

**Deer Park Airport  
Advisory Board**  
Minutes of Board Meeting  
November 12, 2019

Board Member Attendees: Greg Riehl, Dave Smith, Tim Cassels, Eric Lorvig, Toby Hawkins,  
Staff: Darold Schultz,  
Visitors: Mark Napier JUB, Penni Loomis, Stan Roth (Barons), Neil Madison (Barons)

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

**Minutes:** Minutes of the October 08, 2019 meeting were approved.

**Financial Report:**

Darold reported on the financial status of the airport. Beverly created pie charts which break down revenue and expenses. The board asked for charts which break down the revenue and expenses for the airport with separate charts showing grant revenue and expenses. The board also asked for a separation of fuel purchased for fire fighting verses other fuel purchases.

**Previous Business:**

**Issue: AIP #25**

Mark Napier reported that the final painting had been completed and the project is now in the closeout phase.

**Issue: Potential SRE Purchase**

Darold advised the board that he was in the process of putting together a bid packet for a large carrier vehicle with attached blower. He has been viewing these types of machines and finds that they will serve the needs of the airport.

**Issue: Master Plan Update**

Darold stated that JUB Engineering was the only company submitting a proposal during the request for qualifications. He agreed to email a copy of JUB's proposal to the board for further review. Darold will be recommending the selection of JUB Engineering to the city council for the Master Plan Update.

**Issue: Lease Lots/Lease Rates**

Greg Riehl, Tim Fitzgerald and Darold met with Mayor Tim Verzal on October 29<sup>th</sup>, to discuss issues concerning lot resizing, and lease rates. Mayor Verzal understands the concerns and is looking into the issues.

**Issue: Alternate Board Position**

Darold apologized to the board as he failed to get a posting out for the open position. He stated the posting would appear in the next publication of the Tribune and Gazette.

**New Business:**

**Issue: Rates and Fees 2020**

The board reviewed the current rates and fees and unanimously approved the following rate changes. Twin engine/large single engine tie down fee be increased to \$35.00 per month, the airport use fee be increased to \$120.00 per day. The board also recommended several changes to the land lease rate structure. They suggested that the proprietary card fee be dropped as it is not used and the through the fence agreement fee be dropped as it is not used. They also questioned the credit card payment administrative costs. Darold will review the credit card costs, restructure the lease rate fees, and submit the other changes to the city council.

**Issue: AIP#26**

Mark Napier spoke to the board about the Master Plan Update, he gave a rough timeline and the steps involved in completing the process. Mark answered questions concerning street and sewer upgrades runway expansion and the steps involved in completing a Master Plan Update.

**Issue: Baron's Lease**

Stan Roth and Neal Madison from the Baron's spoke to the board about their activities. The Baron's have a use agreement which is renewed in five year increments. The board voted unanimously to renew the agreement

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

**Report of Directors and Staff:**

**Executive Session: none**

**Meeting Adjourned: 9:22 AM**

Submitted by Darold Schultz