

AGENDA

City of Warsaw
warsaw.in.gov
Board of Aviation Commissioners
Regular Meeting
Tuesday, March 11, 2025, 5:15 PM
Council Chambers



I. ORGANIZATION OF MEETING

1. Call to Order
2. Approval of Minutes for February 11, 2025.
 - a. February Minutes
3. Approval of Claims
 - a. February Claims

II. RECOGNITION OF VISITORS

III. REPORTS / ORAL & WRITTEN COMMUNICATIONS

1. Engineer's Report
2. Manager's Report
 - a. fuel usage report
 - b. income statement

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

1. More Farm Stores

VI. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

VII. VISITOR QUESTIONS OR COMMENTS

VIII. ADJOURNMENT

I. ORGANIZATION OF MEETING

1. Call to Order

John Yingling - Absent

In Attendance: Dan Robinson, Gene Zale, Steve Smilay, Nick King, Linda Seiss

2. Approval of Minutes for ____

- a. January Minutes

Move: Gene Zale Second: Steve Smilay Status: Passed

3. Approval of Claims

- a. January claims

Ascent Aviation Group \$44,935.40

CAMP Software \$ 595.00

Move: Gene Zale Second: Steve Smilay Status: Passed

II. RECOGNITION OF VISITORS

David Slone

III. REPORTS / ORAL & WRITTEN COMMUNICATIONS

1. Engineer's Report

TW B Rehab: approval of CHA Inv.# 58412.7-04 for \$25,696.80

Move: Gene Zale Second: Steve Smilay Status: Passed

Airport Overlay District: approval of CHA Inv.#58412.10-05 for \$2,000.00

Move: Gene Zale Second: Steve Smilay Status: Passed

Task Order #11 - RW 9-27 Rehab: approval of CHA Inv.# 58412.11-02 for \$28,3568.40

Move: Gene Zale Second: Steve Smilay Status: Passed

Engineer's Report attached

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

Dan inquired about the 100LL self serve project: Nick replied there was no update at this time.

V. NEW BUSINESS

There will be a Chili Fly In On Friday, February 28, 2025 from 11:00 am to 2:00 pm.

VI. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

VII. VISITOR QUESTIONS OR COMMENTS

VIII. ADJOURNMENT

The meeting adjourned at 5:40 PM

The next BOAC Meeting is March 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: February 11, 2025

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

- Construction on-going. No overall delays at the moment, pending weather.
- 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: No Action**

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. Coordination on-going.
- **BOARD ACTION: No Action**

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. Pending FAA review.
- **BOARD ACTION: No Action**

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

- No new update - 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: No Action**

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

- Working towards 30% design. Anticipated completion of 30% next week.
- Next submittal is basis of design and 75% design, anticipated schedule for submittal March 28th.
- Project 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 - 04 in the amount of \$25,696.80 (Local Share \$1,284.84)**

General Services (CHA Task Order No. 9)

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

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 58412.10-05 in the amount of \$2,000 (Local Share \$2,000)**

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

- Currently completing 50% design submittal due today (2/11/2025), that was submitted to the Airport this afternoon. Next deliverable includes 90% design, anticipated March 7th.
- Had a coordination call with Airport to discuss construction safety phasing and site logistics. Additionally discussed design phases and annual strategy.
- Anticipated project design schedule to be complete in April with bid opening also late April.
- Construction schedule anticipated to start in early fall.
- **BOARD ACTION: Motion for Board Approval and Dan Robinson's signature on Invoice 58412.11-02 in the amount of \$28,358.40 (Local Share \$28,358.40)**



Run: 2/25/2025
12:04PM

Warsaw Municipal Airport Vendor Activity Report

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For The Period: 2/01/2025 Through: 2/28/2025

Vendor	Charges	Discounts	Payments
Ab & Tom's Auto Care	53.73	0.00	53.73
Amazon	222.94	0.00	222.94
Bobcat Of Warsaw, Inc.	1,281.48	0.00	1,281.48
CHA	31,144.75	0.00	31,144.75
Collier's Commercial Services	248.90	0.00	248.90
Cryotech Deicing Technology	17,658.05	0.00	17,658.05
ERS Wireless	1,781.41	0.00	1,781.41
Fisher Auto Parts	296.54	0.00	296.54
Kerlin Motor Co.	821.67	0.00	821.67
Keystone Cooperative	1,254.20	0.00	1,254.20
Lake City Bank Card Center	223.19	0.00	223.19
Lowe's	79.72	0.00	79.72
Monteith Tire Co.	2,237.00	0.00	2,237.00
NAPA	515.25	0.00	515.25
NIPSCO	3,077.83	0.00	3,077.83
Online Data	4.70	0.00	4.70
Orange Marketing Group	850.00	0.00	850.00
Oscar W. Larson	1,283.00	0.00	1,283.00
REMC	370.00	0.00	370.00
Stantec Consulting Services	163.50	0.00	163.50
Verizon Wireless	223.94	0.00	223.94
Wal-Mart	59.73	0.00	59.73
Wildman Uniform	278.22	0.00	278.22
Report Totals:	64,129.75	0.00	64,129.75

Run: 3/04/2025
10:52AM

City Aviation Services Vendor Activity Report

Page: 1

For The Period: 2/01/2025 Through: 2/28/2025

Vendor	Charges	Discounts	Payments
Ascent Aviation Group, Inc.	22,327.50	0.00	22,327.50
CAMP Software, Inc.	595.00	0.00	595.00
Report Totals:	22,922.50	0.00	22,922.50

2025	January	February	March	April	May	June	2025 YTD Total	2024 February	2024 YTD Total
Air Cargo	1,488.0	724					2,212.0	1,966.0	3,305.0
Revenue	\$2,232.00	\$1,086.00					\$3,318.00	\$2,949.00	\$4,957.50
Explorer Van	2,770.0	1,048.0					3,818.0	313.0	1,698.0
Revenue	\$4,155.00	\$1,572.00					\$5,727.00	\$469.50	\$2,547.00
Image Air	7,424.0	6,265.0					13,689.0	6,783.0	12,821.0
Revenue	\$9,280.00	\$7,831.25					\$17,111.25	\$8,478.8	\$16,026.3
Flight By PWI	1,099.0						1,099.0	180.0	822.0
Revenue	\$1,648.50						\$1,648.50	\$270.00	\$1,233.00
Sugair									
Revenue									
ZimmerBiome	772.0						772.0		
Revenue	\$1,158.00						1,158.0		
Revenue									
Based									
Jet-A									
Revenue									
100LL	832.3	980.2					1,812.5	951.1	1,676.4
Revenue	\$249.69	\$294.06					\$543.75	\$285.33	\$502.92
Transient									
Jet-A	1,265.0	932.0					2,197.0	1,038.0	1,222.0
Revenue	\$2,530.00	\$1,864.00					\$4,394.00	\$2,076.00	\$2,444.00
100LL	678.4	636.4					1,314.8	1,566.0	1,915.3
Revenue	\$339.20	\$318.20					\$657.40	\$783.00	\$957.65
Total Gals.									
Jet-A	14,818.0	8,969.0					23,787.0	10,280.0	
100LL	1,510.7	1,616.6					3,127.3	2,517.1	
Total Rev.									
Jet-A	\$21,003.50	\$12,353.25					\$33,356.75	\$14,243.25	
100LL	\$588.89	\$612.26					\$1,201.15	\$1,068.33	
Combined	\$21,592.39	\$12,965.51					\$34,557.90	\$15,311.58	
2024									
Total Gals.									
Jet-A	9,588.0	19,868.0							
100LL	1,074.6	3,591.7							
Total Rev.									
Jet-A	\$12,964.50	\$27,207.75							
100LL	\$392.24	\$1,460.57							
Combined	\$13,356.74	\$28,668.32							

2025	July	August	September	October	November	December	2025 YTD Total	2024 January	2024 YTD Total
Air Cargo									
Revenue									
Explorer Van									
Revenue									
Image Air									
Revenue									
FlightBy PWI									
Revenue									
Sugair									
Revenue									
ZimmerBiomet									
Revenue									
Revenue									
Based									
Jet-A									
Revenue									
100LL									
Revenue									
Transient									
Jet-A									
Revenue									
100LL									
Revenue									
Total Gals.									
Jet-A									
100LL									
Total Rev.									
Jet-A									
100LL									
Combined									
2024									
Total Gals.									
Jet-A									
100LL									
Total Rev.									
Jet-A									
100LL									
Combined									

Fuel Sales Summary for Warsaw Municipal Airport

		2015		2015	
		Gallons		Marginal Revenue	
		January	YTD	January	YTD
	100LL				
	Based	1,295.4	18,193.3	\$388.62	\$5,378.42
	Transient	798.6	19,552.4	\$399.30	\$8,893.49
	Total	2,094.0	37,745.7	\$787.92	\$14,271.91
	Jet-A				
	Based	26,602.0	413,853.0	\$19,782.30	\$265,341.45
	Transient	1,146.0	37,997.0	\$1,260.60	\$41,011.30
	Total	35,665.0	451,850.0	\$21,042.90	\$306,352.75

Fuel Sales Comparisons Current to Prior Year				
Company	2015		2014	
	DECEMBER	YTD	DECEMBER	YTD
Air Cargo	1,333.0	12,877.0	963.0	12,266.0
Revenue	\$1,199.70	\$11,589.30	\$866.70	11,039.4
Biomet	6,619.0	180,197.0	12,211.0	195,266.0
Revenue	\$2,647.60	\$72,078.80	\$4,884.40	78,106.4
Explorer Van	3,205.0	24,037.0	3,855.0	29,862.0
Revenue	\$2,884.50	\$21,633.30	\$3,469.50	26,875.8
Image Air	3,837.0	68,677.0	4,041.0	61,833.0
Revenue	\$3,453.30	\$61,809.30	\$3,636.90	55,649.7
J&J	4,877.0	49,673.0	2,639.0	59,836.0
Revenue	\$4,389.30	\$44,705.70	\$2,375.10	40,715.7
CTB, Inc	3,248.0	6,657.0		
Revenue	\$2,923.30	\$5,991.30		
Zimmer	3,400.0	68,111.0	7,000.0	124,276.0
Revenue	\$2,210.00	\$44,272.15	\$4,550.00	80,779.4
Jet-A Based	83.0	1,097.0	91.0	2,113.0
Revenue	\$74.70	\$1,062.00	\$81.90	1,901.7
100LL -Based	1,295.4	18,193.3	1,760.9	18,738.2
Revenue	\$388.62	\$5,378.42	\$528.27	5,621.5
Jet-A Transient	1,146.0	37,997.0	3,120.0	36,829.0
Revenue	\$1,260.60	\$41,011.30	\$3,432.00	40,511.9
100LL -Transient	798.6	19,552.4	1,497.9	17,440.8
Revenue	\$399.30	\$8,893.49	\$748.95	8,720.4

City Aviation Services
General Ledger Standard Income Report
For Fiscal Year Starting: 1/01/2025, Reporting Through: 2/28/2025
All Departments Consolidated

<u>Income</u>	MTD 2/01-2/28/25	QTD 1/01-2/28/25	YTD 1/01-2/28/25
Bank/Investment Interest Income	14.27	14.27	14.27
Ramp Fees	100.00	1,475.00	1,475.00
Jet Fuel Sales	40,944.38	105,999.92	105,999.92
100LL Fuel Sales	7,337.61	14,202.99	14,202.99
Prist Sales	2.15	73.75	73.75
Oil Sales	12.00	12.00	12.00
After Hour Service	50.00	350.00	350.00
Interest Income	0.00	50.47	50.47
Income:	48,460.41	122,178.40	122,178.40

<u>Other Income</u>	Month-To-Date	Quarter-To-Date	Year-To-Date
Land Lease	210.00	21,696.41	21,696.41
Cash Rent Farm Land	0.00	24,421.50	24,421.50
Stormwater Utility Fee	294.31	10,457.57	10,457.57
Hangar Rent	6,000.00	12,000.00	12,000.00
License Fee	0.00	750.00	750.00
Other Income:	6,504.31	69,325.48	69,325.48

<u>Cost Of Sales</u>	MTD 2/01-2/28/25	QTD 1/01-2/28/25	YTD 1/01-2/28/25
Jet Fuel Cost	22,017.50	66,902.90	66,902.90
Fuel Excise Tax	3,213.55	6,649.09	6,649.09
Oil Costs	2.42	2.42	2.42
Cost Of Sales:	25,233.47	73,554.41	73,554.41

<u>Expense</u>	MTD 2/01-2/28/25	QTD 1/01-2/28/25	YTD 1/01-2/28/25
Credit Card Merchant Fees	349.48	956.59	956.59
TFBO Web Software	645.00	1,290.00	1,290.00
Miscellaneous	260.00	260.00	260.00
Expense:	1,254.48	2,506.59	2,506.59

<u>Expense</u>	Month-To-Date	Quarter-To-Date	Year-To-Date
DEBT SERVICE	0.00	31,980.01	31,980.01
PAYROLL	38,314.75	76,625.24	76,625.24
OFFICE SUPPLIES	94.09	232.71	232.71
OPERATING SUPPLIES	19,936.72	22,474.91	22,474.91
REPAIR & MAINTENANCE SUPPLIES	2,399.69	2,889.10	2,889.10
PROFESSIONAL SERVICES	31,308.25	70,165.20	70,165.20
COMMUNICATION & TRANSPORTATION	228.64	495.45	495.45
PRINTING & ADVERTISING	850.00	850.00	850.00
INSURANCE	0.00	41,770.00	41,770.00
UTILITY SERVICE	3,447.83	6,302.91	6,302.91
REPAIR & MAINTENANCE	5,604.04	12,267.04	12,267.04
RENTALS	209.88	467.91	467.91
OTHER	81.99	1,383.98	1,383.98
MACHINERY & EQUIPMENT	0.00	15,669.46	15,669.46
Expense:	102,475.88	283,573.92	283,573.92

Net Income: <73,999.11> <168,131.04> <168,131.04>

Notes: Report Period: 1/01/2025 - 2/28/2025
All Departments Consolidated.