

HARLAN AIRPORT COMMISSION – January 26, 2016

The Harlan Airport Commission held their regular monthly meeting on Tuesday, January 26, 2016 at 7:00 AM in the City Council Chambers at City Hall.

Present: Randy Pash, and Dan Kleinpaste (By phone)  
Absent: Rob Jackson  
Also Present: Olin Pash, Mayor Gene Gettys, Eric Johnson from Kirkham Michael and Terry L. Cox

The meeting was called to order. It was moved by Dan Kleinpaste and seconded by Randy Pash to approve the agenda as presented. Motion carried unanimously.

Conflicts of interest are to be stated if and when applicable: None stated.

It was moved by Dan Kleinpaste and seconded by Randy Pash to approve the December 22, 2015 meeting minutes. Motion carried unanimously.

It was moved by Dan Kleinpaste and seconded by Randy Pash to approve the bills as attached. Motion carried unanimously.

FBO Report was presented. (See attached)

- Warranty on the pumps and totalizer.
- Nothing has been done with the totalizer.
- Olie is still waiting for Ruthanne Grimsley to help him with the computer. TC called her at 1:45 P.M. on 1/26/16 to discuss this.

City Administrator's Report was presented as follows:

- Eric Johnson with Kirkham Michael was present to discuss what the time table is for the 2016 HNR Lighting Project and the bids have to be into the FAA by April 19<sup>th</sup>, 2016.
- Eric will also create a punch list of what the Contractor has left to do and will work with Scott Almeida to find out how much money we are holding.
- Eric Johnson stated that the weather was bad around the holidays and the ride with Jeff Lewis never got done. They will go for an airplane ride on March 12<sup>th</sup>, 2016 to review the trees and FAA requirements.
- Olie stated that they need more training on the new pump.
- Terry went through some items that he received from the Iowa Airport Organization and the annual meeting will be in Dubuque on May 11<sup>th</sup>-13<sup>th</sup>, 2016.
- Terry stated that the Aircraft Insurance Policy is done and we will give a copy to Tom Ouren at The Agency.
- Dan Kleinpaste told Terry to sign the Airport Hangar Lease for 6C.
- The water usage must have been done during the projects and there is no leak.
- Terry is working on a new Hangar Agreement with #9 and they are paid up until September.
- The Mayor would like a copy of the Airport hangar renters.
- The City has a 5 year contract with Todd Larsen with the farm property and there is a copy in the file. \$250/month

The next meeting will be on February 16, 2016 at 7:00 A.M. in the Council Chambers at City Hall.

There being no further business, meeting was adjourned.

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TERRY L. COX, Recording Secretary

*These minutes are as recorded by the secretary and are subject to Commission approval at the next regular meeting.*

HARLAN AIRPORT COMMISSION – February 16, 2016

The Harlan Airport Commission held their regular monthly meeting on Tuesday, February 16, 2016 at 7:00 AM in the City Council Chambers at City Hall.

Present: Randy Pash, Rob Jackson and Dan Kleinpaste (By phone)

Absent: None

Also Present: Olin Pash, Jay Christensen and Terry L. Cox

The meeting was called to order. It was moved by Randy Pash and seconded by Rob Jackson to approve the agenda as presented. Motion carried unanimously.

Conflicts of interest are to be stated if and when applicable: None stated.

It was moved by Randy Pash and seconded by Dan Kleinpaste to approve the January 26, 2016 meeting minutes. Motion carried unanimously.

It was moved by Dan Kleinpaste and seconded by Randy Pash to approve the bills as attached. Motion carried unanimously.

FBO Report was presented. (See attached)

- Had a question on the Regional Water bill and he will call them to find out why there is so much water being used per the meter.

City Administrator's Report was presented as follows:

- Mead & Hunt gave us a quote on how to do business on the 2016 HNR Lighting Project which you need for a federal grant. The bill will be an estimated \$4,000.
- We did not receive a punch list from Kirkham Michael; Terry will call them.
- Terry wanted to discuss the Airport Ordinance and the memberships. The Airport Commission decided that what they worked up needed to go to City Council tonight because it would work really well to have members outside the county.
- Terry has called Seneca, Fuel Master and Yant regarding more training on the pumps and the totalizer.
- We will have Mr. Archambault come in April/May when Dan gets back.
- The Hangar Policy will be looked at very soon to see if there needs to be any changes.
- The Mayor would like to appoint Rob Jackson's replace on April 1<sup>st</sup> and they all suggested Scott Pigsley. He is the President of the 8-Ball Club and has been a pilot for 20 years for the Iowa State Patrol.

The next meeting will be on March 22, 2016 at 7:00 A.M. in the Council Chambers at City Hall.

There being no further business, meeting was adjourned.

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TERRY L. COX, Recording Secretary

*These minutes are as recorded by the secretary and are subject to Commission approval at the next regular meeting.*

HARLAN AIRPORT COMMISSION – March 22, 2016

The Harlan Airport Commission held their regular monthly meeting on Tuesday, March 22, 2016 at 7:00 AM in the City Council Chambers at City Hall.

Present: Randy Pash, Rob Jackson and Dan Kleinpaste (By phone)  
Absent: None  
Also Present: Rob (Kirkham Michael), Olin Pash, Jay Christensen and Terry L. Cox

The meeting was called to order. It was moved by Rob Jackson and seconded by Randy Pash to approve the agenda as presented. Motion carried unanimously.

Conflicts of interest are to be stated if and when applicable: None stated.

It was moved by Dan Kleinpaste and seconded by Rob Jackson to approve the February 16, 2016 meeting minutes. Motion carried unanimously.

It was moved by Dan Kleinpaste and seconded by Rob Jackson to approve the bills as attached. Motion carried unanimously.

FBO Report was presented. (See attached)

- Still waiting on Ruthanne Grimsley to help him with the computer.
- Nothing new on the totalizer.

City Administrator's Report was presented as follows:

- Rob from Kirkham Michael was present and he will get us a punch list that needs to be done and then Olie and the Commission can review it.
- The paperwork for the 2016 HNR Lighting Project should be coming and Rob is going to check if the LED lights have heaters on them.
- Looking to schedule a meeting with Steve Archambault between April 26<sup>th</sup>, 2016 and the end of May.
- We will be meeting with the two companies that provide us fuel; there is an AV fuel provider.
- The City Council approved the Airport Ordinance changes.
- Went over The Agency's airport bill.
- There is a copy of Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification.
- Everyone thanked Rob Jackson for his many years with the Airport Commission.
- Rob from Kirkham Michael stated that Eric Johnson with Kirkham Michael gave Jeff Lewis a ride regarding the trees.

The next meeting will be on April 26<sup>th</sup>, 2016 at 7:00 A.M. in the Council Chambers at City Hall.

There being no further business, meeting was adjourned.

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TERRY L. COX, Recording Secretary

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HARLAN AIRPORT COMMISSION – April 26, 2016

The Harlan Airport Commission held their regular monthly meeting on Tuesday, April 26, 2016 at 7:00 AM in the City Council Chambers at City Hall.

Present: Randy Pash, Scott Pigsley and Dan Kleinpaste

Absent: None

Also Present: Rob Garber (KMA), Olin Pash, Rob Jackson, Dede S (IT), Julie Leinen and Terry L. Cox

The meeting was called to order. It was moved by Randy Pash and seconded by Scott Pigsley to approve the agenda as presented. Motion carried unanimously.

Conflicts of interest are to be stated if and when applicable: None stated.

It was moved by Randy Pash and seconded by Dan Kleinpaste to approve the March 22, 2016 meeting minutes. Motion carried unanimously.

It was moved by Randy Pash and seconded by Dan Kleinpaste to approve the bills as attached. Motion carried unanimously.

FBO Report was presented. (See attached)

- McCarthy's Construction from Avoca found the water leak, but did not replace the concrete sidewalk that they tore up. The commission asked Terry to talk to Ron Buck and get this fixed.
- Olie spent some time talking about his reimbursement checks/paychecks and they are not getting done on time. Julie Leinen was present to discuss this topic as well and after lengthy discussion it was decided that Olie will bring in a voided check of his and Olie will have direct deposit. When Olie brings in the reimbursements Julie Leinen will have to have Terry or Jane sign for approval.
- Hangar #9 needs lights for security. Terry will work with Roger Bissen to see if he has any ideas and HMU will need to be contacted.

City Administrator's Report was presented as follows:

- Rob Garber had a Punch list for Godberson
- Rob Garber from Kirkham Michael was present to discuss the 2016 HNR Lighting Project and he has met with Jane and Terry to set Public Hearings and other meeting dates for the Council. The Airport Commission would like for the work to start September 1<sup>st</sup>, 2016.
- Dan Kleinpaste is back and will keep us posted on when a good time to meet with Steve Archambault about branded/non-branded fuel will be.
- Flight Breakfast (Father's Day) will be on June 19<sup>th</sup>, 2016.
- Rob from Kirkham Michael stated that Eric Johnson with Kirkham Michael gave Jeff Lewis a ride regarding the trees and Jeff can see the problem and will talk to his siblings about getting something in writing to the City stating that the trees could be cut down, but not taken out.
- Working on a sign out sheet for the courtesy car that will include needing a copy of their drivers license and what company they are here to see, etc.
- Sue Heath sent an email regarding appropriations and all things that go on in Washington and Des Moines.
- Terry passed out hangar information regarding two renters that haven't paid for their hangar. Olie stated that Allen Soll of Tekamah, NE may rent another hangar for awhile for another plane he has.

The next meeting will be on May 24, 2016 at 7:00 A.M. in the Council Chambers at City Hall.

There being no further business, meeting was adjourned.

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TERRY L. COX, Recording Secretary

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## HARLAN AIRPORT COMMISSION – May 24, 2016

The Harlan Airport Commission held their regular monthly meeting on Tuesday, May 24, 2016 at 7:00 AM in the City Council Chambers at City Hall.

Present: Randy Pash, Scott Pigsley and Dan Kleinpaste  
Absent: None  
Also Present: Rob Garber (KMA), Eric Johnson (KMA), Olin Pash, Julie Leinen, Jane Smith, Jay Christensen and Mayor Gene Gettys

The meeting was called to order. It was moved by Randy Pash and seconded by Dan Kleinpaste to approve the agenda as presented with the removal of “Set a Meeting with Steve Archambault” as Commission members have already met with him. Motion carried unanimously.

Conflicts of interest are to be stated if and when applicable: None stated.

It was moved by Randy Pash and seconded by Dan Kleinpaste to approve the April 26, 2016 meeting minutes. Motion carried unanimously.

It was moved by Randy Pash and seconded by Dan Kleinpaste to approve the bills as attached. Motion carried unanimously.

FBO Report was presented. (See attached)

- Annual Flight Breakfast is on June 19<sup>th</sup>. There will be antique tractors on display.
- Construction workers haven't started yet.
- Power outage occurred on – AWOS – Airport Automated Weather Observing system was damaged when a company hit the line while installing fiber optic to Hangar #9. They will be coming back to repair it.
- The City crew completed the sidewalk work at the Airport.
- Keeping up with the mowing and replaced the mower blades, as shown on expense report.

General Report was presented as follows:

- Rob Garber of KMA stated the contractor will be finishing the runway project and there will be additional that needs to be done. A punch list conference will be held.
- Rob also discussed the 2016 HNR Lighting Improvement Project. Bids have been advertised and are due for opening June 3<sup>rd</sup>, 2016. The contract will be awarded at the June 7<sup>th</sup>, 2016 City Council meeting. The application will need to be filed and the project can be started this fall.
- Need to get the trees removed by the Airport. Eric Johnson of KMA stated that Jeff Lewis's mom planted the trees and if they are getting removed, they would like something else planted to reduce erosion. A suggestion was native grasses.
- Jane will create a sign in sheet for the airport courtesy car, requesting the following information: Name, Driver's License Number, Airplane Number and purpose of visit (business or personal)
- There have been two meetings on changing the fuel provider. AV Fuel charges a 2.0% – 2.9% processing fee. Will check on processing fees in the current CityServiceValcon's contract agreement. AV Fuel seems to be a better fit.
- PAPI lights will be installed. The flight check fee of \$10,000 - \$15,000 is included in the grant & is reimbursable up to 90%, with the City responsible for 10%.

The next meeting will be on June 21<sup>st</sup>, 2016 at 7:00 A.M. in the Council Chambers at City Hall.

There being no further business, meeting was adjourned.

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Jane Smith, Recording Secretary

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HARLAN AIRPORT COMMISSION – June 21, 2016

The Harlan Airport Commission held their regular monthly meeting on Tuesday, June 21, 2016 at 7:00 AM in the City Council Chambers at City Hall.

Present: Randy Pash, Scott Pigsley and Dan Kleinpaste  
Absent: None  
Also Present: Rob Garber (KMA), Eric Johnson (KMA), Olin Pash, Julie Leinen, Jane Smith, Jay Christensen and Mayor Gene Gettys

The meeting was called to order. It was moved by Randy Pash and seconded by Scott Pigsley to approve the agenda as presented. Motion carried unanimously.

Conflicts of interest are to be stated if and when applicable: None stated.

It was moved by Randy Pash and seconded by Scott Pigsley to approve the May 24, 2016 meeting minutes. Motion carried unanimously.

It was moved by Randy Pash and seconded by Dan Kleinpaste to approve the bills as attached. Motion carried unanimously.

FBO Report was presented.

Annual Flight Breakfast was on June 19<sup>th</sup>. They served 375 for breakfast and 79 rides were given on Saturday.

- Work on the runway shoulders will start.
- Godbersen-Smith crew picked up rocks and trash from last year's construction areas.
- Need to get the computer and totalizer working to print reports - will contact Dede. Cards will need to be made for the 3 major fuel users for sprayers.
- Will need to be ordering fuel from new provider.

General Report was presented as follows:

- Airport Lighting Improvement Project - Received concurrence in award from FAA; there will be an agreement coming to City Hall to sign and will need to schedule a pre-construction meeting with KMA.
- Crosswind runway is being addressed.
- Will ask Dede to look for used computer and printer for the pilot lounge.
- Continue working on trees with the Lewis family. They are willing to take care of the trees, however, they want native grasses planted there.

It was moved by Randy Pash and seconded by Scott Pigsley to approve changing fuel providers and proceed with AV Fuel Corporation. Motion carried unanimously. There will be an agreement with AV Fuel to sign. Will need to cancel current provider, CityServiceValcon, by sending a notice in writing.

The next meeting will be on July 19, 2016 at 7:00 A.M. in the Council Chambers at City Hall.

There being no further business, meeting was adjourned.

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Jane Smith, Recording Secretary

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## HARLAN AIRPORT COMMISSION – July 19, 2016

The Harlan Airport Commission held their regular monthly meeting on Tuesday, July 19, 2016 at 7:00 AM in the City Council Chambers at City Hall.

Present: Randy Pash, Scott Pigsley and Dan Kleinpaste  
Absent: None  
Also Present: Rob Garber (KMA), Eric Johnson (KMA), Olin Pash, Julie Leinen, Jane Smith, Jay Christensen and Mayor Gene Gettys

The meeting was called to order. It was moved by Scott Pigsley and seconded by Randy Pash to approve the agenda as presented. Motion carried unanimously.

Conflicts of interest are to be stated if and when applicable: None stated.

It was moved by Randy Pash and seconded by Dan Kleinpaste to approve the June 21, 2016 meeting minutes with corrections. Motion carried unanimously.

It was moved by Randy Pash and seconded by Dan Kleinpaste to approve the bills as attached. Motion carried unanimously.

FBO Report was presented.

- Aerial spraying is getting into full force.
- All fuel pumps are up and running – AV Fuel can bring fuel anytime.
- Credit card machine is there – waiting for AV Fuel bank approval.
- Scott's been working with Fuel Master to get computer software issues resolved – hold bills, if received.

### Airport Lighting Improvement Project

- Shop drawings look normal.
- October 1<sup>st</sup> is earliest start date, possibly November.
- Completion in approximately 1 month.
- City will notify K & M when grant documents arrive.
- August 15<sup>th</sup> is the date everything has to be in the system per FAA.

General Report was presented as follows:

- Finalized fuel provider
- 40 gallons of fuel was used for testing and was documented

### General Discussion

- It was moved by Scott Pigsley and seconded by Dan Kleinpaste to drop Direct TV service and to go with Option A - FMCTC Cable/Internet/3 Phone Lines. Motion carried unanimously.
- Discussed purchasing a new computer.
- Discussed long term planning of 5 and 10 years, as well as future equipment needs.
- Received approval from Lewis family to remove trees after harvest. City will need to work with Kurt Boettger to replace trees.

The next meeting will be on August 23, 2016 at 7:00 A.M. in the Council Chambers at City Hall.

There being no further business, meeting was adjourned.

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Jane Smith, Recording Secretary

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HARLAN AIRPORT COMMISSION – August 23, 2016

The Harlan Airport Commission held their regular monthly meeting on Tuesday, August 23, 2016 at 7:00 AM in the City Council Chambers at City Hall.

Present: Randy Pash and Scott Pigsley  
Absent: Dan Kleinpaste  
Also Present: Rob Garber (KMA), Eric Johnson (KMA), Olin Pash, Julie Leinen, Jane Smith, Jay Christensen and Mayor Gene Gettys

The meeting was called to order. It was moved by Scott Pigsley and seconded by Randy Pash to approve the agenda as presented. Motion carried unanimously.

Conflicts of interest are to be stated if and when applicable: None stated.

It was moved by Scott Pigsley and seconded by Randy Pash to approve the July 19, 2016 meeting minutes. Motion carried unanimously.

It was moved by Scott Pigsley and seconded by Randy Pash to approve the bills as attached. Motion carried unanimously.

FBO Report was presented.

- Having issues with Fuel Master – problems with billing reports. Dede is working with Fuel Master support and Lori from the Atlantic airport.
- Rocks were mixed in with fill dirt alongside the west runway. They need to be picked up and grass re-seeded – runway is still not open.
- Low lead shuts off sometimes and have to restart pump
- Bills to sprayers have been sent out
- Totalizer on Jet A works fine. Totalizer on Low Lead isn't working properly – Wally is working on it

Airport Improvement 15/33 Runway Project

- Upon completion of project, we'll have a 1-year performance bond
- Rob will send letter to get rocks cleaned up on west side of runway, fill dirt hauled in and re-seeded
- Concrete panels need to be replaced – will be back the first part of September to do the work

Airport Lighting Improvement Project

- Pre-construction meeting was held
- Voltmer will start by October 1<sup>st</sup>, if possible or if unable to start by October 15<sup>th</sup>, may hold until spring
- Completion will take approximately one month
- Will seed in the spring

General Report was presented as follows:

- Randy will contact FMCTC to check on phone lines
- Discussed Fuel Master service contract options. Will check with Lori in Atlantic to see if they have a service contract and inquire with Dede to see if she thinks a service contract is necessary.
- Discussed water cooler. Griffin Plumbing will provide a price.

General Discussion

- Eric spoke with the Lewis tenants in regards to the trees at the end of the runway. They have 3 requests: to have Plambeck's remove the trees, to seed the area and plant prairie grasses and to tile the ground.
- Gene will contact Todd Argotsinger, requesting he draw up a contract for the Lewis family. Todd will coordinate with KMA.

The next meeting will be on September 20, 2016 at 7:00 A.M. in the Council Chambers at City Hall.

There being no further business, meeting was adjourned.

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Jane Smith, Recording Secretary

*These minutes are as recorded by the secretary and are subject to Commission approval at the next regular meeting.*



HARLAN AIRPORT COMMISSION – September 20, 2016

The Harlan Airport Commission held their regular monthly meeting on Tuesday, September 20, 2016 at 7:00 AM in the City Council Chambers at City Hall.

Present: Randy Pash and Scott Pigsley  
Absent: Dan Kleinpaste  
Also Present: Rob Garber (KMA), Olin Pash, Jay Christensen, Julie Leinen and Jane Smith

The meeting was called to order. It was moved by Randy Pash and seconded by Scott Pigsley to approve the agenda as presented with the noted correction. Motion carried unanimously.

Conflicts of interest are to be stated if and when applicable: None stated.

It was moved by Scott Pigsley and seconded by Randy Pash to approve the August 23, 2016 meeting minutes. Motion carried unanimously.

It was moved by Scott Pigsley and seconded by Randy Pash to approve the bills as attached. Motion carried unanimously.

FBO Report was presented.

- Continue having issues with Fuel Master. Ruthanne will be working with Fuel Master support. Warranty has been extended to October 31, 2016. Service calls that occurred within the last couple of months will be credited to account.
- Godbersen-Smith agreed to clean up rocks along runway and re-seed grass by drilling.
- Fuel prices have automatically changed to .60 per gallon on occasion.
- DOT completed weights and measures inspection – we passed.
- Credit cards and smart cards aren't working with Jet A fuel pump.
- Runway lights were out of service for a short time Friday night 9/16/16 – no known cause

Airport Improvement 15/33 Runway Project

- Rob said Godbersen-Smith will clean up rocks and re-seed grass

Airport Lighting Improvement Project

- Voltmer is planning on starting October 1<sup>st</sup>
- Will notify City 7-10 days prior, so City can notify tenants.

General Report was presented as follows:

- Discussed Fuel Master service contract options.
- Discussed water cooler. Griffin Plumbing bid \$750 - \$800 for water cooler and installation. SAMS Club was \$170. Will check into costs on Amazon Prime.

General Discussion

- Commission would like Ruthanne and Dede to attend the next meeting, October 18, 2016.

The next meeting will be on October 18, 2016 at 7:00 A.M. in the Council Chambers at City Hall.

There being no further business, meeting was adjourned.

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Jane Smith, Recording Secretary

*These minutes are as recorded by the secretary and are subject to Commission approval at the next regular meeting.*

HARLAN AIRPORT COMMISSION SPECIAL MEETING – October 6, 2016

The Harlan Airport Commission held their special meeting on Thursday, October 6, 2016 at 7:00 AM in the City Council Chambers at City Hall.

Present: Dan Kleinpaste, Randy Pash and Scott Pigsley

Absent: None

Also Present: Jay Christensen, Gene Gettys, Olin Pash, Julie Leinen, Dede Schnuettgen, Ruthanne Grimsley and Jane Smith

The special meeting was called to order. It was moved by Pash and seconded by Pigsley to approve the agenda as presented. Motion carried unanimously.

Conflicts of interest are to be stated if and when applicable: None stated.

Discussed fuel pump connectivity issues and options to correct the problems. It was moved by Pigsley and seconded by Pash to approve hiring Voltmer to bore conduit from the airport office building to the fuel pumps, in order to install Cat 5/6 or Fiber optics network cable. This will provide a direct connection to process credit cards, download transactions and process reports over the network, instead of relying on dialup modems. Motion carried unanimously.

Discussed the proposed Memorandum of Understanding between the City and the Lewis family. More information will be gathered and discussed further at the next airport commission meeting.

The next meeting will be on October 18, 2016 at 7:00 A.M. in the Council Chambers at City Hall.

There being no further business, meeting was adjourned.

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Jane Smith, Recording Secretary

*These minutes are as recorded by the secretary and are subject to Commission approval at the next regular meeting.*

HARLAN AIRPORT COMMISSION – October 18, 2016

The Harlan Airport Commission held their regular monthly meeting on Tuesday, September 20, 2016 at 7:00 AM in the City Council Chambers at City Hall.

Present: Randy Pash and Scott Pigsley

Absent: Dan Kleinpaste

Also Present: Jay Christensen, Gene Gettys, Mike Kolbe, Olie Pash, Eric Johnson and Rob Garber (KMA), Ruthanne Grimsley, Julie Leinen and Jane Smith

The meeting was called to order. It was moved by Pigsley and seconded by Pash to approve the agenda as presented. Motion carried unanimously.

Conflicts of interest are to be stated if and when applicable: None stated.

It was moved by Pash and seconded by Pigsley to approve the September 20, 2016 meeting minutes. Motion carried unanimously.

It was moved by Pigsley and seconded by Pash to approve the bills as attached. Motion carried unanimously.

FBO Report was presented.

- Can access Fuelmaster reports now.
- Having problems with runway lights shutting off on occasion.
- Rocks are still on the crosswind runway.
- Noticed some flaking of concrete in an area of the new runway.
- Reported some standing water in different location of the taxiway.

Airport Improvement 15/33 Runway Project

- Commission is not ready to sign Final Acceptance. Godbersen-Smith still needs to clean up rocks, grade the rough areas on grass runway, check the flaking concrete and re-seed the grass.

Airport Lighting Improvement Project

- Voltmer is on hold until Spring – target start date will be April 15, 2017. Will have subcontractor complete directional boring this fall. Will trouble shoot lighting problems, to be included in grant.
- Unified will come in to connect Fuelmaster.

General Report was presented as follows:

- Fuelmaster service agreement on hold. Mel French agreed to extend service agreement through March 2017.
- It was moved by Pigsley and seconded by Pash to approve and proceed with the Memorandum of Understanding between the City and the Lewis family. Motion carried unanimously.
- Commission is interested in a WWII Bomber “Fly-In” next summer.

General Discussion

- Commission would like to see more budget money allocated to technology for the airport. This will be discussed in length at the December meeting.
- Discussed the FY2018 Federal AIP Pre-application information for the 5-year Airport Capital Improvement Program. This is due November 7, 2016.
- Kirkham-Michael will report on airport funding sources at next month’s meeting.

The next meeting will be on November 22, 2016 at 7:00 A.M. in the Council Chambers at City Hall.

There being no further business, meeting was adjourned.

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Jane Smith, Recording Secretary

*These minutes are as recorded by the secretary and are subject to Commission approval at the next regular meeting.*

HARLAN AIRPORT COMMISSION – November 22, 2016

The Harlan Airport Commission held their regular monthly meeting on Tuesday, November 22, 2016 at 7:00 AM in the City Council Chambers at City Hall.

Present: Randy Pash and Scott Pigsley  
Absent: Dan Kleinpaste  
Also Present: Jay Christensen, Gene Gettys, Mike Kolbe, Olie Pash, Rob Garber (KMA) and Jane Smith

The meeting was called to order. It was moved by Pigsley and seconded by Pash to approve the agenda as presented. Motion carried unanimously.

Conflicts of interest are to be stated if and when applicable: None stated.

It was moved by Pash and seconded by Pigsley to approve the October 18 2016 meeting minutes. Motion carried unanimously.

It was moved by Pigsley and seconded by Pash to approve the bills as attached. Motion carried unanimously.

FBO Report was presented.

- John Deere tractor was in the shop last week. Oil leak has been fixed.
- Hoss sprayed around office and hanger areas.
- Voltmer was here last week to locate & repair runway lights. They're working at this time.
- Voltmer is storing materials in Hanger 1-B for next Spring's project.
- CAT6 fiber is completed & system is working.
- Received commission check. Will be printing & submitting monthly reports.

Airport Improvement 15/33 Runway Project

- Runway Project is done. Final Acceptance was given. Godbersen-Smith were paid.
- Will monitor water pooling on the runway.

Airport Lighting Improvement Project

- Voltmer fixed the runway lights temporarily, until next Spring. Bill for boring will be submitted to grant.
- Voltmer would like to get paid for materials in storage.
- Unified was here to connect Fuelmaster. Bill will be paid out of Airport Fund.

General Report was presented as follows:

- The Lewis Family is close to signing the Memorandum of Understanding. If the MOU is signed this winter, the trees can be removed while the ground is frozen.
- Rob reviewed the 5-year Airport Capital Improvement Program. The FAA will approve by Dec. 12<sup>th</sup>
- Land acquisition was discussed as a safety area for the taxiway. Can acquire by purchase or easement. KM would set up survey, platting, notification to land owners, negotiations, etc. Rob will submit application.
- Discussed hanger construction and replacing older hangers.
- Rob reported on airport funding sources. There are Federal and State funds available for approved airport projects. Rob will verify amount of entitlement money the City is holding. \$150,000 is set aside for the City to use every year, for an approved project.
- Ground equipment was discussed. FAA has a spreadsheet showing what equipment is covered.

General Discussion

- This was Dan Kleinpaste's last meeting. Mayor Kohorst will appoint a new commission member.
- Gene will check into changing the Ordinance wording on number of commission members & bring to the next meeting.

The next meeting will be on December 20, 2016 at 7:00 A.M. in the Council Chambers at City Hall.

There being no further business, meeting was adjourned.

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Jane Smith, Recording Secretary

*These minutes are as recorded by the secretary and are subject to Commission approval at the next regular meeting.*

HARLAN AIRPORT COMMISSION – December 20, 2016

The Harlan Airport Commission held their regular monthly meeting on Tuesday, December 20, 2016 at 7:00 AM in the City Council Chambers at City Hall.

Present: Scott Pigsley and Rick Dotzler

Absent: Randy Pash

Also Present: Gene Gettys, Olie Pash, Rob Garber and Scott Almeida (KMA) and Jane Smith

The meeting was called to order. It was moved by Dotzler and seconded by Pigsley to approve the agenda as presented. Motion carried unanimously.

Conflicts of interest are to be stated if and when applicable: None stated.

It was moved by Dotzler and seconded by Pigsley to approve the November 22, 2016 meeting minutes. Motion carried unanimously.

It was moved by Pigsley and seconded by Dotzler to approve the bills as attached. Motion carried unanimously.

FBO Report was presented.

- Business is slower during the winter.
- It rained enough in November to mark the low spot in the concrete taxiway, with paint.
- The street department repaired the hydraulic hose on airport snow plow truck
- Olie announced he would like to extend his contract 6 more months and retire in December of 2017.

General Report was presented as follows:

- Voltmer fixed the runway lights temporarily, until next Spring.
- Voltmer is storing materials at the airport.
- CIP got submitted. Land acquisition should be next project.
- The Lewis Family would like to finalize the Memorandum of Understanding by the first of the year.
- Rob reviewed the 5-year Airport Capital Improvement Program. The FAA will approve by Dec. 12<sup>th</sup>
- Land acquisition was discussed as a safety area for the taxiway. Can acquire by purchase or easement. KM would set up survey, platting, notification to land owners, negotiations, etc. Rob will submit application.

General Discussion:

- Discussed Airport Budget.
- Discussed empty hangers and the need to update or replace the older hangers.

The next meeting will be on January 17, 2017 at 7:00 A.M. in the Council Chambers at City Hall.

There being no further business, meeting was adjourned.

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Jane Smith, Recording Secretary

*These minutes are as recorded by the secretary and are subject to Commission approval at the next regular meeting.*