



TO: Airport Advisory Commission Members
FROM: Michael Doi, Director of Public Works
DATE: March 22, 2024
SUBJECT: MINUTES - Airport Advisory Commission Meeting on March 21, 2024

Call to Order: Meeting called to order at 3:02 p.m.

<u>Roll Call:</u>	<u>Present</u> Aaron Repp David Christensen (at 3:20pm) David Carlton Phillip Wolford (FBO Rep) Ken Springer (KCAP Rep)	<u>Ex-Officio</u> Michael Doi (Public Works Director)
	<u>Absent</u> Council Liaison Bradley Hix Don Miles (Parks Superintendent)	<u>Public Members in Attendance</u> Bill Hurley

Minutes Approval:

A motion was made by Springer and seconded by Wolford to approve the Minutes of February 15, 2024. Motion approved by unanimous consent.

Citizen Comments:

None

Updates and Reports:

- FBO Update (Phillip Wolford)
None
- Airport Manager Update (Michael Doi)
 - Regional Airport: Sent emails [2/13/2024, 2/21/2024] and follow up email [3/13/2024] to FAA representatives requesting information and a meeting to discuss how the Galesburg airport can become regional.
 - RC Event – emailed IDOT for status of application on 2/29/2024; exchanged emails with John O’Brien; form forwarded from IDOT to FAA on 3/12/2024.
 - Event Form SOP
 - Informed commission that an event form would be created that would include waiting periods for responses from IDOT Aeronautics and FAA
 - Include contacts from FAA & IDOT Aeronautics in form.
 - Project updates
 - Parking Lot Project: Sent email [3/13/2024] and follow up email [3/20/2024] to FAA requesting pre-design meeting for parking lot and access road rehabilitation.
 - Fuel Island Project: Sent email reminder to Jeff Olson for status and next step to move

fuel island replacement project.

- Airport Layout Plan: Sent email to IDOT Aeronautics on 3/13/2024 requesting a project initiation meeting, as required. [Sent follow up email on 3/22/2024]
- Airport Maintenance Update (provided by Michael Doi)
 - Latches have been ordered.
 - It was mentioned that Don Miles said that he planned to move the fence as requested and the commission wanted to know the status of the fence and the tentative date(s) when it would be moved. Mike Doi said he would pose the question to Don Miles. [Email from Don Miles to Mike Doi on 3/22/2024 – working to obtain prices.]

Old/Tabled Business:

- Galesburg becoming a regional airport:
 - Question: Are regional IFR's determined by calendar year?
 - Question: Was Form FAA 5010-1 [Airport Master Record – existing public use airports] updated?
 - Are the regional requirements affected by instrument approaches?
- Status – IDOT inspection from September 2023.
Doi: the ground never froze enough to do any tree removal.
- Purchase of AED (defibrillator)
 - Aaron Repp through the Experimental Aviation organization put together a fund raiser and they have raised \$700 so far for the AED. Aaron will email the commission in case they're interested in purchasing a tee-shirt or donating.
 - Bill Hurley asked if the city cares if it receives the gift by cash or the donation of the AED?
- Solar Project on airport land (revisited)
Mike Doi informed the commission that the solar farm lease was approved by council on 3/4/2024.

New Business

- 3/8/2024 Meeting: City Manager, Phillip Wolford, Mike Doi – Recap: discussed lag in moving projects and importance of moving projects forward. Created Action Items for Mike Doi and Jeff Olson.
- Aaron Repp stated that he may have to miss one or two of the next AAC meetings due to his work (farming). It was discussed that a co-chair should be appointed. David Christensen was nominated by Springer and seconded by Wolford and the commission voted unanimously in favor.

General Discussion of Other Airport Related Topics:

- NOTAM Manager status: Doi said that he is working with IDOT/FAA to obtain his NOTAM certification.
- A request was made to repair the traffic signal at Hawkinson & Fremont, it appears to be a time cycle only, not currently traffic actuated.
- Hangar Construction
 - Involve Dean Maupin.
 - Ask other airports for construction and design costs.
 - Try to obtain a quote from Erect-A-Tube.
 - Create a form that includes the lease/ground rates and other costs.
 - Create a flyer.
- Proposed design of parking lot (Wolford): Phillip Wolford provided a drawing of a proposed layout of additional areas for parking.
 - One of the Stearman staff oversees RV parking. They use the same access road and park RV's to the south.
- Wolford asked about the next step on the maintenance building construction, which would free up a hangar. It was discussed that extra funds would be needed to construct the maintenance building and that the layout needed to be confirmed. Oshkosh just constructed two rows of heated hangars.

- Comment from Bill Hurley: keep record of correspondence to prevent uncertainty and delay.

Next Meeting: April 18, 2024, at 3:00 p.m., International Stearman Community Center, Stearman building, second floor.

Adjournment: A motion was made by Springer and seconded by Wolford to adjourn the meeting at 4:06 p.m.