

BOONE AIRPORT COMMISSION

Meeting Minutes

07-12-2021 Boone Municipal Airport Commission Meeting

Commissioners Present: Joe Pundzak, Matt Grabau, Joe Gibbs, Pete Frangos

Commissioners Absent: Emily Graeve

Others Present: Dale Farnham, Airport Manager, Carl Byers of Bolton & Menk, Boone City Administrator, Bill Skare, Boone City Attorney, Jim Robbins, and Boone City Clerk/Finance Officer, Ondrea Elmquist

Additional attendees: Brian & Tammy Foltz, Fran & Alice Laabs, Loren Steinkamp, Jim Malloy, Ryan White, Keith Campbell, Chris Erickson, Tom Murry, David Vaughan, Jeremiah Miner, Tony Aspengren, Roger Stewart, Haro Llbetro, Charlie Lloyd

Meeting called to order by the Chairman, Joe Pundzak, at 5:45 p.m.

Approval of Agenda

Motion to approve the Agenda made by Commissioner Grabau and seconded by Commissioner Frangos

No discussion. The motion passed unanimously, 4-0

Approval of Minutes

Motion to approve the June 14th minutes made by Commissioner Frangos and seconded by Commissioner Grabau.

No Discussion. The motion passed unanimously, 4-0

Approval of Accounts Payable,

Commissioner Frangos moved to approve the current accounts payable. Commissioner Gibbs seconded the motion.

No discussion. The motion passed unanimously, 4-0

Council Paid Bills:

| | | |
|-----------------|----------------|--------|
| Jim Robbins | Legal Services | 129.01 |
| Pitney Bowes | Postage Ink | 3.40 |
| Reserve Account | Postage Refill | 15.00 |

Airport Paid Bills:

| | | |
|----------------------|------------------------|----------|
| Scenic Valley Mowing | Mowing | 4,500.00 |
| Alliant Energy | Utilities | 1,051.79 |
| City of Boone | Utilities | 31.20 |
| Tom Walters Company | Waste Removal | 20.00 |
| Farnham Aviation | Contract/Reimbursement | 4,516.77 |

| | | |
|----------------------------|---------------------|-----------|
| Mid IA Petroleum Equipment | Test/Maintenance | 1,399.73 |
| Bolton & Menk | Runway Rehab Design | 15,840.00 |

Discuss Hangar Structural Report

The Commission reviewed the Airport Hangar Existing Structure Condition Assessment prepared by Bolton & Menk with the City officials and affected T-Hangar tenants in attendance. After a lengthy discussion regarding the development of a course of action to address the eventual replacement of the 12 structures identified as needing foundation repairs or replacement, the Commission elected to prepare various funding options for the replacement of the 12 T-Hangars for review by the City Administrator and Finance Officer for their consideration in including the funding proposal in the next fiscal year’s CIP. Commissioner Grabau made a motion to that effect. The motion was seconded by Commissioner Gibbs.

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

Discussion of Mi-Tech Services/Alliant Energy Request

Ms. Jennifer Ackerson of Mi-Tech Services addressed the Commission regarding Alliant Energy’s request for an easement along the Northern edge of the airport’s property for the purpose of burying power lines and erecting a “booster” station on the edge of runway 22. The Commission advised Ms. Ackerson that the FAA would have to be consulted prior to granting any easement of airport property. Ms. Ackerson was asked to provide the exact coordinates for the placement of the “booster” station in addition to the measurements of the “station” so that they may be forwarded to the appropriate FAA office for their review. Ms. Ackerson agree to provide the requested information to Carl Byers who would in turn, send it to the FAA.

No action taken.

Engineering Report

Carl Byers advised the Commission on the status of the following projects:

- A. Grants – We are waiting for final confirmation on whether all FAA grants will be 100% federally funded. The approval of our IDOT Grant application for assistance with taxilanes and new hangar proposals should become known by the second week of August.
- B. Taxilane Maintenance Status - We received a notice from Manatts that our project has been scheduled but without a date as to when the project may be initiated.

In view of time constraints, the Commission requested that Bolton & Menk attend the August 9th Commission meeting to assist in developing an action plan for the replacement of the 12 T-Hangars.

No action taken.

Airport Manager’s Report

- Serviced runway lights
- Asphalt on taxiways/aprons in front of hangars continues to deteriorate.
- Currently have 37 names on the hangar “wait” list – two calls this month

- Completed hangar inspections – noted numerous holes in roofs, corrosion, broken concrete, water damage, etc.
- Bolten and Menk completed structural assessment of hangars. Report provided to commission.
- ISU professor Halil Ceylan and his group of researchers conducted drone flights over our runway, taxiways, and aprons to determine if drones can adequately and efficiently assess the concrete condition. A report will be generated which we hopefully will be provided a copy.

FBO Report

Flight Instruction

Dual instruction given: Dale – 38 lessons for 46.5 hrs; Alec – 28 lessons for 34.2 hrs

Ground instruction given: Dale – 11.6 hours; Alec – 5.5 hours

Introductory flights: Champ – 0; Cherokee – 0

Flight Review: Dale – 0; Alec – 2

Private pilot students: Dale -- 20; Alec – 7

Private Pilot students completed: Dale – 0; Lucas – 0; Alec – 1

Sport Pilot students: Dale – 3; Alec -- 0

Tailwheel students: Dale – 9; Lucas – 0

Tailwheel endorsements: Dale -- 1

Commercial students: Dale – 1; Alec -- 2

IFR students: Dale – 3; Alec -- 1

IFR students completed: Dale -- 0

Recurrent training: 2

CFI students: Dale – 0

CFII students: Dale -- 0

First solo: Dale – 0

Instrument Proficiency Check: Dale – 0

Private Pilot Ground School Students: Dale – 0

High performance endorsement: Dale – 1

Complex endorsement: Dale -- 1

Aircraft Rental

Cherokee 1046X rental: 38.6 hours

Cherokee 55445 rental: 61.0 hours

Champ rental: 13.9 hours

Fuel Sales

100LL: 1273 gallons

Auto Blend: 162 gallons

JetA: 183 gallons

Shop

31.7 hours billed

4 annual inspections completed

0 pre-buy inspection

1 100-hour inspection

0 condition inspection completed

Update on HIRTA Lease agreement

The Chair informed the Commission that he had received a signed amendment from HIRTA that allows them to continue to lease the facility month to month. Commissioner Grabau mentioned that we should insist on a 12-month lease. The issue was tabled until the next meeting.

Approve FY2022 Hangar Leases received by July 1, 2021

Commissioner Grabau moved that the leases be approved. The motion was seconded by Commissioner Frangos/

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

Approve FY2022 Hangar Leases received after July 1, 2021 including that of James Malloy, Hangar #1

Commissioner Gibbs moved that the leases be approved. The motion was seconded by Commissioner Frangos.

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

Discuss FY2022 Farmland Lease

The Commission directed the Chair to contact the current Lessee prior to September 1st to ascertain his intention to continue leasing the airport property during 2022.

No action taken.

Other Business

There being no other business, Commissioner Gibbs moved to adjourn the meeting. The motion was seconded by Commissioner Grabau.

No discussion. The motion passed unanimously, 4-0

The Chair adjourned the meeting at 7:17 P.M.

SO ATTEST:

Joe Pundzak, Chairman

Matt Grabau, Secretary