

HARLAN AIRPORT COMMISSION – January 29, 2019

The Harlan Airport Commission met on Tuesday, January 29, 2019 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, Eric Johnson, Jane Smith

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 Dotzler and seconded by McLaughlin to approve the December 18, 2018 meeting minutes. Motion carried unanimously.

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

FBO report was presented. There hasn't been much traffic lately. Olie would like to have another key for the airport courtesy car – City Hall will check on this. Fuel tank removal was discussed – City Hall will research if there's DNR financial assistance available for mitigation.

Eric Johnson, with Kirkham & Michael gave a lighting repair update. Gerad Voltmer with Voltmer Electric was not available for the meeting, but sent an email stating the regulator should be in by the end of February and will be installed as soon as it's received.

Eric Johnson reported the Land Acquisition/Easement project is on schedule. The FAA has provided offers to the landowners for review. The landowners have two weeks to respond with acceptance or a counter offer.

The commission reviewed and discussed the updated Airport FY2019/20 budget.

A 2018 Airplane Fleet Mix Table spreadsheet was reviewed. This information is gathered from instrument traffic recordings. Many of the recordings included larger engine types (Turboprops, Jets), which indicate business is being conducted in the area.

Discussion was held on bean crops planted in the safety area of runway 3. Airport Inspector, Mike Marr has suggested not allowing crops to be planted in that area again.

The commission would like to update the airport terminal in the future, to include a conference table and chairs, new furniture and cabinets with counter.

The next regular meeting will be held February 26, 2019 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 – February 26, 2019

The Harlan Airport Commission met on Tuesday, February 26, 2019 at 7:00 AM at the Council Chambers.

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

Also Present: Olie Pash, Sharon Kroger, Mayor Mike Kolbe, Gene Gettys, Eric Johnson (via telephone)

The meeting was called to order by Scott Pigsley. 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 January 29, 2019 meeting minutes. Motion carried unanimously.

The financial reports for the month of January 2019 were reviewed. Discussion was held regarding the increased cost of storage tank insurance and options were sought for renewal yet no lower cost options available primarily due to the 1,000 gallon tank from 1950. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

FBO report was presented.

Eric Johnson, with Kirkham Michael gave a lighting repair update. Estimated ship date for the new regulator is February 26, 2019. Kirkham Michael will monitor the contractor, Voltmer, for delivery and installation.

Eric Johnson provided a summary breakdown for the Land Acquisition/Easement project. Offers have been negotiated and accepted with the landowners. It was moved by Dotzler and seconded by McLaughlin to approve the easement payments as presented. Motion carried unanimously.

Discussion was held regarding snow removal procedures, equipment, and communications. FBO stated priority areas for snow clearing are the runway, taxiway and hangars in that order. Significant snow events may require the assistance of City staff and equipment and the FBO should request assistance. De-icing liquid for the runway was discussed based upon material and vendor information from Kirkham Michael. Gettys will research pricing information.

The next regular meeting will be held March 26, 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.

HARLAN AIRPORT COMMISSION – March 26, 2019

The Harlan Airport Commission met on Tuesday, March 26, 2019 at 7:00 AM at the Harlan Airport.

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

Also Present: Olie Pash, Sharon Kroger, Gene Gettys, Rob Garber, Eric Johnson (via telephone)

The meeting was called to order by Scott Pigsley. 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 February 26, 2019 meeting minutes. Motion carried unanimously.

The financial reports for the month of February 2019 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

FBO report was presented.

Lighting repair update: regulator is now installed and operational. Eric Johnson will follow-up with FAA on scheduling flight check.

Discussion was held regarding water in each of the underground fuel tanks. No fuel has been sold since this was discovered. Yant (fuel and equipment provider) has been contacted for water removal and inspection. Gettys reported that a telephone discussion with PMMIC indicated additional inspection is not needed by them to resume selling fuel. In addition, due to the nature and timing of this event the City included the repair and potential replacement of the UST as part of damage assessment estimates for disaster declaration.

Discussion was held regarding the Iowa Aviation System Plan 2010-2030. In addition, the Airport Security Plan from June 2005 was reviewed. This plan will be distributed and updated so it is current.

The future of FBO services was discussed. The Commission will begin to assemble an RFP for FBO services.

Rob Garber distributed last year's 5-year CIP plan. This needs to be updated and submitted by April 26th. Review and action will take place at the April meeting.

Quotation for de-icing material from CryoTech was reviewed. It was determined to keep this information for future reference.

The next regular meeting will be held April 23, 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.

AGENDA

Harlan Airport FBO Services Discussion

HARLAN CITY COUNCIL CHAMBERS
CITY HALL

Monday, April 22, 2019, 7:30 A.M.

Open Discussion FBO Services

NO FORMAL ACTION WILL BE TAKEN

HARLAN AIRPORT COMMISSION Work Group – April 22, 2019

The Harlan Airport Commission work group for FBO services met on Monday, April 22, 2019 at 7:00 AM at City Hall Council Chambers.

Present: Rick Dotzler, Scott McLaughlin, Sharon Kroger, Gene Gettys

Discussion only took place regarding future FBO/Airport Manager services. Discussion around content and format of an RFP, possibly sources to publicize, and timeline of process.

No formal action was taken.

Gene Gettys, Recording Secretary

HARLAN AIRPORT COMMISSION – April 23, 2019

The Harlan Airport Commission met on Tuesday, April 23, 2019 at 7:00 AM at the Harlan Airport.

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

Also Present: Olie Pash, Sharon Kroger, Gene Gettys, Mayor Mike Kolbe, Rob Garber, Eric Johnson (via telephone)

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 March 26, 2019 meeting minutes. Motion carried unanimously.

The financial reports for the month of March 2019 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

FBO report was presented. Farm lease tenant will not be planting in areas noted from audit. Olie presented process and reports for monitoring the LL UST. There has been no change and the tank has been stable. It was determined to resume selling LL fuel.

- Eric Johnson will continue follow-up with FAA on scheduling flight check. Voltmer payment will be processed.
- State FY '20 Funding application for bi-fold doors per CIP plan was reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the CIP and submit to DOT.
- Discussion regarding selling fuel during ag spraying season and concerns noted from sprayers about credit card process. FuelMaster system does provide a process for using smartcards with a pre-loaded/paid amount. In addition, auditors have indicated pre-paying if an acceptable process. A recommended process and test will be recommended at next month's meeting.
- There was a recent request from the Commission to consider developing a process to send/push communications to tenants with updates on closures, fuel issues, etc. at the airport. This process will be set-up.
- Gettys updated the Commission there is a workgroup which began developing an RFP for sourcing FBO/Manager services.

The next regular meeting will be held Thursday May 23, 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.

HARLAN AIRPORT COMMISSION – May 23, 2019

The Harlan Airport Commission met on Thursday, May 23, 2019 at 7:00 AM at the Harlan Airport.

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

Also Present: Olie Pash, Sharon Kroger, Gene Gettys, Mayor Mike Kolbe, Rob Garber, Eric Johnson (via telephone)

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 April 23, 2019 meeting minutes. Motion carried unanimously.

The financial reports for the month of April 2019 were reviewed. There was a question regarding the MasterCard charge of \$1.45 and Gettys will research. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

FBO report was presented. Fuel tanks continue to be monitored daily for water. Daily reports were made available along with manual notes on each ticket from the stick/manual reading indicating no water present. Updated mower from City has more hours than previous machine. JD tractor will need new tires in near future as they are 25 years old.

- Eric Johnson has been following up with FAA regarding flight check. It is tentatively scheduled for the week of June 10th. Rob Garber will coordinate with Voltmer to be on-site.
- A draft policy and procedure for pre-purchase of fuel for ag sprayers was reviewed. After discussion it was determined the process will be tested in the coming weeks prior to a final version for consideration.
- It is estimated \$1,500 will be available for terminal furnishings updates. Fridge, microwave, TV and oversized furniture are the priorities. It was moved by McLaughlin and seconded by Dotzler to proceed with having the City Clerk proceed with sourcing options. Motion carried unanimously.
- Mayor Kolbe informed the Commission the family of Clyde Kohl is providing a conference table and chairs for the terminal building in memory of Clyde. He also showed a plaque which can be displayed.
- Gettys updated the Commission there are 6 applicants for the airport manager position. A workgroup will begin first round of interviews on May 31st.
- Grant reimbursement application for the easement acquisition is due in June.
- Discussion for next round of appropriations funding took place and the Commission would like to proceed with another application, possibly including extending the taxiway. This item will be added for next month's agenda.

The next regular meeting will be held Tuesday June 18, 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.

HARLAN AIRPORT COMMISSION – June 18, 2019

The Harlan Airport Commission met on Tuesday, June 18, 2019 at 7:00 AM at the Harlan Airport.

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

Also Present: Olie Pash, Gene Gettys, Mayor Mike Kolbe, Eric Johnson (via telephone)

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 May 23, 2019 meeting minutes. Motion carried unanimously.

The financial reports for the month of May 2019 were reviewed. It is near the end of the fiscal year (June) and the budget is projected to be approximately \$400 in the black. If so, a flat screen TV will be purchased to replace the TV. Olie indicated the existing TV, microwave and fridge could be purchased for \$375. Gettys indicated an invoice from Yant for \$1,500 was received for removing 6 contaminated fuel barrels and it is being held pending further research. It was moved by Dotzler and seconded by McLaughlin to approve the financial reports. Motion carried unanimously.

FBO report was presented. Mowing grass has taken most of his time. He is moving most of his personal items out and sorting items. Olie indicated he is indebted and thankful to the City of Harlan for the many years of contract employment.

- Interviews and selection for manager/FBO took place on May 31. The commission and interview workgroup were pleased with the interest and quality of candidates. It was motioned by McLaughlin and seconded by Dotzler directing City Administrator to offer and secure contracts for airport manager and FBO services to Randy Sievert effective July 1, 2019. Motion carried unanimously (Pigsley abstaining).
- Flight check is complete. Eric Johnson will follow-up with Dave from FAA on receiving final e-mail/report to close out project. In addition, the easement project close-out application for funding is due end of June and Eric will have this completed.
- Application for Federal Appropriations Supplemental Funding is due in October. We will consider amending last year's application to include taxiway expansion. This item will be added for next month's agenda
- Operations for ag sprayers was discussed. A special meeting has been scheduled for Tuesday, July 2nd at 8 a.m. to focus on this topic when the new airport manager may be included.
- Gettys reported on status of pre-paying for fuel test. Updates included only 1 card can be issued per account balance and a maximum of \$5,000 can be pre-purchased per card. This topic will also be reviewed at the July 2nd meeting.

Fuel levels in underground tanks were reported as approximately 4,400 gallons of Jet A and 2,732 of Low Lead. The next regular meeting will be held Wednesday, July 24, 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.

HARLAN AIRPORT COMMISSION – July 1, 2019

The Harlan Airport Commission met on Monday, July 1, 2019 at 9:30 AM at the Harlan Airport.

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

Also Present: Randy Sievert, Olie Pash, Gene Gettys, Sharon Kroger, Mayor Mike Kolbe

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 Dotzler and seconded by McLaughlin to approve the June 18, 2019 meeting minutes. Motion carried unanimously.

- Operations for ag sprayers was discussed and a brief call was made to Tim McClung with the Aviation Bureau. No action was taken.
- Updated pre-purchase fuel guidelines were reviewed. It was suggested to clarify the \$50 set-up fee will be charged per “card” issued. It was moved by McLaughlin and seconded by Dotzler to approve the pre-purchase guidelines with the wording change and notify the ag sprayers by letter. Motion carried unanimously.

The next regular meeting will be held Wednesday, July 24, 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.

HARLAN AIRPORT COMMISSION – July 24, 2019

The Harlan Airport Commission met on Wednesday, July 24, 2019 at 7:00 AM at the Harlan Airport.

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

Also Present: Randy Sievert, Gene Gettys, Mayor Mike Kolbe, Sharon Kroger

The meeting was called to order by Scott Pigsley. 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 July 1, 2019 meeting minutes. Motion carried unanimously.

The financial reports for the month of June 2019 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

FBO report was presented. This was the first report and update from the new Airport Manager which covered a range of maintenance items, flight instruction and the large amount of activity with ag spraying operations at the facility. Fuel sales and fuel ordering was also reviewed.

A written e-mail update was provided from Eric Johnson, Kirkham Michael related to the application for Federal Appropriations Supplemental Funding. No action was taken.

The next regular meeting will be held Tuesday, August 27, 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.

HARLAN AIRPORT COMMISSION – August 13, 2019 – SPECIAL MEETING

The Harlan Airport Commission met on Tuesday, August 13, 2019 at 7:00 AM at the Harlan Airport.

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

Also Present: Randy Sievert, Gene Gettys, Sharon Kroger, Troy Bruck (Agriland), Dathan Pettis (Pettis Ag), Scott Zimmerman (Nutrien), Fred Fountain (Talla Flore Ag)

The meeting was called to order by Scott Pigsley. 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.

The purpose of the special meeting was to review ag operations for the 2019 season thus far which may be used for future planning and operations.

- Fuel purchasing feedback
 - Smart cards did not work all the time because they had to be swiped multiple times; credit cards were working faster
 - Thankful to have 1-day turnaround or less on smart cards because 4 days would not have worked
 - Would be nice if there was a higher limit than \$5,000 per card issued

- Use of ramp space feedback
 - Concern that 10,000 gallon UST is not enough capacity (there were 2 times when there was no fuel Friday, July 19th and Monday, July 22nd; no more than 4 hours)
 - Jet A pump seemed to be pumping very slow
 - Option of a single point coupler
 - When filling up 200 or 500 gallon trailers it would slow down operations as planes would back up at pump
 - It is important to load on concrete

No action was taken at the meeting as it was for feedback and information purposes only.

The next regular meeting will be held Tuesday, August 27, 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.

HARLAN AIRPORT COMMISSION – September 24, 2019

The Harlan Airport Commission met on Tuesday, September 24, 2019 at 7:00 AM at the Harlan Airport.

Voting Members Present: Rick Dotzler, Scott McLaughlin

Also Present: Randy Sievert, Gene Gettys, Mayor Mike Kolbe, Sharon Kroger, Ken Hansen, Rob Garber, Eric Johnson

The meeting was called to order. 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.

Nominations were received for a new Chairperson. Scott McLaughlin was nominated by Dotzler and no other nominations were brought forth. Nominations ceased. It was moved by Dotzler and seconded by McLaughlin to have McLaughlin as the new Chairperson through 4/1/2020. Motion carried unanimously.

It was moved by Dotzler and seconded by McLaughlin to approve the August 27, 2019 meeting minutes. Motion carried unanimously.

The financial reports for the month of August 2019 were reviewed. It was moved by Dotzler and seconded by McLaughlin to approve the financial reports. Motion carried unanimously.

Airport Manager report was presented. He has remained in contact with AVFUEL about fuel prices and one of the LL suppliers is currently unavailable. Mowing continues as well as cleaning around outside of hangars. It was mentioned about presently leaving some grass longer to get a visual of what additional areas could be cropped for hay in the future. Feedback from the group is that is not desired to leave some grass longer due to it's visual impression and proximity to the highway.

- Discussed CIP and e-mail from Anthony Pollard regarding FAA FY 2020 project for apron re-hab/expansion. The project has been listed on the CIP and we will continue with planning and response to FAA. No action was taken.
- Bi-fold door project was discussed. Planning and engineering services agreement with Kirkham Michael are the next step. It was commented that additional types of doors should be considered such as hydro-swingdoors.
- JetA fuel pump assessment and the 3 recommendations from YANT were discussed. It was moved by Dotzler and seconded by McLaughlin to take no action on the recommendations and direct Airport Manager to obtain pricing on duckbill nozzle and single point. Motion carried unanimously.
- Current hangar lease and seniority list from 2010 were distributed. These two items are to be reviewed prior to next meeting for possible action.
- Fuel sales report was distributed and reviewed. It was motioned by Dotzler and seconded by McLaughlin to adjust JetA price to \$3.45/gal and 100LL to \$4.40/gal until 100LL depleted or future pricing not changed unless revenue neutral. Motion carried unanimously.
- Due to time constraints the 90 day review/look-back with the new Airport Manager was not completed and was rescheduled for October 4th at 7 a.m.

The next regular meeting will be held Tuesday, October 22, 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.

HARLAN AIRPORT COMMISSION – October 4, 2019

The Harlan Airport Commission met on Friday, October 4, 2019 at 7:20 AM at Harlan City Hall.

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

Also Present: Randy Sievert, Gene Gettys,

The meeting was called to order. 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.

Discussion and feedback took place regarding the first 90 days of performance for the new Airport Manager. Eight (8) areas were reviewed related to the manager contract. Sievert completed his assessment and ranking then followed by McLaughlin, Dotzler, Hansen and Gettys. The summary ranking and notes are available at City Hall in the Airport Manager agreement file.

It was requested by Sievert to conduct another 90-day feedback assessment of his performance in January 2020. It was moved by Dotzler and seconded by Hansen to review Airport Manager performance at the January 2020 Commission meeting. Motion carried unanimously.

The next regular meeting will be held Tuesday, October 22, 2019 at 7:00 A.M. at the Harlan Municipal Airport.

There being no further business, it was moved by Dotzler and seconded by Hansen to adjourn the meeting. Motion carried unanimously.

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 22, 2019

The Harlan Airport Commission met on Tuesday, October 22, 2019 at 7:00 AM at the Harlan Airport.

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

Also Present: Randy Sievert, Gene Gettys, Mayor Mike Kolbe, Rob Garber, Eric Johnson

The meeting was called to order by Chairperson McLaughlin. 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 September 24 (amended to reflect posted fuel prices of \$3.34 JetA and \$4.42 LL) and October 4, 2019 meeting minutes. Motion carried unanimously.

The financial reports for the month of September 2019 were reviewed. Hangar summary spreadsheet was also distributed. It was moved by Dotzler and seconded by Hansen to approve the financial reports. Motion carried unanimously.

Airport Manager report was presented and will be filed.

- Discussion regarding CIP and Supplemental Appropriations Funding. 5 year CIP was distributed by Rob Garber and a draft is due to DOT in November and final plan in December. Above ground fuel farm will be added to CIP. No action was taken.
- It was moved by Dotzler and seconded by Hanse to recommend to City Council the Engineering Services Proposal from Kirkham Michael for the DOT bi-fold doors project for \$16,500. Motion carried unanimously. Bi-fold door project was discussed.
- Hangar lease and seniority list were reviewed. It was moved by Dotzler and seconded by Hansen to mail new airport lease agreements (unless already have an updated version on-file) and request for contact information to all hangar renters. Motion carried unanimously.
- Fuel sales report was distributed and reviewed. No change to fuel pricing.

The next regular meeting will be held Tuesday, November 19, 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.

HARLAN AIRPORT COMMISSION – November 19, 2019

The Harlan Airport Commission met on Tuesday, November 19, 2019 at 7:00 AM at the Harlan Airport.

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

Also Present: Randy Sievert (via telephone), Gene Gettys, Mayor Mike Kolbe, Sharon Kroger, Rob Garber

The meeting was called to order by Chairperson McLaughlin. 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 October 22, 2019 meeting minutes. Motion carried unanimously.

The financial reports for the month of October 2019 were reviewed. It was moved by Dotzler and seconded by Hansen to approve the financial reports. Motion carried unanimously.

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

- Discussion regarding CIP. Apron Rehab is presently programmed for FAA FY 2020 (Oct '19 – Sept '20) and will be removed from CIP. This project is contingent upon City Council approval. It was moved by Dotzler and seconded by Hansen to approve the CIP with amended dates.
- 2020/21 budget sheets were provided. Budget requests will be reviewed at the December meeting.
- There was discussion regarding the 100LL pump and recent issues which was reviewed during the Airport Manager report. Airport Manager will contact vendors for further assessment.
- Discussion regarding purchase of the refrigerator in the terminal owned by Olie Pash. No action was taken and it was referred back to the Airport Manager.
- Fuel sales report was distributed and reviewed. No change to fuel pricing.
- Hangar seniority list was distributed and reviewed. Updates will be made as discussed and posted in the terminal building.
- Discussion regarding underground storage tank (UST) insurance renewal. Annual premium is increasing \$1,000 and nearly 50% from 2 years ago. Increase is related to age of tanks. Options were discussed and removing the 1000 gallon tank will be further evaluated as the premium savings is over 50% of the renewal.

The next regular meeting will be held Thursday, December 12, 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.

HARLAN AIRPORT COMMISSION – December 16, 2019

The Harlan Airport Commission met on Monday, December 16, 2019 at 7:00 AM at the Harlan Airport.

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

Also Present: Gene Gettys, Sharon Kroger, Rob Garber, Jay Christensen, Rob Jackson, Derald Graybill, Larry Chapman

The meeting was called to order by Chairperson McLaughlin. 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 November 19, 2019 meeting minutes. Motion carried unanimously.

The financial reports for the month of November 2019 were reviewed. It was moved by Dotzler and seconded by Hansen to approve the financial reports. Motion carried unanimously.

Chairman McLaughlin provided an update regarding concerns and status of the Airport Manager. There will be a meeting on January 3, 2020, 7 am at City Hall with the Commission and Airport Manager to review performance, status and plan for moving forward.

- Presentation and discussion regarding CIP. It was moved by Dotzler and seconded by Hansen to approve the CIP for submittal. Motion carried unanimously.
- Gettys provided draft 2020/21 budget. It was moved by Dotzler and seconded by Hansen to recommend draft budget, with \$10,000 for capital reserve, to City Council. Motion carried unanimously.
- PMMIC renewal for underground storage tank (UST) insurance is due in early January. Airport Manager has been completing requirements for the renewal. Renewal paperwork and premium will be submitted in January. There was also an update regarding removal/fill-in-place of the 1,000 tank during the next fiscal year. There is DNR funding available for reimbursement when following required steps.
- Discussion took place regarding Airport Commission size and membership per ordinance. Membership is currently a 3-person Commission with at least 1 member residing within City of Harlan. After discussion it was determined that more communication with tenants about airport operations and status may assist. No action was taken.
- Fuel sales report was distributed and reviewed. No change to fuel pricing.
- All but 3 tenants have returned signed hangar leases and updated insurance verification. City staff will follow-up with the outstanding tenants.
- Hangar seniority list and facility map was distributed. Seniority list will be posted on the bulletin board in the terminal building.

The next regular meeting will be held Tuesday, January 28, 2020 at 7:00 A.M. at the Harlan Municipal Airport

*** LOCATION CHANGE TO CITY HALL 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.