

Airport Advisory Committee Minutes 2/6/2024

Present:

- Chris Krohn (Chair)(Zoom)
- Bob Chieffo (vice-Chair) (Zoom)
- Ron Rosenfeld (Secretary)
- Skip Matej (Member)
- Victoria Ganz (Member) (Zoom)
- Chester (Karl) Jenkins (Member) (Zoom)
- John Foster (Member) (Zoom)
- Daryl Wurster (Member) (Zoom)
- Billy Boone (City Council Representative)
- Pete Lehmann (Airport Manager)
- Dave Dineen (FAA) (Zoom)

1. Call to Order: Chris 5:03 PM
2. Approval of previous minutes
  - a. Motion by Victoria, 2<sup>nd</sup> by Ron. Approved.
3. Adjustments to Agenda
  - a. Bob: discussion of new meeting time
  - b. Billy: speak to a few items at end of meeting
4. Airport Manager Update (Pete)
  - a. Jan Fuel Sales and Current inventory

Type	\$ Sold	Gallons Sold	Number of Sales
100 LL	\$1,517.5 0	235.27	12
Jet A+	\$1,154.68	208.05	1

- i. Current Inventory
  1. 100 LL approx. 735 gallons
  2. Jet-A approx. 1,000 gallons
  3. 100 LL 2,000 gallons expected next week.
- ii. Sumping being done weekly by Chester and Pete.
- b. Financial Update
  - i. Airport Revenue Account (formerly fuel account): \$82,071.67
  - ii. Victoria: 34% of our budgeted funds for the year have actually been used.
    1. Apparently there is some mismatch between different sets of numbers, but the 34% is accurate.
    2. Approximately \$46,200 remaining.
    3. Actual values pending.
  - iii. Discussion regarding AIP funds
    1. KEPM is allocated \$150,000 per year from AIP funding
      - a. And an additional \$100,000 from BIL funds which will be stopping shortly.
    2. If we don't spend it, we lose it.
      - a. However, if we don't use it, we can "lend" it to other airports.
      - b. When we need it, we can then recover those funds.
      - c. We can "bank" up to three years of funds in this manner.
      - d. This process is handled by the FAA and does not require any outlay on our part.
- c. Plow equipment

- i. Both trucks are functional.
  - ii. With both trucks functioning, plowing time has been cut in half.
- d. Crew Car
  - i. 2008 Chevy Impala picked up by Pete in Florida and driven back here.
  - ii. Usage rules to be determined.
    - 1. Preliminary ideas have usage confined to Eastport and two hours usage.
    - 2. This can be modified by airport manager.
    - 3. Skip: Consider using as a shuttle during hi-usage times.
  - iii. Insurance
    - 1. Skip:
      - a. Most drivers are insured for driving a non-owned vehicles.
    - 2. May be additional costs to city if vehicle is added to the city policy.
    - 3. John and Pete to work on this.
      - a. John can help with conversations with city attorney.
- e. Jet-A single point refueling truck
  - i. Acquisition remains under investigation.
    - 1. Leasing: most expensive
    - 2. GSA surplus: none available at this time
    - 3. Repurposing fuel delivery truck
- f. 100 LL grounding wire
  - i. Spool broke and wire has been replaced.
- 5. Current Project Updates
  - a. PAPI
    - i. Contractor will pay for first FAA flight check
    - ii. A new flight check will be scheduled with representatives from HT and an engineer from the construction company on site to make any necessary adjustments.
    - iii. The cost will be slightly increased as the cost of the flight check has been increased, but the city share (at 5%) will be small.
  - b. ATP (Terminal Grant Proposal)
    - i. Decision expected probably late February or early March.
    - ii. Will be located in area between fuel farm and current terminal building
  - c. Master Plan Update
    - i. Pete & Chris are coordinating with HT concerning details
    - ii. Consider developing Blade Yard area
    - iii. Would also provide a larger apron
      - 1. Current apron is OK for a few small GA aircraft, but too cramped for increased usage because of limited parking space and limited turn-around margins.
  - d. Others
    - i. Solar – no change
    - ii. AWOS-3 – no change. Probably be done 2025
    - iii. Stormwater bio-retention cell
      - 1. HT continues to refuse to accept responsibility.
      - 2. Chris feels we could probably fix this locally for a fraction of HT's cost estimate.
- 6. Land lease
  - a. New leases: Chris to contact interested parties.
  - b. Renewal leases
    - i. FAA says a renewal lease could be up to fifty years.
    - ii. Any existing lessee to have priority on a lease renewal.
    - iii. Long discussion regarding length of renewals

1. Some advocating for shorter terms
  - a. Structure needs to remain sound for the term of the lease
    - i. Skip favored frequent inspections for soundness.
    - ii. Chris felt this requirement would not be practical here.
    - iii. After discussion about engineering assessments and other methods, it was decided to leave this kind of assessment up to the Code Enforcement officer for Eastport
  - b. Shorter lease so as not to be locked into a longer term.
2. Others advocated for a longer term.
  - a. Fairness in comparison with new leases
3. Victoria suggested variable term for renewals
- iv. Chris moved that
  1. Renewal leases could have a term of up to twenty years at the option of the lessee
  2. Committee to approve renewals and possible need for an inspection at the time prior to forwarding to the City.
  3. Second by Ron
  4. Approved with none opposing.
7. Airport Association building grant assurance compliance update
  - a. FAA position at this time is that a lease is required
  - b. Chris to work on this.
8. Billy
  - a. Council considering discontinuing payment for utilities to the terminal building provided by the Airport Association.
  - b. Pete to meet with Council in Executive session to discuss this.
  - c. Committee feels this would be unwise due to the various uses of the building by local and itinerant pilots, as well as the use of the building for airport required computers and other equipment.
    - i. The trailer/office obtained by Pete does not have sufficient room to replace the services provided by the building.
  - d. Committee members to contact Pete with any advice concerning his planned meeting.
9. Bob
  - a. Requested a later meeting time: 7-8 PM
  - b. Ron: Can not attend meetings that start later than 5 PM
  - c. Committee agrees to continue with the 5 PM meeting time
10. Adjournment
  - a. Motion by Victoria, 2<sup>nd</sup> by Chester
  - b. Adjourned at 7:22 PM

Next meeting: March 5, 2024 5 PM

Respectfully Submitted,

Ron Rosenfeld, Secretary