

09 March 2023 Waverly, Iowa Airport Commission

Chaired by Dennis Hansen. Minutes by Eric Bagelmann

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

Absent - None

1) Introduction of Guests - None

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

3) Review Financial Reports & Approve Bills - February Financial Report - Hansen questioned why the 2/28/2023 YTD Actual amount under EXPENSES: 6426 Airport Manager, shows \$35,333.00 when the 2/28/2022 YTD Actual amount shows \$36,000.00? Cherry said there had been a slight over payment and the figure shown on the February 2023 Financial Report reflects this correction. The City would like to get the Airport Manager Agreement to coincide with the City's fiscal year schedule. Currently, the 5-Year Airport Manager Agreement is from November through October.

Bills for Approval - None

Motion to approve *February Financial Report*: made by Eric Bagelmann, seconded by Dennis Hansen. Approved.

4) Reports & Announcements - February had a number of days with good weather. This is reflective in the traffic numbers and the fuel sales. Irv indicated most of the traffic was transients.

Irv has not received a response from Elsamiller Electric regarding the electrical issue on the Fuel Pumps (See Airport Commission Meeting Minutes, November 2022, Section 6, New Business, last paragraph). Elsamiller also has not followed up on upgrading the Bulk Hangar's exterior lights with LED lighting. Rod Drenkow said Elsamiller is short-handed right now. After some discussion, members decided if Irv needs to call another electrician to get the jobs done, he is free to do so.

One of the hangar tenants inquired to Irv about insulating their hangar and heating it electrically. The tenant wants the ability to work in their hangar during the winter. Irv informed them they would need to have the Commission's approval first. The hangar will need to be heated with propane. The propane tank would need to be located outside of the hangar. The Commission is not opposed to the insulating and heating but does have some concerns going forward, if the tenant makes a formal request. Heating does need to be done using propane gas as there is not enough electrical capacity to allow this. Also, the access road, which is the old airport entrance, would need to be cut off from the highway entirely. The possible location for the propane tank might make it susceptible to damage from a vehicle using the old access road. The work would need to be up to Code and any improvements to the hangar will become City property.

Upgrading the electrical capacity to the hangars is a future project for new hangar construction. It can then be rolled into one project. Getting the electrical fixed for the fuel pumps is the priority.

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

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
Business	127	98											225
Training	103	63											166
Pleasure	29	23											52
Total	259	184											443

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											696.8

5) Unfinished Business - Review Hangar Satisfaction Survey Results - Of the 17 surveys sent to the Hangar Tenants, 10 were returned, (70%). The Hangar Tenant Survey contained 4 categories: 1 question on how often a tenant flew in/out of Waverly (C25), 2 sections on the general upkeep of facilities, as well as the airport hangars, and 1 additional comments box.

Lighting, exterior and interior, scored the lowest on the survey and were mentioned frequently on the comments section. Regarding the interior lighting, the Commission decided to look at LED light units for improvement. For the exterior lighting, Irv will do some research to come up with some options to consider.

One comment said hangar rents have increased by approximately 30% in 3 years. Bagelmann disputed this, saying hangars rates have increased for the 11 T-Hangars by 15%, the 3 Small Stand-Alones by 14.5% and the 3 Large Stand-Alones by 12.8%. He also noted, for the T-Hangars and the Small Stand-Alone Hangars, if you included the 2023-24 rates, you would need to go back to 2009-10 rates (15 years) to get almost a 30% increase. For the Large Stand-Alone Hangars, you would need to go back to 2008-09 rates (16 years).

One of the Hangar Tenant’s commented, *“We appreciate the service provided by Irv & company. A big improvement over Cedar Valley Aviation.”*

Question #1. *“How often have you flown in/out C25 in the last twelve (12) months?”*. Six flew 12 or more times, none flew 6-11 times, two flew 1-5 times and two flew 0 times. It was asked if the two that did not fly in the previous 12 months were “hangar queens”?

Question #2. *“General Upkeep of Facilities”*. Survey Results/Responses:

	Excellent	Good	Fair	Poor
<i>Terminal</i>	90%	10%	0%	0%
<i>Restrooms</i>	80%	20%	0%	0%
<i>Parking</i>	70%	30%	0%	0%
<i>Snow Removal</i>	70%	25%	5%	0%

Question #3. "Airplane Hangars". Survey Results/Responses:

	Excellent	Good	Fair	Poor
<i>Interior Lighting</i>	10%	20%	40%	30%
<i>Exterior Lighting</i>	0%	40%	10%	50%
<i>Interior Condition/Maintenance</i>	40%	20%	30%	10%
<i>Exterior Condition/Maintenance</i>	50%	30%	20%	0%
<i>Snow Removal</i>	30%	65%	5%	0%
<i>Hangar Security</i>	20%	60%	10%	10%

6) New Business - Approve Bid to Cut and Bale Grass - Four bids were received for the Cut and Bale Grass 2023 Lease Agreement. The highest bid, \$4,600, was from Clayton Bruns of Shell Rock, Iowa. The three other bids received were: \$872, \$2,500 and \$3,202. March 20, 2023 is the scheduled date for City Council to approve the bid and the lease agreement.

Motion to approve the high bid for the *Cut & Bale Grass at the Airport Lease Agreement* from Clayton Bruns of \$4,600 to send to City Council for approval on March 20, 2023: made by Mike Sherer, seconded by Eric Bagelmann. Approved.

Approve Low Bid for Construct Taxiway Connector - Wicks Construction Inc. of Decorah, Iowa had lowest bid of \$577,119.25. Bids for the project ranged from \$577,119.25 - \$657,941.00. City Council will hold the Public Hearing and Award the Contract during the City Council meeting on March 20, 2023. On FAA Federally Funded Projects, the practice is to bid the project out first, then, the FAA will tell you whether or not they will fund it. The City is expecting to know on May 1, 2023 if the project is funded. Total financing for the Taxiway 11 Connector Project is \$735,548. (FAA Federal Projects are available for up to 90% reimbursement of eligible costs). Construction is expected to start in August of 2023 and finish in October 2023.

Motion to approve the low bid from Wicks Construction Inc. for the *Taxiway 11 Connector Project* of \$577,119.25 to send to City Council for approval on March 20, 2023: made by Lee Hinrichs, seconded by Mike Sherer. Approved.

7) Tabled Items - None

8) Project Status Report - South T-Hangar Taxilane Reconstruction - Progress Report - The Progress Report from McClure Engineering is dated 14 February 2023. Currently, the plans are finishing up. Cherry expects the City Council Public Hearing and the Bid Letting to occur as outlined on the Project Schedule on April 3, 2023. Construction is estimated to start in August of 2023.

Motion to approve the *South T- Hangar Taxilane Progress Report*: made by Eric Bagelmann, seconded by Dennis Hansen. Approved

Taxiway 11 Connector Project - Progress Report - The Progress Report from McClure Engineering is also dated 14 February 2023. It was felt that the items in the progress report were covered above in Section 6, *Approve Low Bid for Construct Taxiway Connector*.

9) Group Discussion - Cherry asked the Commission if it would be helpful to have the Airport Commission Agenda packet list upcoming meeting dates along with tasks, such as: the FAA 5-year On-Call Agreement, the Airport Manager Agreement, the Preliminary Budget, etc.?....Members, after brief discussion, thought it would be very helpful to have.

Bagelmann thanked Mike Cherry and his staff for all the good work they do putting together the materials for Airport Commission Meetings.

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