

AGENDA

City of Warsaw
warsaw.in.gov
Board of Aviation Commissioners
Regular Meeting
Tuesday, April 8, 2025, 5:15 PM
Council Chambers



I. ORGANIZATION OF MEETING

1. Call to Order
2. Approval of Minutes for ____
 - a. March Minutes
3. Approval of Claims
 - a. March 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. Fuel Usage Report
Income Statement

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

VI. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

VII. VISITOR QUESTIONS OR COMMENTS

VIII. ADJOURNMENT

I. ORGANIZATION OF MEETING

1. Call to Order

Gene Zale - Absent

In Attendance: Dan Robinson, John Yingling, Steve Smilay, Nick King, Linda Seiss, Kelsey Chanley

2. Approval of Minutes for February 11, 2025.

a. February Minutes

Move: Steve Second: John Status: Passed

3. Approval of Claims

a. February Claims

Ascent Aviation Group \$22,327.50

CAMP Software \$595.00

Move: John Yingling Second: Steve Smilay Status: Passed

II. RECOGNITION OF VISITORS

David Slone, Dave Wolkins, and Delynn Geiger

III. REPORTS / ORAL & WRITTEN COMMUNICATIONS

1. Engineer's Report

Runway 27 Obstruction Mitigation : Approval of CHA INV# 058412.2-18 & 058412.2-19 for \$15,047.99.

Move: John Yingling

Second: Steve Smilay

Status: Passed

Runway 27 Obstruction Mitigation : Approval of CHA INV# 058412.2-18 & 058412.2-19 for \$3,421.58.

Move: John Yingling

Second: Steve Smilay

Status: Passed

Taxiway B Rehabilitation: Approval of CHA INV# 58412.7-05 for \$22,385.70.

Move: Steve Smilay

Second: John Yingling

Status: Passed

Runway 9-27 Rehabilitation: Approval of CHA INV# 58412.11-03 for \$28,333.20.

Move: Steve Smilay

Secsecond: John Yingling

Status: Passed

Runway 9-27 Rehabilitation: Approval for CHA to advertise and commence the public bidding phase of the project.

Move: John Yingling

Second: Steve Smilay

Status: Passed

Engineers Report Attached

2. Manager's Report

a. fuel usage report

b. income statement

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

Purchasing Hangar: Approval to purchase up to \$15,000 pending city attorney's approval.

Move: John Yingling

Second: Steve Smilay

Status: Passed

1. More Farm Stores

Approval to trade in a mower and purchase a new one for \$22,999.00.

Move: John Yingling

Second: Steve Smilay

Status: Passed

VI. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

VII. VISITOR QUESTIONS OR COMMENTS

VIII. ADJOURNMENT

The meeting adjourned at 5:50 pm.

The next BOAC Meeting is April 8th, in the City Hall Council Chambers at 5:15 PM.

Dan Robinson (President) _____

Gene Zale (Secretary) _____



Consultant's Report

To: Warsaw Board of Aviation Commissioners
Issued By: Ranjit Bhandari
Subject: Monthly Board Meeting – Consultant's Report
Date: March 11, 2025

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

- Construction on-going.
- Final invoice and project completely closed out by end of May.
- Weekly construction progress meetings on-going
- Notes from AEP:
 - Existing Tower removal on-going
 - Test & Checkout is schedule for 3/27
 - Energization date is 3/27
 - New Tower Construction in April
 - Demobilization is scheduled for 5/30
- **BOARD ACTION:**
 - **Motion for Board Approval and Dan Robinson's signature on CHA Invoice 58412.002 - 18 in the amount of \$15,047.99 (Federal Share \$13,543.19, State Share \$752.40, Local Share \$752.40).**
 - **Motion for Board Approval and Dan Robinson's signature on CHA Invoice 58412.002 - 19 in the amount of \$3,421.58 (Federal Share \$3,079.42, State Share \$171.08, Local Share \$171.08).**

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 75% design. Anticipated completion of 75% design by March 28.
- 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 - 05 in the amount of \$22,385.70 (Federal Share \$20,147.14, State Share \$1,119.28, Local Share \$1,119.28).**

General Services (CHA Task Order No. 9)

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

Airport Overlay District (CHA Task Order No. 10)

- No Update this month.
- **BOARD ACTION: None**

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

- Submitted 90% design submittal this week. Next deliverable is planned to be Issued for Bid documents scheduled for March 28, 2025.
- Coordinating with airport to setup 90% design review meeting and a site-visit within next two (2) weeks.
- Anticipated project design schedule includes bid opening in late April.
- Construction schedule anticipated to start in early fall.
- **BOARD ACTION:**
 - **Motion for Board Approval for CHA to advertise and commence the public bidding phase of the project.**
 - **Motion for Board Approval and Dan Robinson's signature on Invoice 58412.11-03 in the amount of \$28,333.20 (Local Share \$28,333.20).**



Warsaw Municipal Airport Vendor Activity Report

For The Period: 3/01/2025 Through: 3/31/2025

Vendor	Charges	Discounts	Payments
Amazon	932.35	0.00	932.35
Awardco Inc.	1,000.00	0.00	1,000.00
Bobcat Of Warsaw, Inc.	1,199.94	0.00	1,199.94
CHA	28,333.20	0.00	28,333.20
Cummins Sales & Service	64.22	0.00	64.22
DTS Aviation Equipment	670.94	0.00	670.94
Eastern Engineering	82.72	0.00	82.72
Fisher Auto Parts	593.38	0.00	593.38
Fort Wayne Spring Service	415.48	0.00	415.48
Industrial Door Of Northern Indiana	1,407.50	0.00	1,407.50
Kalyco, LLC	23.45	0.00	23.45
Keystone Cooperative	1,134.56	0.00	1,134.56
Lake City Bank Card Center	81.99	0.00	81.99
More's Kubota Of Warsaw	24,277.40	0.00	24,277.40
NAPA	212.32	0.00	212.32
NIPSCO	2,548.07	0.00	2,548.07
Online Data	3.69	0.00	3.69
Orange Marketing Group	850.00	0.00	850.00
Rabb Water Systems	220.29	0.00	220.29
REMC	366.52	0.00	366.52
Stantec Consulting Services	77.50	0.00	77.50
Verizon Wireless	223.94	0.00	223.94
Wal-Mart	42.95	0.00	42.95
Wildman Uniform	209.88	0.00	209.88
Report Totals:	64,972.29	0.00	64,972.29

City Aviation Services Vendor Activity Report

For The Period: 3/01/2025 Through: 3/31/2025

Vendor	Charges	Discounts	Payments
Ascent Aviation Group, Inc.	23,966.37	0.00	23,966.37
Bellman Oil Co.	406.80	0.00	406.80
CAMP Software, Inc.	595.00	0.00	595.00
Report Totals:	24,968.17	0.00	24,968.17

City Aviation Services
General Ledger Standard Income Report
For Fiscal Year Starting: 1/01/2025, Reporting Through: 3/31/2025
All Departments Consolidated

Income

	MTD 3/01-3/31/25	QTD 1/01-3/31/25	YTD 1/01-3/31/25
Bank/Investment Interest Income	9.44	23.71	23.71
Ramp Fees	550.00	2,025.00	2,025.00
Jet Fuel Sales	34,368.81	140,368.73	140,368.73
100LL Fuel Sales	15,541.47	29,744.46	29,744.46
Prist Sales	24.50	98.25	98.25
Oil Sales	432.00	444.00	444.00
Crew Car - 4 HRS.	50.00	50.00	50.00
Overnight Fee	25.00	25.00	25.00
Miscellaneous	1.00	1.00	1.00
After Hour Service	200.00	550.00	550.00
Interest Income	94.40	144.87	144.87
Income:	51,296.62	173,475.02	173,475.02

Other Income

	Month-To-Date	Quarter-To-Date	Year-To-Date
Land Lease	0.00	21,696.41	21,696.41
Cash Rent Farm Land	0.00	24,421.50	24,421.50
Stormwater Utility Fee	161.07	10,618.64	10,618.64
Hangar Rent	5,850.00	17,850.00	17,850.00
License Fee	0.00	750.00	750.00
Other Income:	6,011.07	75,336.55	75,336.55

Cost Of Sales

	MTD 3/01-3/31/25	QTD 1/01-3/31/25	YTD 1/01-3/31/25
Jet Fuel Cost	21,079.84	87,982.74	87,982.74
Fuel Excise Tax	2,083.32	8,732.41	8,732.41
Oil Costs	493.88	496.30	496.30
Cost Of Sales:	23,657.04	97,211.45	97,211.45

Expense

	MTD 3/01-3/31/25	QTD 1/01-3/31/25	YTD 1/01-3/31/25
Credit Card Merchant Fees	506.30	1,462.89	1,462.89
TFBO Web Software	645.00	1,935.00	1,935.00
Miscellaneous	3,231.17	3,491.17	3,491.17
Expense:	4,382.47	6,889.06	6,889.06

Expense

	Month-To-Date	Quarter-To-Date	Year-To-Date
DEBT SERVICE	0.00	31,980.01	31,980.01
PAYROLL	42,400.52	119,025.76	119,025.76
OFFICE SUPPLIES	407.06	639.77	639.77
OPERATING SUPPLIES	2,843.99	25,318.90	25,318.90
REPAIR & MAINTENANCE SUPPLIES	3,219.67	6,108.77	6,108.77
PROFESSIONAL SERVICES	28,410.70	98,575.90	98,575.90
COMMUNICATION & TRANSPORTATION	227.63	723.08	723.08
PRINTING & ADVERTISING	850.00	1,700.00	1,700.00
INSURANCE	0.00	41,770.00	41,770.00
UTILITY SERVICE	2,914.59	9,217.50	9,217.50
REPAIR & MAINTENANCE	1,627.79	13,894.83	13,894.83
RENTALS	209.88	677.79	677.79
OTHER	1,081.99	2,465.97	2,465.97
MACHINERY & EQUIPMENT	23,178.99	38,848.45	38,848.45
Total Expense:	107,372.81	390,946.73	390,946.73

Net Income: -78,104.63 -246,235.67 -246,235.67

	2025	January	February	March	April	May	June	July	August	September	October	November	December	2025 YTD Total	2024 MAR	2024 YTD Total
Air Cargo		1,488.0	724	891.0										3,103.0	1,919.0	5,224.0
Revenue		\$2,232.00	\$1,086.00	\$1,336.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,654.50	\$2,878.50	\$7,836.00
Explorer Van		2,770.0	1,048.0	1,585.0										5,403.0	1,310.0	3,008.0
Revenue		\$4,155.00	\$1,572.00	\$2,377.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,104.50	\$1,965.00	\$4,512.00
Image Air		7,424.0	6,265.0	4,053.0										17,742.0	6,114.0	18,935.0
Revenue		\$9,280.00	\$7,831.25	\$5,066.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,111.25	\$7,642.5	\$23,668.8
Flight By PWI		1,099.0		150.0										1,249.0	531.0	1,353.0
Revenue		\$1,648.50	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,873.50	\$796.50	\$2,029.50
Sugar				0.0										0.0		
Revenue		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
ZimmerBiomet		772.0		0.0										772.0	3,978.0	3,978.0
Revenue		\$1,158.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,158.00	\$5,967.00	\$5,967.00
Revenue														0.0		
														\$0.00		
Based																
Jet-A														0.0	0.0	
Revenue														\$0.00	\$0.00	
100LL		832.3	980.2	1,287.3										3,099.8	1,342.4	3,018.8
Revenue		\$249.69	\$294.06	\$386.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$929.94	\$402.72	\$905.64
Transient																
Jet-A		1,265.0	932.0	888.0										3,085.0	884.0	2,106.0
Revenue		\$2,530.00	\$1,864.00	\$1,776.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,170.00	\$1,768.00	\$4,212.00
100LL		678.4	635.4	2,102.9										3,417.7	2,871.8	4,787.1
Revenue		\$339.20	\$318.20	\$1,051.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,708.85	\$1,435.90	\$2,393.55
Total Gals.																
Jet-A		14,818.0	8,969.0	7,567.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	31,354.0	14,736.0	
100LL		1,510.7	1,616.6	3,390.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6,517.5	4,214.2	
Total Rev.																
Jet-A		\$21,003.50	\$12,353.25	\$10,781.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,138.00	\$21,017.50	
100LL		\$588.89	\$612.26	\$1,437.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,638.79	\$1,838.62	
Combined		\$21,592.39	\$12,965.51	\$12,218.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,776.79	\$22,856.12	
2024 YTD																
Total Gals.																
Jet-A		9,588.0	19,868.0	34,604.0												
100LL		1,074.6	3,591.7	7,805.9												
Total Rev.																
Jet-A		\$12,964.50	\$27,207.75	\$48,225.25												
100LL		\$392.24	\$1,460.57	\$3,299.19												
Combined		\$13,356.74	\$28,668.32	\$51,524.44												