



TO: Airport Advisory Commission Members
FROM: Michael Doi, Director of Public Works
DATE: June 21, 2024
SUBJECT: MINUTES - Airport Advisory Commission Meeting on June 20, 2024

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

Roll Call:

Present

Aaron Repp
David Christensen
David Carlton
Phillip Wolford (FBO Rep)
Council Liaison Bradley Hix

Ex-Officio

Michael Doi (Public Works Director)
Don Miles (Parks & Rec Director)
Public Members in Attendance
Bill Hurley
Andrew Nall

Absent

Minutes Approval:

Aaron Repp the last sentence under the first item of the General Discussion be removed. A motion was made by Christensen and seconded by Carlton to approve the revised Minutes of June 20, 2024. Motion approved by unanimous consent.

Citizen Comments:

- No citizen comments.

Updates and Reports:

- FBO Update (Phillip Wolford)
No Updates
- Airport Manager Update (Michael Doi)
 - RC Event – Doi informed the commission that the event was cancelled due to time constraints.
 - Stearman Event – Doi informed the commission that the event received partial approval from the FAA and the final approval should happen shortly.
 - Project updates
 - Airport Layout Plan: Doi informed the commission that he sent another request on 6/14/2024 for an update but has not received a response.
 - Parking Lot Project: Doi informed the commission that surveyors will be on-site in the next two weeks to survey the area for developing the plans.
 - Fuel Island Project: Doi informed the commission that a conference call was held on 6/18/2024 including Jeff Olson & Michael Dudas of Hanson, Phillip Wolford of Jet Air, Don Miles and Mike Doi. Phillip brought up the cost for a similar project in Muscatine, Iowa which had a low bid of approximately \$800,000 and he was unsure why the Galesburg project is expected to cost \$1.4 million. The project will be bid with three options so that it won't have to be rebid if the costs are above the budget.

- Maintenance building: Doi informed the commission at the previous that he is working on combining projects for economy of scale for the civil and utility portions of multiple projects; there were no updates.
- Airport Maintenance Update (Don Miles)
 - The mower was repaired.
 - There is a radio in the tractor.
 - They are getting prices on painting hangars.
 - They are working on lighting the flag.
 - Tree removal will happen this coming winter.

Old/Tabled Business:

- Regional Airport Classification

The commission discussed posting the requirements in a conspicuous place at the airport and encouraging the pilots to call-in at the appropriate times so that their flight can be counted.

 - Encourage pilots to communicate IFR on the ground.
 - Don't cancel until on the ground.
 - Inform the public of the benefits of becoming a regional airport.
 - Develop a "how to" for communicating IFR.
 - Put up posters/notifications.
 - Advertise/put up signs as reminders.
 - Talk to flight schools.
 - Consider providing incentives.
- Status – IDOT inspection from September 2023

Miles: will be done this winter.
- Purchase of AED (defibrillator)
 - Aaron Repp informed the commission that their fund raiser raised enough money to purchase two AED's so an additional one will be installed in one of the Jet Air hangars.
- Solar Project on airport land (revisited)

No update provided.
- Hangar Construction
 - Mike Doi provided a draft pamphlet that provides basic costs and information for prospective pilots who want to construct hangars at Galesburg.
 - Check insurance requirements, most are \$1,000,000.
 - Consider construction verses lease/rental.
 - Need to include tax in rent.
 - Required to pay prevailing wage for construction?
 - Mike Doi, Ken Springer and Steve Gugliotta will be meeting with Dean Maupin on July 8, 2024 to discuss his plan to build a new hangar at Galesburg.
- 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.
- The website needs to be updated: include land lease, current and upcoming projects and a master plan, see Iowa City's for reference.

New Business

No new business.

General Discussion of Other Airport Related Topics:

- Citizen Comments

A motion was made by David Christensen, seconded by Phillip Wolford to move the Citizen Comment section to the end. The motion carried unanimously.

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

Adjournment: A motion was made by Christensen and seconded by Wolford to adjourn the meeting. The motion was approved by unanimous consent and the meeting was adjourned at 4:26 p.m.