

**Minutes of the Airport Advisory Board Meeting Held 19 January 2017 - Amended**

Board Members in attendance: R. Kloeppel (Chair / Airport Manager)  
R. Kelsea  
H. Marsden (Airport Manager)  
S. Mc Coy  
J. Merriman  
W. Wilmot (BoS representative)

Board Members absent H. Yanofsky  
J. Branch (Alternate)  
T. Thomas (Alternate)

Also in attendance: T. Callum (Associate)  
C. Henderson (Associate)  
J. Kessler (BoS member)

Chairman R. Kloeppel called the meeting to order at 1830 local.

**Old Business**

Chairman Kloeppel called for members to review the minutes for the meeting held 20 December 2016. Minutes were amended as directed.

W. Wilmot moved to accept as amended, second by J. Merriman. ***The motion passed unanimously.***

**1. Airport Planning Issues including Callum Community Hangar**

**a. Corrosion prevention plans**

According to bidder Iron Horse using 2 x 4's to space over existing roof and then covering with steel prevents moisture buildup and corrosion.

T. Callum raised the questions: Could repair be done by stripping the top layer and replacing with it with metal of the same thickness? Can this metal be found?

W. Wilmot raised the questions: The hanger is a historic building, are historic preservation grants possible? Can this be explored as an option to fund repairs?

H. Marsden states this is worth pursuing and will do. Will query Heritage Commission.

**b. Open House preliminary planning**

The airport Open House is scheduled for 3 June 2017 8 AM to 3 PM.

There was discussion on what is envisioned for the event this year. H. Marsden reported that he has reached out to the Boy Scouts, Car Nutz, the Comanche Society, the Historical Society and the LAC to participate. The event has been mentioned at the Town department meeting. The Young Eagles and the EAA were mentioned as needing to be contacted. H. Marsden stated that once he received some confirmations a flyer would be produced.

**Minutes of the Airport Advisory Board Meeting Held 19 January 2017 - Amended****2. Approach (PAPI) Lighting Update****a. Price estimates for PAPI**

J. Merriman has received 2 bids for a PAPI system: from Hali-Bright, Inc. for \$8,240.00 and from Flight Light Inc. for \$8,250.00. These systems would consist of 2 units containing 2 or 3 incandescent lights each.

R. Kelsea and H. Marsden confirm that because the airport now has an instrument approach a flight check would be needed on a PAPI system at a cost of \$4,000.00 to \$5,000.00.

Discussion followed on the impact of installing a PAPI. Systems operate on 240V @ 1kW which could possibly increase the power bill by 40%. LED systems are anticipated in future, much less power use, perhaps better to postpone.

Proposal to use a pilot controlled system. Cost of a controller for this could be \$2,500.00, but given the reduced power use may be able to budget.

J. Kessler asks the question: can the pilot controlled system that was used to control the runway lights be used to control the PAPI. It was reported that this system is now defunct and must be rebuilt; cost and effort unknown.

**3. Tree Growth Impingement****a. BoS effort to resolve opinion difference regarding issue**

J. Kessler recommends that the situation be explained to the new Town Manager and to get his option.

**4. Potential Lease/Purchase of Airport Equipment****a. Preliminary Discussion**

There was much discussion and figuring on this subject.

The airport management brought the motion for the purchase of the plow truck up to the new Town Manager. It is his opinion this would be the repurchasing of a town asset. He considers a tractor, with sufficient options better to pursue especially if a good lease is available.

Given this response, airport management sought and received lease/purchase pricing on tractor options. From this spreadsheets were made and analysis done. A document was generated: *Parlin Equipment Options for Mowing and Plowing* (attached as Appendix A).

J. Kessler stated that it was his understanding that the Town Manager's opinion is that the airport is town facility and should use town equipment.

J. Merriman stated that the Town Manager needs to be presented with the obligation of the town to provide services on town property. He asked the question: how does the airport assure services, especially plowing, going forward. Volunteer effort is available now but what about the future? Plowing is needed ASAP because of commitments: the instrument approach, to the businesses on airport property and hanger owners.

R. Kelsea stated that the airport is now charged for services but that this was not always the case. He asked the question: if there is to be a return to this, is this discussion needed?

**Minutes of the Airport Advisory Board Meeting Held 19 January 2017 - Amended**

5. Master Plan Review

- a. Initiate review process per previous meeting discussions

R. Kelsea asked the question: Where are we in regards to the master plan? Review is needed of previous years mission/vision.

There was discussion on forecasting future trends and the accuracy thereof. R. Kelsea stated that review is used to adjust future forecasts and that gaps between become action items for capital improvements.

Several metrics are used: from the FAA, the state and our own.

The Capital Improvement Plan will be looked at the next meeting.

There was consensus that a Runway Plan is needed for the inevitable replacement of the runway. Discussed was how the municipal property tax was paid into the Airport Trust Fund originally. The ground lease transfer of funds comes to an end this year and the runway fund turns over. The municipal property tax should go back to the Trust Fund to be used to finance the runway. The question was asked: how will the town use this? This needs to be an item covered this year.

H. Marsden stated that there will be an update to inventory.

New Business

1. Manager's Notes

- a) H. Marsden reports:

- 1) The last delivery of fuel was 19 October of 5,000 gallons.
- 2) Lakes Regional was contacted about the leak in the fuel pump.
- 3) The QTPod and Siteminder software are up and operational. He plans to contact the manufacturer about spurious text.
- 4) ACE camp is scheduled for 7 to 11 August 2017.
- 5) Need to address crack issues: this spring? There was discussion on purchasing a supplemental crack sealing machine for \$800.00.

2. Wi-fi wiring improvement Notes and Options

- a) Done and operational. There was discussion on purchasing additional cameras and the work to put them in place on the tower. S. Mc Coy to learn network configuration procedures.

With no further business to conduct, Chairman Kloeppel called for a motion to adjourn.

So moved by R. Kelsea, seconded by W. Wilmot. ***The motion passed unanimously.***

Meeting adjourned at 2007 local.

Minutes respectfully submitted by S. Mc Coy

**Minutes of the Airport Advisory Board Meeting Held 19 January 2017 - Amended**

Appendix A

**Parlin Equipment Options for Mowing and Plowing**

Observations and steps that might enable a valid comparison for the initial discussion of the Board.

There are five basics that absolutely require comparison:

1. Power .....all in the 70- 75 HP +/- range.
2. Plow options.....in the 8'-9' range
3. Mower options.....in the 12'-14' range
4. Bucket options.....in the 72"-75" range
5. Lighted, insulated cab

Additionally, it would be instructive and food for discussion, if we request additional information on:

- 1 Snow Blowers .....77"-78" range
2. Snow pushers.....8' range
3. Rotary brooms.....84" range

Obviously, the optional equipment numbers are based on what we've already seen so as not to further complicate the task.

It might also be instructive to have **weight, tire and traction comparisons** when we get a sense of where this is going.