

AGENDA

City of Warsaw
warsaw.in.gov
Board of Aviation Commissioners
Regular Meeting
Monday, June 9, 2025, 2:00 PM
Council Chambers



I. ORGANIZATION OF MEETING

1. Call to Order
2. Approval of Minutes for ____
 - a. May 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 Report
 - b. Income Statement

IV. UNFINISHED BUSINESS

Board Approval of Recommendation to Award Contract to Phend & Brown in the amount of \$874,951.60. Board Approval of Amendment No. 1 to CHA Task Order No. 11 in the amount of \$101,852.00 for construction phase services.

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
2. Approval of Minutes for ____
 - a. April Minutes

Move: Gene Second: John Status: Passed

3. Approval of Claims
 - a. Claims

Move: John Second: Gene Status: Passed

II. RECOGNITION OF VISITORS

David Wolkins, David Slone, Josh Finch

III. REPORTS / ORAL & WRITTEN COMMUNICATIONS

1. Engineer's Report

Runway 27 Obstruction Mitigation (AEP Power Lines)

Board Approval to Void April Board Meeting approval on CHA Invoices 58412.2-18 and 19 in the amount of \$15,047.99 and \$3,421.58 respectively, due to errant duplication. Move: Gene Second: Steve Status: Passed
Board Approval on CHA Invoice 58412.2-20 in the amount of \$9,398.26. Move: John Second: Steve Status: Passed

Board Approval on CHA invoice 58412.2-21 in the amount of \$6,581.74. Move: John Second: Steve Status: Passed

Board Approval on AEP invoice 385-21551710 in the amount of \$3,542,303.92. Move: John Second: Gene Status: Passed

Board Approval on AEP Invoice 385-21557360 in the amount of \$1,217,975.95. Move: Steve Second: John Status: Passed

Corporate Taxilane E-1 Rehabilitation

Board Approval on CHA Invoice 58412.6-11 in the amount of \$6,133.50. Move: John Second: Gene Status: Passed

Taxiway B Rehabilitation

Board Approval to void April Board Meeting approval of CHA Invoice 58412.7-5 in the amount of \$22,385.70, due to errant duplication. Move: Gene Second: Steve Status: Passed

Board Approval on CHA Invoice 58412.7-6 in the amount of \$59,695.20. Move: Gene Second: John Status: Passed

Board Approval on CHA Invoice 58412.7-7 in the amount of \$22,385.70. Move: Gene Second: John Status: Passed

Runway 9-27 Rehabilitation

Board Approval to void April Board Meeting approval of CHA Invoice 58412.11-3 in the amount of \$28,333.20, due to errant duplication. Move: John Second: Gene Status: Passed

Board Approval of Recommendation to Award Contract to Phend & Brown in the amount of \$874,951.60. Tabled to June Meeting

Board Approval of Amendment No. 1 to cHA Task Order No. 11 in the amount of \$101,852.00 for construction phase services. Tabled to June Meeting

Board Approval on CHA Invoice 58412.11-4 in the amount of \$25,645.60. Move: John Second: Gene Status: Passed

Board Approval on CHA Invoice 58412.11-5 in the amount of \$9,222.20. Move: Gene Second: John Status: Passed

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

Airport Manager Updates

- 1. Hangar 6G was purchased for \$14,500. The hangar had electrical updates done prior to purchase. The hangar will be used for overnight aircraft storage rentals.
- 2. Fuel Farm Update: new company with possible quote to bring costs down to under \$100,000.
- 3. Letters will be sent to tenants with no aircraft in their hangar in order to stay in compliance with grants, etc.

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VII. VISITOR QUESTIONS OR COMMENTS

Dave Wolkins asked what the benefit is of the power line project. Nick responded that the main benefit is safety. Dave also asked how much runway we would gain and Nick responded, 900-1900 ft.

VIII. ADJOURNMENT

The meeting adjourned at 6:12 PM.

The next BOAC Meeting is June 10, 2025, at 5:15 PM at City Hall.

Dan Robinson (President) _____

Gene Zale (Secretary) _____

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Dan Robinson (President) _____

Gene Zale (Secretary) _____

Run: 6/03/2025
1:40PM

Warsaw Municipal Airport Vendor Activity Report

Page: 1

For The Period: 5/01/2025 Through: 5/31/2025

Vendor	Charges	Discounts	Payments
Amazon	90.39	0.00	90.39
American Electric Power	99,163.46	0.00	99,163.46
Cummins Sales & Service	210.00	0.00	210.00
DTS Aviation Equipment	229.23	0.00	229.23
Eastern Engineering	44.95	0.00	44.95
Fisher Auto Parts	7.15	0.00	7.15
Jack Collins	14,500.00	0.00	14,500.00
Keystone Cooperative	1,690.15	0.00	1,690.15
Lake City Bank Card Center	377.00	0.00	377.00
Lowe's	94.96	0.00	94.96
Mitchell1	470.00	0.00	470.00
More's Kubota Of Warsaw	539.18	0.00	539.18
NAPA	51.34	0.00	51.34
NIPSCO	1,935.73	0.00	1,935.73
Nowak Supply Co	277.12	0.00	277.12
O'Reilly Auto Parts	43.98	0.00	43.98
Orange Marketing Group	850.00	0.00	850.00
REMC	284.75	0.00	284.75
Rural King	1.99	0.00	1.99
Safety Kleen Systems	792.00	0.00	792.00
Selking International	554.49	0.00	554.49
Stantec Consulting Services	9,355.50	0.00	9,355.50
Times Union	224.68	0.00	224.68
TREASURER OF KOSCIUSKO COUNTY	1,051.18	0.00	1,051.18
Truck Centers	203.44	0.00	203.44
Ups Store	14.39	0.00	14.39
Verizon Wireless	229.78	0.00	229.78
Wal-Mart	184.30	0.00	184.30
Wildman Facility Services	65.00	0.00	65.00
Wildman Uniform	329.25	0.00	329.25
Report Totals:	133,865.39	0.00	133,865.39

Run: 6/04/2025
9:39AM

City Aviation Services Vendor Activity Report

Page: 1

For The Period: 5/01/2025 Through: 5/31/2025

Vendor	Charges	Discounts	Payments
Ascent Aviation Group, Inc.	57,698.91	0.00	57,698.91
CAMP Software, Inc.	595.00	0.00	595.00
City Of Warsaw	50,000.00	0.00	50,000.00
Report Totals:	108,293.91	0.00	108,293.91

2025	January	February	March	April	May	June	July	August	September	October	November	December	2025 YTD Total	2024 MAY	2024 YTD Total
Air Cargo	1,488.0	724	891.0	450.0	359.0								3,912.0	1,944.0	9,332.0
Revenue	\$2,232.00	\$1,086.00	\$1,336.50	\$675.00	\$538.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,868.00	\$2,916.00	\$13,998.00
Explorer Van	2,770.0	1,048.0	1,585.0	975.0	1,937.0								8,315.0	1,356.0	5,319.0
Revenue	\$4,155.00	\$1,572.00	\$2,377.50	\$1,462.50	\$2,905.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,472.50	\$2,034.00	\$7,978.50
Image Air	7,424.0	6,265.0	4,053.0	3,930.0	3,255.0								24,927.0	5,336.0	32,398.0
Revenue	\$9,280.00	\$7,831.25	\$5,066.25	\$4,912.50	\$4,068.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,111.25	\$6,670.0	\$40,497.5
Flight By PWI	1,099.0		150.0	80.0	2,265.0								3,594.0	220.0	2,095.0
Revenue	\$1,648.50	\$0.00	\$225.00	\$120.00	\$3,397.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,391.00	\$330.00	\$3,142.50
Sugair			0.0		708.0								708.0		
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$1,062.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,062.00		
ZimmerBiomet	772.0		0.0	876.0	2,302.0								3,950.0	1,756.0	7,530.0
Revenue	\$1,158.00	\$0.00	\$0.00	\$1,314.00	\$3,453.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,925.00	\$2,634.00	\$11,295.00
Revenue													0.0		
Based													\$0.00		
Jet-A													0.0		
Revenue													\$0.00		
100LL	832.3	980.2	1,287.3	1,761.1	1,652.1								6,513.0	1,482.7	5,554.7
Revenue	\$249.69	\$294.06	\$386.19	\$528.33	\$495.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,953.90	\$444.81	\$1,666.50
Transient															
Jet-A	1,265.0	932.0	888.0	4,289.0	7,031.0								14,405.0	1,442.0	5,815.0
Revenue	\$2,530.00	\$1,864.00	\$1,776.00	\$8,578.00	\$14,062.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,810.00	\$2,884.00	\$11,630.00
100LL	678.4	636.4	2,102.9	2,067.9	898.4								6,384.0	1,034.7	7,227.4
Revenue	\$339.20	\$318.20	\$1,051.45	\$1,033.95	\$449.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,192.00	\$517.35	\$3,613.70
Total Gals.															
Jet-A	14,818.0	8,969.0	7,567.0	10,600.0	17,857.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	59,811.0	12,054.0	
100LL	1,510.7	1,616.6	3,390.2	3,829.0	2,550.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	12,897.0	2,517.4	
Total Rev.															
Jet-A	\$21,003.50	\$12,353.25	\$10,781.25	\$17,062.00	\$29,487.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90,687.25	\$17,468.00	
100LL	\$588.89	\$612.26	\$1,437.64	\$1,562.28	\$944.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,145.90	\$962.16	
Combined	\$21,592.39	\$12,965.51	\$12,218.89	\$18,624.28	\$30,432.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95,833.15	\$18,430.16	
2024 YTD															
Total Gals.															
Jet-A	9,588.0	19,868.0	34,604.0	50,435.0	62,489.0										
100LL	1,074.6	3,591.7	7,805.9	10,265.0	12,782.4										
Total Rev.															
Jet-A	\$12,964.50	\$27,207.75	\$48,225.25	\$71,073.50	\$88,541.50										
100LL	\$392.24	\$1,460.57	\$3,299.19	\$4,318.04	\$5,280.20										
Combined	\$13,356.74	\$28,668.32	\$51,524.44	\$75,391.54	\$93,821.70										

City Aviation Services

General Ledger Standard Income Report

For Fiscal Year Starting: 1/01/2025, Reporting Through: 5/31/2025
All Departments Consolidated

Income

	MTD 5/01-5/31/25	QTD 4/01-5/31/25	YTD 1/01-5/31/25
Bank/Investment Interest Income	20.13	37.35	61.06
Ramp Fees	2,125.00	2,655.00	4,680.00
Jet Fuel Sales	79,348.84	128,245.16	268,613.89
100LL Fuel Sales	12,459.81	30,849.32	60,593.78
Prist Sales	126.10	133.65	231.90
Oil Sales	133.00	133.00	577.00
Crew Car - 4 HRS.	0.00	0.00	50.00
Overnight Fee	250.00	565.00	590.00
Miscellaneous	0.00	0.00	1.00
After Hour Service	100.00	150.00	700.00
Interest Income	36.64	130.56	275.43
Total Income:	94,599.52	162,899.04	336,374.06

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	338.14	10,956.78
Hangar Rent	6,000.00	12,000.00	29,850.00
License Fee	0.00	0.00	750.00
Revenue From CAS	50,000.00	50,000.00	50,000.00
Total Other Income:	56,169.07	62,338.14	137,674.69

Cost Of Sales

	MTD 5/01-5/31/25	QTD 4/01-5/31/25	YTD 1/01-5/31/25
Jet Fuel Cost	57,698.91	78,565.88	166,548.62
100LL Fuel Cost	0.00	34,948.58	34,948.58
Fuel Excise Tax	2,839.63	4,995.97	13,728.38
Oil Costs	4.84	4.84	501.14
Total Cost Of Sales:	60,543.38	118,515.27	215,726.72

Expense

	MTD 5/01-5/31/25	QTD 4/01-5/31/25	YTD 1/01-5/31/25
Credit Card Merchant Fees	1,167.85	2,233.35	3,696.24
TFBO Web Software	595.00	1,240.00	3,175.00
Miscellaneous	0.00	270.00	4,151.20
City Revenue	50,000.00	50,000.00	50,000.00
Total Expense:	51,762.85	53,743.35	61,022.44

Expense

	Month-To-Date	Quarter-To-Date	Year-To-Date
DEBT SERVICE	0.00	0.00	31,980.01
PAYROLL	42,858.70	87,539.66	206,565.42
OFFICE SUPPLIES	162.81	312.14	951.91
OPERATING SUPPLIES	2,222.37	3,197.36	28,516.26
REPAIR & MAINTENANCE SUPPLIES	1,820.37	3,170.75	9,279.52
PROFESSIONAL SERVICES	9,355.50	10,812.50	109,388.40
COMMUNICATION & TRANSPORTATION	621.17	862.23	1,585.31
PRINTING & ADVERTISING	874.68	874.68	2,574.68
INSURANCE	0.00	0.00	41,770.00
UTILITY SERVICE	2,220.48	5,194.43	14,411.93
REPAIR & MAINTENANCE	277.12	6,271.12	20,165.95
RENTALS	394.25	614.99	1,292.78
OTHER	2,253.18	3,191.52	5,657.49
IMPROVEMENTS	0.00	2,042.85	2,042.85
MACHINERY & EQUIPMENT	0.00	0.00	38,848.45
Aviation Other Capital	1,086,991.46	1,086,991.46	1,086,991.46
Total Expense:	1,150,052.09	1,211,075.69	1,602,022.42

Net Income:

- 1,111,589.72

- 1,150,075.13

- 1,444,122.05 Page 8 of 8