

BOONE AIRPORT COMMISSION

Meeting Minutes

03-13-2023 Boone Municipal Airport Commission Meeting

Meeting called to order by the Chairman, Joe Pundzak, at 5:32 p.m.

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

Commissioner: Pete Frangos arrived at 5:50

Others Present: Dale Farnham, Airport Manager, Carl Byers of Bolton & Menk, Ron Roetzel of Bolton & Menk via Zoom, Nick Newton of Newton Roofing

**Approval of Agenda**

Motion to approve the agenda made by Commissioner Grabau and seconded by Commissioner Byrd

No discussion. The motion passed unanimously, 4-0

**Approval of February 13, 2023, Minutes**

Commissioner Byrd moved to approve the Minutes. The motion was seconded by Commissioner Grabau. No discussion. The motion passed unanimously, 4-0

**Approval of Accounts Payable**

Commissioner Gibbs moved to approve the payables. The motion was seconded by Commissioner Byrd. No further discussion. The motion passed unanimously, 4-0

**Council Paid Bills:**

CenturyLink	Telephone	139.36
InfoBunker	Internet Service	3.00
Jim Robbins	Legal Services	134.00
United States Postmaster	Annual Box Fee	30.65

**Airport Paid Bills:**

Alliant Energy	Utilities	2,052.36
Cardio Partners	Automated External Defibrillators	2,476.00
City of Boone	Utilities	31.54
Dale Farnham	Contract Services	4,577.00
Eichinger Brothers	Waste Removal	54.00
IA Department of Agriculture	Meter License	40.50
O'Reilly Automotive	Battery	135.00

**Discussion/Approval of Current and Proposed Infrastructure Projects**

**A. Runway 15-33 Reconstruction**

Carl Byers and Ron Roetzel reported on their conversations with the contractor regarding the number of working days required. They confirmed that the remaining portion of runway 15-33 will remain open for use during the reconstruction and that the existing lighting will remain. The starting date is tentatively scheduled for mid-May. Discussion followed on the disposition of the REIL system currently in place. Dale Farnham informed that according to the FAA tech support the FAA will no longer support REIL systems. Bolton & Menk will investigate the FAA's position and inform the Commission. Dale also questioned if this isn't the right time to upgrade the runway lighting system to LED and requested that Bolton & Menk provide the Commission a cost estimate for runway lighting upgrades.

**B. Fuel Farm/Fuel Management System Upgrade**

Bolton & Menk recommended that the Commission apply for a FAA BIL Grant for the construction of the above-ground fuel farm FY24. The discussion turned to the upgrade or replacement of the existing credit-card fuel management system. We received a quote of \$25,297.34 from Seneca Company for a full replacement of the current system. Bolton & Menk recommended an alternative supplier, American Environmental Aviation, Inc. who installs and services QT POD remote credit card systems. Mr. Farnham questioned if a new system would transfer and be compatible with the new fuel farm? The consensus was a qualified yes. The Commission directed the Airport Manager to contact the QT POD representative to obtain an estimate for their system. A discussion followed as to whether new fuel pumps should be included in the construction of the new fuel farm. Again, the consensus was that the replacement of the total system was prudent considering the age and condition of the existing system.

**C. Roof Repair on Large Hangar**

Nick Newton of Newton Roofing Services presented an updated proposal to repair the roof coating on the large hangar. Dale Farnham noted that portions of the roof were coated in 2016 at a cost of approximately \$40K. The identity of the firm who did the work is unknown, but it's obvious that their work was faulty and incomplete. The Newton Roofing proposal includes a 10-year warranty. Commissioner Gibbs moved to proceed with the Newton Roofing proposal for the repair of the entire roof for \$65,175.00 with the provision that payment may be divided in two equal parts for FY23 and FY24 budgets. The motion was seconded and amended by Commissioner Frangos to include a provision for foam debris removal if required.

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

**D. Proposed Hangar Development Options**

Commissioner Byrd presented an alternative hangar concept to the Commission that would utilize wood framing in lieu of steel for a 190' X 50' building with two 40' x 16' bi-fold doors that could possibly accommodate up to 8 small to medium size aircraft. The Commission acknowledged the merits of Commissioner Byrd's concept and discussed how to construct within the minimum standards covenant and remain fiscally competitive. Commissioner Grabau recommended that the Commission focus on offering competitive land-lease options instead of hangar construction until such time when sufficient financial resources are available. Commissioner Grabau moved that the Commission turn back the IDOT grant issued for the 2 box hangars and request reimbursement of the engineering fees and notify

the bidding contractors that their bids are rejected. The motion was seconded by Commissioner Frangos.

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

**E. Business Park Development – Review of Ames EDC Meeting**

The Chair informed the Commission of the results of the Ames EDC meeting with representatives from Bolton & Menk, City Administrator Bill Skare, Commissioners Gibbs, Byrd and Pundzak, and Airport Manager Dale Farnham. The purpose of the meeting was to request the ADC’s assistance in obtaining additional grants for the box hangar project; and help us determine the feasibility of developing an Ag/Aviation Business Park on the airport grounds in lieu of leasing the land for ag production. Dan Culhane and Brenda Dryer of the Ames EDC advised that they could not assist in finding additional grants for the hangar project and if the Commission would provide their office with a prospectus detailing exactly what could be developed, they would attempt to “sell” it. There was some discussion on the possibility of the IA ARNG expansion that should it occur would significantly alter the landscape of the airport. The issue was tabled for discussion later. The Chair requested Carl Byers of Bolton & Menk to identify those areas on the airport that could be considered for development for further discussion.

**Airport Manager’s Report**

Dale Farnham reported on several electrical issues that require immediate attention. He presented a proposal from the Baker Group that he solicited after contacting Brown Electric who declined to quote on the project. Commissioner Byrd moved to approve the Baker Group proposal as submitted. The motion was seconded by Commissioner Frangos.

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

Commissioner Grabau abstained.

**Commissioner Comments**

Commissioner Byrd asked if the IA ARNG artillery demonstration was still scheduled to occur.

**Other Business**

There being no further business ... the Chair adjourned the meeting at 8:00 P.M.

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Joe Pundzak, Chairman

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Matt Grabau, Secretary