

## 08 December 2022 Waverly, Iowa Airport Commission

Chaired by Dennis Hansen. Minutes by Eric Bagelmann

**Present** - Mike Cherry, Dennis Hansen, Mike Sherer, Eric Bagelmann and Barb Swieter for Irv Swieter

**Absent** - Jane Wollenzien and Lee Hinrichs

**1) Introduction of Guests** - None

**2) Approve November Meeting Minutes** - Motion to approve by Dennis Hansen, seconded by Mike Sherer. Approved.

**3) Review Financial Reports & Approve Bills - November Financial Report** - Under REVENUES: 4710 *Reimbursements*, Bagelmann asked why the account is 145% over budget? (FY 2023 Budget \$3,200, Year to Date actual \$4,651). The reimbursement is for propane. The City pays 100% of the propane expense and under the agreement with Swieter Aircraft Services, Swieter gets billed for half.

**Bills for Approval** - None.

Motion to approve the November Financial Report by Mike Sherer, seconded by Eric Bagelmann. Approved.

**4) Reports & Announcements** – 1,264 gallons of fuel were sold. More than any other month in 2022 except July (See chart). Barb Swieter said there was a lot of traffic flying in to buy gas even though Waverly Municipal Airport did not have the cheapest fuel.

The November traffic count put the airport's YTD total operations to over 3,000. It was mentioned this is the highest since some (current) members have been on the Airport Commission. At the November 28<sup>th</sup> *Update to City Council*, Airport Traffic Counts was one of the questions asked.

Another question asked during the *Update to City Council*: "Has there been an uptick in fuel sales since putting in the self-service fuel?" Barb said, yes. She noted the Mason City Airport (MCW). MCW does not have self-service fuel nor is the lobby open after hours. The credit card reader for the self-service fuel was operational in June 2020 (See June 2020 Airport Commission Meeting minutes).

Barb asked, what if someone wanted to add something to a hangar? Are they supposed to notify the board? Cherry explained that the tenant needs to get permission from the board as there are do's and don'ts spelled out in the lease agreement. The question related to light fixtures a tenant wants to put in. Permanent fixtures need prior board approval.

Motion to approve Traffic and Fuel reports made by Eric Bagelmann, seconded by Mike Sherer. 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	0		403
Business	26	49	135	84	74	59	148	264	111	81	101		1132
Training	29	21	110	43	28	115	205	67	62	47	97		824
Pleasure	26	23	61	25	69	97	87	79	69	43	65		644
Total	81	93	306	153	175	288	714	427	332	171	263		3003

### 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	1264.0		6727.3

**5) Unfinished Business - 2023-2024 Preliminary Budget - Review & Recommend Council Approval -**

Cherry noted two highlighted sections in the Proposed Budget: “*REVENUES: Rental Fees – Hangar*” and “*EXPENSES: Airport Manager*”.

***REVENUES: Rental Fees - Hangar.*** For the 2023-2024 budget, hangar rents will increase approximately 10% and rounded up or down for all 3 types. T-Hangars would see a \$10 increase to \$115/month (+9.5%); Stand-Alone Hangars \$20 increase to \$195/month (+11.4%); Large, Stand-Alone Hangars \$20 increase to \$220/month (+10%). The Bulk Hangar rent would increase to \$3,000/month from \$2,500/month. The Bulk Hangar is a 20% rate increase, but is flat for 5 years.

Sherer asked about the rationale in raising the rents by 10%. He also asked, if he were a tenant, what would you say to him in response? A good question. Bagelmann responded using a chart he created a couple of years ago when hangar rent issues were in question. The chart shows rental rates dating back to 2006, increases in hangar rates as percentage, Consumer Price Index (CPI) and value of the various hangar sizes using CPI plus the corresponding rental rate. Waverly’s Airport rates have been lower than the hangar value when inflation is factored in. It was noted from 2011/2012 until 2019/2020, rates were not increased. Cherry also pointed out the investments that have and are taking place at the airport: the Taxiway 11 Connector, Runway 29 Extension, Taxilane Reconstruction and Self-Service Fueling. The Commission also wants to get tenant input. Cherry is going to follow up with Irv and Barb to develop a questionnaire for tenant input, not just on the hangars, but on the airport, as well. Improvements that have and are taking place at the Airport will be included for tenants’ information.

***EXPENSES: Airport Manager.*** The Airport Manager for the 2023-2024 Proposed Budget is a plug number, \$57,333. The plug number is being used in lieu of the actual number, so the City Administrator can prepare the City’s budget for City Council in March 2023. The agreement with Swieter Aircraft Services (FBO, *Fixed Based Operator*) and Waverly Air Service (Airport Manager) is up for renewal in November 2023. The Commission will be discussing the agreement sometime in the Spring of 2023.

***EXPENSES: Other Capital Improvements.*** For the 2023-2024 budget, an amount of \$5,000 is shown. This amount is for re-shingling the electrical building and to repair the masonry wall in front of the terminal building (See November 2022 Airport Commission Meeting minutes).

***REVENUES: Rent-Airport Land.*** Bagelmann asked where the increase in 6 acres was from? It shows up across the street, at the Miller Farm. RSES was given a break by the City Attorney as the soil was not in very good shape after the removal of farm buildings and the pine tree wind break.

Sherer asked about the Linn County Ozone Monitoring Trailer. Cherry responded that the trailer monitors ozone levels and brings in \$125 a month, \$1,500 a year. Sherer also noted that on the Account Detail Report, Linn County is mis-spelled using a “y” instead of an “i”.

Motion to approve the 2023-2024 Preliminary Budget for Waverly City Council Approval made by Eric Bagelmann, seconded by Mike Sherer. Approved.

***5-yr FAA CIP (Capital Improvement Project) - Review and Recommend Council Approval*** - Every year, the City of Waverly needs to identify and submit projects eligible for federal funding, the “FAA 5-year CIP”. Failure to submit an annual update to the FAA may jeopardize federal funding for future projects such as: (FY2024) Reconstruction of the Airport Apron; (FY2028) Expansion of Airport Apron; (FY2029) Master Plan Update, FAA AGIS (Airport Geospatial Information Systems) Implementation and ALP (Airport Layout Plan) Drawings. Current projects such as the Runway 11 Taxiway Connector and the (South) Taxilane Reconstruction Project are not included on this year’s 5-yr FAA CIP, as they are already funded. Eligible FAA Projects are potentially funded up to 90% and State eligible projects up to 85%.

Motion to approve the 5-year FAA CIP for Waverly City Council Approval made by Dennis Hansen, seconded by Mike Sherer. Approved.

**6) New Business - Review New Hampton Airport’s Mowing Agreement** - The New Hampton Agreement was presented to the Airport Commission as an example of what the Waverly Municipal Airport might want to adopt for the baling of its hay/grass.

Bagelmann asked if our agreement would be based off of tonnage as opposed to bales, since bale sizes vary widely? Cherry said we would look at a lump sum agreement based on acres. Hansen asked how many acres of grass does the Airport have? Cherry thought it was around 60 acres. New Hampton's agreement shows approximately 16 acres renting for a total of \$1,120 per year (\$70 per acre). If Waverly's Airport has 60 acres, it would have a value of \$4,200 (\$70 per acre). Hansen mentioned farm land is renting for about \$250 per acre, which puts a market value of the airport land at \$15,000. Cherry will find out how many acres the Airport has available. Barb mentioned that Irv has 3 or 4 names of individuals who are interested but will not pay more than \$1,000. Waverly's agreement would be between the City and a tenant. Cherry will have a draft of an agreement for the Commission to review at the January meeting, for possible finalization in February.

**7) Tabled Items - None**

**8) Project Status Report - (South) T-Hangar Taxi Lane Reconstruction - Progress Report** - The Progress Report for November shows the work completed as follows: finished topographical survey field work, coordinated schedule of Geotechnical investigation and compiling base from survey data. The work is progressing as scheduled.

**Taxiway 11 Connector Project - Progress Report** - The Progress Reports for October and November summarize the work being performed. Work completed includes: finalized submittal of 90% design plans and specifications; responses to comments on 30% submittal, drafting a bidding schedule, review 90% comments from FAA and continue preparation of the 100% Issue For Bid (IFB). The project continues to remain on schedule. Cherry thought the bidding process might commence in March of 2023.

**9) Group Discussion** - Bagelmann asked about the CRP project located SE of Runway 29. Cherry indicated the project is on hold. The City has been working with IDALS (Iowa Department of Agriculture and Land Stewardship). The wetland project was discussed earlier in 2022. (See March and April 2022 Airport Meeting minutes.)

**10) Adjournment** - Motion to adjourn by Mike Sherer, seconded by Eric Bagelmann. Approved.