



TO: Airport Advisory Commission Members
FROM: Aaron Gavin, Interim Director of Public Works
DATE: July 10, 2023
SUBJECT: DRAFT MINUTES - Airport Advisory Commission Meeting on June 15, 2023

Call to Order:

<u>Roll Call:</u>	<u>Present</u>	<u>Ex-Officio</u>
	x _____ Aaron Repp (Chairperson)	x _____ Don Miles (Park Superintendent)
	x _____ David Christensen	x _____ Aaron Gavin (Interim Public Works Director)
	x _____ David Carlton	
	x _____ Phillip Wolford (FBO Rep)	<u>Public Members in Attendance:</u>
	x _____ Ken Springer (KCAP Rep)	Bill Hurley, airport user and
	x _____ Council Liaison Bradley Hix	Harrel Timmons, airport user

Absent

Minutes Approval: Minutes of the 4/20/2023 meeting were reviewed and motioned to approve by (Christenson/Wolford). Motion approved by unanimous consent.

Airport Manager Report:

- Introduction of Aaron Gavin (Interim Director of Public Works) made to group.
- Update on Taxiway B Resurfacing
 - Aaron Gavin provided a brief update on the status of the Taxiway B resurfacing project. Further discussion was had on who would issue NOTAM's for the project, the updated timeline of the project and anticipated closures.
- Jeff Olson not present at the meeting to provide an update

Old Business:

- Relocation of Electric Drive-thru Gate to Tee Hangar Location
 - Don Miles stated that they were still working on this issue. Phillip Wolford requested that this be resolved prior to the Stearman Fly-in.
- Special Event Use of Airport – 2-Day Emergency Vehicle Operator Course class on August 21-22, 2023
 - Aaron Gavin gave an update on the status of this event. The necessary forms have been submitted to IDOT Aeronautics for review and approval. City Council approved the special event. Chairperson Repp stated that a NOTAM would be needed for the event. It was discussed that there would be need for classroom space in addition to the use of the outdoor space. It was discussed to verify that the course would only use the ramps or was the runway needed.

New Business:

No new business

General Discussion of other Airport Related Topics:

Ken Springer inquired about the status of the private hangar lease agreement. Chairperson Repp stated that he provided comments to Mark Rotherth and that Mark stated he would make the changes and share the draft lease agreement with Dean Maupin for his review. Phillip Wolford asked if it was known whether the changes were made following the comments provided by Chairperson Repp and whether a draft was sent to Dean Maupin. It was discussed that it was unknown if this was done. Aaron Gavin stated that he would follow up on this issue.

Phillip Wolford asked if there were any updates on the Airport Layout Plan or the fuel tank project. Don Miles stated that City staff met with Jeff Olson and that he was working on these items.

Chairperson Repp provided information on the recent Experimental Aircraft Association's Young Eagles Rally. 31 kids ages 8-17 participated along with 6 pilots and 3 Jet Air aircraft.

Citizen Comments:

Bill Hurley stated that City in-house attorneys may not have experience with airport statutes in regards to the review of the private hangar lease. Dave Christenson stated that Jeff Olson may have a recommendation on an attorney to review the lease.

Harrel Timmons stated that Brandt's access plan to the airport for the resurfacing needed to be reviewed and discussion was had on the access locations

Adjournment:

A motion was made by Springer/Wolford to move the next meeting from July 20th at 3:00 p.m. to July 13th at 3:00 p.m. Motion approved by unanimous consent.

The meeting adjourned at 4:15pm on a motion by Springer/Christensen that passed unanimously.