



TO: Airport Advisory Commission Members
FROM: Michael Doi, Director of Public Works
DATE: August 16, 2024
SUBJECT: MINUTES - Airport Advisory Commission Meeting on August 15, 2024

Call to Order: Meeting called to order at 3:01 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 (Public Works Admin)
	Phillip Wolford (FBO Rep)	<u>Public Members in Attendance</u>
	Ken Springer (KCAP Rep)	Scott Delawder
	Councilman Liaison Bradley Hix	Stu Olmsted
		Toby Meyers (Jet Air)
	<u>Absent</u>	

Minutes Approval:

Aaron Repp requested the minutes be amended to reflect the following: Under “Draft Lease Agreement Review,” 14CFR Part 77A, remove the “A” and under “General Discussion...”, change bullet point #5 to state “It was brought up” hangar door F3 has a broken door. A motion was made by Christensen and seconded by Springer to approve the amended Minutes of July 18, 2024.

Updates and Reports:

- FBO Update (Phillip Wolford)
The Stearman Fly-In Event will be happening soon. He also mentioned that they purchased a used fuel truck for Jet A fuel.
- Airport Manager Update (Michael Doi)
 - Stearman Event – Mr. Doi informed the commission that there is a limited role for the airport manager.
 - Project updates
 - Airport Layout Plan: Mr. Doi said that he sent an additional request for the initial kickoff meeting to IDOT aeronautics.
 - Parking Lot Project: Mr. Doi informed the commission that the utility locates have been added to the plans for current projects and future planning.
 - Fuel Island Project: No updates were available.
 - Maintenance building: A meeting was held with Cody Basham of Klingner, and he said the price for the maintenance building had gone up significantly, from the original amount to \$400,000 for the building and another \$150,000 for the mechanical, electrical and plumbing. Mr. Wolford asked when the project was scheduled, Mr. Doi said it was scheduled for 2024, but due to the high construction costs, would most likely be moved to 2025.
 - Future Projects: runway 3-21 (\$3.9 million) and runway lighting (\$3 million) projects were

discussed. Christensen asked who makes the decision on the length and width of the runways. Mr. Doi said the FAA makes the decision and will not fund anything over the minimum requirements, but that there is an allowance for the airport to work with the state to fund the project.

- Airport Maintenance Update (Don Miles)
 - Mr. Miles said the fence gate is ordered, the path will be constructed with millings and compacted, Aaron Young is working on the flag lighting. The P.O. for painting the hangars was approved. Mr. Miles said the hangars would be painted white. The awning will be done next week. Staff are waiting for a bid to do the gutters.

Old/Tabled Business:

- Regional Airport Classification

A meeting was held with Mr. Wolford, Mr. Repp and Mr. Doi on Monday, August 12, 2024 and some good ideas came out which will be acted upon in the near future, including requirements to satisfy instrument approach, a poster campaign, and signage at the airport for cancelling flight plans, plus a fuel discount for properly cancelling flights.
- Status – IDOT inspection from September 2023

Mr. Doi said the trees will be removed this winter.
- Solar Project on airport land (revisited)

Mr. Doi said Jeff Olson is working with Community Solar to move the project forward.
- Hangar Construction
 - Set a goal for including taxes in hangar leases.
 - The commission wants staff to consider a wood frame instead of metal for new hangar construction.
 - The commission discussed who should pay for the pavement outside new hangars. Mr. Doi pointed out that the costs for the pavement are included in the new hangar pamphlet.
 - A motion was made by Mr. Wolford and seconded by Mr. Christensen to require Jeff Olson to provide options for locating a new hangar for Mr. Maupin.
- Mr. Wolford said he would like to know when the terminal building demolition would be put out to bid. Mr. Miles said it would be put out for bid either at the end of 2024 or the beginning of 2025.

New Business

No new business.

General Discussion of Other Airport Related Topics:

- It was brought up to remove and save the terminal building plaque before the terminal is demolished.
- The Commission stated that they would like Jeff Olson to attend the next commission meeting.
- Mr. Doi advised that there would be some flight restrictions for the upcoming Democratic National Convention.
- It was discussed keeping an aerial on the screen to reference during discussions. [This would need to be done by Mr. Wolford or someone at the airport.]
- Mr. Doi stated that the TSA sent posters for notification of the flight restrictions for the upcoming Democratic National Convention.
- Mr. Wolford said he would like property tax included in the hangar rental costs.
- Bradley Hix said he will be in Chicago during the next Airport Advisory Commission meeting.
- Aaron Repp may be harvesting and may miss one or more of the next few meetings.

Citizen Comments:

- Mr. Olmsted said that he sees a lot of geese at the airport, and he has noticed holes which could be from coyotes.
- Mr. Miles discussed getting flash bangs from the police department.
- Mr. Myers said the city should investigate a TIF district on this side of Highway 34.
- Scott Delawder recommended a pole barn type hangar instead of steel framed.
- It was requested that language be added to the lease so that the building can be sold during the lease. It was also discussed extending the lease to a 60-year lease.
- Scott Delawder has extra space inside his hangar which backs up against the Civil Air Patrol. Mr. Delawder said he should be paying an extra \$15.00 for the extra space or \$135.00 per month instead of \$120.00 per month.

Next Meeting: August 15, 2024, at 3:00 p.m., International Stearman Community Center, Stearman building, second floor.

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