

BOONE AIRPORT COMMISSION

Meeting Minutes

08-08-2022 Boone Municipal Airport Commission Meeting

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

Others Present: Dale Farnham, Airport Manager, Joe Roenfeldt and Carl Byers of Bolton & Menk, Lt.Col. White, Iowa Army Air National Guard

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

**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 July 11, 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

Commissioner Frangos moved to refund August rent to Jim Hughes. The motion was seconded by Commissioner Grabau. No further discussion. The motion passed unanimously, 5-0

**Council Paid Bills:**

CenturyLink	Phone	168.91
Insurance Management Group	Liability Insurance	2,572.00
Pitney Bowes	Postage Ink	3.40
Reserve Account	Postage Refill	15.00

**Airport Paid Bills:**

Alliant Energy	Utilities	1,255.28
Bolton & Menk	Project Designs	4,002.50
Central States Roofing	Repairs	256.29
City of Boone	Utilities	30.54
Dale Farnham	Contract Services	4,577.00
Eichinger Brothers	Waste Removal	74.00
First Class Signs	Door Magnets	170.00
Jim Hughes	Refund	62.00
Ray's Doors	Repairs	150.00
Scenic Valley Mowing	Mowing	4,800.00

## **Engineering Report**

Carl Byers informed the Commission on the status of runway 15/33 reconstruction. The IDOT Grant application for the rehab of the large hangar was denied and some discussion was had regarding fund allocation for the rehab project. Further discussion on the possibility of a joint venture with the Iowa National Guard on construction of an above-ground fuel farm capable servicing both GA and Guard operations. Joe Roenfeldt discussed the joint venture possibilities with Lt. Col. White and volunteered to work with Guard personnel on the feasibility of a multi-use fuel facility. The Commission agreed to provide Lt. Col. White with a letter indicating its' interest in pursuing a joint venture in the construction of an above-ground fuel farm at KBNW. The Chair will compose the letter, submit it to Joe Roenfeldt so that he can include technical information prior to sending it to LtCol White.

Mr. Roenfeldt also reported on the results of our request to IDOT for an extension for our current IDOT grant to build two new box hangars. An extension may likely be granted if we inform IDOT of a contract issuance and an estimated construction timeline. A discussion followed regarding the timing of sending out another RFP to contractors. It was in the hope of more realistic construction prices to build those hangars. The consensus reached was to issue RFP for construction of 2 box hangars during the 4<sup>th</sup> quarter, specifically in late October early November. The Commission requested that Mr. Roenfeldt communicate the planned RFP issuance to the IDOT.

No Commission action taken.

## **Airport Manager's Report**

- Serviced runway lights.
- Inspected underground storage tanks for water or debris. No water found.
- Mid-Iowa Petroleum made repairs to 100LL monitoring well. Also replace filters in all fuel pumps.
- New light pole installed.
- Had Ray's Doors repair overhead door on storage shed.
- Currently have 38 names on the hangar "wait" list – four calls this month.

Repair of the broken runway sign was discussed. Dale has submitted a claim to the pilot's insurance company. The Commission directed Dale to move ahead with the replacement of the unit with the understanding that the individual who damaged the light fixture is responsible for paying for its replacement. Once the light fixture is replaced and the operating system is functioning properly, we will instruct the City Clerk to bill the individual who damaged it for the total replacement and installation cost.

A short discussion regarding roof repair on the large hangar. The Chair commented that he would be meeting with the City Finance Officer

## **FBO Report**

### **Flight Instruction**

Dual instruction given: Dale – 54 lessons for 65.9 hours; Lucas 0 lessons for 0 hours

Ground instruction given: Dale – 6 hours; Lucas – 0 hours

Introductory flights: Champ – 1; Cherokee – 0

Flight Review: Dale – 2; Lucas -- 0

Private pilot students: Dale – 17; Lucas -- 4

Private Pilot students completed: Dale – 0  
Sport Pilot students: Dale – 1  
Tailwheel students: Dale – 8; Lucas -- 4  
Tailwheel endorsements: Dale -- 2  
Commercial students: Dale – 1  
IFR students: Dale – 2  
IFR students completed: Dale -- 0  
Recurrent training: 3  
CFI students: Dale – 1  
CFII students: Dale -- 0  
First solo: Dale – 1  
Instrument Proficiency Check: Dale – 0  
Private Pilot Ground School Students: Dale – 0  
High performance endorsement: Dale – 0  
Complex endorsement: Dale – 0  
Spin Endorsement: Dale -- 1

#### **Aircraft Rental**

Cherokee 1046X rental: 13.9 hours  
Cherokee: 55445 rental 27.1 hours  
Champ rental: 9.6 hours  
Bellanca Citabria rental: 21.8 hours

#### **Fuel Sales**

100LL: 1037.8 gallons  
Auto Blend: 310.9 gallons  
JetA: 1 condition inspection completed 3845 gallons

#### **Shop**

50.2 hours billed  
2 annual inspections completed  
0 pre-buy inspection  
0 100-hour inspection

#### **Approval of Airport Hangar Leases submitted after July 1, 2022**

Commissioner Frangos moved to approve Brian Foltz's lease application. The motion was seconded by Commissioner Gibbs.  
No discussion. The motion passed unanimously, 5-0

#### **Other Business**

Dale Farnham recommended that the Commission explore a more efficient procedure for the execution and management of the hangar lease agreements. Commissioner Grabau suggested that a digital Doc-U-Sign system may expedite the current process. He volunteered to approach the City Clerk, Ms. Elmquist, to receive her input on digitizing to eliminate or minimize paperwork if possible. The Commission agreed to table the idea until Commissioner Grabau can explore the concept with Ms. Elmquist and report his findings to the Commission.

The Farm Progress show was discussed and the need for volunteers to fuel and park aircraft, run the office and coordinate running a shuttle service from the airport to the Iowa Expo grounds. Lt.Col. White offered the services of National Guard personnel to park aircraft on the Guard ramp. His offer was gratefully accepted. Commissioners Frangos, Byrd and Pundzak volunteered to help where needed.

There being no further business ... the Chair adjourned the meeting at 6:51 P.M.

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Joe Pundzak, Chairman

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Matt Grabau, Secretary