

BOONE AIRPORT COMMISSION

Meeting Minutes

11-14-2022 Boone Municipal Airport Commission Meeting

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

Others Present: Dale Farnham, Airport Manager, Joe Roenfeldt of Bolton & Menk, and Carl Byers of Bolton & Menk via phone

Members Absent: Bill Byrd

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

Approval of October 10, 2022 Minutes

Commissioner Frangos moved to approve the Minutes. The motion was seconded by Commissioner Grabau. No discussion. The motion passed unanimously, 4-0

Approval of Accounts Payable

Commissioner Gibbs moved to approve the payables except for Alliant invoice #500415094 for \$32.90 which appears to be for the light we asked to be disconnected. The motion was seconded by Commissioner Grabau. No further discussion. The motion passed unanimously, 4-0

Council Paid Bills:

CenturyLink	Telephone	140.20
InfoBunker	Internet Service	9.00
Jim Robbins	Legal Services	134.00

Airport Paid Bills:

Alliant Energy	Utilities	1,176.14
Bolton & Menk	Engineering	1,532.00
City of Boone	Utilities	30.54
Dale Farnham	Contract Services	4,577.00
Eichinger Brothers	Waste Removal	148.00

Engineering Report

- A. Review of RFPs for Community Hangars/2 Box Hangars
 Joe Roenfeldt informed the Commission on the RFPs for the Box Hangar project and alternative designs modifying the 2 box hangars into one large corporate hangar and market it as a build to suit project or utilize it as a transit facility or 'common' hangar. After

considerable discussion, the consensus was to have RFPs published for the 2 box hangars and two alternative designs which include an 80' X 80' hangar and an 80' X 50' hangar.

Commissioner Frangos moved to approve Bolton & Menk preparing the box hangar construction RFP and an alternative RFPs for publication in November. The motion was seconded by Commissioner Gibbs.

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

B. Review of CIP submitted to FAA

Carl Byers reviewed the FAA CIP featuring the high priority of the construction of an above ground fuel farm. BIL funds may be used to finance construction, but once we apply for the FAA grant and the grant is approved, we won't receive a FAA go letter until September of calendar year 2023. Consequently, design and site work would most likely occur in the Spring of calendar year 2024 and actual construction would not occur until after July of 2024 or FY 2025.

Commissioner Grabau moved to approve the FAA CIP as corrected by Bolton & Menk. The motion was seconded by Commissioner Frangos.

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

Airport Manager's Report

- Serviced runway lights. the
- Hosted a successful 1st Annual Chili Feed Fly In. There were 39 aircraft that flew in and close to 250 people were served.
- Currently have 36 names on hangar "wait" list – three calls this month.

FBO Report

Flight Instruction

Dual instruction given: Dale – 39 lessons for 45.7 hours; Lucas 2 lessons for 2.1 hours

Ground instruction given: Dale – 8.8 hours; Lucas – 0 hours

Introductory flights: Champ – 0; Cherokee – 8

Flight Review: Dale – 0; Lucas -- 0

Private pilot students: Dale – 18; Lucas -- 3

Private Pilot students completed: Dale – 0

Sport Pilot students: Dale – 1

Tailwheel students: Dale – 5; Lucas -- 0

Tailwheel endorsements: Dale -- 0

Commercial students: Dale – 0

IFR students: Dale – 2

IFR students completed: Dale -- 0

Recurrent training: 8

CFI students: Dale – 1

CFII students: Dale -- 0

First solo: Dale – 0

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: 20.8 hours
Cherokee 55445 rental: 24.6 hours
Champ rental: 5.8 hours
Bellanca Citabria rental: 0 hours

Fuel Sales

100LL: 1121.1 gallons
Auto Blend: 322 gallons
Jet A: 33 gallons

Shop

52.9 hours billed
1 annual inspection completed
1 pre-buy inspection
0 100-hour inspection
0 condition inspection completed

A. Maintenance /Repair Issues

Discuss Snow Removal Agreement

The Chair reported that the current contractor, Molitor Construction, indicated that they would like to continue providing snow removal services but due to the increased cost of fuel, they needed to raise their hourly rate by 10%. The Commission responded by authorizing the Chair to renegotiate with Molitor to reach a lower percentage increase. No further Commission action taken,

Discussion on Mowing Agreement

Dale Farnham informed the Commission that the current mowing contractor is requesting a three-year agreement at \$25,000 per year. The Commission authorized Dale Farnham to offer a one-year agreement at \$25,000 per year with renewal options. No further Commission action taken.

Discuss Fiscal Year 2024 Budget

The Commission reviewed FY2024 budget needs and authorized the Chair to submit its' findings to the City Administrator and City Finance Officer for their review prior to submission to The City Council for approval.

Other Business

There being no further business ... the Chair adjourned the meeting at 7:42 P.M.

Joe Pundzak, Chairman

Matt Grabau, Secretary