

**Minutes of the February 10, 2009 Monthly Meeting of the
Michigan City Aviation Board of Commissioners**

Call to Order: Meeting called to order at 6:30 PM in the terminal building at the airport.

Members Present: Tom Ringo, Greg Poulin, David Miller. **A quorum was present.**

Members Absent: Paul Sammann

Others Present: Jessica Groff- Airport Manager, Marty Enloe- Airport Asst. Manager, Joe Doyle- Council Liaison, Karla Price- R W Armstrong

Minutes: The minutes of the January 13, regular monthly meeting were read with no corrections noted.

Motion to approve: David Miller **Second:** Greg Poulin **Motion Approved**

Reports:

Finance: The January, 2009 operations and financial reports were summarized by Jessica Groff. The seasonal employment account is no longer present due to the fact that everyone is full-time. Since it is only January, there is not a whole lot to talk about with the account balances. We are well under budget in every account. The mayor requested that all department heads try to reduce the 2009 budget by 10%. Jessica submitted her thoughts on how we could reduce the budget by 10%. She also came up with ways to increase revenue as opposed to cutting the budget by the full 10%. Ways to increase revenue are increasing transient fuel prices for both Avgas and Jet-A. The Jet-A fuel price is still below what the other area airports are at. Ideas for cutting the budget were brought up by Jessica, which included the following: shutting down computers when not in use, turning down heat when airport is closed, cutting overtime, and repairs done in-house, extending longevity of equipment by good maintenance. Tom inquired about making sure that the maintenance logs go into detail about when equipment was serviced and that they be kept for each piece of equipment.

In the month of January, the gallons of Jet A sold was 2,451, which was up 20% from January, 2008. 100LL gallons dropped 63% from January 2008 gallons sold. The drop in avgas sales is due to the inclement weather. The cost of fuel of 100LL is \$ 3.81. The Jet A fuel price is \$ 2.94 which is lower then any airports in the area. We did get an Avgas and Jet A load so we have plenty of fuel for the time being.

Airport Manager:

1. Pilot's Lounge Furniture: Furniture was here the week of January 19th. Mr. Ruby was very impressed with the furniture.
2. Airstar Vending: Sam came and installed the vending machines.
3. New Holland Tractor Transmission: Gelder brought the tractor back to us just before we had another heavy snow on the 3rd.
4. Avgas Fuel Load: We took an avgas fuel load of 3700 gallons which puts our new price at \$3.81.
5. MCAS Summer Camp: Went to meeting with MCAS representatives and other department heads about creating a summer program for kids in the area. May try to get EAA involved in order to give kids a flight at the end of the program.
6. Last Outdoor Surveillance Camera/Hangar Telephone: Sam was here and installed the final surveillance camera and also installed a telephone in the hangar.
7. City Pay Loader: We were able to use a city pay loader to knock down some snow banks that were making it difficult for some aircraft to taxi.

8. MGC Website Update: The website has been updated with the latest fuel prices and there is a link with pictures of the new terminal building.
9. Derelict Aircraft: The process has begun to try and remove the aircraft that are on the airport grounds that are not airworthy.
10. Accounts Receivable Software: We are still looking for new software. The controllers' office is looking into whether or not we can use Fundware or not.

Airport Development:

1. Terminal Construction: The \$10,000 is set aside for payment once everything is complete around spring time. Also, the grants have both been closed. We had lights installed on the hangar door that should help with lighting the self service side of the ramp.

Old Business:

1. CIP- 5 year: The CIP- 5 year has been completed and submitted.
2. RW Armstrong Contract: Tom sent it to everybody and everyone gave their approval to go ahead and sign it. Karla Price from RW Armstrong presented what they have been doing recently with the runway extension project. There was work done with some aerial obstruction surveying and also work done looking at the environmentally sensitive areas that would be affected by the runway extension.

New Business:

1. Ethics Ordinance: Joe Doyle gave a brief explanation about the ethics ordinance and what it meant. One of the purposes is to put credibility back into government. The bottom line is to try and create a high standard for employees.

Claims Docket:

Amount: \$ 18,305.86

Motion: David Miller **Second:** Greg Poulin **Motion Approved.**

Public Comment:

There was no public comment.

Correspondence:

None.

Adjournment: There being no further business the meeting was adjourned at 7:35 PM.