

**PROPOSED AGENDA
AIRPORT BOARD
Watertown Regional Airport
2416 Boeing Avenue
Friday November 15th, 12:00 p.m.**

1. Approval of the Agenda
2. Approval of the minutes
3. Public Comments
4. Airport update
5. Fuel Farm expansion
6. Old Business
7. New Business
8. Executive session
9. Motion to adjourn

There may be a quorum of city council present

30 September 2019 Airport Board Meeting:

Members Present: Shannon Kruse, President; Gerald Rieber, Vice President; Mike Cartney, Secretary; Mike Tomlinson, Board member; Wes Wilkens, Board Member; Airport Manager Todd Syhre, Ex-officio; City Councilman Reid Holien, Ex-officio

Excused: Mayor Sara Caron, Ex-officio; Councilman Bruce Buhler, Ex-officio;

Others present: John Bucher (Community member), Dan Chrisler (Public Opinion), David J Law (KXLG), and Mike Schmidt (Helms).

The meeting was called to order by the president. Gerald R motioned to approve the agenda, seconded by Mike T. Motion carried unanimously.

Mike T. motioned to approve the minutes from 9 September meeting, seconded by Mike C. Motion carried unanimously.

Public Comment. John Bucher introduced himself and provided the board a brief overview of his extensive aviation background and experience.

ACTION: Amendment to Helms & Associates contract. Mike Schmidt presented the proposed amendment to the design phase of the terminal project. Any additional costs would be time and materials based costs. As directed by the FAA, the new apron design will have a grassy area. Additionally, the project is merging phases 1 and 2. Gerald R motioned to approve the amendment. Wes W seconded. Motion carried unanimously.

ACTION: Additional Hangar construction at Airport. Gerald R motioned the board support the City taking the steps required to give notice and enter into a land lease for a new 60X60 hangar being built by a private individual. Mike T seconded. In discussion it was highlighted that there will be only one additional hangar location remaining, and plans for additional hangar locations should be undertaken. The motion passed unanimously.

Airport Update. By Todd S. August saw a record 1413 enplanements. There is now a passenger fee of \$4.50 per passenger, of which \$3.80 must go to airport operations. All the Part 131 painting has been completed and the airport saved thousands by doing the painting themselves. This will be an ongoing savings once they have all the equipment. They must purchase a second machine as black paint must be sprayed from a separate machine from the other colors. Budget had all vehicles rented last week, exceeded revenue expectations by 20%. The rental car service is adding additional vehicles including SUVs due to higher than expected demand and the upcoming hunting season. The hay lease is in place and can be renewed for another 5 years. There will be a welcome home for the Vietnam and Korean vets who are currently in DC on Thursday at 1130.

New Business. Secured passenger space is becoming an issue when there are multiple flights waiting to board.

Old Business. The board congratulated Todd Syhre on his Award from the Chamber. Helms, through the Airport Manager, will let us know if we receive authority to proceed with the new terminal. We are awaiting quotes on the fuel tank upgrade. The next version of the draft airport rules and policies is available from Gerry Rieber. Mike T suggested we look at moving much of what is currently in city ordinances into an airport policies and procedures manual.

Executive Session. Motioned by Mike T, seconded by Wes W. Motion carried unanimously.

Next Meeting. Per rule of 2nd Monday of every month.

Adjournment. Mike C motioned to adjourn, Gerald R seconded. Motion carried.

Respectfully submitted,

/S/

Mike Cartney
Secretary