

13 July 2023 Waverly, Iowa Airport Commission

Chaired by Dennis Hansen. Minutes by Eric Bagelmann

Start Time 7:04 pm

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

Absent - Mike Sherer

1) Introduction of Guests - Barb Swieter; from McClure Engineering: Jay Pudenz, Austin Moran, Dave Jones

2) Approve June Meeting Minutes - Motion to approve the *08 June 2023 Waverly Airport Commission Meeting Minutes*: made by Lee Hinrichs, seconded by Eric Bagelmann. Approved.

3) Review Financial Reports & Approve Bills - June Financial Report - Cherry, in answer to a question from last month under EXPENSES: 6310 Building Maintenance & Repair, about what expenses were incurred. Both expenses were from Dick's Petroleum: \$1900 for the float tank repair; and \$871 for the Airport Fuel System repair. Irv followed up that the #2 fuel tank is working perfectly and drew right down to empty with no issues.

No bills to approve. Tatroe Electric did submit a bill to the City for \$381.64 for replacing the windsock lights with LED bulbs, and for getting outside light on the north side of the T-Hangars operable again.

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

4) Reports & Announcements - Irv reported lamps have been replaced in Runway 11 PAPI (Precision Approach Path Indicator). The inboard light on Runway 29 PAPI is out. The problem is in the electrical board, not with the lamps. A technician will come out to fix it. There is no safety issue for operating aircraft landing on Runway 29. The PAPI is a newer device from 2015 and was moved in 2019, during the construction of the Runway 29 extension.

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							2
Business	127	98	57	73	87	79							521
Training	103	63	46	89	96	93							490
Pleasure	29	23	79	49	56	61							297
Total	259	184	182	211	239	235							1310

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							3203.4

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

5) Unfinished Business - Young Eagles - Review - The EAA Young Eagles program is coming to the Waverly Airport on Saturday 12 August 2023. The event runs from 8am - noon and is sponsored by the EAA (Experimental Aircraft Association) Chapter 227.

Fly-In Breakfast - Finalize Plans (July 16th) - Irv informed the Commission there will be no airplane rides available at the Fly-In Breakfast. Tim Busch of Iowa Flight Training has a family matter taking precedence. Other operators who have done this type of work before were contacted but with the short notice, could not get the necessary insurance in time. A sign will be posted to inform the public rides will not be available this time around.

6) New Business - Review and Approve Quotes to Re-Shingle Electric Vault Bldg. - Two estimates were submitted by Irv to the Commission last month: one by Young Construction of Mason City, Iowa for \$2876.90 (see *Airport Commission Minutes 08 June 2023, Section 4, Reports & Announcements, Paragraph 2*) and the other from JD Builders of Waverly, Iowa for \$1,788.55. The cost difference is \$1088.35. Commission members thought the bid from JD Builders more reasonable and decided to accept it. JD Builders will need to get a building permit but should not have to pay the permit fee (\$50.00) since this is a City building/facility. Cherry also said we, the City, will need to find out if the bid includes sales tax because the City can provide JD Builders with a tax exempt certificate. The project comes under the Fiscal Budget 2023-24, EXPENSES: #6751 Capital Improvements. The Electrical Vault Building's roof was last done in 1998, 25 years ago.

Motion to approve and accept JD Builders bid of \$1,788.55 to *Re-shingle the Electric Vault Building*: made by Eric Bagelmann, seconded by Dick Palm. Approved.

IDNR Air Monitoring Trailer - Agenda & Agreement - The IDNR (Iowa Department of Natural Resources) 5-yr licensing agreement is up for renewal. The trailer has been in place since 2003, 20 years. The rental income is \$125 a month, \$1,500 a year, \$7,500 for 5 years. Two payments of \$750 are collected on or about July 1st and January 1st of each year. The trailer does not interfere with airport operations and has its own electric meter so we, the City, are not having to pay for the electricity.

Motion to recommend to Waverly City Council for approval of the *IDNR Air Monitoring Trailer Lease Agreement*: made by Dennis Hansen, seconded by Lee Hinrichs. Approved.

5-yr Airport FBO & Manager Agreements - Begin Renewal Process - Members were provided with the current and DRAFT copies of the Airport FBO & Manager Agreements. Cherry pointed out the highlighted areas showing where changes occur on the DRAFT copies. All member DRAFT copies of the Airport FBO Agreement Years 6-10, were missing sections 5-8.

Section 1 of both Agreements (FBO & Manager) have common changes regarding the effective dates. The new effective dates begin on 01 November 2023 and expire on 30 June 2028. The first year of both Agreements, year 6, is a month-to-month or shortened to 8 months in total (01 November 2023 - 30 June 2024). This brings the Agreements in sync with the City's Fiscal Year.

In Section 2 of both Agreements (FBO & Manager), year 6 compensation is shown as a per month, while years 7-10 are per year. The yearly increase on the Airport FBO Agreement is \$1,600 a year. The yearly increase on the Airport Manager is \$400 a year. Year 6 is shown as a "per month payment" based on the yearly increase divided by 12. For the FBO Agreement, year 6 compensation for 12 months is \$46,400, but since year 6 has a duration of 8 months, the compensation formula of \$3,866.67 a month is used ($\$46,400.00 / 12 = \3866.67). The same method is applied to the Airport Manager Agreement under year 6 ($\$11,600.00 / 12 = \966.67).

Under the Airport FBO Agreement, Irv brought several items to members attention, mostly in Section 3, that need re-evaluation based on his 5 years of experience with the Waverly Airport:

Page 1: under paragraph 3's list of items, **#3 Aircraft rental with a minimum of 2 aircraft**. Would like to change this to 1 aircraft or be responsible for aircraft rental. There just is not enough business for 2 rental aircraft.

Page 1: under paragraph 3's list of items, **#7 Assistance with Lions Club Fly-In Pancake Breakfast (3rd Sunday in July)**. Waverly's Lions Club Fly-In takes place at the same time as the Lions Club Fly-In Breakfast in Charles City. Charles City is 20 minutes away. Waverly's Fly-In coincides with Heritage Days, nearly 40 years. It was asked if the two Lions Club chapters could talk to one another.

Section 3 - FBO Duties & Responsibilities, Paragraph A, #1; Between 8:00 am and 5:00 pm. Monday through Saturday and noon to 5:00 pm on Sunday. This was written to provide fuel services to aircraft before the 24-hour self-fuel was put in. Is this still necessary? Should it read "be contactable"? Irv mentioned, the noon to 5:00 pm on Sunday is just not needed, virtually there is nothing going on to warrant being at the airport on Sunday from noon to 5pm.

Section 3, FBO Duties & Responsibilities, Paragraph A, #2; The holidays of New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day shall be exceptions to the above requirements. No attendant needs to be available to provide service, answer the telephone and respond to unicom during these holidays. This was also before the 24-hour self-fuel was put in. Is this still necessary? Could #1 and #2 be combined to read "contactable" or have a contact person?

Section 3, Paragraph C, Reports, The FBO shall prepare and submit the following reports: There are 6 report types listed, half of which are not necessary: *Transient Storage, Flight School, Aircraft Maintenance & Charter Activities.* The 3 items to keep on the contract are: *Hangar Rental, Fuel & Traffic, Other reports as may be required by other authorized governmental agencies.*

Under the Airport Manager Agreement, Irv mentioned the following:

Section 3, MANAGER Duties & Responsibilities, Paragraph C, #5 Snow Removal; The City shall provide snow removal for the runway, taxiways, apron areas, entrance road and parking lot. The MANAGER shall be provided a snow removal allowance of \$3,000 per year for miscellaneous cleanup and clearing of areas around the hangars and doors that are not readily cleared with truck-mounted snow removal equipment. Irv would like a snow pusher/blade. Public Services has a small tractor but it gets tied up with all the new trails. The Commission will look into acquiring a piece of equipment.

Irv said several times, the City does a fantastic job getting the airport cleared after storm. The Airport is one of the first in the city to have snow removed. Also, Irv asked the City for a snow fence to help with controlling the drifting snow. Currently, the City now just comes out to put up the snow fence without waiting for Irv to request one.

7) Tabled Items - None

8) Project Status Report - (South) T-Hangar Taxi Lane Reconstruction - Progress Report - Contract documents were approved by City Council on 10 July 2023 by a vote of 7-0. Construction is expected to begin in September. Affected tenants were notified by letter on 23 June 2023 concerning the lack of access to operate their aircraft out of the hangars. If tenants choose to relocate, credit will be given on their rent. A new notice will go out as soon as a more definite construction start date is known.

Pouring the concrete is estimated to take a week. Since this is a State funded project, there is no requirement to perform a 28-day concrete strength test. McClure mentioned that after the concrete is poured and cured there will be some after-project work such as re-stripping of the taxi lane, but this should have minimal impact to tenants.

Taxiway 11 Connector Project - Progress Report - A Pre-Construction Meeting was held today with Wicks Construction. Work is expected to start 21 August 2023. McClure commented about the airport being closed for 3 days. With re-stripping work in the ramp area, the FAA asked for the 3-day closure notice. Irv will ensure a NOTAM (Notice to Airmen) is issued. McClure mentioned that the re-stripping of the taxiway and the apron area should not affect operations and will work with the airport and its operators to ensure safety is maintained at all times.

The project will be completed with two separate sources of funding: BIL (Bi-partisan Infrastructure Law) and FAA AIP (Airport Improvement Project) funds (see *Airport Commission Minutes from 08 June 2023, Section 8, Taxiway Connector Project - Progress Report*). Both grant applications for funding have been sent to the FAA and accepted. The paperwork is being finalized and the grants are expected to be approved shortly. The first grant agreement is going to City Council on Monday 17 July 2023, for approval. The second grant agreement is still with the FAA and will tentatively go to City Council on 07 August 2023. City Council is the authorization board and has to designate the Mayor as the person who signs the contract. If the second grant agreement is not available for City Council meeting of 07 August 2023, then grant approval will have to wait until the City Council meeting of 21 August 2023. Drenkow said it is possible to have a special City Council meeting take place to handle the issue if necessary.

Cherry mentioned how nice it is to work with Jay and the team at McClure Engineering. Currently the City has a 5-year On-Call Agreement. Reviewing the 5-yr On-Call Agreement selection process will begin in September.

Interior / Exterior Hangar Lighting Improvements - Update from Irv - Irv handed out a bid estimate from Tatroe Electric regarding the Airport's T-Hangar overhead doors. As reported last month regarding Hangar #5's door not shutting off, electrically, when it fully goes up thereby causing a circuit breaker to trip, this was not entirely accurate (see *Airport Commission Minutes 08 June 2023, Section 4, Reports & Announcements*). When Tatroe and Irv investigated the operation of Hangar #5's door, they discovered the amperage starts at around 7-8 amps, but as the door continues to operate, the amps increase to just over 30 with the voltage dropping to 76v. Due to the high amps, the circuit trips. All of the motors and brakes on the doors are operating on 120v. The motors have an option to run at 230v. Tatroe came up with two options for solving the problem:

Option #1: Switch all (11 T-Hangar) doors to 240v - \$5,250

Option #2: Run larger wire (keep 120v) to the last 6 doors - \$3,850

Option #1, solves all the issues with the T-Hangar doors, especially if 2 people operate their hangar doors at the same time. The 240v wire would go to each door motor while the door brakes would stay on the 120v wire. This option would also set the airport up for the future.

Option #2, requires running heavier wire to the last six hangar doors but is not guaranteed to work, which means we have to go back to option #1 potentially spending \$9,100.00 in total (\$3,850 + \$5,250 = \$9,100).

Cherry indicated this is not identified as a Capital Improvement, Building Maintenance or Grounds Maintenance. The protocol is to send it to City Council for approval on 07 August 2023.

Motion to recommend to Waverly City Council to approve *Option #1: Switch all (T-Hangar) doors to 240v - \$5,250*: made by Eric Bagelmann, seconded by Dick Palm. Approved.

9) Group Discussion - MidAmerican Energy Letter - FYI - MidAmerican Energy Company sent a letter to the City to inform them that we, the Waverly Airport, are receiving the best electric rate available.

Calendar - Future Action Items - No discussion.

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

End Time 9:13 pm