

## 14 December 2023 Waverly, Iowa Airport Commission

Chaired by Dennis Hansen. Minutes by Eric Bagelmann.  
Start Time 7:22 pm

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

**Absent** - None

**1) Introduction of Guests** - Mark Mueller

**2) Approve November Meeting Minutes** - Motion to approve the *09 November 2023 Waverly Airport Commission Meeting Minutes*: made by Mike Sherer, seconded by Lee Hinrichs. Approved.

**3) Review Financial Reports & Approve Bills - November Financial Report** - No questions raised.

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

**Approve Bills** - No bills for approval.

**4) Reports & Announcements** - Irv mentioned the possibility of some hangars opening and available for rent. Currently, he has 3 or 4 people on the wait list.

100LL fuel is selling for \$6.45 / gallon.

### 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	1	0		317
Business	127	98	57	73	87	79	188	336	198	136	47		1,426
Training	103	63	46	89	96	93	39	85	72	26	12		724
Pleasure	29	23	79	49	56	61	73	58	16	49	23		516
Total	259	184	182	211	239	235	496	560	323	212	82		2,983

### 2023 Waverly, Iowa Airport Monthly Fuel Sales (Gallons)

Fuel	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
100LL	137.5	559.3	454.4	440.7	864.2	747.3	1080.5	812.9	889	385.4	253.8		6,625

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

**5) Unfinished Business - Review 2024 - 2025 Preliminary Budget - Review & Recommend Council Approval** - Cherry reviewed the budget with the Commission and highlighted several changes:

T-Hangar rent increase of \$5.00/month. Stand Alone Hangars rent increase of \$10.00/month.

Ag Cut & Bale Grass Lease Agreement will go out for a re-bid in 2024. Cherry assigned a projected value of \$2,000 to reflect the bid letting process. The 2023 Ag Cut & Bale Grass Lease Agreement was \$4,600.

The 2024 - 25 Proposed Budget has a decrease under REVENUES: 4710 Reimbursements, from \$3,750 to \$3,000. It is expected the airport will not require as much propane for the coming fiscal year. Propane costs are budgeted as a 100% expense. Swieter reimburses the City for 50% of the costs.

Under EXPENSES: 6371 Electric / Propane / Utilities, show an expected decrease on propane from \$7,500 to \$6,000. Contributing factors: lower cost, \$1.45/gallon from \$1.95/gallon? Also, as stated above, it is expected the airport will not require as much propane for the coming fiscal year.

Under EXPENSES: 6210 Dues/Memberships: the IPAA (Iowa Public Airports Association) dues have increased from \$100 to \$125.

Tatroe Electric's bill for work on Bulk Hangar and Rental Hangar lighting was separated into two expense accounts. Under EXPENSES: 6310 Building Maintenance & Repair (Bulk Hangar) and EXPENSES: 6311 Hangar Maintenance & Repair (Single Stand-Alone Hangars & T-Hangars).

Under Expenses: 6408 Property/Liability Insurance; \$2,600 is budgeted, as this is the last year of the 3-year rate of \$2,370.

Under EXPENSES: 6910 Transfer to Projects, cash reserves will show a decrease of \$72,849. This is a transfer for the Runway 11 Taxiway Project.

Motion to send the *2024 - 2025 Preliminary Budget* to City Council for approval: made by Dick Palm, seconded by Dennis Hansen. Approved.

**Review FY2025 5-yr FAA CIP - Review & Recommend Council Approval** - The Commission, along with Mike Cherry, reviewed the 5-yr FAA Capital Improvement Plan (CIP) to send to City Council for approval. The 5-yr FAA CIP review is required every year to identify and submit projects eligible for federal funding. It does not limit the City or the Airport to the projects identified in the document. There was one date change made by Jay Pudenz of McClure Engineering. Under *Reconstruct North T-Hangar Taxilane*, the FY (Fiscal Year) date was changed from 2024 to 2025. In April 2024, we will apply for funding to reconstruct the North T-Hangar Taxilane with construction expected to begin late summer of 2025.

Motion to send the *FY2025 5-yr FAA CIP* to City Council for approval: made by Mike Sherer, seconded by Lee Hinrichs. Approved.

**5-yr On-Call Engineering Services Agreement - Selection Process Ongoing** - Cherry said the Commission can expect to have a recommendation to vote on for the 11 January 2024 Waverly Airport Commission Meeting.

**Ag Lease / Cut & Bale Grass Agreement - Tenant Cancellation Deadline Dec.1st** - The tenant, Clayton Bruns, has decided not to renew the Lease Agreement. With the lack of rain, Mr. Bruns was only able to get 1 1/2 cuttings of grass. Cherry presented a six-color, shaded Iowa drought map to the Commission. Bremer County sits right in the middle of a shaded area outlined as D3 (Extreme Drought). The Lease Agreement is expected to go out for bid letting on 25 January 2024 and scheduled for Commission review for the 08 February 2024 Airport Commission Meeting.

**6) New Business - None**

**7) Tabled Items - None**

**8) Project Status Report - (South) T-Hangar Taxilane Reconstruction** - The South T-Hangar Taxilane Reconstruction project is finished. McClure Engineering is completing the paperwork to submit for City Council approval. The project should be finalized for the 08 January 2024 City Council meeting. The final reimbursement check from the Iowa Department of Transportation (IDOT), which must be withheld for 30 days, should be received in March or April 2024.

Hansen asked about snow removal on the taxilane. Will they plow the whole lane as they usually do or just the concrete? Irv thinks probably just the concrete, so the grass has a chance to germinate. The erosion fence will act as a snow fence, but it cannot be removed per the Iowa DNR.

**Taxiway 11 Connector Project** - Everything is done. Due to the size of the area disturbed, the project cannot be closed out until the grass seed has germinated and approximately 70% of it has established. This probably will not occur until May 2024. All the paperwork is expected to be organized and sent to the FAA by Labor Day 2024, the City should receive the final payment shortly thereafter.

**9) Group Discussion - Calendar - Future Action Items** - The 2024 Calendar schedule for January shows the *5-yr On-Call Engineering Services Agreement - selection process ongoing* will continue. The process is also scheduled for February, with it being finalized in March. As Cherry indicated in *Section 5 Unfinished Business*, the Commission can expect to have a recommendation to vote on in January.

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

End Time 8:02 pm