

BOONE AIRPORT COMMISSION

Meeting Minutes

12-13- 2021 Boone Municipal Airport Commission Meeting

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

Others Present: Dale Farnham, Airport Manager and Carl Byers of Bolton and 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 Frangos and seconded by Commissioner Grabau

No discussion. The motion passed unanimously, 5-0

Approval of November 8, 2021, Minutes

Commissioner Frangos noted an error within the November 8th minutes in that his name was mentioned as seconding his own motion to approve the Bolton & Menk contract when it should have read Commissioner Grabau. Motion to approve the Minutes as amended made by Commissioner Frangos and seconded by Commissioner Byrd

No discussion. The motion passed unanimously, 5-0

Approval of Accounts Payable

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

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

Council Paid Bills:

InfoBunker	Internet Service	16.00
Jim Robbins	Legal Services	130.15

Airport Paid Bills:

Alliant Energy	Utilities	1,343.95
Bolton & Menk	Project Designs	20,776.00
CenturyLink	Telephone	133.91
City of Boone	Utilities	30.54
Farnham Aviation	Contract Services	4,444.00
Flash Technology	Lighting	1,138.07
IA Department of Natural Resources	Tank Management Fee	195.00
Tom Walters Company	Waste Removal	20.00
Ultimate Coatings	Terminal Insulation	600.00

Engineering Report

- A. Approve Master Agreement for Planning, Engineering, and Construction Services with Bolton & Menk. The Commission previously approved the master agreement, but the agreement document was not signed. The Commission authorized the Chair and Secretary to sign the document.

- B. Award Contract for construction of two box hangars and apron. Carl Byers reviewed the bids received from the RFPs for construction of the box hangars. Two bids were received, both of which were almost double the initial estimated cost. After an extensive discussion on current and potential financial options the Commission elected to reject both bids. Commissioner Grabau made a motion that the Commission reject both bids based on the numbers presented to us and the constraints of the financial resources currently available to complete the project. Commissioner Frangos seconded the motion.

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

Carl Byers provided the Commission an overview of the planned runway reconstruction. The Commission insisted that in view of the Farm Progress Show schedule, that construction would not commence until after the end of the show activities.

Airport Manager's Report

- Serviced runway lights.
- REIL light on runway 15 has been repaired.
- PAPI lights on runway 33 have been repaired.
- Currently have 41 names on the hangar "wait" list – four calls this month. All hangars are full as of December 1.
- Snow removal contractor has been selected. Molitor Construction submitted a bid and it was approved. Molitor purchased the equipment from Toms. Manager will meet with Molitor to discuss plowing details in early December.

FBO Report

Flight Instruction

Dual instruction given: Dale – 16 lessons for 17.7 hrs; Lucas 1 lesson for 1.1 hours

Ground instruction given: Dale – 3.5 hours; Lucas – 1.0 hours

Introductory flights: Champ – 1; Cherokee – 2

Flight Review: Dale – 0; Lucas -- 1

Private pilot students: Dale – 17; Lucas -- 1

Private Pilot students completed: Dale – 0

Sport Pilot students: Dale – 2

Tailwheel students: Dale – 4

Tailwheel endorsements: Dale -- 0

Commercial students: Dale – 1
IFR students: Dale – 2
IFR students completed: Dale -- 0
Recurrent training: 3
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: 18.5 hours
Cherokee 55445 rental: 4.1 hours
Champ rental: 3.9 hours
Bellanca Citabria rental: 1.3 hours

Fuel Sales

100LL: 1,151.8 gallons
Auto Blend: 153.6 gallons
JetA: 555 gallons

Shop

52.9 hours billed
2 annual inspections completed
1 100-hour inspection

Approve FY2022 Hangar Lease Agreement for Brian Kuennen, Hangar #7

Commissioner Gibbs moved to approve the lease agreement. The motion was seconded by Commissioner Grabau.
No further discussion. The motion passed unanimously, 5—0

Approve FY2022 Hangar Lease Agreement for David Anderson, Hangar #17

Commissioner Gibbs moved to approve the lease agreement. The motion was seconded by Commissioner Grabau.
No further discussion. The motion passed unanimously, 5—0

Review/Approve Snow Removal Contract for current fiscal year

Commissioner Frangos moved to accept the terms submitted by Molitor Construction. Commissioner Byrd seconded the motion.
No further discussion, the motion passed unanimously, 5-0

Fiscal Year 2023 Budget Planning

The Commission reviewed and discussed projected budget requirements for submission to the City Finance Officer and City Administrator for eventual City Council approval. The Commission directed the Chair to deliver the Commission’s final budget request to the City Council at the annual budget review meeting in January, 2022.

Other Business

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

No discussion. The motion passed unanimously, 5-0
The Chair adjourned the meeting at 7:42 P.M.

SO ATTEST:

Joe Pundzak, Chairman

Matt Grabau, Secretary