

## February 12, 2015 Airport Commission Meeting held at 7:00

Conducted by Dennis Hansen

- 1. Present at the Meeting:** Mike Cherry, Tim Kangas, Jane Wollenzien, Dennis Hansen, Richard Lindell, Kris Glaser and Dale Guimond.

**Guests:** Larry Hansen and Dianne Folksy.

**Absent:** Mitchell Bond and Dave Reznicek.

Introductions were made for the newest member of the Airport Commission, Kris Glaser, who is replacing Dan Marsh.

- 2. Approval of the Last Meeting Minutes:** Motion to approve November 2014 meeting minutes by Richard Lindell and seconded by Jane Wollenzien, motion carried.

- 3. Review of Financial Reports for November, December and January:** Motion was made to approve the reports (all three) by Richard Lindell and seconded by Jane Wollenzien, motion carried. There were no bills to approve at the present time.

- 4. Reports and Announcements:** It was announced to the Commission that Dale Guimond, with Cedar Valley Aviation, is the new Airport Manager. Review of the traffic movements and fuel sales for the months of November, December and January. It was noted that the December and January traffic reports are duplicates. Dale indicated he would correct and have available for next meeting.

- 5. Unfinished Business:** None

- 6. New Business:**

- a. On-Call 5-Year Engineering Agreement Renewal Process

- i. Mike Cherry informed the group that the current on-call 5-year engineering agreement with McClure Engineering Company has expired. Mike explained that the advantage of having an on-call engineering agreement was that they would be preapproved for Federal and State funded projects. In addition, the FAA will require an approved firm for such projects as the runway extension, airport layout plan and/or future hanger additions. Mike would like to engage 3-5 engineering firms with an RFP and then narrow the group of firms down to 2-3 to conduct in-person interviews. Mike would lead the project in engaging the 3-5 firms with an RFP and Dennis Hansen offered to participate in the in-person interviews once the firms were narrowed down. Mike indicated that we would like to conduct the interviews by late-April.

- 7. Tabled Items:** None

**8. Project Status Report:**

***Runway Rehab/Reconstruction:***

Mike Cherry indicated that the plan was 90% complete. In March, the public hearing date will be set for the project and it is likely that in April a public hearing will be held. McClure Engineering will be putting together a cost estimate so that the construction service agreement can be approved.

***Runway Safety Area - Property Acquisition:*** Mike Cherry reported an update that the City Attorney, Bill Werger, has purchase agreements with three of the property owners and will go to the City Council on March 2 for approval of the purchase agreement and then close on the properties following approval. The City Attorney is continuing to work with the remaining three property owners. If an agreement cannot be reached between the city and the remaining property owners, the process of condemnation will more than likely be moving forward.

***Insulation Repairs in Mechanical Room:*** Andy Maysent has been working on a resolution to the problems. Prairie Construction will be removing all of the insulation and re-installing at no cost. For the ceiling insulation, they plan to install drop ceilings and blow in new insulation. Dale voiced concerns about the wall insulation. Mike Cherry and Dale Guimond planned to discuss it further.

**9. Group Discussion:** None

**10. Adjournment:** Motion by Richard Lindell and seconded by Jane Wollenzien, motion carried at 7:50 PM.

\*Minutes taken by Kris Glaser