

# AGENDA

City of Warsaw  
warsaw.in.gov  
Board of Aviation Commissioners  
Regular Meeting  
Tuesday, December 9, 2025, 5:15 PM  
Council Chambers



## I. ORGANIZATION OF MEETING

1. Call to Order
2. Member, Appointing Authority, Dates of Term;  
  
Steven Smilay, Appointed by Mayor, 01/01/25 to 12/31/28  
Dan Robinson, Appointed by Mayor, 01/01/23 to 12/31/26  
John Yingling, Appointed by Mayor, 01/01/23 to 12/31/26  
Gene Zale, Appointed by Mayor, 01/01/22 to 12/31/25
3. Approval of Minutes for \_\_\_\_
  - a. November Minutes
4. Approval of Claims
  - a. November Claims

## II. RECOGNITION OF VISITORS

### III. Special Recognition - Gene Zale

## IV. 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

## V. UNFINISHED BUSINESS

1. Fuel RFP Update

## VI. NEW BUSINESS

1. Jeremy Morrison and Brian Hoover Land Lease Agreement

2. Tribbett Law Office - Representation Proposal

**VII. OTHER MATTERS THAT MAY COME BEFORE THE BOARD**

**VIII. VISITOR QUESTIONS OR COMMENTS**

**IX. ADJOURNMENT**

**I. ORGANIZATION OF MEETING**

1. Call to Order

All Present

2. Member, Appointing Authority, Dates of Term;

Steven Smilay, Appointed by Mayor, 01/01/25 to 12/31/28

Dan Robinson, Appointed by Mayor, 01/01/23 to 12/31/26

John Yingling, Appointed by Mayor, 01/01/23 to 12/31/26

Gene Zale, Appointed by Mayor, 01/01/22 to 12/31/25

3. Approval of Minutes for \_\_\_\_

- a. October 2025 Minutes

Motion: Gene Second: Steve

4. Approval of Claims

- a. October 2025 Claims

Submitted Claims Motion : John Second: Steve

Written Claims Motion: John Second: Gene

**II. RECOGNITION OF VISITORS**

Josh Finch, Jackie Gorski

**III. REPORTS / ORAL & WRITTEN COMMUNICATIONS**

1. Engineer's Report

Taxilane E1 Rehab

Motion for board approval and Dan Robinson's signature on CHA Invoice 58412.6-14 in the amount of \$3,536.10 Motion: Steve Second: John

Motion for board approval and Dan Robinson's signature on Phend and Brown Inc.'s Pay App No. 5 to release retainage in the amount of \$69,334.08. Motion: Gene Second: John

Taxiway B Rehab

Motion for board approval and Dan Robinson's signature on CHA Invoice 58412.7-09 in the amount of \$10,945.95. Motion: Steve Second: Gene

Runway 9-27 Rehab

Motion for Board Approval and Dan Robinson's signature on CHA Invoice 5841211-10 in the amount of \$6,639.25. Motion: John Second: Steve

Motion for board approval and Dan Robinson's signature on the final balancing change order (No. 1) for the project in the deduct amount of \$82,126.69. Motion: Gene Second: John

Motion for board approval and Dan Robinson's signature on Phend and Brown Inc's. Pay App No. 2 in the amount of \$82,883.85. Motion: Steve Second: Gene

2. Manager's Report

- a. Fuel Usage Report
- b. City Aviation Services and Aviation Department Income Statement

Motion to approve extending Zimmer Biomets Lease 5 years Motion: John Second: Gene  
 Motion to approve going out for RFQ's for a new fuel provider. Motion: Steve Second: Gene  
 Motion to approve extending CHA's contract 1 year. Motion: John Second: Gene

- a. October 2025 Fuel Usage Report
- b. October 2025 Income Statement

**IV. UNFINISHED BUSINESS**

**V. NEW BUSINESS**

- 1. Self-Serve Fuel System
- 2. 2026 Meeting Dates/Time  
 - Recommend the Second Tuesday of each month at 5:15 PM

Motion to approve meeting on the 2nd Tuesday of each month in 2026 at 5:15 pm. Motion: John Second: Steve

**VI. OTHER MATTERS THAT MAY COME BEFORE THE BOARD**

**VII. VISITOR QUESTIONS OR COMMENTS**

**VIII. ADJOURNMENT**

The meeting adjourned at 6:16 PM.  
 The next BOAC meeting is scheduled for 12/9/2025 at 5:15 PM at City Hall.

Dan Robinsons (President) \_\_\_\_\_

Gene Zale (Secretary) \_\_\_\_\_

**Appropriation Detail History**

Posted Items  
All History  
Fund 2206

Posted Only In Balances

Invoice Date From 11/01/2025 Thru 11/30/2025

Grouped By Fund Number, Appropriation

Ordered By Fund Number, Appropriation

**\*\*Fund Number 2206**

**\*\*Appropriation 2206000111.000**

APPROPRIATION	TITLE	ENCUM MTD	EXPENDED MTD	CURRENT	FORWARDED	ADDITIONAL	TRANSFERRED	ADJUSTMENT				
2206000111.000	AVIATION SALARIES	0.00	29471.40	478500.00	0.00	0.00	0.00	0.00				
TYPEVEND#	NAME	DATE	CHECK # INV DATE	INVOICE #	DESCRIPTION	PO #	APV #	ENCUMBERED AMOUNT	LIQUIDATED AMOUNT	ADD/TR/ADJ/FWD	EXPENDED AMOUNT	BALANCE
A	1600 CITY OF WARSAW/GROSS PAY	1/13/2025	4967 / /		Aviation Salaries		128665	0.00	0.00	0.00	14738.19	129404.26
A	1600 CITY OF WARSAW/GROSS PAY	1/25/2025	4982 / /		Aviation Salaries		128862	0.00	0.00	0.00	14733.21	114671.05
<b>Appropriation # 2206000111.000 Sub-Total</b>								0.00	0.00	0.00	29471.40	
<b>SubTotal Appropriation 2206000111.000</b>								0.00	0.00	0.00	29471.40	

**\*\*Appropriation 2206000130.010**

APPROPRIATION	TITLE	ENCUM MTD	EXPENDED MTD	CURRENT	FORWARDED	ADDITIONAL	TRANSFERRED	ADJUSTMENT				
2206000130.010	AVIATION FICA/MEDICARE	0.00	2206.33	37300.00	0.00	0.00	0.00	-5000.00				
TYPEVEND#	NAME	DATE	CHECK # INV DATE	INVOICE #	DESCRIPTION	PO #	APV #	ENCUMBERED AMOUNT	LIQUIDATED AMOUNT	ADD/TR/ADJ/FWD	EXPENDED AMOUNT	BALANCE
A	1600 CITY OF WARSAW/GROSS PAY	1/13/2025	4967 / /		Empr Liability FICA		128665	0.00	0.00	0.00	894.21	6866.05
A	1600 CITY OF WARSAW/GROSS PAY	1/13/2025	4967 / /		Empr Liability Medicare		128665	0.00	0.00	0.00	209.14	6656.91
A	1600 CITY OF WARSAW/GROSS PAY	1/25/2025	4982 / /		Empr Liability FICA		128862	0.00	0.00	0.00	893.91	5763.00
A	1600 CITY OF WARSAW/GROSS PAY	1/25/2025	4982 / /		Empr Liability Medicare		128862	0.00	0.00	0.00	209.07	5553.93
<b>Appropriation # 2206000130.010 Sub-Total</b>								0.00	0.00	0.00	2206.33	
<b>SubTotal Appropriation 2206000130.010</b>								0.00	0.00	0.00	2206.33	

**\*\*Appropriation 2206000130.030**

APPROPRIATION	TITLE	ENCUM MTD	EXPENDED MTD	CURRENT	FORWARDED	ADDITIONAL	TRANSFERRED	ADJUSTMENT
2206000130.030	AVIATION PERF	0.00	3177.35	52000.00	0.00	0.00	0.00	-5000.00

Installed by the City of Warsaw-2012  
**Appropriation Detail History**

TYPE	VEND#	NAME	DATE	CHECK #	INV DATE	INVOICE #	DESCRIPTION	PO #	APV #	ENCUMBERED AMOUNT	LIQUIDATED AMOUNT	ADD/TR/ADJ/FWD	EXPENDED AMOUNT	BALANCE
A	16800	INPRS - PERF	11/13/2025	4975	//		Payroll Clearing		128690	0.00	0.00	0.00	1582.94	11792.59
A	16800	INPRS - PERF	11/25/2025	4992	//		Payroll Clearing		128871	0.00	0.00	0.00	1594.41	10198.18
<b>Appropriation # 2206000130.030 Sub-Total</b>										0.00	0.00	0.00	3177.35	

**SubTotal Appropriation 2206000130.030**

0.00 0.00 0.00 3177.35

**\*\*Appropriation 2206000130.050**

APPROPRIATION	TITLE	ENCUM MTD	EXPENDED MTD	CURRENT	FORWARDED	ADDITIONAL	TRANSFERRED	ADJUSTMENT
2206000130.050	AVIATION HEALTH INSURANCE	0.00	67.91	140000.00	0.00	0.00	0.00	-45000.00

TYPE	VEND#	NAME	DATE	CHECK #	INV DATE	INVOICE #	DESCRIPTION	PO #	APV #	ENCUMBERED AMOUNT	LIQUIDATED AMOUNT	ADD/TR/ADJ/FWD	EXPENDED AMOUNT	BALANCE
A	3055	CITY OF WARSAW	11/05/2025	74357	//		NOV TRNS LIFE INSURANCE		128409	0.00	0.00	0.00	67.91	13823.99
<b>Appropriation # 2206000130.050 Sub-Total</b>										0.00	0.00	0.00	67.91	

**SubTotal Appropriation 2206000130.050**

0.00 0.00 0.00 67.91

**\*\*Appropriation 2206000210.000**

APPROPRIATION	TITLE	ENCUM MTD	EXPENDED MTD	CURRENT	FORWARDED	ADDITIONAL	TRANSFERRED	ADJUSTMENT
2206000210.000	AVIATION OFFICE SUPPLIES	0.00	93.89	13500.00	22.73	0.00	0.00	0.00

TYPE	VEND#	NAME	DATE	CHECK #	INV DATE	INVOICE #	DESCRIPTION	PO #	APV #	ENCUMBERED AMOUNT	LIQUIDATED AMOUNT	ADD/TR/ADJ/FWD	EXPENDED AMOUNT	BALANCE
A	1781	EASTERN ENGINEERING SUPPLY INC	11/07/2025	74259	10/07/2025	1193824	9/7/25-10/6/25 COPIES		127963	0.00	0.00	0.00	93.89	3970.98
<b>Appropriation # 2206000210.000 Sub-Total</b>										0.00	0.00	0.00	93.89	

**SubTotal Appropriation 2206000210.000**

0.00 0.00 0.00 93.89

**\*\*Appropriation 2206000220.000**

APPROPRIATION	TITLE	ENCUM MTD	EXPENDED MTD	CURRENT	FORWARDED	ADDITIONAL	TRANSFERRED	ADJUSTMENT
2206000220.000	AVIATION OPERATING SUPPLIES	0.00	979.10	55000.00	2022.05	0.00	-2000.00	0.00

TYPE	VEND#	NAME	DATE	CHECK #	INV DATE	INVOICE #	DESCRIPTION	PO #	APV #	ENCUMBERED AMOUNT	LIQUIDATED AMOUNT	ADD/TR/ADJ/FWD	EXPENDED AMOUNT	BALANCE
A	1104	AMAZON BUSINESS	11/07/2025	74227	10/02/2025	1J9F-WLWF-1933	VACUUM CORD HOOK		127966	0.00	0.00	0.00	22.98	17785.14
A	1104	AMAZON BUSINESS	11/07/2025	74227	10/07/2025	1PQT-KRX7-CWNNM	COFFEE CUPS AND		127966	0.00	0.00	0.00	75.96	17709.18
A	1104	AMAZON BUSINESS	11/07/2025	74227	10/13/2025	1QJX-HTW1-XCW6	JACKETS, LABEL PRINTER,		128275	0.00	0.00	0.00	531.84	17177.34
A	1104	AMAZON BUSINESS	11/07/2025	74227	10/14/2025	1KKV-PVMD-Y4F9	CREDIT - JACKET NOT		128275	0.00	0.00	0.00	-196.37	17373.71
A	772	KEYSTONE COOPERATIVE, INC.	11/12/2025	74369	10/27/2025	204404295-231842	DIESEL FUEL		128587	0.00	0.00	0.00	527.55	16846.16

Installed by the City of Warsaw-2012  
**Appropriation Detail History**

TYPE	END#	NAME	DATE	CHECK #	INV DATE	INVOICE #	DESCRIPTION	PO #	APV #	ENCUMBERED AMOUNT	LIQUIDATED AMOUNT	ADD/TR/ADJ/FWD	EXPENDED AMOUNT	BALANCE
A		23029 WAL-MART STORE EAST, LP	11/26/2025	74520	10/31/2025	530400698800	BRT 3 PACK		128971	0.00	0.00	0.00	17.14	16829.02
M			11/26/2025				PER TRNS LETTER			0.00	0.00	-2000.00	0.00	14829.02
<b>Appropriation # 2206000220.000 Sub-Total</b>										<b>0.00</b>	<b>0.00</b>	<b>-2000.00</b>	<b>979.10</b>	
<b>SubTotal Appropriation 2206000220.000</b>										<b>0.00</b>	<b>0.00</b>	<b>-2000.00</b>	<b>979.10</b>	

**\*\*Appropriation 2206000230.000**

APPROPRIATION	TITLE	ENCUM MTD	EXPENDED MTD	CURRENT	FORWARDED	ADDITIONAL	TRANSFERRED	ADJUSTMENT
2206000230.000	AVIATION REPAIRS & MAINTENANCE	0.00	2305.17	30000.00	0.00	0.00	2000.00	0.00

  

TYPE	END#	NAME	DATE	CHECK #	INV DATE	INVOICE #	DESCRIPTION	PO #	APV #	ENCUMBERED AMOUNT	LIQUIDATED AMOUNT	ADD/TR/ADJ/FWD	EXPENDED AMOUNT	BALANCE
A		23040 NAPA AUTO PARTS	11/07/2025	74298	10/16/2025	028187	WIPER BLADES		127964	0.00	0.00	0.00	177.48	2010.99
A		23040 NAPA AUTO PARTS	11/07/2025	74298	10/16/2025	028222	WIPER BLADE		127964	0.00	0.00	0.00	21.12	1989.87
A		23040 NAPA AUTO PARTS	11/07/2025	74298	10/22/2025	029773	CREDIT - WIPER BLADES		128273	0.00	0.00	0.00	-5.49	1995.36
A		1630 FLIGHT LIGHT INC	11/07/2025	74264	10/24/2025	0102640-JN	CLEAR/YELLOW GLASS,		128276	0.00	0.00	0.00	580.90	1414.46
A		12021 LAKE CITY BANK VISA	11/06/2025	74363	10/08/2025	8835	PARKING		128417	0.00	0.00	0.00	8.35	1406.11
A		12021 LAKE CITY BANK VISA	11/06/2025	74363	10/16/2025	8835	HOTEL		128417	0.00	0.00	0.00	422.50	983.61
A		12021 LAKE CITY BANK VISA	11/06/2025	74363	10/02/2025	8835	MY WASH		128418	0.00	0.00	0.00	22.00	961.61
A		12021 LAKE CITY BANK VISA	11/06/2025	74363	10/12/2025	8835	SLING TV		128419	0.00	0.00	0.00	81.99	879.62
A		23040 NAPA AUTO PARTS	11/21/2025	74456	10/31/2025	032082	BATTERY		128562	0.00	0.00	0.00	392.92	486.70
A		23040 NAPA AUTO PARTS	11/21/2025	74456	11/06/2025	033423	BLISTER PACK CAPSULES		128562	0.00	0.00	0.00	21.58	465.12
A		23040 NAPA AUTO PARTS	11/21/2025	74456	11/06/2025	033577	RELAY		128562	0.00	0.00	0.00	16.86	448.26
A		1630 FLIGHT LIGHT INC	11/21/2025	74428	10/31/2025	0102770-JN	TRANSFORMER		128563	0.00	0.00	0.00	272.78	175.48
A		41001 MORE FARM STORE, INC	11/21/2025	74455	10/29/2025	02-268937	FILTERS, OIL, ELEMENT		128566	0.00	0.00	0.00	201.29	-25.81
A		39645 LOWE'S BUSINESS ACCT	11/26/2025	74517	10/28/2025	606734820	BATTERIES, CLEAT, TISSUE,		128945	0.00	0.00	0.00	90.89	-116.70
M			11/26/2025				PER TRNS LETTER			0.00	0.00	2000.00	0.00	1883.30
<b>Appropriation # 2206000230.000 Sub-Total</b>										<b>0.00</b>	<b>0.00</b>	<b>2000.00</b>	<b>2305.17</b>	
<b>SubTotal Appropriation 2206000230.000</b>										<b>0.00</b>	<b>0.00</b>	<b>2000.00</b>	<b>2305.17</b>	

**\*\*Appropriation 2206000310.000**

APPROPRIATION	TITLE	ENCUM MTD	EXPENDED MTD	CURRENT	FORWARDED	ADDITIONAL	TRANSFERRED	ADJUSTMENT
2206000310.000	AVIATION PROFESSIONAL SERVICES	0.00	3669.00	100000.00	0.00	0.00	0.00	68672.00

Installed by the City of Warsaw-2012  
**Appropriation Detail History**

TYPEVEND#	NAME	DATE	CHECK #	INV DATE	INVOICE #	DESCRIPTION	PO #	APV #	ENCUMBERED AMOUNT	LIQUIDATED AMOUNT	ADD/TR/ADJ/FWD	EXPENDED AMOUNT	BALANCE
A	363 STANTEC CONSULTING SERVICES INC.	11/07/2025	74327	10/14/2025	2467481	PROFESSIONAL SERVICES		127969	0.00	0.00	0.00	3669.00	16284.25
<b>Appropriation # 2206000310.000 Sub-Total</b>									0.00	0.00	0.00	3669.00	

**SubTotal Appropriation 2206000310.000**

**\*\*Appropriation 2206000320.000**

APPROPRIATION	TITLE	ENCUM MTD	EXPENDED MTD	CURRENT	FORWARDED	ADDITIONAL	TRANSFERRED	ADJUSTMENT
2206000320.000	AVIATION COMMUNICATION & TRAVEL	0.00	227.72	7500.00	0.00	0.00	0.00	0.00

  

TYPEVEND#	NAME	DATE	CHECK #	INV DATE	INVOICE #	DESCRIPTION	PO #	APV #	ENCUMBERED AMOUNT	LIQUIDATED AMOUNT	ADD/TR/ADJ/FWD	EXPENDED AMOUNT	BALANCE
A	1007 ON-LINE DATA	11/07/2025	74305	09/30/2025	119560	PRESORT MAILING		128284	0.00	0.00	0.00	3.76	3479.88
A	39557 VERIZON WIRELESS	11/06/2025	74365	10/25/2025	6126960334	10/25 CELL PHONE USAGE		128457	0.00	0.00	0.00	223.96	3255.92
<b>Appropriation # 2206000320.000 Sub-Total</b>									0.00	0.00	0.00	227.72	

**SubTotal Appropriation 2206000320.000**

**\*\*Appropriation 2206000330.000**

APPROPRIATION	TITLE	ENCUM MTD	EXPENDED MTD	CURRENT	FORWARDED	ADDITIONAL	TRANSFERRED	ADJUSTMENT
2206000330.000	AVIATION PRINTING & ADVERTISING	0.00	850.00	15000.00	0.00	0.00	0.00	0.00

  

TYPEVEND#	NAME	DATE	CHECK #	INV DATE	INVOICE #	DESCRIPTION	PO #	APV #	ENCUMBERED AMOUNT	LIQUIDATED AMOUNT	ADD/TR/ADJ/FWD	EXPENDED AMOUNT	BALANCE
A	1567 ORANGE MARKETING STUDIOS LLC	11/21/2025	74461	11/03/2025	1208	FACEBOOK MARKETING		128561	0.00	0.00	0.00	850.00	7301.76
<b>Appropriation # 2206000330.000 Sub-Total</b>									0.00	0.00	0.00	850.00	

**SubTotal Appropriation 2206000330.000**

**\*\*Appropriation 2206000350.000**

APPROPRIATION	TITLE	ENCUM MTD	EXPENDED MTD	CURRENT	FORWARDED	ADDITIONAL	TRANSFERRED	ADJUSTMENT
2206000350.000	AVIATION UTILITIES	0.00	2182.85	50000.00	0.00	0.00	0.00	0.00

  

TYPEVEND#	NAME	DATE	CHECK #	INV DATE	INVOICE #	DESCRIPTION	PO #	APV #	ENCUMBERED AMOUNT	LIQUIDATED AMOUNT	ADD/TR/ADJ/FWD	EXPENDED AMOUNT	BALANCE
A	14360 NORTHERN IND PUBLIC SERVICE CO	11/12/2025	74371	10/27/2025	901-000-000-0	UTILITY BILL		128478	0.00	0.00	0.00	744.94	23670.65
A	14360 NORTHERN IND PUBLIC SERVICE CO	11/12/2025	74371	10/27/2025	339-015-001-9	UTILITY BILL		128478	0.00	0.00	0.00	51.16	23619.49
A	14360 NORTHERN IND PUBLIC SERVICE CO	11/12/2025	74371	10/27/2025	973-751-007-4	UTILITY BILL		128478	0.00	0.00	0.00	120.05	23499.44
A	14360 NORTHERN IND PUBLIC SERVICE CO	11/12/2025	74371	10/27/2025	601-000-008-5	UTILITY BILL		128478	0.00	0.00	0.00	87.52	23411.92
A	14360 NORTHERN IND	11/12/2025	74371	10/27/2025	601-000-005-8	UTILITY BILL		128478	0.00	0.00	0.00	211.73	23200.19

Installed by the City of Warsaw-2012  
**Appropriation Detail History**

TYPE	END#	NAME	DATE	CHECK #	INV DATE	INVOICE #	DESCRIPTION	PO #	APV #	ENCUMBERED AMOUNT	LIQUIDATED AMOUNT	ADD/TR/ADJ/FWD	EXPENDED AMOUNT	BALANCE
		PUBLIC SERVICE CO			10/27/2025	601-000-005-8								
A		14360 NORTHERN IND PUBLIC SERVICE CO	11/12/2025	74371	10/27/2025	501-000-009-5	UTILITY BILL		128478	0.00	0.00	0.00	707.70	22492.49
A		11550 KOSCIUSKO REMC	11/12/2025	74370	11/01/2025	1937001	UTILITY BILL		128483	0.00	0.00	0.00	32.00	22460.49
A		11550 KOSCIUSKO REMC	11/12/2025	74370	11/01/2025	1937002	UTILITY BILL		128483	0.00	0.00	0.00	34.00	22426.49
A		11550 KOSCIUSKO REMC	11/12/2025	74370	11/01/2025	1937005	UTILITY BILL		128483	0.00	0.00	0.00	65.00	22361.49
A		11550 KOSCIUSKO REMC	11/24/2025	74509	11/05/2025	1937004	UTILITIES		128827	0.00	0.00	0.00	88.00	22273.49
A		11550 KOSCIUSKO REMC	11/24/2025	74509	11/05/2025	1937003	UTILITIES		128827	0.00	0.00	0.00	40.75	22232.74
<b>Appropriation # 2206000350.000 Sub-Total</b>										<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2182.85</b>	

**SubTotal Appropriation 2206000350.000**

0.00 0.00 0.00 2182.85

**\*\*Appropriation 2206000360.000**

APPROPRIATION	TITLE	ENCUM MTD	EXPENDED MTD	CURRENT	FORWARDED	ADDITIONAL	TRANSFERRED	ADJUSTMENT
2206000360.000	AVIATION REPAIRS & MAINTENANCE	0.00	4719.31	5000.00	13158.22	0.00	0.00	8700.00

  

TYPE	END#	NAME	DATE	CHECK #	INV DATE	INVOICE #	DESCRIPTION	PO #	APV #	ENCUMBERED AMOUNT	LIQUIDATED AMOUNT	ADD/TR/ADJ/FWD	EXPENDED AMOUNT	BALANCE
A		41397 4T DOOR SYSTEMS, INC.	11/07/2025	74220	10/10/2025	15889	MOTOR FOR LIFTMASTER		127965	0.00	0.00	0.00	1535.00	35824.78
A		40649 INDUSTRIAL DOOR OF N. INDIANA	11/07/2025	74278	10/06/2025	012225	DOOR BRAKE ADJUSTMENT,		127968	0.00	0.00	0.00	620.00	35204.78
A		7 D & D MAINTENANCE LLC	11/21/2025	74419	11/06/2025	6127	BUCKET TRUCK FOR LIGHT		128565	0.00	0.00	0.00	1596.17	33608.61
A		7 D & D MAINTENANCE LLC	11/21/2025	74419	11/06/2025	6128	GATE WIRING		128565	0.00	0.00	0.00	968.14	32640.47
<b>Appropriation # 2206000360.000 Sub-Total</b>										<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4719.31</b>	

**SubTotal Appropriation 2206000360.000**

0.00 0.00 0.00 4719.31

**\*\*Appropriation 2206000370.000**

APPROPRIATION	TITLE	ENCUM MTD	EXPENDED MTD	CURRENT	FORWARDED	ADDITIONAL	TRANSFERRED	ADJUSTMENT
2206000370.000	AVIATION RENTALS	0.00	346.22	25000.00	96.30	0.00	0.00	0.00

  

TYPE	END#	NAME	DATE	CHECK #	INV DATE	INVOICE #	DESCRIPTION	PO #	APV #	ENCUMBERED AMOUNT	LIQUIDATED AMOUNT	ADD/TR/ADJ/FWD	EXPENDED AMOUNT	BALANCE
A		23350 WILDMAN UNIFORM	11/07/2025	74350	10/08/2025	1013121885	UNIFORM RENTAL, MATS,		127967	0.00	0.00	0.00	69.57	22634.59
A		23350 WILDMAN UNIFORM	11/07/2025	74350	10/15/2025	1013124036	UNIFORM RENTAL, MATS,		127967	0.00	0.00	0.00	51.77	22582.82
A		23350 WILDMAN UNIFORM	11/07/2025	74350	08/20/2025	1013106843	UNIFORM RENTAL, MATS,		128272	0.00	0.00	0.00	51.77	22531.05
A		23350 WILDMAN UNIFORM	11/07/2025	74350	10/22/2025	1013126166	UNIFORM RENTAL, MATS,		128272	0.00	0.00	0.00	51.77	22479.28
A		23350 WILDMAN UNIFORM	11/21/2025	74499	10/29/2025	1013128291	UNIFORM RENTAL, MATS,		128564	0.00	0.00	0.00	51.77	22427.51
A		23350 WILDMAN UNIFORM	11/21/2025	74499	11/05/2025	1013130430	UNIFORM RENTAL, MATS,		128564	0.00	0.00	0.00	69.57	22357.94
<b>Appropriation # 2206000370.000 Sub-Total</b>										<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>346.22</b>	

**SubTotal Appropriation 2206000370.000**

0.00 0.00 0.00 346.22

Installed by the City of Warsaw-2012  
**Appropriation Detail History**

**\*\*Appropriation 2206000390.000**

APPROPRIATION		TITLE				ENCUM MTD	EXPENDED MTD	CURRENT	FORWARDED	ADDITIONAL	TRANSFERRED	ADJUSTMENT	
2206000390.000		AVIATION OTHER SERVICES				0.00	7013.95	59835.00	76.00	0.00	0.00	0.00	
TYPEVEND#	NAME	DATE	CHECK #	INV DATE	INVOICE #	DESCRIPTION	PO #	APV #	ENCUMBERED AMOUNT	LIQUIDATED AMOUNT	ADD/TR/ADJ/FWD	EXPENDED AMOUNT	BALANCE
A	1358 VIRTOWER LLC	11/07/2025	74342	10/01/2025	3669	SOFTWARE SUBSCRIPTION		128277	0.00	0.00	0.00	6000.00	48882.81
A	20623 TREASURER OF KOSCIUSKO COUNTY	11/06/2025	74362	/ /		FALL 25 DITCH TAXES		128438	0.00	0.00	0.00	1013.95	47868.86
<b>Appropriation # 2206000390.000 Sub-Total</b>									0.00	0.00	0.00	7013.95	
<b>SubTotal Appropriation 2206000390.000</b>									0.00	0.00	0.00	7013.95	
<b>SubTotal Fund Number 2206</b>									0.00	0.00	0.00	57310.20	
<b>*** GRAND TOTAL ***</b>									0.00	0.00	0.00	57310.20	

2025	January	February	March	April	May	June	July	August	September	October	November	December	2025 YTD Total	2024 NOV	2024 YTD Total
Air Cargo	1488	724	891	450	359	0	0	0	0	0	0	0	3912	2258	19989
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	\$3,387.00	\$29,983.50
Explorer Van	2770	1048	1585	975	1937	1725	554	1320	1670	992	0	0	14576	669	810
Revenue	\$4,155.00	\$1,572.00	\$2,377.50	\$1,462.50	\$2,905.50	\$2,587.50	\$831.00	\$1,980.00	\$2,505.00	\$1,488.00	\$0.00	\$0.00	\$21,864.00	\$1,003.50	\$1,215.00
Image Air	7424	6265	4053	3930	3255	6638	7381	4080	6830	7715	7742	0	65313	5650	63258
Revenue	\$9,280.00	\$7,831.25	\$5,066.25	\$4,912.50	\$4,068.75	\$8,297.50	\$9,226.25	\$5,100.00	\$8,537.50	\$9,643.75	\$9,677.50	\$0.00	\$81,641.25	\$7,062.50	\$79,072.50
Flight By PWI	1099		150	80	2265	2665	3525	1185	350	4383	1929	0	17631	692	6551
Revenue	\$1,648.50	\$0.00	\$225.00	\$120.00	\$3,397.50	\$3,997.50	\$5,287.50	\$1,777.50	\$525.00	\$6,574.50	\$2,893.50	\$0.00	\$26,446.50	\$1,038.00	\$9,826.50
Sugair			0		708	511	19495	15494	0	0	0	0	36208	0	30964
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$212.40	\$153.30	\$5,848.50	\$4,648.20	\$0.00	\$0.00	\$0.00	\$0.00	\$10,862.40	\$0.00	\$9,289.20
ZimmerBiomet	772		0	876	2302		3768	0	354	0	0	0	8072	2784	14133
Revenue	\$1,158.00	\$0.00	\$0.00	\$1,314.00	\$3,453.00	\$0.00	\$5,652.00	\$0.00	\$531.00	\$0.00	\$0.00	\$0.00	\$12,108.00	\$4,176.00	\$21,199.50
Revenue													0.0		
Revenue													\$0.00		
Based															
Jet-A													0.0	0.0	1200
Revenue													\$0.00	\$0.00	\$1,200.00
100LL	832.3	980.2	1287.3	1761.1	1652.1	1813.5	1654	1830.2	1333.2	1618.6	868.7	0	15631.2	1024.7	16210.2
Revenue	\$249.69	\$294.06	\$386.19	\$528.33	\$495.63	\$544.05	\$496.20	\$549.06	\$399.96	\$485.58	\$260.61	\$0.00	\$4,689.36	\$307.41	\$4,863.06
Transient															
Jet-A	1265	932	888	4289	7031	8093	3030	983	3912	5729	3495	0	39647	2316	22745
Revenue	\$2,530.00	\$1,864.00	\$1,776.00	\$8,578.00	\$14,062.00	\$16,186.00	\$6,060.00	\$1,966.00	\$7,824.00	\$11,458.00	\$6,990.00	\$0.00	\$79,294.00	\$4,632.00	\$45,490.00
100LL	678.4	636.4	2102.9	2067.9	898.4	852.9	1330.1	1079.2	1000	1059.9	438.4	0	12144.5	1155.4	13312.1
Revenue	\$339.20	\$318.20	\$1,051.45	\$1,033.95	\$449.20	\$426.45	\$665.05	\$539.60	\$500.00	\$529.95	\$219.20	\$0.00	\$6,072.25	\$577.70	\$6,656.05
Total Gals.															
Jet-A	14818	8969	7567	10600	17857	19632	37753	23062	13116	18819	13166	0	185359	14369	171,175.00
100LL	1510.7	1616.6	3390.2	3829	2550.5	2666.4	2984.1	2909.4	2333.2	2678.5	1307.1	0	27775.7	2180.1	29,522.30
Total Rev.															
Jet-A	\$21,003.50	\$12,353.25	\$10,781.25	\$17,062.00	\$28,637.65	\$31,221.80	\$32,905.25	\$15,471.70	\$19,922.50	\$29,164.25	\$19,561.00	\$0.00	\$238,084.15	\$21,299.00	\$214,563.70
100LL	\$588.89	\$612.26	\$1,437.64	\$1,562.28	\$944.83	\$970.50	\$1,161.25	\$1,088.66	\$899.96	\$1,015.53	\$479.81	\$0.00	\$10,761.61	\$885.11	\$11,519.11
Combined	\$21,592.39	\$12,965.51	\$12,218.89	\$18,624.28	\$29,582.48	\$32,192.30	\$34,066.50	\$16,560.36	\$20,822.46	\$30,179.78	\$20,040.81	\$0.00	\$248,845.76	\$22,184.11	\$226,082.81

**City Aviation Services**  
**General Ledger Standard Income Report**  
For Fiscal Year Starting: 1/01/2025, Reporting Through: 11/30/2025  
All Departments Consolidated

**Income**

	MTD 11/01-11/30/25	YTD 1/01-11/30/25
Bank/Investment Interest Income	22.50	161.18
Ramp Fees	1,175.00	9,460.00
Jet Fuel Sales	65,129.79	796,626.84
100LL Fuel Sales	11,971.33	138,928.79
Prist Sales	91.45	713.05
Oil Sales	0.00	1,006.50
Crew Car - 4 HRS.	0.00	50.00
Overnight Fee	250.00	2,225.00
Miscellaneous	50.00	101.00
After Hour Service	500.00	2,900.00
Interest Income	0.00	423.06
<b>Total Income:</b>	<b>79,190.07</b>	<b>952,595.42</b>

**Cost Of Sales**

	MTD 11/01-11/30/25	YTD 1/01-11/30/25
Jet Fuel Cost	21,671.20	499,395.82
100LL Fuel Cost	0.00	99,857.88
Prist Cost	0.00	260.00
Fuel Excise Tax	3,124.99	38,404.15
Oil Costs	0.00	902.89
<b>Total Cost Of Sales:</b>	<b>24,796.19</b>	<b>638,820.74</b>
<b>Gross Profit:</b>	<b>54,393.88</b>	<b>313,774.68</b>

**Expense**

	MTD 11/01-11/30/25	YTD 1/01-11/30/25
Credit Card Merchant Fees	1,456.01	9,279.78
TFBO Web Software	645.00	7,045.00
Miscellaneous	276.52	6,331.72
City Revenue	0.00	125,000.00
<b>Total Expense:</b>	<b>2,377.53</b>	<b>147,656.50</b>
<b>Net Income:</b>	<b>52,016.35</b>	<b>166,118.18</b>

Notes: Report Period: 1/01/2025 - 11/30/2025  
All Departments Consolidated.

TRIBBETT LAW OFFICE  
ATTORNEY AT LAW

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212 S. FIFTH STREET  
LOGANSPOUT, INDIANA 46947  
(574) 737-8529  
FAX (574) 737-8539

DONALD J. TRIBBETT  
djt@tribbettlaw.com

November 10, 2025

Mr. Nicholas B. King, Airport Manager  
Warsaw Municipal Airport  
300 Airport Drive  
Warsaw, IN 46582

RE: Representation Proposal

Dear Nick:

It is my pleasure to make this proposal to represent the Warsaw Board of Aviation Commissioners. Please discuss this proposal with your Board, and, if acceptable, I would appreciate it if the Board would vote to approve my proposal. I agree to represent the Warsaw BOAC on the following terms:

1. I charge \$250 per hour for time associated with my representation. That hourly rate has been in effect for some time, and in light of the increase in costs associated with the practice of law, there is a possibility that I will be raising my hourly rate in the near future. Should that occur, I will give you no less than 30 days notice so that the Board would have sufficient time to consider an increase in my hourly rate.
2. I charge for out-of-pocket expenses such as filing fees, copies, and postage. I do not charge for mileage, but I do charge for travel time.
3. My client would be the Warsaw Board of Aviation Commissioners with the Board's retention of an attorney being authorized by state statute. While I understand that the Warsaw Board of Aviation Commissioners is a department of the City of Warsaw, my client would be, at all times, the Warsaw BOAC.
4. I attempt to bill on a quarterly basis. Occasionally, I will defer billing if a pending project is close to completion. Otherwise, you should anticipate billing shortly after the end of each calendar quarter.

Mr. Nicholas B. King  
November 10, 2025  
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Should you or your Board have any questions or concerns regarding this proposal, please contact me. Otherwise, please advise if the Board approves my proposal.

Best Regards,



Donald J. Tribbett

DJT/eb