

**Minutes of the Virtual April 15, 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, Hosted by “Zoom” and streamed on “My Michigan City” Facebook Page.

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

**Members Absent:** T.Y. Okosun

**Others Present:** Jessica Ward- Airport Manager, Paul Shaffer- BF&S, Andrew Maksymovitch- BF&S, Gene Simmons- Common Council Liaison

**Minutes:** The minutes of the January 14, 2021, regular virtual monthly meeting, were emailed.

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

**Reports:**

**Financial- Reported by Jessica Ward:**

**Account Balances:** Departments are still being requested to operate on essential only spending this year. Telephone is over budget because Comcast is currently charging the airport for cable television when local government has always gotten cable television for free. IT is working with Comcast to credit for previous months charged and remove the charge for future months. The airport will need to make a minor transfer for \$180 at the end of the year into our sewer account. This account was cut by the controller’s office after 2021 budget submission.

**Fuel Sales:** Overall, the airport sold 883.9 gallons of 100LL, 1039.4 gallons of Jet A and 139.5 gallons of Swift Fuel in March.

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

1. **Land Lease Rent Invoices:** The annual land lease rent invoices will go out before the end of the month to all hangar owners.
2. **Hangar Inspections:** Hangar inspections will start again this year. Last year hangar inspections were not performed due to COVID-19. Hangars are inspected annually to make sure that each hangar is utilized for storage of at least one airworthy aircraft that is properly registered with the FAA, as well as a handful of other safety checklist items.
3. **SWIFT Fuel Order:** The airport is currently out of SWIFT fuel. The airport has requested an estimate for a full fuel load on March 20<sup>th</sup> but has not received one yet.
4. **Kubota Tractor Warranty Repair:** The plate around the PTO shaft has been continuously leaking. Riggs believed they changed it with the first Kubota tractor repair but were mistaken. The plate has now been replaced for no cost to the airport because it was a warranty repair.
5. **New Holland Tractor Repair/Annual Service:** The PTO on the blower side of the New Holland tractor is leaking hydraulic fluid. Central Maintenance ordered and received the parts needed for the repair. Central Maintenance will complete the repair and the annual service for oil, oil filters and hydraulic filters next week.

**Airport Development- Reported by Paul Shaffer**

1. **Motion to Acknowledge Acceptance of the Airport Coronavirus Response Grant Program (ACRGP) Grant Offer, Grant No. 3-18-0055-024-2021 in the Amount of \$13,000.00:** Jeff Bartlett **Second:** Greg Poulin **Motion Approved.**
2. **Improve Runway 02-20 RSA/RPZ/ RWY Extension**
  - a. 2021 AIP 25 Grant: There will be no state or local match this year.
    - i. **Motion to Submit the Fiscal Year 2021 Grant Application for AIP 25 in the Amount of \$272,600.00 for Improve Runway 2 RSA/RPZ/Extension-**

**Reimburse Roadway and Cut Wall INDOT Stage 3 Design for US 20 and Environmental Document (Part C): Greg Poulin Second: Jeff Bartlett Motion Approved.**

- b. The Environmental Document is 100% complete. There were no public comments received during the comment period. Bobb Beauchamp from the FAA reports he expects the Environmental Document will receive an approved Finding of No Significant Impact (FONSI) from FAA any day now.

**Old Business: None**

**New Business:**

1. **2021 Sky Sports, Inc. Operating Agreement Extension:** Bill Nelson has submitted this agreement extension with no changes requested other than the change in dates to this current year. **Motion to Approve Operating Agreement: Greg Poulin Second: Jeff Bartlett Motion Approved.**

**Claims Docket:**

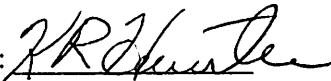
**February: \$6,259.70 Motion to Approve: Jeff Bartlett Second: Greg Poulin Motion Approved.**  
**March: \$2,912.44 Motion to Approve: Greg Poulin Second: Jeff Bartlett Motion Approved.**  
**April: \$5,227.78 Motion to Approve: Jeff Bartlett Second: Greg Poulin Motion Approved.**

**Correspondence: None**

**Public Comment: None**

**Adjournment:** There being no further business, the meeting was adjourned at 6:20 pm.  
**Motion: Greg Poulin Second: Jeff Bartlett Motion Approved.**

Minutes Approved:



Approval Date:

08-10-21

Kirk Hunter  
BOAC President  
Michigan City Municipal Airport