

**Minutes of the April 16, 2026, 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, Emma Santos- BF&S Airport Engineering Consultant, Nancy Moldenhauer- City Council Liaison

**Minutes:** The minutes of the March 19, 2026, regular monthly meeting, were emailed.

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

**Reports:**

**Financial- Reported by Jessica Ward:**

**Account Balances:** Legal is running a bit over the monthly projected budget, but the airport typically has larger legal expenses in the first quarter with the seasonal operating leases and annual farming leases.

**Fuel Sales:** Overall, we sold 963.5 gallons of 100LL, 1476 gallons of Jet A and 137.8 gallons of UL-94 in March. Fuel gallons sold are up 67% year-to-date in 2026 compared to 2025. 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. **Spring Clean-Up Dumpster Program:** This third week in April is the last week of the spring clean-up dumpster program at the airport. There was an increase in residents' use this year, which mean less items on curbs around town and a cleaner city.
2. **Parking Lot Lines:** Airport staff restriped the parking lot lines in the terminal building parking lot. The tarmac restriping will be completed next.
3. **Jet Fuel Load:** A full load of jet fuel was just purchased. The airport manager watched pricing on loads for multiple weeks to order when pricing was lowest. The jet fuel price will be increasing \$1.74 per gallon.
4. **Vending Machine Refrigeration Unit Update:** The Indiana service technician for Shaffer Distributing was out to replace the refrigeration unit two weeks ago on the airport vending machine. Unfortunately, the company ordered the wrong part so he couldn't complete the repair. The technician came back out and completed the repair yesterday and the vending machine is back in operation.

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

1. **Improve Runway 02/20 RSA/RPZ/ RWY Extension:**
  - a. The FAA program manager informed us that this project is not competing for discretionary funding this year.
2. **Runway Crack Sealing and Surface Coat Project:**
  - a. One year project warranty inspection will be scheduled in May.
3. **Fuel Farm:**
  - a. Motion to award the Jet A and 100LL Fuel System project to Hoosier Equipment Services, Inc. who was the lowest, most responsible, and responsive bidder, subject to financial, engineering and legal review:  
**Motion to Approve:** Jeff Bartlett **Second:** Greg Poulin **Motion Approved.**
  - b. Motion to approve the BF&S Grant Administration and Construction Services Professional Services Agreement for the Jet A and 100LL Fuel System:  
**Motion to Approve:** Kirk Hunter **Second:** Jeff Bartlett **Motion Approved.**
  - c. Motion to submit the FY 2026 FAA grant application (IJA) for the Jet A and 100LL Fuel System:  
**Motion to Approve:** Greg Poulin **Second:** Kirk Hunter **Motion Approved.**
  - d. Motion to submit the FY 2026 Non-Primary Entitlement (NPE) roll letter to the FAA:  
**Motion to Approve:** Kirk Hunter **Second:** Greg Poulin **Motion Approved.**

**Old Business: None**

**New Business: None**

**Claims Docket: Amount: \$12,947.87**

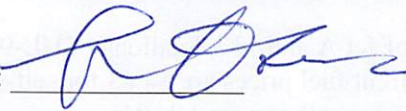
**Motion to Approve: Greg Poulin Second: Jeff Bartlett Motion Approved.**

**Correspondence: None**

**Public Comment:** Nancy Moldenhauer stated she appreciates the airport working with city administration to host the spring clean-up dumpster program.

**Adjournment:** There being no further business, the meeting was adjourned at 3:25pm.

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

Minutes Approved:  Approval Date: 5/21/2026

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