

**Minutes of the Virtual January 14, 2021 Monthly Meeting of the
Michigan City Aviation Board of Commissioners**

Call to Order: Virtual Meeting called to order by Kirk Hunter at 6:00 PM from <https://global.gotomeeting.com/>.

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

Members Absent: None

Others Present: Jessica Ward- Airport Manager, Paul Shaffer- BF&S

Minutes: The minutes of the December 10, 2020, regular virtual monthly meeting, were emailed.

Motion to Approve: T.Y. Okosun **Second:** Jeff Bartlett **Motion Approved.**

Election of Officers:

President: Kirk Hunter

Vice President: Greg Poulin

Secretary: Jeff Bartlett

Treasurer: T.Y. Okosun

Motion to Approve: Jeff Bartlett **Second:** T.Y. Okosun **Motion Approved.**

Reports:

Financial- Reported by Jessica Ward:

Account Balances: Our beginning starting operating balance is \$285,115.00 down \$9,902 from our beginning balances in 2020 with cuts made from the controller's office for this budget due to the Covid-19 pandemic. Departments are still being requested to operate on essential only spending this year.

Fuel Sales: Overall, we sold 608.9 gallons of 100LL, 1362 gallons of Jet A and 38.4 gallons of Swift Fuel in December. Our year to date fuel sales increased by 3% from 2019 to 2020.

Airport Manager Report- Reported by Jessica Ward: None

Airport Development- Reported by Paul Shaffer

1. **Improve Runway 02-20 RSA/RPZ/ RWY Extension**
 - a. The air quality modal is complete in the Airport Environmental Design Tool (AEDT) software for the draft EA document.
 - b. We have closed on the Tonn & Blank Property.
2. **2022-2026 Draft CIP:** BF&S provided a draft CIP by email. Discussion ensued at the December BOAC Meeting about replacing the land reimbursement request for 2026 with taxiway lighting. The taxiway lighting has been confirmed to be already in the CIP for year 2025. Some discussion ensued about replacing the cover sheet language for the 2022-2026 CIP document. **Motion to Approve 2022-2026 CIP Document with New Requested Language:** Jeff Bartlett **Second:** Greg Poulin **Motion Approved.**
3. **AIP Grant Oversight Risk Assessment Checklist: Motion to Acknowledge the Submittal of the Checklist to the FAA:** Greg Poulin **Second:** T.Y. Okosun **Motion Approved.**

Old Business: None

New Business:

1. **2021 Legal Services Contract:** Bill Nelson has submitted a Legal Services Retainer Contract for 2021. **Motion to Approve Contract:** Greg Poulin **Second:** T.Y. Okosun **Motion Approved.**

Claims Docket: Amount: \$89,583.02

Motion to Approve: T.Y. Okosun Second: Jeff Bartlett Motion Approved.

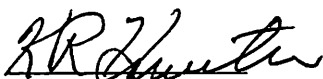
Correspondence: None

Public Comment: None

Adjournment: There being no further business, the meeting was adjourned at 6:40 pm.

Motion: T.Y. Okosun Second: Jeff Bartlett Motion Approved.

Minutes Approved:



Approval Date: 04.15.21

Kirk Hunter
BOAC President
Michigan City Municipal Airport