

## **NOTICE AND CALL OF PUBLIC MEETING**

**Body: Cresco Airport Commission**

**Date: November 7<sup>th</sup> 2018**

**Time: 5:15 pm**

**Place: Cresco Airport**

**To:   Airport Commission Members  
      City Clerk  
      Cresco Public Works Director  
      Howard County Board of Supervisors  
      Cresco Chamber of Commerce  
      Cresco Flyers  
      Hangar Tenants  
      All Interested Persons**

**Roll Call: Kevin Schrage, Kim Bentz, Romane Matthias, Gerald Ferrie, Joseph Lawrence**

### **Agenda:**

#### **Old Business:**

- 1. Approval of Minutes from Prior Meetings**
- 2. Approval of Financial Report**
- 3. Roman to update Commission on different types of Hangers and cost**
- 4. Clair to update Commission on the ALP layout with Robert Garber**

#### **New Business:**

- 1. Update our 5 year plan**
- 2. Update 2019/2020 Budget**

**Comments from Audience:**

**Next meeting date:**

**Adjourn:**

**Posted: November 5<sup>th</sup>**

**Cresco Airport Commission Meeting**  
**Meeting on November 7th, 2018**

Airport Commission President Gerald Ferrie called the Cresco Airport Commission meeting to order at 5:16 pm at the Cresco Airport.

Attendance roll call was taken- Members Gerald Ferrie, Joseph Lawrence, and Kevin Schrage were present. Romane Matthias, Kim Bentz were absent.

Visitors in attendance were – Steve McCarville-City of Cresco, Clair Pecinovsky- Airport Manager

Member Kevin Schrage made the motion to approve the agenda for this meeting. Joseph Lawrence seconded and the motion carried, all ayes.

Old business:

1. Minutes from our September 12th, 2018 meeting were reviewed, no corrections were noted. A motion was made by Kevin Schrage and seconded by Joseph Lawrence to approve the minutes. Motion carried, all ayes.

2.. The commission reviewed our most current financial report and expenses up to the end of October 2018. A motion was made to approve the financial report by Kevin Schrage and seconded by Joseph Lawrence, motion carried, all ayes.

3. Romaine Matthias was absent but Clair Pecinovsky reported on hanger costs for possible new hangers being build. He got a bid from Panos Construction Company and for a 36 foot by 88 foot, post and frame constructed building, including doors and labor would run about 54,000 dollars. This size of hanger would hold two individual airplanes, this would include material, labor and the cost of the door. Discussion was had concerning different types of buildings and modifications we would want. Clair will continue to get information about the hangar project, he will also contact Robert Garber from Kirkham-Micheal about his recommendation on this future project and how we should proceed. More discussion will be had at future meetings.

4. Clair Pecinovsky reported that Robert Garber from Kirkham-Micheal drew up proposed changes to our ALP – (Airport Layout Plan) and Clair presented those to the board. We agreed that the new plan better meets our needs and Clair will get back to Robert about making these permanent changes to our plan. So that they will be in line when securing state grant funds. Robert stated that there will be no cost to make these changes.

New Business:

1. The board members that were present worked on and updated the five year plan for the airport. Joseph Lawrence will meet with Michelle at the City Hall with the updated information.

2. The board spent time going over our 2019/2020 budget. Joseph Lawrence will meet with Michelle at the City Hall again to present the new budget with her.

Comments from Audience:

There were none.

The next Airport Commission meeting was tentatively set for April 10<sup>th</sup>, 2019.

Kevin Schrage made a motion, seconded by Joseph Lawrence to adjourn meeting, at 6:47pm, motion carried, all ayes.

## NOTICE AND CALL OF PUBLIC MEETING

Body: Cresco Airport Commission

Date: Sept 12<sup>th</sup> 2018

Time: 5:15 pm

Place: Cresco Airport

To: Airport Commission Members  
City Clerk  
Cresco Public Works Director  
Howard County Board of Supervisors  
Cresco Chamber of Commerce  
Cresco Flyers  
Hangar Tenants  
All Interested Persons

Roll Call: Kevin Schrage, Kim Bentz, Romane Matthias, Gerald Ferrie, Joseph Lawrence

### Agenda:

#### Old Business:

1. Welcome our new Commission Member Kevin Schrage
2. Approval of Minutes from Prior Meeting
3. Approval of Financial Report

#### New Business:

1. Lynn Johnson long term lease agreement update
2. Clair to report on the status of dismantling the VASI lighting
3. Update on Kim Bentz's approach repairs
4. Steve McCarville to report Private Hanger on adjacent property with City Attorney
5. Kim Bentz to report on cost of a Fuel farm, how a card system works
6. Romaine Matthias to report on hanger cost and ground prep
7. Clair to report on his meetings with Robert Garber and the rewrite of our A.L.P.

Comments from Audience:

Adjourn: Set next meet

Posted: Sept 10th , 2018

**Cresco Airport Commission Meeting**  
**Meeting on September 12th, 2018**

Airport Commission President Gerald Ferrie called the Cresco Airport Commission meeting to order at 5:16 pm at the Cresco Airport.

Attendance roll call was taken- Members Gerald Ferrie, Joseph Lawrence, Romane Matthias, Kim Bentz, and Kevin Schrage were present.

Visitors in attendance were – Steve McCarville-City of Cresco, Clair Pecinovsky- Airport Manager, and Mike Marr from the Iowa DOT Aviation Division.

Member Romane Matthias made the motion to approve the agenda for this meeting. Kevin Schrage seconded and the motion carried, all ayes.

**Old business:**

1. The Cresco City Council approved the appointment of Kevin Schrage to the Airport Commission Board and we welcomed him to the board at this meeting.

2. Minutes from our July 11th, 2018 meeting were reviewed, no corrections were noted. A motion was made by Romane Matthias and seconded by Kim Bentz to approve the minutes. Motion carried, all ayes.

3. The commission reviewed our most current financial report and expenses up to the end of August and our fiscal year, we were all glad to see we had money at the end of the year and in our trust account to be used for future projects. A motion was made to approve the financial report by Kim Bentz and seconded by Joseph Lawrence, motion carried, all ayes.

**New business:**

1. Lynn Johnson long term hanger lease agreement was approved by the City of Cresco for a period of five years.

2. Clair Pecinovsky discussed the dismantling of the VASI lights, Mike Marr from the Iowa DOT stated that the lights were no longer on the master list, so it should be ok to take the light system down. Clair also mentioned that he has discovered more sink holes along the runway and he will be informing the farmer who rents the land to be careful during the harvest.

3. Kim Bentz commented that the new concrete approach pad for her hanger turned out very nice and she is very happy with how much easier her plane can be taken out and put back in.

4. Steve McCarville reported back concerning putting Private Hangers on adjacent property with the City Attorney, the Attorney did not think that it would be in the City's best interest and we should stay away from doing that.

5. Kim Bentz reported on the Fuel Farm that the Preston Minnesota Airport has in Fillmore County, the women that she talked to stated that having fuel available and a courtesy car for visitors to the airport has brought a fair amount of visitors to the town and it was well worth it. Their airport has about 26 planes. The board appreciated the information but it was decided to table the fuel farm project until after we have more hangers in place.

6. Romaine Matthias reported on hanger costs for possible new hangers being build. He got a bid from Panos Construction Company and for a 36 foot by 88 foot, post and frame constructed building, including doors and labor would run about 54,000 dollars. This size of hanger would hold two individual airplanes.

Discussion was had concerning different types of buildings and modifications we would want. Romaine will get back with Panos and modify the structure some and get a new quote along with checking with other contractors for possible bids as well. He will bring those to the next meeting.

7. Clair Pecinovsky reported on his meeting with Robert Garber from Kirkham-Micheal to see if we can get our ALP- Airport Layout Plan updated to be more in line with the current needs of our airport. Robert came to the airport and meet with Clair and Joseph Lawrence. Robert got a better idea of what we were looking for and he drew up proposed changes to our ALP and Clair presented those to the board. We agreed that the new plan better meets our needs and Clair will get back to Robert about making permanent changes to our plan. Robert stated that there will be no cost to make these changes.

Comments from Audience:

There were none.

The next Airport Commission meeting was not set, Gerry will let us know.

Kim Bentz made a motion, seconded by Romaine Matthias to adjourn meeting, at 6:40pm, motion carried, all ayes.

## NOTICE AND CALL OF PUBLIC MEETING

Body: Cresco Airport Commission

Date: July 11<sup>th</sup> 2018

Time: 5:15 pm

Place: Cresco Airport

To: Airport Commission Members  
City Clerk  
Cresco Public Works Director  
Howard County Board of Supervisors  
Cresco Chamber of Commerce  
Cresco Flyers  
Hangar Tenants  
All Interested Persons

Roll Call: Kevin Bill, Kim Bentz, Romane Matthias, Gerald Ferrie, Joseph Lawrence

Agenda:

Old Business:

1. Approval of Minutes from Prior Meeting
2. Approval of Financial Report
3. Kevin Bills open position on the board
4. Update on Lynn Johnson's fuel tank and pad
5. Update on doors on Sovereign/Mahr hangar

New Business:

1. Nomination for new board member
2. Reappointment of the Financial Secretary
3. Hanger rental increases
4. Lynn Johnson long term lease agreement

Comments from Audience:

Adjourn: Set next meeting date

Posted: July 9th, 2018

**Cresco Airport Commission Meeting**  
**Meeting on July 11th, 2018**

Airport Commission President Gerald Ferrie called the Cresco Airport Commission meeting to order at 5:20 pm at the Cresco Airport.

Attendance roll call was taken- Members Gerald Ferrie, Joseph Lawrence, and Romane Mathias and Kim Bentz were present. Board member Kevin Bill was absent.

Visitors in attendance were – Steve McCarville-City of Cresco, Clair Pecinovsky- Airport Manager, and pilots Kevin Schrage and Wayne Mlady.

Member Romane Mathias made the motion to approve the agenda for this meeting. Kim Bentz seconded and the motion carried, all ayes.

**Old business:**

1. Minutes from our May 30<sup>th</sup>, 2018 meeting were reviewed, no corrections were noted. A motion was made by Romane Mathias and seconded by Kim Bentz to approve the minutes. Motion carried, all ayes.
2. The commission reviewed our most current financial report for the end of June and our fiscal year, we were all glad to see we had money at the end of the year and in our trust account to be used for future projects. A motion was made to approve the financial report by Joseph Lawrence and seconded by Romane Mathias, motion carried, all ayes.
3. Kevin Bills airport commission term ended on June 30<sup>th</sup>, 2018 and his position is open, we will discuss possible candidate in our new business.
4. Update to Lynn Johnson's Ag operation, the City Council approved the agreement that has allowed Mr. Johnson to proceed with his project, Airport Manager Clair Pecinovsky reports the rock fill was laid and the fuel tank was put in place on the west side of his hanger. Andera Electric will be doing the wiring to get it operational. The crop spraying season will be starting shortly.
5. Airport Manager Clair Pecinovsky informed the board about the condition of the Sovereign/Mahr hangar access door, it was in need of repair as of our last meeting. Clair fixed the door frame that was not secured well, Clair did not have to purchase a new door to replace the old one, the materials and labor were at minimal cost to the airport. Clair reports the door looks and works fine.

**New business:**

1. Nominations were taken for the open position on the commission to fill the vacant position of Kevin Bill. Kevin Schrage has shown interest in and is willing to serve on the airport commission. Romane Mathias made a motion and seconded by Joseph Lawrence to have Kevin Schrage serve on the board. Motion carried, all ayes. The City Council will vote on approving this action at their next council meeting.
2. Reappointment of the Financial Secretary. Kim Bentz was under the impression that Joseph Lawrence took over that roll from Kevin Bill back in 2015, Joseph is willing to continue in this position, no further action was taken.



3. Hanger rental increases were discussed, Kim Bentz has been in contact with other airports in our area and reported that our rents are currently in line with other airports that do not have a fueling station on premises, after discussion, this item was tabled at this time.

4. Lynn Johnson long term hanger lease agreement was discussed, the City of Cresco is holding a public hearing concerning this and this will be tabled until our next meeting.

Comments from Audience:

The topic of future construction of airplane hangers was brought up and discussed by the members and visitors present, this item will be discussed at length at future meetings as we plan for the new fiscal years budget.

The next Airport Commission meeting was tentatively set for September 12th, 2018 at 5:15pm

Romaine Mathias made a motion, seconded by Kim Bentz to adjourn meeting, at 6:30pm, motion carried, all ayes.

## NOTICE AND CALL OF PUBLIC MEETING

Body: Cresco Airport Commission

Date: May 30<sup>th</sup> 2018

Time: 5:30 pm

Place: Cresco Airport

To: Airport Commission Members  
City Clerk  
Cresco Public Works Director  
Howard County Board of Supervisors  
Cresco Chamber of Commerce  
Cresco Flyers  
Hangar Tenants  
All Interested Persons

Roll Call: Kevin Bill, Kim Bentz, Romane Matthias, Gerald Ferrie, Joseph Lawrence

Agenda:

Old Business:

1. Approval of Minutes from Prior Meeting
2. Approval of Financial Report
3. Update on VASI
4. Update on Runway lights not working and the cost of solar powered runway lighting
5. Discuss progress on Grant to hanger entrance repairs
6. Update on Kim Bentz reappointment
  1. Lynn Johnson's request to put in rock pad for Fuel and water tanks and water meter
  2. Possibility of Camp Site expansion
  3. Condition of doors on Sovereign/Mahr hangar
  4. Plan for the runway with Frost heaving problem

Comments from Audience:

Adjourn: Set next meeting date

Posted: May 29, 2018

**Cresco Airport Meeting**  
**Meeting on May 30th, 2018**

Gerald Ferrie called the meeting to order at 5:36 pm at the Cresco Airport.

Attendance was taken- Gerald Ferrie, Joseph Lawrence, and Romaine Matthias were present. Visitors in attendance were Rod Freithoff- City of Cresco, Clair Pecinovsky- Airport Manager, and pilot Kevin Schrage. Board members Kim Bentz and Kevin Bill were absent.

A copy of the November 1<sup>st</sup>, 2017 meeting minutes were sent to each of the members for their review, Romaine Matthias made a motion to approve minutes from the last meeting and was seconded by Joseph Lawrence. Motion carried.

The board reviewed financial reports and expenditures for the beginning of the fiscal year until the present, Joseph Lawrence made a motion and seconded by Romaine Matthias to approve the financial reports and expenditures. Motion carried.

Kim Bentz was up for reappointment to the board, she has agreed to remain on the board for the next three year term, the City Council approved her retention.

New business:

Clair told the board at the last meeting that Mike Mahr from the Iowa DOT Aviation Division was here to check the airport, he found that the VASI lights are not up to code on runway 15, and he suggested decommissioning them. The city received a letter from the U.S. DOT Aviation division concerning the decommission of them, the letter stated that the action is official, we will need to keep a NOTAM- (notice to airmen) posted until August 16<sup>th</sup> when the new publication/charting comes out. We will be keeping the frequency assigned to the airport so that pilots can use it to turn on the runway lights at night. Clair agreed to take care of this for the commission.

Discussion on Lynn Johnson's Ag operation, Gerry has been in contact with Lynn about approaching the board for their approval to place a double walled fuel tank to be placed on the West side of his hangar, he wants to place a gravel pad underneath it. He is also wanting to add a water tank in that area as well. He will need to connect to the city water main that runs north of the hangar. Rod Freithoff from the City stated that the City would require an agreement with Lynn Johnson's company that would have them assume all liability for placing this equipment on city property. Rod will be in contact with Lynn to find out the details of his proposal for the fuel storage tank, the water tank and city water access. Lynn would assume all costs of the projects and remove tanks and equipment if he should vacate the airport property. A motion was made by Romaine Mathias and seconded by Joseph Lawrence allowing him to proceed with this project, if it gets approval at the City Council meeting meeting on June 18<sup>th</sup>. Motion carried.

Clair checked with Andera Electric about some runway lights that were not working, Andera fixed the lights that were not operational and got those working again, Clair stated that they are working better now and seem to be burning brighter with not using the VASI lights and the taxiway lights. The board decided to hold off on pricing solar light fixture replacements at this time.

We have applied for a FAA state grant for the purpose of replacing apron concrete in front of hangers four and five, for our next years project. We have not heard anything on the grant and probably won't

until July or August. Troy Scholbrock masonry company got the bid for the project and can start the project once we hear something.

Clair informed the board about the condition of the Sovereign/Mahr hangar access door, it is in need of repair, the door frame is rotten, with discussion the board approved that Clair purchase a new door to replace the old one.

The board also heard from Clair concerning the frost/heaving problem on both ends of the runway this spring, it happens every year but it was especially bad this year, Clair posted a NOTAM with the FAA to advice pilots of the danger, the runway concrete slabs are down now and back to normal, some damage was done to the edges of the concrete by snow plows during snow removal when it was raised, Clair will be patching some of those spots. Clair and Romaine will be looking into the possibility of tiling along the runaway to remove some of the water that may be causing the problem.

The next Airport Commission meeting was tentatively set for July 11th, 2018 at 5:30pm

Romaine Mathias made a motion, seconded by Joseph Lawrence to adjourn meeting, at 6:15 PM, motion carried.

## NOTICE AND CALL OF PUBLIC MEETING

Body: Cresco Airport Commission

Date: May 16<sup>th</sup> 2018

Time: 5:15 pm

Place: Cresco Airport

To: Airport Commission Members  
City Clerk  
Cresco Public Works Director  
Howard County Board of Supervisors  
Cresco Chamber of Commerce  
Cresco Flyers  
Hangar Tenants  
All Interested Persons

Roll Call: Kevin Bill, Kim Bentz, Romane Matthias, Gerald Ferrie, Joseph Lawrence

Agenda:

Old Business:

1. Approval of Minutes from Prior Meeting
  2. Approval of Financial Report
  3. Update VASI
  4. Update on Runway lights not working and the cost of solar powered runway lighting
  5. Discuss progress on Grant to hanger entrance repairs
  6. Update on Kim Bentz reappointment
- 
1. Lynn Johnson's request to put in rock pad for Fuel and water tanks and water meter
  2. Possibility of Camp Site expansion
  3. Condition of doors on Sovereign/Mahr hangar
  4. Plan for the runway with Frost heaving problem

Comments from Audience:

Adjourn: Set next meeting date

*Cancelled due to  
no quorum.*

Posted: May 15, 2018