

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

May 12, 2020

The monthly meeting of the Directors of the Cherokee Aviation Authority was held at the Cherokee County Regional Airport on Tuesday, May 12, 2020. Chairman Kellen Ludvigson called the meeting to order at 7:00 p.m.

Directors present: Kellen Ludvigson, Dan Mott, Sheila Guntren and Rick Angell. Absent: Mike Fox. Others present were Karen Aduddell, Randy Sievert and Project Engineer Dave Joens.

The minutes of the previous meeting held on April 14, 2020, were read. Angell moved, seconded by Guntren, to approve the minutes as read. Motion carried.

The minutes of the Special Meeting held on May 5, 2020, were read. Mott moved, seconded by Angell, to approve the minutes as read. Motion carried.

The following bills were presented for payment.

Brian Lauck	\$1,916.66
Brian Lauck	\$134.24
Karen Aduddell	\$350.00
U S Postmaster	\$55.00
Builders Sharpening	\$758.33
Sanitary Services	\$104.40
City of Cherokee	\$32.06
State Savings Bank	\$71.95
MidAmerican Energy	\$357.96
CML Telephone	\$173.15
Alliant Energy	\$72.24
Chronicle Times	\$728.00
Mediacom	\$6.74

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

Reviewed the assets on the balance sheet as of May 11, 2020, accounts receivable and activity in checking account for the past month. Mott reconciled the checking account statement.

Reviewed the April fuel report. Fuel sales were 489.94 gallons of 100LL AV gas and 47 gallons of Jet A fuel. Will check prices to purchase a half load of 100LL.

Updates on grant projects:

Zoning Ordinance

County Engineer Sarah Tracy is rewriting some language in the ordinance for the Authority's approval.

Partial Taxiway Construction Phase I

Finish work on seeding, mulching and fertilizing is complete. Project Engineer Dave Joens presented a change order request and partial payment request for this project.

On a motion by Mott, seconded by Angell, the following resolution for Change Order #4 was approved:

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 4, for an increase in the contract amount and contract time based on an additional work necessary to achieve proper drainage in the channel located north of the project site, adjacent to the Schoon property, in the amount of Four Thousand, Two Hundred Twelve Dollars and 00/100 (\$4,212.00) and an additional three calendar days of contract time; and

WHEREAS, approval of Change Order Number 4 in the amount of \$4,212.00 and three calendar days is recommended by staff, conforms to original project specifications, and has been reviewed and determined to be eligible for AIP participation by the FAA (letter dated 5/6/2020).

NOW, THEREFORE, BE IT RESOLVED that the Cherokee Airport Authority approves Change Order Number 4 in the amount of \$4,212.00 and three calendar days for increases in contract costs and contract times 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.

On a motion by Mott, seconded by Guntren, the following resolution for partial payment to Vander Pol Excavating was approved:

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 (#4) for the Project, requesting payment for silt fence, mobilization, traffic control, PCC pavement, paint markings, sub drain cleanouts, seeding, fertilizing, mulching, and top soiling as of April 23, 2020 (date of substantial completion) in the amount of \$73,979.71 (includes Change Order #4 and 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 #4 is \$73,979.71 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 #4 in the amount of \$73,979.71 to Vander Pol Excavating, LLC of Orange City, Iowa, and authorizes the Chairperson to execute the above-mentioned payment request.

Hangar Door Replacement

The application to the Iowa DOT for a grant to replace the bi-fold door on the Lundell hangar with a hydraulic lift door was submitted on April 29, 2020. The request is for a grant for \$22,500 of the \$45,000 estimated cost to replace the door.

Guntren moved, seconded by Mott, to authorize Chairman Kellen Ludvigson to execute the CARES Act Grant Offer, Grant No. 3-19-0099-016-2020 in the amount of \$30,000.00. Motion carried.

Randy Sievert accepted the position of Airport Manager and signed the contract for a one-year period starting May 13, 2020.

Randy had some concerns on procedures for the crop sprayers when they come on the field this year. He will prepare a draft of minimum standards for the board to review.

There being no further business, Mott moved, seconded by Guntren to adjourn at 7:50 p.m. Motion carried.

Respectfully submitted,  
Kellen Ludvigson, Chairman  
Karen Aduddell, Clerk