

10 November 2022 Waverly, Iowa Airport Commission

Chaired by Dennis Hansen Minutes by Eric Bagelmann

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

Absent - Jane Wollenzien

1) **Introduction of Guests** - Mark Mueller

2) **Approve October Meeting Minutes** - Motion to approve by Eric Bagelmann, seconded by Dennis Hansen. Approved.

3) **Review Financial Reports & Approve Bills - October Financial Report** - No questions.

Bills - None.

Motion to approve the October Financial Report by Lee Hinrichs, seconded by Dennis Hansen. Approved.

4) **Reports & Announcements** - Hansen spoke about the Iowa DOT Aviation Economic Impact Report 2022. The report is developed to better understand how the aviation system works and its importance to Iowa's economy. The Summary Sheets Mike Cherry handed out show Waverly Airport generates \$3,000,000.00 dollars in total economic activity for the Waverly area, provides 7 on-airport jobs as well as 27 job impacts and 2,600 annual visitors.

Bagelmann asked Irv if he had found out how much tonnage in hay was cut and harvested. Irv had not heard, but will follow up. Mike Cherry mentioned reaching out to the City of New Hampton for information. New Hampton does a 3-year contract, lump sum agreement as opposed to "per bale". If the City did the contract by bale, then the type of bale needs clarification; square, round or by bale tonnage.

Hangar 7's floor which was sinking and broken seems to have gotten fixed at some earlier date, possibly 2006 or 2004? Cherry indicated there were no saw cuts in the concrete as is shown on original mapping of the hangars. The repair, done with asphalt, could have been performed possibly 20 years ago by a tenant.

Motion to approve the Traffic and Fuel Sales Report by Lee Hinrichs, seconded by Dennis Hansen. Approved.

2022 Waverly, Iowa Airport Monthly Traffic Report

| Type | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| Agriculture | 0 | 0 | 0 | 1 | 4 | 17 | 274 | 17 | 90 | 0 | | | 403 |
| Business | 26 | 49 | 135 | 84 | 74 | 59 | 148 | 264 | 111 | 81 | | | 1031 |
| Training | 29 | 21 | 110 | 43 | 28 | 115 | 205 | 67 | 62 | 47 | | | 727 |
| Pleasure | 26 | 23 | 61 | 25 | 69 | 97 | 87 | 79 | 69 | 43 | | | 579 |
| Total | 81 | 93 | 306 | 153 | 175 | 288 | 714 | 427 | 332 | 171 | | | 2740 |

2022 Waverly, Iowa Airport Monthly Fuel Sales (Gallons)

| Fuel | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|-------|-------|-------|-------|-------|-------|-------|--------|-------|-------|-------|-----|-----|--------|
| 100LL | 280.8 | 141.2 | 223.7 | 355.5 | 355.4 | 573.5 | 1414.3 | 845.7 | 784.4 | 488.8 | | | 5463.3 |

5) Unfinished Business - Review Airport Commission's November 28, 2022 Update to City Council - The Power Point Presentation Slides were reviewed for November 28th City Council Presentation. With the IDOT Aviation Economic Impact Report being released, the Airport Commission will present that information to the City and the Council. Waverly Airport is 1 of 19 Basic Service Airports in Iowa supporting over 50 on-airport jobs. Seven of those on-airport jobs are at the Waverly Airport. Other economic impacts to the Waverly area include: \$3,000,000.00 in total economic activity, 27 job impacts and 2,600 visitors.

6) New Business - Review 2023-2024 Preliminary Budget - The Preliminary Budget is the Airport Commission's annual review of the budget to send to City Council for approval. There are three items highlighted in the proposed budget. Under REVENUES: Rental Fees-Hangar and Rent-Airport Land. Under EXPENSES: the Airport Manager.

REVENUES - Rent-Airport Land, the financial numbers are not yet finalized. Cherry will check with the City Attorney for the December meeting. The budgeted amount is \$9,953.00. The current budget number shows the City rents airport land for \$225.00/acre. Mark Mueller, a local area farmer, thought it was a fair price. Total acreage, 44.235.

REVENUES - Rental Fees-Hangar, Cherry and Bagelmann provided a hangar rate history spreadsheet. Information was broken down by hangar size from the current proposed rates to as far back as 2006. Other information included: rate increases in percentages, calculated CPI (Consumer Price Index) from the Bureau of Labor Statistics, the value of the hangar using the CPI percentages.

EXPENSES - Airport Manger, the agreements for the FBO (Fixed Based Operator) and the Airport Manager are coming up for renewal in Fall of 2023. Swieter Aircraft Services was contracted for the FBO and their sister company, Waverly Air Service, Inc. was contracted for the Airport Manager positions on 01 November 2018.

EXPENSES - Other Capital Improvement, it was decided to budget \$5,000.00 for the wall in front of the terminal building. The wall, made from concrete block, is in need of repair. It is eroding due to corrosion caused by salt run-off from winter operations. The wall's purpose provides a wind break as well as preventing rocks from being blown into the terminal's windows by aircraft. On the side facing the runway, there is a sign saying "Waverly Airport".

EXPENSES - Contract Services, the \$100.00 expense for a portable restroom for the Fly-In Breakfast for the Lions' Club will be taken off. It was decided, event organizers needed to provide Port-a-Potties when 75 or more people were expected (September 2021 Minutes, Section 4). In April, the Commission approved to provide a Port-a-Pottie to the EAA Young Eagles Day Program event since EAA Young Eagles are operating the event at their own expense and free of charge to the public (April 2022 Minutes, Section 6).

EXPENSES - Operating Supplies, the new proposed budget amount is reduced from \$1050.00 to \$600.00. Spending never reached the amount budgeted.

Irv mentioned the biggest share of the \$3,332.13 on **EXPENSES - Building Maintenance and Repair (Account 6310)** is pump #2. He had to replace the pumping unit again on fuel tank #2. Talking to Dick's Petroleum, they said the supplier of the pumping unit indicated the distance the wiring the is running and the gauge of the wire should be converted to 220 volts. Elsamiller says there is 220 going to the plug-in, but to get the 220 to code to run the pump, they would have to pull another neutral wire over, but Elsamiller does not know what the conduit is like. Dick's Petroleum and Elsamiller are supposed to be talking with each to figure out what is going on. Also, both pump units are on one circuit breaker, so if one pump trips the circuit breaker, both pumps are shut off.

7) Tabled Items - None

8) Project Status Report - (South) T Hangar Taxilane Reconstruction - Under Design - Survey work is completed and is under design.

Taxiway 11 Connector Project - Progress Report - The 90% plans have been submitted for review by the FAA.

9) Group Discussion - The December 8th Airport Commission meeting is an important one. The agenda will have the approval the 2023-2024 Budget and the 5-year Capital Improvement Plan (CIP). The CIP is turned in to the State of Iowa. Both of these items will be presented at the December 19th City Council Meeting.

10) Adjournment - Motion to adjourn by Mike Sherer, seconded by Lee Hinrichs. Approved.