

# AIRPORT ADVISORY COMMITTEE

## UNAPPROVED MINUTES OF THE MEETING OF AUGUST 1, 2016

**MEMBERS PRESENT:** Jesse Hudson, Chairperson  
Robert Downing, Vice Chairperson  
Ron Close  
Michael Tribelhorn  
Sean Ensz  
Jerry Waltrip  
Tom Reed

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Cameron Alden, Director of Public Works  
Bill Pyle, Airport Manager  
Andrea Holtzman, Administrative Assistant

The Airport Advisory Committee met on Monday, May 16, 2016 at 12:00 p.m., in the City Hall Conference Room. The meeting was called to order at 12:04 p.m. with seven (7) members present.

**The second order of business was the approval of the minutes of the meeting of May 16, 2016.** In this regard, Sean Ensz moved, seconded by Michael Tribelhorn to approve the minutes as submitted.

**The third order of business was a discussion on fuel sales.** Bill Pyle handed out updated information on the fuel sales from January through June of this year. He also handed out an update on the budget so far.

After a brief discussion regarding how expenditures were tracked, Ron Close moved that Staff review and compile a report to share with the board on how items purchased are reported; either through capitalization or expensed and how these can be depreciated in order to better help the Board assist with making wise suggestions in future purchases. Michael Tribelhorn seconded the motion. This motion passed unanimously.

The Board was reminded by the Chairperson that this is an Advisory Board responsible for giving advice. This group doesn't directly make policies.

**The fourth order of business was an update on the projects at the Airport.** Cameron informed a pre-construction meeting at 1:00 p.m. on August 2<sup>nd</sup>, 2016 at the Airport for the Mill and Overlay Project. Construction is set to begin on August 8<sup>th</sup>, 2016. Runway 16-34 will be closed for the duration of the project. August 12<sup>th</sup>, 2016 Runway 4-22 will close. Both runways will close between the 12<sup>th</sup> and the 18<sup>th</sup> of August. Runway 16-34 will reopen on August 31<sup>st</sup>. Permanent pavement marking will close down the runways on September 27<sup>th</sup> and 28<sup>th</sup>. All these dates are tentative weather permitting.

The Runway Extension Project has been bid. The grant agreement is expected sometime in August. The construction is set to begin in 2017.

The Parallel Taxiway is funded by KDOT. The grant for the design was received however the grant for the construction has been delayed. Due to the delay of the extension construction, the fund for the construction of the Parallel Taxiway was pulled. The City will be reapplying for this grant in September.

After a brief discussion, Michael Tribelhorn moved to have Staff review the cost of resurfacing the fixed base operator ramp. Ron Close seconded the motion. This motion passed unanimously.

It was mentioned that it possibly needs to be expanded and reconstructed. It has been crack sealed already and it needs to be redone.

The Chairperson presented to the group a need for positive public awareness presentations by the advisory board members.

**Under Old Business**, it was discussed that the airport mechanic for general maintenance is still under review. Staff will report more when more information is available.

There was no **New Business** discussed.

There being no further business to be discussed, Jerry Waltrip moved to adjourn the meeting at 12:56 p.m. This motion was seconded by Robert Downing and the motion carried unanimously.

Respectfully submitted,

Andrea Holtzman  
Administrative Assistant of Public Works