

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

October 08, 2019

The monthly meeting of the Directors of the Cherokee Aviation Authority was held at the Cherokee County Regional Airport on Tuesday, October 8, 2019. Todd Wetherell called the meeting to order at 7:00 p.m.

Directors present: Todd Wetherell, Dan Mott and Dave Kastengren. Absent Neal Rogge and Mike Fox. A quorum was present. Others present were Karen Aduddell, Brian Lauck, Kellen Ludvigson and Dave Joens.

The minutes of the previous meeting were read, Kastengren moved, seconded by Mott, to approve the minutes as read. Motion carried.

Dave Joens (JEO Engineering Consultant) gave updates on the Parallel Taxiway Design and Parallel Taxiway Construction Phase I projects along with the following resolutions for approval.

**RESOLUTION APPROVING SUBMITTAL OF CLOSEOUT DOCUMENTATION  
FOR THE CHEROKEE COUNTY REGIONAL AIRPORT PARTIAL PARALLEL  
TAXIWAY (PHASE I) DESIGN PROJECT**

On a motion by Dan Mott, seconded by Dave Kastengren, the Board adopted the following resolution:

WHEREAS, the Cherokee Aviation Authority is under contract with JEO Consulting Group, Inc. (Consultant) of Ankeny, Iowa for FAA AIP 3-19-0099-014, the design of the Partial Parallel Taxiway (Apron to Runway 18) – Phase I (Project) at the Cherokee County Regional Airport; and

WHEREAS, the FAA approved Task Order #001A in the amount of \$96,030.00 on 5/24/2018 and FAA approved Amendment #1 to Task Order #001A in the amount of \$31,600.00 for the design of an electrical vault and appurtenances; and

WHEREAS, the Consultant has revised the Amendment #1 to Task Order #001A amount to conform to an AIP eligible cost of \$14,404.00 that was adjusted by FAA through an email dated 5/24/2018; and

WHEREAS, the FAA has approved the final design of the project and all design closeout documentation has been submitted to the Sponsor by the Consultant.

NOW, THEREFORE, BE IT RESOLVED that the Cherokee Aviation Authority accepts the Partial Parallel Taxiway (Apron to Runway 18) – Phase I Project design (FAA AIP 3-19-0099-014) for work at the Cherokee County Regional Airport and authorizes the Chairperson to sign the closeout documentation as required by FAA.

BE IT FURTHER RESOLVED that the Cherokee Aviation Authority approves the submittal of the closeout documentation to FAA for review and approval with adjustments or revisions to said documentation as required by FAA.

**RESOLUTION APPROVING CHANGE ORDER NO. 2  
FOR THE CHEROKEE COUNTY REGIONAL AIRPORT  
PARTIAL PARALLEL TAXIWAY (PHASE I) PROJECT**

On a motion by Dave Kastengren, seconded by Dan Mott, the Board adopted the following resolution:

WHEREAS, the Cherokee Airport Authority (Sponsor) is under contract with Vander Pol Excavating, LLC (Contractor) for the construction of FY2019 Federal Aviation Administration (FAA) Project AIP 3-19-0099-015 (PROJECT); and

WHEREAS, the Contractor has submitted Change Order Number 2, for a decrease in the contract amount based on adjustments to the RC Aprons, the Cement-Treated Subgrade, and Portland Cement (used in the treatment) in the amount of Eleven Thousand, Six Hundred Seventy-Eight Dollars and 44/100 (\$11,678.44); and

WHEREAS, approval of Change Order Number 2 in the amount of (\$11,678.44) is recommended by staff, conforms to original project specifications, and will be reviewed and determined to be eligible for AIP participation by the FAA prior to final acceptance.

NOW, THEREFORE, BE IT RESOLVED that the Cherokee Airport Authority approves Change Order Number 2 in the amount of (\$11,678.44) for decreases in costs regarding the FAA AIP 3-19-0099-015 Grant project; and

BE IT FURTHER RESOLVED that the Cherokee Airport Authority authorizes the Chairperson to execute the above-mentioned Change Order upon final FAA acceptance.

**RESOLUTION APPROVING PAYMENT OF PARTIAL PAYMENT APPLICATION  
#1 FOR THE CHEROKEE COUNTY REGIONAL AIRPORT  
PARTIAL PARALLEL TAXIWAY – PHASE I PROJECT**

On a motion by Dan Mott, seconded by Dave Kastengren, the Board adopted the following resolution:

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 a partial parallel taxiway (Phase I) at the Cherokee County Regional Airport; and

WHEREAS, the Contractor has submitted a request for partial payment (#1) for the Project, requesting payment for mobilization, underground utilities location, cement-treated subgrade, cement, RC pipe, RC aprons, and top soiling as of September 30, 2019 in the amount of \$201,279.43 (includes 5% retainage); and

WHEREAS, staff has reviewed the request and is in concurrence with the payment request; and

WHEREAS, the amount of Partial Payment Application #1 is \$201,279.43 after deducting the retainage of 5%, as required by the contract documents until the project receives final acceptance by the Airport Authority.

NOW, THEREFORE, BE IT RESOLVED that the Cherokee Aviation Authority approves the Partial Payment Application #1 in the amount of \$201,279.43 to Vander Pol Excavating, LLC of Orange City, Iowa.

Updates on other pending grant projects:

Zoning Ordinance – No update from county supervisors. Dave Joens offered to meet with Todd and one or more supervisors the next time he is in Cherokee to give further explanation of the ordinance so the supervisors can move forward with adopting the ordinance.

Hangar Rehabilitation – Brian has Miller Brothers making some repairs on the block hangar doors. Mongan Painting plan to start painting on the block hangar this week.

Dave Joens left the meeting.

The following bills were presented for payment.

Brian Lauck	\$3,833.33
Brian Lauck	\$560.70
Karen Aduddell	\$350.00
Community Oil Fleet	\$455.51
JEO Consulting Group	\$7,790.00
City of Cherokee	\$37.73
Sanitary Services	\$104.40
MidAmerican Energy	\$359.47
JEO Consulting Group	\$22,248.89
Alliant Energy	\$37.32
Vander Pol Excavating	\$201,279.4
	3
Mediacom	\$8.96
CML Telephone	\$173.96

Mott moved, seconded by Kastengren, to approve these bills. Motion carried.

Reviewed the assets on the balance sheet as of October 07, 2019, accounts receivable and activity in checking account for past month. Mott reconciled the bank checking and savings account statements.

The fuel report for the month of September was reviewed. Fuel sales were 896.65 gallons of 100LL AV gas and 1,346.16 gallons of Jet A fuel.

FBO report:

- Replacing lights – there are a couple transformers out
- Preparing equipment for snow removal - ordered new scraper blades for plow
- Received bid from Power Lift to inspect bi-fold hangar doors.

Cherokee Aviation Authority

October 08, 2019

Page 4 of 4

Kastengren moved, seconded by Mott, to approve the bid of \$4,425.00 to inspect all bi-fold hangar doors. Bid includes travel time. Motion carried.

Kastengren moved, seconded by Mott, to approve the Engagement Letter from Burkhardt & Dawson CPA's, to conduct the annual audit of the financial statements for the year ending June 30, 2019. Motion carried.

There being no further business, Kastengren moved, seconded by Mott to adjourn at 8:15 p.m. Motion carried.

Respectfully submitted,  
Todd Wetherell, Chairman  
Karen Aduddell, Clerk