

11 November 2021 Waverly, Iowa Airport Commission - Minutes by Eric Bagelmann

1) Present - Lee Hinrichs, Mike Cherry, Mike Sherer, Dennis Hansen, Irv Swieter, Eric Bagelmann and Julie Meyers by phone.

Absent - Jane Wollenzien

Guests - None

2) Approve September Meeting Minutes - Motion to approve by Mike Sherer, seconded by Lee Hinrichs. Approved.

3) Review Financial Reports & Approve Bills - No bills for review. A question was asked about the September Financial Report under Property/Liability Ins (Line 6408). What caused a \$395 increase? No specific answer why - other than the Insurance Company decided to raise the rate. The preliminary budget shows \$2,370 and is a 3-year, locked-in rate. Also asked, concerning Reimbursements (Line 4710), what was reimbursed for \$3,000? It was a payment from Swieter Air Services for their 50% of the propane. The propane rate is about \$1.59 per gallon and will reflect in the budget.

Motion to approve the Financial Reports for September and October by Eric Bagelmann, seconded by Lee Hinrichs. Approved.

4) Reports & Announcements - Irv informed the Commission about an upcoming bill concerning Tank #2's pump. The tank is a Jet-A fuel tank and it has to have a floating arm in it. When the tank drops below half, it surges. The dispenser pump was replaced, but the problem still exists. A relief valve on top of the tank has been adjusted. The tank is now full and working properly but we will have to wait to see what happens when it drops below half.

Hangars are 100% full with 5-6 names on the waiting list.

The Airport's traffic count uses a camera system capturing aircraft taxiing past the runway hold short lines. Runway Hold Short Lines are a set of lines painted on a taxiway to indicate where the runway safety area starts and ends. Aircraft performing touch and goes or practicing instrument approaches do not trip the camera's capture and therefore are not counted in the traffic report.

Motion to approve the Traffic and Fuel Reports by Lee Hinrichs, seconded by Mike Sherer. Approved.

2021 Waverly, Iowa Airport Monthly Traffic Report

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Agriculture	0	0	0	0	0	15	241	192	0	6			454
Business	24	22	93	74	117	152	273	169	71	172			1167
Training	7	9	14	13	47	7	6	17	27	44			191
Pleasure	24	8	28	16	87	138	105	162	14	48			630
Total	55	39	135	103	251	312	625	540	112	270			2442

2021 Waverly, Iowa Airport Monthly Fuel Sales (Gallons)

Fuel	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
100LL	35.08	143.77	394.16	316.63	301.95	639.44	2727.41	984.26	681.46	477.14			6701.3

5) Unfinished Business - New Airport Logo - No Change.

Boardroom Table Replacement Chairs - The Commission was presented with two prices for replacement of the current boardroom chairs, Riley's of New Hampton, IA for \$267 and Amazon for \$167. Concerns of not buying from a locally owned business was raised. Also said and agreed to, is that we, the Commission, have a responsibility to the tax payers to get the best price. Total cost for 8 chairs from Riley's is \$2,136, Amazon is \$1,336. During the meeting, the price from Amazon had increased to \$192.75 per chair or a total cost of \$1,542. The chairs from Riley's are delivered, assembled and come with the Lorell 5 Year Limited Warranty. Chairs from Amazon are not assembled and there is a 5 Year warranty which can be added on for \$29.99 per chair. The Airport Commission would like to get new chairs to replace the old ones. With the price fluctuations which are unpredictable and since City Council will not hear the issue until 06 December 2021, a motion was made to have the City Council decide on the price and where to acquire.

The motion, **"To approve 8 new boardroom chairs for the Airport Commission, deferring purchasing to City Council for acquisition"**, was made by Dennis Hansen, seconded by Eric Bagelmann. Approved.

6) New Business - Review 2022-23 Preliminary Budget - Mike Cherry went over the 2022-23 Preliminary Budget. One of the first items discussed, increasing the hangar rents by \$5.00 on all 3 types. New rates starting 01 July 2022 are as follows: T-Hangars (11) \$105/month, Medium Hangar (3) \$175/month, Large Hangar (3) \$200/month. With the hangars full, yearly revenue would increase by \$1,020 per year for a total of \$27,360.

Under Revenues, Federal Grants, the Airport received a one-time only Cares Act Funding of \$31,000. Future Budget planning has this number at 0.

Under Expenses, Electric/ Gas Utilities, propane was estimated at \$1.00/gallon. Irv mentioned the propane he received from Dillavou Oil cost about \$1.59/gallon.

Under Transfer to Projects, \$40,000 is listed for a Connector Taxiway Design. The cost is being carried until total funds are sufficient. This cost is available for the 90% reimbursement by an FAA Grant.

The Reserve Balance is over \$20,000. If the Taxiway Connector Design is taken out, the Reserve Balance increases to over \$60,000. This is due to the Federal Cares Act Funding. Currently there are 3 semi active projects from a budget and accounting perspective, Runway 29 Extension, Land Acquisition and the Obstruction Removal. These projects will be closed out this year. With these 3 projects, there is approximately \$35,000 left over. This money can be used to help with the local match requirement for the Taxiway Connector Design.

Motion to approve the 2022-23 Preliminary Budget by Mike Sherer, seconded by Lee Hinrichs. Approved.

Airport Commission's Update to Council - On 22 November 2021, an update from the Waverly Airport Commission will be given to the Waverly City Council during the Council Study Session. The update will inform the City Council on past, present and future projects as well as events and programs.

Review & Approve 5-Year FAA CIP - The FAA Capital Improvement Plan, CIP, is a 5-year plan of projects identified by the City as eligible for funding by the FAA and is done every year. Failure to submit the annual update may jeopardize federal funding for the projects. Upcoming projects are the Taxiway Connector from the apron to Runway 11 using FAA funds and reconstructing the taxi lanes for the hangars using State funds. The CIP does not commit the City or the Airport to any project for a given year. It is just a plan to indicate possible future projects. FAA approved projects are 90% funded. State approved projects are 85% funded.

Motion to approve the FAA 5-Year Capital Improvement Plan (CIP) by Lee Hinrichs, seconded by Eric Bagelmann. Approved.

Taxiway 11 Construction Project - Design Agreement - Jay Pudenz of McClure Engineering provided an agreement for the design and construction of a taxiway between the Airport's apron area and Runway 11. The project is estimated to begin late Summer or Fall of 2023.

Motion to approve the Taxiway 11 Construction Design Agreement by Mike Sherer, seconded by Lee Hinrichs. Approved.

7) Tabled Items - None

8) Project Status Report - The Runway 29 Extension - Silt Fence & Repairing Erosion - The Runway 29 Extension project is closed out with the FAA. The silt fence has been removed. Erosion repair areas have been identified by the City and work is to be performed this Fall, hopefully in the next month. Due to the removal of dirt for the extension project, there is possibly an area on the airport's north side which is no longer viable to farm effectively. This could affect the available acreage for rent.

9) Group Discussion - None

10) Adjournment - Motion to adjourn by Eric Bagelmann, seconded by Lee Hinrichs. Approved.