

**Deer Park Airport
Advisory Board**
Minutes of Board Meeting
January 14, 2020

Board Member Attendees: Greg Riehl, Tim Cassels, Eric Lorvig, Kimmo Nevala, Tammy Smith, Tim Fitzgerald

Staff: Darold Schultz,

Visitors: Mark Napier JUB, Tim Ike JUB, Penni Loomis, Hargis Adams

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

Minutes: Minutes of the December 10, 2019 meeting were approved with changes to attendees.

Financial Report:

Darold reported on the financial status of the airport. The board reviewed and approved a profit and loss for fund #415.

Darold will provide the same profit and loss for 416 and 110.

Previous Business:

Issue: AIP #26 and #27

JUB reported on progress for both Grants including timelines to be met. They further reported that geotechnical work would start (weather dependent) for the taxiway and ramp. It was further reported that a meeting with the FAA planner was being scheduled to discuss the level and depth of information needed for the Master Plan Update.

Issue: Board Positions

Darold reported that three positions on the board were available. Two positions due to expiring terms and one due to a resignation. Eric Lorvig and Tammy Smith reapplied for their positions which had expired. Kimmo Nevala and Hargis Adams applied for the remaining Board position vacated by Harold Haselhuhn. Greg Riehl announced that the applications would be considered for recommendation to the Mayor during an executive session.

Issue: Airport Driving Manual

Darold reported that he had incorporated many of the suggested edits into the driving manual, however he had not completed the written test. He stated that he would email the completed manual to the board for review when completed.

Issue: NDB Decommissioning

Darold reported that he had received multiple comments concerning the decommissioning of the NDB. Most comments were in support of decommissioning the unit with some in support. The board discussed several options for maintaining the unit in a training or test type of mode. Darold will investigate.

New Business:

Issue: Election of Officers

Greg Riehl agreed to a nomination to continue as chair, and Tim Cassels agreed to a nomination as co-chair both were unanimously approved.

Issue: Notam Manager

Darold reported that a new online system for issuing Notams (Notices to Airmen) was being introduced by the FAA. He asked that a member of the board volunteer to be on the list for issuing Notams for Deer Park. Greg Riehl volunteered to be on the list.

Oral Communications, Requests, Comments from Audience:

Report of Directors and Staff: Darold reported on snow removal and equipment issues to date. He also asked the board for permission to utilize Eric Lorvig in a voluntary capacity for snow removal the board approved.

Executive Session: 8:20 review board applications for recommendations to the Mayor.

Meeting Adjourned: 8:35 AM

Submitted by Darold Schultz