

## May 14, 2015 Airport Commission Meeting held at 7:00pm

Conducted by Dennis Hansen

- 1. Present at the Meeting:** Dennis Hansen, Mitch Bond , Kris Glaser, Richard Lindell, Jane Wollenzien, Tim Kangas, Mike Cherry, and Dale Guimond.  
**Guests:** Dianne Folksy, Fred Krumwiede, Wayne Rose.  
**Absent:** None
- 2. Approval of the Last Meeting Minutes:** It was noted by Tim Kangas that in the March 12, 2015 minutes that Dave Reznicek is listed as “absent” but that Mr. Kangas is now the City Council liaison replacing Mr. Reznicek. The correction was noted by the Commission. Motion to approve the amended March 2015 meeting minutes by Mitchell Bond and seconded by Richard Lindell, motion carried.
- 3. Review of Financial Reports for March and April 2015:** Motion was made to approve the report by Kris Glaser and seconded by Mitch Bond, motion carried. There were no bills to approve at the present time.
- 4. Reports and Announcements:** Review of the traffic movements and fuel sales for March and April. It was noted that fuel sales nearly doubled from March to April.
- 5. Unfinished Business:** On-Call 5-Year Engineering Agreement Renewal Process update:  
Mike Cherry informed the group that he, Dennis Hansen, Kris Glaser, Tim Kangas, and Phil Jones had reviewed the on-call engineering proposals from 4 different firms and had independently scored each on various categories. Mike then tallied the scores and the top 3 firms were extended phone interviews for final selection. The phone interviews will take place on 5/15/15 and Mike, Kris, Dennis and Phil will participate in those interviews. Each firm will be scored again on various categories after each phone interview to determine the firm that will recommended by the Airport Commission to the FAA and City Council for a 5-year on-call engineering contract.
- 6. New Business:**

  - a. Runway Reconstruction – Letting Schedule  
Mike Cherry updated the project timeline as follows:

    - May 18, 2015 – Hold public hearing
    - June 1, 2015 – Award contract (contingent on FAA funding). Bid to be held for 120 days to secure FAA funding.
    - July 20, 2015 – Approve contract documents after FAA approves funding
    - Fall 2015 or Spring 2016 – Construction
    - May 21, 2015 – Bid opening
  - b. Impact to Hangar Tenants During Construction:  
The Airport Commission discussed alternatives for hangar tenants during the Runway Reconstruction project that is scheduled to last about 9 weeks long in Fall 2015 or Spring 2016. The group consensus was that for those tenants that must relocate their aircraft may get rent abatement during the period that the airport was closed due to reconstruction. It was recommended by Dennis that the Airport Commission draft a proposal for the City Council consideration closer to the actual construction period.

**7. Tabled Items:** None

**9. Project Status Report:**

**Runway Safety Area - Property Acquisition:** The City Attorney is continuing to work with the remaining three property owners where an agreement has not been made yet and available options are being considered.

**Insulation Repairs in Mechanical Room:** Mike Cherry indicated that he would re-send out an email to Mitch Bond with product information for the High-R insulation system and correspondence between McClure Engineering and Prairie Construction.

**Runway Rehab/Reconstruction:** See #6a above for update.

**10. Group Discussion:** The Airport Commission discussed the possible timeline and logistics of the runway extension project. It was also confirmed by Mike Cherry that the Waverly Airport Fly-in breakfast will be held on Sunday, July 19, 2015.

**11. Adjournment:** Motion by Richard Lindell and seconded by Mitch Bond, motion carried at 7:45 PM.

\*Minutes taken by Kris Glaser