

August 9, 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, Tim Kangas and Jason Dolf (by phone).
Guests: Diane Foelske, Kirk Fisher and D.W. Huisman
Absent: None
- 2. Approval of the Last Meeting Minutes:** Motion to approve the July 2018 meeting minutes by Jane Wollenzien and seconded by Von Blunt, motion carried.
- 3. Review of Financial Reports for July 2018:** There were no bills to approve at the present time. It was noted by Jason that all hangars are now rented. A question was asked about why phone bill was so high. Mike said he would investigate it. Motion was made to approve the July 2018 Financial Report by Kris Glaser and seconded by Eric Bagelmann, motion carried.
- 4. Reports and Announcements:** Commission reviewed the Traffic and Fuel Report for July 2018 as presented by Jason. It was noted that there were a total of 523 take-off and landings and 6910 gallons of 100LL and 1622 gallons of Jet A fuel sold in the month of July. Motion to approve the July 2018 Traffic and Fuel reports by Eric Bagelmann and seconded by Jane Wollenzien, motion carried.
- 5. Unfinished Business:** Airport Manager and FBO Agreements – The interview committee, which was made up of Airport Commission members Dennis Hansen and Von Blunt, along with the Waverly Mayor, Dean Soash, and Waverly City Engineer, Mike Cherry, conducted interviews on July 12, 2018 with Cedar Valley Aviation and Swieter Aircraft Services. Follow-up questions from those interviews were answered. The interview committee recommended that agreements be entered into with Swieter Aircraft Service to become the Waverly Airport Manager and the Fixed-Base Operator. This recommendation is based on Swieter’s long history of operating a general aviation business and their staffing of two full-time FAA aviation maintenance technicians and a full-time FAA avionics repairman. It was noted that November 1, 2018 is the effective date of the agreements, but Swieter is willing to transition sooner, if possible. Motion to approve the recommendation of the interview committee for Swieter Aircraft Services to take over the Airport Manager and the Fixed-Base Operator at Waverly Municipal Airport and to take the recommendation to the City Council meeting on August 20, 2018 by Von Blunt and seconded by Kris Glaser, motion carried.

Fly-in Breakfast on July 22nd – The turnout was about average for the breakfast. IFR flight conditions in the morning reduced the amount of airplane rides. When the weather cleared up later in the day, about 10-12 people were given airplane rides. It was noted, and the commission was appreciative, that Mike Mahoney with City Valley Portables donated a port-a-potty for the event.
- 6. New Business:** None
- 7. Tabled Items:** None

8. Project Status Report:

Runway 29 Extension Project: FAA is setting up a conference call on August 13th with McClure Engineering for 60% plan review comments.

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

9. Group Discussion: It was noted that a new student pilot successfully soloed on August 8th. Von Blunt announced that this was his last Airport Commission meeting. The Airport Commission thanked him for his service. It was noted that the Waverly Municipal Airport will be hosting the EAA Young Eagles event on August 25th. Kris indicated that he had called the Waverly Newspaper and asked them to cover the event.

10. Adjournment: Motion by Von Blunt and seconded Eric Bagelmann, motion carried at 7:30pm.