

BOONE AIRPORT COMMISSION

Meeting Minutes

10-10- 2022 Boone Municipal Airport Commission Meeting

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

Others Present: Dale Farnham, Airport Manager, Joe Roenfeldt of Bolton & Menk, and Carl Byers of Bolton & Menk via phone

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

Approval of September 12, 2022 Minutes

Commissioner Grabau moved to approve the Minutes. The motion was seconded by Commissioner Gibbs. No discussion. The motion passed unanimously, 5-0

Approval of Accounts Payable

Commissioner Byrd moved to approve the payables. The motion was seconded by Commissioner Grabau. No further discussion. The motion passed unanimously, 5-0

Council Paid Bills:

CenturyLink	Telephone	140.08
InfoBunker	Internet Service	6.00
Jim Robbins	Legal Services	134.00
Pitney Bowes	Quarterly Postage Machine Lease	3.41
Reserve Account	Postage Refill	15.00

Airport Paid Bills:

Airfield Guidancesign Manufacturers	Replaced Runway Signs	1,515.95
Alliant Energy	Utilities	1,258.63
Bolton & Menk	Engineering	4,804.00
City of Boone	Utilities	30.87
Dale Farnham	Contract Services	4,577.00
Eichinger Brothers	Waste Removal	74.00
KRC Enterprises	Repairs	4,095.00
Molitor Construction	Mowing	812.50
Van Diest	Fertilizer	2,061.77

Engineering Report

Joe Roenfeldt informed the Commission on the status of reissuing RFPs for the Box Hangar project. Preliminary indications are that steel prices are moderating, and it would be advisable to request proposals for construction late November with bids being opened in mid-December. The runway reconstruction project is slated to begin in the Spring of 2023. Discussion also included the possibility of modifying the 2 box hangars into one large corporate hangar and market it as a build to suit project or utilize it as a transit facility or 'common' hangar. The consensus was to have Bolton & Menk prepare an alternative plan for discussion for the November 14th Commission meeting.

The Commission approved Bolton & Menk preparing the box hangar construction RFP and an alternative RFP for the larger "corporate" hangar for publication in November.

Airport Manager's Report

- Serviced runway lights.
- Kevin Camp built new hangar doors for Hangar #24. They have been installed and painted.
- Kevin Camp repaired the south windsock.
- Contacted Molitor Construction to mow down the willow saplings in the swamp area near the Guard fence. This has been completed.
- New sign has been delivered – this is to replace the one that was damaged last spring by a visiting pilot. The pilot will be billed for the damage.
- Hangar #23 and #24 have been vacated. Searching for new tenants. Currently have 38 names on the hangar "wait" list – three calls this month

FBO Report

Flight Instruction

Dual instruction given: Dale – 42 lessons for 57.6 hours; Lucas 0 lessons for 0 hours

Ground instruction given: Dale – 8 hours; Lucas – 0 hours

Introductory flights: Champ – 0; Cherokee – 1

Flight Review: Dale – 1; Lucas -- 0

Private pilot students: Dale – 18; Lucas -- 2

Private Pilot students completed: Dale – 1

Sport Pilot students: Dale – 0

Tailwheel students: Dale – 2; Lucas -- 0

Tailwheel endorsements: Dale -- 1

Commercial students: Dale – 0

IFR students: Dale – 2

IFR students completed: Dale -- 0

Recurrent training: 8

CFI students: Dale – 1

CFII students: Dale -- 0

First solo: Dale – 1

Instrument Proficiency Check: Dale – 0

Private Pilot Ground School Students: Dale – 0

High performance endorsement: Dale – 0

Complex endorsement: Dale – 0

Spin Endorsement: Dale -- 0

Aircraft Rental

Cherokee 1046X rental: 42.6 hours
Cherokee 55445 rental: 15.2 hours
Champ rental: 3.4 hours
Bellanca Citabria rental: 3.6 hours

Fuel Sales

100LL: 1061. gallons
Auto Blend: 163 gallons
JetA: 958.7 gallons

Shop

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

Maintenance /Repair Issues

The Commission reviewed estimates from Brown Electric and the Baker Group for the repair and installation of the lighted Runway Direction sign damaged during the Fly-in. The Baker estimate being approximately \$6,000 under the Brown estimate for the same services, Commissioner Frangos moved to award the project to the Baker Group. Commissioner Gibbs seconded the motion. No further discussion. The motion passed unanimously, 4-0 with Commissioner Grabau abstaining.

Discuss/Approve Fiscal Year 2023 CIP

Joe Roenfeldt and Carl Byers reviewed with the Commission the CIP submitted to the FAA last year and compared it to the Commission's long rang plan prepared earlier this year. It was noted that repairs to the large hangar's roof were not included in the initial CIPs but are still a high priority. The issue of building a new fuel farm in cooperation with the Guard was discussed and the Commission agreed that our due diligence requires us to proceed in planning the construction of an above ground fuel farm as soon as it's economically feasible, i.e., State or Federal grants become available. Joe Roenfeldt informed the Commission that according to our underground tanks' registration/serial numbers, the 100LL/Auto dual tanks were built in 1987, and the Jet A tank in 1991. The industry average lifespan of fiberglass underground tanks such as ours ranges from 25 to 40 years. Given that our tanks are 35 and 31 years old respectively, it's obvious that they are currently on borrowed time.

Commissioner Frangos moved to initiate repair of the Large Hangar roof utilizing current financial resources within the FY23 budget. Commissioner Grabau seconded the motion.
No further discussion. The motion passed unanimously, 5-0

The Commission agreed to replace the existing fuel farm with the construction of an above ground fuel farm as a priority CIP and submit it to both Federal and City planning offices.

Approval of Airport Hangar Lease Agreements

Commissioner Frangos moved to approve Doug Moore’s lease application for #112. The motion was seconded by Commissioner Gibbs.

No discussion. The motion passed unanimously, 5-0

Other Business

There being no further business ... the Chair adjourned the meeting at 7:20 P.M.

Joe Pundzak, Chairman

Matt Grabau, Secretary