



TO: Airport Advisory Commission Members
FROM: Michael Doi, Director of Public Works
DATE: May 17, 2024
SUBJECT: MINUTES - Airport Advisory Commission Meeting on May 16, 2024

Call to Order: Meeting called to order at 3:04 p.m.

<u>Roll Call:</u>	<u>Present</u>	<u>Ex-Officio</u>
	Aaron Repp	Michael Doi (Public Works Director)
	David Christensen	Don Miles (Parks & Rec Director)
	David Carlton	Michelle Boos
	Phillip Wolford (FBO Rep)	<u>Public Members in Attendance</u>
	Ken Springer (KCAP Rep)	Scott Delawder
	Council Liaison Bradley Hix (remote)	Andy Johnston
		Bill Hurley
	<u>Absent</u>	Harrel Timmons
		Dean Maupin

Minutes Approval:

Aaron Repp stated that “AWOS” was incorrectly spelled “AWAS”. A motion was made by Christensen and seconded by Carlton to approve the revised Minutes of May 16, 2024. Motion approved by unanimous consent.

Citizen Comments:

- Hurley congratulated the Experimental Aviation Chapter and the City for the quick turn around on purchasing the AED unit.
- Delawder: large amount of trash in the farm field, could clog engines, at the end of runway towards the former tower. Miles: comes from leaves from the street sweeper which are dropped off in the fall and spread over farmer’s fields for fertilizer.

Updates and Reports:

- FBO Update (Phillip Wolford)
No Updates
- Airport Manager Update (Michael Doi)
 - RC Event – Doi informed the commission that he requested an update for the event after the expiration of the 45-day review period and was told that there is one final reviewer left to make comments.
 - Stearman Event – Doi informed the commission that he requested an update for the event after the expiration of the 45-day review period and was told that IDOT couldn’t find the application. Doi resent the information from February. There is still ample time for IDOT review prior to the event.

- Project updates
 - Parking Lot Project: Doi informed the commission that he attended the IDOT pre-design meeting just before coming to the AAC meeting, so the project is moving forward. Doi also stated that per Jeff Olson, Jeff is working with Kewanee on both a fuel island project and a parking lot renovation project and was able to successfully reduce, not eliminate the scope of the parking lot project to provide additional funds for the fuel island project.
 - Fuel Island Project: The possibility of providing additional funding for the fuel island project from a scale back of the parking lot renovation project was discussed. Wolford asked for the schedule for the design and construction services and would like the plan added to the next packet.
 - Airport Layout Plan: Doi informed the commission that the IDOT agreement has been fully executed. The city manager had positive feedback on the direction the airport is heading.
 - Maintenance building: Doi informed the commission that he is working on combining projects for economy of scale for the civil and utility portions of multiple projects.
- Airport Maintenance Update (Don Miles)
 - All latches have been installed; one was broken by not releasing both latches prior to opening the door.
 - A bid has been received for the cost of moving the fence.
 - Wolford: the batwing mower is out-of-whack. Miles: he is aware of the issue.
 - Wolford: there is gravel by taxiway B, possibly pea gravel, not sure how it got there. Repp: is there a radio in the tractor? Miles to check.
 - Wolford: Harrel asked about lighting the flag. Miles to check.
 - Wolford (April AAC meeting): need a cost to paint hangars.

Old/Tabled Business:

- Regional Airport Classification

Doi received a response from FAA. Jeff Olson responded by asking an additional question. Both the FAA response and the question from Jeff Olson were included in the packet. Doi suggested that either the regional airport subject be added as an agenda item for the next AAC meeting or added as a work session. It was requested to add the regional airport subject as an agenda item for the next AAC meeting.
- Status – IDOT inspection from September 2023

Doi: trees are still an issue along with the safety zones at the end of the runways.
- Purchase of AED (defibrillator)
 - Doi informed the commission that the AED has been purchased. Doi then presented a plaque to Aaron Repp, thanking him and the Experimental Aviation Association for the fundraiser which funded the purchase of the AED. The rest of the commission also thanked Aaron.
- Solar Project on airport land (revisited)

No update provided.
- Hangar Construction
 - Dean Maupin requested costs for construction of a private hangar. He sold his house in Davenport. He now splits his time between Oak Run in the summer and Florida in the winter. Springer: will set up a meeting with Community Development. Wolford: need to determine power, approach, tax based on rent. T-hangar tax is approximately \$60.00 per year. Hix: shouldn't be taxed on \$500,000 if the hangar reverts to the city at the end of the lease. Hurley: research starting airport authority, different means of taxing. Doi to ask legal about creating an airport authority. It takes a referendum to authorize and then it becomes a taxing authority. Hix:

not an easy thing to do. Wolford: wants ground lease. Delawder: publish all costs to build, like in Naples and Fort Meyer. Galesburg never had real numbers: need taxes on hangar and taxes on land. Doi to do research. Hix: need to make it easier for people to build. Doi to add agenda item to next commission meeting on private hangars.

New Business

- Develop plan to meet requirements for classification as a regional airport.
A motion was made by Springer and seconded by Wolford to table the agenda item. The motion was approved by unanimous consent.
- Discussion: combining portions of future projects (civil work and utility extensions) for potential cost savings. Include future utility relocation as a part of the fuel island project, if applicable.

General Discussion of Other Airport Related Topics:

- 4/18/24 Meeting: Repp: cranes at sanitary sewer district are not flagged or lighted but he believes they are close enough to the approach for runway 10-28 that they need to be either flagged or lighted. He suggested/requested that a NOTAM be issued. Update: Doi emailed Jeff Olson and Marshall Schrader and received a response from both that a OE/AAA permit was issued and no flags or lights were required for the cranes. Repp believes that the requirements may not be followed or enforced equally.
- Delawder: consider rezoning city-owned property to the west of the airport.
- The website needs to be updated: include land lease, current and upcoming projects and a master plan, see Iowa City's for reference.
- Doi: according to the agenda and "Robert's Rules of Order", citizen comment should come under the citizen comment section. Doi to ask city clerk if citizen comment can be moved to the end of the meeting. [Yes, per city clerk]
- Repp: Upcoming Eagles event, it is a national event. Doi referred everyone to the second page of the agenda which includes upcoming events and important dates.
- Springer: will be unavailable for the June AAC meeting.

Next Meeting: June 20, 2024, at 3:00 p.m., International Stearman Community Center, Stearman building, second floor.

Adjournment: A motion was made by Christensen and seconded by Springer to adjourn the meeting. The motion was approved by unanimous consent and the meeting was adjourned at 4:08 p.m.