

AGENDA

City of Warsaw
Board of Aviation Commissioners
Regular Meeting
Tuesday, February 11, 2025, 5:15 PM
Council Chambers



I. ORGANIZATION OF MEETING

1. Call to Order
2. Approval of Minutes for ____
 - a. January Minutes
3. Approval of Claims
 - a. January claims

II. RECOGNITION OF VISITORS

III. REPORTS / ORAL & WRITTEN COMMUNICATIONS

1. Engineer's Report
2. Manager's Report
 - a. Fuel Usage Report
 - b. City Aviation Services and Aviation Department Income Statement
- a. Income Statement
- b. Fuel Usage Report

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

VI. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

VII. VISITOR QUESTIONS OR COMMENTS

VIII. ADJOURNMENT

BOARD OF AVIATION COMMISSIONERS
REGULAR MEETING
JANUARY 14, 2025
5:15 PM

I. ORGANIZATION OF MEETING

1. Call to Order

Present: Steven Smilay; John Yingling; Dan Robinson; Gene Zale; Nick King; Linda Seiss; Josh Finch; Mayor Gross

a. Oath of Office

Steven Smilay was sworn in to office by Mayor Gross. He replaced Jay Rigdon who retired in December.

b. Election of Officers

President - Dan Robinson

Vice President - John Yingling

Secretary - Gene Zale

Member - Steven Smilay

Move: Gene Zale Second: Dan Robinson Status: Passed

The day and time will remain the same (second Tuesday of the month at 5:15PM)

Move: Dan Robinson Second: John Yingling Status: Passed

2. Approval of Minutes for ____

a. approval of minutes

Move: Gene Zale Second: Dan Robinson Status: Passed

3. Approval of Claims

a. December Claims

Ascent Aviation Group	\$73,529.86
Bellman Oil	\$ 305.10
CAMP Software	\$ 595.00
Cincinnati Ins. Group	\$ 375.00
ZimmerBiomet	\$ 2,137.25

Move: John Yingling Second: Gene Zale Status: Passed

II. RECOGNITION OF VISITORS

David Slone

III. REPORTS / ORAL & WRITTEN COMMUNICATIONS

1. Engineer's Report

Airport CIP - Approval and Dan Robinson's signature on CIP when revisions completed.

Move: John Yingling Second: Gene Zale Status: Passed

Board Approval for Nick King to be able to sign on future the Airport CIP's that have been previously communicated, but will not exceed the previous funding.

Move: Gene Zale Second: John Yingling Status: Passed

AEP Power Lines

CHA INV# 58412.2-17 (\$5,556.80)

Move: John Yingling Second: Gene Zale Status: Passed

AEP INV#120-21534065 (\$1,592,916.35)

Move: John Yingling Second: Gene Zale Status: Passed

Improve RW 9-27 Safety Area, Phase 1

CHA INV# 58412.4-12 (\$1,391.16)

Move:Gene Zale Second: John Yingling Status: Passed

Taxilane E-1 REHAB

CHA INV# 58412.6-10 (\$13,373.66)

Move: Gene Zale Second: John Yingling Status: Passed

Taxiway B REHAB

CHA INV# 58412.7-03 (\$8,779.12)

Move: John Yingling Second: Gene Zale Status: Passed

AIRPORT Overlay District

CHA INV# 58412.10-04 (16,000.00)

Move: Gene Zale Second: John Yingling Status: Passed

RUNWAY 9-27 Rehabilitation

CHA INV# 58412.11-01 (\$20245.20)

Move: John Yingling Second: Gene Zale Status: Passed

CHA Engineer's Report attached

2. Manager's Report

a. Fuel Usage Report

b. City Aviation Services and Aviation Department Income Statement

a. fuel usage report

b. Income Statement

IV. UNFINISHED BUSINESS

Nick asked again about changing terminal hours to 7AM- 5PM. The board does not want to do this until the self serve fuel farm is in.

V. NEW BUSINESS

1. Hangar Lease

2. Sugair Operator's Contract

Nick asked the Board to approve Sugair's Hangar lease and Operator's Contract pending final legal authority. He is working with city attorney. Nick is also going to update minimum standards. (Not updated since 2004)
Move: John Yingling Second: Gene Zale Status: Passed

Nick asked the Board for approval To Stantec Amendment. It is for \$49,741.00 to do soil borings and monitor wells.

Move: John Yingling Second: Gene Zale Status: Passed

VI. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

VII. VISITOR QUESTIONS OR COMMENTS

VIII. ADJOURNMENT

The meeting adjourned at 6:37PM.

Our next BOAC Meeting is February 11, 2025 in the City Hall Council Chambers.

Dan Robinson(President)_____

Gene Zale(Secretary)_____



Consultant's Report

To: Warsaw Board of Aviation Commissioners
Issued By: Robert LaFayette
Subject: Monthly Board Meeting – Consultant's Report
Date: January 14, 2025

Warsaw Municipal Airport (ASW) Airport Capital Improvement Program (ACIP):

- ACIP has been revised per FAA and INDOT on the Airfield and Runway programs. New ACIP reflects these revisions and communication with regulatory agencies.
- **BOARD ACTION: Motion for Board Approval and Dan Robinson's signature on ASW ACIP.**
- **BOARD ACTION: Motion for Board Approval for signature authority on future ACIP's previously communicated not to exceed previous local funding.**

Runway 27 Obstruction Mitigation (AEP Power Lines) (AIP No. 3-18-0085-020-2020 // CHA Task Order No. 2):

- Construction has started as mobilization and staging began Monday 1/13
- Notes from AEP:
 - Kent Power is mobilizing 1/13
 - The accessing and matting (Quest) crew is mobilizing 1/13
 - Drill crew mobilizing 1/16
 - First pour is going in 1/17
 - Test & Checkout is schedule for 2/27
 - Energization date is 2/27
 - Demobilization is scheduled for 3/13
- **BOARD ACTION: Motion for Board Approval and Dan Robinson's signature on CHA Invoice 58412.2-17 in the amount of \$5,556.80 (Local Share \$277.84)**
- **BOARD ACTION: Motion for Board Approval and Dan Robinson's signature on AEP Invoice 120-21534065 in the amount of \$1,592,916.35 (Local Share \$79,645.82)**

Improve Runway 9-27 Safety Area, Phase 1 – Program Definition (AIP No. 3-18-0085-022-2022 // CHA Task Order No. 4):

- CHA coordination with FAA on revisions associated with the project. Included three separate coordination calls with FAA.
- **BOARD ACTION: Motion for Board Approval and Dan Robinson's signature on CHA Invoice 58412.4-12 in the amount of \$1,391.16 (Local Share \$69.56)**

Conduct Wildlife Hazard Site Visit (AIP No. 3-18-0085-023-2023 // CHA Task Order No. 5):

- Wildlife Site Visit Report has been revised based upon airport feedback and submitted to FAA for review. Waiting revisions hopefully by the end of this month.
- **BOARD ACTION: No Invoice**

Corporate Taxilane E-1 Rehabilitation/Reconstruction (CHA Task Order No. 6)

- Work related to project close-out, coordination with Phend & Brown contracts and revision, construction administration. Final stage is sealcoats final pavement markings which was deferred to the spring during warmer temperatures.
- **BOARD ACTION: Motion for Board Approval and Dan Robinson's signature on CHA Invoice 58412.6-10 in the amount of \$13,373.66 (State Share \$13,373.66)**

Taxiway B Rehabilitation (BIL No. 3-18-0085-024-2024 // CHA Task Order No. 7)

- Internal kick-off, project initiation. Beginning preliminary design stages.
- Anticipated to be complete prior to June. Expecting bids in hand mid-May to make FAA grant deadline in June.
- **BOARD ACTION: Motion for Board Approval and Dan Robinson's signature on CHA Invoice 58412.7 - 03 in the amount of \$8,779.12 (Local Share \$438.96)**

General Services (CHA Task Order No. 9)

- No Update this month.
- **BOARD ACTION: No Invoice**

Airport Overlay District (CHA Task Order No. 10)

- Draft submitted to Airport for review.
- Next steps schedule briefing with City and County
- **BOARD ACTION: Motion for Board Approval and Dan Robinson's signature on Invoice 58412.10-04 in the amount of \$16,000 (Local Share \$16,000)**

Runway 9-27 Rehabilitation (CHA Task Order No. 11)

- Internal kick-off, project initiation. Beginning design stages.
- Next step is coordination call with the Airport to discuss design phase.
- Anticipated schedule to be complete during summer months.
- **BOARD ACTION: Motion for Board Approval and Dan Robinson's signature on Invoice 58412.11-01 in the amount of \$20,245.20 (Local Share \$20,245.20)**



Run: 1/29/2025
11:05AM

Warsaw Municipal Airport Vendor Activity Report

Page: 1

For The Period: 1/01/2025 Through: 1/31/2025

Vendor	Charges	Discounts	Payments
Amazon	1,194.60	0.00	1,194.60
Aviation Indiana	370.00	0.00	370.00
Beaver Research Co	551.72	0.00	551.72
CHA	36,245.20	0.00	36,245.20
Eastern Engineering	33.83	0.00	33.83
EF Rhoades & Sons	27.06	0.00	27.06
First Source Bank	31,980.01	0.00	31,980.01
Hall Insurance	41,770.00	0.00	41,770.00
Industrial Door Of Northern Indiana	425.00	0.00	425.00
Kalyco, LLC	23.45	0.00	23.45
Keystone Cooperative	1,335.14	0.00	1,335.14
Lake City Bank Card Center	136.44	0.00	136.44
Lowe's	178.68	0.00	178.68
Menards	181.86	0.00	181.86
NAPA	150.94	0.00	150.94
NIPSCO	2,501.08	0.00	2,501.08
Online Data	8.42	0.00	8.42
Orange Marketing Group	850.00	0.00	850.00
REMC	354.00	0.00	354.00
Revels Turf & Tractor	14,797.91	0.00	14,797.91
Robinson Construction	6,238.00	0.00	6,238.00
Stantec Consulting Services	2,611.75	0.00	2,611.75
Truck Centers	287.55	0.00	287.55
Verizon Wireless	223.94	0.00	223.94
Wal-Mart	52.94	0.00	52.94
Wildman Uniform	258.03	0.00	258.03
Report Totals:	142,787.55	0.00	142,787.55

Run: 2/03/2025
12:30PM

City Aviation Services Vendor Activity Report

Page: 1

For The Period: 1/01/2025 Through: 1/31/2025

Vendor	Charges	Discounts	Payments
Ascent Aviation Group, Inc.	44,935.40	0.00	44,935.40
CAMP Software, Inc.	595.00	0.00	595.00
Report Totals:	45,530.40	0.00	45,530.40

City Aviation Services
General Ledger Standard Income Report
For Fiscal Year Starting: 1/01/2025, Reporting Through: 1/31/2025
All Departments Consolidated

Income

	MTD 1/01-1/31/25	QTD 1/01-1/31/25	YTD 1/01-1/31/25
Ramp Fees	1,375.00	1,375.00	1,375.00
Jet Fuel Sales	65,055.54	65,055.54	65,055.54
100LL Fuel Sales	6,865.38	6,865.38	6,865.38
Prist Sales	71.60	71.60	71.60
After Hour Service	300.00	300.00	300.00
Income:	73,667.52	73,667.52	73,667.52

Other Income

	Month-To-Date	Quarter-To-Date	Year-To-Date
Land Lease	21,486.41	21,486.41	21,486.41
Cash Rent Farm Land	24,421.50	24,421.50	24,421.50
Stormwater Utility Fee	10,163.26	10,163.26	10,163.26
Hangar Rent	6,000.00	6,000.00	6,000.00
License Fee	750.00	750.00	750.00
Other Income:	62,821.17	62,821.17	62,821.17

Cost Of Sales

	MTD 1/01-1/31/25	QTD 1/01-1/31/25	YTD 1/01-1/31/25
Jet Fuel Cost	44,885.40	44,885.40	44,885.40
Fuel Excise Tax	3,435.54	3,435.54	3,435.54
Cost Of Sales:	48,320.94	48,320.94	48,320.94

Expense

	MTD 1/01-1/31/25	QTD 1/01-1/31/25	YTD 1/01-1/31/25
Credit Card Merchant Fees	607.11	607.11	607.11
TFBO Web Software	645.00	645.00	645.00
Expense:	1,252.11	1,252.11	1,252.11

Expense

	Month-To-Date	Quarter-To-Date	Year-To-Date
DEBT SERVICE	31,980.01	31,980.01	31,980.01
PAYROLL	38,310.49	38,310.49	38,310.49
OFFICE SUPPLIES	138.62	138.62	138.62
OPERATING SUPPLIES	2,538.19	2,538.19	2,538.19
REPAIR & MAINTENANCE SUPPLIES	489.41	489.41	489.41
PROFESSIONAL SERVICES	38,856.95	38,856.95	38,856.95
COMMUNICATION & TRANSPORTATION	266.81	266.81	266.81
INSURANCE	41,770.00	41,770.00	41,770.00
UTILITY SERVICE	2,855.08	2,855.08	2,855.08
REPAIR & MAINTENANCE	6,663.00	6,663.00	6,663.00
RENTALS	258.03	258.03	258.03
OTHER	1,301.99	1,301.99	1,301.99
MACHINERY & EQUIPMENT	15,669.46	15,669.46	15,669.46
Expense:	181,098.04	181,098.04	181,098.04

Net Income:

< 94,182.40 > < 94,182.40 > < 94,182.40 >

Notes: Report Period: 1/01/2025 - 1/31/2025
All Departments Consolidated.

	2025	January	February	March	April	May	June	2025 YTD Total	2024 January
Air Cargo		1,488.0							1,339.0
Revenue		\$2,232.00							\$2,008.50
Explorer Van		2,770.0							1,385.0
Revenue		\$4,155.00							\$2,077.50
Image Air		7,424.0							6,038.0
Revenue		\$9,280.00							\$7,547.5
Flight By PWI		1,099.0							642.0
Revenue		\$1,648.50							\$963.00
Sugair									
Revenue									
ZimmerBiome		772.0							
Revenue		\$1,158.00							
Revenue									
Revenue									
Based									
Jet-A									
Revenue									
100LL		832.3							725.3
Revenue		\$249.69							\$217.59
Transient									
Jet-A		1,265.0							184.0
Revenue		\$2,530.00							\$368.00
100LL		678.4							349.3
Revenue		\$339.20							\$174.65
Total Gals.									
Jet-A		14,818.0							
100LL		1,510.7							
Total Rev.									
Jet-A		\$21,003.50							
100LL		\$588.89							
Combined		\$21,592.39							
2024									
Total Gals.									
Jet-A		9,588.0							
100LL		1,074.6							
Total Rev.									
Jet-A		\$12,964.50							
100LL		\$392.24							
Combined		\$13,356.74							