

BOONE AIRPORT COMMISSION

Meeting Minutes

02-12-2024 Boone Municipal Airport Commission Meeting

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

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

Commissioners Absent: Joe Gibbs

Others Present: Dale Farnham, Airport Manager, Joe Roenfeldt of Bolton & Menk, Brian Kuennen

Approval of Agenda

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

No discussion. The motion passed unanimously, 4-0

Approval of January 11, 2024, Minutes

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

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

Approval of Accounts Payable

Commissioner Frangos moved to approve the payables. Regarding the invoice for snow removal, Commissioner Grabau questioned the need to remove the snow so quickly and if a delay might reduce the cost of the removal process. Dale Farnham provided the Commission with the sequence of events that occurred from January 9 – 14th and the circumstances that prompted his decisions to keep the airport operational. Commissioner Byrd requested definitive information on the FAA guidelines regarding weather related runway closures and clearing. It was noted that the accumulation of 20+ inches of snow in such a short period of time, followed by considerable drifting caused by high winds accounted for the unusually high cost of snow removal.

The motion was seconded by Commissioner Grabau

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

Council Paid Bills:

InfoBunker	Internet Service	9.00
Jim Robbins	Legal Services	139.36

Airport Paid Bills:

Alliant	Utilities	1,663.46
Amazon	Printer Paper	28.94
CenturyLink	Telephone	147.10

City of Boone	Utilities	24.68
Dale Farnham	Contract Services	4,715.00
Garbage Guys	Waste Removal	89.50
IA Public Airports Association	Membership Renewal	200.00
Molitor Construction	Snow Removal	12,266.30
Petroleum Marketers Mutual Insurance	Underground Tank Insurance	4,513.00
Wicks Construction	15/33 Runway Rehabilitation	35,611.69

Bolton & Menk Report:

A. IFE for Fuel Farm

Joe Roenfeldt addressed the Commission on the FAA mandated independent fee analysis, (IFE) process which compares Bolton & Menk’s proposed fees for the design and construction supervision of the proposed fuel farm with another firm, DGR. Given that B&M’s estimate was within 10% of a competitor, the FAA approved the IFE compliance and authorized the presentation of B&M’s Work Order #5, Professional Services Contract to the Commission for approval.

After discussion, including the assurance from Bolton & Menk that the new fuel farm’s construction process will be planned to not interrupt the airport’s ability to pump and sell fuel, Commissioner Byrd moved to accept the Bolton & Menk Work Order #5 and authorized the Chair to sign the contract. The motion was seconded by Commissioner Frangos.

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

B. Expansion Developments

The Chair informed the Commission on HDR’s involvement in the planning process and his discussions with the FAA regarding the Commission's position on who we’re negotiating with and specifically what we’re negotiating about. Commissioner Grabau suggested that we, the Commission, set up recurring meetings with the IAANG representatives to facilitate communication. The Commission concurred and asked the Chair to contact IAANG and request that they provide us a schedule on their proposed design completion.

No Commission action taken.

C. 15/33 Reconstruction Project

a. Pay Request 7 for 2.5% of Retainage

Commissioner Grabau moved to release 2.5% of the existing retainage. The motion was seconded by Commissioner Byrd.

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

D. Approval/Discussion of Fuel Farm Installation Recommendations

The Commission reviewed the two installation plans, vertical vs. horizontal placement of the fuel storage tanks. After considerable discussion, Commissioner Frangos moved to select the horizontal design. The motion was seconded by Commissioner Grabau.

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

Approval/Discussion of Roll Race Event Proposal

Commissioner Grabau informed the Commission of the Mustang Club’s desire to hold an event on the airport runway. He asked for the Commission’s approval to further investigate the club, specifically their previous events at other airports. The Commission concurred with his recommendation and will await his report prior to making any decision.

No Commission action taken.

Airport Manager’s Comments

Mr. Farnham informed the Commission about water collecting in the 100LL fuel tank well. He suspected that the abnormal amount of snow may have caused the issue. He resealed the area around the well and will continue to monitor the situation. Hopefully, his actions resolved the problem.

No Commission action taken.

Commissioner Comments

None.

Other Business

There being no further business, the Chair adjourned the meeting at 6:50 p.m.

Joe Pundzak, Chairman

Matt Grabau, Secretary