

BOONE AIRPORT COMMISSION

Meeting Minutes

06-10-2024 Boone Municipal Airport Commission Meeting

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

Commissioners Present: Joe Pundzak, , Bill Byrd Matt Grabau

Commissioners Absent: Joe Gibbs, Pete Frangos

Others Present: Dale Farnham, Airport Manager, Joe Roenfeldt of Bolton & Menk, Lisa Kuehl, Brian Kuennen. Linda Blakely

**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 May 13 2024, Minutes**

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

No further 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:**

Jim Robbins	Legal Services	139.36
Pitney Bowes	Postage	15.00

**Airport Paid Bills:**

Garbage Guys	Waste Removal	20.50
Alliant Energy	Utilities	1,069.91
Boone Ace Hardware	Repairs	53.97
Bolton & Menk	Engineering Services	4,950.00
CenturyLink	Telephone	157.08
City Of Boone	Utilities	71.24
Dale Farnham	Contract Services	4,715.00
Herman Drainage	Contract Services	5,000.00
Moffit's	Repairs	786.08
Seneca Companies	Electrical Services	255.90

**Discuss/Approve Fuel Farm Improvements Bid.**

Commissioner Byrd moved to accept the EVORA Energy bid pending grant funding availability. The motion was seconded by Commissioner Grabau.

No further discussion, the motion passed unanimously, 3-0

Commissioner Grabau moved to approve the Change Order submitted by EVORA Energy reflecting the adjusted total of their original bid. The motion was seconded by Commissioner Byrd.

No further discussion, the motion passed unanimously, 3-0

**Engineer Report.**

Joe Roenfeldt recommended finalizing the ‘punch list’ for the runway 15 – 33 reconstruction by approving the final release of funds held in retainage. Commissioner Grabau moved to release WICK’s funds currently being held in retainage. The motion was seconded by Commissioner Byrd.

No further discussion. The motion passed unanimously, 3-0

**Discuss/Approve HIRTA Lease Agreement & Airport Shuttle Service for Farm Progress Show**

The Chair informed the Commission on the status of his negotiations with HIRTA on their providing shuttle service between the airport and the Expo Grounds during the Farm Progress Show. The Commission agreed to delay implementation of a rent increase pending the successful completion of contracting for shuttle services.

No Commission action taken.

**Airport Manager’s Comments**

**A. Discuss/Approve Farm Progress Show Needs.**

Dale Farnham reviewed the challenges of finding qualified volunteers needed to park visiting aircraft, operate both fuel trucks, and transport passengers from aircraft to the terminal. Linda Blakely was asked to comment on the procedures for dispatching shuttles to and from the expo grounds. The need to purchase additional 2-way radios to facilitate communications during the show was discussed in addition to the rental of additional golf-carts for passenger transport to and from the terminal.

**Discuss Ex-police Car Disposal**

Whereas the expense to repair and maintain the ex-police vehicle being used as courtesy car has exceeded the value of the car, a motion to dispose of the as salvage was made by Commissioner Byrd. The motion was seconded by Commissioner Grabau.

No further discussion, the motion passed unanimously, 3-0

**Commissioner Comments**

None.

**Public Comments**

Lisa Kuehl addressed the Commission regarding the ongoing care of Connie Younger’s memorial tree and sign. After some discussion, she was assured by the Commission that the area she was concerned about would be maintained with the same degree of care and consideration as is currently being administered to the airport grounds by airport staff and authorized ground personnel.

**Other Business**

There being no further business, the Chair adjourned the meeting at 6:40 p.m.

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Joe Pundzak, Chairman

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Joe Gibbs, Secretary