

AIRPORT COMMISSION MEETING MINUTES: **Thursday, November 16, 2023**

1. Roll Call

Present - J. Coffey, R. Huber, L. Orensten.

Absent - B. Ellefson, C. Ortman (Excused)

Also present - B. Moore (Airport Manager)

2. Approval of Minutes

- a. September 28, 2023 Meeting Minutes

Item not considered.

3. Citizen Participation Period

No Public present for comment.

4. Commission Items

- a. Hangar Lease Approvals - (Coffey, Carlson, Payne, Radosevich, Ochsenbauer, Rivard)

All hangars have been inspected and meet requirements. Radosevich sent a letter complaining about the length of time to process his lease, which was read into the record by Orensten.

- Motion – Huber – Approve all leases
- Second – Coffey
- Vote – Passes Unanimously (VOICE)

- b. T-8 New Holland Extended Warranty and Repairs

B. Moore explained the work done by Lulich. He and city staff are satisfied with the work done. NO VOTE TAKEN.

- c. 2023 JFK Memorial Airport Crack Seal and Micro Surface Update

B. Moore gave an update. Work is completed, but contractor is going to broom the surfaces they worked on in the spring, along with an inspection of work. NO VOTE TAKEN.

- d. Pavement Marking Update (Crowly Construction)

B. Moore gave an update. Work is completed as of 11/15/23. NO VOTE TAKEN.

- e. City Hangar Door Preventative Maintenance

B. Moore said the contractor is very busy, and there is nothing wrong with the door, but he would like to get it checked out before something goes wrong. A

question was asked about the cables on the door. Moore stated that they haven't been replaced since he started with the airport. Moore also would like the boiler to be inspected as well, and that is outstanding. NO VOTE TAKEN.

f. Request for Approval of 3% Raise for Airport Employees

Moore reported that a motion from the commission is required for this. Question was asked whether the airport is obligated to follow the city or county for staff raises, decided to go with recommended and adjust if needed.

1. Motion – Huber – Approve 3% Raise for airport employees
2. Second – Coffey
3. Vote – Passes Unanimously (VOICE)

g. Fuel Truck Meter Calibration and Operating License

Received the license, was the last license the airport needed for the year. NO VOTE TAKEN.

5. Airport Manager's Report

- Loftness Snow Blower Update – There were a few problems with the blower, but it has been serviced and it is ready to go for winter. Blades are mounted on the truck, and the other tractor.
- A part of the fence was cut open according to someone who called in while working on the snowmobile trail. It was determined that the fence was where two ends met and was not secured properly. It is now repaired.
- The Bureau of Airports visited and was satisfied with his visit.
- Moore attended a weather reporting webinar.
- A letter was received from David Ochsenbauer thanking the commission for the dedication of the Terminal in his name. Orensten read the letter into the record.

a. Loftness Snow Blower Update

6. Approval of Bills

Bills were announced with amounts by L. Orensten.

- Motion – Coffey - Approve all bills as stated
- Second - Huber
- Vote – Passes Unanimously (VOICE)

7. Set Next Meeting Date

Next meeting set for 1/25/2024 @ 4:30 at the JFK Memorial Airport.

8. Adjournment

- Motion – Huber
- Second – Coffey
- Vote Passes Unanimously