

BOONE AIRPORT COMMISSION

Meeting Minutes

03-21- 2022 Boone Municipal Airport Commission Meeting

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

Others Present: Dale Farnham, Airport Manager, Carl Byers and Ron Roetzel of Bolton & Menk, David Vaughan

Meeting called to order by the Chairman, Joe Pundzak, at 5:31 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 January 10, 2021, Minutes**

Commissioner Gibbs moved to approve the Minutes. The motion was seconded by Commissioner Grabau

No discussion. The motion passed unanimously, 5-0

**Approval of Accounts Payable**

Commissioner Frangos moved to approve the payables. The motion was seconded by Commissioner Byrd.

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

**Council Paid Bills:**

InfoBunker	Internet Service	8.00
Jim Robbins	Legal Services	134.00
CenturyLink	Telephone	132.75
Pitney Bowes	Quarterly Postage Machine Lease	3.41
United States Post Office	Annual Box Fee	28.80

**Airport Paid Bills:**

Alliant Energy	Utilities	2,329.62
City Of Boone	Utilities	61.41
Eichinger Brothers	Waste Removal	108.00
Farnham Aviation	Contract Services/Nozzle	4,444.00
Bolton & Menk	Project Designs	61,600.00
CenturyLink	Telephone	137.90
IA Department Of Agriculture	Meter License	40.50

## **Engineering Report**

Considerable discussion was held regarding existing grant resources and the funding required for current and future needs of the Airport for continued operations. The representatives from Bolton & Menk participated with their recommendations for the Commission's consideration. It is apparent that even with the projected grant revenue, the Airport's existing CIP may prove to be impactable and that a new multi-year financial resource allocation strategy is necessary.

The following projects were discussed:

- Replacement of underground fuel farm with an above ground facility.
- Taxiway/pavement Rehab
- New T-Hangars
- New Box Hangars
- Taxiway/Hangar Aprons
- Resurface Driveway
- HVLS Fan for Large Hangar
- IR Heaters for Large Hangar
- LED lights for Taxiway and Runways
- Sod Runway Improvements
- Snow Removal Equipment & Storage Facility
- Exterior Painting of Terminal
- Enhanced Security System

The Commission instructed Bolton & Menk to prepare a written recommendation detailing both the projected cost(s) for the priority projects and the recommended timetable for completion of those projects discussed and identified by the Commission.

No Commission Action.

## **Airport Manager's Report**

- Serviced runway lights.
- Exterior lighting installed on building by Brown Electric. Additional pole and lights to be installed near flagpole have been ordered.
- Underground fuel tank inspection by PMMIC. Passed inspection.
- Tank inspection and pump metering inspection by IDALS. Required new nozzle for 100LL pump. Nozzle was installed.
- Currently have 40 names on the hangar "wait" list – three calls this month.

## **FBO Report**

### **Flight Instruction**

Dual instruction given: Dale – 20 lessons for 30.6 hrs; Lucas 4 lesson for 5.0 hours

Ground instruction given: Dale – 3.0 hours; Lucas – 2.5 hours

Introductory flights: Champ – 0; Cherokee – 0

Flight Review: Dale – 0; Lucas -- 0

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 -- 1  
Commercial students: Dale – 1  
IFR students: Dale – 2  
IFR students completed: Dale -- 0  
Recurrent training: 8  
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: 14.0hours  
Cherokee 55445 rental: 1.5 hours  
Champ rental: 0 hours  
Bellanca Citabria rental: 27.4 hours

#### **Fuel Sales**

100LL: 587.2 gallons  
Auto Blend: 17.4 gallons  
JetA: 0 gallons

#### **Shop**

49.3 hours billed  
2 annual inspections completed  
1 pre-buy inspection  
0 100-hour inspection  
0 condition inspection completed

#### **Approve Craig Davidson Hangar Lease Agreement for Hangar 17**

Commissioner Gibbs motioned to approve the lease agreement. Commissioner Frangos seconded the motion.

No discussion. The motion passed unanimously, 5-0

#### **Approve David Anderson Hangar Lease Agreement for Hangar 13**

Commissioner Gibbs motioned to approve the lease agreement. Commissioner Frangos seconded the motion.

No discussion. The motion passed unanimously, 5-0

#### **Authorize the Acceptance of FY 2022 Iowa DOT Grant to Construct Two Box Hangars**

A motion was made to accept the grant by Commissioner Grabau. Commissioner Frangos seconded the motion.

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

**Authorize the Acceptance of FY 2022 Iowa DOT Grant to Construct Apron for the Two Box Hangars**

A motion was made to accept the grant by Commissioner Grabau. Commissioner Frangos seconded the motion.

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

**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 6:50 P.M.

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Joe Pundzak, Chairman

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Matt Grabau, Secretary