

09 February 2023 Waverly, Iowa Airport Commission

Chaired by Mike Sherer. Minutes by Eric Bagelmann

Present - Mike Cherry, Mike Sherer, Eric Bagelmann, Lee Hinrichs, Irv Swieter

Absent - Dennis Hansen

1) Introduction of Guests - None

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

3) Review Financial Reports & Approve Bills - January Financial Report - Sherer asked why income from land rent is more than budgeted? The increase is thought to come from the Miller Farm. RSES was given a break by the City Attorney as the soil was not in good shape after the removal of the pine tree wind break and the farm buildings (see Airport Commission Meeting Minutes, December 2022, Section 5, Unfinished Business).

Bills for Approval - None

Motion to approve the January Financial Report made by Eric Bagelmann, seconded by Lee Hinrichs. Approved.

4) Reports & Announcements - Waverly Airport aviation fuel is selling for \$6.10 a gallon.

2023 Waverly, Iowa Airport Monthly Traffic Report

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Agriculture	0												0
Business	127												127
Training	103												103
Pleasure	29												29
Total	259												259

2023 Waverly, Iowa Airport Monthly Fuel Sales (Gallons)

Fuel	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
100LL	137.5												137.5

5) Unfinished Business - Review Satisfaction Survey and Letter for Hangar Tenants - Bagelmann asked why the survey has a return by February 28, 2023? During the January Airport Commission meeting, the return by date on the letter was shown as April 30, 2023. Cherry indicated, it is a short survey and we might as well get the results back as quickly as possible. Responses from the survey will be presented to Commission during the March meeting.

The cover letter briefly explains the survey's purpose and contains four sections:

- 1) *How often have you flown in/out of C25 in the last twelve (12) months?*
- 2) *General Upkeep of Facilities*
- 3) *Airplane Hangars*
- 4) *Any Additional Comments or Suggestions are Welcome:*

Motion to approve the *Waverly Municipal Airport Hangar Tenant Survey (C25)* made by Eric Bagelmann, seconded by Lee Hinrichs. Approved.

6) New Business - Review Farm Lease Agreement and Bid Form to Cut & Bale Grass
- Hinrichs asked where the 5 parcel numbers listed in the agreement (0533100017, 0533100022, 0533100003, 0533100006, 0533100002) come from. Cherry indicated the numbers come directly from the Bremer County Beacon website.

Sherer inquired as to who fills in the amount on the Agreement under part 3, Rent? The amount will come from the Bid Proposal Form from the successful bidder. It is thought there are several potential bidders for the Cut & Bale Grass Contract.

Bagelmann asked, should there be a minimum amount we would want to see from the Lease Agreement, adding, that we should not just give this away, as Utility Grass was being recently auctioned off for approximately \$100.00 a ton. With 52 tons cut and baled last year, that is over \$5,000.00. A sizable amount of money to just give away cheaply. After some discussion, the Commission agreed we should not worry about a minimum amount at this point and time. We, the Commission, can revisit the Lease Agreement later, if and when more interest is generated.

On the Agreement (item #8), Bagelmann asked if the date needed to be changed from September 30th to September 1st? Mentioning Iowa Code 562.7, September 1st is the date for a written notice to terminate a land lease agreement by either party. Is the date flexible through a written agreement? Cherry will follow up with the City Attorney.

Under the Bid Proposal Form, it was questioned if the wording in the first sentence of the second page should read "**highest**" responsive... and not "**lowest**" responsive. Cherry said it should be "**highest**" and will have it changed.

Motion to approve the *Farm Lease Agreement and Bid Form to Cut & Bale Grass* made by Mike Sherer, seconded by Lee Hinrichs. Approved.

7) Tabled Items - None

8) Project Status Report - (South) T Hangar Taxilane Reconstruction - Progress Report - The Geotechnical Report has been reviewed and incorporated into the design. McClure is continuing with the design and with preparing the plans/specs. City Council will set the Bid Letting and Public Hearing on March 20, 2023. The scheduled plan is to award a contract in April 2023.

Taxiway 11 Connector Project - Agenda Memo - On February 06, 2023, City Council set the Bid Letting and the Public Hearing date. March 02, 2023 is the Bid Letting date. March 20, 2023 is the Public Hearing and the Bid Award date. Total cost of the project is \$700,365.00 with \$625,365.00 coming from the FAA and the BIL (Bipartisan Infrastructure Law). The City's obligation is \$75,000.00 which will get transferred from two sources. \$57,578.00 from the Airport Fund Balance and \$17,422.00 from the Airport CIP, Capital Improvement Project (Accts. #330, #331 & #333).

9) Group Discussion - It was asked if there have been any inquiries for the open seat on the Commission? Richard Palm has reached out to the Mayor.

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