

BOONE AIRPORT COMMISSION

Meeting Minutes

08-14-2023 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, Matt Grabau, Pete Frangos

Commissioners Absent: Joe Gibbs

Others Present: Dale Farnham, Airport Manager, Joe Roenfeldt & Ron Roetzel of Bolton & Menk and Brian Kuennen, Lessee

**Approval of Agenda**

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

No discussion. The motion passed unanimously, 4-0

**Approval of July 10, 2023, Minutes**

Commissioner Byrd moved to approve the Minutes. The motion was seconded by Commissioner Grabau.

No discussion. The motion passed unanimously, 4-0

**Approval of Accounts Payable Including Wicks Construction Pay Request #3**

Commissioner Grabau moved to approve the payables including Wicks Construction's Pay Request #3. The motion was seconded by Commissioner Frangos.

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

**Council Paid Bills:**

InfoBunker	Internet Service	18.00
Jim Robbins	Legal Services	139.36
Pitney Bowes	Postage Ink/Cleaning Kit	4.16

**Airport Paid Bills:**

Alliant Energy	Utilities	1,047.07
Bolton & Menk	Construction Engineering	63,897.05
Boone Ace Hardware	Marking Paint	59.94
CenturyLink	Telephone	160.51
City of Boone	Utilities	30.90
Dale Farnham	Contract Services	4,715.00
Garbage Guys	Waste Removal	84.00
Herman Drainage	Mowing	5,000.00
KRC Enterprises	Door Repairs	487.50

Menards	Marking Paint	18.96
Wicks Construction	15/33 Runway Rehabilitation	443,599.93

### **Engineering Report**

Joe Roenfeldt and Ron Roetzel of Bolton & Menk informed the Commission of the new construction schedule for runway 15 – 33. Pending weather conditions, (no rain), the entire 15-33 runway will be closed from Monday, August 21<sup>st</sup> thru Wednesday, August 23<sup>rd</sup>. The entire runway should be operational by Thursday, August 24<sup>th</sup>.

The Chair informed the Commission on the condition of the North portion of 15-33 and the need to consider prioritizing resealing joints and repair of damaged concrete. He requested that the Commission consider engaging Bolton & Menk to prepare a cost estimate for the work necessary to maintain 15-33 in an operable condition. A motion was made by Commissioner Frangos to have Bolton & Menk prepare an analysis of the current runway condition and provide the Commission with cost estimates to repair and or maintain the runway as well as a recommendation on what funds to utilize and when best to apply for federal funding. The motion was seconded by Commissioner Byrd.

Discussion followed that included Ron Roetzel’s notation that a cost estimate is necessary to include when including this project when updating the Commission’s CIP.

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

### **Airport Manager’s Report**

Dale Farnham reported that our runway lights need replacing/updating. One of the REIL lights has been damaged and he received word that the FAA has plans to cease maintaining REILS. Joe Roenfeldt commented on how the lack of REILS may affect IFR approach specifications. If we want to maintain a REIL system, we may have to assume the maintenance responsibility. The Chair requested that Bolton & Menk prepare an estimate for a runway light update to LED for inclusion in the CIP.

A discussion followed regarding the current procedures for the Commission’s approval of the annual hangar lease agreement.

No Commission action taken.

### **Approval of Airport Hangar Leases Submitted after July 1 2023**

- A. Todd Knight #11
- B. Todd Anderson #18
- C. Greg Gustatson #2

Commissioner Frangos moved to approve all three leases. Motion was seconded by Commissioner Grabau.

No discussion. The motion passed unanimously, 4-0

### **Commissioner Comments**

Commissioner Grabau expressed his concern over having a central location where all documents pertaining to business conducted on behalf of the airport are stored either physically or digitally. He requested that each Commission member be included in all correspondence directed to the Commission from Bolton & Menk.

No Commission action taken.

**Other Business**

There being no further business ... the Chair adjourned the meeting at 6:46 P.M.

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Joe Pundzak, Chairman

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Matt Grabau, Secretary