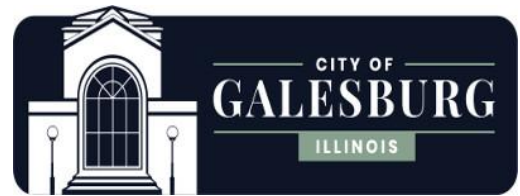


Airport Advisory Commission



MINUTES

May 22, 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 3:02 p.m.

2. Roll Call:

Present

Aaron Repp (Chairperson)

David Christensen

David Carlton

Phillip Wolford (FBO Rep)

Bradley Hix (Council Liason)

Ex-Officio

Don Miles (Director of Parks & Recreation)

Aaron Gavin (Director of Public Works)

Absent

Ken Springer (KCAP Rep)

Public Members in Attendance

Bill Hurley

Tobey Meyers (Jet Air)

Scott Delawder

Stuart Olmstead

Dave Scharfenberg

3. Approval of Minutes: April 17, 2025, Meeting

Christenson made a motion to accept the minutes of the meeting as presented and seconded by Phillip Wolford. The motion passed unanimously.

4. Updates and Reports:

a. FBO Update (Phillip Wolford)

Phillip Wolford stated that he had nothing to update on.

b. Airport Manager Update (Aaron Gavin)

Aaron Gavin provided the Airport Manager update and stated that bids for the parking lot project were received and within budget. The City recommended to award the project and also accepted the alternate bid to further expand the lot. The next step to execute the project is to approve an intergovernmental agreement with IDOT for the project. It will take at least several months and maybe longer before IDOT will have that ready. The soonest construction will start is in the Fall depending on IDOT's timeline.

The Airport Master Plan project is underway. City staff is working on updating the based aircraft inventory for the airport. The information in the inventory will be used in the planning process and therefore needs to be updated and accurate.

An update on the fuel farm project was also provided. Jeff Olson told City staff that the bid plans will go to IDOT for advertisement soon. It will be advertised at least a month to give potential bidders ample time to provide an accurate bid.

Aaron Gavin was asked if public involvement would be a part of the Airport Master Plan project as discussed at a previous meeting. Aaron stated that he would follow up with the consultant. It was also asked if there was an update on the AWOS system. Aaron stated that emails had been sent again to the company doing the repairs with no response. Aaron had a discussion with IDOT Aeronautics and was told due to the age of the system and unavailability of parts, there is nothing they can do to speed up the process.

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

Don Miles provided the airport maintenance update stating that mowing operations are going well. Some of the dirt put in by the back door eroded and Don was going to check if it was seeded. A purchase order was put in for a new sign for the airport but no timeline for the work was available yet.

5. Old/Tabled Business:

None

6. New Business:

The Commission discussed the Draft Hangar Land Lease Agreement. Aaron Gavin provided an overview of the language in the agreement. There was general discussion on the language in the agreement and potential proposed changes. It was discussed whether the steel framing requirement was necessary and whether we should consider wood framing. Examples of other airports that have allowed wood framing was provided. It was suggested that a provision could be added that the lessee had to demolish the hangar at the end of the term if it was not maintained. The location and size of the hangars was discussed and it was agreed that the dimensions provided by Phillip Wolford were acceptable. There was discussion on whether the agreement should specify that the hangars are for aeronautical use only.

Due to the number of comments and to give time to review and approve a more finalized version of the agreement, it was recommended to table the item until next meeting. It was stated that additional comments and feedback should be provided to Aaron Gavin by end of day on June 6th.

A motion was made by David Christensen and seconded by David Carlton to table the item until June 6th. The motion passed unanimously.

7. General Discussion of other Airport Related Topics

Aaron Repp stated that a Young Eagles Rally will be held on June 14th. He also thanked Jet Air for donating to help with the rally and that the recent local rally held was successful and there were several attendees that were excited to start flight training.

8. Citizen Comments

Bill Hurley suggested that an investigation into getting a new AWOS system be done due to the issues and timeframe to get the old AWOS fixed. Phillip Wolford stated that State funding for new AWOS systems was no longer available. Bill Hurley asked who would be liable if an accident were to happen and the AWOS system was down. Aaron Repp stated that the NOTAM issued about the issue should free the airport from liability.

9. Next Meeting: The next meeting will be Thursday, June 19th, 2025 at 3:00 p.m.

10. Adjournment: A motion was made by Phillip Wolford, seconded by David Christensen, to adjourn the meeting at 4:04 p.m.