

**Deer Park Airport  
Advisory Board**  
Minutes of Board Meeting  
October 10, 2017

Board Member Attendees: Greg Riehl, Dave Varnam, Tim Fitzgerald, Harold Haselhuhn Tammy Smith, Eric Lorvig, Bruce Burris

Staff: Darold Schultz, David Day, Beverly Hoots

Visitors: Tim Ike JUB, Mark Napier JUB, Dave Smith, Bob Mazone, Ryan Moore, Penni Loomis, Tim Cassels,

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

**Minutes:** Minutes of the September 12, 2017 meeting were approved.

**Financial Report:**

Darold reported on the financial status of the airport. He noted the increase in leases and fuel sales.

**Previous Business:**

**Issue: AIP #23**

Mark Napier and Tim Ike briefed the group on the progress made on the taxi lane and tie down project. They reported the first 2" lift of pavement had been completed with some difficulties meeting FAA specifications. They discussed the pros and cons of the pavement being out of specification. They discussed the options that were available to the airport for accepting or rejecting the pavement. The decision to accept the pavement at a reduced cost was the airports final decision.

**Issue: SCIP "Open Season"**

Darold discussed the upcoming capital improvement planning process with the board. He reported that a conference call was held with JUB, Karen Miles and the airport to discuss the five-year plan for improvements. The plan submitted for the five-year plan included:

Year one – completion of the North ramp

Year two - pavement maintenance runway mag var update

Year three - taxi lane and ramp construction

Year four - pavement maintenance and taxi lane reconstruction

Year five snow removal equipment building construction

**New Business**

**Issue: 2018 Budget**

Darold reported that the 2018 budget had been submitted. The budget included some increases in transfers to the airport grant account, the airport reserve fund and a contract increase for Schultz's Aviation to cover increased labor costs due to airport growth.

**Issue: North/South Taxi Lanes**

Darold reported that he and Greg Riehl had a discussion concerning the North/South taxi lanes. The concern is the pavement is aging with no active leases. Greg suggested that the airport develop a plan in which the potential lease holder does not incur financial responsibility for the lease until a certificate of occupancy is issued. The board asked about time lines for completion of buildings. Darold reported that there are definite time lines that can be adhered to in the Aeronautical Development Policy.

**Issue: Board Member**

Tim Cassels was introduced to the board as an applicant for the vacant alternate position. One other application was submitted for consideration.

**Issue: Fuel System**

Bruce Burris raised a concern about the self-service fuel system. When activated the self-serve pump will show a small charge prior to any fuel being pumped. Darold reported that this is due to the expansion of the fuel hose as it is pressurized. He stated that several steps had been taken to avoid these charges however with such a long fueling hose it could not be eliminated. Once pumping is started the pressure built up in the hose relaxes and the charge equalizes.

**Oral Communications, Requests, Comments from Audience**

**Report of Directors and Staff:**

Darold reported that Dave and Gary were working on some heavy maintenance on the snow removal equipment. The Osh Kosh needed a new clutch and the radiator rebuilt. Work is ongoing.

**Executive Session:** The board went into executive session with no business decisions completed. Executive session adjourned at 8:45

Meeting adjourned 8:30 AM

Submitted by Darold Schultz