

BOONE AIRPORT COMMISSION

Meeting Minutes

11-10-2025 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, Bill Byrd

Commissioner Absent: Pete Frangos

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 Grabau.

No discussion. The motion passed unanimously, 4-0

Approval October 13, 2025, Airport Commission Meeting Minutes

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

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

Approval of Accounts Payable

Commissioners Byrd and Grabau opened a discussion on possible solutions to avoid late charges on certain monthly payables. Ms. Elmquist suggested that the Commission allow the City to include the airport's monthly utility bills in its payables to avoid incurring late fees.

Commissioner Grabau moved to implement that procedure. Commissioner Byrd seconded the motion. No further discussion. The motion passed unanimously, 4-0.

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

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

Council Paid Bills:

Jim Robbins PC	Legal Services	145.00
Infobunker	Internet Services	9.00
Reserve Account	Postage Refill	15.00

Airport Paid Bills:

Alliant Energy	Utilities	1355.77
Anchor Property Solutions	Repairs	6,058.97

Bomgaars	Supplies	67.98
CenturyLink	Phone Services	201.01
City of Boone	Utilities	29.47
Dale Farnham	Contract Services	5,002.00
Duncan Heating & Plumbing	Install Bathroom Items	1,170.78
Evora Energy	Fuel Farm Construction	162,937.18
Farnham Aviation	Truck Fuel	140.00
Farnham Aviation	Truck Repairs	2,238.57
Garbage Guys	Waste Removal	21.75
Garbage Guys	Waste Removal	88.50
Lift Service Automotive	Repairs	450.00
Shearer Consulting	Repairs	1,395.00

Discuss Airport Operating Budget for FY27 with City Administrator

City Administrator Elmquist reviewed the Commission's proposed FY27 Airport Operating Budget with the members and offered several recommendations. After considerable discussion, the FY27 budget was finalized for submission to the City Council. The Commission expressed its appreciation to Ms. Elmquist for her assistance in helping the members reach a consensus on the final budget.

Review/Approve Farmland Lease Agreement

Commissioner Gibbs moved to approve the revised FY 26 -27 Farmland Lease Agreement. Commissioner Grabau seconded the motion.

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

Discuss/Approve Fuel Farm Change Order #3

Commissioner Grabau moved to approve the Fuel Farm Change Order #3. Commissioner Byrd seconded the motion.

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

Discuss/Approve Fuel Farm Evora Pay Request #3

Commissioner Gibbs moved to approve Evora's Pay Request #3. Commissioner Byrd seconded the motion.

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

Discuss/Approve Response to FAA "Go Letter" for Repaving Project

Commissioner Grabau moved to approve an affirmative response to the FAA “Go Letter” for the Fuel Farm area Repaving Project. Commissioner Gibbs seconded the motion.

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

Snow Removal Agreement

The Chair informed the Commission of the significantly increased rates submitted by Molitor Construction for snow removal during the upcoming season. The commission directed the Chair and Airport Manager to negotiate with Molitor to achieve more reasonable rates.

Engineering Report

A. Fuel Farm Instructional Presentation

The Commission was informed that EVORA will provide an instructional presentation regarding operating the Fuel Farm on Wednesday, November 12th at 03:00 PM. Farnham Aviation personnel and Commission members were encouraged to attend.

A discussion followed regarding the maintenance of the fuel farm: there is a 12-month warranty with EVORA, but issues outside of the warranty period would be serviced by firms such as SENECA. Commissioner Grabau suggested that the Commission consider enacting a maintenance agreement with a local firm after the warranty period expires.

Airport Manager’s Report/Comments.

No report.

Commissioner Comments.

None.

Public Comments.

None.

Other Business.

A. Progress on Transportation Bldg. Rehab.

Commissioner Grabau reviewed the progress of the ongoing rehab maintenance program.

B. Proposed Disciplinary Action for Unsafe Flying Observed at KBNW.

No action taken.

The members received amended Minimum Standards for their review and discussion at the next Commission meeting.

The Chair adjourned the meeting at 7:13 PM

Joe Pundzak, Chairman

Joe Gibbs, Secretary