

12 January 2022 Waverly, Iowa Airport Commission

Chaired by Dennis Hansen. Minutes by Eric Bagelmann

Present - Mike Cherry, Dennis Hansen, Mike Sherer, Eric Bagelmann, Jane Wollenzien, Lee Hinrichs, Irv Swieter, Rod Drenkow (New Council Liaison as of 09 January 2023 Waverly City Council Meeting.)

Absent - None

1) Introduction of Guests - Barb Swieter

2) Approve December Meeting Minutes - Motion to approve by Jane Wollenzien, seconded by Lee Hinrichs. Approved.

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

Bills for Approval - None

Motion to approve the December Financial Report made by Lee Hinrichs, seconded by Jane Wollenzien. Approved.

4) Reports & Announcements - Barb Swieter informed the Commission the Fuel Sales number for November was incorrectly recorded as 1,264 gallons. The correct number for November is 462.61 gallons. The YTD (Year-To-Date) number 6,727.3 was also incorrect. With an actual Fuel Sales of 462.61 for November, the YTD number is 5,926 gallons. The corrected Fuel Sales numbers are reflected below in the 2022 Waverly, Iowa Airport Fuel Sales chart.

Irv Swieter informed the Commission on the amount of hay harvested from the airport was 51.95 tons which averages 1.7 tons per acre. The hay/grass was weighed using big bales and was cut twice during the year.

Bagelmann asked about the gentleman who wanted to rent one of the airport's larger hangars despite not having an airplane to place inside (See October 2022 Airport Commission Meeting Minutes, Section 9 Group Discussion). Irv said the guy is renting hangar 17 and has purchased an airplane.

Motion to approve Traffic and Fuel reports made by Mike Sherer, seconded by Lee Hinrichs. 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	2	405
Business	26	49	135	84	74	59	148	264	111	81	101	82	1214
Training	29	21	110	43	28	115	205	67	62	47	97	37	861
Pleasure	26	23	61	25	69	97	87	79	69	43	65	29	673
Total	81	93	306	153	175	288	714	427	332	171	263	150	3153

2022 Waverly, Iowa Airport Monthly Fuel Sales (Gallons)

Fuel	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
100LL	281	141	224	356	355	574	1414	846	784	489	463	244	6170

5) Unfinished Business - None

6) New Business - Review Farm Lease Agreement to Cut & Bale Grass - Two lease agreement examples were provided to the Commission, the Iowa State Bar Association, *Farm Lease - Cash Rent* (Standard Lease Agreement) and the *Proposed Agreement* using New Hampton's agreement as a guide. The City uses the Iowa State Bar Association's Agreement for leasing airport land for row cropping.

The Standard Lease Agreement was thought unnecessary for the purpose of cutting and baling of grass/hay. An example from the Bar Association's version that made it unnecessary is the sentence, "*Dead livestock may not be buried on the premises*". Rod Drenkow did mention the nice thing about the Iowa State Bar's version is, everything is spelled out, especially if, and when, something goes wrong. The Commission decided to use the Proposed Agreement to develop an agreement. The Bar Association's agreement is not amendable.

The Proposed Agreement was reviewed and edited. The agreement would be put out for bidding with no specific amount being asked. Bagelmann asked, "Do we want to allow subleasing?" After brief discussion, it was decided that as long as the grass gets cut, subleasing is not something we are concerned with. Cherry asked if there was any value to specifying when the first cut has to take place? Irv responded that the first cutting typically takes place after June and before the pancake breakfast in mid-July. Thirty-plus acres is used in the agreement so the tenant knows there are at least 30 acres available. The actual number of acres is closer to 35.

Changes in the Agreement mostly pertained to paragraph 5. *Airport Limitations*.

- Tenant will not cross the paved runway.*
- Tenant will not pile or park hay bales within 50' of the runway and will pick up bales within 24 hours.*
- Eliminate the sentence "Tenant will not interfere with or obstruct the primary farm tenant's operation at the airport farm" as it does not apply.*
- Tenant activities need to be coordinated with the Airport Manager.*

Renewal of the lease will take place in the Fall. In general, Iowa Code says farm leases start on March 1st of a given year and automatically renew unless written notice is provided by the landlord to the tenant by September 1st.

Satisfaction Survey for Hangar Tenants - Hangar Tenants will be asked to fill out online or return by mail a 5-question survey regarding the rented hangars by April 30, 2023. The survey is to let the Airport Commission know how often our tenants operate in and out of their hangars, and also provide the Commission with useful information regarding the Airport's Facilities and Hangars. Also, a section for additional comments, concerns or suggestions for improvements is provided.

Mike Cherry will make the changes for the February meeting.

7) Tabled Items - None

8) Project Status Report - (South) T Hangar Taxilane Reconstruction - Progress Report - The City did not receive the billing and the progress report. Cherry thought the bidding would begin in February with bid letting in March. Construction to start possibly in late Summer or early Fall.

Taxiway 11 Connector Project - Progress Report - The Taxiway 11 project, Federally funded, is close to going out for bidding. The City would like to get the Taxiway Contractor identified. If a Contractor is qualified for a Federal project, then a State funded one is easier to qualify for.

9) Group Discussion - At the start of the meeting, Jane Wollenzien informed the Commission, it was time, that after 8 years, this is her last Airport Commission Meeting (January 2023). During the group discussion, members thanked Jane for her service to the Airport Commission and to the City of Waverly. Thank you, Jane.

Cherry mentioned there are two things Commission members will need to think about and complete going forward. The first is that a new 5-year *FBO Agreement* needs to be developed and updated, ideally by Labor Day. The second is to develop a new 5-year *On Call Engineering Agreement* (currently with McClure Engineering) soon after Labor Day and try to have it completed approximately a year from now. McClure Engineering is the "On Call" firm working on the Taxiway 11 Connector Project.

10) Adjournment - Motion to adjourn by Mike Sherer, seconded by Jane Wollenzien. Approved.