

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Thursday, January 11, 2024, at 7:04 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman

Also Present: Gene Gettys, Scott Pigsley, \*Eric Johnson, Cory Gaston, Alexa Hazelton, \*Rob Garber  
(\* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:04 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 Chapman and seconded by Dotzler to approve the December 15, 2023, meeting minutes. Motion carried unanimously.

The financial reports for the month of December 2023 were reviewed. It was moved by McLaughlin and seconded by Chapman to approve the reports. Motion carried unanimously.

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

- Kirkham Michael reviewed the ALP project status report for the previous month. The Inventory and Forecast sections were submitted to FAA in addition to receiving comments back from FAA. Kirkham Michael will make updates to the plan.
- It was moved by Dotzler and seconded by Chapman to approve the hanger #3 door project plans & specs as amended, to proceed with advertising, and set bid deadline of Friday, February 18<sup>th</sup> at 2 PM. Motion carried unanimously.
- Fuel sales and pricing was reviewed. No action was taken.
- Hangar Summary & Seniority was reviewed. No action was taken. Gettys reported on his contact with tenants as directed from last meeting. Commission may consider future changes to hangar lease agreement.

The next regular meeting is scheduled for Friday, February 23, 2024, 7:00 AM at Harlan Airport (also offered via ZOOM).

There being no further business the meeting was adjourned at 8:03 AM upon motion by Chapman and second by Dotzler.

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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.**

The Harlan Airport Commission met on Friday, February 23, 2024, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman

Also Present: Gene Gettys, Scott Pigsley, \*Eric Johnson, Cory Gaston, \*Alexa Hazelton, Richard Petersen

(\* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:01 AM. It was moved by Dotzler and seconded by Chapman to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

It was moved by Chapman and seconded by Dotzler to approve the January 11, 2024, meeting minutes. Motion carried unanimously.

The financial reports for the month of January 2024 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the reports. Motion carried unanimously.

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

- Alexa Hazelton reviewed the ALP project status report for the previous month. A work session date was set for March 21 to review terminal area alternatives.
- Hangar #6 project bids were presented. It was moved by Dotzler, seconded by Chapman, to recommend bid of Hal & Cal Inc. DBA Leinen Construction, for base bid \$143,437.56. Motion carried unanimously.
- Fuel sales and pricing was reviewed. No action was taken. Pigsley reported tank levels of 7,500 gallons of 100LL and 5,300 gallons of JetA.
- Hangar Summary & Seniority was reviewed. No action was taken.

The next regular meeting is scheduled for Thursday, March 21, 2024, 7:00 AM at Harlan Airport (also offered via ZOOM). Immediately following adjournment will be a work session regarding the ALP.

There being no further business the meeting was adjourned at 8:07 AM.

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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 21, 2024

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Thursday, March 21, 2024, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman  
Also Present: Gene Gettys, Scott Pigsley, \*Eric Johnson, \*Cory Gaston,  
\*Rob Garber, Alexa Hazelton, Richard Petersen (departed 7:47 a.m.)  
(\* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:03 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 February 23, 2024, meeting minutes. Motion carried unanimously.

The financial reports for the month of February 2024 were reviewed. Question from McLaughlin re: YTD Fuel/Tractor/Gas line item being over budget and more detail will be requested. It was moved by Chapman and seconded by Dotzler to approve the reports. Motion carried unanimously.

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

- ALP project status was discussed and the next area to work on is Section 3. The primary ALP focus was the post-meeting work session facilitated by Alexa Hazelton. Primary areas reviewed during the work session consisted of the terminal area layout and runway extension. Comments from the work session will be presented and reviewed at the April 24<sup>th</sup> Commission meeting.
- Hangar #6 door project was discussed with some question/concern on the door height. Shop drawings have yet to be submitted to engineer. No start date has been determined.
- It was moved by Dotzler and seconded by Chapman, to approve the Syntech/Fuelmaster renewal invoice. Motion carried unanimously.
- General discussion regarding runway pavement maintenance and if some areas need attention more immediately. Alexa Hazelton will review the

recent aerial mapping to identify potential areas of concern. Weather permitting, a walk of the runway may occur following the April meeting.

- Fuel sales and pricing was reviewed. No action was taken. Pigsley reported tank levels of 6,800 gallons of 100LL and 5,300 gallons of JetA.
- Hangar Summary & Seniority was reviewed. No action was taken.
- Hangar Lease & Use was discussed. No action was taken. Gettys will contact tenant in 3E and report back to the Commission.
- Dotzler nominated McLaughlin to remain as Chair through 4/1/26, McLaughlin nominated Dotzler to remain as Treasurer through 4/1/26. Chapman supported both nominations and nominations ceased. Nominations were confirmed and a vote carried unanimously.

The next regular meeting is scheduled for Wednesday, April 24, 2024, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business the meeting was adjourned at 8:15 AM.

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Gene Gettys, Recording Secretary

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Following the regular meeting, a work session took place regarding the ALP project. The work session began at 8:20 AM and adjourned at 9:22 AM.

HARLAN AIRPORT COMMISSION – April 24, 2024

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Wednesday, April 24, 2024, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman (arrived at 7:11 AM)

Also Present: Gene Gettys, Scott Pigsley, Cory Gaston, \*Alexa Hazelton (\* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:05 AM. 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 McLaughlin to approve the March 21, 2024, meeting minutes. Motion carried unanimously.

The financial reports for the month of March 2024 were reviewed. It was moved by Dotzler and seconded by McLaughlin to approve the reports. Motion carried unanimously.

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

- ALP project status was discussed. Maps from the April work session and cost projections will be presented at the May meeting.
- Hangar #3 door project was reviewed and shop drawings for the doors were submitted and reviewed by engineer. A pre-construction meeting with Leinen Construction took place at 8:30 a.m. immediately following the meeting. Target start date is May 6<sup>th</sup>.
- FY '25 State Funding (GAVI) pre-application for hangar #3 doors was reviewed. Discussion took place regarding priority of projects and available funding for local match and anticipated fiscal constraints the next few years. It was moved by Dotzler, seconded by Chapman, to recommend to City Council submitting the pre-application.
- Reviewed NOFO Federal Supplemental Funding and no action was taken.

- Consideration of bids for County ARPA funding will be placed on the May meeting agenda.
- Fuel sales and pricing was reviewed. No action was taken. Pigsley reported tank levels of 5,600 gallons of 100LL and 4,700 gallons of JetA.
- Hangar Summary & Seniority was reviewed. Gettys reported to Commission his discussion with tenant in Hangar 3E. No action was taken.
- Hangar Lease & Use was discussed including potential future increase in hangar rent as well as increased fee for non-aviation use. No action was taken.
- It was moved by McLaughlin and seconded by Chapman to approve the 2024/25 Airport Manager Agreement. Motion carried unanimously.
- It was moved by Dotzler and seconded by Chapman to approve the 2024/25 FBO Lease. Motion carried unanimously.

The next regular meeting is scheduled for Tuesday, May 28, 2024, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business the meeting was adjourned at 8:16 AM.

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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 28, 2024

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Tuesday, May 28, 2024, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman

Also Present: Gene Gettys, Scott Pigsley, Rob Garber, \*Cory Gaston, \*Eric Johnson (left at 8 AM)

(\* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:04 AM. It was moved by Dotzler and seconded by Chapman to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

It was moved by Chapman and seconded by Dotzler to approve the April 24, 2024, meeting minutes. Motion carried unanimously.

The financial reports for the month of April 2024 were reviewed. It was moved by Dotzler and seconded by Chapman to approve the reports. Motion carried unanimously.

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

- ALP project status was reviewed. Rob Garber presented terminal and airfield map options. In summary, alternate 3 was preferred with some discussions on adjustments. It was reminded that the plan is for the next 20 years and the FAA looks toward the ALP document when reviewing/approving funding for future projects. Runway extension to the north, although ambitious, was discussed and determined to include if as a future desire. Commission members were asked to review the document and be ready to take action at the June meeting. In addition, a large rendering will be available for view at the Flight Breakfast on June 16<sup>th</sup>.
- Hangar #3 door project was reviewed. Work is complete and punch list is near complete as well. It was moved by Dotzler, seconded by Chapman,

to make payment on the project less 5% retainage. Motion carried unanimously.

- Consideration of bids for County ARPA funding was provided in the meeting packet. A bid for HVAC was submitted by Petsche Mechanical for \$10,249.70. No other bids were received when sourced by phone. It was moved by Dotzler, seconded by Chapman, to approve the bid. Motion carried unanimously.
- Fuel sales and pricing was reviewed. No action was taken. Pigsley reported tank levels of 4,200 gallons of 100LL and 4,500 gallons of JetA. No more purchases of fuel expected this fiscal year.
- Hangar Summary & Seniority was reviewed. Hangar rent on 3E, 3F and 3G will move to \$75 effective July 1, 2024. No action was taken.
- Similar to last year, painting and sealing a hangar roof was discussed. Pigsley received a quote from Pete Sherlock for Hangar #7 in the amount of \$6,500 to seal nails and paint roof. It was moved by Chapman, seconded by Dotzler to accept the bid. Motion carried unanimously.

The next regular meeting is scheduled for Tuesday, June 25, 2024, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business the meeting was adjourned at 8:34 AM.

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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 25, 2024

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Tuesday, June 25, 2024, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman

Also Present: Gene Gettys, Scott Pigsley, \*Rob Garber, \*Cory Gaston (left at 7:25 AM), Eric Johnson, \*Alexa Hazelton (left at 8 AM)  
(\* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:01 AM. It was moved by Dotzler and seconded by Chapman to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

It was moved by Chapman and seconded by Dotzler to approve the May 28, 2024, meeting minutes. Motion carried unanimously.

The financial reports for the month of May 2024 were reviewed. It was moved by Dotzler and seconded by Chapman to approve the reports. Motion carried unanimously.

Airport Manager May report was presented. Pigsley reported the card reader in the 100LL was not working and needed to be replaced. Temporarily using the card reader from JetA. A new card reader has been ordered @ \$350 + shipping. It was moved by Dotzler and seconded by Chapman to receive and file the manager report. Motion carried unanimously.

- ALP project was reviewed. Kirkham Michael team will be meeting with FAA related to option #3 layout. Eric Johnson discussed runway protection zone to the south and comments related to part of building, highway, and county road which they will be meeting with FAA to determine how to address/note the existing conditions.
- Hangar #3 door project was reviewed. It was moved by McLaughlin, seconded by Dotzler, to make final payment of retainage (\$7,238.58) on the project. Motion carried unanimously.
- Consideration of bids for County ARPA funding was provided in the meeting packet. Pigsley reviewed the bids and Gettys indicated all

contractors have completed previous work for the City and have proper licensing. Due to the completeness and previous approval of the Petsche Mechanical HVAC bid no change was made for HVAC. It was moved by Dotzler, seconded by Chapman, to approve the \$8,500 bid for four (4) Pella windows from Alpha & Omega, adding interior finish. Motion carried unanimously. Projects to be completed by December 31, 2024.

- Pavement Maintenance/Crack seal was discussed related to immediate maintenance which may need to be completed versus a CIP project. Gettys indicated the potential of adding crack seal to the street maintenance bid next year. To be discussed at next month's meeting.
- Fuel sales and pricing was reviewed. No action was taken. Pigsley reported tank levels of 2,300 gallons of 100LL and 4,000 gallons of JetA.
- Hangar Summary & Seniority was reviewed. Josh Trail is near complete moving out of 1C and Larry Stewart will move to 1C. Hangars 4B and 5D will be available. No action was taken.

The next regular meeting is scheduled for Wednesday, July 31, 2024, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business the meeting was adjourned at 7:59 AM.

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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 31, 2024

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Wednesday, July 31, 2024, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman (arrived 7:09 AM)

Also Present: Gene Gettys, Scott Pigsley, \*Cory Gaston, Eric Johnson, \*Alexa Hazelton (\* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:04 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 June 25, 2024, meeting minutes. Motion carried unanimously.

The financial reports for the month of June 2024 were reviewed. It was moved by Dotzler and seconded by McLaughlin to approve the reports. Motion carried unanimously.

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

- ALP project was reviewed. Eric Johnson indicated FAA has given direction to note existing conditions of the RPZ and this will meet the requirements for the ALP. Receiving clarification on the RPZ will permit for updating drawings/maps to be reviewed at the next Commission meeting.
- Pavement Maintenance/Crack seal was discussed. A project is listed for 2028 on the CIP. However, it was pointed out if immediate maintenance/repair items were addressed the net cost may be the same to the City as compared to 90/10 funding (i.e. BIL). No action was taken.
- Rick Dotzler presented an overview of the information he put together related to hangar leases and possible suggestions and discussion ensued. Oversight and compliance within the terms of the current lease

agreement (i.e. up-to-date insurance and demonstration of airworthiness) is a starting point. Compliance of tenants per the current lease will be reviewed at the next meeting.

- The Memorandum of Understanding (MOU) 2-year agreement with IGNITE Pathways is set to expire on August 22<sup>nd</sup>. There has been limited activity and no use of airport facilities during the past year. Airport Manager Pigsley remains in contact with the program in Woodbine to support aviation activities. There is no intent to renew the agreement at this time with Harlan Airport.
- Fuel sales and pricing was reviewed. No action was taken. Pigsley reported fuel sales for the spraying season is about 4,000 gallons less than last year at this time.
- Hangar Summary & Seniority was reviewed. Hangars 4B, 5B and 5D are available. Priority of those on a waiting list was discussed and it was determined priority is inherently established based upon date of lease agreement and oversight/enforcement of default (i.e. 90 days unoccupied). No action was taken.

The next regular meeting is scheduled for Tuesday, August 20, 2024, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business the meeting was adjourned at 8:13 AM.

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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 20, 2024

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Tuesday, August 20, 2024, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman

Also Present: Gene Gettys, Scott Pigsley, Alexa Hazelton, \*Eric Johnson, \*Cory Gaston (departed 7:56 AM) (\* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:03 AM. It was moved by Dotzler and seconded by Chapman to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

It was moved by Chapman and seconded by Dotzler to approve the July 31, 2024, meeting minutes. Motion carried unanimously.

The financial reports for the month of July 2024 were reviewed. It was moved by Dotzler and seconded by Chapman to approve the reports. Motion carried unanimously.

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

- Alexa Hazelton presented the Terminal Area Drawing from the ALP project. Based upon feedback and discussion with the Commission adjustments will be made to consist of service access road, fuel terminal location, concrete phases. Next meeting will review the updates and begin to look at phasing of improvements in 0-5 years, 6-10 years, 10+ years along with cost estimates. There was also discussion of an FY '25 project to ensure use of expiring BIL funds of \$42k. We will notify FAA of the intent to submit a project.
- Pavement Maintenance/Crack seal was discussed. Iowa DOT Immediate Safety Enhancement (ISE) grant of \$10k is not an option due to the overall pavement condition scoring high and not having pop-outs and blow-ups. The Commission and Manager will continue to monitor as well as consider local pavement maintenance such as using city staff to

provide support. Kirkham Michael will research approved materials for filling holes/cracks for preventative maintenance.

- Gettys reported that the 2025-27 DBE Program has been completed and filed with the direction and support of Kirkham Michael.
- Fuel sales and pricing was reviewed. No action was taken.
- Hangar Summary, Seniority & Compliance was reviewed. Hangars 4B, 5B and 5D are available. A draft version of a 'reminder/compliance insert' for quarterly invoices was reviewed. Changes will be reviewed at the next meeting. In addition, there will be consideration of increasing the rent for storage/non-aviation use.
- Chairman McLaughlin inquired about the status of HVAC and window projects with Petsche (HVAC) and Alpha & Omega (windows). Pigsley indicated the HVAC is waiting until moderate temperatures. Pigsley will check-on the windows status. Both projects need completed and paid no later than mid-December.

The next regular meeting is scheduled for Wednesday, September 18, 2024, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business the meeting was adjourned at 8:34 AM.

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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 – September 18, 2024

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Wednesday, September 18, 2024, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman

Also Present: Gene Gettys, Scott Pigsley, \*Alexa Hazelton, \*Eric Johnson, Cory Gaston, \*Rob Garber (\* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:02 AM. It was moved by Dotzler and seconded by Chapman to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

It was moved by Chapman and seconded by Dotzler to approve the August 20, 2024, meeting minutes. Motion carried unanimously.

The financial reports for the month of August 2024 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the reports. Motion carried unanimously.

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

- Alexa Hazelton presented the Terminal Area Drawing from the ALP project. It was moved by Dotzler, seconded by Chapman to approve the drawing with a change to reflect terminal building expansion to the east. Motion carried unanimously.
- Kirkham Michael presented 2 options for Apron Expansion to consider. Following discussion, it was moved by Dotzler, seconded by Chapman, to pursue an FAA data sheet submittal following City Council approval. Motion carried unanimously.
- Pavement Maintenance/Crack seal was discussed. Kirkham Michael will provide specification on approved materials for filling holes/cracks for preventative maintenance.
- Fuel sales and pricing was reviewed. Approximately 2,700 gallons of JetA and 7000 gallons of LL in the tanks. No action was taken.

- Hangar Summary, Seniority & Compliance was reviewed. Hangars 5B and 5D are available.
  - Following discussion, it was moved by Dotzler, seconded by Chapman, to approve the 'reminder/compliance insert' for quarterly invoices. Motion carried unanimously.
  - Following discussion, it was moved by Chapman, seconded by McLaughlin to set the monthly rate for storage/non-aviation use at \$275. Motion carried unanimously.

The next regular meeting is scheduled for Tuesday, October 15, 2024, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business the meeting was adjourned at 8:32 AM.

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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 17, 2024

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Thursday, October 17, 2024, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman

Also Present: Gene Gettys, Scott Pigsley, \*Alexa Hazelton, \*Eric Johnson, \*Cory Gaston, \*Rob Garber (\* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:07 AM. It was moved by Dotzler and seconded by Chapman to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

It was moved by Chapman and seconded by Dotzler to approve the September 18, 2024, meeting minutes. Motion carried unanimously.

The financial reports for the month of September 2024 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the reports. Motion carried unanimously.

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

- Alexa Hazelton provided project status on the ALP. There has been exchange of communications with FAA on information submitted to date yet nothing requiring Commission review. It is anticipated at the December meeting to review a full planset which includes Terminal Area Drawing. The project may be completed and approved by FAA in the February/March timeframe.
- Gettys updated that the project data sheet for apron expansion was provided to FAA. If approved, the next step will be a “go letter” and then an engineering agreement. Best guess is the project would be a Spring 2026 construction.
- Pavement Maintenance/Crack seal was discussed. Gettys will provide DOT specs to street department for review and to connect with Scott Pigsley.

- Fuel sales and pricing was reviewed. Approximately 2,000 gallons of JetA and 6,000 gallons of LL in the tanks. No action was taken.
- Hangar Summary, Seniority & Compliance was reviewed. No action was taken.

Draft CIP is due November 18<sup>th</sup> to Iowa DOT. Kirkham Michael will provide an updated CIP for review/approval at November meeting.

The next regular meeting is scheduled for Tuesday, November 12, 2024, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business the meeting was adjourned at 8:03 AM.

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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 12, 2024

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Tuesday, November 12, 2024, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler, Larry Chapman

Also Present: Gene Gettys, Scott Pigsley, Alexa Hazelton, Eric Johnson, Ashley Schleis, \*Cory Gaston, \*Rob Garber (\* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:03 AM. It was moved by Chapman 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 Chapman to approve the October 17, 2024, meeting minutes. Motion carried unanimously.

The financial reports for the month of October 2024 were reviewed. It was moved by Dotzler and seconded by Chapman to approve the reports. Motion carried unanimously.

Airport Manager September report was presented. Pigsley also presented 2 roof replacement estimates (i.e. Denning Construction, Maverick Roofing) for the terminal building for planning purposes. It was moved by Chapman and seconded by Dotzler to receive and file the manager report. Motion carried unanimously.

- Alexa Hazelton provided project status on the ALP. Kirkham is working with FAA regarding grass runway fence and tree comments and possible 200' zone. It is anticipated at the December meeting to review a full planset which includes Terminal Area Drawing. The project may be completed and approved by FAA in the February/March timeframe.
- An FAA 'go-letter' for the apron expansion project was received. Next step is an independent fee estimate (IFE) for engineering services. The IFE request should be completed within the next week. A special commission meeting may be necessary before the end of November to review/approve/recommend the engineering agreement to meet the FAA deadline of December 2.

- Draft 5-year CIP was reviewed. It was moved by Dotzler, seconded by Chapman, to approve the CIP with amendments and provide to City Council prior to submittal to State of Iowa. Motion carried unanimously.
- Pavement Maintenance/Crack seal was discussed. Gettys will provide information to street department for review and to connect with Scott Pigsley on possible repair/maintenance.
- Fuel sales & pricing was reviewed. No action was taken.
- Hangar Summary, Seniority & Compliance was reviewed. No action was taken.
- Draft 2025/26 budget was reviewed. It was moved by Dotzler, seconded by Chapman, to submit proposed budget as presented to City Council.
- Alternative meeting times were discussed. Due to transition of City Administrator, and hiring of a new administrator, it was determined to leave the meeting time as is for the time being with re-evaluation after the administrator position is filled.

HVAC is complete for terminal with County ARPA funds. Windows are now installed and waiting on invoice from Alpha & Omega. Both projects have received positive initial results.

The next regular meeting is scheduled for Tuesday, December 10, 2024, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business the meeting was adjourned at 8:14 AM.

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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 10, 2024

**The Airport Commission meeting was held in person and offered electronically utilizing Zoom.**

The Harlan Airport Commission met on Tuesday, December 10, 2024, at 7:00 AM at Harlan Airport.

Voting Members Present: Scott McLaughlin, Rick Dotzler,  
Voting Members Electronically: \*Larry Chapman  
Also Present: Scott Pigsley, Ashley Schleis, \*Alexa  
Hazelton, \*Eric Johnson, \*Cory Gaston, (\* indicates participating remotely)

The Commission meeting was called to order by Chair McLaughlin at 7:06 AM. It was moved by Dotzler and seconded by Chapman to approve the agenda. Motion carried unanimously. Conflicts of interest are to be stated if and when applicable. None stated.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Dotzler and seconded by Chapman to approve the November 12, 2024, meeting minutes and November 26, 2024, special meeting minutes. Motion carried unanimously.

The financial reports for the month of November 2024 were reviewed. It was moved by McLaughlin and seconded by Dotzler to approve the reports. Motion carried unanimously.

Airport Manager December report was presented. Pigsley also reported that PMMIC will be at the airport tomorrow to do their inspection and that there have been issues with the taxi-lane lights and runway lights, but still trying to find the reasoning. It was moved by Chapman and seconded by Dotzler to receive and file the manager report. Motion carried unanimously.

- Alexa Hazelton provided project status on the ALP. At this time, we are waiting to hear from the FAA. We will wait for any updates at the January meeting.
- It was moved by Dotzler and seconded by McLaughlin for a recommendation to City Council for approval of the FAA Airport Improvement Plan (AIP) pre—application. Motion carried unanimously.
- Cory Gaston of Kirkham Michael informed the Commission that the Apron Expansion Project will be 95% reimbursed by the FAA.

- Pavement Maintenance/Crack seal was discussed. Schleis will have the Street Department connect with Scott Pigsley on possible repair/maintenance.
- Fuel sales & pricing were reviewed. No action was taken.
- Hangar Summary, Seniority & Compliance was reviewed. No action was taken.
- Schleis will send blank evaluation forms to the commission for the 2024 manager review.

ARPA projects are complete. Schleis will submit invoices to the County for reimbursement.

The next regular meeting is scheduled for Wednesday, January 15, 2025, 7:00 AM at Harlan Airport (also offered via ZOOM). There being no further business the meeting was adjourned at 7:57 AM.

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Ashley Schleis, Recording Secretary

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