

BOONE AIRPORT COMMISSION

Meeting Minutes

10-13-2025 Boone Municipal Airport Commission Meeting.

The Chairman, Joe Pundzak, called the meeting to order at 5:30 p.m.

Commissioners Present: Joe Pundzak, Joe Gibbs, Matt Grabau, Pete Frangos, Bill Byrd.

Commissioner Absent: None.

Others Present: Dale Farnham, Airport Manager, Joe Roenfeldt, Bolten & Menk, Ondrea Elmquist, City Administrator.

Approval of Agenda

Commissioner Byrd made a motion to approve the agenda, which was seconded by Commissioner Frangos.

No discussion. The motion passed unanimously, 5-0.

Approval September 8, 2025, Airport Commission Meeting Minutes

Commissioner Frangos moved to approve the minutes. Commissioner Grabau seconded the motion.

No further discussion. The motion passed unanimously, 5-0.

Approval of Accounts Payable

Commissioner Byrd commented that we are paying a \$16.00 late fee on our phone bill and asked the City Administrator why the bill can't be paid on time. Ms. Elmquist responded that the timing of when the Commission can approve the bill is likely the reason. Still, she would investigate the possibility of changing the approval and payment procedures to avoid future late charges.

Commissioner Byrd moved to approve the payables. Commissioner Gibbs seconded the motion.

No further discussion. The motion passed unanimously, 5-0.

Council Paid Bills:

Jim Robbins PC	Legal Services	145.00
Infobunker	Internet Services	9.00

Airport Paid Bills:

Alliant Energy	Utilities	1,545.33
Bolton & Menk	Engineering Fees	6,822.50
CenturyLink	Phone Services	207.21

City of Boone	Utilities	33.17
Dale Farnham	Contract Services	5,002.00
Dick's Fire Extinguisher	Annual Certification/Maintenance	219.55
Elmqvist Towing	Towing Services	301.22
Evora Energy	Pay Applications 1 & 2	578,249.50
Herman Drainage	Mowing Services	5,000.00
Herman Drainage	Repairs	2,282.87
Herman Drainage	Tree Removal/Grass Seed	700.00

Engineering Report

A. Discuss/Approve FY27 CIP Projects

Ms. Elmqvist reviewed the Airport's CIP submitted to the FAA and IDOT and discussed the feasibility of the projects in relation to the City's resources for local matching funds, as well as grant opportunities. After considerable discussion, the Commission submitted its FY27 CIP priority list to the City for consideration.

B. Review/Approve Options for Fueling Area Concrete Replacement Project

Joe Roenfeldt presented three options for repairing or replacing the eroding asphalt and concrete area in front of the new fuel farm. The Commission discussed the feasibility of utilizing the existing FAA Grant in lieu of using existing financial resources, which would save approximately \$80K.

Commissioner Frangos moved to proceed with using Option C(2) using the existing FAA grant to resurface the fueling area. Commissioner Byrd seconded the motion.

No further discussion. The motion passed unanimously, 4-0. Commissioner Gibbs abstained.

C. Review/Approve Acceptance Letter of IDOT Runway Lighting Grant

Commissioner Grabau moved to approve signing the IDOT Grant letter. Commissioner Frangos seconded the motion.

No further discussion. The motion passed unanimously, 5-0.

D. Progress Review of Fuel Farm Project

Joe Roenfeldt reviewed the construction status and the projected completion date.

No Commission action taken.

Approve Pay Application #1 for \$132,555.66 and Pay Application #2 for \$445,693.84 to Evora Energy for the Fuel Farm Project.

Commissioner Grabau moved to approve Pay Application #1 for \$132,555.66 and Pay Application #2 for \$445,693.84 to Evora Energy.

No further discussion. The motion passed unanimously, 5-0.

Discuss/Approve Maintenance Proposal for Transportation Building

The Commission reviewed the proposal submitted by Anchor Property Solutions for \$8,769.89. Commissioner Grabau agreed to act as Project Manager and supervise the ongoing maintenance program.

Commissioner Gibbs moved to approve Anchor Property Solutions' proposal. Commissioner Grabau amended Gibbs' motion to exclude any sales tax or advance payment. Commissioner Byrd moved to second Mr. Gibbs motion as amended.

No further discussion. The motion passed unanimously, 5-0.

Commissioner Frangos informed the Commission of the results of his inquiry into the current market lease price per square foot for commercial property, specifically our Transportation Building, which is now leased to HIRTA. According to Commissioner Frangos, the building has approximately 12,600 sq feet available. The current rates vary from \$6.00 for warehouse to \$8.00 per sq ft for office space. If we averaged those rates to \$7.00 per sq ft, our annual lease revenue should be about \$88,200.00 or \$7,350 per month.

Airport Manager's Report/Comments.

No report.

Approval of Airport Hangar Leases Submitted for Fiscal Year 2026 - Hangar #16, Cornfield Cruisers, LLC

Commissioner Gibbs moved to approve the submitted lease. Commissioner Frangos seconded the motion.

No further discussion. The motion passed unanimously, 5-0.

Commissioner Comments.

None.

Public Comments.

None.

Other Business.

None.

There being no other business, the Chair adjourned the meeting at 8:07 p.m.

Joe Pundzak, Chairman

Joe Gibbs, Secretary