

Corrected

**Deer Park Airport
Advisory Board**
Minutes of Board Meeting
December 10, 2019

Board Member Attendees: Greg Riehl, Tim Cassels, Eric Lorvig, Toby Hawkins, Tammy Smith, Tim Fitzgerald

Staff: Darold Schultz,

Visitors: Mark Napier JUB, Tim Ike JUB, Penni Loomis, Ben Bray, Stan Roth (Barons), Kimmo Nevala

Meeting was called to order at 7:30 AM by Greg Riehl

Minutes: Minutes of the November 11, 2019 meeting were approved.

Financial Report:

Darold reported on the financial status of the airport. A new fuel usage chart was created to show the ratio of firefighting fuel purchases in comparison to all other fuel purchases. Darold and Beverly continue to work on charts which show airport income and expenses by fund.

Previous Business:

Issue: AIP #26

JUB reported on the timeline of the Master Plan Update. The specific tasks of the update were discussed including the process for completing the project.

Issue: Potential SRE Purchase

Darold reported that S.G. Wilson Truck and Equipment was the sole bidder on the request for bids. The bid is for a 2000 Oshkosh 2718B Snow Blower. The board unanimously approved support for the bid. Darold will forward to the city council for approval.

Issue: Lease Lots/Lease Rates

Darold reported that the city had agreed to allow Don Morse to resize lot #25, Don will be responsible for the costs associated with the lot change. Darold further reported that he had some miscommunications on those costs however he would work to clarify the issue.

Issue: Alternate Board Position

Darold reported that Kimmo Nevala applied for the citizen alternate airport advisory board position. Kimmo introduced himself and gave a brief background. The board unanimously approved their recommendation to appoint. Darold will forward the application to the Mayor.

Issue: Rates and Fees 2020

Darold reported that the rates and fees recommended by the board had been accepted by the city council with some minor changes to the lease rate terminology and leaving the 3% administration fee for all non-fuel credit card purchases.

New Business:

Issue: Board Member Terms

The board reviewed expiring terms and advised Darold to publish advertisements requesting applications for those terms that are expiring.

Issue: Airport Driving Manual

The draft airport driving manual was discussed. Several additions and edits were recommended by the board and those in attendance. Darold will incorporate edits and develop a written test for those areas requiring a test.

Issue: AIP #27

Darold reported that he had a discussion with the FAA concerning AIP #27 which would be construction of additional ramp and taxilane. He stated that matching funds would be difficult for the airport to budget for in 2020. The FAA mentioned the possibility of starting the project in 2020 with construction in 2021. Darold and JUB will report further as they work with the FAA.

Issue: NDB

Darold reported that the FAA has requested comments concerning decommissioning the NDB at Deer Park. The airport owns and maintains the NDB however the FAA is required to flight check and maintain associated publications concerning the NDB. The board suggested stakeholders to contact for comments.

Oral Communications, Requests, Comments from Audience:

Report of Directors and Staff:

Executive Session: none

Meeting Adjourned: 8:15 AM

Submitted by Darold Schultz