

HARLAN AIRPORT COMMISSION – April 21, 2020

“Due to the COVID-19 crisis and social distancing recommendations, the Airport Commission meeting was held electronically utilizing Zoom. Everyone was offered to participate by internet connection or by phone.”

The Harlan Airport Commission met on Tuesday, April 21, 2020 at 7:00 AM at City Hall.

Voting Members Present: Scott McLaughlin, Rick Dotzler*

Absent: Ken Hansen

Also Present: Gene Gettys, Sharon Kroger*, Mike Kolbe*, Scott Pigsley*, Rob Garber*, Eric Johnson*

* de-notes participating electronically via Zoom meeting

The meeting was called to order by Chairperson McLaughlin. It was moved by McLaughlin and seconded by Dotzler to approve the adjusted agenda and move items relating to Kirkham Michael earlier in the meeting. Motion carried unanimously.

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

Eric Johnson reviewed hangar door replacement project. It was moved by Dotzler and seconded by McLaughlin to advertise for bids per schedule and set bid opening for Monday, May 18th.

HNR 2021 State Funding Application for additional hangar door replacement was reviewed. The apron rehab project is scheduled and funded for the airport next FY. The hangar door project is not presently funded for local match. It was moved by McLaughlin and seconded by Dotzler to submit the state application to demonstrate interest. Motion carried unanimously.

Gettys provided an overview of what is known about the CARES Act from the FAA. It was moved by McLaughlin and seconded by Dotzler to apply for CARES Act funds for Harlan Airport. Motion carried unanimously.

It was moved by Dotzler and seconded by McLaughlin to keep Chairperson (McLaughlin), Treasurer (Dotzler) and Secretary (Gettys) positions the same thru 4/1/2022. Motion carried unanimously.

It was moved by Dotzler and seconded by McLaughlin to approve the March 30, 2020 meeting minutes. Motion carried unanimously.

The financial reports for the month of March 2020 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

Airport Manager April report was presented. It was moved by McLaughlin and seconded by Dotzler to receive and file the manager report. Motion carried unanimously.

- It was moved by Dotzler and seconded by McLaughlin to approve the amended Minimum Standards for Self-Fueling to be effective May 1, 2020. Motion carried unanimously.
- It was moved by McLaughlin and seconded by Dotzler to approve the Ag Aviation Operations & Policy documents and make them effective at the Harlan Airport. Motion carried unanimously.
- Airport Manager provided status of John Deere 4230 and batwing mower. There are multiple maintenance items such as oil leaks, rear tires, hydraulic hoses, steering column, etc. Information was also shared regarding lease options. No formal proposals or funding have been secured. Gettys will follow-up with City mechanic to review the 4230.
- Gettys will follow-up with finance staff on process for Airport Manager to utilize when purchasing fuel for City owned equipment at airport.
- Fuel sales report was reviewed. It was moved by Dotzler and seconded by McLaughlin to set the initial self-fueling flow fee at \$1.00 / gallon. Motion carried unanimously. This information will be added to the monthly fuel report.
- Hangar Tenant summary was reviewed. There are currently 2 available hangars. No action was taken.
- Access to the terminal building when no personnel is on-site was discussed. It was moved by McLaughlin and seconded by Dotzler to proceed with installing a keyless locking system. Motion carried unanimously.

The next regular meeting is scheduled for Tuesday, May 19 7:00 A.M. at Harlan Airport. An electronic option will also be provided for this meeting.

There being no further business, meeting was adjourned.

Gene Gettys, Recording Secretary

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