

**Minutes of the July 8, 2021 Monthly Meeting of the
Michigan City Aviation Board of Commissioners**

Call to Order: Meeting called to order by Kirk Hunter at 6:00 PM.

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

Members Absent: None

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

Minutes: The minutes of the June 10, 2021, regular virtual monthly meeting, were emailed.

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

Reports:

Financial- Reported by Jessica Ward:

Account Balances: We currently are over our monthly budget in telephone and sewer, as we were in June. No changes here. We didn't receive our water/sewer bill before the July 2nd, which is when are claims were due for this meeting so this account shows in the green but will be in the red as soon as July bill is paid. These accounts will need a transfer at the end of the year within those section of our budget. Our auto insurance and property insurance accounts will need a transfer as well by the end of the year. There are 4 installment payments for these accounts that are made by the controller's office, two of which are accounted for on this report. The controller's office pays one payment for the whole city and debits each department using a new formula this year. We will need a transfer at the end of the year for \$2,750.73 into our property insurance account and \$499.37 into our auto insurance account. This new formula will be used when creating the 2022 budget for the city so we shouldn't be in the red next year in these accounts. The controller's office budgets for these two accounts for departments, but I budget for our liability insurance. We have a separate airport policy for that. It is one annual payment for exactly what was budgeted in this account.

Fuel Sales: Overall, we sold 2649.6 gallons of 100LL, 3769 gallons of Jet A and 106.9 gallons of Swift Fuel in June. We have a 60% fuel increase overall year-to- date compared to 2020.

Airport Manager Report- Reported by Jessica Ward:

1. **Jet Fuel/Avgas Fuel/Swift Fuel Loads:** We have full loads of Jet A, 100LL and a partial load of Swift fuel on order again. Avgas and Jet A are coming tomorrow, and the partial load of Swift delivery date hasn't been determined yet. Both our 100LL and Jet A gallons sold are up 47% and 12% respectively last month compared to June 2020.
2. **Mowing for Hay:** Russel Thomas made his first cut of hay this year on the east and north side of the runway. He is in the process of removing the hay bales. He will cut at least one more time before the season ends.
3. **Oshkosh AirShow Pricing/Specials:** We will be offering full-service fuel at self-service pricing for the week of Oshkosh. We will also have free hot dogs and popcorn from 11am to 2pm daily.
4. **Terminal Carpet/Tile/Grout Cleaning:** QCC just came out for our annual carpet/tile/grout cleaning and did a great job.
5. **Terminal Landscaping:** New mulch was ordered and put in around the terminal building and the sign out front. Some dead bushes and weeds were pulled, and a weed barrier was put down under the new mulch this week in house.
6. **Fallen Tree Removal:** We had a fallen tree on the wildlife fence on the north end during one of the storms this past month. This tree has been cut up and removed in house.

7. **FAA Safety Presentation Scheduling:** FAA Safety Presentations are beginning to be scheduled again now that COVID restrictions have been lifted. I hope to have one scheduled at the end of this month or beginning of August pending availability of the presenter.
8. **INDOT Aviation Annual Inspection:** We received our annual airport inspection from INDOT Aviation airport inspector last month. We passed the inspection with no deficiencies noted. Our next inspection will be in June of 2022.

Airport Development- Reported by Paul Shaffer

1. **Improve Runway 02-20 RSA/RPZ/ RWY Extension:**
 - a. Paul Shaffer expects the FY 2021 AIP 25/26 any day now that the airport has EA approval. This grant will be 100% federally funded with no local match.
 - b. BF&S has had several coordination calls in with INDOT on the future bridge maintenance agreement. The draft is anticipated to be completed soon for BOAC review.
 - c. Paul and Jessica are working to schedule a meeting with Leslie/RL Roofing to discuss the last segment of road right of way needed for the extension project.
 - d. Paul is setting up a meeting with IFA/USDA to discuss alternative funding options for the water and sewer portion of the project.
2. **American Rescue Plan Act (ARPA) FAA Grant:**
 - a. Motion to Accept and have BOAC President and BOAC Legal Counsel Execute the American Rescue Plan Act (ARPA) FAA Grant in the Amount of \$32,000.00.
Motion to Approve: Greg Poulin Second: Jeff Bartlett Motion Approved.

Old Business:

1. **Written Policy Establishing Procedures for a BOAC Member to Participate in a Meeting by Electronic Means Pursuant to I.C. 4-15-1.5-3.6:** Airport legal has drafted a hybrid policy which, if approved, will allow some members of the BOAC to participate in board meetings electronically. This policy was tabled at the June 2021 regular BOAC meeting. T.Y. stated that he opposes this policy because of the third-party streaming. **Motion to Approve: Greg Poulin Second: Jeff Bartlett Motion Approved. The motion carried as follows: AYES: MEMBERS Hunter, Poulin and Bartlett (3). NAYS: T.Y. Okosun (1).**

New Business: None

Claims Docket: Amount: \$12,104.39 Motion to Approve: Greg Poulin Second: T.Y. Okosun Motion Approved.

Correspondence: None

Public Comment: None

Adjournment: There being no further business, the meeting was adjourned at 6:45 pm.
Motion: Greg Poulin Second: T.Y. Okosun Motion Approved.

Minutes Approved: 

Approval Date: 09-23-21

Kirk Hunter- BOAC President- Michigan City Municipal Airport