

## **MINUTES AIRPORT COMMISSION MEETING**

**JULY 23, 2018**

The meeting was called to order at 5:10 p.m. Commission members present were Tom Fread, Jon Bayer, Phil Bailey, and Jeff Thompson. Absent was Harlan Leusink. Advisory members present were Ron Mergen, Public Works Director and Chuck DeWolf, Bolton & Menk, Inc.

**Motion was made by Thompson to approve the minutes from the October 23, 2017 Airport Commission meeting. Seconded by Fread and unanimously carried.**

### **ELECTION OF OFFICERS**

**Motion was made by Bailey to elect Fread as Chairperson, Bayer as Vice Chair, and Mergen as Secretary. Seconded by Thompson and unanimously carried.**

### **MEETING SCHEDULE**

**Motion was made by Bailey to leave the meeting schedule as is at 5:00 p.m., quarterly on the fourth Wednesday. Seconded by Fread and unanimously carried.**

### **CIP REVIEW**

DeWolf explained the CIP process noting the Airport receives \$150,000.00 per year in entitlements and can bank up to four years. If the monies are not spent or loaned out, the City would lose any amount over \$600,000.00. Also reviewed were the scheduled projects, the land acquisition (which is complete); and the hanger project will be reviewed and rebid in February/March 2019 time period. In 2024 update the ALP and rehab the runway. Bailey noted that the parallel taxi way scheduled for (2026 -27) should be a higher priority.

### **ALP REVIEW**

The current ALP shows a future runway ultimate length of 4,450 feet, cross wind runway, and hangars on the easterly side of the existing units. Due to FAA rule changes and zoning issues the cross wind runway will need to be realigned. The ultimate runway length will be reduced to approximately 4,200 feet and the location of the easterly hangars will be relocated to north of the existing units.

Revenue sources:

- Fuel upcharge, is currently set at \$.46 cents per gallon and the airport sells approximately 12,000 gallons per year with a revenue of \$5,500.00 per year.
- Hangar rent, the City is currently charging \$100.00 per month for the north facing hangars and \$120.00 per month for the south facing units.
- The farm land is rented out and put out on bid every 3<sup>rd</sup> year.
- The City receives a maintenance and operation grant from the state each year for \$20,400.00 for maintenance activity i.e. building repairs, snow plowing, labor etc.

## **FUTURE FLYINS**

Members discussed that the Commission should host a Fly In in 2019. Fread and Thompson volunteered to contact the chamber to avoid conflicting dates with other local events. Members discussed activities for the children, aircraft displays, rides, life link etc.

## **REVIEW OF THE HANGAR**

It was again noted that the hangar project will be rebid in February - March, 2019. Items the previous Commission discussed:

- Bi-fold doors 44' 6" our existing units are 41' 6" members discussed this would accommodate larger planes in the future.
- The door would have a 14' clearance, existing units have a 12' clearance, and there has been a request for one plane that needs a 13' clearance.
- We have had several requests to insulate the hangars, the cost will be approximately \$15,000.00 each.
- The jet pod would have a 58' door with an 18' clearance.

These items can be reviewed again prior to bidding the project.

## **CRACK SEALING**

It was noted that the airport driveway, parking area, and taxiways around the hangar are in need of a crack seal. DeWolf noted that the cost estimate is \$25,000.00. This project is only eligible for State funding at a 75/25 cost share which the City's share would be \$6,250.00.

**Motion was made by Bailey to proceed with the crack seal project and grant and recommend such to the City Council. Seconded by Fread and unanimously carried.**

There being no further business the meeting was adjourned at 5:45 p.m.