

April 12, 2018 Airport Commission Meeting held at 7:00 pm

Conducted by Dennis Hansen

*Minutes taken by Kris Glaser

- 1. Present at the Meeting:** Dennis Hansen, Kris Glaser, Jane Wollenzien, Von Blunt, Eric Bagelmann, Mike Cherry, and Dale Guimond.
Guests: None
Absent: Tim Kangas
- 2. Approval of the Last Meeting Minutes:** Motion to approve the March 2018 meeting minutes by Kris Glaser and seconded by Von Blunt, motion carried.
- 3. Review of Financial Reports for March 2018:** There were no bills to approve at the present time. A question was raised about the accuracy of Rent Revenue-Air Monitoring Trailer and Rent Revenue-Airport Land for FY2018 Budget and 3/31/2017 Actual. Mike Cherry said he would inquire of the Finance Department. Motion was made to approve the March 2018 Financial Report as corrected by Von Blunt and seconded by Jane Wollenzien, motion carried.
- 4. Reports and Announcements:** Commission reviewed the Traffic and Fuel Report for March 2018 as presented by Dale Guimond. It was noted that there were a total of 72 take-offs and landings, and 439 gallons of 100LL and no Jet A fuel sold in the month of March. It was noted that the winter weather in March had caused traffic to be lighter than normal. Motion to approve the March 2018 Traffic and Fuel Reports by Kris Glaser and seconded by Eric Bagelmann, motion carried.

Dale Guimond told the group that pilots have been complaining about no lighted line markers on the new power line that was installed on the east end of the runway. Mike Cherry said he would contact MidAmerican Energy to see what they are willing to do to mark the power line.
- 5. Unfinished Business:** FBO Contract – General Discussion & Survey. The group reviewed the survey results that were sent out to 285 pilots. 69 surveys were returned which is a 24% return rate. Of the surveys returned, there were a total of 28 comments. Dennis reviewed each comment with the group. One of the comments was that hangar rent was too high. Mike Cherry passed a chart out to the group that showed hangar rent in Waverly since 2005. It was noted that the current rent rates have not been increased since 2011. Dale indicated that we are only at a 5% vacancy rate. The group did not feel, based on the current vacancy rate, that rent needed to be decreased and recommended it remain at the current rent rates. The group then discussed the current FBO contract with Cedar Valley Aviation that has been in place for the last 15 years and is up for renewal this October. The group decided that it would be best if the Waverly Airport conducted a Request for Proposal (RFP) to see if there were other groups interested in managing the airport. It was suggested that the survey results and comments be added to the RFP so that all potential groups would know the concerns that pilots had regarding the airport. Additionally, the following items should be included in the RFP:

 - Rental aircraft be made available to pilots
 - A 24/7 fueling option for pilots
 - Bulk Hangar rental option

Mike Cherry indicated that he would prepare an RFP draft by April 20th and send to Dennis and Kris for changes/review.

6. New Business: None

7. Tabled Items: None

8. Project Status Report:

Bulk Hangar Insulation Work: Work commenced on Monday, April 9th. Target completion is May 28th.

Runway 29 Extension Project: The group reviewed a process report dated April 6, 2018 from McClure Engineering. It was noted that currently we are on track for the Runway Extension project to begin in May 2019 which is contingent on the release of FAA funding.

Runway Safety Area - Property Acquisition: Mike indicated that we will speak with the City Attorney to get the property or easement acquisition of Schmidt property discussion up and going again.

9. Group Discussion: Dale indicated that the furnace has been repaired and is working again. The group discussed the need to budget the furnace replacement for next year. Dennis indicated that he would be unable to attend the May 10th meeting and it was discussed that the meeting be moved to May 17th. Eric Bagelmann said he would get back to the group if May 17th would work in his schedule.

10. Adjournment: Motion by Dennis Hansen and seconded by Eric Bagelmann, motion carried at 8:10pm.