

BOONE AIRPORT COMMISSION

Meeting Minutes

04-08-2024 Boone Municipal Airport Commission Meeting

The meeting was called to order by the Chairman, Joe Pundzak, at 5:34 p.m.

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

Commissioners Absent: Matt Grabau

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

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 March 11, 2024, Minutes

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

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

Approval of Accounts Payable

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

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

Council Paid Bills:

Jim Robbins	Legal Services	139.36
Reserve Account	Postage Refill	15.00

Airport Paid Bills:

Alliant Energy	Utilities	1,196.89
Bolton & Menk	Fuel Farm Design/Bidding	27,800.00
CenturyLink	Telephone	157.19
City of Boone	Utilities	30.50
Dale Farnham	Contract Services	4,715.00
DGR Engineering	Engineering Fee Evaluation	4,000.00
Farnham Aviation	Fuel Parts Reimbursement	1,657.58
Garbage Guys	Waste Removal	89.50
Herman Drainage	Mowing	5,000.00
Joe Pundzak	Conference Registration	200.00
Moffitt's	Taurus Maintenance	157.30

Molitor Construction	Snow Removal	1,230.00
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Engineer’s Report:

Joe Roenfeldt produced a Pay Request from Wick Construction due to underpayment for work performed.

Commissioner Frangos moved to approve the pay request as submitted. The motion was seconded by Commissioner Gibbs.

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

Mr. Roenfeldt discussed upcoming State DOT grant application opportunities. The Chair informed the Commission of his conversation with the City Administrator, Bill Skare on April 5, 2024, wherein Mr. Skare stated that there was a \$360,000 zero-interest loan available payable over 10 years and asked if it was enough to build hangars. Commissioner Pundzak responded that the loan itself would not be enough but when combined with State Grant funds building hangars was possible. Mr. Skare agreed to wait until after the April 8th Commission meeting before pursuing the loan any further. The Commission discussed the possibilities of applying for the \$300,000 State DOT grant and combining the loan funds with the grant proceeds for a total of \$660,000.

Commissioner Frangos moved to direct the Chair to inform the City Administrator that the Commission welcomes the \$360,000 loan and would combine it with grant proceeds to build additional T-Hangars.

The motion was seconded by Commissioner Gibbs.

No further discussion. The motion passed 4-0

The Commission directed Bolton & Menk to compile a t-hangar construction estimate based on the estimated available financial resources and render a drawing for the Commission’s consideration.

The Commission also directed Bolton & Menk to publish the notice of the public meeting and bid opening for the fuel farm to coincide with the May 13th Commission meeting.

Airport Manager’s Comments

Mr. Farnham informed the Commission that the credit card system will be installed within the next two weeks.

The rotating beacon is now inoperative. A Notam has been issued and a search for a qualified electrician is underway.

The Flight Breakfast is scheduled for May 11th.

The driveway needs attention. The Chair agreed to contact the City Administrator for assistance in having Public Works repave or patch the frost-damaged areas.

A discussion was held regarding the possible placement of the secondary Defibrillation device.

Mr. Farnham expressed his concern over the continuing replacement of runway lighting. Roenfeldt recommended contacting those airports that are currently transitioning their old runway lights to LED for possible acquisition of the old lights and parts.

No Commission action taken.

Commissioner Comments

Commissioner Gibbs offered an idea for the Commission’s consideration: When negotiating the lease for potential expansion, we might ask for a partial up-front payment of a termed lease agreement to facilitate construction.

The Chair informed the Commission of his most recent conversations with IAANG officials regarding ongoing expansion developments.

Other Business

There being no further business, the Chair adjourned the meeting at 6:42 p.m.

Joe Pundzak, Chairman

Joe Gibbs, Secretary