

AIRPORT BOARD OF TRUSTEES
December 11, 2023
SPENCER, IOWA

The Airport Board of Trustees of the City of Spencer, Iowa, met on the 11th day of December, 2023, at 3:00 o'clock P.M., regular session in the Main Conference Room, City Hall, Spencer, Iowa, pursuant to law, to adjournment and to the rules of said Airport Board of Trustees.

The meeting was called to order by Chair, Don Schoorman, and the roll being called, there were present:

PRESENT: Norris, Peterson, Steffen, Schoorman
ABSENT: Veit

It was moved by Board Member Steffen, seconded by Board Member Peterson to approve minutes of the Airport Board of Trustees of October 9, 2023 and Special Airport Board Minutes of October 16, 2023. The motion was declared carried when all Board Members present voted aye on voice call vote.

It was moved by Board Member Steffen, seconded by Board Member Peterson to approve the Claims, as presented for payment. The motion was declared carried when all Board Members present voted aye on voice call vote.

It was moved by Board Member Steffen, seconded by Board Member Peterson to approve **Resolution No. 113, Resolution to approve Preliminary Plans, Specifications, Form of Contract and Estimate of Cost for the 2023 JET A Fuel Pump Replacement Project.** The motion was declared carried when all Board Members present voted aye on voice call vote.

It was moved by Board Member Steffen, seconded by Board Member Peterson to approve **Resolution No. 114, Resolution to Provide for Notice of Hearing on Proposed Plans, Specifications, Form of Contract and Estimate of Cost for 2023 JET A Fuel Pump Replacement Project and the Taking of Bids (Letting Date 1/25/24, 3:00 P.M. Public Hearing Date 1/8/24 and Review Bids 2/12/24, 3:00 P.M.);** The motion was declared carried when all Board Members present voted aye on voice call vote.

It was moved by Board Member Peterson, seconded by Board Member Norris to approve Radiant Heater Burner Replacement for Large Hangar from Midwestern Mechanical for \$8,576.00. The motion was declared carried when all Board Members present voted aye on voice call vote.

It was moved by Board Member Steffen, seconded by Board Member Peterson to approve the FY2025 Federal Airport Improvement Program

Application (AIP). The motion was declared carried when all Board Members present voted aye on voice call vote.

It was moved by Board Member Steffen, seconded by Board Member Norris to approve the Grant Agreement for 8 Plex Door Operator Replacement (GAVI Grant). The motion was declared carried when all Board Members present voted aye on voice call vote.

The Board Reviewed Conceptual Drawings for two (2) Proposed Private Hangars were reviewed.

It was moved by Board Member Steffen, seconded by Board Member Peterson to continue conversations with the possible tenants for the Private Hangars. The motion was declared carried when all Board Members present voted aye on voice call vote.

Public Works Director Updates:

- Iowa Lakes Community College Tour of Additional Office Space
- Discussed possible changes if Iowa Lakes Community College rents additional space

Leading Edge Aviation Report

- Working with Public Works on snow season
- Looking into a Commercial plane at the airport

It was moved by Board Member Peterson and seconded by Board Member Steffen to adjourn at 4:15 P.M. The motion was declared carried when all Board Members present voted aye on voice call vote.

Don Schoorman, Chair

ATTEST:

DeDe Overbeck
Acting Secretary