

May 17, 2018 Airport Commission Meeting held at 7:00pm

Conducted by Dennis Hansen

*Minutes taken by Kris Glaser

- 1. Present at the Meeting:** Dennis Hansen, Kris Glaser, Von Blunt, Mike Cherry, and Dale Guimond.
Guests: Hector Camarin, Kirk Fischer, Dick Poppe, Dave Kuykendall, Mark Mueller, Larry Hansen, Diane Felske
Absent: Tim Kangas, Jane Wollenzien and Eric Bagelmann
- 2. Approval of the Last Meeting Minutes:** Motion to approve the April 2018 meeting minutes by Von Blunt and seconded by Kris Glaser, motion carried.
- 3. Review of Financial Reports for April 2018:** There were no bills to approve at the present time. Motion was made to approve the April 2018 Financial Report as corrected by Kris Glaser and seconded by Von Blunt, motion carried.
- 4. Reports and Announcements:** Commission reviewed the Traffic and Fuel Report for April 2018 as presented by Dale Guimond. It was noted that there were a total of 107 take-offs and landings, 550 gallons of 100LL and 646 gallons of Jet A fuel sold in the month of April. Motion to approve the April 2018 Traffic and Fuel Reports by Von Blunt and seconded by Dennis Hansen, motion carried.
- 5. Unfinished Business:** FBO Contract – Review Draft of RFQ&P. Dennis Hansen stated that this RFQ&P is the Airport Commission's due diligence to make sure cost and qualifications meet the needs of the City of Waverly and the Waverly Airport. An airport survey was conducted in March 2018 with users of the airport and the results prompted the Airport Commission to ensure that they were looking out for the best interests of the airport.

Mike Cherry indicated that the RFQ&P for the FBO contract can go out as early as next week. We can get word out via newspaper and various aviation websites. Currently, Mike is aware of 3 entities that are interested in submitting an RFQ&P. The proposed contract is similar to the existing contract with some areas of clarification. These areas are 24-hour fueling with a credit card, transient aircraft storage, 2 rental aircraft based out of Waverly, and flight training services to include aircraft, instructor and classroom space.

In Section 2 of the contract (compensation section), there is an option to have potential FBO's fill in dollar amounts. The leasing of the airport facilities building also has a place in section 2 that the potential FBO could fill in dollar amounts in the proposal. In Section 3 of the contract there is an option to have potential FBO's fill in an amount of a snow removal allowance.

Proposals from potential FBO's are due June 29th. The Airport Commission will make a recommendation to the City Council in the August 9th meeting as to which potential FBO should be awarded the contract. The City Council will meet on August 20th to vote on awarding the contract.

Dennis read an anonymous letter to the group regarding support for Cedar Valley Aviation (CVA). Several guests at the meeting also voiced support for CVA. One guest voiced that members of the commission owe it to the City of Waverly to put the FBO contract up for bid.

6. New Business: None

7. Tabled Items: None

8. Project Status Report:

Bulk Hangar Insulation Work: 50% completed. Will not be completed by May 31st as originally planned.

Runway 29 Extension Project: 60% plan set from McClure Engineering. Letting date of the project is by February 2019.

Runway Safety Area - Property Acquisition: City Attorney is working with the Schmidt property and the FAA.

9. Group Discussion: None

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