

10 August 2023 Waverly, Iowa Airport Commission

Chaired by Dennis Hansen. Minutes by Eric Bagelmann.
Start Time 7:02 pm

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

Absent - None

1) Introduction of Guests - Barb Swieter

2) Approve May Meeting Minutes - Motion to approve the *13 July 2023 Waverly Airport Commission Meeting Minutes*: made by Eric Bagelmann, seconded by Dick Palm. Approved.

3) Review Financial Reports & Approve Bills - July Financial Report - Cherry pointed out that at the bottom of the report, he added in the two construction projects (Taxiway 11 Connector and the Reconstruct South T-Hangar Taxilane). The local City financial match will dip into the Airport's cash balance. The YTD Actual Cash Balance as shown on 30 June 2023 is \$89,704.00. The FY2024 Budget Ending Cash Balance for 30 June 2024 will be \$14,492.00. This covers the Airport's obligations for the Taxiway Connector, the South T-Hangar Taxilane and the T-Hangar Electrical Upgrades (Approved by City Council on Monday 07 August 2023).

Palm raised a question regarding the expense (\$5,250.00) for the Electrical Upgrade to the T-Hangar doors. The doors have been operating on the current electrical power (120v) for a long time and now they do not work, what's changed? Before spending \$5,250.00 - shouldn't we do more tests? Irv responded: a number of these hangars were not operated for several years. In the time Irv has been at the airport, Dave Kirkendall was always in Hangar 5 and Irv cannot recall the door being operated in 3 years. Kirkendall eventually sold his plane. A new tenant, Doc Durbin, now occupies Hangar 5 and flies regularly. Hangar 5 is the furthest one away from the electrical power source. Tatroe Electric, in its testing of the door operation, said the 12-gauge wire will not carry the voltage and the amperage that far, just too much resistance. Irv has checked the door cables, door alignment and re-greased the wheels. Hangar 5's door runs smoothly and is fine, but the circuit breaker is 20 amps. The tests Irv and Tatroe ran showed the voltage decreasing to 76v while the amperage increased from 7-8 amps to over 30 (see *Airport Commission 13 July 2023, Section 8, Project Status Report, Interior / Exterior Hangar Lighting Improvements - Update from Irv*). The tenant in Hangar 4, Aaron Hendrickson, has also complained of the hangar door circuit breaker tripping frequently.

A motion was made by Dick Palm to stall the electrical work on the T-Hangar overhead doors and have Overhead Door come out to check the doors. It was not seconded and the motion died. The electrical upgrade to the hangars will go ahead as planned.

Motion to approve *July Financial Report*: made by Mike Sherer, seconded by Lee Hinrichs. Approved.

Approve Bills - No bills to approve.

4) Reports & Announcements - Joel Meyer of Meyer Agri-Air from Wellsburg, Iowa; Spray 48 LLC from Belmond, Iowa; and helicopters working for Win Coop flew out of the airport to apply treatments for area farmers. Business operations saw a significant increase in traffic. Training flights were down due to a few mechanical issues.

Cherry dropped off the approved quote for the electrical upgrades to the T-Hangars to Tatroe Electric's offices. They will coordinate the work with Irv.

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						198
Business	127	98	57	73	87	79	188						709
Training	103	63	46	89	96	93	39						529
Pleasure	29	23	79	49	56	61	73						370
Total	259	184	182	211	239	235	496						1806

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						4284

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

5) Unfinished Business - Young Eagles August 12th (2nd Saturday) - EAA's Young Eagles will provide their own Port-A-Potty for event. Also in attendance will be an ambulance, firetruck and AirCare's helicopter.

Fly-In Breakfast - After Event Review / Discussion - With foggy and hazy weather, the Fly-In Breakfast still had 902 people attend. A few airplanes were able to fly in later when conditions improved. The public was very disappointed that rides were not available. As a backup for next year, Barb Swieter has two other companies who can fill in to provide rides, but they will need 3 weeks-notice for insurance purposes. Charles City had similar issues.

5-yr Airport FBO & Manager Agreements - Prefinal Renewal Process - Cherry went over the changes made to FBO and Manger Draft Agreements from last month:

Airport FBO Agreement changes -

Page 1: paragraph 3's list of items; #1, change - Sale of aircraft oil and fuel to read - "*Sale of aircraft oil and 24-hr self-service fueling with credit card payment*".

Page 1: paragraph 3's list of items; #3, change - Aircraft with a minimum of 2 aircraft to read - "*Aircraft rental with a minimum of 1 aircraft*".

Section 2 - Compensation; year 10, change - from \$53,800 to \$52,800. Cherry indicated the previous number was a typo.

Section 3 - FBO Duties & Responsibilities, part A - Staffing & Hours of Operation; #1: eliminate Saturday and noon to 5:00pm on Sunday to read "*Between 8:00 am and 5:00 pm Monday through Friday*".

Section 3 - FBO Duties & Responsibilities, part C - Reports; eliminate #2 Transient Storage, eliminate #3 Flight School, eliminate #4 Aircraft Maintenance & Charter Activities.

Airport Manager Agreement changes - None

Motion to approve the *5-yr Airport FBO Agreement*: made by Dennis Hansen, seconded by Eric Bagelmann. Approved.

Motion to approve the *5-yr Airport Manger Agreement*: made by Eric Bagelmann, seconded by Mike Sherer. Approved.

6) New Business - Ag Lease / Cut & Bale Grass Agreement - Cancellation Deadline September 1st

- The Ag lease will automatically renew for \$4,600.00 if there is no written notice by September 1st from either party to terminate it. After reviewing the lease, the Commission has no objection for the tenant to continue with the lease agreement.

Motion to **not** exercise the option to terminate the *Ag Lease / Cut & Bale Grass Agreement* with Clayton Bruns made by Eric Bagelmann, seconded by Dennis Hansen. Approved.

While the Airport Commission has decided not to exercise its option to terminate, Clayton Bruns still has the option until 01 September 2023.

Commission's Update to City Council (4th Monday) - Review - The update to City Council was moved from November to September. A copy of last year's power point slides was reviewed. The update informs City Council what the Airport Commission does, as well as showing the various programs and operations occurring at the airport. An example of one of the slides shows a graph of the General Tax Fund Support continuing to decrease. This is because the General Fund Transfer remains at \$10,000 a year, while Community Taxable Valuation continues to grow. This year's update to City Council takes place on 25 September 2023.

7) Tabled Items - None

8) Project Status Report - (South) T Hangar Taxilane Reconstruction - Progress Report - Project Progress Reports from McClure Engineering were received for 17 July 2023 and 04 August 2023. Construction will start on the 21 August 2023 (Midwest Concrete of Peosta, Iowa was awarded the contract by City Council on 05 June 2023 with a bid of \$237,782.86; the state of Iowa is funding 65% of this project).

Taxiway 11 Connector Project - Progress Report - Project Progress Reports from McClure Engineering were received for 17 July 2023 and 04 August 2023. Construction will start on the 21 August 2023 (Wicks Construction of Decorah, Iowa was awarded the contract by City Council on 20 March 2023 with a bid of \$577,119.25; the FAA is funding 90% of this project). The second grant agreement with the FAA was e-signed by Mayor Hoffman today (10 August 2023).

McClure will coordinate both projects with Wicks Construction and Midwest Concrete to ensure there is minimal interference to either while working. Cherry has sent a letter dated 25 July 2023 to tenants affected by the South T-Hangar Reconstruction.

Re-Shingle Electric Vault Building - JD Builders is expecting to start in September.

9) Group Discussion - Calendar - Future Action Items - Next month will start the process for the 5-yr On-Call Engineering Services Agreement and discussion will continue through December 2023.

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

End Time 8:28 pm