

BOONE AIRPORT COMMISSION

Meeting Minutes

12-12- 2022 Boone Municipal Airport Commission Meeting

Meeting called to order by the Chairman, Joe Pundzak, at 5:40 p.m.

Commissioners Present: Matt Grabau, Joe Pundzak, Bill Byrd

Others Present: Dale Farnham, Airport Manager, Ron Roetzel of Bolton & Menk

Members Absent: Joe Gibbs Pete Frangos

Approval of Agenda

Motion to approve the agenda made by Commissioner Byrd and seconded by Commissioner Grabau. No discussion. The motion passed unanimously, 3-0

Approval of November 14, 2022, Minutes

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

Approval of Accounts Payable

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

Council Paid Bills:

CenturyLink	Telephone	153.46
Jim Robbins	Legal Services	134.00

Airport Paid Bills:

Alliant Energy	Utilities	1,429.95
Baker Group	Runway Sign Installation	1,253.00
Bolton & Menk	Construction Engineering	1,700.00
Boone County Visitors Bureau	Advertising	700.00
CenturyLink	Telephone	138.98
City of Boone	Utilities	30.54
Dale Farnham	Contract Services	4,577.00
Eichinger Brothers	Waste Removal	74.00
IA Department of Natural Resources	Tank Management Fee	195.00
IA Public Airport Association	Membership Renewal	175.00
Midwest Quality Wholesale	Toiletry Supplies	218.24

Commissioners Gibbs and Frangos arrived at 5:50 p.m.

Chairman’s Report on Proposed FY2024 Budget

The Chair reported to the Commission the results of the budget meeting attended by Commissioners Gibbs and Pundzak, Dale Farnham, City Administrator Bill Skare, and Ondrea Elmquist, City Clerk/Finance Officer. The Commission's reaction to the results of the meeting were not positive. Specifically, that the current budget worksheet does not reflect actual line-item expenses such as the Airport Manager's compensation and engineering consultations incurred for non-grant projects.

Commissioner Grabau motioned that the Commission invite City Administrator, Bill Skare, to attend a special Commission meeting on December 20th at 5:30 to review and discuss the FY24 budget. The motion was seconded by Commissioner Byrd.

The motion passed unanimously, 5-0

Engineering Report

Ron Roetzel of Bolton & Menk disclosed that the reissuing of the 2 Box Hangars RFP was done at no charge to the City. The bid opening is currently scheduled for December 22nd at 4:00 p.m. The Commission must set a Public Hearing for January 9th at 5:30 p.m. on the proposed plans, specifications, form of contract and estimate of cost for the construction of a two-unit box hangar and aprons for the box hangars.

A motion to schedule a Public Hearing as stated was made by Commissioner Frangos. The motion was seconded by Commissioner Gibbs.

No discussion. The motion passed unanimously, 5-0

Airport Manager's Report

- Serviced runway lights.
- Runway sign that was damaged last spring has been replaced. Baker Group installed new sign.
- Met with Paul Molitor to discuss snow removal for the 2022-2023 season.
- Currently have 36 names on the hangar "wait" list – three calls this month.

FBO Report

Flight Instruction

Dual instruction given: Dale – 16 lessons for 18.8 hours; Lucas 2 lessons for 2.3 hours

Ground instruction given: Dale – 7.0 hours; Lucas – 0 hours

Introductory flights: Champ – 0; Cherokee – 2

Flight Review: Dale – 0; Lucas -- 0

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

Private Pilot students completed: Dale – 1

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 – 1
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: 11.5 hours
Cherokee 55445 rental: 20.5 hours
Champ rental: 2.9 hours
Bellanca Citabria rental: 0 hours

Fuel Sales

100LL: 368.1 gallons
Auto Blend: 195.6 gallons
JetA: 0 gallons

Shop

57.5 hours billed
2 annual inspections completed
1 pre-buy inspection
0 100-hour inspection
0 condition inspection completed

A. Maintenance /Repair Issues

B. Approve Snow Removal Agreement

The Chair reported that the current contractor, Molitor Construction, has agreed to the following terms: An 8% increase in fees for 2023, a 2% increase in 2024, and a 2% Increase in 2025.

Commissioner Frangos moved to accept the agreement. The motion was seconded by Gibbs.

No further discussion, the motion passed unanimously, 5-0

C. Discussion on Mowing Agreement

The current mowing contractor is requesting a one-year agreement for \$25,000 with options to renew with the same terms each year for two years. Commissioner Gibbs moved to accept the mowing agreement as presented. The motion was seconded by Commissioner Frangos

No further discussion, the motion passed unanimously, 5-0.

Hangar Lease Agreement

After review by the Commission, A motion was made by Commissioner Frangos to approve Scott Tuttle's lease agreement for Hangar #23. The motion was seconded by Commissioner Grabau.

No further discussion, the motion passed unanimously, 5-0.

Other Business

There being no further business ... the Chair adjourned the meeting at 7:22 P.M.

Joe Pundzak, Chairman

Matt Grabau, Secretary