

AGENDA

City of Warsaw
warsaw.in.gov
Board of Aviation Commissioners
Regular Meeting
Wednesday, May 21, 2025, 5:15 PM
Council Chambers



I. ORGANIZATION OF MEETING

1. Call to Order
2. Approval of Minutes for ____
 - a. April Minutes
3. Approval of Claims
 - a. 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 Reports
 - b. 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

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

2. Approval of Minutes for March 11, 2025.

- a. March Minutes

Move: Steve Smilay Second: John Yingling Status: Passed

3. Approval of Claims

- a. March Claims

Ascent Aviation Group - \$23,966.37

Bellman Oil - \$ 406.80

CAMP Software - \$ 595.00

Move: John Yingling Second: Steve Smilay Status: Passed

II. RECOGNITION OF VISITORS

David Slone, Dave Wolkins

III. REPORTS / ORAL & WRITTEN COMMUNICATIONS

1. Engineer's Report

Nick proposed to extend CHA contract for 1 year

Move: John Yingling Second: Gene Zale Status: Passed

Board Approval on invoices:

RUNWAY 27 OBSTRUCTION MITIGATION

1. CHA inv.#58412.002-18 for \$15,047.99

Move: Steve Smilay Second: John Yingling Status: Passed

2. CHA inv.#58412.002-19 for \$3,421.58

Move: Gene Zale Second: John Yingling Status: Passed

3. AEP inv.#120-21540142 for \$203,872.28

Move: John Yingling Second: Gene Zale Status: Passed

4. AEP inv.#385-21544199 for \$35,958.35

Move: John Yingling Second: Gene Zale Status: Passed

5. AEP inv.#385-21547648 for \$150,522.15

Move: Steve Smilay Second: Gene Zale Status: Passed

TAXIWAY B REHAB:

1. CHA inv.#58412.7-05 for \$22,385.70

Move: John Yingling Second: Gene Zale Status: Passed

BOARD ACTION to approve CHA to advertise public bidding phase of project

Move: Gene Zale Second: John Yingling Status: Passed

TASK ORDER #11 R/W 9-27 REHAB DESIGN

1. CHA inv.#58412.11-03 for \$28,333.20

Move: Steve Smilay Second: John Yingling Status: Passed

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

Dan asked Nick about the purchase of the hangar discussed at the last meeting, Nick says he does not have attorney's approval yet.

V. NEW BUSINESS

VI. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

VII. VISITOR QUESTIONS OR COMMENTS

David Wolkins asked if lowering the power lines is the first step of extending the runway. Nick and Robert explained lowering the power lines is actually the recovery to the displaced threshold.

VIII. ADJOURNMENT

The meeting adjourned at 5:50PM.

The next BOAC Meeting is May 13, 2025, in the City Hall Council Chambers at 5:15PM

Dan Robinson(President)_____

Gene Zale(Secretary)_____

Run: 4/30/2025
10:48AM

Warsaw Municipal Airport Vendor Activity Report

Page: 1

For The Period: 4/01/2025 Through: 4/30/2025

Vendor	Charges	Discounts	Payments
Amazon	75.52	0.00	75.52
CHA	2,042.85	0.00	2,042.85
Eastern Engineering	53.57	0.00	53.57
Elkhart County Gravel	348.91	0.00	348.91
ERS Wireless	495.50	0.00	495.50
Fisher Auto Parts	424.88	0.00	424.88
Flight Light Inc	511.48	0.00	511.48
Lake City Bank Card Center	88.34	0.00	88.34
Menards	65.11	0.00	65.11
Monteith Tire Co.	595.00	0.00	595.00
More's Kubota Of Warsaw	318.40	0.00	318.40
NAPA	173.43	0.00	173.43
NIPSCO	2,133.54	0.00	2,133.54
Nowak Supply Co	461.50	0.00	461.50
Online Data	2.73	0.00	2.73
Orange Marketing Group	850.00	0.00	850.00
REMC	840.41	0.00	840.41
Robinson Construction	3,987.00	0.00	3,987.00
Rural King	412.29	0.00	412.29
S.W.A.T. Team Pest Control	455.00	0.00	455.00
Stantec Consulting Services	1,457.00	0.00	1,457.00
Ups Store	14.39	0.00	14.39
Verizon Wireless	223.94	0.00	223.94
Wal-Mart	91.11	0.00	91.11
Wildman Uniform	220.74	0.00	220.74
Report Totals	16,342.64	0.00	16,342.64

Run: 5/02/2025
11:53AM

City Aviation Services Vendor Activity Report

Page: 1

For The Period: 4/01/2025 Through: 4/30/2025

Vendor	Charges	Discounts	Payments
Ascent Aviation Group, Inc.	55,865.55	0.00	56,255.58
CAMP Software, Inc.	595.00	0.00	595.00
Indiana Department Of Environmental Mgt.	270.00	0.00	270.00
Report Totals:	56,730.55	0.00	57,120.58

	2025	January	February	March	April	May	June	July	August	September	October	November	December	2025 YTD Total	2024 APR	2024 YTD Total
Air Cargo		1,488.0	724	891.0	450.0									3,553.0	2,164.0	7,388.0
Revenue		\$2,232.00	\$1,086.00	\$1,336.50	\$675.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,329.50	\$3,246.00	\$11,082.00
Explorer Van		2,770.0	1,048.0	1,585.0	975.0									6,378.0	955.0	3,963.0
Revenue		\$4,155.00	\$1,572.00	\$2,377.50	\$1,462.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,567.00	\$1,432.50	\$5,944.50
Image Air		7,424.0	6,265.0	4,053.0	3,930.0									21,672.0	8,127.0	27,062.0
Revenue		\$9,280.00	\$7,831.25	\$5,066.25	\$4,912.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,111.25	\$10,158.8	\$33,827.5
Flight By PWI		1,099.0		150.0	80.0									1,329.0	522.0	1,875.0
Revenue		\$1,648.50	\$0.00	\$225.00	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,993.50	\$783.00	\$2,812.50
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		
ZimmerBlomet		772.0		0.0	876.0									1,648.0	1,796.0	5,774.0
Revenue		\$1,158.00	\$0.00	\$0.00	\$1,314.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,472.00	\$2,694.00	\$8,661.00
Revenue														0.0		
Revenue														\$0.00		
Based																
Jet-A														0.0		
Revenue														\$0.00		
100LL		832.3	980.2	1,287.3	1,761.1									4,860.9	1,053.5	4,072.3
Revenue		\$249.69	\$294.06	\$386.19	\$528.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,458.27	\$316.05	\$1,221.69
Transient																
Jet-A		1,265.0	932.0	888.0	4,289.0									7,374.0	2,267.0	4,373.0
Revenue		\$2,530.00	\$1,864.00	\$1,776.00	\$8,578.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,748.00	\$4,534.00	\$8,746.00
100LL		678.4	636.4	2,102.9	2,067.9									5,485.6	1,405.6	6,192.7
Revenue		\$339.20	\$318.20	\$1,051.45	\$1,033.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,742.80	\$702.80	\$3,096.35
Total Gals.																
Jet-A		14,818.0	8,969.0	7,567.0	10,600.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	41,954.0	15,831.0	
100LL		1,510.7	1,616.6	3,390.2	3,829.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10,346.5	2,459.1	
Total Rev																
Jet-A		\$21,003.50	\$12,353.25	\$10,781.25	\$17,062.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,200.00	\$22,848.25	
100LL		\$588.89	\$612.26	\$1,437.64	\$1,562.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,201.07	\$1,018.85	
Combined		\$21,592.39	\$12,965.51	\$12,218.89	\$18,624.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,401.07	\$23,867.10	
2024 YTD																
Total Gals.																
Jet-A		9,588.0	19,868.0	34,604.0	50,435.0											
100LL		1,074.6	3,591.7	7,805.9	10,265.0											
Total Rev.																
Jet-A		\$12,964.50	\$27,207.75	\$48,225.25	\$71,073.50											
100LL		\$392.24	\$1,460.57	\$3,299.19	\$4,318.04											
Combined		\$13,356.74	\$28,668.32	\$51,524.44	\$75,391.54											

City Aviation Services
General Ledger Standard Income Report
For Fiscal Year Starting: 1/01/2025, Reporting Through: 4/30/2025
All Departments Consolidated

Income

	MTD 4/01-4/30/25	QTD 4/01-4/30/25	YTD 1/01-4/30/25
Bank/Investment Interest Income	17.22	17.22	40.93
Ramp Fees	530.00	530.00	2,555.00
Jet Fuel Sales	48,896.32	48,896.32	189,265.05
100LL Fuel Sales	18,389.51	18,389.51	48,133.97
Prist Sales	7.55	7.55	105.80
Oil Sales	0.00	0.00	444.00
Crew Car - 4 HRS.	0.00	0.00	50.00
Overnight Fee	315.00	315.00	340.00
Miscellaneous	0.00	0.00	1.00
After Hour Service	50.00	50.00	600.00
Interest Income	0.00	0.00	144.87
Income:	68,205.60	68,205.60	241,680.62

Other Income

	Month-To-Date	Quarter-To-Date	Year-To-Date
Land Lease	0 00	0 00	21,696.41
Cash Rent Farm Land	0.00	0.00	24,421.50
Stormwater Utility Fee	169.07	169.07	10,787.71
Hangar Rent	6,000.00	6,000.00	23,850.00
License Fee	0.00	0.00	750.00
Other Income	6,169.07	6,169.07	81,505.62

Cost Of Sales

	MTD 4/01-4/30/25	QTD 4/01-4/30/25	YTD 1/01-4/30/25
Jet Fuel Cost	20,866.97	20,866.97	108,849.71
100LL Fuel Cost	34,948.58	34,948.58	34,948.58
Fuel Excise Tax	2,156.34	2,156.34	10,888.75
Oil Costs	0.00	0.00	496.30
Cost Of Sales:	57,971.89	57,971.89	155,183.34

Expense

	MTD 4/01-4/30/25	QTD 4/01-4/30/25	YTD 1/01-4/30/25
Credit Card Merchant Fees	1,065.50	1,065.50	2,528.39
TFBO Web Software	645.00	645.00	2,580.00
Miscellaneous	270.00	270.00	4,151.20
Expense:	1,980.50	1,980.50	9,259.59

Expense

	Month-To-Date	Quarter-To-Date	Year-To-Date
DEBT SERVICE	0.00	0.00	31,980.01
PAYROLL	44,680.96	44,680.96	163,706.72
OFFICE SUPPLIES	149.33	149.33	789.10
OPERATING SUPPLIES	974.99	974.99	26,293.89
REPAIR & MAINTENANCE SUPPLIES	1,350.38	1,350.38	7,459.15
PROFESSIONAL SERVICES	1,457.00	1,457.00	100,032.90
COMMUNICATION & TRANSPORTATION	241.06	241.06	964.14
PRINTING & ADVERTISING	0.00	0.00	1,700.00
INSURANCE	0.00	0.00	41,770.00
UTILITY SERVICE	2,973.95	2,973.95	12,191.45
REPAIR & MAINTENANCE	5,994.00	5,994.00	19,888.83
RENTALS	220.74	220.74	898.53
OTHER	938.34	938.34	3,404.31
IMPROVEMENTS	2,042.85	2,042.85	2,042.85
MACHINERY & EQUIPMENT	0.00	0.00	38,848.45

Total Expense: **61,023.60** **61,023.60** **451,970.33**

Net Income **- 46,601.32** **- 46,601.32** **- 293,237.02**