

HARLAN AIRPORT COMMISSION – January 28, 2020

The Harlan Airport Commission met on Tuesday, January 28, 2020 at 7:00 AM at the City Hall.

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

Also Present: Gene Gettys, Sharon Kroger, Mike Kolbe, 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 McLaughlin and seconded by Dotzler to approve the December 16, 2019 meeting and January 3, 2020 meeting minutes with January 3 minutes amended to note as a “special” meeting. Motion carried unanimously.

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

It was moved by Dotzler and seconded by Hansen to receive and accept the Airport Manager written report. Motion carried unanimously.

- Eric Johnson from Kirkham Michael provided an update on the hangar door replacement project. Structural engineer was previously on-site to review existing hangars. Hangars being considered are all wood frame and recommendation is that a new door be a standalone structure not attached to existing support structure. Door openings are all 13’ x 41’. Door types discussed were bi-fold, hydro-swing and roller/slider. The focus will be on the hydro-swing option at hangar #6. Funding availability will determine if the doors are on the north side (2 hangars) or south side (3 hangars).
- Discussion took place regarding plans post March 31 when current Manager/FBO agreement is complete. It was moved by Dotzler and seconded by Hansen to advertise for an Airport Manager position, removing language from previous posting for FBO Services, with a deadline of February 19, 2020 at 5 p.m. Motion carried unanimously.
- Fuel sales report was distributed and reviewed. No change to fuel pricing.
- Hangar list was distributed. Hangar 3G will become available March 31. Existing tenants will be notified via e-mail if they are interested as will follow seniority guidelines.

The next regular meeting will be held Thursday, February 20, 2020 at 7:00 A.M. at City Hall.

There being no further business, meeting was adjourned.

Gene Gettys, Recording Secretary

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

HARLAN AIRPORT COMMISSION Work Group – February 27, 2020

The Harlan Airport Commission work group for Airport Manager services met on Thursday, February 28, 2020 at 7:00 AM at City Hall Council Chambers.

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

Interviews/discussion took place with the 3 candidates for the position. Scheduled for each hour.

No formal action was taken.

Gene Gettys, Recording Secretary

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HARLAN AIRPORT COMMISSION – March 10, 2020

The Harlan Airport Commission met on Tuesday, March 10, 2020 at 7:00 AM at City Hall.

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

Also Present: Gene Gettys, Sharon Kroger, Mike Kolbe, Randy Sievert, Scott Pigsley, Scott Zimmerman, Chad Manz, Fred Fountain

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 February 20, 2020 meeting minutes. Motion carried unanimously.

The financial reports for the month of February 2020 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

There was open discussion with ag aviation operators/users regarding ag policies, operations, and self-fueling. Highlights included: interest in solutions for temporary added fuel capacity or certainty of no fuel shortage; consider an on-site walk-thru of traffic flow, loading & parking; interest in continuing with pre-paid fuel cards; provide water on-site versus bringing on water trucks.

There was no airport manager report to be received and filed.

- Minimum Standards for Self-Fueling; Aviation Operations and Policy documents were reviewed and discussed. No action was taken.
- It was moved by Dotzler and seconded by Hansen to approve FuelMaster Maintenance Agreement annual renewal for April 1, 2020. Motion carried unanimously.
- Fuel sales were discussed. Little change since last meeting. No change to fuel pricing.

Airport Manager Selection status was introduced. It was moved by Hansen to offer Scott Pigsley the Airport Manager position at \$54,000 for one year. McLaughlin and Dotzler indicated they were not ready to make a decision. No action was taken.

The next regular meeting was not scheduled prior to adjournment.

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 30, 2020

The Harlan Airport Commission met on Tuesday, March 30, 2020 at 7:00 AM at City Hall.

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

Also Present: Gene Gettys, Sharon Kroger*, Mike Kolbe*, Randy Sievert*, Rob Jackson

* de-notes participating electronically via Zoom meeting

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 McLaughlin to approve the March 10, 2020 meeting minutes. Motion carried unanimously.

There was discussion regarding selection of the Airport Manager position. It was moved by Dotzler and seconded by McLaughlin to offer Scott Pigsley the Airport Manager position at \$54,000 for a one-year agreement effective April 1, 2020. Motion carried unanimously. It was also suggested there will be intermittent evaluations of Manager performance during the first year. Gettys was directed to contact applicant Pigsley and make the offer.

COVID-19 information has been posted and cleaning/sanitizing supplies are available at the airport.

The next regular meeting is scheduled for Tuesday, April 21 7:00 A.M. at City Hall. An electronic option will also be provided for this meeting.

There being no further business, meeting was adjourned.

Gene Gettys, Recording Secretary

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

HARLAN AIRPORT COMMISSION – April 21, 2020

“Due to the COVID-19 crisis and social distancing recommendations, the Airport Commission meeting was held electronically utilizing Zoom. Everyone was offered to participate by internet connection or by phone.”

The Harlan Airport Commission met on Tuesday, April 21, 2020 at 7:00 AM at City Hall.

Voting Members Present: Scott McLaughlin, Rick Dotzler*

Absent: Ken Hansen

Also Present: Gene Gettys, Sharon Kroger*, Mike Kolbe*, Scott Pigsley*, Rob Garber*, Eric Johnson*

* de-notes participating electronically via Zoom meeting

The meeting was called to order by Chairperson McLaughlin. It was moved by McLaughlin and seconded by Dotzler to approve the adjusted agenda and move items relating to Kirkham Michael earlier in the meeting. Motion carried unanimously.

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

Eric Johnson reviewed hangar door replacement project. It was moved by Dotzler and seconded by McLaughlin to advertise for bids per schedule and set bid opening for Monday, May 18th.

HNR 2021 State Funding Application for additional hangar door replacement was reviewed. The apron rehab project is scheduled and funded for the airport next FY. The hangar door project is not presently funded for local match. It was moved by McLaughlin and seconded by Dotzler to submit the state application to demonstrate interest. Motion carried unanimously.

Gettys provided an overview of what is known about the CARES Act from the FAA. It was moved by McLaughlin and seconded by Dotzler to apply for CARES Act funds for Harlan Airport. Motion carried unanimously.

It was moved by Dotzler and seconded by McLaughlin to keep Chairperson (McLaughlin), Treasurer (Dotzler) and Secretary (Gettys) positions the same thru 4/1/2022. Motion carried unanimously.

It was moved by Dotzler and seconded by McLaughlin to approve the March 30, 2020 meeting minutes. Motion carried unanimously.

The financial reports for the month of March 2020 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

Airport Manager April 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 Dotzler and seconded by McLaughlin to approve the amended Minimum Standards for Self-Fueling to be effective May 1, 2020. Motion carried unanimously.
- It was moved by McLaughlin and seconded by Dotzler to approve the Ag Aviation Operations & Policy documents and make them effective at the Harlan Airport. Motion carried unanimously.
- Airport Manager provided status of John Deere 4230 and batwing mower. There are multiple maintenance items such as oil leaks, rear tires, hydraulic hoses, steering column, etc. Information was also shared regarding lease options. No formal proposals or funding have been secured. Gettys will follow-up with City mechanic to review the 4230.
- Gettys will follow-up with finance staff on process for Airport Manager to utilize when purchasing fuel for City owned equipment at airport.
- Fuel sales report was reviewed. It was moved by Dotzler and seconded by McLaughlin to set the initial self-fueling flow fee at \$1.00 / gallon. Motion carried unanimously. This information will be added to the monthly fuel report.
- Hangar Tenant summary was reviewed. There are currently 2 available hangars. No action was taken.
- Access to the terminal building when no personnel is on-site was discussed. It was moved by McLaughlin and seconded by Dotzler to proceed with installing a keyless locking system. Motion carried unanimously.

The next regular meeting is scheduled for Tuesday, May 19 7:00 A.M. at Harlan Airport. An electronic option will also be provided for this meeting.

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.

“Due to the COVID-19 crisis and social distancing recommendations, the Airport Commission meeting was made available electronically utilizing Zoom. Everyone was offered to participate by internet connection or by phone.”

The Harlan Airport Commission met on Tuesday, May 19, 2020 at 7:00 AM at Harlan Airport

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

Also Present: Gene Gettys*, Sharon Kroger*, Mike Kolbe*, Scott Pigsley, Rob Garber*, Eric Johnson*

* de-notes participating electronically via Zoom meeting

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 McLaughlin to approve the April 21, 2020 meeting minutes. Motion carried unanimously.

The financial reports for the month of April 2020 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

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

- Eric Johnson from Kirkham Michael reported on hangar door bids. The project was advertised through Quest, newspaper, City website, City social media and direct contacts. No official bids were received. A proposal was received from Weirich Welding LLC. It was moved by Dotzler and seconded by Hansen to proceed with Weirich Welding, LLC subject to completing project documents and complying with bidding. Motion carried unanimously.
- Underground 1,000 gallon fuel tank needs to be removed from service. This has been budgeted after July 1. No action was taken.
- Fuel sales report was reviewed. No action was taken.
- Hangar Summary & Seniority report was reviewed. No action was taken. There is one hangar available, 5C. Discussion took place regarding hangar rent pricing. This topic will be added to the June agenda as a possible action item.

The next regular meeting is scheduled for Tuesday, June 16, 7:00 A.M. at Harlan Airport. Following, at 9 A.M., will be an invitation to ag operators for an on-site walk-through of operations and staging for the spraying season.

There being no further business, meeting was adjourned.

Gene Gettys, Recording Secretary

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“Due to the COVID-19 crisis and social distancing recommendations, the Airport Commission meeting was made available electronically utilizing Zoom. Everyone was offered to participate by internet connection or by phone.”

The Harlan Airport Commission met on Tuesday, May 19, 2020 at 7:00 AM at Harlan Airport

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

Also Present: Gene Gettys, Sharon Kroger*, Mike Kolbe*, Scott Pigsley, Rob Garber*, Eric Johnson*

* de-notes participating electronically via Zoom meeting

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 May 19, 2020 meeting minutes. Motion carried unanimously.

The financial reports for the month of May 2020 were reviewed. A question was asked about journal entry for Blds/Grnd/Maint for “FEMA FUND”. Gettys will research and report back to the Commission. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

Airport Manager May report was presented. It was moved by Dotzler and seconded by Hansen to receive and file the manager report. Motion carried unanimously. Pigsley presented a proposal for sandblasting and painting fueling ladders for \$425. It was moved by Dotzler and seconded by McLaughlin to proceed with ladder repainting project. Motion carried unanimously.

- Eric Johnson from Kirkham Michael reported on hangar door proposals and contract status with Weirich Welding LLC. It was moved by Dotzler and seconded by Hansen to proceed with Weirich Welding, LLC and pay 25% initial payment pending form of contract and bonds. Motion carried unanimously.
- Fuel sales report was reviewed. Discussion took place on available supply and pricing comparison to other airports. No action was taken.
- Hangar space was reviewed. Presently there are 3 available hangars. It was moved by McLaughlin and seconded by Dotzler to direct staff to advertise available hangar space for aviation and non-aviation use. Motion carried unanimously.
- Hangar rent pricing was reviewed. It was moved by Dotzler and seconded by Hansen to adjust hangar rents from \$45 to \$50; \$59 to \$65 (including 6A, 6B, 6C); \$75 for non-aviation use; no change on hangar 9; effective October 1, 2020. Motion carried unanimously.

The next regular meeting is scheduled for Tuesday, July 14, 7:00 A.M. at Harlan Airport.

There being no further business, meeting was adjourned.

Gene Gettys, Recording Secretary

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

HARLAN AIRPORT COMMISSION – July 14, 2020

“Due to the COVID-19 crisis and social distancing recommendations, the Airport Commission meeting was made available electronically utilizing Zoom. Everyone was offered to participate by internet connection or by phone.”

The Harlan Airport Commission met on Tuesday, July 14, 2020 at 7:00 AM at Harlan Airport

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

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

* de-notes participating electronically via Zoom meeting

The meeting was called to order by Chairperson McLaughlin. 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 Hansen to approve the June 16, 2020 meeting minutes. Motion carried unanimously.

The financial reports for the month of June 2020 were reviewed. FY is complete as of June 30 and it was noted by Dotzler the operating loss for FY was improved approximately \$14,000 because of the increase in fuel sales during spraying season. It was also noted the communications with Manager Pigsley and attentive to budget and expense have been positives. It was moved by Dotzler and seconded by McLaughlin to approve the financial reports. Motion carried unanimously.

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

- Eric Johnson from Kirkham Michael reported pre-construction meeting on July 6 with Weirich Welding LLC. Project is tentatively slated for late July/early August. Pigsley has had communication with tenants of impacted hangars.
- Pigsley updated on UST removal. DNR has approved one of the certified provider proposals, Unified. Pigsley will work with vendor to secure project details and timeline and propose to Commission at future meeting.
- Gettys updated on Airport Consultant Selection. Notice/advertisement will be made with deadline mid-August and committee review by end of August. No action was taken.
- Fuel sales report was reviewed. No action was taken.
- Hangar Summary and Seniority list was reviewed. Rent increases notice will be included in this months statement to take effect October 1. Gettys will ensure the notice or an e-mail will be sent to tenants expanding on the increase notice. No action was taken.

The next regular meeting is scheduled for Tuesday, August 25, 7:00 A.M. at Harlan Airport.

There being no further business, meeting was adjourned.

Gene Gettys, Recording Secretary

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

“Due to the COVID-19 crisis and social distancing recommendations, the Airport Commission meeting was made available electronically utilizing Zoom. Everyone was offered to participate by internet connection or by phone.”

The Harlan Airport Commission met on Tuesday, August 25, 2020 at 7:00 AM at Harlan Airport

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

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

* de-notes participating electronically via Zoom meeting

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 July 14, 2020 meeting July 28, 2020 special meeting minutes. Motion carried unanimously.

The financial reports for the month of July 2020 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

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

- Hangar door project is complete. Inspection walk-thru was completed August 19. It was moved by Dotzler and seconded by Hansen to accept the work done, authorize payment, and keep the contract open. Motion carried unanimously.
- Pigsley updated on UST fill-in-place. Unified, the contractor, has indicated they will be on-site next week to complete the work and it should take one day to complete.
- Harlan Airport was approved for a \$75,000 State of Iowa General Aviation Vertical Infrastructure grant for the current year. It is an 85% State of Iowa/15% local match grant. Discussion was held about completion of hangar #6 hangar doors and other improvements. Consideration for use of CARES funds for local match needs to be considered. No action was taken.
- Fuel sales report was reviewed. Discussion ensued regarding inventory level of 100 LL, current price of 100LL, and pricing of fuel. There was discussion and consideration of ½ load delivery or pricing as a loss leader to drive activity and lower inventory. The current policy is to mark-up fuel \$0.60/gallon + credit card fee. If there is going to be a change it needs to reflect a change in policy by the Commission. No action was taken.
- Hangar Summary & Seniority list was reviewed. No action was taken.
- Two (2) Statement of Qualifications were received for airport consultant selection. The committee was provided packets from each firm for review and an evaluation matrix. Next week the committee will establish next steps for consideration and selection.

The next regular meeting is scheduled for Wednesday, September 30, 7:00 A.M. at Harlan Airport and via ZOOM.

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 Consultant Selection - Work Session – September 8, 2020

The committee for Harlan Airport Consultant Selection met on Tuesday, September 8, 2020 at 7:00 AM at Harlan Airport.

Present: Rick Dotzler, Scott McLaughlin, Scott Pigsley, Gene Gettys

Absent: Ken Hansen

Interviews via ZOOM took place with 2 firms for the purpose of FAA 5-year consultant selection. Firm A interview took place at 7:30 a.m. and Firm B interview took place at 8:30 a.m.

No formal action was taken. Committee members were reminded to score and return the selection criteria sheets.

Gene Gettys, Recording Secretary

“Due to the COVID-19 crisis and social distancing recommendations, the Airport Commission meeting was made available electronically utilizing Zoom. Everyone was offered to participate by internet connection or by phone.”

The Harlan Airport Commission met on Wednesday, October 28, 2020 at 7:00 AM at Harlan Airport

Voting Members Present: Scott McLaughlin, Rick Dotzler

Also Present: Gene Gettys, Sharon Kroger*, Scott Pigsley, Mike Kolbe*, Rob Garber, Eric Johnson (arrived 7:12 a.m.)

* de-notes participating electronically via Zoom meeting

The meeting was called to order by Chairperson McLaughlin. 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 October 6, 2020 meeting minutes (as amended for name correction). Motion carried unanimously.

The financial reports for the month of September 2020 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

Airport Manager September report was presented. Manager indicated he has been working with REC regarding power issues for the terminal and hangar #1. Manager also noted he continues to work on a CASE-IH tractor lease to present to Commission. It was moved by McLaughlin and seconded by Dotzler to receive and file the manager report. Motion carried unanimously.

- Gettys introduced apron re-hab project and background on independent fee estimate (IFE) for engineering services.
- Eric Johnson presented and reviewed the engineering services agreement for the apron re-hab project. It was moved by Dotzler and seconded by McLaughlin to approve the agreement as presented pending review and approval from City Attorney and Finance Director. Motion carried unanimously.
- Hangar #6 doors and re-hab was discussed. Kirkham Michael spoke with IDOT (Shane Wright) and recommended new bidding and contract. Kirkham Michael will prepare a services agreement for the project to present at the next meeting.
- Fuel sales report was reviewed. JetA inventory is low and it was discussed to hold off on purchase even though cost is less than last load. No action was taken.
- Hangar Summary & Seniority list was reviewed. No action was taken.

Rob Garber distributed the most recent Five-Year CIP submittal. Updates were discussed for new submittal by end of November. It was discussed to add a taxi lane re-hab project. Rob will update and submit.

The next regular meeting is scheduled for Tuesday, November 17, 7:00 A.M. at Harlan Airport and via ZOOM.

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.

“Due to the COVID-19 crisis and social distancing recommendations, the Airport Commission meeting was held electronically utilizing Zoom. Everyone was offered to participate by internet connection or by phone.”

The Harlan Airport Commission met on Tuesday, November 17, 2020 at 7:00 AM electronically via Zoom.

Voting Members Present: Scott McLaughlin, Rick Dotzler

Also Present: Gene Gettys, Sharon Kroger, Scott Pigsley, Mike Kolbe, Rob Garber, Eric Johnson, Craig Maline (YANT equipment)

The meeting was called to order by Chairperson McLaughlin. It was moved by Dotzler and seconded by McLaughlin to approve the agenda, with amendment to have items from Kirkham Michael reviewed earlier in 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 October 28, 2020 meeting minutes. Motion carried unanimously.

The financial reports for the month of October 2020 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

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

- Eric Johnson provided update on apron rehab project. Geotech will be taking verification cores in the next month.
- Gettys introduced the engineering services agreement for the Hangar #6 door / rehab project. It was moved by Dotzler and seconded by McLaughlin to approve the agreement with corrections noted. Motion carried unanimously.
- Five-Year CIP draft plan was reviewed. It will be submitted as presented.
- Tractor rental agreement with Titan Machinery was reviewed. Discussion was to keep the existing tractor as back-up and if approved the monthly expense will be handled through bldgs/grounds/maint. It was moved by McLaughlin and seconded Dotzler to enter into a tractor rental agreement when one becomes available. Motion carried unanimously.
- It was moved by Dotzler and seconded by McLaughlin to donate the old beacon light to Antique Airplane Association in Blakesburg. Motion carried unanimously.
- Fuel sales report was reviewed. No action was taken.
- Hangar Summary & Seniority list was reviewed. No action was taken. Hangar 5B is rented to Larry Stewart. Gettys will follow-up with Jeff Nielsen, 6D regarding request for rent consideration.

Eric Johnson reported Kim Triggs/Godberson-Smith contacted him Friday, November 13th about correcting “clayballs” on the runway. This was in response to recent communications sent to Godberson-Smith and the bonding company CNA Surety. This work will be coordinated in the Spring ‘21.

Craig Maline from YANT presented his review and proposal of the fueling terminal/systems. He recommended replacement of the existing Fuelmaster Terminals with OPW (no annual fee or maintenance is included). This system is EMV chip compliant which Fuelmaster is not. Overall estimated cost with some other replacement equipment is approximately \$40,300.

The next regular meeting, including budget planning, is scheduled for Tuesday, December 15, 7:00 A.M. at Harlan Airport and/or via ZOOM.

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.

“Due to the COVID-19 crisis and social distancing recommendations, the Airport Commission meeting was held in person and offered electronically utilizing Zoom. Everyone was offered to participate by internet connection or by phone.”

The Harlan Airport Commission met on Tuesday, December 15, 2020 at 7:00 AM electronically via Zoom.

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

Also Present: Gene Gettys, Sharon Kroger, Scott Pigsley, Mike Kolbe, Rob Garber, Eric Johnson

The meeting was called to order by Dotzler. 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 17, 2020 meeting minutes. Motion carried unanimously.

The financial reports for the month of November 2020 were reviewed. It was moved by Dotzler and seconded by Hansen to approve the financial reports. Motion carried unanimously.

(McLaughlin arrived 7:15 am) Airport Manager November report was presented. It was moved by Dotzler and seconded by McLaughlin to receive and file the manager report. Motion carried unanimously.

- Scope of hangar 6 project was reviewed. Kirkham Michael will finalize scope and bid documents with primary project scope of hangar door replacements & concrete in storage area. Additional alternate 1 - re-skin the hangar. Additional alternate 2 – roof & gutters. Additional alternate 3- roll-up storage door.
- It was moved by Dotzler and seconded by Hansen to recommend to City Council the Apron Expansion pre-application AIP and 5-year CIP. Motion carried unanimously.
- Fuel sales report was reviewed. It was moved by McLaughlin and seconded by Dotzler to temporarily adjust fuel pricing (drop 100LL \$0.50 to \$3.92, increase Jet A \$0.30 to \$2.88) until current inventory quantities are depleted/achieve re-order status. Motion carried unanimously.
- Hangar Summary & Seniority list was reviewed. No action was taken. After discussion Gettys will follow-up with Jeff Nielsen 6D regarding airworthy rent rate for his hangar space.
- There was lengthy discussion on annual operating budget and capital projects.
 - It was moved by Dotzler and seconded by Hansen to recommend to City Council 21/22 annual operating budget as presented. Motion carried unanimously.
 - It was moved by McLaughlin and seconded by Dotzler to proceed with Apron Rehab (366) and Hangar Improvement (364) projects and apply CARES Act funding most efficiently. Motion carried unanimously.

The next regular meeting is scheduled for Wednesday, January 20, 2021, 7:00 A.M. at Harlan Airport (also offered via ZOOM).

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.