

BOONE AIRPORT COMMISSION

Meeting Minutes

10-11- 2021 Boone Municipal Airport Commission Meeting

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

Others Present: Dale Farnham, Airport Manager, Carl Byers of Bolton & Menk

Meeting called to order by the Chairman, Joe Pundzak, at 5:30 p.m.

**Approval of Agenda**

Motion to approve the Agenda made by Commissioner Gibbs 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 Grabau seconded the motion. It was noted that we are still being billed for the light pole at the entrance of the driveway. Attempts by the Airport Manager to have Alliant disconnect it have been unsuccessful due to it being billed to the city. Commissioner Grabau requested that the issue be brought to the City Finance Officer’s attention.

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

Council paid bills:

Jim Robbins	Legal Services	130.15
Pitney Bowes Vendor	Quarterly Postage Machine Lease	3.41

Airport paid bills:

Dick’s Fire Extinguisher	Annual Inspection/Maintenance	317.10
Van Diest Supply	Herbicide	765.66
Van Diest Supply	Herbicide Application	353.92
Alliant Energy	Utilities	1,333.69
City of Boone	Utilities	30.87
Tom Walters	Waste Removal	20.00
Farnham Aviation	Contract Services/Reimbursement	4,553.62
Bolton & Menk	Runway Design	4,611.20
Bomgaars	Markers	41.88

**Engineering Report**

Carl Byers presented the Commission with a final cost estimate on the construction of the proposed North end 2- Box hangars. Commissioner Grabau concurred to review the proposed Minimum

Standards with Bolton & Menk. The Chair requested a motion to allow Bolton & Menk to prepare the necessary specifications for publishing an RFP for the construction of the 2 Box hangars.

Commissioner Grabau made the motion to allow Bolton & Menk to prepare the necessary RFP specifications. The motion was seconded by Commissioner Frangos.

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

### **Airport Manager's Report**

- Serviced runway lights – south PAPI lights out of service. Called NAI for service. They have ordered a new circuit board for the controller (10-week order time). A NOTAM was filed through October
- Asphalt on taxiways/aprons in front of hangars continues to deteriorate.
- Currently have 37 names on the hangar “wait” list – six calls this month
- Successful “Huey Helicopter” day
- Weed control applied to runways and areas between runway and taxiway
- Search for snow removal contractor continues

### **FBO Report**

#### **Flight Instruction**

Dual instruction given: Dale – 35 lessons for 45.1 hrs

Ground instruction given: Dale – 4.0 hours

Introductory flights: Champ – 2; Cherokee – 3

Flight Review: Dale – 3

Private pilot students: Dale -- 16

Private Pilot students completed: Dale – 0

Sport Pilot students: Dale – 1

Tailwheel students: Dale – 4

Tailwheel endorsements: Dale -- 1

Commercial students: Dale – 1

IFR students: Dale – 2

IFR students completed: Dale -- 0

Recurrent training: 1

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 – 0

Complex endorsement: Dale -- 0

#### **Aircraft Rental**

Cherokee 1046X rental: 6.7 hours

Cherokee 55445 rental: 20.7 hours

Champ rental: 22.9 hours

**Fuel Sales**

100LL: 711.4 gallons

Auto Blend: 140.9 gallons

JetA: 866.5 gallons

**Shop**

59.7 hours billed

2 annual inspections completed

0 pre-buy inspection

2 100-hour inspection

0 condition inspection completed

**Other Business**

- A. Approve/Discuss Unstabled Mustang Event – Commissioner Grabau reported that the event organizers accepted the Commission’s requirement for insurance, cleanup and conduct, and will finalize details during the next few months.  
No action taken.
  
- B. Discuss/Approve Proposed Fiscal Year 2022 CIP. The Commission’s CIP remains unchanged.
- C. Reviewed Peter Millers offer to purchase Airport property. The Commission agreed that no airport land is for sale and respectfully rejected Mr. Miller’s offer for due to possible conflicts with future CIP and Airport development.

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 7:14 P.M.

SO ATTEST:

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Joe Pundzak, Chairman

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Matt Grabau, Secretary