a new fence and drive gate between the terminal building parking lot and the entrance to the SRE building. This was in the original design of the SRE building but when cuts were made to reduce construction costs, the fence/gate was removed because that was a part of the project we could complete after the building was constructed. The manager is also waiting on two estimates for perimeter fence repair where trees have fallen on the fence, etc. There are areas where barbed wire needs fixed, fence material needs replaced, and barbed wire arms need replaced. The manager will request a purchase order out of this year's budget for these repairs, depending on the estimates. Lastly, the manager is waiting on a second estimate for the gate repair on the skydive entrance gate where a vehicle hit the post and drove off on Sunday, September 28<sup>th</sup>. This repair will need to come out of airport budget because the city's deductible is \$25,000.00 and this repair will cost well under that amount.
5. **Vending Machine Repair:** The refrigeration unit went out on the airport's vending machine. A local repair person is scheduled to come out to look at the unit to decide if the unit can be repaired or needs to be replaced. The estimate for the replacement unit is \$1,800.00. The machine is 6 years old, well over the warranty period. This is the first issue we have had with this machine besides needing a new bill validator in 2022. The cost of the refrigeration unit is almost 40% of our purchase price of the machine since we received the machine on trade-in.

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

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

- a. Submission of the FY 2026 Grant Pre-Application for “Improve Runway 2 RSA/RPZ/Extension- Construct Temporary Road, Install Drainage and Utility Relocation Agreements

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

- b. Approve AIP 31 Pay Request No. 1 in the amount of \$17,320.00 (Federal \$16,454.00, State- No P/O yet, Local \$866.00)

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

- c. Approve submission for 2026-2031 CIP Funding Request to FAA and INDOT:

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

**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 relace 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 No. 2 for \$86,884.39; however, this cannot be paid until the FAA approves the grant amendment. Approve Progress Estimate No. 2 Pending Issuance of the FAA Grant Amendment:

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

**Old Business: None**

**New Business:**

- 1. **Sterling Foundation Hangar Build Discussion:** Sterling Foundation has requested to build a hangar at the airport to house an aircraft museum, and aircraft technical training facility.

**Motion to Approve Board Attorney and Airport Manager Negotiating a Lease Agreement with Sterling Foundation:** Jeff Bartlett **Second:** Kirk Hunter. **Motion Approved.**

**Claims Docket: Amount:** \$50,501.62

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

**Correspondence: None**

**Public Comment:** Paul Walczak stated he loves the museum idea and is excited to see it here as well as having the opportunity to get the community involved in the restoring of aircraft and potential A&P training at the airport. He stated that if the airport purchases a new vending machine consideration could be made on having one with cash and credit card purchase potential. Lastly, he stated the new AWOS antenna is working as it should now, that he is happy the airport will be getting 100R when it is available, and that he will be making a request on the FAA website for an instrument approach to the north for Runway 02.

**Adjournment:** There being no further business, the meeting was adjourned at 3:50pm.

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

Minutes Approved: \_\_\_\_\_

Approval Date: \_\_\_\_\_

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