

BOONE AIRPORT COMMISSION

Meeting Minutes

12-19-2023 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, Joe Gibbs, Pete Frangos, Matt Grabau

Others Present: Dale Farnham, Airport Manager, Joe Roenfeldt of Bolton & Menk

**Approval of Agenda**

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

No discussion. The motion passed unanimously, 5-0

**Approval of September 11, 2023, Minutes**

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

No discussion. The motion passed unanimously, 5-0

**Approval of Accounts Payable**

Commissioner Gibbs moved to approve the payables including the Wicks pay request. The motion was seconded by Commissioner Grabau.

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

**Council Paid Bills:**

InfoBunker	Internet Service	6.00
Jim Robbins	Legal Services	139.36

**Airport Paid Bills:**

Alliant	Utilities	1,207.24
CenturyLink	Telephone	162.77
City of Boone	Utilities	33.65
Dale Farnham	Contract Services	4,715.00
Garbage Guys	Waste Removal	89.00
IA Department of Natural Resources	Tank Management Fee	195.00
Kruck	Furnace Preventive Maintenance	104.98
Midwest Quality Wholesale	Custodial Supplies	132.86
Wick's Construction	15/33 S Runway	17,100.00

**Discuss/Approve Current Infrastructure Repairs/Projects**

**A. Fuel Farm Project Design**

The Chair informed the Commission that the Fuel Farm Project Committee consisting of Commissioners Gibbs, Byrd, and Dale Farnham met on December 7<sup>th</sup> to review recommendations submitted by Bolton & Menk and the FAA on the potential locations of the above ground fuel farm. The Chair requested that Joe Roenfeldt brief the Commission on all the recommendations and the resulting discussion that concluded with the preferred location as recommended by the Committee. The Commission resolved to accept the committee's recommendation of locating the fuel farm just North of the current tank position situated adjacent to the existing fence. It was agreed that the B2 location was the best location for customer service, cost, and operational efficiency. Commissioner Frangos moved to submit the B2 location to the FAA as the preferred placement of the new fuel farm. The motion was seconded by Commissioner Gibbs.

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

Joe Roenfeldt presented year-end financial reports to be submitted to the FAA. He also reviewed the current punch list for the runway 15/33 reconstruction project and Wicks request to reduce the current retainage by 1/2. Commissioner Grabau moved to accept the request. The motion was seconded by Commissioner Frangos. The Chair affirmed that the Commission would rely on the Airport Manager's recommendation regarding our satisfaction with Wicks' completion of the punch list.

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

#### **Review Hangar Rent/Lease Contract for Fiscal Year 24/25**

Commissioner Gibbs moved not to increase T-hangars lease rates for FY 24/25. The motion was seconded by Commissioner Frangos.

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

#### **Review HIRTA Rent/Lease Contract for FY 25**

Commissioner Gibbs moved to approve offering HIRTA a proposal of a 3% increase with the signing of a 12-month lease or a 5% increase should HIRTA continue with a month-to-month agreement. The motion was seconded by Commissioner Frangos.

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

#### **Review Agriculture Land Lease Contract for Fiscal Year 24/25**

Commissioner Frangos moved to approve renewing the current lease agreement with Tim Anderson. The motion was seconded by Commissioner Byrd.

No discussion. The motion passed unanimously, 5-0

#### **Airport Manager's Comments**

Mr. Farnham informed the Commission about his concerns regarding specific items that need to be addressed on the punch list: Ruts in the grass alongside the runway need to be smoothed out, areas around lights need to be seeded, areas where water bags were discarded left divots and need re-seeding. The Commission re-affirmed its position to Bolton & Menk that it will not sign off on the punch list until it's assured by the Airport Manager that the work has been completed to his satisfaction.

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

**Commissioner Comments**

Commissioner Grabau asked what was wrong with the Commission ordering pizza for a long meeting and asking for reimbursement? It was suggested that he ask the City Finance Officer for clarification.

**Other Business**

There being no further business ... the Chair adjourned the meeting at 6:28 P.M.

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Joe Pundzak, Chairman

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Matt Grabau, Secretary