

June 13, 2019 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, Jane Wollenzien, Lee Hinrichs, Mike Cherry, Tim Kangas and Irv Sweiter
Guests: Diane Foelske and Barb Swieter
Absent: Eric Bagelmann
- 2. Approval of the Last Meeting Minutes:** It was noted by Barb that the open house that the airport hosts each month is the last Thursday of each month and not the 4th Thursday of each month. Motion to approve the corrected May 2019 meeting minutes by Kris Glaser and seconded by Lee Hinrichs, motion carried.
- 3. Review of Financial Reports for May 2019:** There were no bills to approve at the present time. Irv informed the group that the air conditioning unit in the back of the building was not working. He is gathering 3 bids for repair/replacement of the unit. Irv also told the group that there are some various lighting/electrical issues around the airport that he had asked Elsamiller Electric to come out to investigate and repair. No concerns noted with financial report for May. Motion was made to approve the May 2019 Financial Report by Dennis Hansen and seconded by Lee Hinrichs, motion carried.
- 4. Reports and Announcements:** Commission reviewed the Traffic and Fuel Report for May 2019, as presented by Irv. It was noted for the month of May, that there was a total of 169 take-offs & landings and 556 gallons of 100LL sold. There have been 533 take-offs & landings and 1,617 gallons of 100LL sold in the calendar year-to-date. Barb noted that they are not tracking each touch and go by training aircraft or the National Guard helicopter. Irv noted that he is not planning to buy a load of Jet A unless he can get delivery of 1,000-2,000 gallons. Normal delivery is 4,000 gallons and the airport does not sell much Jet A fuel yet. If he can get a lower volume delivery, he will bring it to the airport for the agricultural airplane operations that will occur later in the summer. Dennis asked Irv to remove the Jet A availability off the AirNav website, so pilots know that Jet A is currently not available at the airport. Irv is also working on the 24-hour fuel solution at the pump for the 100LL so that when the fiber optic is brought out to the airport, he will be ready.
- 5. Unfinished Business:** The group reviewed the draft of the Hangar Lease Agreement and noted that on the first page, second paragraph that the word "Independence" needs to be replaced with "Waverly". The group discussed if the lease should be an annual auto-renewable lease. It was agreed that if we did an auto-renewable lease that language needs to be included that the City of Waverly reserves the right to amend the agreement if the rental rate or other terms need to be updated. In that case, the parties would need to re-sign the lease with the new terms.

It was noted that the lease contains language requiring lessees to maintain insurance insuring against liability for damage or loss of other aircraft or other property, and against liability for personal injury or death. The group was not sure if aircraft owner's insurance would insure against such risks and that hangar insurance may be the appropriate insurance for lessees. Dennis and Kris agreed to call their respective aircraft insurance companies to inquire about coverage, limits, costs, etc. The group will also need to decide what is a reasonable limit of liability insurance to require of lessees.

It was noted that the lease also contained language about snow removal within 5 feet of the hangars and whether that was a reasonable distance for lessees to be able to remove the remainder of the snow in heavy snow storms with little to no snow removal equipment available to the lessee. It was agreed that language would be added that if the lessee is planning to fly and needs help with additional snow removal in front for their hangar that they should contact the airport manager for additional assistance.

It was noted in the lease that if a lessee is gone flying their plane for an extended period of time that they are allowed to store their automobile in the hangar while they are gone. The group agreed that the lessee must have current auto insurance and provide proof of the same upon request of the Airport Manager, rather than provide proof to the City. The question was raised as to whether the automobile insurance liability coverage would extend to the hangar and other aircraft within the aircraft hangar building should the automobile start on fire or cause other perils. Irv agreed to call an insurance agent to find out that answer.

The group also discussed the Hanger Eviction Notice for non-payment of rent and when it should be sent out. Irv and Barb indicated that most tenants are up to date in rent, although a few may be a month or two behind, but then they will usually come in & get rent caught up and then pay several months in advance. The group also agreed to change the name of the form to something other than Hangar Eviction Notice such as Hangar Non-Compliance Notice and to update or create a form for a lessee's non-compliance with terms of the lease. It was agreed that the first notice should be a phone call to the lessee with a verbal notification of 30-days to remedy the non-compliance. The phone call will be documented with a letter to the lessee containing the subject matter of the phone call. If non-compliance still exists after the expiration of the 30-day verbal notice, then a written notice, the Hanger Non-Compliance Notice, will be sent to lessee with a required compliance date (i.e. 30-days from written notice). If the required written compliance date is not met, then the lessee will be evicted from hangar.

It was noted the lease contained language regarding compliance with FAA's policy on non-aeronautical use of airport hangars. Irv said there are a couple of current tenants that are using hangars in a way that is not in compliance with the FAA policy. Irv agreed to call them and give them verbal notice to get their hangar in compliance.

6. New Business: Heritage Days Fly-in Pancake Breakfast will take place on 7/21/19 from 7am to Noon. Irv and Barb have been busy preparing the airport for the event. Vendors will be present and airplane rides will be available.

7. Tabled Items: None

8. Project Status Report:

Runway 29 Extension Project: Earthwork and grading to proceed as scheduled later this summer. It was asked by the group whether the airport runway will be able to remain open during earthwork and grading. Mike stated that during working hours that the airport runway will need to remain closed for safety. However, in the evening and weekends the runway can reopen. Irv

agreed to post a NOTAM so that pilots will know when the runway is closed during the earthwork and grading.

Runway Safety Area - Property Acquisition: A settlement was made on Schmidt property. Closing will occur on or before June 28th.

9. *Group Discussion:* Kris Glaser stated that he will not be able to attend the July 11th meeting.

10. *Adjournment:* Motion by Lee Hinrichs and seconded by Jane Wollenzien, motion carried at 9:00pm.