

HARLAN AIRPORT COMMISSION – January 15, 2025

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

The Harlan Airport Commission met on Wednesday, January 15, 2025, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler,
Voting Members Absent: Larry Chapman
Also Present: Scott Pigsley, Ashley Schleis, Gervas Mgonja, Cory Gaston, *Eric Johnson (* indicates 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. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

Any conflicts of interest are to be stated when applicable. None.

It was moved by McLaughlin and seconded by Dotzler to approve the December 10, 2024, meeting minutes. Motion carried unanimously.

The financial reports for the month of December 2024 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the reports. Motion carried unanimously.

Airport Manager January report was presented. Pigsley discussed that there has been one snowfall that resulted in 2 inches of snow, he is still waiting on taxiway lights and the part for the runway lights and has reached out to see when this parts are coming, he also stated that with the holidays and colder weather that the airport activity has decreased drastically. It was moved by Dotzler and seconded by McLaughlin to receive and file the manager report. Motion carried unanimously.

- Cory Gaston provided project status on the ALP. At this time, we are waiting to hear from the FAA. We will wait for any updates at the February meeting.
- Cory Gaston stated that the IDOT Aviation's grant application for funding is due May 23rd if the commission is interested in applying. It was moved by McLaughlin and second by Dotzler to recommend to City Council to move forward with this grant application for the New Fuel Facility. Motion carried unanimously.
- Cory Gaston of Kirkham Michael informed the Commission that the Apron Expansion Project is moving right along on the Kirkham Michael side and will hopefully have plan sheets at the next meeting with a recommendation for bid on April 1st.
- Pavement Maintenance/Crack seal has been put on hold until the weather warms up.
- Fuel sales & pricing were reviewed. No action was taken.

- Hangar Summary, Seniority & Compliance was reviewed. No action was taken.

ARPA projects are complete and payment has been received from the county.

The next regular meeting is scheduled for Tuesday, February 18, 2025, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business the meeting was adjourned at 7:57 AM.

Ashley Schleis, 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 18, 2025

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

The Harlan Airport Commission met on Tuesday, February 18, 2025, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman
Also Present: Scott Pigsley, Ashley Schleis, Gervas Mgonja, Cory Gaston, Alexa Hazelton, *Eric Johnson (* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:08 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.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Chapman and seconded by Dotzler to approve the January 15, 2025, meeting minutes. Motion carried unanimously.

The financial reports for the month of January 2025 were reviewed. It was moved by McLaughlin and seconded by Chapman to approve the reports. Motion carried unanimously.

Airport Manager February report was presented. Pigsley discussed the taxiway regulator and had multiple bids, taxiway lights were ordered and received from Walmart, 8 Ball will be hosting a soup fly-in for pilots and their passengers on March 15th, and more snow removal. It was moved by Dotzler and seconded by Chapman to receive and file the manager's report. Motion carried unanimously.

- Cory Gaston provided project status on the ALP. At this time, we are waiting to hear from the FAA. We will wait for any updates at the March meeting.
- Cory Gaston of Kirkham Michael handed out the IDOT Aviation's grant application for funding that is due May 23rd for the commission to review. Cory will make the adjustments needed and bring back in March.
- Cory Gaston of Kirkham Michael informed the Commission that the Apron Expansion Project is moving right along on the Kirkham Michael side and will hopefully have plan sheets at the next meeting with a recommendation for bid on April 1st.
- Pavement Maintenance/Crack seal has been put on hold until the weather warms up.
- Fuel sales & pricing were reviewed. No action was taken.
- Hangar Summary, Seniority & Compliance was reviewed. Scott Pigsley did notify the Airport Commission that hangar #5D has been rented. No action was taken.

Eric Johnson of Kirkham Michael told the Airport Commission that there is a Safety Emergency Program that has grants for situations like ours with the taxiway regulator. Kirkham Michael will complete the grant and send over to Gervas to sign.

The next regular meeting is scheduled for Tuesday, March 4, 2025, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business, the meeting was adjourned at 8:42 AM.

Ashley Schleis, 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 4, 2025

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

The Harlan Airport Commission met on Tuesday, March 4, 2025, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman
Also Present: Scott Pigsley, Ashley Schleis, Gervas Mgonja, *Cory Gaston, (* 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.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Chapman and seconded by Dotzler to approve the February 18, 2025, meeting minutes. Motion carried unanimously.

The financial reports for the month of February 2025 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the reports. Motion carried unanimously.

Airport Manager's March report was presented. Pigsley stated that with the warmer weather there have been more operations. Pigsley also stated that with the winter weather returning he is ready for snow removal. It was moved by Dotzler and seconded by Chapman to receive and file the manager's report. Motion carried unanimously.

- Cory Gaston provided project status on the ALP. At this time, we are waiting to hear from the FAA. We will wait for any updates at the April meeting.
- Cory Gaston of Kirkham Michael handed out the IDOT Aviation's grant application for funding that is due May 23rd for the commission to review. It was moved by Chapman and seconded by Dotzler to recommend to council to approve the IDOT Aviation Grant for a new fuel facility as presented. Motion carried unanimously.
- Cory Gaston of Kirkham Michael informed the Commission that the Apron Expansion Project is moving right along on the Kirkham Michael side and noted that the City of Harlan will need to have a public hearing on March 18th.
- Pavement Maintenance/Crack seal has been put on hold until the weather warms up.
- Fuel sales & pricing were reviewed. No action was taken.
- Hangar Summary, Seniority & Compliance was reviewed. No action was taken.

Cory Gaston stated that there needed to be more information on the Safety Emergency Program grant. Kirkham Michael made the updates to the grant and will be sending over to Gervas to sign today. The Airport Commission will decide on the taxiway regulator after hearing back on the grant application.

The next regular meeting is scheduled for Tuesday, April 15, 2025, at 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business, the meeting was adjourned at 7:36 AM.

Ashley Schleis, 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 11, 2025

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

The Harlan Airport Commission met on Tuesday, March 11, 2025, at 8:00 AM at Harlan City Hall for a Special Airport Commission meeting.

Voting Members Present: *Scott McLaughlin, *Rick Dotzler, *Larry Chapman
Also Present: *Scott Pigsley, Ashley Schleis, Gervas Mgonja
 (* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 8:00 AM. It was moved by Dotzler and seconded by McLaughlin to approve the agenda. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by McLaughlin and seconded by Dotzler to recommend to council to approve purchasing the new Taxiway Regulator from Voltmer Electric Inc. and apply the Safety Emergency Grant to this purchase. Motion carried unanimously.

There being no further business, the meeting was adjourned.

Ashley Schleis, 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 15, 2025

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

The Harlan Airport Commission met on Tuesday, March 4, 2025, at 7:00 AM at Harlan Airport.

Voting Members Present: *Scott McLaughlin, Rick Dotzler, *Larry Chapman
Also Present: Scott Pigsley, Ashley Schleis, Gervas Mgonja, Cory Gaston, Eric Johnson (* indicates participating remotely)

The Commission meeting was called to order by Dotzler at 7:07 AM. It was moved by Dotzler and seconded by McLaughlin to approve the agenda with an update to item #5; approve **March** financial reports. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by McLaughlin and seconded by Dotzler to approve the March 4, 2025 meeting minutes and March 11, 2025 special meeting minutes. Motion carried unanimously.

The financial reports for the month of March 2025 were reviewed. It was moved by Dotzler and seconded by McLaughlin to approve the reports. Motion carried unanimously.

Airport Manager's April report was presented. Scott reported that the pavement inspection was completed, two belts were replaced on the rotating beacon lights, the tri-annual AWOS system inspection was completed, had a controlled burn of the ditch on the north end of the runway and the last hangar has been rented. It was moved by McLaughlin and seconded by Dotzler to receive and file the manager's report. Motion carried unanimously.

- Cory Gaston provided project status on the ALP. Kirkham Michael had a meeting with the FAA to go over the ALP. We will wait for any updates at the May meeting.
- Cory Gaston of Kirkham Michael stated that Gervas got the state funding application for the fuel facility turned into Shane Wright with the IDOT. We will most likely hear something in June or July.
- Cory Gaston of Kirkham Michael informed the Commission that 6 Apron Expansion Project bids were received. It was moved by McLaughlin and seconded by Dotzler to recommend to council to award contract for Expansion of the General Aviation Terminal Apron to Precision Concrete Services Inc. contingent upon FAA concurrence. Motion carried unanimously.
- Scott Pigsley is going to reach out to Jeff Musich about the Pavement Maintenance/Crack seal.
- Fuel sales & pricing were reviewed. No action was taken.

- Hangar Summary, Seniority & Compliance was reviewed. No action was taken.
- The Airport office roof is in rough condition; we may need to get a new roof in late summer/early fall.

The next regular meeting is scheduled for Tuesday, May 13th, 2025, at 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business, the meeting was adjourned at 7:34 AM.

Ashley Schleis, 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 21, 2025

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

The Harlan Airport Commission met on Wednesday, May 21, 2025, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman
Also Present: Scott Pigsley, Ashley Schleis, Gervas Mgonja, Cory Gaston, *Eric Johnson, *Alexa Hazelton
(* indicates participating remotely)

The Commission meeting was called to order by McLaughlin at 7:04 AM. It was moved by Dotzler and seconded by Chapman to approve the agenda. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Chapman and seconded by Dotzler to approve the April 15, 2025 meeting minutes. Motion carried unanimously.

The financial reports for the month of April 2025 were reviewed. It was moved by Dotzler and seconded by Chapman to approve the reports. Motion carried unanimously.

Airport Manager's April report was presented. Scott stated that the rain has kept the grass growing, he got the John Deere tractor out of storage and has been in contact with local dealers as Titan Machinery is not doing leases anymore, a citation jet has been here 3 times and there has been a total of 54 visiting aircrafts accounting for 207 operations. It was moved by McLaughlin and seconded by Chapman to receive and file the manager's report. Motion carried unanimously.

- Cory Gaston provided project status on the ALP. Chapter 3 and 4 have been submitted and waiting for the FAA to review. We will wait for any updates at the June meeting.
- Cory Gaston of Kirkham Michael stated that we had to revise the application to remove the credit card reader. Gervas got the revised state funding application for the fuel facility turned into Shane Wright with the IDOT. We will most likely hear something in June or July.
- Cory Gaston of Kirkham Michael informed the Commission that we got the FAA concurrence on awarding contract for Expansion of the General Aviation Terminal Apron to Precision Concrete Services Inc. We will continue to wait on funds at this time.
- Scott Pigsley is going to reach out to Jeff Musich about the Pavement Maintenance/Crack seal.
- Fuel sales & pricing were reviewed. No action was taken.

- Hangar Summary, Seniority & Compliance was reviewed. It was moved by Chapman and seconded by Dotzler to send letters to tenants requesting updates on their annual inspections and/or construction. Motion carried unanimously.
- The Airport office roof is in rough condition; we may need to get a new roof in late summer/early fall.
- Tractor bids were discussed. No action was taken at this time.

The next regular meeting is scheduled for Tuesday, June 18, 2025, at 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business, the meeting was adjourned at 8:25 AM.

Ashley Schleis, 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, 2025

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

The Harlan Airport Commission met on Wednesday, June 18, 2025, at 7:10 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman
Also Present: Scott Pigsley, *Ashley Schleis, Gervas Mgonja, Cory
*Gaston, *Eric Johnson, *Alexa Hazelton
(* indicates participating remotely)

The Commission meeting was called to order by McLaughlin at 7:10 AM. It was moved by Chapman and seconded by Dotzler to approve the agenda. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Dotzler and seconded by Chapman to approve the May 21, 2025 meeting minutes. Motion carried unanimously.

The financial reports for the month of May 2025 were reviewed. It was moved by Dotzler and seconded by Chapman to approve the reports. Motion carried unanimously.

Airport Manager's May report was presented. Scott stated that Shane with the IDOT conducted a site visit on June 4th to assess the Jet A fuel tank, mowing has slowed down and that the Father's Day Flight Breakfast was a success with 242 breakfast plates being served. It was moved by Scott McLaughlin and seconded by Chapman to receive and file the manager's report. Motion carried unanimously.

- Alexa Hazelton provided project status on the ALP. We are waiting to hear from Junior at the FAA. We will wait for any updates at the July meeting.
- Cory Gaston of Kirkham Michael stated that we are still waiting on awards.
- Cory Gaston of Kirkham Michael informed the Commission that no funds have been allocated at this time.
- Scott Pigsley is going to reach out to Jeff Musich about the Pavement Maintenance/Crack seal.
- Fuel sales & pricing were reviewed. No action was taken.
- Hangar Summary, Seniority & Compliance was reviewed. No action was taken.
- The Airport office roof is in rough condition; we may need to get a new roof in late summer/early fall. Scott has received two bids.
- Tractor bids were discussed. No action was taken at this time.

The next regular meeting is scheduled for Wednesday, July 16th, 2025, at 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business, the meeting was adjourned at 8:25 AM.

Ashley Schleis, 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 2, 2025

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

The Harlan Airport Commission met on Wednesday, July 2, 2025, at 10:00 A.M. at Harlan City Hall for a Special Airport Commission meeting.

Voting Members Present: *Scott McLaughlin, *Rick Dotzler, *Larry Chapman
Also Present: *Scott Pigsley, Ashley Schleis, Gervas Mgonja
 (* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 10:05 AM. It was moved by Chapman and seconded by Dotzler to approve the agenda. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Dotzler and seconded by Chapman to move forward with purchasing a Farmall 120C and Loader from Titan Machinery for \$85,000.00 with a trade in of \$10,000.00 for a John Deere for a total of \$75,000.00. Motion carried unanimously.

There being no further business, the meeting was adjourned at 10:25 A.M.

Ashley Schleis, 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 16 2025

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

The Harlan Airport Commission met on Wednesday, July 16, 2025, at 7:05 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman
Also Present: Scott Pigsley, *Ashley Schleis, Gervas Mgonja, *Cory Gaston, *Eric Johnson, *Alexa Hazelton, Jack Lytle, Bill Ambrose
(* indicates participating remotely)

The Commission meeting was called to order by McLaughlin at 7:05 AM. It was moved by Dotzler and seconded by Chapman to approve the agenda. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Chapman and seconded by Dotzler to approve the June 18, 2025 meeting minutes and July 2, 2025 special meeting minutes. Motion carried unanimously.

The financial reports for the month of June 2025 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the reports. Motion carried unanimously.

Airport Manager's May report was presented. Scott stated that Maverick Roofing replaced the office roof on June 23rd, and we had hail on July 10th. Replacement display for the 100 LL Pump was installed on July 9th; crop dusting equipment was put into place on July 7th and got the first load of Jet A on July 9th. We are still waiting for the new tractor and PMMIC will be stopping in the next month for fuel system inspections. Our AWOS will be getting inspected by the FAA and tech company this month. Dave Applegate is selling his plane to Shawn Jorgensen and mowing has been a constant. It was moved by Chapman and seconded by McLaughlin to receive and file the manager's report. Motion carried unanimously.

Jack Lytle was present to discuss the status of his plane. After discussion it was moved by McLaughlin and seconded by Dotzler to not charge Jack Lytle the non-aeronautical rent. Motion carried unanimously.

- Alexa Hazelton provided project status on the ALP. We are waiting to hear from Junior at the FAA. We will wait for any updates at the August meeting.
- Cory Gaston of Kirkham Michael stated that we did not receive state funding.
- Cory Gaston of Kirkham Michael informed the Commission that we received the grant agreement and Gervas signed and sent it back yesterday.
- Scott Pigsley is going to reach out to Jeff Musich about the Pavement Maintenance/Crack seal.
- Fuel sales & pricing were reviewed. No action was taken.
- Hangar Summary, Seniority & Compliance was reviewed. No action was taken.

The next regular meeting is scheduled for Wednesday, August 27, 2025, at 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business, the meeting was adjourned at 8:00 AM.

Ashley Schleis, 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 27, 2025

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

The Harlan Airport Commission met on Wednesday, August 27, 2025, at 7:04 AM at Harlan Airport.

Voting Members Present: *Scott McLaughlin, Rick Dotzler, Larry Chapman
Also Present: Scott Pigsley, *Ashley Schleis, Gervas Mgonja, Cory Gaston, *Eric Johnson, *Alexa Hazelton
(* indicates participating remotely)

The Commission meeting was called to order by Dotzler at 7:04 AM. It was moved by McLaughlin and seconded by Chapman to approve the agenda. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Chapman and seconded by McLaughlin to approve July 16, 2025, meeting minutes. Motion carried unanimously.

The financial reports for the month of July 2025 were reviewed. It was moved by Chapman and seconded by McLaughlin to approve the reports. Motion carried unanimously.

Airport Manager's August report was presented. Scott informed airport commission that PMMIC insurance inspection was conducted on August 8th, 2025, and the inspector advised everything was found to be in good condition. The AWOS inspection was completed on July 29, 2025, during which a visibility issue was identified; the technician discovered a wasp nest, recalibrated the visibility, and the system has been operating normally since. The stretch of favorable weather has caused the grass and weeds to grow quickly, making it challenging to keep up with mowing and weed eating. Jeff from City Streets inspected the runway cracks and recommended grinding about a foot wide and a few inches deep to fill with asphalt patch, with the work planned for September. Scott stated that in July, the airport recorded 59 visiting crop dusters and 27 visiting airplanes, along with 31 local crop dusters and 20 local planes, resulting in 472 crop dusting operations and 87 other operations; additionally, there were 4 visiting twin engines, 1 local twin engine, 3 visiting helicopters, and the courtesy car was used three times. He noted that there were fewer crop dusters and airplanes this year, possibly returning later to spray for crop cover-up. Scott also stated that August 7 marked the approximate end of the crop-dusting season, with about 5 to 6 planes operating each day and a few days reaching 8 planes, and that fuel sales for 100LL and Jet A were down compared to last year. It was moved by Chapman and seconded by McLaughlin to receive and file the manager's report. Motion carried unanimously.

- **ALP Project:** Alexa Hazelton provided a project update on the ALP, stating that she received comments from Jr., who reached out to Pigsley to request the airport fuel records to support the ALP project.
- **Apron Expansion:** Cory Gaston of Kirkham Michael stated that Precision Concrete was the lowest bidder and that the project is planned to possibly begin in the spring.
- **Pavement Re-Hab/Crack Seal:** Jeff from City Streets inspected the runway cracks and recommended grinding about a foot wide and a few inches deep to fill with asphalt patch, with the work planned for September.
- **Review Fuel Sale:** Scott Pigsley stated that the fuel sale was okay. It was a little bit less than last year's sales. He is expecting the fuel cost to go down in fall. No action was taken
- **Review Hangar Summary, Seniority & Compliance.** The Commission discussed hangar seniority and compliance, with emphasis on timely collection

of hangar fees and ensuring that all aircraft stored in the hangars remain operable. Plans will be implemented to maintain consistency in both areas.

Other Business:

- Scott Pigsley stated that Crop Dusters were blocking the taxi way. They need to keep the taxi way clear. Water trucks were driving on the grass and created ruts everywhere.
- He also reported that Hangar 2 was used by local farmers for a meeting.

The next regular meeting is scheduled for Wednesday, September 24, 2025, at 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business, the meeting was adjourned at _____ AM.

Ashley Schleis, 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, 2025

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

The Harlan Airport Commission met on Wednesday, September 24, 2025, at 7:05 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman
Also Present: Scott Pigsley, *Ashley Schleis, Gervas Mgonja, Cory Gaston, Eric Johnson, *Alexa Hazelton
(* indicates participating remotely)

The Commission meeting was called to order by McLaughlin at 7:05 AM. It was moved by Chapman and seconded by Dotzler to approve the agenda. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Dotzler and seconded by Chapman to approve August 27, 2025, meeting minutes. Motion carried unanimously.

The financial reports for the month of August 2025 were reviewed. It was moved by McLaughlin and seconded by Chapman to approve the reports. Motion carried unanimously.

Airport Manager's August report was presented. Scott informed airport commission that

- **ALP Project:** Eric Johnson with Kirkham & Michael provided an update on the Airport Layout Plan (ALP) project. He noted that progress has been delayed due to staffing shortages at the Federal Aviation Administration (FAA). The FAA has experienced a significant reduction in personnel, reportedly losing over 90 employees, which is contributing to slower-than-expected response times.
- Eric is currently awaiting further communication from Junior, a representative of the FAA, to move the project forward. Additional updates will be provided as more information becomes available.
- **Apron Expansion:** Cory Gaston reported that all tax-exempt documentation has been successfully submitted by both the General Contractor and all Subcontractors. With contracts fully executed, the project is now in a holding phase and scheduled to begin in the spring. No outstanding documentation or contractual items remain currently
- **Pavement Re-Hab/Crack Seal:** Cory Gaston recommended implementing a partial full-depth patch as an immediate measure to address deteriorating pavement conditions. He also suggested reviewing and potentially updating the Airport's Capital Improvement Plan (CIP) to reflect current priorities. Specifically, he proposed moving the "Pavement Maintenance" project target date forward to address urgent repair needs.
- Cory emphasized that pavement maintenance is recognized by the FAA as a high-priority item, reinforcing the need for timely action. Adjusting the CIP schedule accordingly would help ensure alignment with FAA priorities and address the most critical infrastructure needs of the airport.
- **Review Fuel Sale:** Scott Pigsley reported that 100 Low Lead fuel is currently \$0.17 per gallon cheaper than surrounding markets. This presents a potential opportunity to attract more traffic through competitive pricing. Harlan Airport's current inventory includes 8,000 gallons of 100 Low Lead and 5,900 gallons of Jet A. No immediate purchase of fuel is necessary at this time.

- **Review Hangar Summary, Seniority & Compliance.** The Commission discussed the potential increase in hangar fees for aircraft that are non-flightworthy and out of compliance. The intent is to encourage proper maintenance and compliance while ensuring fair use of airport facilities. A revised fee structure is expected to be finalized and issued by the fourth quarter.

The next regular meeting is scheduled for Wednesday, **October 22, 2025**, at 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business, the meeting was adjourned at **7:48 AM**.

Gervas Mgonja, 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, 2025

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

The Harlan Airport Commission met on Wednesday, October 22, 2025, at 7:05 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman
Also Present: Scott Pigsley, *Ashley Schleis, Gervas Mgonja, *Cory Gaston, *Eric Johnson, *Alexa Hazelton
(* indicates participating remotely)

The Commission meeting was called to order by McLaughlin at 7:02 AM. It was moved by Chapman and seconded by Dotzler to approve the agenda. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Dotzler and seconded by Chapman to approve September 24, 2025, meeting minutes. Motion carried unanimously.

The financial reports for the month of September 2025 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the reports. Motion carried unanimously.

Airport Manager's September report was presented and filed. It was moved by Dotzler and seconded by Chapman to approve the report. Motion carried unanimously.

Business Items:

- **ALP Project:** Eric Johnson with Kirkham & Michael provided an update regarding the Airport Layout Plan (ALP) Project. He confirmed that all project documents have been successfully submitted to the Federal Aviation Administration (FAA).
- At this time, everything is progressing well, and the review process appears to be on track. However, Eric noted that there is a potential for delays due to the current federal government shutdown, which could temporarily impact the FAA's response time.
- Overall, the project remains in good standing, and further updates will be shared as information becomes available.
- **Review & update the CIP:** On October 21, 2025, Cory Gaston forwarded the updated Capital Improvement Plan (CIP) to the Airport Commission for review. He noted that only minor adjustments were made to the plan, which included updating the project years and rearranging a few project priorities.
- The version provided to the Commission represents the first draft of the CIP, which is due to the FAA on November 19, 2025. Submitting this draft ahead of schedule allows the FAA adequate time to review the plan and address any questions or concerns prior to the final submission deadline of December 19, 2025.
- **Apron Expansion:** Cory Gaston reported that there are no new updates at this time regarding ongoing airport projects. He indicated that preconstruction activities are tentatively scheduled to begin in February or March of 2026. Further details and timelines will be provided as the project progresses and schedules are confirmed.
- **Pavement Re-Hab/Crack Seal:** Jeff Musich, Street Department Superintendent, provided an update on the Pavement Rehabilitation and Crack Seal project. He explained that using asphalt to cover the cracks is not a

recommended solution, as it would likely be ineffective due to temperature fluctuations and snowplow operations during winter months. These conditions could cause the asphalt patches to break loose or pop up shortly after application, making it only a very short-term fix. Jeff advised that alternative, longer-lasting repair methods should be considered for more effective pavement maintenance.

- **Review Fuel Sale:** Scott Pigsley provided an update on the current fuel inventory and sales at the airport. He reported that the airport presently has 7,400 gallons of low-lead fuel and 5,900 gallons of Jet A fuel in storage. Scott also noted that fuel prices remain stable at this time, with no significant fluctuations expected in the near term.
- **Review Hangar Summary, Seniority & Compliance.** The Commission discussed the potential increase in hangar fees for aircraft that are non-flightworthy and out of compliance. Regular Notices went out without the higher rent pricing. The commission identified four people that should get the higher pricing letters due to their aircraft being non-flightworthy and out of compliance. The intent is to encourage proper maintenance and compliance while ensuring fair use of airport facilities.

The next regular meeting is scheduled for Wednesday, **November 19th, 2025**, at 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business, the meeting was adjourned at **8:26 AM**.

Gervas Mgonja, 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, 2025

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

The Harlan Airport Commission met on Wednesday, November 19, 2025, at 7:06 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman
Also Present: Scott Pigsley, Gervas Mgonja, *Cory Gaston, *Eric Johnson, *Alexa Hazelton
(* indicates participating remotely)

The Commission meeting was called to order by McLaughlin at 7:06 AM. It was moved by Dotzler and seconded by McLaughlin to approve the agenda. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Dotzler and seconded by McLaughlin to approve October 22, 2025, meeting minutes. Motion carried unanimously.

The financial reports for the month of October 2025 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the reports. Motion carried unanimously.

Airport Manager's September report was presented and filed. It was moved by McLaughlin and seconded by Dotzler to approve the report. Motion carried unanimously.

Business Items:

- **ALP Project:** Alexa Hazelton with Kirkham & Michael provided an update on the Airport Layout Plan (ALP) Project, confirming that all project documents have been successfully submitted to the FAA; we are currently awaiting a response from Junior, who is out of the office.
- Generally, the Airport Layout Plan (ALP) Project is progressing well and remains on schedule, with all project documents successfully submitted to the FAA and awaiting follow-up once Junior returns to the office.
- **Review & update the CIP:** The City Administrator submitted the draft ACIP to Junior at the FAA for review on November 4, 2025, ahead of the November 19, 2025, deadline; copies were shared with and reviewed by the Airport Commission and City Council, and we are currently awaiting feedback from Junior, with the final ACIP report scheduled for completion by December 19, 2025.
- **Apron Expansion:** Cory Gaston shared that there are no new developments at this time regarding the ongoing airport projects. Preconstruction is tentatively anticipated for the spring of 2026, and further updates, including confirmed timelines, will be provided as the project moves forward.
- **Pavement Re-Hab/Crack Seal:** Cory noted that potential repairs could be delayed due to weather conditions, and Eric from Kirkham & Michael will contact Precision Concrete to explore the possibility of bidding on and potentially being hired to complete the project.
- **Review Fuel Sale:** Scott Pigsley provided an update on the current fuel inventory. The airport has 5,000 gallons of Jet A fuel in storage and 7,000 gallons of low-lead fuel in storage.
- **Review Hangar Summary, Seniority & Compliance.** The Hangar Storage Letter, outlining the updated hangar rental fee of \$275/month effective January 1, 2026, was forwarded to the Airport Commission for review; updates were incorporated based on feedback, and the revised fees will apply to non-flightworthy or non-compliant aircraft to promote proper maintenance, compliance, and equitable use of airport facilities.

Other Business:

- Cory reported that the closeout documents for the Harlan Municipal Airport Taxi Lane Project have been signed and submitted to Junior at the FAA for review, with a potential reimbursement of \$62,754.00 expected to be returned to the City of Harlan.
- Scott McLaughlin inquired whether the city could organize the waiting list document based on seniority.
- Scott Pigsley reported that Myrtue Hospital contacted him to explore the possibility of medical planes using Harlan Airport and the potential extension of the runway to accommodate their landings.
- The Airport Committee discussed a proposed 10% salary increase for Scott Pigsley, raising his annual pay from \$57,900 to \$63,900, noting his rising liability insurance costs and the increasing cost of living.

The next regular meeting is scheduled for Wednesday, **December 17th, 2025**, at 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business, the meeting was adjourned at **7:42 AM**.

Gervas Mgonja, 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 17, 2025

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

The Harlan Airport Commission met on Wednesday, December 17, 2025, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman
Also Present: Scott Pigsley, Gervas Mgonja, *Cory Gaston, *Eric Johnson
(* indicates participating remotely)

The Commission meeting was called to order by McLaughlin at 7:03 AM. It was moved by Dotzler and seconded by Chapman to approve the agenda. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Chapman and seconded by Dotzler to approve November 17, 2025, meeting minutes. Motion carried unanimously.

The financial reports for the month of November 2025 were reviewed. It was moved by McLaughlin and seconded by Chapman to approve the reports. Motion carried unanimously.

Airport Manager's December Report was presented and filed. It was moved by Chapman and seconded by Dotzler to approve the report. Motion carried unanimously.

Business Items:

- **ALP Project:** Cory Gaston and Eric Johnson of Kirkham & Michael provided an update on the Airport Layout Plan (ALP) Project. All required project documents have been successfully submitted to the FAA; we are currently awaiting a response from Junior.
- **Review & update the CIP:** The City Administrator submitted the draft ACIP to Junior at the FAA for review on November 4, 2025, ahead of the November 19, 2025, deadline. A response was received from Junior at the FAA requesting additional documentation to justify the need for a 12,000-gallon fuel tank. The FAA is requesting copies of annual fuel sales for the past three years, letters from aerial applicators at HNR outlining estimated seasonal fuel usage if additional fuel capacity is available, and a letter from the City expressing formal support for the project.
- **Apron Expansion:** Cory Gaston reported that there are no new developments at this time regarding the ongoing airport projects. Preconstruction is tentatively anticipated for spring 2026, and additional updates, including confirmed timelines, will be provided as the projects progress.
- **Pavement Re-Hab/Crack Seal:** Cory noted that there has been limited progress on this project at this time. Cory and Eric will follow up with the contractors. A possible start date is anticipated in the spring; however, no official date has been established.
- **Review Fuel Sale:** Scott Pigsley provided an update on the current fuel inventory, noting that the airport currently has 5,000 gallons of Jet A fuel in storage and 6,000 gallons of low-lead fuel in storage.
- **Review Hangar Summary, Seniority & Compliance.** Scott Pigsley provided a brief report on the hangar summary, stating that David Koubsky's aircraft will be moving out, and Terrance Kohler will take over David Koubsky's hangar space.

Other Business:

- The Airport Farm Lease Agreement was reviewed and discussed by the Airport Commission.

The next regular meeting is scheduled for Wednesday, **January 14th, 2026**, at 9:00 AM at Harlan Airport (also offered via ZOOM). There being no further business, the meeting was adjourned at **7:41 AM**.

Gervas Mgonja, Recording Secretary

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