

CHEROKEE AVIATION AUTHORITY
CHEROKEE, IOWA
BOARD MEETING

January 14, 2020

The monthly meeting of the Directors of the Cherokee Aviation Authority was held at the Cherokee County Regional Airport on Tuesday, January 14, 2020. Todd Wetherell called the meeting to order at 7:00 p.m.

Directors present: Todd Wetherell, Mike Fox, Dan Mott, Neal Rogge and Dave Kastengren. A quorum was present. Others present were Kellen Ludvigson, Karen Aduddell, Brian Lauck, Gary Lundquist, Duane Mummert and Rick Angell.

County Supervisor Gary Lundquist addressed the Board to explain that because Todd Wetherell resides in the city of Cleghorn, he is not eligible for reappointed to the Aviation Authority Board due to language in the 28E Agreement requiring his position to be a person living in the unincorporated area of Cherokee county. The Supervisors did approve the appointment of Kellen Ludvigson to replace Dave Kastengren who was resigning from the Board. The Supervisors will appoint a replacement for Wetherell within the required 45-day period. After further discussion, Lundquist, Mummert, Kastengren and Angell left the meeting.

Kellen Ludvigson signed the Oath to serve as Directors of the Aviation Authority for a four-year term. The Mayor and City Council had approved the re-appointment of Dan Mott for another four-year term. Dan signed the Oath of Director.

Fox moved, seconded by Rogge to elect Ludvigson to serve as Chairman for a two-year term. Motion carried.

Fox moved, seconded by Rogge, to elect Mott to serve as Secretary for a two-year term. Motion carried.

Rogge moved, seconded by Mott, to elect Fox to serve as Treasurer for a two-year term. Motion carried.

Mott moved, seconded by Fox, to adopt the Banking Resolution with the new appointments. Motion carried.

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

The following bills were presented for payment.

Brian Lauck	\$3,833.33
Brian Lauck	\$165.96
Karen Aduddell	\$350.00
Community Oil Fleet	\$74.78
Cash	\$300.00
JEO Consulting	\$8,457.25
CML Telephone	\$173.39
Alliant Energy	\$104.12

City of Cherokee	\$28.82
Bomgaars	\$26.92
Sanitary Services	\$104.40
MidAmerican Energy	\$405.94
Iowa DNR	\$130.00
Mediacom	\$6.74
U S Postmaster	\$55.00
Vander Pol Excavating	\$228,354.66
Community Oil Fleet	\$90.01

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

Reviewed the assets on the balance sheet as of January 8, 2020, accounts receivable and activity in checking account for past month. Mott reconciled the bank checking and savings account statements. Also reviewed a report on the status of current federal and state grants.

Reviewed the December fuel report. Fuel sales were 407.15 gallons of 100LL AV gas and 257.18 gallons of Jet A fuel. Purchased 4000 gallons of 100LL AV gas.

FBO report:

- Moving snow
- Maintaining equipment
- Brian will renew his CFI certificate this year

Updates on grant projects:

Zoning Ordinance – County Supervisor Gary Lundquist had stated he is reviewing the ordinance.

Hangar Rehabilitation – Paperwork for the final grant reimbursement has been submitted to the Iowa DOT.

Partial Taxiway Construction Phase I – Construction has been suspended until working conditions are favorable to continue. Items remaining include subdrain cleanout castings/collars, pavement joint sealing, paint markings, fine grading, seeding, fertilizing and traffic control removal. The silt fence will be removed after 70% of the seeding has been established. The remaining work is anticipated to take approximately two weeks to complete.

Partial Taxiway Design Phase I - Waiting for FAA approval to request final reimbursement.

On a motion by Fox, seconded by Mott, the following resolution was adopted approving Change Order No. 3 for the Partial Parallel Taxiway (Phase I) Project:

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 No. 3, for a decrease in the

contract amount based on an adjustment to the unit cost for Reinforcement for Odd Shaped Panels (10 mil rebar coating to 6 mil rebar coating) in the amount of One Thousand, One Hundred Forty-Nine Dollars and 50/100 (\$1,149.50); and

WHEREAS, approval of Change Order No. 3 in the amount of (\$1,149.50) is recommended by staff, conforms to original project specifications, and has been reviewed and determined to be eligible for AIP participation by the FAA (determination letter dated 12/17/2019).

NOW, THEREFORE, BE IT RESOLVED that the Cherokee Airport Authority approves Change Order No. 3 in the amount of (\$1,149.50) 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.

On a motion by Fox, seconded by Mott, the following resolution was adopted approving payment of Partial Payment Application No. 3 for the Partial Parallel Taxiway-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 a partial parallel taxiway (Phase I) at the Cherokee County Regional Airport; and

WHEREAS, the Contractor has submitted a request for partial payment (#3) for the Project, requesting payment for mobilization, underground utilities location, excavation, subbase, PCC pavement, pavement reinforcement, subdrain outlets, subdrain connections to pipe, and top soiling as of December 16, 2019 in the amount of \$228,354.66 (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 #3 is \$228,354.66 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 approve the Partial Payment Application #3 for \$228,354.66 to Vander Pol Excavating, LLC of Orange City, Iowa.

Fox moved, seconded by Mott, to institute an advisory board for the Cherokee Aviation Authority consisting of Todd Wetherell and Dave Kastengren to assist with the transition. Motion carried.

New Business:

FBO Brian Lauck stated that the Fuel Master credit card hardware would need an upgrade to accept chip cards this year.

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Mott moved, seconded by Rogge, to instruct Brian Lauck to prepare the application for an Iowa DOT state funded grant of 50% of the cost to replace the bi-fold door on the Lundell hangar. Motion carried.

There being no further business, Fox moved, seconded by Rogge to adjourn at 8:04 p.m. Motion carried.

Respectfully submitted,
Kellen Ludvigson, Chairman
Karen Aduddell, Clerk