



AIRPORT ADVISORY COMMITTEE

Meeting Minutes: July 21st, 2023

1. Meeting called to order with Open Meetings Act announcement.

Meeting was called to order at 8:19 A.M. Open Meeting Act is posted on the wall of the Airport Terminal, the Act Poster was pointed out to those in attendance.

2. Roll call.

Board Members Present: Robert Steenblock, Levi Entz, Alison Adams, Eric Johnson, Jeff Peterson, Bill Dugan Sr., and Dave Mitchell.

3. Approval of the June 16th, 2023 meeting minutes

Motion by Bill Dugan Sr. and seconded by Alison Adams to approve. Motion passed by vote of members: Bill Dugan Sr., Alison Adams, Eric Johnson, Robert Steenblock, Dave Mitchell, Levi Entz, and Jeff Peterson.

4. Update on Terminal Warranty work

- a. Justin Zetterman confirmed Ronco has been paid in full.
- b. Robert Steenblock mentioned the decorative stone on the pillars at the terminal building entrance are cracking. Justin Zetterman will take pictures and check into repair being under warranty.
- c. Justin Zetterman discussed having city attorney draft letter regarding concrete repairs to the sidewalk.

5. Update on Runway Rehab Project

- a. Will know in September if grant money has been approved. FAA will notify and once awarded we can move forward.
- b. Discussion on if runway rehab area can be expanded and Justin Zetterman confirmed that is not an option at this time.
- c. Discussion on spraying weeds on runway and then sealing cracks to avoid further damage.

6. Old Terminal Air Conditioning Unit Replacement

- a. Discussion regarding the current lease terms in place with the Civil Air Patrol (CAP). Discussion on possibility of raising lease expense or changing lease to long term if an option. Discussion on sharing the expense of the AC replacement due to age of the building. Bill Dugan Sr. motioned to amend approval for the City to pay for half of the lowest quote obtained for replacement and Civil Air Patrol pay remaining half and seconded by Dave Mitchell. Motion passed by vote of members: Bill Dugan Sr., Alison Adams, Eric Johnson, Robert Steenblock, Dave Mitchell, Levi Entz, and Jeff Peterson.

7. Prime Secured Proposal for Security Camera on the Apron

- a. Motion by Dave Mitchell to approve and seconded by Eric Johnson. Motion passed by vote of members: Bill Dugan Sr., Alison Adams, Eric Johnson, Robert Steenblock, Dave Mitchell, Levi Entz, and Jeff Peterson.
- b. Discussion on if camera could be made available for PD to view when necessary.

8. Master Agreement for Professional Services - Olsson

- a. Motion by Bill Dugan Sr. to approve and seconded by Levi Entz. Motion passed by vote of members: Bill Dugan Sr., Alison Adams, Eric Johnson, Robert Steenblock, Dave Mitchell, Levi Entz, and Jeff Peterson.

9. Work Order No. 1 - FBO and Apron Signage Plan - Olsson

- a. Justin Zetterman stated there is no final cost for this work order yet.
- b. Motion by Dave Mitchell to approve and seconded by Bill Dugan Sr. Motion passed by vote of members: Bill Dugan Sr., Alison Adams, Eric Johnson, Robert Steenblock, Dave Mitchell, Levi Entz, and Jeff Peterson.

10. Work Order No. 2 - CIP Data Sheet - Olsson

- a. Justin Zetterman stated this is required by the FAA to keep the grant going.
- b. Discussion by Eric Johnson for committee to be more actively involved in CIP Data Sheet with the AAC in the future.
- c. Motion by Jeff Peterson to approve and seconded by Alison Adams. Motion passed by vote of members: Bill Dugan Sr., Alison Adams, Eric Johnson, Robert Steenblock, Dave Mitchell, Levi Entz, and Jeff Peterson.

11. Action Items to Discuss - None

12. Discussion of Maintenance Items

- a. Discussion on moving Veteran Memorial from previous building. FBO has already set up equipment to use to move previous memorial pieces. Robert Steenblock stated they could get a drawing and present it for approval. Justin Zetterman mentioned the Parks Department could assist with drawing and choosing correct plants for the area.
- b. Weed spraying.
-Discuss with Cari Hoffart a possible change to the mowing schedule.

- c. Prioritizing hangar repair list.
 - Jim Kjeldgaard with FBO suggested to start with cable repairs. Justin Zetterman is actively working on prioritizing and securing grant money to assist with repairs. Bill Dugan Sr. mentioned Congress may have passed a bill to help with hangar repairs for municipal airports.

13. Adjournment

Motion by Jeff Peterson and seconded by Levi Entz to adjourn. Motion passed by vote of members: Robert Steenblock, Levi Entz, Alison Adams, Eric Johnson, Jeff Peterson, Bill Dugan Sr., and Dave Mitchell. Meeting adjourned at 9:04 A.M.