



TO: Airport Advisory Commission Members
FROM: Michael Doi, Director of Public Works
DATE: October 20, 2023
SUBJECT: DRAFT MINUTES - Airport Advisory Commission Meeting on October 19, 2023

Call to Order:

Roll Call:

Present

☒ Aaron Repp (Chairperson)
☒ David Carlton
☒ Ken Springer (KCAP Rep)
☒ David Christensen
☒ Council Liaison Bradley Hix

Absent

☒ Phillip Wolford (FBO Rep)

Ex-Officio

☒ Don Miles (Park Superintendent)
☒ Michael Doi (Public Works Director)

Public Members in Attendance:

☒ Harrel Timmons
☒ Scott DeLawder
☒ Stu Olmstead

Minutes Approval: Minutes of the 8/17/2023 meeting were reviewed. It was noted that under Roll Call, “David” [Christensen] was spelled “Davis”. A motion to correct the spelling was made and the amended minutes were approved by (Springer/Carlton) unanimous consent.

Citizen Comments:

Public Comments

Scott DeLawder: All of the locks on the F-row are missing. He took pictures of the locks at the Burlington airport and received a quote from Erect-a-Tube (see Appendix). The locks are approximately \$100.00 each. He asked about the status of the request, along with whether action items are prepared for requests and posted on the website along with status reports on the requests. A discussion ensued and Council Liaison Hix said the Airport Advisory Committee was a recommending body and did not have the authority to make requirements. Scott also requested flashing (6 x 6) be installed on the F-row hangar on the northwest corner. He said approximately fourteen feet is needed.

Concerning the hangar door locks, Don Miles said he is still researching installing the locks and would provide further information as available.

Harrel Timmons said that neither of his gate cards are working at hangar two. Multiple people said it appears his gate cards are old and need to be replaced.

Scott DeLawder asked if the Transportation Improvement Program (TIP) is online. Michael Doi responded that since the last update was done in 2005, probably not. Michael Doi then said that he and Jeff Olson are attending the TIP meeting in Springfield tomorrow [Friday, October 20, 2023] and the TIP would be discussed in detail.

Chairman Repp said that the Stearman Committee requested that the fence be moved back to allow for RV parking.

Scott DeLawder said he wants the terminal building removed and replaced with a pavilion and restroom with the airport manager’s office and maintenance building attached. He would also like to have a food truck visit once a week. He then said he wants to know why the city can demolish numerous houses in Galesburg but not demolish the old terminal building that has broken windows, unpainted board-ups, holes, etc. that’s been in bad shape for years. It was said that the building was rented to JetAir and it wasn’t well maintained. Mike Doi said he would investigate what can be done to the building until some other action is taken. Council liaison Hix said the Council is approving the demolition for an upcoming budget.

Harold Timmons said he has old paperwork from the airport when he was the manager. Michael Doi said he would be happy to receive the paperwork and Mr. Timmons said he would give him the information after the meeting.

David Carlton said the hangar renters should be advised before the locks are installed so that someone doesn’t try to open their hangar door and burn up their motor. It was requested that signs be posted at the switch and Don Miles said it would be done.

Updates and Reports:

- FBO Update (Phillip Wolford)
 - Phillip Wolford was not at the meeting so there was no FBO update.
- Consultant Update
 - Jeff Olson was not at the meeting so there was no consultant update.
- Airport Manager Update
 - September 2023 IDOT Inspection Update. Michael Doi provided an update on the September IDOT inspection. The IDOT inspectors were impressed at the general condition of the airport. Everything was clean, the runway pavement and striping looked good and the grass was neatly mowed.

Notes were made of a few runway lights that were burnt out and other minor items. The

inspectors noted a number of trees that impeded upon the runway safety areas, as well as a creek at the end of the short runway. The lights have since been repaired and the other areas are being evaluated.

- Airport Transportation Improvement Program (TIP). The committee was informed that Michael Doi and Jeff Hanson will be attending the TIP meeting on Friday, October 20, 2023 and a report of the meeting will be provided to the committee.
- Request to construct a private hangar at the airport. Staff have been working for some time with Mr. Maupin, who is interested in constructing a hangar at Galesburg airport. Due to staff turnover, the project stalled but Michael Doi is now working with Mr. Maupin to move the project forward.

New Business:

- Chairperson Repp would like an updated contact sheet including committee members' term status.
- Chairperson Repp asked about remote attendance. Council representative Hix said that Council members may attend remotely under specific circumstances of illness or business for a maximum of four times per calendar year. A question was raised if committee members are included and Councilman Hix said yes, which was confirmed by Ken Springer who looked it up on his cell phone.
- It was decided that the committee would like to continue to have the monthly meetings on the second floor of the Stearman building. Harold Timmons said that is part of the purpose of the building to serve the public so he will verify that the room will be available and will let staff know.

Adjournment:

A motion was made by Ken Springer and seconded by David Christenson to adjourn the meeting and the motion passed unanimously. The meeting adjourned at 3:45 p.m.

Appendix – proposed hangar latch

