

**Minutes of the December 18, 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, Greg Poulin. **A quorum was present.**

**Members Absent:** None

**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, Nancy Moldenhauer- City Council Liaison

**Minutes:** The minutes of the November 20, 2025, regular monthly meeting, were emailed.

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

**Reports:**

**Financial- Reported by Jessica Ward:**

**Account Balances:** Transfer of funds requests have been submitted to the controller to correct all negative line balances. Purchase orders have been entered for fence projects and tractor plow blades. The airport has used 72% of its operating budget and 74% of its aviation gasoline budget so far this year.

**Fuel Sales:** Overall, the airport sold 1,296.6 gallons of 100LL, 1,661 gallons of Jet A and 80.4 gallons of UL-94 in November. 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. **Tractor Plow Blades Ordered:** With the high snow fall totals already this winter season and the new runway surface coat another set of tractor plow blades and skid shoes needed to be ordered. The foreman will flip the blades over and wear the other side out before switching to the new blades that were just ordered. One set of blades typically lasts for a season and a half at the airport. The estimate for the new blades and skid shoes was \$2,840.98 including freight. A purchase order was entered for the estimate and will get paid after delivery.
2. **New Fence/ Fence Repair Estimates:** A second estimate for a new fence at the parking lot entrance of the SRE building was received. This fence will run from the perimeter fence directly west of the terminal building west to the SRE building with a gate at the entrance from the parking lot. This design was in the SRE building construction plans but was removed to reduce construction costs at the time of construction. The two estimates came in at \$5,800.00 and \$9,191.00. A purchase order was entered for All Around Fencing for \$5,800.00. Two estimates were requested for perimeter fence repair caused by fallen trees, etc. A purchase order has been entered for Fence Masters for \$9,688.00. Lastly, two estimates were requested for a post replacement on the skydive entrance gate for the hit and run property damage claim. A purchase order for \$788.00 was entered for Fence Masters.
3. **Vending Machine Repair:** A tech from Lake Shore Mechanical came out to inspect the refrigeration unit on the vending machine. There is a freon leak. It is more costly to find and repair the leak than just order another refrigeration unit so he suggested ordering the new unit. The cost is \$1,800.00 for the new unit not including labor to replace it. A technician from Shaffer Distributing will install the unit.
4. **New Website :** Sera Group has completed our new website design for the airport. The website is scheduled to be launched at the same address- mgcairport.com.

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

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

- a. Approve and submit the FY 2026 Intent to Utilize Non-Primary Entitlement funds in addition to other available funding consistent with the projects noted and approved in the CIP:

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

b. Consideration of Draft Work Order 8- US 20 Temporary Road and Storm Sewer Final Construction Documents and Construction Administration: Will be considered for approval at January 2026 BOAC meeting.

**2. Fuel Farm:**

a. Motion to proceed forward with the fuel farm replacement utilizing the traditional design-bid-build delivery method:

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

**Old Business:** None

**New Business:**

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

**Motion to Approve Drafted Lease in Concept:** Jeff Bartlett **Second:** Greg Poulin. **Motion Approved.**

**Claims Docket: Amount:** \$37,693.86

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

**Correspondence:** None

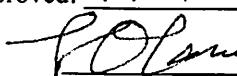
**Public Comment:** Paul Walczak stated he made a request on the FAA website for an instrument approach to the north for Runway 02. He started a discussion on requirements for a Part 135 Operator. He stated he is happy to hear the vending machine will be repaired and this amenity will still be offered at the airport.

**Adjournment:** There being no further business, the meeting was adjourned at 3:55pm.

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

Minutes Approved: T.Y. Okosun

Approval Date: 1/15/26

 Greg Poulin: BOAC President- Michigan City Municipal Airport