

Airport Authority Meeting Minutes

Meeting: Regular

Date: February 2, 2017

Time: 1:00pm

Location: 2828 Hwy 231 N Airport Terminal Building

Members Present:

Jim Henderson	X
Eric Cazort	X
Helene Wharton	X
Erick Larson	X
Michael Young	X
Councilmember Feldhaus	X

Others Present:

Justin Heid, Airport Director	X
Anna Mai, City Recorder	X
Kevin Eyster, Asst. Airport Mgr.	X

Chairman Cazort called the meeting to order at 1:00pm, a sign in sheet was provided to members. The first item was **approval of the agenda**. Recorder Mai stated there was one item to add, that the December 1, 2016 meeting notice was not published in the newspaper as it should have been and there needed to be a simple affirmation vote for the minutes/motions that were made at that meeting. This item was added before Reports. Member Young made a motion to approve the agenda as amended, Member Henderson seconded and the motion carried unanimously by oral vote. Member Young made a motion to approve the agenda as printed, Member Wharton seconded and the motion carried unanimously by oral vote. Next was **approval of the minutes of January 5, 2017**. Member Henderson stated one correction, on page two paragraph three line three that \$175 be changed to read one month. Member Henderson made a motion to approve the minutes as amended, Chairman Cazort seconded and the motion carried unanimously by oral vote. **The affirmation vote for the minutes/motions of the December 1, 2016 meeting** was next. Member Young made a motion to affirm any and all actions taken at the December 1, 2016 meeting per the minutes of that meeting. Member Henderson seconded and the motion carried unanimously by oral vote.

Reports:

Manager's Report: Director Heid stated that it had been a slow start to the year but that was typical. Jet A sales were down, overall everything was good regarding revenues and expenditures, there was some discussion that the fuel recycling machine would save the airport roughly \$6,000 per year, all of the leases are in the finalization stage, that there are still two T-Hangar leases that need to be turned in. Further, for employees Lance Parker has been promoted to the position of Line Supervisor, that a new operations technician Charlie has been hired and that the process is underway to hire two more part-time employees (operations technicians).

Maintenance: Director Heid reported that the fence on Airport Road has been fixed where a car had gone through it, that the tie-down ropes have been replaced and that there is new lobby furniture after the ant infestation of the old furniture. There was some discussion on mice throughout the terminal and hangers, what had been done in the past and discussion on the Ford Tractor being fixed. **Finance:** Director Heid stated that with the City Audit being finalized recently he has not yet been provided the Airport's financial report for December but that it should be provided prior to the next meeting. Chairman Cazort made a motion to approve all reports as presented, Member Henderson seconded and the motion carried unanimously by oral vote.

Old Business:

Discussion of Airport Projects: Director Heid reported that a representative from Garver was unable to attend the meeting and that there is nothing new to report on projects. He stated that the closing documents for the

lighting project had been sent to the State and that they are waiting on a response, however the lighting next to the Tetrahedron was out and that someone was being sent out to fix it. The road to the North Hangar was on hold due to weather. For the Runway and RSA projects Director Heid reported that the contracts are being worked on and they are trying to work the Runway into the RSA so that it would be one project and would move quicker, also it would enable there to just be one closure of the runway and not two. Currently the T-Hangar project is being scheduled with TAC and they are hoping to have that ready after July first that right now the design is at 90%. There was some discussion on financing for the T-Hangars, when they may pay for themselves, expenses and revenues, how things are funded and how decisions are made for funding.

Discussion and Consideration of Existing and New Leases: Director Heid stated that the Enterprise lease is completed, both sides are in agreement and a finalized signed lease has been provided to the City and that rent has increased \$75 this year and will increase another \$75 next year for a total rent cost of \$400 per month. Member Young made a motion to approve the enterprise lease, Member Henderson seconded and the motion carried unanimously by oral vote. There was some inquiry about when the Rules & Regulations would be sent out, Director Heid stated they would be sent out in February. For the Ag Leases Director Heid passed out some topographical maps to indicate where this land is in relation to the airport. There was discussion about what crops would be grown (soybeans and hay) and what animals would be kept (cows). Director Heid stated that between the two leases the airport makes \$5,000 per year. Member Wharton made a motion to accept the leases for Don Taylor and Sam Davis, Member Henderson seconded and the motion carried unanimously by oral vote.

New Business:

Discussion and consideration of Engineering RFQ. Director Heid stated that this must be done every five years that the FAA mandates it, that the current RFQ is up this spring and that the City would like one member of the Board to serve on the committee to participate in the selection process. Chairman Cazort volunteered himself to be a part of the selection committee.


Discussion and consideration of FY2018 Budget Priorities. Director Heid stated that this is an opportunity to discuss what capital items would be budgeted for in the next fiscal year and provided a spreadsheet on this. After much discussion, it was consensus of the authority to not proceed with a self-service fueling system rather to consider a Ground Power Unit. It was requested by the board that Manager Heid do some research on self-service fueling systems amongst surrounding airports, to see if it is a benefit to them, and report those findings back. Member Young made the motion to change the self-service fuel machine to the ground power unit for the fiscal year 2018, Member Larson seconded and the motion carried unanimously by oral vote.

Discussion and consideration of future Aviation Day. Director Heid stated that City Manager Johnson had proposed to set aside \$3,000 for next fiscal year budget for an aviation day. There was some discussion on when to schedule this for and the consensus was for late September or sometime in the fall.

There was some brief discussion on grant matching amounts for the future, also Member Larson stated that he would be attending the Schedulers Convention in Dallas next week and would be meeting with Eastern Aviation if there was anything that may need to be relayed to them. There was consensus that if the opportunity arose to get some information on self-service fuel to which Member Larson agreed.

With no further business to discuss Member Henderson made a motion to adjourn, Member Wharton seconded and the motion carried unanimously by oral vote. Meeting adjourned at approx. 2:30pm.

Approved:



Chairman Eric Cazort

Attest:



City Recorder Anna Mai