

**CHEROKEE AVIATION AUTHORITY**  
**CHEROKEE, IOWA**  
**BOARD MEETING**  
September 11, 2018

The monthly meeting of the Directors of the Cherokee Aviation Authority was held at the Cherokee County Regional Airport on Tuesday, September 11, 2018. The meeting was called to order at 7:00 p.m. by Chairman Todd Wetherell.

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

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

The following bills were presented for payment:

Brian Lauck	\$3,261.66
Brian Lauck	\$1,323.86
Karen Aduddell	\$309.00
PMMIC Insurance	\$2,450.00
UST Testing Services	\$890.00
Iowa Lakes Electric Coop	\$8,312.30
Bomgaars	\$359.46
MidAmerican Energy	\$445.32
Sanitary Services	\$104.40
City of Cherokee	\$66.99
JEO Consulting Group	\$9,204.01
Alliant Energy	\$35.21
U S Postmaster	\$50.00
CML Telephone	\$172.91
Ascent Aviation Group	\$46.00
Sapp Bros Petroleum	\$14,640.00
Community Oil Fleet	\$185.80

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

Reviewed the assets on the balance sheet as of September 8, 2018, accounts receivable and activity in checking account for past month. Kastengren reconciled the bank checking account statement. Reviewed the current list of hangar occupancy.

The fuel report for the month of August was reviewed. Fuel sales were 1435.22 gallons of 100LL AV gas and 3863.04 gallons of Jet A fuel. Purchased 9000 gallons of Jet A fuel and 4000 gallons of 100LL AV gas for resale. Reviewed a list comparing fuel prices at other area airports.

FBO report:

- Mowing and spraying weeds
- Filled holes in grass strip

- Ordered new bulbs for VASI lights

Fox moved, seconded by Kastengren, to approve the engagement letter from Burkhardt & Dawson to do the annual audit of the financial statements of the Cherokee Aviation Authority. Motion carried.

Kastengren moved, seconded by Fox, to authorize Todd Wetherell to execute grant contract number 20585 with the Iowa DOT for painting and repairing hangars. The grant is for reimbursement of 50% of eligible project costs not to exceed the maximum amount payable of \$37,500.00. Motion carried.

Project updates:

Land zoning ordinance – Dave Kastengren talked again with several county supervisors regarding the adoption of a zoning ordinance for the airport. No action has been taken yet. The Authority may ask to be on the supervisor’s meeting agenda next month.

Project updates from our engineer, Dustin Leo, of JEO Consulting Group, Inc.:

Partial Parallel Taxiway Phase I Design (north end of runway) – The engineers are waiting for comments from FAA on a 60% design submittal. If they receive the comments soon, they will have a 90% plan set for the FAA and the Authority’s review by our October meeting. There are no issues with the design at this point.

Partial Parallel Taxiway Phase II Construction (north end of runway) – Received a Go Letter for the construction of the taxiway on the north end. There is some confusion as to how the Go Letters and Supplemental Appropriation (SA) funds will work together. Dustin sent Brian Tompkins at FAA an email regarding this issue and was advised to continue with the submittal of the application for additional funds. Dustin may revise the SA application submitted on July 27<sup>th</sup> based on feedback given by the FAA National Planner at the Four States Conference.

ALP Closeout – Dustin has been working with the FAA to provide final ALP closeout documents. They expect to have it completed within the next week or two.

Hangar pavement – Jensen Builders did replace four cracked slabs and sawed and sealed the remaining cracks.

There being no further business, Kastengren moved, seconded by Fox, to adjourn at 7:45 p.m. Motion carried.

Respectfully submitted,  
Todd Wetherell, Chairman  
Karen Aduddell, Clerk