

**CHEROKEE AVIATION AUTHORITY**  
**CHEROKEE, IOWA**  
**BOARD MEETING**

June 9, 2020

The monthly meeting of the Directors of the Cherokee Aviation Authority was held at the Cherokee County Regional Airport on Tuesday, June 09, 2020. Chairman Kellen Ludvigson called the meeting to order at 7:00 p.m.

Directors present: Kellen Ludvigson, Dan Mott, Mike Fox, Sheila Guntren and Rick Angell.  
Absent: None. Others present were Karen Aduddell, Randy Sievert and Project Engineer Dave Joens.

The minutes of the previous meeting held on May 12, 2020, were read. Mott moved, seconded by Guntren, to approve the minutes as read. Motion carried.

The following bills were presented for payment.

Brian Lauck	FBO services - May	\$1,512.33
Brian Lauck	fuel commissions for May	\$77.51
Randy Sievert	FBO services - May	\$2,394.52
Randy Sievert	FBO services - June	\$3,833.34
Randy Sievert	fuel commissions for May	\$129.10
Karen Aduddell	clerk services	\$350.00
Community Oil Fleet	fuel for equipment	\$80.01
Vande Pol Excavating	Partial payment #4 taxiway construction	\$13,979.71
Bomgaars	lockset	\$14.97
City of Cherokee	water/sewer	\$33.67
Sanitary Services	landfill	\$104.40
Pilot Rock Signs	signs for courtesy car	\$58.00
MidAmerican Energy	electric bill	\$284.53
Alliant Energy	gas bill	\$34.99
CML Telephone	phone and internet	\$173.15
JEO Consulting Group	Partial payment - taxiway construction	\$19,042.78
Mediacom	cable tv	\$6.74
One Office Solution	copy paper, ink cartridge	\$53.59
Guarantee Gutter	downspout on hangar #19	\$150.00
Vande Pol Excavating	Final payment #5 taxiway construction	\$39,582.91
State Savings Bank	checkbook cover	\$24.75
Country Tire & Service, Inc.	replace tire on tractor	\$1,238.60

Angell moved, seconded by Fox, to approve these bills. Motion carried.

Reviewed the assets on the balance sheet as of June 5, 2020, accounts receivable and activity in checking account for the past month. Mott reconciled the checking account statement.

Reviewed the May fuel report. Fuel sales were 822.38 gallons of 100LL AV gas and 4.06 gallons of Jet A fuel. Randy will check prices to purchase 100LL. Kellen handed out a comparison of fuel prices of surrounding airports showing that we are priced in the average range.

FBO Report:

- The computer system for the Fuel Master will need to be upgraded. Randy will check on prices to replace.
- Randy stated that we could consider purchasing a service agreement with Fuel Master that would cost \$550 annually.
- Randy is checking for updated FCC certificates.

Updates on grant projects:

Zoning Ordinance

No update. County Engineer Sarah Tracy reviewing.

Partial Taxiway Construction Phase I

Construction is completed. On a motion by Fox, second by Mott, the following resolution was adopted:

**RESOLUTION ACCEPTING THE PROJECT AND APPROVING PAYMENT OF PARTIAL PAYMENT APPLICATION #5 (Final) FOR THE CHEROKEE COUNTY REGIONAL AIRPORT PARTIAL PARALLEL TAXIWAY CONSTRUCTION (Phase I) PROJECT**

WHEREAS, the Cherokee Aviation Authority is under contract with Vander Pol Excavating, LLC (Contractor) of Orange City, Iowa for FAA AIP 3-19-0099-015, the construction of the Partial Parallel Taxiway – Phase I (Project) at the Cherokee County Regional Airport; and

WHEREAS, the Owner, Engineer, and Contractor have conducted a final walkthrough of the project and all outstanding items have been addressed by the Contractor; and

WHEREAS, the Contractor has submitted all remaining documentation as required by the contract and the FAA and the Engineer has submitted an ENGINEER'S STATEMENT OF FINAL COMPLETION dated April 23, 2020; and

WHEREAS, the remaining balance owed to the Contractor is the 5% retainage in the amount of \$39,582.91; and

WHEREAS, the amount of Partial Payment Application #5 (Final) is \$39,582.91 (5% retainage).

NOW, THEREFORE, BE IT RESOLVED that the Cherokee Aviation Authority accepts the Partial Parallel Taxiway (Phase I) Project (FAA AIP 3-19-0099-015) at the Cherokee County Regional Airport and authorizes the Chairperson to sign the OWNER'S ACCEPTANCE OF CONTRACT CONSTRUCTION.

BE IT FURTHER RESOLVED that the Cherokee Aviation Authority approves the Partial Payment Application #5 (Final) in the amount of \$39,582.91 to Vander Pol Excavating, LLC of Orange City, Iowa.

Hangar Door Replacement

The application to for a grant to replace the bi-fold door on the Lundell hangar with a hydraulic lift door was submitted. It will be a couple months before we receive notice if the grant is approved.


CARES Act Grant

Received approval for the \$30,000 grant. These funds may be used for general operation expenses at the airport.

The Authority approved the resignation of Mike Fox as an Authority member. The city council has approved the appointment of John Loughlin to replace Mike.

There being no further business the meeting adjourned at 8:00 p.m.

Respectfully submitted,

  
Kellen Ludvigson, Chairman

  
Karen Aduddell, Clerk