

HARLAN AIRPORT COMMISSION – January 30th, 2018

The Harlan Airport Commission met on Tuesday, January 30th, 2018 at 7:00 AM in the City Council Chambers at City Hall.

Voting Members Present: Randy Pash (Chair), Rick Dotzler, Scott Pigsley
Also Present: Olie Pash, Gene Gettys, Eric Johnson, Rob Garber, Sharon Kroger, Mayor Mike Kolbe

The meeting was called to order at 7:00 a.m. It was moved by Pigsley and seconded by Dotzler 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 Pigsley to approve the December 19th, 2017 meeting minutes. Motion carried unanimously.

The financial reports for the month of December 2017 were reviewed. Gene Gettys distributed current hangar rental assignments and a summary of hangar revenue. It was moved by Pigsley and seconded by Dotzler to approve the financial report. Motion carried unanimously.

FBO Report was presented. It was received and filed.

DOT Statement of Completion for the Tree Removal project was reviewed. It was moved by Pigsley and seconded by Dotzler for the City Administrator to sign and file the DOT Statement. Motion carried unanimously.

The Runway Lighting Flight Inspection Agreement was reviewed and discussed. Once signed it is estimated the inspection will take place in 2 to 3 weeks. It is important for the contractor (Votmer) be on-site during the inspection and Kirkham Michael will ensure this happens. It was moved by Dotzler and seconded by Pigsley to approve the agreement. Motion carried unanimously.

General Report:

- Gene Gettys provided a letter from the City Attorney regarding formal notification to the bond company on the runway repair. Gene will provide suggested changes to the City Attorney prior to sending the letter.
- Eric Johnson from Kirkham Michael handed out the draft of land easement contract (anticipated) AIP Project No. 3-19-00420-010. Discussion took place and once implemented total project length may be 11 months. It was moved by Pigsley and seconded by Dotzler to recommend the Agreement to City Council. Motion carried unanimously.
- Gene Gettys distributed a report related to gas pricing. The report is a work in progress and will be further reviewed at the next meeting. It was determined to add 2 additional airports for comparison purposes (i.e. Carroll and Red Oak).

The next meeting will be on February 27th, 2018 at 7:00 A.M. in the Council Chambers at City Hall.

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.

HARLAN AIRPORT COMMISSION – February 27th, 2018

The Harlan Airport Commission met on Tuesday, January 30th, 2018 at 7:00 AM in the City Council Chambers at City Hall.

Voting Members Present: Randy Pash (Chair), Rick Dotzler, Scott Pigsley
Also Present: Olie Pash, Gene Gettys, Eric Johnson, Sharon Kroger

The meeting was called to order at 7:00 a.m. It was moved by Pigsley and seconded by Dotzler to approve the amended agenda with items #7 and #8 removed. 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 January 30th, 2018 meeting minutes. Motion carried unanimously.

The financial reports for the month of January 2018 were reviewed. Dotzler had a question regarding the 2 charges from REC for the month and Olie Pash confirmed this represents the 2 meters. It was moved by Pigsley and seconded by Dotzler to approve the financial report. Motion carried unanimously.

FBO Report was presented. The FBO report was received and filed.

General Report:

- There has been no response to the City of Harlan to the bond company since the letter was mailed on January 31st. Follow-up was done on February 23rd and a voice mail was left. The City will follow-up and make contact prior to the next meeting to update the Commission on possible next steps.
- Eric Johnson from Kirkham Michael provided an update on the land easement project. He handed out and reviewed the CATEX for the environmental assessment. It was moved by Dotzler and seconded by Pigsley to direct the City Administrator to sign the CATEX application. Motion carried unanimously. Johnson will also be attending a call on February 28th with Ahlers & Cooney law firm regarding the next step in the public information (6B) notification for the project. Gettys will attend the call.
- Gettys updated the Commission there is an annual membership for IPAA of \$150 which we have been a member of for years. It is an advocacy group for Iowa Public Airports. It was determined to continue membership.
- FBO Pash had mentioned in his report the offer from DOT for airport security signs (at no cost) should be pursued. The request for 4 additional signs will be sent to Michael Marr, DOT.
- Gettys distributed an updated report related to gas pricing. The report continues to be a work in progress and will be further reviewed at the next meeting.

Other Business

- Flight Check/Inspection application and was re-signed because the last one was preliminary only. Payment is being made. Once all the information is received they will schedule an inspection.
- Updated hangar space rental summary was distributed.
- Overhead lighting in the in the terminal building/office needs updated as lights and covers are brittle and cracked. Gettys will speak with Facilities staff regarding status of repairs/replacement.

The next meeting will be on March 27th, 2018 at 7:00 A.M. in the Council Chambers at City Hall.

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.

HARLAN AIRPORT COMMISSION – March 27th, 2018

The Harlan Airport Commission met on Tuesday, March 27th, 2018 at 7:00 AM in the City Council Chambers at City Hall.

Voting Members Present: Rick Dotzler, Scott Pigsley (via telephone for entire meeting)
Also Present: Olie Pash, Gene Gettys, Rob Garber, Sharon Kroger

The meeting was called to order by Rick Dotzler at 7:00 a.m. It was moved by Pigsley and seconded by Dotzler to approve the amended agenda. Motion carried unanimously.

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

It was moved by Pigsley and seconded by Dotzler to approve the February 27th, 2018 meeting minutes. Motion carried unanimously.

The financial reports for the month of February 2018 were reviewed. It was moved by Pigsley and seconded by Dotzler to approve the financial report. Motion carried unanimously.

FBO Report was presented. The FBO report was received and filed.

General Report:

- Gene Gettys updated the Commission regarding the March 2nd, 2018 request from CNA Surety for documentation relating to the runway repair performed by Godberson-Smith. Kirkham Michael and the City have prepared a binder of documentation in response. This material will be reviewed with the City Attorney prior to a response to CNA Surety.
- Gettys updated the Commission on the land easement project based upon the e-mail from Eric Johnson received Wednesday, March 21st (attached). Project is on schedule.
- It was moved by Pigsley and seconded by Dotzler to approve the engagement letter from Ahlers & Cooney, Maria Brownell, for legal assistance with the land easement project. Motion carried unanimously.
- Rob Garber distributed the 5 year CIP which needs approved to DOT by May 2018. The bi-fold doors project is considered rehabilitation and will only be funded up to \$75,000 by the DOT/State. City contribution would need to remain the same at approximately \$25,000. It was discussed splitting up the doors into 2 funding cycles to only complete 3 doors in the next FY and consider hangar #4 or hangar #6. Garber will update the CIP and distribute for review & approval prior to approval by City Council.
- Gettys distributed an updated report related to gas pricing. All monthly data is complete from July 2016 forward.
- FBO indicated historically when last purchase of gallons was near depleted is when a fuel price change occurs. New price has historically been set at \$0.60/gallon above purchase price. This would take places when tanks are near 500 gallons remaining from last purchase. FBO will monitor and new price would be set at \$3.10/gallon for Jet A and \$4.58 for 100LL.

Other Business

- IPAA conference is April 25-27 in Des Moines.

The next meeting will be on April 24th, 2018 at 7:00 A.M. at the Harlan Airport.

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.

HARLAN AIRPORT COMMISSION – April 24th, 2018

The Harlan Airport Commission met on Tuesday, April 24th, 2018 at 7:00 AM at the Harlan Airport.

Voting Members Present: Randy Pash, Rick Dotzler, Scott Pigsley
Also Present: Olie Pash, Gene Gettys, Rob Garber, Mayor Mike Kolbe, Sharon Kroger, Eric Johnson (via telephone for a portion of the meeting)

The meeting was called to order by Randy Pash at 7:00 a.m. It was moved by Pigsley and seconded by Dotzler 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 Pigsley to approve the March 27th, 2018 meeting minutes. Motion carried unanimously.

The financial reports for the month of March 2018 were reviewed. It was moved by Pigsley and seconded by Dotzler to approve the financial report. Motion carried unanimously.

FBO Report was presented. The FBO report was received and filed.

General:

- Gene Gettys updated the Commission regarding runway repair and information sent to CNA Surety. Joe Mattingly, a contact from CNA Surety, is attempting to schedule a visit to look at the runway. It was discussed what should be done if Godberson Smith shows up to complete repairs (as happened last week with an impromptu visit from Jason with Godberson). Eric Johnson was consulted via phone call on possible options at this time. Immediately post meeting, via consult with Todd Argotsinger, City Attorney, it was determined no one should begin repairs until directed by CNA Surety.
- Johnson updated the Commission on the land easement project. Survey work has started project is right on schedule. Next step is to set-up informal meetings with the landowners to inform them on the project. Once scheduled the Airport Commission will be notified.
- 2019 State Funding application was reviewed. Gettys will sign the application, as directed by previous City Council resolution, and submit to DOT prior to May 4th.
- Gettys distributed an updated report related to gas pricing. All monthly data is complete from July 2016 forward.

Other Business

- Dathan Pettis submitted a request for credit for the T-Hangar to have it applied to Hangar #9. Per the Hangar Lease Agreement, one quarter of credit (\$135) will be provided to Pettis/Pettis Ag toward Hangar #9.

The next meeting will be on May 22nd, 2018 at 7:00 A.M. at the **Harlan Airport**.

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.

HARLAN AIRPORT COMMISSION – May 22nd, 2018

The Harlan Airport Commission met on Tuesday, May 22nd, 2018 at 7:00 AM at the Harlan Airport.

Voting Members Present: Rick Dotzler, Scott Pigsley, Scott McLaughlin
Also Present: Olie Pash, Gene Gettys, Eric Johnson, Sharon Kroger

The meeting was called to order by Gene Gettys at 7:00 a.m. Nominations for a new Chairperson were received and Scott Pigsley was nominated by Rick Dotzler. Nominations closed and it was moved by Dotzler and seconded by McLaughlin to appoint Pigsley as Chairperson thru 4/1/2020. Motion carried unanimously.

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 Pigsley to approve the April 24th, 2018 meeting minutes. Motion carried unanimously.

The financial reports for the month of April 2018 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial report. Motion carried unanimously.

FBO Report was presented. The FBO report was received and filed. Flight Breakfast is Sunday, June 17th.

General:

- Runway repair updates are complete as Godberson was on-site May 16th and May 18th to repair pop-outs and cracks. Eric Johnson was on-site May 16th and Rob Garber on-site May 18th with the contractors. The work is complete to the Commission satisfaction. Gettys was directed by the Commission to pursue through the City Attorney a 5-year extension on the performance bond specific to pop-outs/clay-balls.
- Johnson updated the Commission on the land easement project. Survey work and legals are complete. Gettys and Johnson will be meeting informally with the landowners later in the morning. Public notice and meetings will likely take place in June / July.
- Gettys distributed an updated report related to gas pricing. There was discussion about the data and monitoring 'shrinkage' (gallons pumped to gallons purchased). No action was taken.

Other Business

- Flight check scheduled for May 18th needed to be rescheduled due to equipment issues with a PAPI control board discovered by Voltmer on May 17th. Possibly impacted a regulator as well. We will await a full assessment of the problem, recommended solutions and costs prior to fixing the issue. When complete the flight check can be rescheduled.
- Hangar #9 has been leased to Pettis Aviation LLC (Dathan Pettis). Due to a court settlement the prior owner (i.e. family) has until May 31st to remove their items from the hangar, specifically a plane and a camper. The camper has been removed and the Ag-Cat plane remains. The Commission directed Gettys to review options if the plane remains on public property for an extended time-period. In addition, the water leak discovered over the winter needs further assessment to make final determination if there is a leak in the line or if it was contained to the hot water heater.

The next meeting will be on June 19th, 2018 at 7:00 A.M. at the Harlan Airport.

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.

HARLAN AIRPORT COMMISSION – June 19th, 2018

The Harlan Airport Commission met on Tuesday, June 19th, 2018 at 7:00 AM at the Harlan Airport.

Voting Members Present: Rick Dotzler, Scott Pigsley, Scott McLaughlin (via telephone)
Also Present: Olie Pash, Gene Gettys, Rob Garber, Mike Kolbe, Sharon Kroger

The meeting was called to order by Scott Pigsley at 7:00 a.m. It was moved by Dotzler and seconded by Pigsley 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 May 22nd, 2018 meeting minutes. Motion carried unanimously.

The financial reports for the month of May 2018 were reviewed. Insurance line item expense is higher than budget on the report because the annual storage tank insurance is usually posted to the line item DNR Fuel Permits. This posting will be changed in the accounting system. It was moved by Dotzler and seconded by McLaughlin to approve the financial report. Motion carried unanimously.

FBO Report was presented. The FBO report was received and filed. Annual Flight Breakfast count from Sunday, June 17th was not available. 184 plane rides were provided Saturday evening.

General:

- Gettys provided a copy of the letter sent to Godberson Smith requesting the performance extension on the runway project related to pop-outs/clayballs. No response yet to the letter.
- Garber provided update on the lighting issues due to a coil in the regulator as well as a control board in the PAPI. Upon motion by Dotzler and second by McLaughlin the DOT emergency funding agreement to assist with funding repairs will be signed and sent back to DOT. V&K will coordinate repairs with Voltmer prior to rescheduling the flight check.
- Gettys provided an update on the land acquisition/easement project with the 2 property owners. Eric Johnson and Gettys had informal meetings with the property owners to explain the project and process. A public hearing date has been scheduled via Council resolution and will be July 17th. Letters have been mailed to property owners and following 6B guidelines from Ahlers & Cooney legal counsel.
- Gettys distributed an updated report related to gas pricing. An idea was shared to add transient or type of aircraft purchasing fuel which could be monitored over time. At the present time tail numbers

Other Business

- Pigsley addressed grass in north runway, cracks in pavement and downspouts on hangars. After discussion it was determined to do a walk-around after the next Commission meeting at the airport to develop and list of possible projects.
- Kroger presented a fundraising idea to the Commission to use the airport for drag/car racing. This type of event/activity has been done in Atlantic. After discussion it was decided to invite the interested group to next month's meeting.

The next meeting will be on July 17th, 2018 at 7:00 A.M. at the Council Chambers.

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.

HARLAN AIRPORT COMMISSION – July 17th, 2018

The Harlan Airport Commission met on Tuesday, July 17th, 2018 at 7:00 AM at the City Hall Council Chambers.

Voting Members Present: Rick Dotzler, Scott Pigsley (arrived 7:26 a.m.), Scott McLaughlin
Also Present: Olie Pash, Gene Gettys, Rob Garber, Mike Kolbe, Sharon Kroger

The meeting was called to order by Rick Dotzler at 7:14 a.m. It was moved by McLaughlin and seconded by Dotzler 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 June 19, 2018 meeting minutes amended with correction to proper engineering firm name, Kirkham Michael. Motion carried unanimously.

FBO report was presented. The FBO report was received & filed.

Lloyd Hauger and Michael Shea addressed the Commission regarding an idea to host drag car racing at the airport runway. This has been done in other communities. In addition to bringing attraction and awareness to the airport it can also generate funds for the airport. After some discussion and prior to taking any further steps, it was recommended to pursue how this may impact FAA funding status and FAA approval of non-aeronautical airport use.

General:

- Garber provided update on the lighting issue. All parts are received or in-transit and waiting on a coil for the regulator before scheduling the repairs.
- Gettys provided an update on the land acquisition/easement project. Project is on track and the public hearing is tonight at City Council meeting.
- Gettys reported gas prices at peer comparison airports have remained stable other than Atlantic dropped Jet A \$0.10 and Denison increased Jet A \$0.20.

The financial reports for the month of June 2018 and FY 2018 were reviewed. Revenue and expense were both 93% of budget. It was moved by McLaughlin and seconded by Pigsley to approve the financial report. Motion carried unanimously.

Other Business

- McLaughlin inquired about parking/staging for sprayer planes and related equipment Discussion ensued and no action was taken.

The next meeting will be on August 28th, 2018 at 7:00 A.M. at the Harlan Airport.

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.

HARLAN AIRPORT COMMISSION – August 28th, 2018

The Harlan Airport Commission met on Tuesday, August 28th, 2018 at 7:00 AM at the Harlan Municipal Airport.

Voting Members Present: Rick Dotzler, Scott Pigsley, Scott McLaughlin
Also Present: Olie Pash, Jane Smith, Sharon Kroger

The meeting was called to order by Scott Pigsley at 7:00 a.m. 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 McLaughlin and seconded by Dotzler to approve the July 17, 2018 meeting minutes. Motion carried unanimously.

The financial reports for the month of July 2018 were reviewed. It was moved by Dotzler and seconded by McLaughlin to approve the financial reports. Motion carried unanimously.

FBO report was presented.

General

- Lighting System Repair: Lighting parts are on back order - should be coming in approximately 2 weeks. Once repaired, flight check will be rescheduled.
- Land Acquisition/Easement Project: FAA has given approval to proceed. The appraisers are going through the Federal process.
- FAA Guidelines for Non-Aeronautical Activities: FAA guidelines state adequate facilities for landing and taking off will remain open to air traffic. Since the one hard surface runway cannot be shut down, the airport will not be able to host drag car racing on the runway. The Commission stated the airport could be used for a car show.
- Airport Commission Membership Discussion: Discussed changing Commission from 3 members to 5, with 3 having aviation experience and 2 from the general public. No action was taken.
- Gas Pricing: Gas pricing spreadsheet was reviewed.

Other Business

- Reviewed maintenance items that need addressed.
- Jane will contact street department to coordinate with Olie, to paint stripes in parking area, fill potholes in hangar area and evaluate pavement cracks in hangar area and fill if possible.
- Olie will take care of grass in cracks in hangar area, attach downspout and address downspout discharge areas.
- Costs for security lighting in darkened hangar areas need to be obtained.

The next meeting will be held September 25th, 2018 at 7:00 A.M. at the Harlan Municipal Airport.

There being no further business, meeting was adjourned.

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 25, 2018

The Harlan Airport Commission met on Tuesday, September 25, 2018 at 7:00 AM at the Harlan Municipal Airport.

Voting Members Present: Rick Dotzler, Scott Pigsley, Scott McLaughlin
Also Present: Olie Pash, Eric Johnson, Sharon Kroger, Gene Gettys

The meeting was called to order by Scott Pigsley at 7:15 a.m. 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 August 28, 2018 meeting minutes. Motion carried unanimously.

The financial reports for the month of August 2018 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

FBO report was presented.

General

- Lighting System Repair (update by Eric Johnson): Lighting parts have been received and Voltmer will coordinate with FBO and engineer for installation this week or next. Once repaired, flight check will be rescheduled.
- Land Acquisition/Easement Project (update by Eric Johnson): Initial appraisal is done and review is near complete before sending to Amy at FAA. Expect this may be complete in next 30 days.
- Supplemental Appropriation Funding: after discussion and review, it was moved by McLaughlin and seconded by Dotzler to make application for supplemental appropriation funding to rehab and expand the apron area, per the ALP, inclusive to the north hangar. Motion carried unanimously.
- Gas Pricing: Gas pricing spreadsheet was reviewed. Discussion was held regarding use of Fuelmaster charge cards during the spraying season. In addition, the merchant fee of 2.24% impacts every dollar charged for fuel and impacts margin. These topics will be added to future agenda for discussion and possible action.

Other Business

- FBO indicated interest to the Commission of renewing FBO contract for 2019.
- Next meeting will provide time to walk around terminal and building to create a log of improvements for furniture & equipment to utilize for future planning and budgeting.

The next meeting will be held October 23, 2018 at 7:00 A.M. at the Harlan Municipal Airport.

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.

HARLAN AIRPORT COMMISSION – October 23, 2018

The Harlan Airport Commission met on Tuesday, October 23, 2018 at 7:00 AM at the Harlan Municipal Airport.

Voting Members Present: Rick Dotzler, Scott Pigsley, Scott McLaughlin
Also Present: Olie Pash, Eric Johnson, Sharon Kroger, Gene Gettys, Jane Smith, Mayor
Mike Kolbe

The meeting was called to order by Scott Pigsley at 7:15 a.m. It was moved by McLaughlin and seconded by Dotzler 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 September 25, 2018 meeting minutes. Motion carried unanimously.

The financial reports for the month of September 2018 were reviewed. Staff will research questions regarding CAS expense as well as budgeted amount for gas commissions. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

FBO report was presented. Mowing of grass is slowing down, hangar doors have been worked on and downspouts are now back on.

General

- Lighting System Repair (update by Eric Johnson): Voltmer is scheduled to be on-site October 25th and they will coordinate with FBO. Once repaired, flight check will be rescheduled.
- Land Acquisition/Easement Project (update by Eric Johnson): Initial appraisals are at FAA and awaiting review appraisals. Project is ahead of schedule.
- Supplemental Appropriation Funding: The application for funding was reviewed. Minor changes will be made such as reflecting partial closure of airport and categorical exclusion is complete. The application will be submitted before October 31 deadline.
- 5 Year CIP was reviewed and no changes in priorities or timing were recommended. CIP will be submitted.
- There was discussion on airport courtesy car. Due to age and condition of Caprice Classic it will be replaced with Ford Expedition. Servicing of vehicle will be handled by City of Harlan. City of Harlan marking/decals will be added to vehicle. It was determined the car is intended to be used locally and not intended for transportation/overnight outside of Harlan/Shelby County. This is at the discretion of the FBO.
- After discussion, it was moved by McLaughlin and seconded by Dotzler to establish gas sales price as purchase price per gallon + \$0.50 per gallon commission + \$0.10 per gallon X merchant processing fee (presently 3.24%). Motion carried unanimously.
- After discussion, it was moved by McLaughlin and seconded by Dotzler to not allow issuance of smart cards or line of credit for gas purchases. Motion carried unanimously.

The next regular meeting will be held November 20, 2018 at 7:00 A.M. at the Harlan Municipal Airport. There will also be a special meeting on November 6, 2018 at 7:00 A.M. at City Hall to review FBO agreement.

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.

HARLAN AIRPORT COMMISSION – November 6, 2018

The Harlan Airport Commission met on Tuesday, November 6, 2018 at 7:00 AM at City Hall Council Chambers.

Voting Members Present: Rick Dotzler, Scott Pigsley, Scott McLaughlin
Also Present: Olie Pash, Sharon Kroger, Gene Gettys

The meeting was called to order by Scott Pigsley at 7 a.m. 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 McLaughlin and seconded by Dotzler to approve the October 23, 2018 meeting minutes. Motion carried unanimously.

The FBO agreement was discussed by the Commission. The current agreement goes through December 31, 2018 and Olie Pash has requested to continue. Information was shared as to how other communities manage their airport, FBO agreements and compensation. The Commission reviewed possible changes to the contract ranging from length of agreement to compensation arrangement. No action was taken.

There was also general discussion about the pavement inspection report next week. In addition, the results of the October 26th inspection report from Michael Marr, Iowa DOT Office of Aviation.

The next regular meeting will be held November 20, 2018 at 7:00 A.M. at the Harlan Municipal Airport.

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.

HARLAN AIRPORT COMMISSION – November 20, 2018

The Harlan Airport Commission met on Tuesday, November 20, 2018 at 7:00 AM at the Harlan Airport.

Voting Members Present: Rick Dotzler, Scott Pigsley, Scott McLaughlin

Also Present: Olie Pash, Sharon Kroger, Mayor Mike Kolbe, Rob Garber, Gene Gettys

The meeting was called to order by Scott Pigsley. 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 McLaughlin and seconded by Dotzler to approve the November 6, 2018 meeting minutes. Motion carried unanimously.

The financial reports for the month of October 2018 were reviewed. It was recommended Olie contact Ashley at City Hall regarding September fuel reports. It was moved by Dotzler and seconded by McLaughlin to approve the financial reports. Motion carried unanimously.

FBO report was presented. Fuel sales have been down due to slower time of year. The DOT has been working on troubleshooting the AWOS, pavement inspection company completed their visit on Monday, Nov. 19th.

Eric Johnson provided a written report the land easement project is on schedule. FAA has reviewed all information and provided the go ahead for next steps.

There was discussion regarding the FBO agreement and compensation. It was moved by Dotzler and seconded by McLaughlin to provide a 6-month FBO agreement beginning January 1, 2019^t with an annual compensation of \$54,000. Motion carried unanimously. Fuel sales commission will no longer be paid.

It was moved by McLaughlin and seconded by Dotzler effective January 1, 2019 fuel sales price will be set as purchase price plus \$0.60. Motion carried unanimously.

Discussion was held regarding filling cracks on the north 700' of runway. Gettys will contact Sta-Bilt for pricing.

The next regular meeting will be held December 18, 2018 at 7:00 A.M. at the Harlan Municipal Airport.

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.

HARLAN AIRPORT COMMISSION – December 18, 2018

The Harlan Airport Commission met on Tuesday, December 18, 2018 at 7:00 AM at the Harlan Airport.

Voting Members Present: Rick Dotzler, Scott Pigsley, Scott McLaughlin

Also Present: Olie Pash, Sharon Kroger, Mayor Mike Kolbe, Rob Garber, Gene Gettys

The meeting was called to order by Scott Pigsley. 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 McLaughlin and seconded by Dotzler to approve the November 20, 2018 meeting minutes. Motion carried unanimously.

The financial reports for the month of November 2018 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

FBO report was presented. AWOS is working as of 12/17/18 due to new transformer; ice has been difficult to remove especially on north side of hangars, activity has been low/slow.

Jared from Voltmer Electric was teleconferenced regarding lighting status. After further troubleshooting the regulator needs replaced. It was moved by Dotzler seconded by McLaughlin to proceed with purchase & replace of regulator and also apply for ISE DOT grant for a total project cost of \$13,422.46. Motion carried unanimously.

CIP review and discussion took place and it was moved by Dotzler and seconded by McLaughlin to submit the CIP with adjusting the apron expansion area to the north and remove one of the snow equipment buildings. Motion carried unanimously.

Eric Johnson provided a written report and the land easement project is on schedule. Next steps are in process with the landowners.

It was moved by McLaughlin and seconded by Dotzler to approve the FBO agreement as updated and offer a 6 month agreement to Olie Pash. Motion carried unanimously.

Presentation of initial budget numbers for 2019/20 budget were handed out. Budget work session for City Council is January 4th and the Commission was invited to attend when discussing the airport.

One estimate has been received regarding filling cracks on the north 700' of runway. Gettys will contact at least one additional provider for a proposal.

The next regular meeting will be held January 29, 2019 at 7:00 A.M. at the Harlan Municipal Airport.

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.