

BOONE AIRPORT COMMISSION

Meeting Minutes

12-08-2025 Boone Municipal Airport Commission Meeting

The Chairman, Joe Pundzak, called the meeting to order at 5:30 p.m.

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

Commissioner Absent: Joe Gibbs

Others Present: Dale Farnham, Airport Manager, Joe Roenfeldt, Bolten & Menk

**Approval of Agenda**

Commissioner Frangos made a motion to approve the agenda, which was seconded by Commissioner Byrd.

No discussion. The motion passed unanimously, 4-0

**Approval November 10, 2025, Airport Commission Meeting Minutes**

Commissioner Grabau moved to approve the minutes. Commissioner Frangos seconded the motion.

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

**Approval of Accounts Payable**

Commissioner Frangos moved to approve the payables. Commissioner Byrd seconded the motion.

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

**Council Paid Bills:**

Jim Robbins PC	Legal Services	145.00
Infobunker	Internet Services	9.00
Martins Flag Company	Flags	164.26
Pitney Bowes	Quarterly Postage	3.41

**Airport Paid Bills:**

Alliant Energy	Utilities	1349.91
Blueglobes	Light Bulbs	1,092.60
Bolton & Menk	Engineering Fees	10,642.50
City of Boone	Utilities	29.47

Dale Farnham	Contract Services	5,002.00
King Construction	Repairs	3,615.00
Farnham Aviation	Truck Fuel in Tank	1,398.38
Farnham Aviation	Reimbursement	564.99
Garbage Guys	Waste Removal	22.50
Garbage Guys	Waste Removal	76.00
Syntech Systems	Tech Support	168.00

**Approval of Evora Pay Request #4**

Dale Farnham discussed issues with the fuel farm that need to be addressed by Evora. There was some discussion regarding the retainage and the warranty. Commissioner Byrd moved to approve the pay request. The motion was seconded by Commissioner Frangos.

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

**Discuss Snow Removal Agreement**

The Chair reviewed the meeting with Paul Molitor, Dale Farnham, and him at which the proposed snow removal fees were discussed. It was agreed that Molitor would lower the proposed rates in exchange for increasing Molitor’s rates by 6% next year and another 6% the following year, provided both parties agree.

**Discuss/Approve HIRTA Lease**

The City Attorney, having approved the proposed lease with HIRTA, the Commission discussed the monthly rate. Commissioner Frangos submitted the current square-foot rates for office and warehouse space in the Ames and Boone markets at \$8.00 and \$6.00, respectively. It was decided to charge \$7.00 per square foot for the space currently occupied by HIRTA. The terms were as follows: The lease will be for 36 months at the new \$7.00 per square foot rate with a 3% increase per year 2 and 3. Proof of liability insurance will be required with the City named as loss payable. If HIRTA does not agree to the 12-month lease and the new rate, they may continue to occupy the building, but with a reduced footprint commensurate with their current rate of approximately \$2.80 per square foot. In essence, they would give up the garage area and share the existing office space and common areas with another tenant.

Commissioner Grabau moved to submit the new lease to HIRTA. The motion was seconded by Commissioner Frangos.

No further discussion. The motion passed 3 – 1, with Pundzak voting against.

**Discuss/Approve amended Minimum Standards Document.**

The issue was tabled to allow each Commissioner to review and comment on the Minimum Standards revision. The motion to table was made by Commissioner Grabau. The motion was seconded by Commissioner Frangos.

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

**Engineering Report.**

Joe Roenfeldt reviewed the CIP application for Commission comments and to ensure that the budget is in place for the planned projects.

No Commission action taken.

**Airport Manager's Report/Comments.**

Dale Farnham reported that he had met with Lucas Slings of the IAANG regarding maintenance of the leased area. It is to be determined if this is a matter between the mowing firm and the IAANG or the Commission and the IAANG. Dale will provide an area map detailing the mowing requirements currently in place. This is an ongoing issue to be resolved prior to the 2<sup>nd</sup> quarter of 2026.

There are issues with the door on hangar 17. No one wants to work on it, and the quotes to bring it back to operable condition are excessive. Dale recommended waiting until Spring to make another attempt to repair the door. Regardless, given the hangar's size and condition, putting any money into it is lipstick on a pig.

**Approval of Airport Hangar Lease Submitted for Fiscal Year 2026 – Vacant Hangar #03, Allen Darrow.**

Commissioner Grabau moved to approve the lease. The motion was seconded by Commissioner Bryd.

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

**Commissioner Comments.**

Commissioner Grabau wished everyone a Merry Christmas. Commissioner Frangos commented on the impressive appearance of the fuel farm tanks and asked whether a mural featuring Boone High School would be appropriate for the tanks.

**Public Comments.**

None.

**Other Business.**

None.

**Motion to Adjourn**

There being no other business, the Chair adjourned the meeting at 7:23 p.m.

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Joe Pundzak, Chairman

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Joe Gibbs, Secretary