

**CHEROKEE AVIATION AUTHORITY**

**CHEROKEE, IOWA**

April 18, 2023

The monthly meeting of the Directors of the Cherokee Aviation Authority was held at the Cherokee County Regional Airport on Tuesday April 18, 2023. Chairman Kellen Ludvigson called the meeting to order at 6:02 p.m.

Directors present were Kellen Ludvigson, Sheila Guntren, Dan Mott, Rick Angell and John Loughlin. Others present were Dave Jones, Randy Sievert and the clerk.

The minutes of the previous meeting held on March 21, 2023 were approved. Mott moved, seconded by Guntren. Motion carried.

The following bills were presented for payment.

Alliant Energy	Natural Gas	\$1,103.19
Ascent Aviation Group Inc	Fuel	\$26,788.67
Bullock Agency Inc	Aviation General Liability Insurance	\$5,629.00
Burkhardt & Dawson CPAs	Audit Statement as of 6-30-2022	\$9,160.00
Cherokee Chamber of Commerce	2023 Membership Fee	\$200.00
City of Cherokee	Property & Liability Insurance	\$14,062.25
City of Cherokee	Water & Sewer	\$60.86
CML Telephone	Telephone & Internet	\$168.09
Mediacom	Cable	\$7.86
MidAmerican Energy	Electricity	\$378.47
MidAmerican Energy	Electricity/Vault	\$81.35
Office of Auditor of State	Audit filing fee	\$100.00
O'Halloran International	Snow removal truck, lift cylinder repair	\$2,128.58
Randy Sievert	Contract Services	\$4,666.66
Randy Sievert	Fuel Commissions	\$308.00
Sanitary Services	Garbage Pick Up	\$116.70
Sherri Haan	Clerk Services	\$500.00
UST Testing	Monthly Inspection	\$200.00

Angell moved, seconded by Mott to approve the bills. Motion carried.

Reviewed the assets on the balance sheet as of April 16, 2023, accounts receivable and activity in checking account for the past month. Loughlin reconciled the checking account statement.

**Treasurer's Report**

- Board advised clerk not to charge finance charge on past due accounts.
- Ludvigson is still working on opening a checking account at Central Bank that will serve as our capital savings account.

**Fuel Report**

- Manager was not present for this, Ludvigson provided updates.

### FBO Report

- A load of AV Gas and Jet A fuel were received recently. Prices will change May 1, 2023.
- The lighting person will be coming within 2 weeks.
- Flight instructions and interest are remaining positive.

### Unfinished Business

- Lundell hangar project is progressing very well.

### New Business

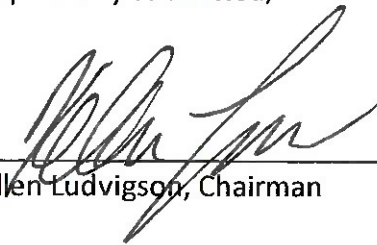
- a) Public Hearing-AWOS bid
  - Motion by Loughlin to open Public Hearing for AWOS bid project, seconded by Mott. Motion carried.
  - Motion by Angell to close Public Hearing for AWOS bid project, seconded by Gruntren. Motion carried.
  - Motion by Loughlin, seconded by Mott to adopt Resolution #04182023-01. Resolution approving plans, specifications, form of contract, and estimate of costs for FAA AIP 3-19-0099-020 AWOS replacement project. Motion carried.
  - Motion by Mott, seconded by Angell to adopt Resolution #04182023-02. Resolution authorizing the execution of engineering agreement with McClure for construction administration services regarding FAA AIP 3-19-0099-020 at the Cherokee County Regional Airport. Motion carried.
  - Motion by Angell, seconded by Guntren to adopt Resolution #04182023-03. Resolution approving low responsive bid and authorizing execution of contract for FAA AIP 3-19-0099-020 (AWOS replacement project), subject to federal aviation administration AIP funding. Motion carried.
  - Motion by Mott, seconded by Loughlin to adopt Resolution 04182023-04. Resolution to approve submittal of FAA AIP 3-19-0099-020 grant application. Motion carried.
- b) FBO applications/interviews
  - Ludvigson advertised on the Cherokee Aviation Authority FB page and in the Chronicle Times Advertiser.
  - Board discussed monetary offer for interested applicant and offering a bonus upon completion of AI license.
  - Guntren and Loughlin will contact applicant and arrange interview ASAP.
- c) FBO insurance
  - The board discussed hiring an independent consultant to review insurance to make sure of no duplicates. Ludvigson received a late invoice from Bullock Agency Inc which was approved and added.
- d) Randy's position
  - Board discussed offering Randy a one year contract at \$1000.00/month. His duties will include flight instructor, remaining a positive advocate/laison and mentoring the new manager.
  - Loughlin will update contracts.

Other Business

- Mark Cozine, current attorney for the CAA, gave unofficial notice he will begin retirement. Ludvigson suggested the board offers memorable thank you for his years of service.
- Ludvigson will begin preparation for the Iowa Grant at a later date.

There being no further business, Loughlin moved, seconded by Angell to adjourn at 7:28 p.m.  
Motion carried.

Respectfully submitted,



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Kellen Ludvigson, Chairman



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Sherri Haan, Clerk