

HARLAN AIRPORT COMMISSION – January 25, 2022

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom. Everyone was offered to participate by internet connection or by phone.**

The Harlan Airport Commission met on Tuesday, January 25, 2022, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Ken Hansen

Also Present: Gene Gettys, Scott Pigsley, Greg Bladt, Mike Kolbe, \*Troy Schaben, \*Cory Gaston (Kirkham Michael), \*Eric Johnson (Kirkham Michael)  
\* Indicates participating via telephone

The Commission meeting was called to order by Chair McLaughlin at 7:00 AM. It was moved by Dotzler and seconded by Hansen to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

It was moved by Dotzler and seconded by Hansen to approve the December 14, 2021, meeting minutes. Motion carried unanimously.

The financial reports for the month of December 2021 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

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

- Apron re-hab and Taxilane projects were reviewed by Kirkham Michael. Apron re-hab is on target for Spring construction and will need to establish a pre-construction meeting. Taxilane submittal and comments from FAA were discussed. We are on schedule for a March advertising for bids.
- Gettys commented the 2022/23 airport budget is being included in final submittal to Council and at this time it appears the only potential adjustment may be in capital savings account.
- It was moved Dotzler, second by Hansen to approve security lighting bid dated 1/16/2022 by Springman Electric in an amount not to exceed \$9,800, with contractor proof of minimum insurance, and 1 year warranty on workmanship and contractor materials. Motion carried unanimously.
- Fuel Sales & Pricing report was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. No action was taken.
- After discussion it was moved by Dotzler, seconded by McLaughlin, to adjust hangar rent effective July 1, 2022, per the following schedule: Hangar 1, 2, 3, 4 (increase to \$55), Hangar 5 (remain at \$50), Hangar 6, 7, 8 (increase to \$75), Hangar 9 (remain at \$500), non-aviation use (remain at \$75). Motion carried unanimously.
- Presentation to County Board of Supervisors and an ARPA application was discussed. McLaughlin, Gettys and Pigsley will meet to discuss next steps.

The next regular meeting is scheduled for Tuesday, February 22, 2022, 7:00 A.M. at Harlan Airport (also offered via ZOOM).

There being no further business the 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.*

HARLAN AIRPORT COMMISSION – February 22, 2022

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom. Everyone was offered to participate by internet connection or by phone.**

The Harlan Airport Commission met on Tuesday, February 22, 2022, at 7:10 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin (departed at 7:35 AM), Rick Dotzler, Ken Hansen

Also Present: Gene Gettys, Scott Pigsley, Greg Bladt, \*Mike Kolbe, Cory Gaston (Kirkham Michael), \*Eric Johnson (Kirkham Michael)  
\* Indicates participating via telephone

The Commission meeting was called to order by Chair McLaughlin at 7:00 AM. It was moved by Dotzler and seconded by Hansen to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

It was moved by Dotzler and seconded by Hansen to approve the January 25, 2022, meeting minutes. Motion carried unanimously.

The financial reports for the month of January 2022 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously. Gettys will look into the credits/debits on hangar rent.

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

- Apron re-hab pre-construction meeting may be scheduled late March.
- It was moved by Dotzler and seconded by Hansen to proceed with FAA taxi-lane plan submittal with noted changes to drawings. Motion carried unanimously.
- It was moved by Dotzler and seconded by Hansen to proceed with mower purchase with USDA funds support. Motion carried unanimously. Pigsley will coordinate with City Clerk prior to any further action to ensure compliance with USDA funding requirements.
- Fuel Sales & Pricing report was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. No action was taken.
- Gettys reported the farm lease renewal auto-renewed as the renewal date is March 1. Gettys will report back on a meeting with tenant to discuss terms and future of the agreement.
- Pigsley reviewed presentation to the County for airport update and ARPA funding. McLaughlin & Pigsley will present on March 1 to Board of Supervisors.
- Presentation to County Board of Supervisors and an ARPA application was reviewed. McLaughlin, Gettys and Pigsley will meet to discuss next steps.
- Ken Hansen indicated he is not interested in serving on the Commission after April 1.

The next regular meeting is scheduled for Tuesday, March 30, 2022, 7:00 A.M. at Harlan Airport (also offered via ZOOM).

There being no further business the meeting was adjourned.

Gene Gettys, Recording Secretary

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HARLAN AIRPORT COMMISSION – March 30, 2022

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom. Everyone was offered to participate by internet connection or by phone.**

The Harlan Airport Commission met on Wednesday, March 30, 2022, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Ken Hansen

Also Present: Gene Gettys, Scott Pigsley, Greg Bladt, Rob Garber (Kirkham Michael), Cory Gaston (Kirkham Michael), \*Eric Johnson (Kirkham Michael), Larry Chapman  
\* Indicates participating via telephone

The Commission meeting was called to order by Chair McLaughlin at 7:00 AM. It was moved by Dotzler and seconded by Hansen to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

It was moved by McLaughlin and seconded by Dotzler to approve the February 22, 2022, meeting minutes. Motion carried unanimously.

The financial reports for the month of February 2022 were reviewed. It was moved by Dotzler and seconded by Hansen to approve the financial reports. Motion carried unanimously. Pigsley and Gettys indicated FY22 budget amendments have been reviewed with Jane Smith, City Clerk/Finance Director.

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

- Apron re-hab pre-construction meeting was scheduled to occur March 30 at 9:30 a.m.
- Taxi-lane bids were reviewed. 2 bids were received, Precision Concrete and Bluffs Paving. It was moved by Dotzler and seconded by Hansen to recommend to City Council awarding contract to Bluffs Paving for \$551,901.63 (base + alternate). Motion carried unanimously. Upon Council concurrence this will be submitted to FAA for review and final approval.
- State 5-year CIP was discussed. No action was taken and a consolidated project list will be presented and reviewed at the April meeting.
- It was moved by McLaughlin and seconded by Dotzler to renew Fuelmaster Maintenance Agreement. Motion carried unanimously.
- Fuel Sales & Pricing report was reviewed. Tank inventory is approximately 3000 gallons JetA and 2000 gallons 100LL. It was move by McLaughlin and seconded by Dotzler to immediately increase 100LL price \$0.30 and Jet A price \$0.50 with pro-rated price reduction on next fuel deliveries. Motion carried unanimously.
- Hangar Summary & Seniority was reviewed. No action was taken.

Ken Hansen was recognized and thanked for his service on the Commission.

The next regular meeting is scheduled for Tuesday, April 19, 2022, 7:00 A.M. at Harlan Airport (also offered via ZOOM).

There being no further business the meeting was adjourned.

Gene Gettys, Recording Secretary

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HARLAN AIRPORT COMMISSION – April 19, 2022

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom. Everyone was offered to participate by internet connection or by phone.**

The Harlan Airport Commission met on Tuesday, April 19, 2022, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman

Also Present: Gene Gettys, Scott Pigsley, Rob Garber (Kirkham Michael), Cory Gaston (Kirkham Michael), \*Eric Johnson (Kirkham Michael)  
\* Indicates participating via telephone

The Commission meeting was called to order by Chair McLaughlin at 7:00 AM. It was moved by Dotzler and seconded by Chapman to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

Nominations for Chair and Secretary were received. Chapman recommended keeping McLaughlin as Chair and Dotzler as Treasurer. Nominations ceased. It was moved by McLaughlin and seconded by Chapman to accept nominations as presented. Motion carried unanimously.

It was moved by Dotzler and seconded by Chapman to approve the March 30, 2022, meeting minutes. Motion carried unanimously.

The financial reports for the month of March 2022 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports and Gettys will research \$259 vehicle repair and maintenance charge. Motion carried unanimously.

Airport Manager March report was presented. It was moved by Dotzler and seconded by Chapman to receive and file the manager report, and accept donation of memorial bench from Dahlof to be placed on west side of terminal building. Motion carried unanimously. Gettys will provide donation and gifts policy for review next month.

- Apron re-hab project is underway. Pre-pour meeting for phase 1 may occur in next few days. Kirkham Michael will add Pigsley and Gettys to weekly status reports.
- Taxi-lane project was discussed and all application information has been submitted to FAA.
- State 5-year CIP was reviewed. It was moved Dotzler and seconded by Chapman to submit CIP, moving Terminal Area Pavement Improvements to second from last in future planning, pending City Council approval. Motion carried unanimously.
- It was moved by Chapman and seconded by Dotzler to provide July 1, 2022, thru June 30, 2023, airport manager agreement to Scott Pigsley pending City Council approval. Motion carried unanimously.
- Fuel Sales & Pricing report was reviewed. Tank inventory is approximately 3200 gallons JetA and 1800 gallons 100LL. No action was taken.
- Hangar Summary & Seniority was reviewed. No action was taken.
- Commission will consider a June date RSVP invitation to elected officials for evening tour and meal.

The next regular meeting is scheduled for Tuesday, May 17, 2022, 7:00 A.M. at Harlan Airport (also offered via ZOOM).

There being no further business the meeting was adjourned.

Gene Gettys, Recording Secretary

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# CITY OF HARLAN

CITY HALL 711 DURANT ST BOX 650 HARLAN IA 51537  
PHONE 712-755-5137 FAX 712-755-5138  
EMAIL INFO@CITYOFHARLAN.COM

To: Harlan Airport Commission

Re: Meeting on **Tuesday, May 17, 2022 at 7:00 A.M. @ Harlan Airport**

Internet Connection: Join Zoom Meeting <https://zoom.us/j/96720661633>

Telephone: Dial 1-312-626-6799; meeting ID: 967 2066 1633

## AGENDA

- 1) Call to Order
- 2) Approve Agenda
- 3) Conflict of Interest (if applicable)
- 4) Approve Minutes from April 17, 2022; see attached
- 5) Approve April Financial Reports; see attached
- 6) Airport Manager Report (possible action)
- 7) Items
  - Review Apron rehab project (update only)
  - Review Taxi-lane project (update only)
  - FY '23 State Funding Pre-Application – T-Hangar #3 Rehabilitation for \$150,000 (possible action)
  - Consider parking extension parking for jet display (possible action)
  - Review Donation & Gifts Policy (possible action)
  - Fuel Sales & Pricing (possible action)
  - Hangar Summary & Seniority (possible action)
  - ALP Airport Consultants Selection process & advertising (possible action)
- 8) Other Business
  - County / City visit & tour
- 9) Set meeting for June 2022
- 10) Adjourn

Airport Commission – 6 year term, 2 terms maximum

Name	Term Thru	Terms Left
Scott McLaughlin, Chairperson thru 4/1/24	4/1/2024	1
Rick Dotzler, Treasurer thru 4/1/24	4/1/2027	1
Larry Chapman	4/1/2028	1

City Council Liaison | Greg Bladt (thru 12/31/23)

HARLAN AIRPORT COMMISSION – June 28, 2022

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom. Everyone was offered to participate by internet connection or by phone.**

The Harlan Airport Commission met on Tuesday, June 28, 2022, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman

Also Present: Gene Gettys, Scott Pigsley, Greg Bladt, Cory Gaston (Kirkham Michael), Eric Johnson (Kirkham Michael), Josh Byers (Press)

The Commission meeting was called to order by Chair McLaughlin at 7:00 AM. It was moved by Dotzler and seconded by McLaughlin to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

IGNITE Pathways representatives from Woodbine provided a presentation on partnering for aviation educational exposure for students in Southwest Iowa. Members with the group were Michelle Barry, Justin Wagner, Dave Stamp, Curtis Lee, and Todd Heistand. There will be a team who will provide a further assessment of specific opportunities which may be furthered for Harlan Municipal Airport.

It was moved by Dotzler and seconded by Chapman to approve the May 17, 2022, meeting minutes. Motion carried unanimously.

The financial reports for the month of May 2022 were reviewed. It was moved by McLaughlin and seconded by Chapman. Motion carried unanimously.

Airport Manager May report was presented. It was moved by Dotzler and seconded by McLaughlin to receive and file the manager report.

- Apron re-hab project is complete. Kirkham Michael is finalizing punch list following on-site walk through with contractor on Thursday, June 22.
- Taxi-lane project grant agreement was received from FAA on June 24. It was moved by McLaughlin, seconded by Dotzler, to recommend to City Council to proceed with the agreement. Motion carried unanimously. There was discussion on a haul path which will be reviewed with contractor. Kirkham Michael will contact the contractor about their schedule and next steps.
- Jet display parking area was reviewed. Kirkham Michael submitted FAA Form 7460 and Gettys reported the DOT is okay with using existing entrance and if work is going to take place in the ROW a permit needs submitted. Commission will continue to review timing and priority for this improvement.
- Fuel pricing and inventory was reviewed. No action was taken. A load of JetA is scheduled for delivery as inventory is approximately 1,400 gallons.
- Hangar Summary & Seniority was reviewed. Larry Stuart will be moving out of 5B. No action was taken.
- County ARPA funds were approved by the County for \$20,000 for windows and ventilation (HVAC). Pigsley will proceed with getting 2 bids on windows.
- 2 consultants (Kirkham Michael; Snyder & Associates) submitted proposals for the ALP Airport update. It was moved by Chapman, seconded by Dotzler, to proceed with individually scoring the proposals and submitting to Gettys by Tuesday, July 5. Motion carried unanimously.

The next regular meeting is scheduled for Wednesday, July 27, 2022, 6:30 P.M. at Harlan Airport (also offered via ZOOM). There being no further business the 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.*

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Wednesday, July 27, 2022, at 6:30 PM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman

Also Present: Gene Gettys, Scott Pigsley

The Commission meeting was called to order by Chair McLaughlin at 6:30 PM. It was moved by Dotzler and seconded by McLaughlin to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

Michelle Barry and Justin Wagner from Woodbine IGNITE Pathways were present to discuss use of the airport for aviation program. Discussion included an initial, ideal plan to renovate hangar 2A/2B and additional costs. It was also discussed to provide a phased approach for the first year and see how it goes. It was moved by McLaughlin and seconded by Chapman to recommend to City Council to consider a Memorandum of Understanding w/IGNITE for use of the airport facilities for student aviation. Motion carried unanimously.

It was moved by Dotzler and seconded by Chapman to approve the June 28, 2022, meeting minutes. Motion carried unanimously.

The financial reports for the month of June 2022 were reviewed. It was moved by Dotzler and seconded by Chapman to approve the reports. Motion carried unanimously.

Airport Manager June report was presented. It was moved by Dotzler and seconded by Chapman to receive and file the manager report.

- It was moved by Chapman and seconded by Dotzler to accept the donation of a bench and wall map from Connie Whyte and to work with airport manager on selection and placement. Motion carried unanimously.
- Taxi-lane project pre-construction meeting is tentatively set for August 15<sup>th</sup>.
- Apron re-hab project is complete and contractor has punch list. Awaiting confirmation on a schedule and remediations.
- Jet display parking area was reviewed. Kirkham Michael will respond to FAA regarding questions they had about the project. Commission will continue to review timing and priority for this improvement.
- GPS RWY 15 Approach e-mail from FAA was reviewed.
- Gettys provided an update on the farm lease agreement since meeting with tenant, Chair and WWTP Supt. New lease will need negotiated by March 1.
- Fuel pricing and inventory was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. Updates to hangar assignments will be completed. No action was taken.
- Two (2) bids were reviewed for window replacement with funds made available from County ARPA. No action was taken and will be reviewed again in 3-4 months.
- Airport Manager will be on vacation August 9-14<sup>th</sup> and he has others looking after the airport.
- Kirkham Michael received the best scoring for ALP consultant selection and FAA has been notified. We expect to receive a “Go Letter” in September.

The next regular meeting is scheduled for Tuesday, August 23, 2022, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business the 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.*

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Wednesday, July 27, 2022, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, \*Larry Chapman (participate remotely)  
Also Present: Gene Gettys, Scott Pigsley, Eric Johnson, Cory Gaston

The Commission meeting was called to order by Chair McLaughlin at 7:00 AM. It was moved by Dotzler and seconded by McLaughlin to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

It was moved by Dotzler and seconded by McLaughlin to approve the July 27, 2022, meeting minutes. Motion carried unanimously.

The financial reports for the month of July 2022 were reviewed. It was moved by McLaughlin and seconded by Chapman to approve the reports. Motion carried unanimously.

Airport Manager June report was presented. It was moved by Dotzler and seconded by Chapman to receive and file the manager report.

- Update regarding taxilane project from Kirkham Michael. There are 2 areas on the pavement plan, identified during the pre-construction walk-through, which will be reviewed for adding to the project. Temporary access road has been approved by IDOT. We will await cost change from the contractor for the access road and submit to FAA.
- Apron re-hab project punch list was reviewed. Items 2-4 on the list will be addressed/scheduled with the contractor. Addressing item #1, the haul route asphalt and PCC, was discussed. Engineer will discuss options with the contractor.
- It was moved by Dotzler, seconded by McLaughlin for Gettys to sign and submit the letter to FAA regarding height limitations for jet display parking area. Motion carried unanimously.
- GPS RWY 15 Approach e-mail from FAA was discussed. The items of concern will be addressed with ALP update.
- Maintenance of trees on Lewis property was discussed. Gettys will contact landowner regarding accessing the property when crops are removed to assess maintenance options.
- Fuel pricing and inventory was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. No action was taken. Two (2) are on waiting list.

The next regular meeting is scheduled for Tuesday, September 20, 2022, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business the 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.*



HARLAN AIRPORT COMMISSION – September 20, 2022

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Tuesday, September 20, 2022, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman (participate remotely) Also Present: Gene Gettys, Scott Pigsley, Eric Johnson, Cory Gaston

The Commission meeting was called to order by Chair McLaughlin at 7:05 AM. It was moved by Dotzler and seconded by Chapman to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

It was moved by Dotzler and seconded by Chapman to approve the August 23, 2022, meeting minutes as amended with the correct meeting date. Motion carried unanimously.

The financial reports for the month of August 2022 were reviewed. It was moved by Dotzler and seconded by Chapman to approve the reports. Motion carried unanimously.

Airport Manager August report was presented. It was moved by McLaughlin and seconded by Chapman to receive and file the manager report.

- Farm lease was discussed and options to consider for future which included current tenant, other tenants, as well as CRP ground. Gettys will contact current tenant about options for the future.
- Kirkham Michael provided a taxilane project update. Weekly project reports will be sent to the entire airport commission going forward.
- Kirkham Michael has not had a response from contractor on the punch list items. We will await a response or update from the contractor prior to considering further action on a statement of completion.
- It was moved by Chapman and seconded by Dotzler to proceed with installation of the jet display parking area per the proposed plan including signage. Motion carried unanimously. There was discussion about parking barriers, or a method to contain vehicles within the parking area, and this will be monitored.
- McLaughlin will contact tenant of the land (i.e. Lewis property) north of the airport to coordinate access to view the area and collaborate on options for maintenance.
- Fuel pricing and inventory was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. No action was taken.

The next regular meeting is scheduled for Tuesday, October 18, 2022, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business the meeting was adjourned at 8:10 AM.

Gene Gettys, 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, 2022

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Tuesday, October 18, 2022, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman  
Also Present: Sharon Kroger, Gene Gettys, Scott Pigsley, Eric Johnson, Cory Gaston

The Commission meeting was called to order by Chair McLaughlin at 7:00 AM. It was moved by Dotzler and seconded by Chapman to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

It was moved by Chapman and seconded by Dotzler to approve the September 20, 2022, meeting minutes as amended with the correct meeting date. Motion carried unanimously.

The financial reports for the month of September 2022 were reviewed. It was moved by Dotzler and seconded by Chapman to approve the reports. Motion carried unanimously.

Airport Manager September report was presented. It was moved by McLaughlin and seconded by Dotzler to receive and file the manager report.

- Airport farm lease was discussed. The City continues to seek options for an independent sludge application agreement which has previously been in conjunction with the airport farm lease. Gettys will provide an update at the next meeting.
- Kirkham Michael provided a taxilane project update. Two (2) concrete pours are scheduled within the next week. Contract completion date is mid-November. It was discussed holding off on seeding until the Spring.
- Kirkham Michael has not had a response from contractor on the punch list items for the Apron Rehab project. We will await a response or update from the contractor prior to considering further action on a statement of completion or release of retainage. At this time, it may be Spring before the punch list could be completed.
- A draft Scope of Work for the ALP update was reviewed. It was noted to include accommodations/facility for electrical which is currently housed in the old hangar/office building.
- Draft of 5 Year CIP is due on November 16 and Final is required December 17.
- Tree maintenance north of the airport runway was discussed. Gettys will contact landowner regarding maintenance options.
- Fuel pricing and inventory was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. No action was taken.

The next regular meeting is scheduled for Tuesday, November 15, 2022, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business the meeting was adjourned at 8:36 AM.

Gene Gettys, Recording Secretary

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

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Tuesday, November 15, 2022, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman

Also Present: Sharon Kroger, Gene Gettys, Scott Pigsley, Cory Gaston, Eric Johnson (remote)

The Commission meeting was called to order by Chair McLaughlin at 7:00 AM. It was moved by Dotzler and seconded by Chapman to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

It was moved by Chapman and seconded by Dotzler to approve the October 18, 2022, meeting minutes. Motion carried unanimously.

The financial reports for the month of October 2022 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the reports. Motion carried unanimously.

Airport Manager October report was presented. It was moved by Chapman and seconded by Dotzler to receive and file the manager report.

- Airport farm lease was discussed. It was moved by Dotzler and seconded by Chapman to recommend to City Council a 3-year lease with proposed tenant for \$274/acre (adjusted annually to ISU cash rent survey), and \$125/acre for hay ground, payments due March 1 each year. Motion carried unanimously.
- Kirkham Michael provided a taxilane project update. All concrete is poured. Paint markings, final grading, and seeding will occur next spring. Engineer will ensure contractor has dirt moved and holes filled prior to winter.
- There has been no update or response from the contractor on the punch list items for the Apron Rehab project. At this time, it may be Spring before the punch list could be completed.
- Kirkham Michael will send draft Scope of Work for the ALP update to FAA / Jeff Deitering this week.
- It was moved by McLaughlin, seconded by Dotzler, to submit draft of 5 Year CIP to FFA for review. Motion carried unanimously. Final CIP is due December 17.
- Gettys reported he has been in contact with landowner regarding maintenance options for trees which are growing/re-appearing. Owner indicated they are open to considering other options than cutting down the suckers/trees. Owner was going to discuss possible option with tenant.
- Window proposals for County ARPA project were revisited. The project will be revisited this spring. Project has to be completed by December 31, 2024.
- 2023/24 draft budget was discussed. Final version will be submitted after December meeting.
- Fuel pricing and inventory was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. No action was taken.

It was suggested by Kroger to re-visit with County financial support of the airport.

The next regular meeting is scheduled for Tuesday, December 13, 2022, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business the meeting was adjourned at 8:29 AM.

Gene Gettys, Recording Secretary

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

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Tuesday, December 13, 2022, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman

Also Present: Sharon Kroger, Gene Gettys, Scott Pigsley, Cory Gaston (remote), Eric Johnson

The Commission meeting was called to order by Chair McLaughlin at 7:00 AM. It was moved by Dotzler and seconded by Chapman to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

It was moved by Chapman and seconded by Dotzler to approve the November 15, 2022, meeting minutes. Motion carried unanimously.

The financial reports for the month of November 2022 were reviewed. It was moved by McLaughlin and seconded by Chapman to approve the reports. Motion carried unanimously.

Trina Zomers from Jump Omaha addressed the Commission regarding an event October 5-8, 2022, on airport grounds. The event is termed a 'boogie' and would involve use of grounds/camping while skydivers perform single and tandem jumps throughout the weekend. The Commission took no action and will consider at a future meeting upon receipt of more information.

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

- Taxilane project is on hold for the winter months. A punch list will be developed in the Spring and include such items as stress cracks in the concrete. Apron rehab punch list will be reviewed in the Spring.
- Eric Johnson provided a detailed review of the ALP project comparing the Kirkham Michael proposed Scope of Work to the FAA Master Plan Scope of Work (based upon the e-mail response from FAA/Jeff Deitering). After discussion, it is the intent of the Commission to address and review the 10-20 year plan for the airport and consider such items as expanded runway, zoning regulations (e.g. height, hazards). Eric Johnson will contact Jeff Deitering to schedule a call.
- It was moved by Chapman, seconded by Dotzler, to recommend to City Council submission of the 5 Year CIP with changes as discussed. Motion carried unanimously. Final CIP is due December 17.
- It was moved by Dotzler, seconded by Chapman, to submit 2023/24 budget to City Council with changes as discussed. Motion carried unanimously.
- Fuel pricing and inventory was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. No action was taken.

Gettys reported the 3-year farm lease with Jeff & Karla Hundt was approved by City Council. The next regular meeting is scheduled for Tuesday, January 24, 2023, 7:00 AM at Harlan Airport (also offered via ZOOM).

2022 Airport Manager Performance was reviewed with Scott Pigsley. It was moved by Dotzler, seconded by Chapman, to recommend in the budget to City Council a \$2,400 increase in 23/24 contract to account for inflation/COL. Motion carried unanimously.

There being no further business the meeting was adjourned at 9:29 AM.

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Gene Gettys, Recording Secretary

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