

BOONE AIRPORT COMMISSION

Meeting Minutes

04-11- 2022 Boone Municipal Airport Commission Meeting

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

Bill Byrd joined the meeting at 5:55

Others Present: Dale Farnham, Airport Manager, Carl Byers via phone and Ron Roetzel of Bolton & Menk, Mark Schmitz and Keith Campbell of W&C Aircraft Works.

Meeting called to order by the Chairman, Joe Pundzak, at 5:33 p.m.

Approval of Agenda

Motion to approve the agenda made by Commissioner Gibbs and seconded by Commissioner Frangos

No discussion. The motion passed unanimously, 4-0

Approval of January 10, 2021, Minutes

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

No discussion. The motion passed unanimously, 4-0

Approval of Accounts Payable

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

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

Council Paid Bills:

Jim Robbins	Legal Services	134.00
Reserve Account	Postage Refill	15.00

Airport Paid Bills:

Farnham Aviation	Contract Services/Reimbursement	4,476.32
Alliant Energy	Utilities	2,237.75
Scenic Valley Mowing	Mowing	4,800.00
Syn-Tech Systems	Receipt Paper	49.50

Engineering Report

Discuss/Approve Funding & Project Plan

Ron Roetzel from Bolton & Menk distributed hard copies of the Funding & Project Plan to the Commission and guests for review and discussion. Each project together with its projected expense and funding resource was reviewed and subsequently prioritized. The Commission instructed Bolton & Menk to amend and finalize the Funding & Project Plan per the Commission's direction and provide hard copies to the Commission as an official guide for future planning and implementation of the Airport's CIP. Commissioner Frangos moved to approve and accept the amended Funding & Project Plan. Commissioner Byrd seconded the motion.

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

Discussion of W&C Lease Renewal

Mark Schmitz addressed the Commission regarding the status of the current lease agreement between W&C and the Airport Commission. He proposed modifying the current agreement to include a 3% increase of the rent amount per year going forward. Considerable discussion ensued regarding needed repairs and possible improvements to the property. The Commission requested that W&C submit a punch list of essential repairs so that they may be included in the Airport's Project & Funding plan.

Commissioner Grabau made the motion to accept W&C's 3% rent increase lease modification proposal. The motion was seconded by Commissioner Gibbs.

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

Discussion HIRTA Lease Renewal

Regarding the status of the lease agreement between HIRTA and the Airport, the Commission discussed various modifications noting that there haven't been any rent increases during the past four years. Commissioner Gibbs moved to offer HIRTA a 12-month lease that includes a 3% increase of the rental rate or a 5% increase if HIRTA prefers to continue leasing on a month-to-month basis. The motion was seconded by Commissioner Frangos.

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

Airport Manager's Report

- Serviced runway lights.
- Inspected underground storage tanks for water or debris. None found.
- Currently have 38 names on the hangar "wait" list – two calls this month.

FBO Report

Flight Instruction

Dual instruction given: Dale – 22 lessons for 32.6 hours; Lucas 4 lesson for 5.3 hours

Ground instruction given: Dale – 4.5 hours; Lucas – 1.5 hours

Introductory flights: Champ – 1; Cherokee – 0

Flight Review: Dale – 0; Lucas -- 1

Private pilot students: Dale – 18; 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: 8
CFI students: Dale – 0
CFII students: Dale -- 0
First solo: Dale – 0
Instrument Proficiency Check: Dale – 1
Private Pilot Ground School Students: Dale – 0
High performance endorsement: Dale – 0
Complex endorsement: Dale -- 0

Aircraft Rental

Cherokee 1046X rental: 18.4 hours
Cherokee 55445 rental: 4.1 hours
Champ rental: 3.7 hours
Bellanca Citabria rental: 15.8 hours

Fuel Sales

100LL: 788.9 gallons
Auto Blend: 68.2 gallons
JetA: 184.1 gallons

Shop

103.1 hours billed
4 annual inspections completed
0 pre-buy inspection
0 100-hour inspection
0 condition inspection completed

Discuss/Approve Lighting proposal

The Commission reviewed proposals from Brown Electric for installing additional (replacement) lighting in the front driveway. Option 1 would be to replace the wood pole and light that exists there currently with a steel pole and two LED lights. Option 2 would be to add two additional poles (similar to the ones that were previously installed) on each side of the driveway, extending each line to the east. The estimated expense would be from \$4,000 to \$6,000 depending on the number of LED lights specified. Commissioner Frangos moved to accept Option 1 and add one extra LED fixture to illuminate the parking area. The motion was seconded by Commissioner Grabau.

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

Other Business

A. Set Public Hearing for the Runway Reconstruction Project.

In compliance with FAA directive, and by a one motion consent, the Commission established May 9th to hold a Public Hearing regarding bidding on the reconstruction of 1300' of runway 15/33. Moved by the Chair.

No discussion. The motion passed unanimously, 5-0

The Chair adjourned the meeting at 7:32 P.M.

Joe Pundzak, Chairman

Matt Grabau, Secretary