

14 March 2019

Airport Commission Meeting

Minutes taken by Eric Bagelmann

1) **Present** - Dennis Hansen, Lee Hinrichs, Eric Bagelmann, Mike Cherry & Irv Swieter

Guests - John Dutcher, Barb Swieter, Clint Swieter, Tim Busch & Diane Foelske

Absent - Jane Wollenzien, Kris Glaser & Tim Kangas

2) **Approval of Meeting Minutes** - Motion to approve by Lee Hinrichs, seconded by Dennis Hansen. Approved.

3) **Review of Financial Report and Approve Bills** - Bill from Elsamiller Electric Co. for Radiant Heat Repair, Invoice #37202, dated 22 February 2019, total amount \$536.32. Heater on the west side of the hangar would not relight. Motion to approve by Lee Hinrichs, seconded by Eric Bagelmann. Approved.
Received corrected Financial Report for January Meeting which was approved during the February Meeting. Motion to approve the February Financial Report made by Eric Bagelmann, seconded by Lee Hinrichs. Approved.

4) **Reports and Announcements** - Traffic report for February shows 38 total operations bringing the year to date total to 72. Fuel sales totalled 91 gallons of 100LL. Motion to approve made by Lee Hinrichs, seconded by Eric Bagelmann. Approved.
Two traffic operations made by medical helicopters, delivering a patient to a waiting ambulance.

5) **Unfinished Business** - None.

6) **New Business** - Heater repair invoice from Elsamiller dealt with under item #3.

Hangar Leases - Copy of the City of Waverly's Aircraft Hangar Lease Agreement from September 2005 used for review to discuss what is needed in new lease agreements for current and future tenants. Items discussed; should there be a late fee? What constitutes a delinquent account? Should liability insurance be required?

No decision on late fees.

Currently Waverly Airport has 3 delinquent renters. With discussion, 60 days behind in rent would constitute a delinquent account, with the tenant owing 3 months of rent: 2 months of back rent and 1 month for the next month.

Requiring tenants to have liability insurance, Mike Cherry would follow up with the City Attorney.

From Paragraph 5 of the lease agreement, "Lessor and Lessee herein shall be subject to all rules and regulations approved by the Waverly Airport Commission". Copy of the Commission rules and regulations are unknown. Research of other airport rules and regulations along with FAA regulations needed, with a follow up Commission meeting to set airport rules and regulations.

More discussion in separate session needed on setting Airport Rules & Regulations.

7) **Tabled Items** - None.

8) **Project Status Report** - Waverly City Council on Monday, 18 March 2019, to discuss resolution on Schmidt property.

9) **Group Discussion** - John Dutcher of EAA's Young Eagles, talked about the success of last year's program, with about 100 kids receiving rides. Would like to expand the operation and get the dates onto the City Calendar. Initially, Saturday, 24 August 2019 was proposed, but with a possible runway shut down, it was asked if 10 August 2019 could be used instead. Mr. Dutcher said it should not be a problem, changing the date to accommodate.

Also brought to the Commission's attention by Clint Swieter, the need for a radio in the City snow plows to monitor aircraft operating at the airport for the safety of all concerned. Clint also praised the crews who came out to plow the runway and airport area. "They did a fantastic job."

10) **Adjournment** - Motion to adjourn by Lee Hinrichs, seconded by Eric Bagelmann. Approved. 8:20pm