

June 14, 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, Jane Wollenzien, Eric Bagelmann, Mike Cherry, Dale Guimond and Jason Dolf.
Guests: None
Absent: Tim Kangas
2. **Approval of the Last Meeting Minutes:** Motion to approve the May 2018 meeting minutes by Jane Wollenzien and seconded by Von Blunt, motion carried.
3. **Review of Financial Reports for May 2018:** There were no bills to approve at the present time. It was noted by Dale that all hangars will be rented as of 7/1/18. Motion was made to approve the May 2018 Financial Report by Von Blunt and seconded by Eric Bagelmann, motion carried.
4. **Reports and Announcements:** Dale Guimond introduced the new Cedar Valley Aviation Airport Manager, Jason Dolf. Dale will continue to work at the Waverly Airport in the maintenance area while Jason will be in Waverly a few times a week as the manager, as he goes between Waterloo and Waverly. Commission reviewed the traffic and fuel report for May 2018 as presented by Dale Guimond. It was noted that there were a total of 137 take-offs & landings and 983 gallons of 100LL & 321 gallons of Jet A Fuel sold in the month of May. Motion to approve the May 2018 Traffic and Fuel Reports by Dennis Hansen and seconded by Kris Glaser, motion carried.
5. **Unfinished Business:** FBO Contract – Mike informed the group the Iowa Office of Aviation assisted in mass mailing and advertising for the FBO RFQ&P. Mike informed the group that per the FAA, the FBO and airport management services must have separate agreements. He is working with the City Attorney to get a separate agreement drawn up. June 29, 2018 is the deadline for RFQ&P submissions. The Airport Commission decided to create a group from the commission membership to review the RFQ&P's to narrow down the proposals to a few prior to the next commission.
Lighted Markers on East End of Runway – Eric asked about the status of getting the lighted markers for the Mid-American Energy lines on the east end of the runway. Mike indicated he would follow-up with Mid-American Energy.
6. **New Business:** None
7. **Tabled Items:** None
8. **Project Status Report:**

Bulk Hangar Insulation Work: 100% completed. Motion to approve a Statement of Completion for City Council approval of project by Dennis Hansen and seconded by Kris Glaser, motion carried.

Runway 29 Extension Project: 60% of plan was submitted to the FAA by McClure Engineering and awaiting on FAA comment. The cost of the project is being revised upwards due to earthwork being estimated to increase due to earth settling issues. Grading to be completed in fall of 2019 and paving in 2020 to allow time for settling. McClure Engineering is looking into how we can minimize impact to runway operations during grading.

Runway Safety Area - Property Acquisition: No update. The deadline to have completed is December 31, 2018.

9. Group Discussion: The group discussed some items that would be needed for the next capital budget. The items consisted of: New furnaces, Waverly Utilities fiber optic for internet service, grading of the south side of building to encourage better water drainage away from the building.

10. Adjournment: Motion by Eric Bagelmann and seconded by Jane Wollenzien, motion carried at 7:55pm.