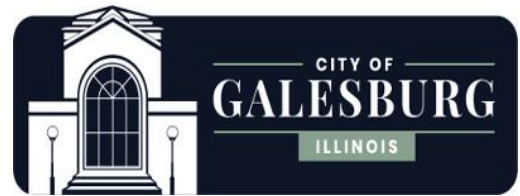


Airport Advisory Commission



MINUTES

January 16, 2025 3:00 p.m.

International Stearman Community Center, Stearman Building, Second Floor

1. Call to Order

The meeting was called to order by Aaron Repp at 3:00 p.m.

2. Roll Call:

Present

Aaron Repp (Chairperson)

David Christensen

David Carlton

Ken Springer (KCAP Rep)

Bradley Hix (Council Liaison)

Ex-Officio

Don Miles (Director of Parks & Recreation)

Aaron Gavin (Director of Public Works)

Absent

Phillip Wolford (FBO Rep)

Public Members in Attendance

Toby Meyers (Jet Air)

Scott Delawder

Bill Hurley

Dave Scharfenberg

Stuart Olmstead

3. Approval of Minutes: November 21, 2024, Meeting

Springer made a motion to accept the minutes of the meeting as presented and seconded by Aaron Repp. The motion passed unanimously.

4. Updates and Reports:

a. FBO Update (Phillip Wolford)

No update. Phillip Wolford absent from meeting.

b. Airport Manager Update (Aaron Gavin)

Aaron Gavin provided an update on the three airport capital projects. The entrance road and parking lot improvements are currently on track for an April letting. The fuel farm project is on a similar letting timeline to the entrance road and parking lot project. However, Hanson Engineering is still awaiting comments from IDOT on the Engineering Report for the project. Any delays in receiving the comments on the report could affect the letting date. A kick-off meeting was held between the City, Hanson Engineering, IDOT, and the FAA last week for the Airport Master Plan project. That project is underway.

Hanson Engineering submitted the FY 2026-2030 Transportation Improvement Plan (TIP) to IDOT at the end of December. The rehabilitation of the north portion of the apron and the realignment of the taxiway project was moved up in the TIP to FY 2026 due to poor pavement condition ratings.

c. **Airport Maintenance Update (Don Miles)**

The awning over the Jet Air walk door has not been installed yet. Crews have not had to perform snow removal but have been close several times. Mother Nature has managed to assist with the removal so far. The transition with our new Heavy Equipment Operator has been flawless, and do not foresee any issues going forward. He was trained very well.

5. Old/Tabled Business:

Aaron Repp asked if there was update on the private hangar with Dean Maupin. Aaron Gavin stated that he did not have an update at this time but did not think there had been any movement on it since the last meeting in talking with City Manager Eric Hanson. The focus at the moment is the three capital projects but it is still planned to continue working on it as time allows.

6. New Business:

Aaron Repp asked if the change in the airport name had been formally reported to the FAA. He believed this could be done using Form FAA 5010. Aaron Gavin stated that he wasn't aware that this had been done but would check into it.

7. General Discussion of other Airport Related Topics

David Christensen stated that he noticed the IFR Flight Plan signs that were put up and they were helpful. Dave Carlton asked how often the regional status of the airport was reviewed by the FAA. Aaron Repp stated that it was every two years and counts would need to be reported on that timeline to keep regional status. Aaron Repp asked if Jeff Olson of Hanson Engineering could assist in finding quarterly reports so that the counts could be monitored on a more frequent basis to ensure the airport is on track to retain the regional status. Aaron Gavin stated that he would discuss this with Jeff Olson and follow-up. Bradley Hix recommended that the airport should try to be at 60% of the total count at the end of the first year.

8. Citizen Comments

Bill Hurley stated that the north side of the hangars does not get sun and it results in snow and ice buildup. Don Miles stated that they would address this issue in the future. Bill also asked if we received the new airport layout plan from Hanson Engineering. Aaron Gavin stated that it was a work in progress and would take several year to complete the final plan.

Scott Delawder asked if the airport layout plan would address having more accessible restrooms on site. Aaron Gavin stated that this could be reviewed during the airport master plan development process. Aaron Repp stated that he received an update on this from Jeff Olson, and an accessible restroom is only required during business hours according to State statute. Scott Delawder inquired about the status of the new maintenance building and whether a restroom would be included. Don Miles stated that the City was currently short on funds for the new maintenance building but it was still in the long-term plan when funds are available. Scott Delawder asked if an open house and fly-in could be held at a later date to celebrate and recognize the re-naming of the airport. Aaron Gavin stated that the City would look into holding something at the airport in the Spring.

Tobey Meyer asked if the change to regional status required gates that controlled entry to the airfield at all times. Macomb airport was cited by the FAA during an inspection because their gate was open during the inspection. Don Miles stated that it was his understanding that current protocol was for our gates to be shut, regardless of the status but he will look into it.

9. Next Meeting: The next meeting will be Thursday, February 20, 2025 at 3:00 p.m..

10. Adjournment: A motion was made by David Christensen, seconded by Ken Springer, to adjourn the meeting at 3:21 p.m.

Upcoming Airport Events

Date(s)	Event