

BOONE AIRPORT COMMISSION

Meeting Minutes

02-13-2023 Boone Municipal Airport Commission Meeting

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

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

Commissioners Absent: Matt Grabau

Others Present: Dale Farnham, Airport Manager

**Approval of Agenda**

Motion to approve the agenda made by Commissioner Frangos and seconded by Commissioner Byrd

No discussion. The motion passed unanimously, 4-0

**Approval of January 9, 2023, Minutes**

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

**Approval of Accounts Payable**

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

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

**Council Paid Bills:**

|             |                  |        |
|-------------|------------------|--------|
| CenturyLink | Telephone        | 139.26 |
| InfoBunker  | Internet Service | 6.00   |
| Jim Robbins | Legal Services   | 134.00 |

**Airport Paid Bills:**

|                            |                            |           |
|----------------------------|----------------------------|-----------|
| Alliant Energy             | Utilities                  | 2,440.93  |
| Bolton & Menk              | Construction Engineering   | 5,809.50  |
| City of Boone              | Utilities                  | 30.54     |
| Dale Farnham               | Contract Services          | 4,577.00  |
| Eichinger Brothers         | Waste Removal              | 54.00     |
| Farnham Aviation           | Diesel                     | 46.00     |
| Molitor Construction       | Snow Removal               | 12,811.50 |
| Petroleum Marketers Mutual | Underground Tank Insurance | 4,016.00  |

**Engineering Report**

The Chair informed the Commission that according to information received from Carl Byers of Bolton & Menk, the reconstruction of runway 15 – 33 will commence during April/May with projected completion in July 2023. We are still waiting for confirmation that the bidders on the 2 box hangar project will honor their bids past the 60 day period. Also, whether or not IDOT will allow modifications to our

existing grant if we decide to alter the building specifications. Given the unknowns, the Commission tabled further discussion on the specifications of the project until such time as the information is obtained.

The Commission discussed exploring additional funding resources including reaching out to the Ames EDC for assistance in researching grant possibilities. Commissioner Byrd suggested contacting local businesses to explore sponsorship possibilities. Commissioner Byrd also proposed developing financial option proposals that could be offered to potential investors and volunteered to create a mathematical formula that will allow the Commission to compute various investment options.

No Commission action taken.

### **Airport Manager's Report**

The Airport Manager discussed his concern with the PMMIC inspection report noting that he was not present when the inspection was performed and was told by the inspector after the fact that there were "no problems" with the fuel system. After receiving the written report Mr. Farnham noted several compliance issues that may have been easily remedied had the inspector pointed them out to him on the day of the inspection and requested that a PMMIC inspector return to explain in detail the inspection methodology so that he can have a reasonable expectation of how to maintain compliance status. The Chair agreed to contact PMMIC to arrange a meeting with their representative, Dale Farnham, and members of the Commission.

Mr. Farnham also reported on the Fuel Master Management System Upgrade. Our current system is an antiquated dial-up internet system that is highly unreliable and prone to frequent malfunctions. An upgrade is needed. The current supplier will charge \$145 per hour just to discuss the issues. Dale mentioned that a local supplier, Seneca, charges \$93 per hour and will provide on-site service. Commissioner Gibbs recommended that Mr. Farnham proceed with upgrading the credit card payment system as soon as possible. The Chair commented that Mr. Farnham has a \$2,500 spending authority and should utilize it to explore upgrade options immediately.

### **FBO Report**

#### **Flight Instruction**

Dual instruction given: Dale – 6 lessons for 6.9 hours; Lucas 5 lessons for 6.4 hours

Ground instruction given: Dale – 6.5 hours; Lucas – 4.0 hours

Introductory flights: Champ – 0; Cherokee – 1

Flight Review: Dale – 0; Lucas -- 1

Private pilot students: Dale – 23; Lucas -- 4

Private Pilot students completed: Dale – 0

Sport Pilot students: Dale – 1

Tailwheel students: Dale – 2; Lucas -- 0

Tailwheel endorsements: Dale -- 0

Commercial students: Dale – 0

IFR students: Dale – 2

IFR students completed: Dale -- 0

Recurrent training: 2

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: 4.7 hours  
Cherokee 55445 rental: 8.3 hours  
Champ rental: 0 hours  
Bellanca Citabria rental: 0 hours

**Fuel Sales**

100LL: 425.1 gallons  
Auto Blend: 73.6 gallons  
JetA: 0.0 gallons

**Shop**

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

A discussion followed wherein Dale Farnham noted that the FBO information provided is proprietary and questioned if it was necessary for it to be part of the meeting's public record. Commissioner Byrd moved that the FBO report be excluded from the minutes going forward. Commissioner Frangos seconded the motion.

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

**Other Business**

**Discussion/Approval of AED Purchase**

Commissioner Frangos presented his research and recommendations to the Commission on which AED would be best suited for purchase. Commissioner Gibbs moved to approve the purchase of a Physio-Control LIFEPAK CR2 for \$2,476.00 and that Dale Farnham be certified as the CPR/AED operator. The motion was seconded by Commissioner Byrd.

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

There being no further business ... the Chair adjourned the meeting at 7:20 P.M.

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Joe Pundzak, Chairman

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Matt Grabau, Secretary