

11 January 2024 Waverly, Iowa Airport Commission

Chaired by Dennis Hansen. Minutes by Eric Bagelmann

Start Time: 7:03 p.m.

Present - Dennis Hansen, Mike Cherry, Lee Hinrichs, Dick Palm, Mike Sherer, Irv Swieter, Eric Bagelmann and Brian Birgen (New City Council Liaison)

Absent - None

1) Introduction of Guests - Barb Swieter

2) Approve December Meeting Minutes - Motion to approve the *14 December 2023 Waverly Airport Commission Meeting Minutes*: made by Mike Sherer, seconded by Lee Hinrichs. Approved.

3) Review Financial Reports & Approve Bills - December Financial Report - Cherry brought attention to item 6751 T-Hangar Electrical Upgrades located just above Net: Cash Basis on the bottom of the Financial Report. The \$5,250 is included on the Statement under EXPENSES: row 6751 Capital Improvements \$6,989; column 12/31/2023 YTD Actual. Transfers to the Capital Improvements Projects will also take place at the end of the year. This makes the expenditures significantly more than the revenues, but the cash balance reflects this.

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

Approve Bills - No bills for approval.

4) Reports & Announcements - A flyer posted from Plane Progress shows aircraft available for rent, with the corresponding rates. There are 4 aircraft available with 1 listed as coming soon. Also available, is the Piper Archer. Waverly Airport has lots of options.

It was noted, with 3,097 total operations, Waverly Airport has once again exceeded 3,000 operations two years in a row. In 2023, the airport had 3,153 operations.

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

2023 Waverly, Iowa Airport 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	0	317
Business	127	98	57	73	87	79	188	336	198	136	47	73	1499
Training	103	63	46	89	96	93	39	85	72	26	12	14	738
Pleasure	29	23	79	49	56	61	73	58	16	49	23	27	543
Total	259	184	182	211	239	235	496	560	323	212	82	114	3097

2023 Waverly, Iowa Airport Monthly Fuel Sales

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	189	6814

5) Unfinished Business - 5-yr On-Call Engineering Services Agreement - Select Consultant -

McClure Engineering, the current On-Call Engineering firm, was the only company to respond to the Notice to Airport Consultants with a Statement of Qualifications. Bagelmann asked, with only one firm applying, how does the FAA feel about this? Cherry responded; the FAA should be OK with it because the City did their due diligence. Through advertising and direct contact, 2 firms contacted the City, but McClure was the only one to submit a Statement of Qualifications. At issue for the Waverly Airport is that we are a small airport with small projects. Five firms were identified as possible Consultants.

Jay Pudenz, McClure Engineering, appreciated the feedback during the interview process with the Selection Committee. He is requesting copies of the Consultant Evaluations so they can better their knowledge for future projects. The Commission had no objections. The feedback is viewed as constructive criticism that can only help McClure and the City. Selection Committee members were: Mike Cherry, Dennis Hansen, Dick Palm and Rod Drenkow. Cherry will follow up with Rod Drenkow for any concerns or objections.

The 08 February 2024 Airport Commission meeting is expected to review and approve the Engineering Services Agreement between McClure Engineering and the City. If approved, the Commission will recommend its approval by City Council for the 04 March 2024 City Council meeting.

Motion to approve, recommending McClure Engineering for a *5-yr On-Call Engineering Services Agreement*: made by Dennis Hansen, seconded by Dick Palm. Approved.

Ag Lease / Cut & Bale Grass Agreement - Review Bidding Documents - Bid Letting for the lease agreement occurs on 25 January 2024 at 10:00 a.m. All previous bidders were notified. One or two others have expressed interest and asked for more information. Fifty tons from the Summer of 2022 was intentionally used as estimated yield. 2023 was seen as an extraordinary year (See *14 December 2024 Waverly, Iowa Airport Commission Meeting Minutes, Section 5, Ag Lease / Cut & Bale Grass Agreement - Tenant Cancellation Deadline Dec. 1st*). Palm asked, could we simplify the process by taking a percentage of the profit which would reduce the risk to the tenant. Hansen responded, we probably could, but not now, as the Lease has gone out for bidding. Birgen added, it could create a lot of bookkeeping and it is just not a good process, especially since we are stewards of city property.

6) New Business - None

7) Tabled Items - None

8) Project Status Report - (South) T-Hangar Taxilane Reconstruction - Council Finalized 01/08/2024

- The project is complete. McClure Engineering may have 1 more invoice coming to the City. Cherry will close out the project with the Iowa Department of Transportation (IDOT) to get the final distribution of grant money. The City will have to wait 30 days before issuing the final payment to Midwest Concrete, per Iowa State law. Once Midwest Concrete cashes the check and the City receives the cancelled check, the City can request final reimbursement from the State.

Taxiway 11 Connector Project - The project is still open and cannot be closed out. There is a Department of Natural Resources (DNR) storm water permit requiring the vegetation to be 70% established.

9) Group Discussion - Calendar - Future Action Items - A change for February, the Commission will review the Agreement between McClure Engineering and the City for the 5-yr On-Call Engineering Services. If the Commission approves, the Agreement goes to City Council for approval on 04 March 2024.

An addition for April: submitting an application for State funding for the North T-Hangar Taxilane.

Hansen asked about Commission member renewals. Both Dick Palm and Mike Sherer's terms expire on the 1st of May 2024. Birgen thought it had been discussed at City Council some time ago. His thought is when the re-appointments come up, one member's re-appointment would be for 4 years and the other member for 5 years. Those terms would expire in 2028 and 2029 respectively. This would put the Airport Commission members on properly staggered terms. One member would come up for re-appointment each year instead of the current situation of two terms expiring at the same time.

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

End Time: 7:50 p.m.