

BOONE AIRPORT COMMISSION

Meeting Minutes

01-09-2023 Boone Municipal Airport Commission Meeting

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

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

Others Present: Lucas Wistee, Acting Airport Manager, Ron Roetzel of Bolton & Menk, Carl Byers of Bolton & Menk via Zoom, City Administrator Bill Skare, and Boone City Councilmember Terry Moorman.

**Approval of Agenda**

Motion to approve the agenda made by Commissioner Gibbs and seconded by Commissioner Frangos  
No discussion. The motion passed unanimously, 5-0

**Approval of December 12, 2022, Minutes**

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

**Council Paid Bills:**

InfoBunker	Internet Service	6.00
Jim Robbins	Legal Services	134.00
Pitney Bowes	Quarterly Postage Machine Lease	3.41

**Airport Paid Bills:**

Alliant Energy	Utilities	1,677.92
Bolton & Menk	Construction Engineering	1,847.00
Boone News Republican	Public Hearing Notice	11.02
City of Boone	Utilities	30.54
Dale Farnham	Contract Services	4,577.00
Eichinger Brothers	Waste Removal	74.00

**Discuss Budget Process with City Administrator**

Commissioner Grabau asked Mr. Skare to explain the City’s policy on contract employee compensation increases, specifically the Airport Manager’s; and why is his monthly compensation reflected in two separate line items on our budget report? Mr. Skare informed the Commission that it was his policy to hold compensation increases for non-union employees or services to a maximum of 4% when recommending the annual City budget to the Council. He reminded the Commission that once our

budget is approved by Council, it's ours to spend as we choose provided we work within the budget. He further stated that if we do not agree with his recommendations to Council, we are within our rights to go before the Council to plead our case as to why they should follow our recommendations instead of the City Administrators. Mr. Skare went on to say that his role is balancing the City's General Fund budget and that the City Council, not he, has the final say in the end.

The discussion shifted to non-reimbursable consulting fees not reflected as a specific coded line item in the Commission's budget. Mr. Skare informed the Commission that the city has an agreement with an engineering firm, SEH, on a time and materials basis and that the Commission should refer consulting engineering questions to his office for consideration as to whether there's a viable need and if so, how it would be resolved. Further discussion revealed the possibility of the city being reimbursed by the IDOT for the expenses paid to Bolton & Menk and the need for improved coordination and communication between the City Finance Officer and the Commission on coding payables.

The Chair provided Mr. Skare with the Iowa DOT's Aviation Economic Impact Report that reveals our airport's \$12 million dollar economic impact on the City of Boone and Boone County and a letter from a potential investor inquiring on the feasibility of building hangars and the possibility of developing an Airport Business Park for aviation/agricultural businesses in lieu of leasing airport property for crop production. Mr. Skare offered his assistance and urged the Commission to utilize the Ames Economic Development Commission as a resource in growing the airport.

Commissioner Grabau asked Mr. Skare to attend the November 2023 Commission meeting to discuss financial parameters that may be existing and possibly impacting the new FY budgeting process. Ron Roetzel offered to review the various State and Federal grant processes with City personnel in an effort to eliminate confusion.

Commissioner Byrd summarized the discussion as follows: It was agreed that the Airport Manager's FY24 compensation expense would be coded as contracted; and a line-item code be created for consulting fees in the FY25 budget; and having Bolton & Menk email all invoices to the Chair for coding in effort to eliminate build better communications between the City and the Commission.

## **PUBLIC HEARING**

The Chair announced that this is the time and place for a public hearing for the consideration of the proposed plans, specifications, form of contract, and estimate of cost for the construction of a Two-Unit Box Hangar and Apron. Chairman Pundzak asked if there were any written comments? No written comments were presented. Chairman Pundzak then asked if there were any oral comments? No comments were made. Whereupon the Chair declared the hearing closed.

## **Review Bids for the Two-Unit Box Hangar and Apron**

Carl Byers of Bolton & Menk reviewed the bid results with the Commission. There were two bidders, King Construction, Inc. from Iowa Falls, IA and Jensen Builders, Ltd. From Fort Dodge, IA.

- The low bid for the basic two-unit hangar construction was King @ \$586,559.00.
- The low bid for bid alternate A (water + sewer in each hangar) – was King @ \$610,309.00
- The low bid for bid alternate B (80'X80' box hangar) – was Jensen @ \$720,028.00
- The low bid for bid alternate C (80'X80' box hangar w/utilities)– was Jensen @ \$753,028.00

The Commission discussed the ramifications of the bid results and possible course of action including the feasibility of land lease options and private investment. If the Commission initiates the existing IDOT grant, then the hangars must be owned by the City of Boone which hinders personal financing options.

Council member Moorman recommended contacting the Ames EDC for assistance in securing other financial resources to supplement existing grant funds for construction of the project.

Commissioner Byrd motioned to table acceptance or rejection of the bids until such time as the Chair can arrange a meeting with other interested parties. The motion was seconded by Commissioner Grabau.

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

Due to a personal commitment, Commissioner Gibbs left the meeting.

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

- Serviced runway lights.
- Was host to 5 Ogden High School students and their teacher. Talked to them about careers in aviation and gave them a tour of the airport facilities.
- Attended budget meeting with Commissioners Pundzak and Gibbs. Also in attendance were Bill Skare, Ondrea Elmquist, and David Byrd.
- Major snow event on the 22<sup>nd</sup> and 23<sup>rd</sup>. Oversaw snow removal on the 26<sup>th</sup>.
- Currently have 36 names on the hangar "wait" list – three calls this month.

### **FBO Report**

#### **Flight Instruction**

Dual instruction given: Dale – 13 lessons for 12.8 hours; Lucas 1 lessons for 1.2 hours

Ground instruction given: Dale – 5.0 hours; Lucas – 1 hours

Introductory flights: Champ – 0; Cherokee – 4

Flight Review: Dale – 0; Lucas -- 1

Private pilot students: Dale – 18; Lucas -- 3

Private Pilot students completed: Dale – 0

Sport Pilot students: Dale – 1

Tailwheel students: Dale – 2; Lucas -- 0

Tailwheel endorsements: Dale -- 0

Commercial students: Dale – 0

IFR students: Dale – 2

IFR students completed: Dale -- 0

Recurrent training: 2

CFI students: Dale – 1

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

Spin Endorsement: Dale -- 0

### **Aircraft Rental**

Cherokee 1046X rental: 10.0 hours

Cherokee 55445 rental: 9.6 hours

Champ rental: 0 hours

Bellanca Citabria rental: 0 hours

### **Fuel Sales**

100LL: 425.9 gallons

Auto Blend: 113.2 gallons

JetA: 386.9 gallons

### **Shop**

106.1 hours billed

3 annual inspections completed

1 pre-buy inspection

0 100-hour inspection

0 condition inspection completed

### **Hangar Lease Agreement**

After review by the Commission, A motion was made by Commissioner Frangos to approve Mark Madson's lease agreement for Hangar #24. The motion was seconded by Commissioner Grabau.

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

### **Other Business**

The Commission discussed the purchase and installation an AED Automated External Defibrillator. Commissioner Frangos motioned to research the cost of purchase of an AED and agreed to provide the Commission with the necessary information at the next meeting. The motion was seconded by Commissioner Grabau.

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

There being no further business ... the Chair adjourned the meeting at 7:16 P.M.

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Joe Pundzak, Chairman

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Matt Grabau, Secretary