

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

The Harlan Airport Commission met on Tuesday, January 20, 2023, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman (remote; through 7:44 a.m.)
Also Present: Sharon Kroger, Gene Gettys, Scott Pigsley, Cory Gaston, Eric Johnson (remote)

The Commission meeting was called to order by Chair McLaughlin at 7:01 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 December 13, 2022, meeting minutes. Motion carried unanimously.

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

Airport Manager December report was presented. Pigsley highlighted maintenance items which need attention including hangars and terminal. It was suggested to develop a priority list and estimate of costs for future review and possible action. It was moved by Dotzler and seconded by Chapman to receive and file the manager report. Motion carried unanimously.

- Discussion took place regarding the Jump Omaha skydiving event request for October 2023. Gettys provided information on possible land lease option for the event organizer. The event is desired by the Commission while also balancing the need to cover expenses and to ensure insurance coverage and minimize exposure. Gettys will follow-up with event organizer on interest in moving forward.
- Taxilane and Apron rehab projects are on hold for the winter months.
- Eric Johnson provided an ALP project update following discussion with Jeff Deitering at FAA. In summary, FAA supports a full-blown ALP should be the scope for the project, inclusive of an aerial flight covering 10-mile approach corridor from each end of the runway. Kirkham Michael will provide an updated scope to City Administrator and review by FAA for approval. An independent fee estimate (IFE) is required and a negotiated contract needs to be to FAA by April 1.
- Fuel pricing and inventory was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. It was discussed to review non-aviation use language in the hangar lease agreement at a future time. No action was taken.

Airport Manager will be gone Feb 13th-19th and has coverage lined up for his absence.

The next regular meeting is scheduled for Tuesday, February 21, 2023, 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 Tuesday, February 21, 2023, 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 7:03 AM. It was moved by Chapman 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 Chapman to approve the January 20, 2023, meeting minutes. Motion carried unanimously.

The financial reports for the month of January 2023 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the reports. Motion carried unanimously.

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

- There has been no response from the Jump Omaha event organizer about moving forward with a land lease. Gettys will follow-up.
- Taxilane project will finish up this spring with marking, final grading and seeding.
- Eric Johnson reported the contractor for the apron rehab project was in contact regarding final punch list items. This will be scheduled this spring and it was suggested to have walk thru with the contractor to review punch list.
- Eric Johnson reported the FAA has concurred with final scope for the ALP project. An independent fee estimate (IFE) is required and a negotiated contract and grant application needs to be to FAA by May 1. The project may not begin until federal funding is released and entire project may take up to 1 year to complete. Dotzler commented to ensure the project includes a review of electrical for future projects.
- Fuel pricing and inventory was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. No action was taken.

It was recommended to have the Airport Manager to get updated bids for the window project available for the March meeting.

The next regular meeting is scheduled for Tuesday, March 21, 2023, 7:00 AM at Harlan Airport (also offered via ZOOM).

There being no further business the meeting was adjourned 7:59 AM upon motion by McLaughlin and second by Dotzler.

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, March 21, 2023, at 7:00 AM at Harlan Airport.

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

The Commission meeting was called to order by Chair McLaughlin at 7:04 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 February 21, 2023, meeting minutes. Motion carried unanimously.

The financial reports for the month of February 2023 were reviewed. It was moved by Chapman and seconded by Dotzler to approve the reports. Motion carried unanimously.

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

- It was moved by McLaughlin and seconded by Dotzler, to approve the Jump Omaha lease agreement as presented. Motion carried unanimously.
- Taxilane project will have a punch list walk through with contractor on March 22 at 1 p.m.
- Cory will send apron re-hab final punch list items to PCS. Still awaiting scheduling to have walk thru with the contractor to review punch list.
- IFE from Mead Hunt has been received for ALP project. Will compare IFE and engineer estimate to consider engineering agreement to Commission at a special meeting prior to next regular meeting. Grant application needs to be submitted by May 5.
- It was moved by Dotzler and seconded by McLaughlin, to approve the Syntech/Fuelmaster Limited Maintenance Agreement. Motion carried unanimously.
- It was moved by McLaughlin, seconded by Chapman, to recognize SNP Aviation LLC as the FBO service provider at the Harlan Municipal Airport. Motion carried unanimously.
- 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, April 18, 2023, 7:00 AM at Harlan Airport (also offered via ZOOM).

There being no further business the meeting was adjourned 8:08 AM upon motion by Dotzler and second by Chapman.

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, March 21, 2023, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman (remote, left at 7:45 AM)
Also Present: Sharon Kroger, Gene Gettys, Scott Pigsley, Cory Gaston, Eric Johnson

The Commission meeting was called to order by Chair McLaughlin at 7:03 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 March 21, 2023, meeting minutes. Motion carried unanimously.

The financial reports for the month of March 2023 were reviewed. It was moved by Dotzler and seconded by McLaughlin to approve the reports. Motion carried unanimously.

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

- Contractor for taxiway project was on-site effective April 18th to begin final work and punch list. It was noted by Cory Gaston the subcontractor for painting (as the last step) may be delayed.
- Apron re-hab final punch list was sent to PCS. Still awaiting scheduling with contractor to have walk thru review punch list.
- It was moved by Dotzler and seconded by Chapman to recommend to City Council to submit the ALP grant application and approve the engineering agreement with Kirkham Michael. Motion carried unanimously. The application and agreement will be signed and sent to FAA upon approval.
- Discussion was held regarding a Fixed Base Operator (FBO) Lease with the services of SNP Aviation. An agreement will be considered at the May Commission meeting and if approved it would likely mirror the same time-period as the Manager Agreement.
- There have been discussions with Ric Jensen, Jeff Nielsen, and others regarding the jet display. There was an informal meeting on March 24th at the airport to discuss options for maintenance. No action was taken by the Commission.
- Fuel pricing and inventory was reviewed. No action was taken.
- Discussion was held regarding hangar use for non-airworthy aircraft (e.g. out of annual inspection) and non-aviation hangar use. Item 4 of the current lease addresses these items and is consistent with FAA guidelines. Further review and discussion may take place regarding expectations of tenants and enforcement of this lease provision.
- Hangar Summary & Seniority was reviewed. No action was taken.

The next regular meeting is scheduled for Tuesday, April 18, 2023, 7:00 AM at Harlan Airport (also offered via ZOOM).

There being no further business the meeting was adjourned 8:35 AM upon motion by Dotzler and second by Chapman.

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, May 16, 2023, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin (remote), Rick Dotzler, Larry Chapman

Also Present: Sharon Kroger, Gene Gettys, Scott Pigsley, Eric Johnson

The Commission meeting was called to order by Chair McLaughlin at 7:03 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 April 18, 2023, meeting minutes with corrected dates. Motion carried unanimously.

The financial reports for the month of April 2023 were reviewed. It was moved by Chapman and seconded by Dotzler to approve the reports. Motion carried unanimously.

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

- Taxilane project is complete. Some concerns were noted specific to larger rocks and chunks of asphalt still in seeded areas in addition to new graded area which may need adjusted to drain away from concrete. It was discussed to not accept completion and release retainage until satisfied.
- Apron re-hab final punch list is still with PCS. No change in status.
- ALP application has been submitted to FAA in the form of 2 grants, BIL funds and AIP funds. Awaiting both agreements for electronic signatures.
- It was moved by Dotzler and seconded by McLaughlin to recommend to City Council to submit FY '24 State Funding Pre-Application – T-Hangar #3 re-hab. Motion carried unanimously.
- Discussion was held regarding a Fixed Base Operator (FBO) Lease with the services of SNP Aviation. It was stated by the Commission there has been noticeable increase in services offered and fuel use due to SNP Aviation. Discussion took place regarding the agreement language and hangar use. An agreement will be considered at the June Commission meeting.
- Discussed Jet Display maintenance/repairs. No action was taken.
- Fuel pricing and inventory was reviewed. 100LL level is approximately 1,000 gallons and will need to be ordered soon. No action was taken. 100
- Hangar Summary & Seniority was reviewed. No action was taken.

Pigsley reviewed ongoing needs/improvements. Specifically, received a quote to paint/coat roof of Hangar #2 of approximately \$5,000, repairs to parking lot, update of courtesy vehicle. Flight Breakfast is scheduled for June 18th.

The next regular meeting is scheduled for Tuesday, June 13, 2023, 7:00 AM at Harlan Airport (also offered via ZOOM).

There being no further business the meeting was adjourned 8:32 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, June 13, 2023, 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

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 McLaughlin and seconded by Dotzler to approve the May 16, 2023, meeting minutes. Motion carried unanimously.

The financial reports for the month of May 2023 were reviewed. It was moved by Dotzler and seconded by Chapman to approve the reports. Motion carried unanimously.

Airport Manager May report was presented. It included estimates of asphalt parking repair from 2 contractors, Ten Point Construction and Henningsen Construction for future consideration. It was moved by Chapman and seconded by Dotzler to receive and file the manager report. Motion carried unanimously.

- Taxi lane project is complete as reported by Cory Gaston. Concern was noted specific to water draining onto north/south taxi lane versus toward drainage area. Engineer will follow-up. It was discussed to not accept completion and withhold retainage until satisfied.
- Apron re-hab final punch list is still with PCS. It was directed for the city to draft a letter to send to contractor with a deadline for completion, and if not completed to close-out the project and keep retainage.
- ALP grants (BIL and AIP funds) have been e-signed by the city. A kick-off meeting will be scheduled and coordinated by engineer.
- Discussion was held regarding a Fixed Base Operator (FBO) Lease with the services of SNP Aviation. It was moved by McLaughlin and seconded by Dotzler to propose amending the IGNITE MOU to remove Hangar #2. Motion carried unanimously. Gettys will contact IGNITE regarding this proposed change and bring it back to commission.
- Discussed Jet Display maintenance/repairs. Gettys will contact national air force museum regarding guidelines/restrictions on re-painting.
- Fuel pricing and inventory was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. No action was taken.

There was discussion regarding preventative maintenance on hangar roof #5. It was determined to have airport manager follow-up on roof painting estimate, and if \$5,000 or less to proceed with getting work completed by June 22nd.

The next regular meeting is scheduled for Tuesday, July 11, 2023, 7:00 AM at Harlan Airport (also offered via ZOOM).

There being no further business the meeting was adjourned 8:14 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, July 11, 2023, 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 7:08 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 Chapman and seconded by Dotzler to approve the June 13, 2023, meeting minutes. Motion carried unanimously.

The financial reports for the month of June 2023 were reviewed. It was moved by Dotzler and seconded by Chapman to approve the reports. Motion carried unanimously.

Airport Manager June report was presented. There was considerable discussion regarding the debris and pavement cracks on the runway and parallel taxiway. These needs can be part of pavement maintenance project. It was moved by Dotzler and seconded by Chapman to receive and file the manager report. Motion carried unanimously.

- Cory Gaston from Kirkham Michael reported he is awaiting schedule from contractor for taxilane project drainage punch list item.
- Cory Gaston reported he did hear from contractor (PCS) and they had been on-site and sprayed weeds. There are additional punch list items which need completed before apron rehab project is closed.
- A kick-off meeting will be scheduled and coordinated by engineer for the ALP project.
- Gettys updated the commission he spoke to Justin Wagner with IGNITE regarding an addendum to the MOU for hangar 2A/2B being under the control of SNP Aviation. Next month will include consideration of the addendum as well as and FBO contract.
- 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, August 22, 2023, 7:00 AM at Harlan Airport (also offered via ZOOM).

There being no further business the meeting was adjourned 8:22 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, August 22, 2023, 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
(* indicate participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:02 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 July 11, 2023, meeting minutes. Motion carried unanimously.

The financial reports for the month of July 2023 were reviewed. It was moved by Dotzler and seconded by Chapman to approve the reports. Motion carried unanimously.

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

- Cory Gaston from Kirkham Michael reported he is awaiting schedule from contractor for taxilane project drainage punch list item.
- PCS Construction has completed seeding of final punch list item. Seed has taken and will await additional stand before apron rehab project is closed.
- Eric Johnson from Kirkham Michael provided an update on the ALP project. Aerial flight (10-mile radius) from NV5 should happen in next few weeks. Usage/flight activity data from local airport will be important to include in the report. Kirkham Michael will work with Scott Pigsley on how to access and utilize this information.
- Discussed Hangar Door project and will await agreement from DOT before proceeding to next steps.
- It was moved by McLaughlin and seconded by Chapman to recommend to City Council approval of the addendum with IGNITE Pathways MOU. Motion carried unanimously.
- It was moved by Dotzler and seconded by Chapman to recommend to City Council approval of FBO Lease with SNP Aviation effective upon Council approval and through June 30, 2024. Motion carried unanimously.
- Fuel pricing and inventory was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. No action was taken.

Jump Omaha has signed and returned usage agreement with a check for the skydiving event. This will be presented to City Council for final approval. Kirkham Michael will take drone video/photos of runway and pavement areas to utilize in pavement maintenance program planning. A request from tenant Jack Lytle, hangar 3G, was presented for possible private improvements in the hangar. This will be added to the September agenda for review/consideration.

The next regular meeting is scheduled for Wednesday, September 27, 2023, 7:00 AM at Harlan Airport (also offered via ZOOM).

There being no further business the meeting was adjourned 8:03 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 – September 27, 2023

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

The Harlan Airport Commission met on Wednesday, September 27, 2023, 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
(* indicate participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:07 AM. It was moved by Dotzler and seconded by McLaughlin to approve the agenda with the amendment to item 7B for possible action. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

It was moved by McLaughlin and seconded by Chapman to approve the August 22, 2023, meeting minutes. Motion carried unanimously.

The financial reports for the month of August 2023 were reviewed. It was moved by Dotzler and seconded by McLaughlin to approve the reports. Motion carried unanimously.

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

- Cory Gaston from Kirkham Michael reported he is awaiting schedule from contractor for taxilane project drainage punch list item.
- It was moved by McLaughlin and seconded by Dotzler to recommend to Council the statement of completion and final payment to PCS for the Apron Rehab project. Motion carried unanimously.
- Eric Johnson provided a written and oral report on the ALP project.
- It was moved by Dotzler and seconded by Chapman to recommend to Council the DOT GAVI grant for Hangar #3 Door project. Motion carried unanimously.
- It was moved by McLaughlin and seconded by Dotzler to recommend to Council the Engineering Letter Agreement for Hangar #3 Door project. Motion carried unanimously.
- It was moved by McLaughlin and seconded by Dotzler to approve the request from Jack Lytle Hangar 3G improvements as outlined in the tenant's written request. Motion carried unanimously.
- Fuel pricing and inventory was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. There was discussion regarding drafting a notice/communication to existing tenants regarding airworthy hangar occupancy. No action was taken.

There was discussion regarding creating The next regular meeting is scheduled for Wednesday, October 25, 2023, 7:00 AM at Harlan Airport (also offered via ZOOM).

There being no further business the meeting was adjourned 8:31 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 Wednesday, October 25, 2023, 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, *Alexa Hazelton
(* indicates participating remotely)

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 27, 2023, meeting minutes with a noted correction. Motion carried unanimously.

The financial reports for the month of September 2023 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 Chapman and seconded by Dotzler to receive and file the manager report. Motion carried unanimously.

- Taxilane project drainage item on the punch list was recently completed. Cory Gaston from Kirkham Michael reported we will review final payment and closeout items at next Commission meeting.
- Kirkham Michael reviewed the ALP project status report. Alex Hazelton and Scott Pigsley will meet to review aircraft activity/data.
- Hangar #3 door project was discussed. Scope, plans, and timeline will be reviewed at the next Commission meeting.
- Five-year CIP plan was discussed inclusive of project priorities and tentative project years. It was discussed to not plan for a project next FY. Kirkham Michael will submit draft CIP plan for FAA comment by November 16th.
- Hangar Summary & Seniority was reviewed. No action was taken.
- Gettys provided an overview for 24/25 budget planning. Due to the uncertainty with legislative property tax changes, functions/departments (inclusive of the airport) are directed to prepare a budget with \$0 increase other than insurance, utilities, and wage agreements.

The next regular meeting is scheduled for Wednesday, November 22, 2023, 7:00 AM at Harlan Airport (also offered via ZOOM).

There being no further business the meeting was adjourned 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.

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

The Harlan Airport Commission met on Wednesday, November 22, 2023, 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, Alexa Hazelton
(* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:03 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 25, 2023, meeting minutes. Motion carried unanimously.

The financial reports for the month of October 2023 were reviewed. It was moved by Dotzler and seconded by Chapman to approve the reports. Motion carried unanimously.

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

- It was moved by McLaughlin and seconded by Dotzler for a recommendation to City Council for accepting Engineer's Statement of Completion and final pay application for the taxilane project. Motion carried unanimously.
- Kirkham Michael reviewed the ALP project status report including discussion regarding aircraft activity reporting and by type. Alexa Hazelton will continue to work with Scott Pigsley on gathering this data.
- Hangar #3 door project was discussed. Three (3) doors on north side may be primary part of bid with an alternate for door(s) on the south side. Scope, plans, and timeline will be reviewed at the next Commission meeting.
- It was moved Dotzler and seconded by Chapman for a recommendation to City Council for approval of the Five-year CIP plan and submittal to FAA. Motion carried unanimously.
- It was moved by Chapman and seconded by Dotzler to approve the IPAA membership (\$200) for next year. Motion carried unanimously.
- Fuel sales and pricing was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. Discussion took place regarding notice, requirements and compliance related to insurance certificate and annual aircraft inspection. No action was taken.
- It was moved by McLaughlin and seconded by Chapman with a recommendation to City Council for the 24/25 FY budget as presented. Motion carried unanimously. McLaughlin and Pigsley will tentatively plan to attend the December 19th City Council meeting to provide an airport update.

The next regular meeting is scheduled for Friday, December 15, 2023, 7:00 AM at Harlan Airport (also offered via ZOOM).

There being no further business the meeting was adjourned 8:47 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 – December 14, 2023

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

The Harlan Airport Commission met on Friday, December 14, 2023, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman (*arrived 7:11 a.m.*)

Also Present: *Sharon Kroger, Gene Gettys, Scott Pigsley, *Eric Johnson, Cory Gaston, *Alexa Hazelton
(* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:03 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 November 22, 2023, meeting minutes. Motion carried unanimously.

The financial reports for the month of November 2023 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the reports. Motion carried unanimously.

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

- Kirkham Michael reviewed the ALP project status report for the previous month.
- Preliminary engineering plans for hangar #3 door project were reviewed. Final review of plans and specs will occur at the January meeting.
- It was moved McLaughlin and seconded by Dotzler for a recommendation to City Council for approval of the FAA Airport Improvement Plan (AIP) pre—application. Motion carried unanimously.
- Fuel sales and pricing was reviewed. No action was taken. Current 100LL inventory is 800 gallons and an order will be made soon.
- Hangar Summary & Seniority was reviewed. No action was taken. Gettys will contact some tenants on behalf of the Commission regarding intended future use of their hangars as they have not flown planes for some time.

The next regular meeting is scheduled for Tuesday, January 9, 2024, 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.