

January 11, 2018 Airport Commission Meeting held at 7:00pm

Conducted by Dennis Hansen

*Minutes taken by Kris Glaser

- 1. Present at the Meeting:** Dennis Hansen, Kris Glaser, Von Blunt, Mike Cherry, Tim Kangas and Dale Guimond.
Guests: None
Absent: Jane Wollenzien, Eric Bagelmann
- 2. Approval of the Last Meeting Minutes:** Motion to approve the November 2017 meeting minutes by Von Blunt and seconded by Kris Glaser, motion carried.
- 3. Review of Financial Reports for November and December 2017:** Commission reviewed the November and December 2017 Financial Reports. Question was raised about what the \$2,402 was in "Reimbursements" account #4710. Mike Cherry said he would look into that. Motion was made to approve the November and December Financial Reports by Kris Glaser and seconded by Von Blunt, motion carried.
Dale Guimond presented a \$676.89 bill from Elsamiller Electric from work completed on the exterior lights of building and office area. Motion was made to approve the bill as submitted by Dennis Hansen and seconded by Von Blunt, motion carried.
- 4. Reports and Announcements:** Commission reviewed the traffic and fuel report for November and December 2017 as presented by Dale Guimond. It was noted that there were 219 take offs and landings in November and December, with a total of 1,401 gallons of fuel sold in the same period. No questions or issues were noted with the report. Motion to approve the November & December 2017 traffic and fuel reports by Dennis Hansen and seconded by Kris Glaser, motion carried.
- 5. Unfinished Business:** None
- 6. New Business:**

Review & Approve 2018-19 Preliminary Budget: Commission reviewed the 2018-19 Airport Preliminary Budget and no concerns were raised. Motion to approve the 2018-2019 Airport Preliminary Budget by Von Blunt and seconded by Kris Glaser, motion carried.

Award Project / Bid for Bulk Hangar Lighting Improvement: Commission reviewed 2 bid options for the Hangar Lighting Improvement project. Option 1 was to replace the existing fluorescent bulbs in the bulk hangar with LED bulbs. Option 2 was to replace the fixtures and bulbs in the bulk hangar. McClure Engineering recommended Option 1. The lowest responsive and responsible Bidder for Option 1 was Dean's Light Box in the amount of \$5,106. Motion to approve Option 1 with Dean's Light Box by Dennis Hansen and seconded by Von Blunt, motion carried.
- 7. Tabled Items:** None

8. Project Status Report:

Runway 29 Extension Project: City of Waverly will need to purchase easement or a property acquisition of remaining property in safety zone for building to begin. Planning of the Extension Runway Project can continue per the FAA.

Runway Safety Area - Property Acquisition: See above for status on Schmidt property.

Bulk Hangar – LED Lighting and Insulation Work: See above for LED project status. Insulation work will be out to bid in next couple of weeks.

9. Group Discussion: None

10. Adjournment: Motion by Von Blunt and seconded by Kris Glaser, motion carried at 8:15pm.