

BOONE AIRPORT COMMISSION

Meeting Minutes

09-12-2022 Boone Municipal Airport Commission Meeting

Commissioners Present: Joe Pundzak, Bill Byrd, Joe Gibbs

Members Absent: Pete Frangos, Matt Grabau

Others Present: Dale Farnham, Airport Manager, Captain Anthony Dvorak, Iowa Army 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 Byrd. No discussion. The motion passed unanimously, 3-0

Approval of August 8, 2022, Minutes

Commissioner Byrd moved to approve the Minutes. The motion was seconded by Commissioner Gibbs. No discussion. The motion passed unanimously, 3-0

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, 3-0

Council Paid Bills:

CenturyLink	Phone	140.12
InfoBunker	Internet Service	6.00
Jim Robbins	Legal Services	134.00

Airport Paid Bills:

Alliant Energy	Utilities	1,382.44
Arnold Motor Supply	Brake Fluid/Brakes/Credit	273.56
Bill Byrd	Reimbursement	113.20
Bolton & Menk	Construction Engineering	4,805.50
City of Boone	Utilities	30.87
Dale Farnham	Contract Services	4,577.00
Eichinger Brothers	Waste Removal	74.00
Farnham Aviation	Reimbursement	1,009.24
Mid IA Petroleum	Filters/Tank Monitoring Sump	2,947.64

Engineering Report

No Report.

Airport Manager's Report

- Serviced runway lights.

- Met with Kris Blocker (Boone CVB), Linda Blakely (Boone Arts Board), Airport Commission Chair Pundzak and Doralene Abdel-Halim from the Ogden School District to talk about my involvement in her career development class at OHS. She would like me to come speak to her class about the aviation profession and how to get involved. I will do this in January 2023.
- Met with Kris Blocker (Boone CVB), Rick Wild (Farm Progress Show manager). Airport Commission Chairman Pundzak and Linda Blakely to coordinate the airport's involvement in the Farm Progress Show.
- Recruited volunteers for Farm Progress Show.
- Coordinated all airport activities related to the Farm Progress Show – including, but not limited to parking aircraft, refueling aircraft, shuttling pilots and passengers from airplanes to terminal, shuttling visitors to and from the show site, ordering and preparing meals for volunteers, and any other tasks related to the show. Had 38 aircraft visit on Tuesday, August 30th; had 39 aircraft visit on Wednesday, August 31st; had 14 aircraft visit on September 1st.
- Jet A fuel truck was leaking from a seal and the pump for the over-the-wing hoses did not work (Deadman switch for single point hose had to be activated to pump fuel).
- 100LL fuel truck needs a new hose. Current hose has severe weather cracking and is leaking significantly in one area.
- Rented a golf cart and borrowed another golf cart to transport visitors from their planes to the terminal. It would be nice if the airport owned a similar vehicle (I'm not sure the rental option will be available in the future because of insurance demands by the rental company).
- Used the new Courtesy van and the two courtesy cars to transport visitors to the Farm Progress Show. We were unable to keep up with the number of fly-ins so Commissioners Byrd and Pundzak used their personal vehicles including Commissioner Byrd's 12-passenger van to transport visitors. I would suggest we investigate a rental van next time the show is in Boone.
- Currently have 38 names on the hangar "wait" list – four calls this month.

A. Maintenance/Repair Issues

The Airport Manager informed the Commission that the T-Hangar recently vacated by Jim Hughes is not fit for rental until repairs to the door structure are completed. The estimated cost of repairs should not exceed \$5,000.00. Commissioner Gibbs moved to approve the repair. The motion was seconded by Commissioner Byrd.

No discussion. The motion passed unanimously, 3-0

Following the Airport Manager's report, the Chair requested that Mr. Farnham offer his opinion as to what is needed to meet and exceed visitors' expectations regarding both services and amenities provided by the airport and its' personnel.

The following issues were discussed:

- The need to standardize operating procedures for high traffic events, specifically regarding supervising volunteers while parking aircraft, refueling, and passenger transport from aircraft to terminal and back to aircraft. The Commission requested that Dale Farnham initiate compiling a draft outline for future discussion and implementation.
- The need to establish radio communication protocols for future volunteer groups, and the acquisition of a sufficient number of CB band radios for high traffic events. The Commission authorized Dale Farnham to procure as many short-range, hand-held radios as he deems necessary to establish an efficient communication network for events.

- The need for a four to six passenger golf cart to transport crews and passengers from their aircraft to the terminal. This vehicle would also be utilized in daily operations for runway inspections, etc. The Commission directed Mr. Farnham to investigate the cost of acquisition.
- The need to replace the Jet A fuel truck. The Commission requested that Commissioner Byrd accept the assignment to work with Dale Farnham to determine our minimum requirements and research the availability of used trucks capable of meeting those requirements. Commissioner Byrd accepted the assignment.

The Commission congratulated Dale Farnham for the outstanding services provided by the Farnham Aviation Services' staff to the visitors attending the 2022 Farm Progress Show. The Chair recounted the numerous compliments he received from visitors regarding the appearance of the Boone Airport and the unexpected quality of the services in addition to the friendliness of the volunteer and staff personnel. Commissioner Byrd was recognized for his tireless efforts over a three-day period shuttling visitors to and from the airport and the Expo grounds. Linda Blakely was also recognized for her excellent organizational skills dispatching vehicles and drivers for the shuttle service over the three days of the Farm Progress show.

FBO Report

Flight Instruction

Dual instruction given: Dale – 49 lessons for 57.0 hours; Lucas 0 lessons for 0 hours

Ground instruction given: Dale – 9.5 hours; Lucas – 0 hours

Introductory flights: Champ – 0; Cherokee – 2

Flight Review: Dale – 3; Lucas -- 0

Private pilot students: Dale – 18; Lucas -- 4

Private Pilot students completed: Dale – 0

Sport Pilot students: Dale – 1

Tailwheel students: Dale – 8; Lucas -- 4

Tailwheel endorsements: Dale -- 0

Commercial students: Dale – 1

IFR students: Dale – 2

IFR students completed: Dale -- 0

Recurrent training: 8

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 -- 0

Aircraft Rental

Cherokee 1046X rental: 115.5 hours

Cherokee 55445 rental: 39.7 hours
Champ rental: 4.6 hours
Bellanca Citabria rental: 16.7 hours

Fuel Sales

100LL: 1614.7 gallons
Auto Blend: 299.5 gallons
JetA: 5478 gallons

Shop

76.9 hours billed
3 annual inspections completed
0 pre-buy inspection
0 100-hour inspection
1 condition inspection completed

Approval of Airport Hangar Lease Agreements

Commissioner Gibbs moved to approve Bernard Shaw’s lease application. The motion was seconded by Commissioner Byrd.
No discussion. The motion passed unanimously, 3-0

Commissioner Gibbs moved to approve Matt Michael’s lease application. The motion was seconded by Commissioner Byrd.
No discussion. The motion passed unanimously, 3-0

Other Business

Captain Dvorak of the Iowa Army National Guard presented an event plan to the Commission that would include a demonstration of mobile artillery execution involving the delivery of field pieces by Blackhawk helicopters and the subsequent setup and firing of the howitzers. The public would be invited to attend. The tentative date for the exercise is April 2023.

After some discussion, Commissioner Gibbs moved to allow the demonstration to occur at the Boone Municipal Airport. The motion was seconded by Commissioner Byrd.
No further discussion. The motion passed unanimously, 3-0

The Chair informed the Commission that a delegation of FAA representatives would be arriving to inspect the airport at 9:15, Wednesday, September 14th. Members of the Commission are invited to attend.

There being no further business ... the Chair adjourned the meeting at 6:44 P.M.

Joe Pundzak, Chairman

Matt Grabau, Secretary