

12 October 2023 Waverly, Iowa Airport Commission

Chaired by Dennis Hansen. Minutes by Eric Bagelmann.
Start Time: 7:03 pm

Present - Dennis Hansen, Mike Cherry, Lee Hinrichs, Dick Palm, Mike Sherer, Rod Drenkow, Irv Swieter and Eric Bagelmann

Absent - None

1) Introduction of Guests - Barb Swieter and Randy Tatroe

2) Approve September Meeting Minutes - Motion to approve the *14 September 2023 Waverly Airport Commission Meeting Minutes*: made by Dennis Hansen, seconded by Eric Bagelmann. Approved.

3) Review Financial Reports & Approve Bills - September Financial Report - Question: "What is the \$10,000 Transfer In?" Cherry responded that it is money from the City to assist in funding the airport. The amount is capped at \$10,000 per fiscal year (Listed in the Financial Report under REVENUES: 4830 Transfer In - Airport). Also asked if the \$1,739 (EXPENSES: 6751 Capital Improvements) was for the re-shingling of the Electric Vault Building? It is. The work was done by JD Builders under an estimate of \$1,788.55.

Motion to approve the *September Financial Report*: made by Eric Bagelmann, seconded by Dick Palm. Approved.

Approve Bills - No bills for approval.

4) Reports & Announcements - Agriculture flying has finished for the year. The 37 flights in September were for cover crop.

2023 Waverly, Iowa Airport Monthly Traffic Report

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Agriculture	0	0	0	0	0	2	196	81	37				316
Business	127	98	57	73	87	79	188	336	198				1,243
Training	103	63	46	89	96	93	39	85	72				686
Pleasure	29	23	79	49	56	61	73	58	16				444
Total	259	184	182	211	239	235	496	560	323				2,689

2023 Waverly, Iowa Airport Monthly Fuel Sales (Gallons)

Fuel	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
100LL	138	559	454	441	864	747	1081	813	889				5,986

Motion to approve the *Monthly Traffic / Fuel Reports*: made by Mike Sherer, seconded by Eric Bagelmann. Approved.

5) Unfinished Business - 5-yr On-Call Engineering Services Agreement - Selection Process Ongoing - A "Notice To Airport Consultants" was posted on the Iowa League of Cities website. An RFQ (Request For Qualifications) was sent directly by email to McClure Engineering, CGA Consultants (Clapsaddle - Garber Associates) and Foth Engineering. Cherry: "Iowa is pretty thin on firms qualified to perform airport consulting." He is trying to identify more firms. One possibility he will contact is Olsson Engineering in Council Bluffs, Iowa. Waverly Airport has a dwindling number of projects. Given the distance and the small number of projects, it is thought Olsson Engineering and other firms are unlikely to respond. Snyder & Associates of Ankeny, Iowa no longer has an airport division.

For the selection process, a committee will need to be put together. Cherry thinks a committee of 5 would be sufficient. By default, the first 3 members should be: Mike Cherry, Rod Drenkow and Dennis Hansen. Dick Palm has volunteered to participate. The Committee will meet on November 9th at 6:30pm, before the Airport Commission's scheduled meeting, to review a packet of information that Cherry will put together. Hansen was asked, "what if only one firm responds? Would the FAA accept that?" If that occurs, Cherry will contact Anthony Pollard of the FAA to discuss the next steps.

Ag Lease / Cut & Bale Grass Agreement - Tenant Cancellation Deadline Dec.1st - There is no change from last month. The tenant has until 01 December 2023 to pay what is owed by the terms of the Lease Agreement. Cherry will reach out to Mr. Bruns.

6) New Business - None - Hansen asked if aircraft rental services have changed? Irv indicated that they are changing. Presently, 4 aircraft are available to rent at Waverly (C25). A new company, Plane Progress, has started operating from Waverly. Tim Busch continues to operate from here, as well.

7) Tabled Items - None

8) Project Status Report - (South) T-Hangar Taxilane Reconstruction - Progress Report - Concrete has been poured for the taxilane and the hangars. With a weather strip in the way, the hangar doors were opened to allow concrete to be poured right up to the hangar slab. Tiedt Nursery will do a rock removal and a final grading before seeding.

An issue has risen from a sub-contractor's actions. Dust from the haul road and from saws cutting expansion joints has settled inside the hangars as well as on the aircraft inside. The hangar doors were opened to properly pour concrete right up to the hangar foundations and later on, to cut in the needed expansion joints. There are 11 hangars directly affected by dust: 6 box hangars and 5 t-hangars. Concrete dust is very abrasive and there are concerns about tenant aircraft:

Are the Pitot-Static lines affected?

Could dust have gotten into the fuel tanks?

What was affected inside the hangar, apart from aircraft?

Randy Tatroe's airplane was having some work done on the engine. Parts of the engine's interior were exposed. The tenant from hangar #15 gave Irv a bag of shredded black material. The material is probably from the expansion joint. Another tenant had a new windshield installed recently and is concerned about scratches becoming embedded from the concrete dust.

The Commission was asking:

Why would a company think it was OK to not take precautions with all the dust that was created?

Would they have done the same thing if it were a garage door with a car parked inside?

Where was the supervision of the project by McClure?

Drenkow suggested the first order of business should be to send a letter to the general contractor (Midwest Concrete) and to McClure Engineering (supervising engineers), too. Tenants will also be contacted to have them inspect their aircraft as soon as possible and document everything in writing with photos.

After the meeting concluded, Commission members visited Randy Tatroe's hangar to see first-hand, the dust on his aircraft and in his hangar.

Taxiway 11 Connector Project - Progress Report - There was a 3 week delay in the construction due to problems in testing of the aggregate sub-base. A solution to test the compaction of the sub-base was later found for approval. Four pours have been completed with 3 more to do next week - if it does not rain.

T-Hangar 240V Electrical Upgrade - The wiring is completed, but the 24v transformers are still needed for the door brakes. The transformers on the doors right now are 12v. Irv plans to contact Tatroe Electric to get an update on the transformers and find out when the project is expected to be finished.

9) Group Discussion - Calendar - Future Action Items - Four Future Actions are on the calendar for next month: the 5-yr FAA CIP (Capital Improvement Project), the Preliminary Budget, the Ag Lease / Cut & Bale Grass Agreement and the 5-yr On-Call Engineering Services Agreement.

Bagelmann thought the airport needs a PR person such as Kim Folkers, whose husband, Bruce, flies out of Waverly. Having a PR person would allow the airport to communicate with the community regarding events, projects and the economic impact the airport has on Waverly. Using the Young Eagles event as an example, there was no mention of it in the Waverly Newspaper. Bagelmann also cited the Airport Commission's Update to City Council on 25 September 2023. A Council member asked Dennis Hansen, referencing a message received from a resident, why are we (the City) putting money into the airport? Hansen explained to Council, the economic impact that the airport has on Waverly, using an IDOT (Iowa Department of Transportation) study. Bagelmann also mentioned, the general public does not know that 90% of a Federal project is refunded to the City and up to 85% is refunded for a State funded project. It was stated during the meeting, that newspapers are dying, and most people are using social media instead. While that is true, maybe that is even more reason to have a PR person who understands social media. There are still a number of people who read the newspaper to get information.

10) Adjournment - Motion to adjourn: made by Mike Sherer, seconded by Lee Hinrichs. Approved.

End Time: 8:18 pm