

“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 Friday, January 29, 2021 at 7:00 AM.

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

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

The meeting was called to order by Chair 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 December 15, 2020 meeting minutes. Motion carried unanimously.

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

Airport Manager December report was presented. An interested party contacted the manager about constructing a private hangar on airport property. Discovery meeting is set-up for February 12 at 10 a.m. It was moved by Dotzler and seconded by Hansen to receive and file the manager report. Motion carried unanimously.

- Rob Garber reviewed hangar #6 re-hab and hangar door plans and specifications. Preference for sheeting re-hab is roof first and then siding. It was moved by Dotzler and seconded by Hansen to advertise for bids. Motion carried unanimously.
- Eric Johnson provided update of the apron re-hab project. Geotech core samples were recently taken and no results are available yet. Construction Safety & Phasing Plan (CSPP) has been submitted to FAA.
- Discussion took place regarding advertising signs on airport property. Commission determined City policy will be followed which does not allow private signs on public property.
- Airport Manager agreement renews April 1, 2021 and it was discussed to complete manager evaluation/feedback at February meeting and consider agreement review/action in March meeting.
- Fuel sales report was reviewed. No action was taken.
- Hangar Summary & Seniority list was reviewed. It was moved by McLaughlin and seconded by Dotzler to have City Administrator send letter to tenant in 6D regarding delinquent payment and provide 30 days from letter to remit payment. Motion carried unanimously.

Eric Johnson updated the Commission on his discussions with FAA regarding the obstruction NOTAM and he will continue working with the FAA to resolve this. Gettys updated Commission on learnings from other GA airports regarding funding participation from other entities. This information will be provided in next meeting packet. Commission discussed having elected officials “Open House” session at the airport facility.

The next regular meeting is scheduled for Tuesday, February 23, 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.

HARLAN AIRPORT COMMISSION – February 23, 2021

“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, February 23, 2021 at 7:00 AM.

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

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

The meeting was called to order by Chair 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 January 29, 2021 meeting minutes. Motion carried unanimously.

The financial reports for the month of January 2021 were reviewed. It was moved by Dotzler and seconded by Hansen to approve the financial reports. Motion carried unanimously.

Airport Manager January report was presented. DOT runway marking/painting was discussed and Pigsley will follow-up. It was moved by McLaughlin and seconded by Dotzler to receive and file the manager report. Motion carried unanimously.

- Bid results for hangar #6 re-hab and hangar door were reviewed. One (1) bid was received from Leinen Construction. Consideration for base bid and alternatives were reviewed. Budget for the project is \$101,000 (\$75,000 DOT-GAVI and \$26,000 City of Harlan). After discussion it was determined to have Kirkham Michael follow-up with contractor to further clarify in writing the inclusions and exclusions (e.g. door concrete footings, rails, walk-in door). The bid is good for 60 days. No action was taken.
- Eric Johnson provided update of the apron re-hab project. Project is on schedule. Plans & specs are in review at FAA which includes taxi-lane to the north. Walk-through of the plans will occur at the next airport meeting or before if needed.
- Pigsley reported the computer was fixed by CAS Computers by replacing a fan from the Fire Department computer. Consider including a new computer in next year or a future year budget. No action was taken.
- Fuel sales report was reviewed. No action was taken.
- Hangar Summary & Seniority list was reviewed. Gettys reported letter was sent and he has had communication with Nielsen (6D) and to expect resolution on past due rent. No action was taken.

A performance review was completed with Airport Manager Pigsley. The review included assessments from the three (3) Commission members, City Administrator Gettys and a self-assessment from Pigsley. Results were positive in all performance areas. It was moved by McLaughlin and seconded by Dotzler to accept and file the airport manager review. Motion carried unanimously.

Discussion took place regarding a new airport manager agreement mirroring fiscal year budget cycle with airport manager reviews conducted in December/January each year. An updated agreement will be reviewed at the March meeting.

The next regular meeting is scheduled for Tuesday, March 23, 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.

HARLAN AIRPORT COMMISSION – March 23, 2021

“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, March 23, 2021 at 7:00 AM.

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

Also Present: Gene Gettys, Sharon Kroger*, Scott Pigsley, Rob Garber*, Eric Johnson*, Mayor Mike Kolbe* (*indicates participated electronically)

The meeting was called to order by Chair 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 23, 2021 meeting minutes. Motion carried unanimously.

The financial reports for the month of February 2021 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

Airport Manager February 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 an update on apron re-hab project. An important update was recent FAA announcement that current FY AIP projects would be funded at 100%. It was moved by Dotzler, seconded by Hansen, to approve the apron re-hab plans & specifications, direct to advertise with an optional Spring 2022 start date. Motion carried unanimously. Bids will be due Thursday, April 29 at noon.
- Hangar #6 project bid was discussed and various alternatives were considered. It was moved by McLaughlin, seconded by Dotzler, to award the contract to Leinen Construction for base bid (\$54,032.26), plus concrete footer on full width of doors (\$9,708.08) and alternate 3 roll-up door (\$5,601.17). (TOTAL \$69,341.51) Motion carried unanimously.
- North taxi-lane repair and improvements were discussed. This is seen as a priority project for the Airport Commission. State funding would be an option for funding and local funds would be available from unused local match from apron re-hab. Rob Garber will update 5 Year CIP and an application for State funds for the project. Application is due May 6, 2021.
- Airport Manager Agreement was presented in Commission packet. It was moved by Dotzler, seconded by Hansen to approve the Airport Manager Agreement. Motion carried unanimously.
- It was moved by McLaughlin, seconded by Hansen to approve the FuelMaster Maintenance Agreement. Motion carried unanimously.
- Private Hangar construction was discussed. Eric Johnson stated building codes require certain setbacks for aviation if the hangar is of wood construction. McLaughlin indicated he had shared sample agreements from other communities with interest party.
- Display Jet was discussed. Discussion centered around meeting with all interested parties at the jet location at a future time to evaluate maintenance needed.
- Fuel sales report and Hangar Summary & Seniority were not reviewed as they were not available for the meeting. All hangar rents are current.

IPAA virtual conference is Wednesday, April 14 from 9 a.m. to noon. Interested parties may attend at the airport. Eric Johnson reported he will contact Kim Triggs this Spring regarding repairs to the runway as previously agreed.

The next regular meeting is scheduled for Friday, April 30, 2021, 7:00 A.M. at Harlan CITY HALL (also offered via ZOOM).

There being no further business, meeting was adjourned after a motion by Dotzler, seconded by Hansen. Motion carried unanimously.

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 30, 2021

“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 Friday, April 30, 2021 at 7:00 AM.

Voting Members Present: Scott McLaughlin, Rick Dotzler

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

The meeting was called to order by Chair 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 March 23, 2021 meeting minutes. Motion carried unanimously.

The financial reports for the month of March 2021 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

Airport Manager March report was presented. It was moved by Dotzler and seconded by McLaughlin to receive and file the manager report and direct staff/manager to work with Finance Director for purchasing hose and hose reels. Motion carried unanimously.

- Rob Garber and Gene Gettys provided a review of Apron Rehab Project bid opening on April 29, 2021. It was moved by McLaughlin, seconded by Dotzler, for approval of the low bid from Precision Concrete Services Inc. of \$270,917. Motion carried unanimously.
- Hangar #6 project was discussed. Contractor has ordered stored materials and work will begin after July 1, 2021. No action was taken.
- HNR 2021 State 5 Year CIP was reviewed. It was moved by Dotzler, seconded by McLaughlin, to approve as submitted. Motion carried unanimously.
- North Taxiway Improvement State Funding Application was reviewed. Discussion occurred regarding the schematic of pavement improvements and how this may be expanded/reduced if the project was approved. It was moved by McLaughlin, seconded by Dotzler, to approve as submitted. Motion carried unanimously.
- Federal CRRSAA Application for HNR funds was reviewed. It was moved by McLaughlin, seconded by Dotzler, to submit the application. Motion carried unanimously.
- Fuel Sales & Pricing report was reviewed. No action was taken.
- Hangar Summary & Seniority were reviewed. Hangar 5B, 5C and 5D are vacant. No action was taken.

Flight breakfast will be June 20th.

The next regular meeting is scheduled for Wednesday, May 26, 2021, 7:00 A.M. at Harlan Airport (also offered via ZOOM).

There being no further business, meeting was adjourned after a motion by Dotzler, seconded by Hansen. Motion carried unanimously.

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 – May 26, 2021

“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 Wednesday, May 26, 2021 at 7:00 AM. at the Harlan Airport.

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

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

The meeting was called to order by Chair 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 April 30, 2021 meeting minutes. Motion carried unanimously.

The financial reports for the month of April 2021 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 McLaughlin to receive and file the manager report. Motion carried unanimously.

- Eric Johnson updated that everything has been submitted and received by FAA for Apron Rehab Project. Will await federal appropriations of AIP funds.
- Hangar #6 project update. Contractor has ordered stored materials and work will begin after July 1, 2021. No action was taken.
- North Taxilane improvement was discussed. It was discussed to consider applying for FAA AIP entitlement for this project versus current state application. This will be reviewed further at June/July meetings.
- The Airport Manager report highlighted facility and equipment needs and the availability of current FY budgeted dollars. These needs are in addition to previously approved hose & hose reels. It was moved by Dotzler, seconded by Hansen, to proceed with terminal building flooring, snow pusher, 3-point hitch, and snow blower purchases based upon available funds. Motion carried unanimously.
- Fuel Sales & Pricing report was reviewed. No action was taken.
- Hangar Summary & Seniority was discussed. Need to evaluate temporary storage for aircraft in Hangar #6 during construction. Hangar 5B, 5C and 5D are vacant. No action was taken.

Federal CRRSAA Application for HNR funds was reviewed. It was moved by McLaughlin, seconded by Dotzler, to submit the application. Motion carried unanimously.

The next regular meeting is scheduled for Tuesday, June 29, 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.

HARLAN AIRPORT COMMISSION – June 29, 2021

“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, June 29, 2021, at 7:00 AM. at Harlan City Hall Council Chambers.

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

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

* Indicates participating via telephone.

The meeting was called to order by Chair 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 26, 2021, meeting minutes. Motion carried unanimously.

The financial reports for the month of May 2021 were reviewed. 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 McLaughlin and seconded by Dotzler to receive and file the manager report. Motion carried unanimously.

- Eric Johnson updated project should be a Spring 2022 start. Standard FAA contract with contractor.
- Hangar #6 door project awaiting start date from contractor. Will need at least a week notice to arrange for alternate storage of planes. It is not anticipated the project will interfere with spraying operations.
- Discussed most recent FAA and IDOT AIP/CIP 5-year plan submittals which were included in the meeting packet. Based upon current available funds due to 100% project funding for apron re-hab, 810 capital savings account, CARES, CRRSAA and ARPA funding streams it was determined we will schedule a work session following the next meeting to discuss project priorities, future funding, planning, and budgeting.
- Fuel Sales & Pricing report was reviewed. Upon order of next load of fuel (i.e., Jet A in July) normal mark-up will resume. No action was taken.
- Hangar Summary & Seniority was reviewed. No action was taken.

The next regular meeting is scheduled for Wednesday, July 21, 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.

HARLAN AIRPORT COMMISSION – July 21, 2021

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 Wednesday, July 21, 2021, at 2:40 PM at Harlan Airport.

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

Also Present: Gene Gettys, Jane Smith, Scott Pigsley, Eric Johnson*, Rob Garber, Jeff Nielsen

* Indicates participating via telephone.

Prior to the regular Commission meeting there was a work session to discuss future project priorities and finances. Combined funds for future projects/expenses is approximately \$140,000 (i.e. \$65k from capital savings & unspent project funds, \$75k from COVID funds). Upon review of State and Fed CIP submittals it was determined the nearest project priority is the north taxi-lane project. Updated CIP will be prepared and available for the next meeting.

The regular Commission meeting was called to order by Chair McLaughlin at 3:35 PM. It was moved by Dotzler and seconded by Hansen to approve the amended agenda (i.e. possible action on Hangar #6 Door project). 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 29, 2021, meeting minutes. Motion carried unanimously.

The financial reports for the month of June 2021 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the financial reports. Motion carried unanimously.

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

- Spring 2022 is projected contractor start date for Apron re-hab project.
- Hangar #6 door project is underway with concrete work completed and hydro-swing doors installed. Hangar 6D new concrete installation spanning the front of the hangar door has a lip/slope on each side (entry and exit). Those present in person viewed the hangar and discussed solutions. Engineer will work with contractor in next few days to receive costs on the solutions discussed on the interior and exterior pavement areas. This will be a change order to the contract. The work falls under the current DOT project agreement previously approved by the Commission and there are funds remaining with local match being approximately 26%.
- It was moved by McLaughlin and seconded by Dotzler to recommend to City Council submittal of application for ARPA funding. Motion carried unanimously.
- Fuel Sales & Pricing report was reviewed. It was moved by Dotzler and seconded by McLaughlin to increase pump price an additional \$.05 on future Jet A fuel deliveries. Motion carried unanimously. Pricing to be reviewed at future meetings.
- Hangar Summary & Seniority was reviewed. No action was taken.

The next regular meeting is scheduled for Wednesday, August 18, 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.

HARLAN AIRPORT COMMISSION – Special Meeting - July 26, 2021

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 Monday, July 26, 2021, at 2:40 PM at Harlan Airport.

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

Also Present: Gene Gettys, Scott Pigsley, Rob Garber

* Indicates participating electronically or via telephone.

The Special Commission meeting was called to order by Chair 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 July 21, 2021, work session and meeting minutes. Motion carried unanimously.

Hangar #6 door project change order was reviewed. Engineer will be on-site to inspect prior to pour of additional concrete. Concrete finish will be per DOT spec which is smooth/burlap drag. Concrete on lip will be saw cut on both interior and exterior and new concrete abutting the lip will be 6" in thickness.

It was moved by Dotzler and seconded by Hansen to approve the change order from Leinen Construction for base bid plus option for Hangar #6 project. Motion carried unanimously.

Discussion took place regarding additional improvements such as security lighting which may be added to the remaining GAVI grant.

Rob Garber provided additional information and map for north taxi-lane improvement project. This information will be provided for the next regular Commission meeting.

The next regular meeting is scheduled for Wednesday, August 18, 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.

HARLAN AIRPORT COMMISSION – August 18, 2021

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 Wednesday, August 18, 2021, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler

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

* Indicates participating via telephone.

The Commission meeting was called to order by Chair McLaughlin at 7:00 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.

It was moved by McLaughlin and seconded by Dotzler to approve the July 26, 2021 special meeting minutes. Motion carried unanimously.

The financial reports for the month of July 2021 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 McLaughlin to receive and file the manager report. Motion carried unanimously.

- All documents and contracts are complete in the apron-rehab specifications book. Projecting a pre-construction meeting in Spring 2022.
- Hangar #6D change order is projected to begin this week or when notice provided by contractor. Increased hangar rent will be applied to next invoices for the two improved hangars.
- It was moved by McLaughlin and seconded by Dotzler to move forward with CIP Data Sheet submission to FAA for north taxi-lane improvements. Motion carried unanimously. Eric commented bids and grant application would be due by April 1. An engineering agreement will be reviewed at a future meeting.
- 2022-'24 DBE program and public notice was reviewed.
- Fuel Sales & Pricing report was reviewed. JetA fuel sales netted approximately \$6,500 above mark-up due to recent posted prices through the spraying season. It was moved by Dotzler and seconded by McLaughlin to decrease current 100LL price \$.50/gallon until current tank depleted (current 100LL tank inventory approximately 7,500 gallons). Motion carried unanimously. Pricing to be reviewed at future meetings.
- Hangar Summary & Seniority was reviewed. There is an additional hangar rental at 5D. This leaves one hangar space available. No action was taken.

The next regular meeting is scheduled for Tuesday, September 21, 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.

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, September 21, 2021, at 7:00 AM at Harlan Airport.

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

Also Present: Gene Gettys, Scott Pigsley, Mike Kolbe, Sharon Kroger, Eric Johnson (Kirkham Michael), Cory Gaston (Kirkham Michael)

* Indicates participating via telephone.

The Commission meeting was called to order by Chair McLaughlin at 7:04 AM. 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 August 18, 2021, meeting minutes. Motion carried unanimously.

The financial reports for the month of August 2021 were reviewed. Pigsley mentioned an invoice for tractor should be coming from Titan Machinery. It was moved by McLaughlin and seconded by Hansen to approve the financial reports. Motion carried unanimously.

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

- Hangar #6 door project is complete. There was discussion regarding use of remaining GAVI funds for security lighting. Kirkham Michael electrical engineer will provide a sketch and then meet with City for review.
- It was moved by Dotzler and seconded by Hansen to provide a \$50 credit on future invoice for Hangar 6D due to displacement from hangar during construction. Motion carried unanimously.
- Eric Johnson introduced the Kirkham Michael engineering agreement for taxiway improvements. Services will include a lifecycle pavement analysis. Timeline for FAA submittal by April 1 was also reviewed which may require some future special Commission meetings. We received a “Go Letter” from the FAA and there is a kick-off meeting with the FAA on Friday, September 24 at 2 p.m.
- There was discussion regarding future apron layout and ag operations. This will be reviewed at a future meeting with Kirkham Michael providing a map of the sketch drawing overlaid with the ALP.
- Gettys provided an update on the No Further Action (NFA) letter from DNR. We are awaiting a response on next steps.
- Fuel Sales & Pricing report was reviewed. Gettys will provide a working Excel copy of the Fuel Sales worksheet to the Commission. No action was taken.
- Hangar Summary & Seniority was reviewed. An additional hangar was rented thus all hangars are currently occupied. No action was taken.

Eric Johnson and Scott Pigsley walked the runway on Friday, September 10 to review the condition of mudballs/cracks. Johnson presented photos and findings to the Commission which have also been sent to the contractor. Johnson will coordinate final repair work and on-site oversight during the repair process.

The next regular meeting is scheduled for Wednesday, October 27, 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.

HARLAN AIRPORT COMMISSION – October 27, 2021

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 Wednesday, October 27, 2021, at 7:00 AM at Harlan Airport.

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

Also Present: Gene Gettys, Scott Pigsley, Sharon Kroger, Eric Johnson (Kirkham Michael), Cory Gaston (Kirkham Michael)

* Indicates participating via telephone.

The Commission meeting was called to order by Chair McLaughlin at 7:04 AM. 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 September 21, 2021, meeting minutes. Motion carried unanimously.

The financial reports for the month of September 2021 were reviewed. It was moved by McLaughlin and seconded by Hansen to approve the financial reports. Motion carried unanimously.

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

- ALP map was reviewed and discussed. Kirkham Michael will provide some modeling and prepare maps for future review. No action was taken.
- CIP was reviewed and changes will be made to reflect hangar doors are complete, as well as adding a future 8 T-hangar project in 2030. It was moved by Dotzler and seconded by Hansen to submit the draft CIP. Motion carried unanimously.
- 2022 Taxilane Kirkham Michael engineering agreement was reviewed. It was moved by Dotzler and seconded by McLaughlin to approve the agreement as presented. Motion carried unanimously. Agreement will be presented to City Council on November 2, 2021.
- Security lighting was discussed. Manager is still awaiting bids from electricians. No action was taken.
- UST report was reviewed. Water well plugging is complete with inspection and observation by Environmental Health. Project is complete.
- Equipment needs for a snowblower and mower were discussed. It was moved by McLaughlin and seconded by Hansen to proceed with purchase of snowblower of \$4,000. Motion carried unanimously. Mower pricing was reviewed and awaiting authorization of possible USDA funds to assist with purchase. No action was taken.
- Fuel Sales & Pricing report was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. Hangars are 100% occupancy with a waiting list. No action was taken.

The next regular meeting is scheduled for Wednesday, November 24, 2021, 7:00 A.M. at Harlan Airport (also offered via ZOOM).

There being no further business, meeting was adjourned at 8:45 a.m.

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 – November 24, 2021

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 Wednesday, November 24, 2021, at 7:00 AM at Harlan Airport.

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

Also Present: Gene Gettys, Scott Pigsley, Sharon Kroger, *Mike Kolbe, Cory Gaston (Kirkham Michael) * Indicates participating via telephone.

The Commission meeting was called to order by Chair McLaughlin at 7:00 AM. 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 October 27, 2021, meeting minutes. Motion carried unanimously.

The financial reports for the month of October 2021 were reviewed. It was moved by McLaughlin and seconded by Hansen to approve the financial reports. Motion carried unanimously.

Airport Manager October report was presented. It was moved by Dotzler and seconded by Hansen to proceed with Guyer to build loader adapter for snow blade for \$850. Motion carried unanimously. It was moved by Dotzler and seconded by Hansen to receive and file the manager report. Motion carried unanimously.

- Updated ALP map prepared by Kirkham Michael was reviewed and discussed. Consideration of options for expanded apron to the north, including fuel station, as well as consideration of additional pavement for ag sprayers. High level estimates were \$600k+ for additional apron and \$460k for ag sprayers (not AIP eligible). No action was taken.
- Reviewed updated CIP which included a safety related project for the grass runway which was recommended by FAA. It was moved by McLaughlin and seconded by Hansen to submit the final CIP as amended. Motion carried unanimously.
- Security lighting was discussed. Manager is still awaiting bids from electricians. No action was taken.
- Discussed need for smaller mower as presented by Airport Manager at last meeting. USDA grant of 35% has been applied for and no answer expected until after the first of the year. No action was taken.
- Fuel Sales & Pricing report was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. No action was taken.
- Gettys distributed budget sheets and suggestions for next fiscal year. These will need confirmed at next meeting.
- Review of manager performance will be completed at the end of next Commission meeting.

The next regular meeting is scheduled for Tuesday, December 14, 2021, 7:00 A.M. at Harlan Airport (also offered via ZOOM).

There being no further business, meeting was adjourned at 8:38 a.m.

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 – December 14, 2021

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 14, 2021, at 7:00 AM at Harlan Airport.

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

Also Present: Gene Gettys, Scott Pigsley, Sharon Kroger, Cory Gaston (Kirkham Michael), Eric Johnson (Kirkham Michael) * Indicates participating via telephone

The Commission meeting was called to order by Chair McLaughlin at 7:00 AM. 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 November 24, 2021, meeting minutes. Motion carried unanimously.

The financial reports for the month of November 2021 were reviewed. It was moved by Dotzler and seconded by Hansen to approve the financial reports. Motion carried unanimously.

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

- Apron expansion and Taxilane projects were reviewed. 30% completion status is due to FAA in early January. Future ALP update should reflect ag/sprayer operations due to interest in ag activity.
- It was moved by McLaughlin and seconded by Dotzler to recommend to City Council the 2022/23 budget as presented. Motion carried unanimously.
- There was discussion regarding the need for a trim/smaller mower and the intent to wait until February 2022 to determine plan of action. John Deere 4230 may be an option for trade.
- Fuel Sales & Pricing report was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. No action was taken. Hangar rental pricing will be reviewed at January meeting.
- Review of manager performance was completed. Scott Pigsley has delivered consistently on expectations as Airport Manager. It was moved by Dotzler and seconded by Hansen to approve the performance review as presented and add \$1,500 to the manager contract effective 7/1/2022 subject to City Council approval. Motion carried unanimously.

The next regular meeting is scheduled for Tuesday, January 25, 2022, 7:00 A.M. at Harlan Airport (also offered via ZOOM).

There being no further business the meeting was adjourned.

Gene Gettys, Recording Secretary

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