

Iowa City Municipal Airport Five Year Strategic Plan 2019–2023



Iowa City Municipal Airport Commission

October 2017

Iowa City Municipal Airport Commission

Minnetta Gardinier
Christopher Lawrence

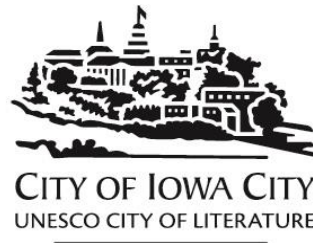
A. Jacob Odgaard
Christine Ogren

Robert Libby, Chair

We would like to thank Julie K. W. Bockenstedt for her work on the Commission prior to the expiration of her term.

Iowa City Municipal Airport Operations Specialist

Michael Tharp



Iowa City City Council

Kingsley Botchway II
Terry Dickens
Pauline Taylor

Rockne Cole
Susan Mims
John Thomas

Jim Throgmorton, Mayor

City Manager

Geoff Fruin

Strategic Planning Consultants

Bailey Leadership Initiative, LLC

RESOLUTION NO. A17-14

Resolution approving the Iowa City Municipal Airport Five-Year Strategic Plan FY2019-2023.

Whereas, the Iowa City City Council has appointed a five-person Iowa City Municipal Airport Commission; and

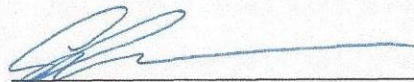
Whereas, the Iowa City Airport Commission is to set the policy for the operations of the Iowa City Municipal Airport; and

Whereas, the Iowa City Airport Commission has completed the five-year strategic plan update for FY2019-FY2023.

Now, therefore, be it resolved by the Iowa City Airport Commission that:


The Iowa City Municipal Airport five-year strategic plan FY2019-FY2023 is hereby adopted. *As amended during discussion*

Passed and approved this 19 day of October, 2017.

Acting


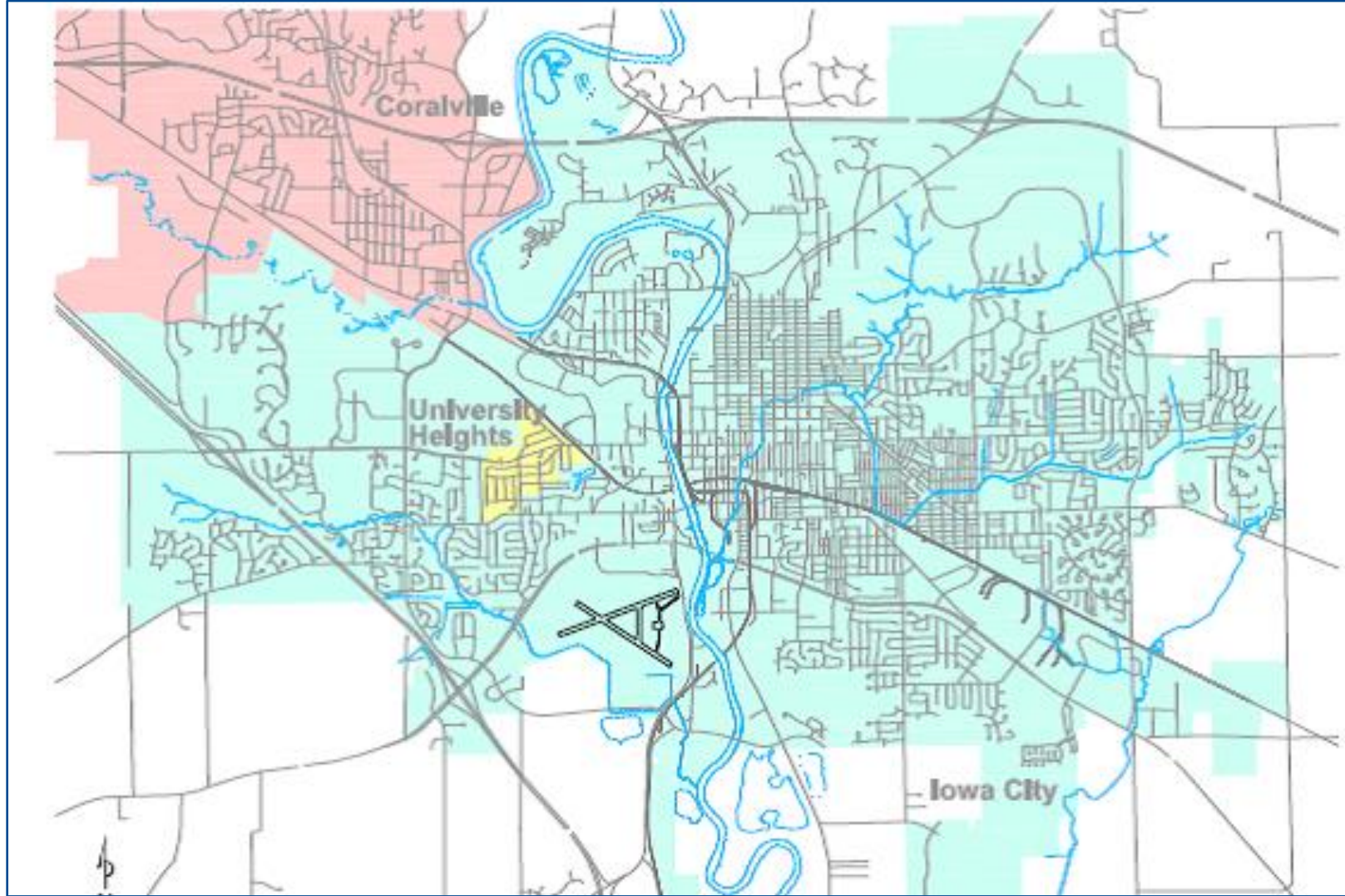
CHAIRPERSON

ATTEST: 
Acting SECRETARY

Approved by
 10-16-17
City Attorney's Office

It was moved by Odgaard and seconded by Ogren the Resolution be adopted, and upon roll call there were:

Ayes	Nays	Absent
<u>0</u>	_____	<u>0</u> Gardinier
<u>0</u>	_____	Lawrence
<u>0</u>	_____	<u>0</u> Libby
<u>0</u>	_____	Odgaard
	_____	Ogren



Location Map: Iowa City Municipal Airport, 1801 S. Riverside Dr., Iowa City,



Aerial View: Iowa City Municipal Airport, 1801 S. Riverside Dr., Iowa City, IA

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Overview

The Iowa City Municipal Airport (IOW) exists to serve the general aviation needs of the greater Iowa City community. The purpose of this strategic plan is to guide the direction of the Iowa City Municipal Airport for fiscal years 2019—2023. The Iowa City Airport Commission will use the goals, strategies, and success indicators in the plan to guide the work activities and evaluate the work performance of the Airport’s Operation Specialist.

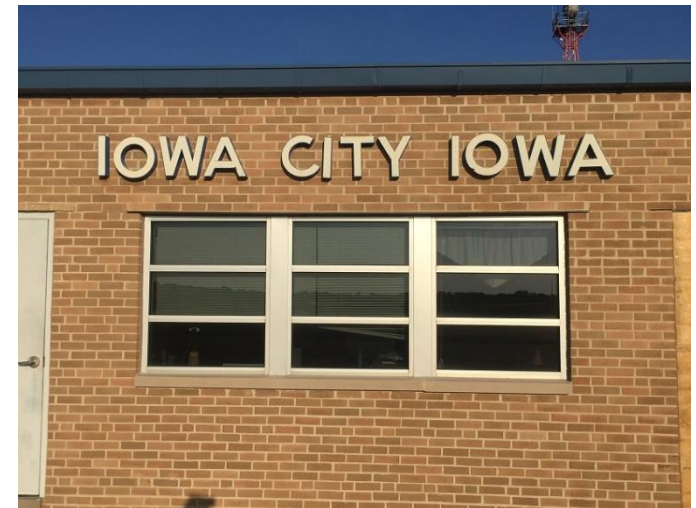
Through implementation of the 2016 Iowa City Municipal Airport Master Plan and Federal Aviation Administration (FAA) Airport Layout Plan, the facilities at the airport will be maintained and upgraded as necessary to comply with the latest safety standards and FAA regulations.

History of Strategic Planning at the Airport

In 2004, the Iowa City Airport Commission determined that a strategic plan was needed to guide the direction of the Iowa City Municipal Airport. In 2005, the Airport Commission developed the first strategic plan for the Iowa City Municipal Airport for FY2006—2010.

In 2010, the Iowa City Airport Commission updated the original plan and created a document to guide the airport’s work FY 2011—2015.

This strategic plan is built on the process and development of the previous plans to set direction for the airport in fiscal years 2019—2023.



Executive Summary

At its initial planning session, the Airport Commission agreed upon the planning process parameters, indicating that the mission and vision statements were open for review, but the following three assumptions would be taken as “givens” in the planning process and were not open for consideration or discussion:

Givens

- Iowa City will have a general aviation airport.
- It will be at the existing location of the Iowa City Municipal Airport.
- It will be approximately the size of the existing site.

Vision and Mission Statements

Using elements of the previous Vision and Mission Statements, the Airport Commission developed the following new statements.

Vision Statement

The Iowa City Municipal Airport supports the strategic goals of the City of Iowa City and is an integral community asset that contributes to the region’s economic vitality and evokes community pride.

Mission Statement

The Iowa City Municipal Airport, directed by the Airport Commission, provides a safe, cost-effective general aviation facility. The Airport creates and enriches economic, educational, healthcare, cultural, and recreational opportunities for the greater Iowa City community.



Goals

The Airport Commission adopted five goals for FY 2019—2023. Three of the goals are closely tied to the Iowa City City Council's strategic plan.

- Continue strong communication with the City Council, City Administration, and seek opportunities to collaborate with other City Departments.
Related to the City Council's strategic plan goal: "Enhance community engagement and intergovernmental relations."
- Develop and maintain funding mechanisms for airport operations and facility improvements and maintenance.
Related to the City Council's strategic plan goal: "Maintain a solid financial foundation."
- Increase use of the airport for aviation and other community uses.
Related to the City Council's strategic plan goal: "Enhance community engagement and intergovernmental relations."
- Maintain the safety and the aesthetic appeal of airport infrastructure.
- Implement the Airport's Master Plan.

The Commission further developed strategies and success indicators for each goal. It will use these to create its annual plan of work and supervise the Airport Operations Specialist.

Background



About the Iowa City Municipal Airport

The Iowa City Municipal Airport is located two miles southwest of downtown Iowa City in Johnson County. Johnson County is the fourth largest county in Iowa (population 146, 547). Iowa City is the home of the University of Iowa, with a student enrollment of just over 33,000. The Iowa City-Cedar Rapids corridor is one of two principal economic growth areas within the state of Iowa. The Iowa City Municipal Airport is integrated into the activities of the University of Iowa, including the University of Iowa Hospitals and Clinics, the medical college, the other academic colleges and the athletics department. The Iowa City Municipal Airport is strategically located in close proximity to Interstates 80 and 380, as well as U.S. Highways 6 and 218, and Iowa Highway 1.

Airport Operations and Facilities

The Iowa City Municipal Airport is the second busiest general aviation airport in Iowa. It is owned by the City of Iowa City and operated by a five-member Airport Commission whose members are appointed by the City Council. The Airport Commission is responsible for all aspects of airport operations and management and makes decisions regarding budgeting, development, and maintenance. The Airport Commission employs an Airport Operations Specialist to manage the day-to-day details of running the airport and it has a contractual agreement with Jet Air, a fixed based operator. Jet Air, Inc. Jet Air provides fuel sales, charter service, flight training, aircraft maintenance, hangar space, and other airport support services.

Eighty-two aircraft are based at the Iowa City Municipal Airport. The airport conducts around 36,000 flight operations annually. It is estimated that the Iowa City Municipal Airport generates \$11.2 million of into the area economy.



Iowa City Municipal Airport facilities include two runways, a terminal building, indoor and outdoor aircraft storage facilities, and fueling facilities. Runway 7/25 is a paved concrete surface which is 5,004 feet in length and 100 feet wide. Its pavement strength is 25,000 pounds for single-wheel gear aircraft and 45,000 pounds for dual-wheel craft. Runway 12/30 is 3,900 feet in length and 75 feet wide. This paved concrete runway has a pavement strength of 15,000 pounds single-wheel gear aircraft and 20,000 pounds for dual-wheel. Iowa City's runway facilities enable the airport to accommodate larger aircraft than many other general aviation airports.

The airport terminal building includes a pilot's lounge, restrooms, a weather briefing room, a lobby, administrative offices, and public meeting room space. Fueling facilities are provided by Jet Air, the Fixed Base Operator.

Airport History

The Iowa City Municipal Airport is the oldest civil airport west of the Mississippi River still in its original location. It had its first recorded flights in 1918. In 1920, the U.S. Postal Service chose the site as a fuel stop between Chicago and Omaha. Public ownership of the Iowa City Municipal Airport was established in 1929, and 1937 saw the first asphalt-surfaced runway. In 1940 Runway 12-30 was extended in an effort to provide a base of defense for the Rock Island Arsenal. 1941 saw the first concrete paving of an Iowa City Municipal Airport runway. In 1944, the Iowa City Airport Commission was formed to manage airport operations. Between 1930 and 1972 commercial passenger flights were available at the Iowa City Municipal Airport.



Airport Relocation Study

In 1992, a consultant was hired to consider the possible relocation of the Iowa City Municipal Airport. Several alternative sites for the proposed relocation were evaluated along with the existing site. After much deliberation it was determined by the Iowa City City Council that the Iowa City Municipal Airport would remain at its existing site. The City Council directed that a master plan be completed to ensure safe aviation operations into the future that are consistent with the requirements of the Federal Aviation Administration.

In 1996, the airport completed its first master plan. The update to this plan was completed in October 2016. Elements of the 2016 Master Plan will be completed as federal funds become available.

Developing the Strategic Plan

Planning Process

In April 2017, the Iowa City Airport Commission engaged the Bailey Leadership Initiative to work with the Commission to develop a five-year strategic plan. The specific objectives of this task were to develop a strategic planning document that included elements of the Airport Master Plan, and goals and objectives for the Iowa City Airport Commission. Design and development of the strategic plan was to include a public input process, an analysis of the strengths, weaknesses, opportunities, and threats (SWOT) facing the airport, and review of the airport's vision and mission statements.

At the initial planning session, members of the Bailey Leadership Initiative team presented an overview of the planning process. They outlined the fundamental questions that will be answered by the strategic planning process and resulting plan: Where are we now? Where do we want to be in five years? How will we get there?

The consultants reviewed the South Central District Plan of the Iowa City Comprehensive Plan, as well as the City's Riverfront Crossings Plan, and current land use surrounding the airport. They emphasized that the Riverfront Crossings plan complies with current FAA building height restrictions as it sets out a guide for redevelopment in this area south of Burlington Street.

At this initial planning session, the Airport Commission agreed upon the planning process parameters, indicating that the mission and vision statements were open for review, but the following assumptions would be taken as "givens" in the planning process and were not open for consideration or discussion:

Givens

- Iowa City will have a general aviation airport.
- It will be at the existing location of the Iowa City Municipal Airport.
- It will be approximately the size of the existing site.

The next step in the strategic planning process was to gather input from the public, the Airport Commission members, the Airport staff, and the City Manager concerning the strengths, weaknesses, opportunities, and threats facing the Iowa City Municipal Airport.

The consultants developed and launched an online survey. The City of Iowa City's Communications Department promoted the survey through various media channels, including the City's news alerts, Facebook page, its Nextdoor app, and Twitter feed. The



consultants promoted the survey specifically to area economic development organizations, and through the Bailey Leadership Initiative's social media channels. The survey was available June 2—12, 2017. During this time, 575 people responded to the survey. A summary of survey results is available in Appendix C.

The next step in the strategic planning process was to evaluate the vision and mission statements for the Iowa City Municipal Airport. A mission statement describes who the organization is and what it does. It helps distinguish an organization from others doing similar work. A vision statement is more aspirational and describes the long-term change that will result from the organizations work.

After discussing the current mission and vision statements, the commission decided that elements of the 2010 mission statement worked better as a revised vision statement and that wording in the 2010 vision statement seemed to fit better in a revised mission statement.

After revising the vision and mission statements, the commission moved on to examine the results of the public survey and conduct a strengths, weaknesses, opportunities, and threats (SWOT) analysis. Data for the SWOT analysis was obtained from the public and commission surveys, and one-on-one interviews with commission members, the airport operations specialist, and Iowa City's City Manager.



Strengths and Weaknesses

Strengths

The following were listed in survey responses to “What does the Iowa City Municipal Airport (IOW) do well?”

1. Services
2. Diverse Aviation Community
3. Location
4. Facilities
5. Customer Service
6. Community Benefit
7. Events
8. Economic Impact
9. Facility Maintenance
10. Safety
11. FBO
12. Affordability
13. Management
14. Financial Sustainability

Comments were grouped according to broad topic areas and then ranked by the number of related comments in that category. The number of comments ranged from thirty-one (31) about services to two (2) comments about financial sustainability.



Weaknesses

These were listed in survey responses to "What does the Iowa City Municipal Airport (IOW) need to improve?"

1. Facilities
2. Public Awareness/Marketing
3. Noise
4. Events
5. Services
6. Community Benefit
7. Aesthetics
8. Location
9. Access
10. Financial Self-Sufficiency
11. Environmental Sustainability

Comments were grouped according to broad topic areas and then ranked by the number of related comments in that category. In this question, the top three mentions: Facilities, Public Awareness/Marketing, and Noise received thirty or more comments. The next eight items (Events, Services, Community Benefit, Aesthetics, Location, Access, Financial Self-Sufficiency, and Environmental Sustainability) received between 1-12 comments.

Some items made both the strengths and the weaknesses lists:

- Facilities
- Services
- Community benefit
- Location
- Financial self-sufficiency

Only facilities ranked high on both lists. Respondents commented about different aspects of facilities when listing it as a strength or weakness. Participants mentioned facilities strengths as the attractiveness of the facilities, the availability of meeting room space, and the taxiways and runways. Facility weaknesses mentioned the lack of hangar space, hangar maintenance, and technology, specifically, lack of instrument approach and lack of wifi to the hangars.



Opportunities and Threats

The Airport Commission surveys listed the following opportunities for the airport in the next five years:

- The Airport as a community space
- Facility Improvement
- Growth of air traffic
- South Aviation Commerce Park
- Attracting additional businesses
- Expanding airport services

When asked what challenges do you see for the airport in the next five years, commission members listed:

- Competing interests for people's time
- Funding concerns
- Change in pilot demographics
- Obstruction mitigation project
- Growth in air traffic means more noise
- Lack of public awareness about the airport

From the SWOT analysis and a review of the progress made on the last strategic plan, the commission developed five goals for the airport.



Goals

The Iowa City Municipal Airport Commission developed five goals for FY2019—2023.

- Continue strong communication with the City Council, City Administration, and seek opportunities to collaborate with other City Departments.
Related to the City Council's strategic plan goal: "Enhance community engagement and intergovernmental relations."
- Develop and maintain funding mechanisms for airport operations and facility improvements and maintenance.
Related to the City Council's strategic plan goal: "Maintain a solid financial foundation."
- Increase use of the airport for aviation and other community uses.
Related to the City Council's strategic plan goal: "Enhance community engagement and intergovernmental relations."
- Maintain the safety and the aesthetic appeal of airport infrastructure.
- Implement the Airport's Master Plan.

The commission also developed specific strategies to accomplish each goal, as well as success indicators to determine if the strategies are successful.

The Airport Operations Specialist will develop work plans and timelines to conduct the strategies listed in each goal. The commission will evaluate the Airport Operations Specialist work performance based upon development and implementation of his work plan and his progress in accomplishing the strategies outlined in the plan.

The Commission's goal was to develop an actionable strategic plan. The Iowa City Municipal Airport Strategic Plan should be reviewed and updated every year, when the commission reviews its annual report.

The Strategic Plan

Vision and Mission Statements

Vision Statement

The Iowa City Municipal Airport supports the strategic goals of the City of Iowa City and is an integral community asset that contributes to the region's economic vitality and evokes community pride.

Mission Statement

The Iowa City Municipal Airport, directed by the Airport Commission, provides a safe, cost-effective general aviation facility. The Airport creates and enriches economic, educational, healthcare, cultural, and recreational opportunities for the greater Iowa City community.



Goals and Strategies

Goal 1

Continue strong communication with the City Council and City Administration, and seek opportunities to collaborate with other City Departments.

Related to the City Council's strategic plan goal: "Enhance community engagement and intergovernmental relations."

Strategies

- Adopt the Airport's the strategic plan. Staff and representatives from the Airport Commission present the plan to the City Council.
- Airport Operations Specialist will attend regular City staff department head meetings.
- At least twice per year, an Airport Commission member or Airport Operations Specialist will attend City Council meetings to give an update on airport activities.
- Provide an annual report to the City Council on airport operations and make the report available on the City's website as well as on the Airport's web pages.
- Participate in annual Capital Improvements Program preparation and presentation to the City Council.
- Provide tours of the airport and airport facilities to City Council members and City Council candidates.
- Provide tours of the airport and airport facilities to the City Manager's office staff, City Department heads, the City's Economic Development Coordinator, and City Communications Staff.
- Each new Commission member appears before the City Council to introduce themselves.
- Talk with the Parks and Recreations Department about possible enhancements to the Airport's viewing area to help increase parkland/greenspace inventory in the City's West Central Park District.



Goal 1 *(continued)*

Continue strong communication with the City Council and City Administration, and seek opportunities to collaborate with other City Departments.

Success indicators

- An adopted Airport Strategic Plan that is presented to the City Council.
- The Airport Operations Specialist participates in regular City department head staff meetings.
- Quarterly reports on Airport activities provided to the City Council.
- An annual report presentation to the City Council within two months of the end of the calendar year.
- Availability of the Airport's current and past four annual reports on the Airport's website for download.
- The City Council includes Airport capital projects in its annual Capital Improvement Program (CIP).
- Each member of the City Council has toured the Airport at least once per Council term—either as a candidate or as a City Council member.
- The City Manager and members of City Staff tour the Airport at least once every five years.
- Each Airport Commissioner has appeared before the City Council at least once during his/her Commission term.
- Other City departments participate in Airport projects.
- An enhanced Airport viewing area.



Goal 2

Develop and maintain funding mechanisms for airport operations and facility improvements and maintenance.

Related to the City Council's strategic plan goal: "Maintain a solid financial foundation."

Strategies

- Maintain adequate revenue generated by airport operations by regularly reviewing and revising as appropriate the Airport's sources of revenue: fuel sales, hangar leases, airport fees, and non-aviation uses.
- Regularly evaluate additional revenue generating opportunities.
- Identify funding sources and apply for federal, state, and private funding each year.
- Regularly communicate with state and federal officials on the value of funding for General Aviation airports.

Success indicators

- The Airport's support from the City's General Fund does not exceed 10% of the Airport's operating budget.
- The Airport has diversified and sustainable funding streams.
- The Airport's revenue covers Airport operational expenses.
- The Airport receives adequate grant funding to upgrade and maintain high quality facilities.



Goal 3

Increase use of the airport for aviation and other community uses.

Related to the City Council's strategic plan goal: "Enhance community engagement and intergovernmental relations."

Strategies

- Work with the City's Communications office or outside marketing firm to develop and implement a marketing plan for the Airport to:
 - ⇒ Communicate with area and regional pilots about the Airport's 24-hour fueling capabilities and other features of the Airport.
 - ⇒ Communicate with area businesses and residents about Airport charters and rentals.
 - ⇒ Communicate with future pilots about the Airport's flight school.
 - ⇒ Communicate regularly with area residents about basic information about the Airport: how it is funded, the services it provides, the availability of meeting room space, and other general information.
 - ⇒ Communicate with area residents about the Airport's 100th Anniversary.
 - ⇒ Promote the Airport as a City asset.
 - ⇒ Market the use of airport charters, airplane rentals, the flight school, and public meeting space.
- Work with City Economic Development staff to identify and pursue specific economic development opportunities.



Goal 3 *(continued)*

Increase use of the airport for aviation and other community uses.

Success indicators

- Growth in the use of the Airport for aviation uses as evidenced by data on:
 - ⇒ Fuel sales.
 - ⇒ Use of charters and rentals.
 - ⇒ Enrollment in flight school.
 - ⇒ New pilot licensing.
- Growth in the use of the Airport for community uses as evidenced by data on:
 - ⇒ Use of the meeting room.
 - ⇒ Number of community events held on the Airport grounds.
 - ⇒ Number of attendees at community events.
 - ⇒ Social media click-through data on City/Airport website.
 - ⇒ Social media likes and other activity on the Iowa City Municipal Airport's Facebook page.
- Pursue at least two new economic development ventures at the Airport within the next five years.



Goal 4

Maintain the safety and the aesthetic appeal of airport infrastructure.

Strategies

- Advocate for the existing unfunded Capital Improvement Program project for construction of a sidewalk along Old U.S. Highway 218.
- Paint the Airport hangars.
- Improve landscaping in and around the terminal building and entry drive.
- Talk with the Parks and Recreations Department about possible enhancements to the Airport's viewing area to help increase parkland/greenspace inventory in the City's West Central Park District. *(see goal 1 strategy)*

Success indicators

- The Airport is accessible by trail/wide sidewalk.
- The Airport hangars are regularly painted.
- The entry to the Airport and the area around the terminal building is well landscaped.
- The Airport viewing area is used regularly by area residents and visitors.



Goal 5 Implement the Airport's Master Plan.

Strategies

- Complete short-term capital projects as funds become available.
(see Airport Master Plan, Table 5-1: Capital Improvement Plan Summary)

Success Indicators

- Number of grant applications and funding requests for capital projects outlined in the Airport's Master Plan.
- Completion of projects included in the Airport's Master Plan.



Appendices

Appendix A: Public Survey

Appendix B: Iowa City Airport Commission Members/Staff Survey

Appendix C: Survey Results Summary

Appendix D: Meeting Minutes

Appendix A

Iowa City Municipal Airport (IOW) Public Survey

Welcome!

Thank you for your interest in providing input for the Iowa City Municipal Airport's strategic planning process!

The purpose of this survey is to give information to the Airport Commission as it discusses the role of the Airport in our community and develops a 5-year strategic plan to guide the future activities of the Airport Commission and Airport staff.

This survey should only take 5 minutes to complete. You will not be asked to provide your name or any identifying information to complete this survey.

If you have any questions about the survey or the Airport's strategic planning process, you may contact the strategic planning consultants at: info@baileyleadershipinitiative.com.

Please click "Next" to begin the survey.

1. Where do you currently live?

- Iowa City-east of the Iowa River
 - Iowa City-west of the Iowa River
 - Coralville
 - University Heights
 - North Liberty
 - Hills
 - Unincorporated Johnson County
 - Other (please indicate below)
-

2. When was the last time you were at the Iowa City Municipal Airport?

- Within the past week
- Within the past month
- Within the past six months
- Within the past year
- I've never been to the Airport
- Comments:

3. What was the purpose of your most recent trip to the Airport?

- Fly an aircraft
- Charter service
- Pick up/drop off somebody
- Sightseeing
- Meeting/use the conference room
- Event
- Other (please specify)

4. The Iowa City Municipal Airport contributes to the quality of life in Iowa City.

Strongly disagree	Disagree	No opinion	Agree	Strongly agree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. The Iowa City Municipal Airport contributes to the economic impact/vitality of Iowa City.

Strongly disagree	Disagree	No opinion	Agree	Strongly agree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. What does the Iowa City Municipal Airport (IOW) do well?

7. What does the Iowa City Municipal Airport (IOW) need to improve?

8. Please include any additional comments about the Iowa City Municipal Airport or its strategic planning process below.

Appendix B

Iowa City Airport Commission and Staff Survey

Welcome!

Thank you for clicking on the survey link! Your answers to these survey questions will help us understand your thoughts about the Iowa City Municipal Airport and the role that it plays in our community.

This survey shouldn't take more than 10 minutes to complete.

You will not be asked to provide your name or any identifying information to complete this survey. The data collected in this survey will help shape the agendas for the Airport Commission's strategic planning sessions.

If you have any questions about the survey or the Airport's strategic planning project, please feel free to contact us at: rdb@baileyleadershipinitiative.com.

Please click "Next" to begin the survey.

1. The Iowa City Municipal Airport contributes to the quality of life in Iowa City.

Strongly disagree	Disagree	No opinion	Agree	Strongly agree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. The Iowa City Municipal Airport contributes to the economic impact/vitality of Iowa City.

Strongly disagree	Disagree	No opinion	Agree	Strongly agree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. What does the Iowa City Municipal Airport (IOW) do well?

4. What does the Iowa City Municipal Airport (IOW) need to improve?

5. As you think about the next five years, what opportunities do you see for the Iowa City Municipal Airport?

6. As you think about the next five years, what will be the challenges facing the Iowa City Municipal Airport?

7. What accomplishments would you like to see at the Iowa City Municipal Airport during the next five years?

8. What are the 3—5 topics that are critical to address at the strategic planning retreat?

9. Please include any additional comments about the Iowa City Municipal Airport or its strategic planning process below.

Appendix C

Public Survey Results

575 people responded to the survey.

Public Survey: Residence

Of the 573 respondents who answered the survey question about residence, 81% (464) are from Iowa City. Of those Iowa City residents, 70% of them live east of the Iowa River and the remaining 30% live west of the Iowa River.

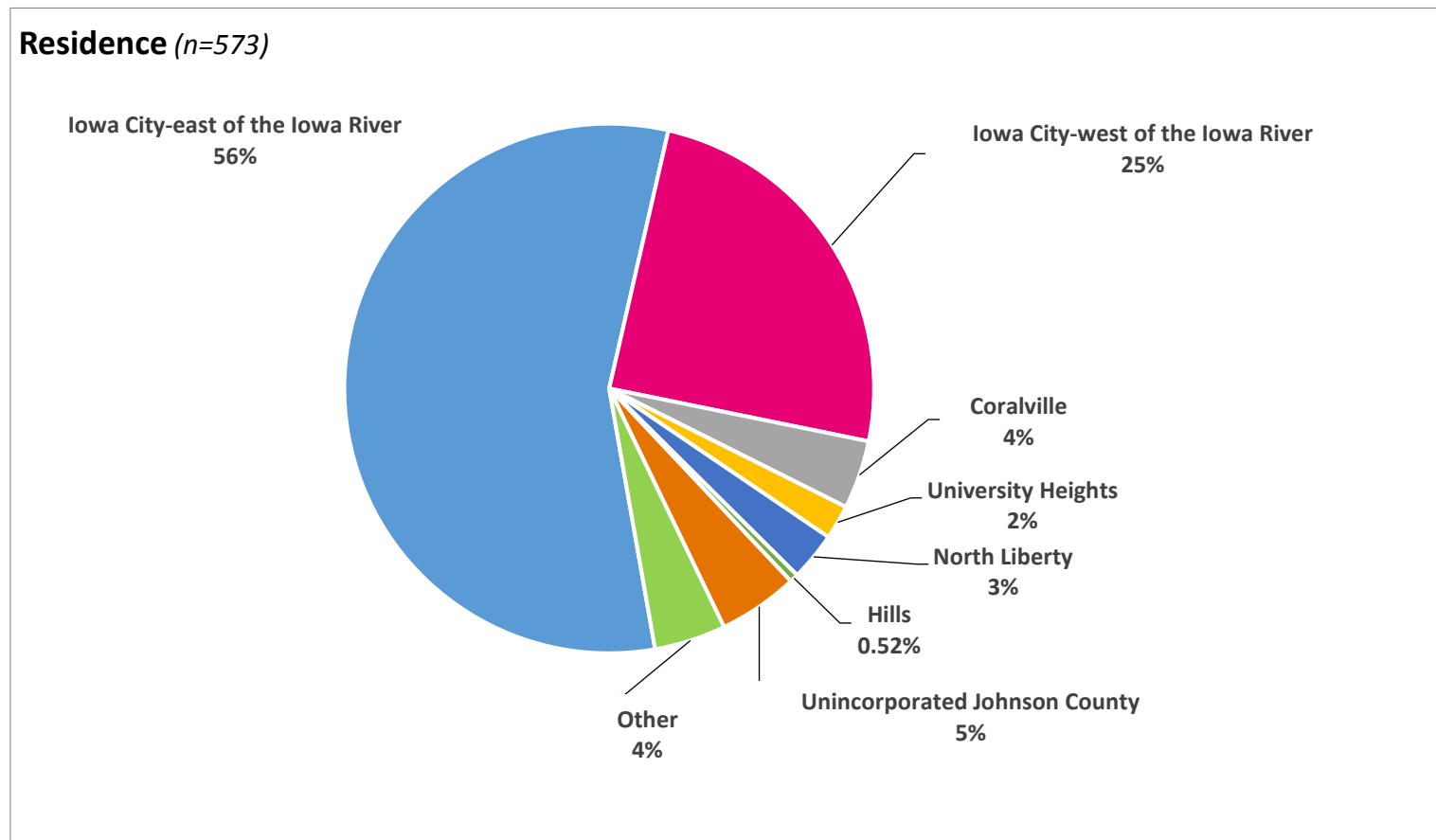


Chart 1: Public Survey: Residence

Public Survey: Airport Use

Frequent User—15% (86) of survey participants used the airport within the week or within the past month.

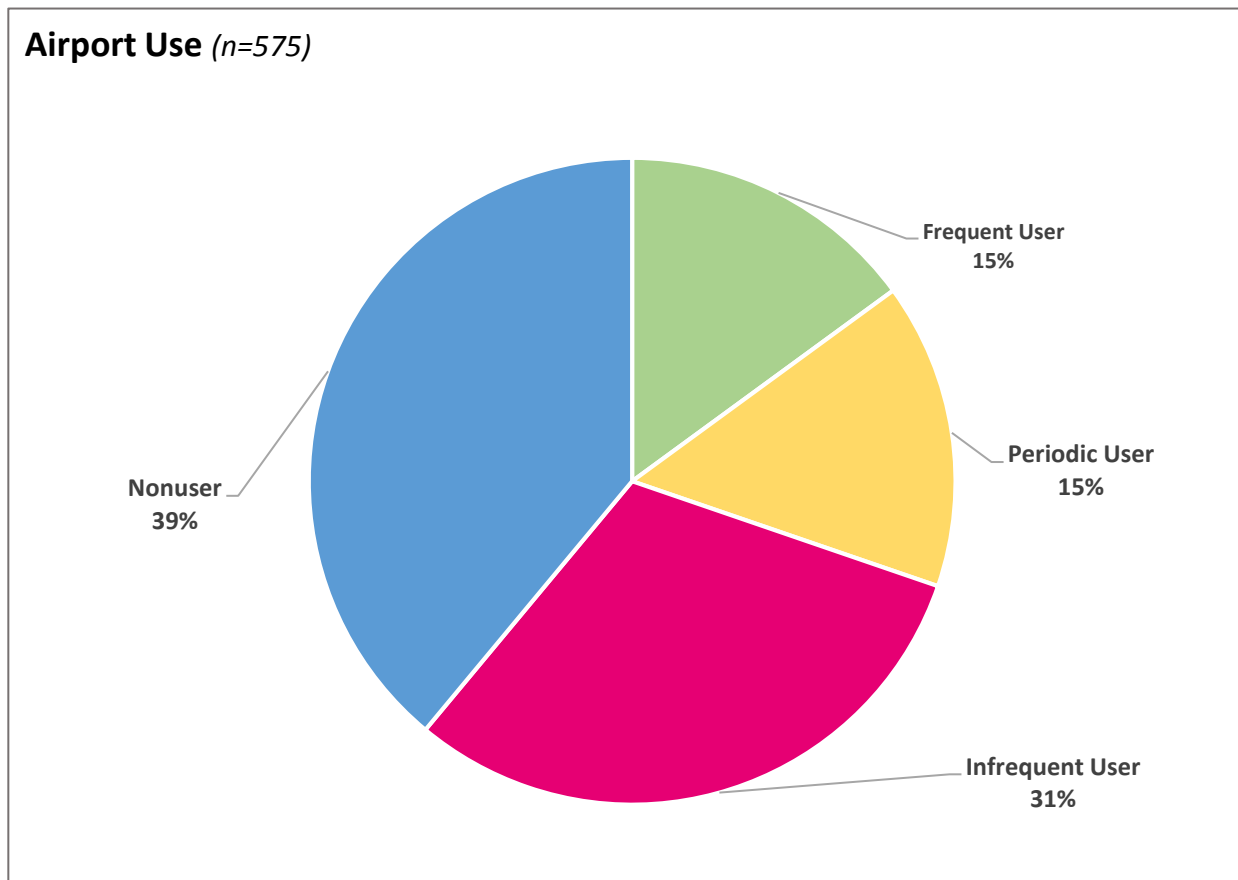
- 65% (56) of this category used the airport within the past week. This is 9.74% of all respondents.

Periodic User—15% (88) of survey respondents used the airport within the past six months or within the past year.

- 50% (44) of this category used the airport within the past six months. This is 7.65% of all respondents.

Infrequent User—31% (177) of the survey participants have not used the airport for more than a year.

Nonuser—39% (224) of survey participants have never been to the airport.



When asked about the purpose of their airport visit, frequent users indicated that it was to fly an aircraft. Both periodic and infrequent users indicated that the purpose of their airport visit was to attend an event.

Quality of Life

When asked, on a scale of one to five, with five as 'strongly agree,' one as 'strongly disagree,' and three as 'no opinion,' if "The Iowa City Municipal Airport contributes to the quality of life in Iowa City."

- Frequent Users rated this question 4.43.
- Periodic Users, 3.85.
- Infrequent Users rated the question 3.39.
- Nonusers rated it 2.86.
- Taking the rating from all public surveys, the rating was 3.43. The Airport Commission rated this question 4.80.

Economic Impact

When asked, on a scale of one to five, with five as 'strongly agree' and one as 'strongly disagree,' if "The Iowa City Municipal Airport contributes to the economic impact/vitality of Iowa City."

- Frequent Users rated this question 4.49.
- Periodic Users rated this question 3.91
- Infrequent Users rated the question 3.53.
- Nonusers rated it 3.07.
- Taking the rating from all public surveys, the rating was 3.57. The Airport Commission rated this question 4.60.

Strengths

The following were listed in survey responses to “What does the Iowa City Municipal Airport (IOW) do well?”

1. Services
2. Diverse Aviation Community
3. Location
4. Facilities
5. Customer Service
6. Community Benefit
7. Events
8. Economic Impact
9. Facility Maintenance
10. Safety
11. FBO
12. Affordability
13. Management
14. Financial Sustainability

Comments were grouped according to broad topic areas and then ranked by the number of related comments in that category. The number of comments ranged from thirty-one (31) about services had 31 to two comments about financial sustainability.

Weaknesses

These were listed in survey responses to "What does the Iowa City Municipal Airport (IOW) need to improve?"

1. Facilities
2. Public Awareness/Marketing
3. Noise
4. Events
5. Services
6. Community Benefit
7. Aesthetics
8. Location
9. Access
10. Financial Self-Sufficiency
11. Environmental Sustainability

Comments were grouped in broad topic areas and ranked. In this question, there was a gap between the top three mentions: Facilities (45), Public Awareness/Marketing (45), and Noise. (30) and the next eight items. Events received twelve comments.

Some items made both the strengths and the weaknesses lists:

- Facilities
- Services
- Community benefit
- Location
- Financial self-sufficiency

Only facilities ranked high on both lists. Respondents commented about different aspects of facilities when listing it as a strength or weakness. Participants mentioned facilities strengths as the attractiveness of the facilities, the availability of meeting room space, and the taxiways and runways. Facility weaknesses mentioned the lack of hangar space, hangar maintenance, and technology, specifically, lack of instrument approach and lack of wifi to the hangars.

Opportunities

The Airport Commission surveys listed the following opportunities for the airport in the next five years:

- The Airport as a community space
- Facility Improvement
- Growth of air traffic
- South Aviation Commerce Park
- Attracting additional businesses
- Expanding airport services

Threats

When asked what challenges do you see for the airport in the next five years, commission members listed:

- Competing interests for people's time
- Funding concerns
- Change in pilot demographics
- Obstruction mitigation project
- Growth in air traffic means more noise
- Lack of public awareness about the airport

Overall, the public survey responses indicated a lack of information or misinformation about the airport. This included not understanding how the airport is supported financially, the purpose of the airport, and who uses the airport. Public responses also indicated frustration about the airport caused by airport noise, low flying planes, and the perceptions that the airport is supported primarily by tax dollars, and is a 'playground for the wealthy' rather than a public amenity.

Appendix D

Meeting Minutes

**MINUTES
IOWA CITY AIRPORT COMMISSION
MAY 25, 2017 – 5:30 P.M.
AIRPORT TERMINAL BUILDING**

FINAL

Members Present: Julie Bockenstedt, Robert Libby, A. Jacob Odgaard, Chris Ogren

Members Absent: Minnetta Gardinier

Staff Present: Michael Tharp, Eric Goers

Others Present: Matt Wolford, David Hughes, Laura Routh, Caroline Dieterle

RECOMMENDATIONS TO COUNCIL: (to become effective only after separate Council action):

None.

DETERMINE QUORUM:

The meeting was called to order at 5:31 P.M. by Chair Odgaard.

APPROVAL OF MINUTES:

Minutes from the April 20, 2017, meeting were reviewed. Bockenstedt stated that she would be abstaining from the discussion and vote, as she was not in attendance at this meeting. Ogren referred to Item G on the third page, under the 100-Year Anniversary Committee comments. Where it says 'Ogren shared the draft they have so far.' She noted that she does not have a draft and that she is unsure where this comment came from. She suggested changing this to 'Ogren suggested a process for completing the survey.' Tharp stated that he will go back and listen to the recording to see what was actually said here and will make the needed change. Ogren also noted under Item A, Strategic Plan, the word 'firm's' should be just 'firms.' Also, on page two, at the bottom, 'Tharp noting that it happens quite often anymore.' Ogren stated that this sentence is constructed oddly, and that something more like '...happens quite often now,' or '...happens quite often,' would make more sense. **Ogren moved to accept the minutes of the April 20, 2017, meeting as amended. Libby seconded the motion. The motion carried 3-0; Bockenstedt abstaining and Gardinier absent.**

PUBLIC DISCUSSION:

None.

ITEMS FOR DISCUSSION/ACTION:

- a. **Strategic Plan** – Tharp first introduced Regenia Bailey and Jeff Davidson to the Members. He noted that they are here to help the Commission with their

strategic planning process. Bailey began by giving Members a brief history of her background and involvement with the City of Iowa City. Davidson then addressed Members, stating that he is excited to be back at the Airport to help with this process. He also gave Members a brief history of his background. Bailey then asked if Members would also share something about themselves, especially what motivated each of them to serve on the Airport Commission. Ogren began by sharing her occupational background and her interest in aviation. She noted that her husband is currently building an airplane in their garage. She added that she was looking for a way to get involved in the city and that this commission was a good fit for her. Bockenstedt spoke next, sharing that her dad has flown for many years and that she has a pilot's license herself. Being fairly new to the community, the Airport Commission was a good fit for her as well. Odgaard stated that he joined the commission when a former member, who was his neighbor, passed away. Odgaard is a flight instructor and had been training his neighbor at that time. Libby stated that he runs a small business in Iowa City and is a pilot himself. He grew up in Ecuador and flew in the jungles over there. Odgaard then added that another thing that made him want to join the commission was the lack of knowledge people in the community even had about the Airport. Davidson noted that one of the goals from the previous strategic plan was just that, educating the public on the Airport. He asked if any progress has been made in this area. Odgaard responded that not enough progress has been made, in his opinion. He believes the Airport is a real 'jewel' to the community and that more people should take advantage of it. Davidson asked Ogren if she thought any progress had been made in this area. She responded that she isn't sure she could answer that question, but that her own awareness has increased since being on the commission. Matt Wolford with Jet Air stated that they can see changes in people's perception when calling a taxi cab company, for example. Sometimes the cab company thinks they mean the Cedar Rapids Airport, and then they tell them that there is an airport in Iowa City too. He claimed that businesses in the community seem to be more cognizant of the Airport now. Members continued to discuss community awareness of the Airport, with Ogren stating that the 'Fly Iowa' event three years ago seemed to shed some light on the Airport.

Davidson then spoke to the assets of the Airport, such as the location itself and the conference room in the Airport Terminal building. Ogren noted that next year will be the 100-year anniversary of the Airport, and that this will be a great opportunity to get the word out about the Airport. Bailey stated that with these things in mind, visibility, communication, and marketing will undoubtedly be a big part of the Commission's strategic plan. She then noted that this evening what they would like to do is go through the process itself, get some further detail from Members, and then look at the Airport in context to land use. Bailey noted that in beginning the process, they will look at where they are now, where they want to go, and where they want to be in five years, by setting goals and objectives. She stated that the strategic plan has a context, not only with land use but also with the master plan that was recently completed. Bailey noted that not only is it the Airport's plans that are looked at but also the City's, namely the Comprehensive Plan and the City Council's strategic plan.

Moving on, Bailey spoke to the 'environmental scan' approach, which involves stakeholder and public input involving an online survey. Davidson asked that

Members let them know of any specific groups they would like to target. He noted that during the previous strategic plan process, he was asked to specifically reach out to pilots and neighborhood associations. Referring to the recent master planning process, Bailey asked if the Commission wants them to survey the same groups or use the information from the master plan process. She added that this information is fairly current and that it would be pertinent to what they are doing. Members agreed that using the information already gathered would be a good idea, given that the master plan is the backdrop for the strategic planning. Continuing, Bailey noted that they are planning to give surveys to both staff and Commission Members, as well as conduct one-on-one interviews with Commission Members, staff, and the City Manager. This will be part of the stakeholder input. Members also discussed various boards and commissions within the City, and the Council itself, as possible groups to reach out to for input. The City Council and Planning and Zoning were two specific groups discussed. Members also discussed the University of Iowa and the relevance of the Airport to their various departments. Bailey stated that once the survey data is collected, it will be turned into a SWOT (strengths, weaknesses, opportunities, and threats) matrix for Members to review.

Davidson asked what Members hope to get out of this process, if anything, besides a five-year strategic plan. Odgaard stated that he believes it comes down to 'image' and others agreed. He and Bailey briefly reviewed their proposal and what is included in this process. Bailey stated that looking into what other airports are doing will be very beneficial to them as they move through this planning process. The conversation then moved to land use. Davidson shared some history of the Airport with Members, noting that in the 1990s there was a perceived threat of the Airport being relocated. A study was conducted at that time, and what came out of that study was that the Airport would remain, and that it would stay where it is and be approximately the same size. Members agreed that this is still the case. Davidson then moved on to the South Central District Plan, which is the governing document for the City's Comprehensive Plan governing the area where the Airport is located. He gave Members some history behind the City's comprehensive planning process, specifically how the district plans are more neighborhood-centered. In the South Central Plan, Davidson pointed out that the Airport is the driving force to all of the other land use issues in the district. He also spoke to the flood plain issues and how the flood of 2008 created some changes in the area. Davidson also spoke about the Riverfront Crossings area, stating that there will be a large amount of growth in that district in the coming years. He noted that the Airport's existence was taken into consideration, as far as building heights, when the Riverfront Crossings Plan was being created. He added that if FAA regulations should change in the future, so too would Riverfront Crossings.

Bailey then wrapped up the discussion, stating that next they will be developing the online survey, which should be launched next week. This will be heavily promoted, according to Bailey, with outreach to the various groups that were discussed. At the next meeting then, Bailey stated that she hopes to have the results of those surveys. Between now and the next Commission meeting, one-on-one interviews will be scheduled with the Commission Members, Sharp, and the City Manager. Bailey asked if Members felt this process would work, and Odgaard responded that he believes this is the direction they want to go.

- b. **FAA/IDOT Projects: AECOM / David Hughes (MOVED ITEM UP BEFORE STRATEGIC PLAN DISCUSSION.)**
- i. **Obstruction Mitigation** – Hughes stated that they are still coordinating with the FAA planner on this item.
 - ii. **South Taxiway Extension** – Hughes noted that the pre-construction conference took place earlier in the day. Metro Pavers is ready to start, but they are waiting to hear from one of their subcontractors first.
 - iii. **North T-Hangar Restroom** – Hughes stated that the plans and specifications are ready for this project. There will be some changes to the sewer system, according to Hughes, which have added some additional charges.
 1. **Consider a resolution setting a public hearing on plans, specifications, and form of contract – Bockenstedt moved to accept Resolution #A17-08, setting a public hearing on plans, specifications, and form of contract. Ogren seconded the motion. The motion carried 4-0, Gardinier absent.**
- c. **Airport Operations**
- i. **Budget** – Tharp stated that he does not have much to share on this, that nothing has really changed since last month. He added that they will have some additional expenses on the electrical supplies line, due to the fact that they have finally used up the old lighting fixtures from the decommissioned runway 18-30 and have had to order some new ones. Tharp reminded Members that the fiscal year will end at the end of June.
 - ii. **Management** –
 1. **Annual Report** – Tharp stated that the report was in the meeting packet and that he has incorporated those comments he received. He asked if anyone had anything else to add, as he plans to finalize this as soon as possible.
 2. **Airport** – Tharp stated that this is a reminder that Bockenstedt's term will be expiring at the end of June.
 - iii. **Events**
 1. **Emergency Response Drill** – Tharp spoke to this item, thanking Libby for kicking it off and getting things going. He stated that basically it was hosted by the Airport and the Johnson County EMA, with all three hospitals in the area participating, along with Johnson County Ambulance, CARE, EMT, Southeast; a class of EMS students from Kirkwood; the Medical Examiner's office; police; Jet Air; and even a couple Commission Members were in attendance. Tharp stated that he believes it was a good exercise, although there were a couple 'hiccups' along the way. He briefly explained some of these hiccups, noting that it began with calling 9-1-1 to begin the exercise. Ogren stated that she was in attendance and heard some police talking about how they did not even know the layout of the Airport, which she found troubling. She stated that every year they should have police and fire do a visit, so that they are aware of the layout at the Airport, should an emergency arise. Others agreed, and Libby stated that he would like to be involved in this. Tharp noted that codes needed for entry are a part of the County's Emergency Response Plan, which is updated whenever something changes. Tharp stated that he then participated in the Cedar Rapids' Airport drill as an

observer. Members continued to discuss the need for these types of drills, with many agreeing they should be done every three years.

2. **Young Eagles** – Tharp noted that this event takes place June 10. They will be working with the EAA Chapter representing Cedar Rapids and Iowa City. The event runs 9:00 A.M. to noon that day. Ogren stated that she will be present at this event, and Odgaard stated that he will try to come out as well.

d. **FBO / Flight Training Reports (MOVED ITEM UP BEFORE AIRPORT OPERATIONS DISCUSSION.)**

- i. **Jet Air** – Matt Wolford with Jet Air shared the monthly maintenance reports with Members. He noted that since the April meeting they have readied all of the mowers and put the broom on the yellow truck. Other maintenance items included branch and garbage pickup around the Airport, painting in the lobby, and other miscellaneous tasks. Ogren asked if it is normal for the location hosting a disaster drill to pay for the catering afterwards. Wolford and Tharp both stated that there will most likely be some reimbursement here from others involved. Libby agreed, stating that Emergency Management may reimburse them some. He added that he can look into this matter further.

As for Jet Air's business, Wolford stated that they have been keeping very busy. They have several charter contracts that they are rebidding for local services. The hangar construction is progressing well and he shared his excitement over the new door that has been installed. He also shared that Jet Air is bringing in a larger plane that will be housed in Iowa City. Wolford also spoke briefly about an aerial survey group that is leasing one of their 172 single-engines. The group will be strapping a camera on the bottom of the plane and will then be flying around five or six different states, all the while shooting crop footage. They will then come back approximately every three weeks throughout the summer, according to Wolford, and do the same thing. He then noted that a Lear brought in a patient from Hawaii, after refueling in California.

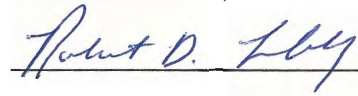
- e. **Commission Members' Reports** – None.
- f. **Staff Report** – Tharp stated that he will be out of the office tomorrow.
- g. **100 Year Anniversary Committee** – Ogren stated that they have a long survey they need to complete, and that last week she shared various portions of it with the other subcommittee members. She also shared that she was researching something recently at the University and came across a University news bulletin from 1929, saying there were changes at the Airport.

SET NEXT REGULAR MEETING FOR:

The next regular meeting of the Airport Commission will be held on **Thursday, June 15, 2017, at 6:00 P.M.** in the Airport Terminal Building. Tharp noted that Gardinier will be heading out for the Air Race Classic around that time. He will check with her to see what her availability is. Libby stated that the following week would actually work better for him, as did Ogren.

ADJOURN:

Ogren moved to adjourn the meeting at 6:00 P.M. Libby seconded the motion. The motion carried 4-0, Gardinier absent.



CHAIRPERSON



DATE

Airport Commission
ATTENDANCE RECORD
2017

NAME	TERM EXP.	05/19/16	06/16/16	07/21/16	08/05/16	08/18/16	09/15/16	10/20/16	11/17/16	12/15/16	01/19/17	02/16/17	03/16/17	04/20/17	05/25/17
Minnetta Gardinier	07/01/19	X	O/E	X	X	X	X	X	X	X	X	X	X	O/E	O/E
Chris Ogren	07/01/18	O/E	X	X	X	O/E	X	X	X	X	X	X	X	X	X
A.Jacob Odgaard	07/01/18	O/E	X	X	X	X	X	X	X	X	X	X	O/E	X	X
Julie Bockenstedt	07/01/17	X	X	X	O/E	X	O/E	X	X	X	X	X	X	O/E	X
Robert Libby	07/01/20	X	X	X	O/E	X	X	O	O	O/E	X	X	X	X	X

Key:

X = Present

X/E = Present for Part of Meeting

O = Absent

O/E = Absent/Excused

NM = Not a Member at this time

**MINUTES
IOWA CITY AIRPORT COMMISSION
JUNE 27, 2017 – 6:00 P.M.
AIRPORT TERMINAL BUILDING**

FINAL

Members Present: Minnetta Gardinier, A. Jacob Odgaard, Chris Ogren

Members Absent: Julie Bockenstedt, Robert Libby

Staff Present: Michael Tharp, Eric Goers, Simon Andrew

Others Present: Matt Wolford, David Hughes, Christopher Lawrence, Regenia Bailey, Laura Routh

RECOMMENDATIONS TO COUNCIL: (to become effective only after separate Council action):

None.

DETERMINE QUORUM:

Odgaard called the meeting to order at 6:01 P.M.

APPROVAL OF MINUTES:

Minutes from the May 25, 2017, meeting were reviewed first. Ogren stated that she had one small point, on the last page where the conversation is about the Young Eagles. It states, "Tharp noted...with the EAA Chapter out of Cedar Rapids." Ogren stated that technically this Chapter is Iowa City and Cedar Rapids, and she suggested adding Iowa City. **Gardinier moved to accept the minutes of the May 25, 2017, meeting as amended. Ogren seconded the motion. The motion carried 3-0; Bockenstedt and Libby absent.**

PUBLIC DISCUSSION:

At this point, Chairperson Odgaard asked Tharp to introduce the newest Commission Member. Tharp stated that they had several guests present this evening and he proceeded to introduce Chris Lawrence, the newest Airport Commission Member. His term will start July 1. Tharp also introduced Simon Andrew from the City Manager's office. Ogren then introduced herself to Chris Lawrence, as did others present.

ITEMS FOR DISCUSSION/ACTION:

- a. **FAA/IDOT Projects: AECOM / David Hughes**
 - i. **Obstruction Mitigation** – Hughes noted that at the last meeting this item was being held up by the FAA's response. He stated that this issue has been resolved and they now will see if they have a grant application going back to the FAA, based on the original numbers presented and the

independent fee estimate that they requested be done. Tharp stated that due to a short turn-around time, it would be useful to authorize the Chair to sign the grant once it is received.

1. **Consider a resolution authorizing Chair to sign grant offer – Odgaard moved to approve Resolution #A17-09, authorizing the Chair to sign the grant offer once received. Gardinier seconded the motion. The motion carried 3-0, Bockenstedt and Libby absent.**

Hughes spoke to what the plans are once they can move forward with this. He noted some general timeframes, including what would be due to the FAA at the end of September, along with a draft version of the EA for review mid to late October. That would be followed up with a public comment period, and then the final version of the EA shortly after the first of the year, with finish of the EA being anticipated by May of 2018.

- ii. **South Taxiway Extension** – Hughes stated that this is under construction currently, with the rock and storm sewer in place now. The next phase will be paving, according to Hughes. He noted that they had to make some adjustments with the apron they were planning for, and that they will be having Metro put some additional concrete in to adjust the grades. He then responded to Member questions regarding these adjustments and the project in general.
- iii. **North T-Hangar Restroom** –
 1. **Public Hearing** – The public hearing was opened at 6:16 P.M. by the Chair. Tharp briefly reviewed this project, noting that it is to add a restroom to hangar B on the south side. The storage area that was there is being removed in order to do this. Tharp stated that the State is putting in 70% of the funds for this project. He then gave Members a brief rundown of the timeframes involved. The public hearing was closed at 6:20 P.M.
 2. **Consider a resolution authorizing plans, specifications, form of contract and authorizing bid** – Gardinier moved to approve Resolution #A17-10, authorizing plans, specifications, form of contract, and authorizing bid. Ogren seconded the motion. The motion carried 3-0, Bockenstedt and Libby absent.

- b. **Strategic Plan** – Regenia Bailey started off the strategic planning session by stating that they would be holding off on the SWOT analysis until Jeff Davidson is able to join them. She noted that he had a previously scheduled trip and therefore is unable to attend this evening. Bailey stated that they would be focusing on the 'mission' and 'vision' statements this evening, with the objective being to look at the current statements and decide if any changes are desired. Beginning the review, Bailey began with the mission statement portion, noting that basically it states the organization's reason or purpose. She added that ideally it should be both unifying and inspiring internally, as well as concise and clear. Externally the mission statement should be clarified. Moving on to the vision statement, Bailey stated that this is what is seen in the future, if the organization is successful. This is more aspirational in nature.

Continuing, Bailey further clarified what these statements are meant to do. She shared with Members what the Airport's current statements are. Bailey then asked Members to start a discussion regarding their mission and vision

statements and what they may propose changing. Gardinier stated that for the vision statement, she would question 'meets the needs of its stakeholders.' She asked what 'its' refers to here, the City of Iowa City or the Airport. Gardinier believes the current vision statement is more of a mission statement, as Bailey had alluded to. Bailey asked if other Members agree that the current vision statement should become the new mission statement. Members then discussed some possible word changes to the statement. Bailey suggested clarifying wording where possible, in order to provide accurate information to anyone reading the strategic plan.

Members continued to discuss the wording for the mission and vision statements, and how perceptions by the public should be taken into account. Ogren suggested the wording of 'directed by the Airport Commission,' rather than 'through the direction of.' Matt Wolford with FBO Jet Air also made some suggestions about moving wording around. Another suggestion was made to change 'area' to 'community.' Gardinier read the current version being discussed: The Iowa City Municipal Airport, directed by the Airport Commission, provides for safe, cost effective general aviation that creates and enriches...., as Members continued to discuss the wording. Ogren then suggested: The Iowa City Municipal Airport, directed by the Airport Commission, provides a safe, cost effective general aviation facility. The Airport creates and enriches economic, educational, etc. Tharp suggested using the full name of the Airport throughout the statement. Some Members agreed that they prefer the statement broken down into two sentences. Odgaard stated that he would almost prefer one sentence here. Bailey stated that she will draft this both ways, so that Members can think about it and then revisit it at the next meeting. Ogren then reviewed changes that Wolford had suggested, such as '...through providing a safe, cost effective general aviation,' portion being moved, which would eliminate the 'that creates' portion of the statement. Reading the statement suggestions again, Wolford stated: The Iowa City Municipal Airport, directed by the Airport Commission, creates and enriches the economic, educational, healthcare, cultural, and recreational opportunities for the greater Iowa City community through safe and cost effective general aviation.'

Moving on to the current mission statement becoming the vision statement, Bailey noted that Ogren had said it was a pretty generic statement. Bailey added that in strategic planning, you do not always need to have a vision statement. Members continued their discussion on this issue, with Ogren asking if there is truly a need for a vision statement, that perhaps it is to continue to do the mission. Gardinier stated that she believes they do need it, that they should aspire to be more. Bailey asked the group what aspirations they may have for the Iowa City Municipal Airport, as it goes about its new mission basically. Odgaard responded that in a sense it is to make the Airport a more prominent community facility than it is today, in order to look forward to an even better facility. He believes the Airport should be more integrated with the community than it currently is. Ogren made the suggestion of: ...will continue to provide all of the things above in a way that is integral to the Iowa City community. Others agreed, noting that the Airport needs to be seen as an asset to the entire community, not just the aviation community. The discussion continued, with Members discussing just what it is the Airport is attempting to 'foster' in the community. Odgaard responded that he sees it as recognition of the University

and fostering awareness of the potentials for the Airport, or something to that effect. Bailey suggested 'community pride,' and Odgaard agreed. Bailey asked if Members want to say something regarding the programming that takes place at the Airport. The suggestion was made '...fostering involvement of all ages,' and 'building a sense of community around the Airport.' The other Members were impressed with these suggestions. Bailey continued to ask Members if they had any other key words they wanted to add to the statement, and Members continued to discuss just what it is they want to convey to the public. Bailey stated that what she is hearing is that the group wants the Iowa City area to see the Iowa City Municipal Airport as an asset or integral to the community. Gardinier brought up a comment from the Pekin Municipal Airport: '...will serve as a crucial component of the Pekin and greater Peoria area transportation infrastructure and play a critical role in the advancement, growth, and economic development of the region.' This comes from a combined mission and vision statement, according to Gardinier. Odgaard spoke to how the Airport can be a driver for economic growth. Bailey suggested using: '...that supports or drives or contributes to the area's economic vitality,' or something along those lines. She stated that she and Davidson will work with these suggestions to come up with a draft for the next meeting. Regarding the public surveys, Bailey noted that they received 575 responses, with 80% from Iowa City. She relayed the various avenues used to get information about the survey out to the public.

c. Airport Operations

- i. **Budget** – Tharp noted that the fiscal year is just about over. He stated that there aren't any real surprises in the budget and they should have a stable year-end. Odgaard asked if Tharp had prepared a graph like he did last year at this time, and Tharp stated that he will try to have this for the next meeting.
 1. **FY2018 Preview** – Tharp noted that there are two key points in this budget – the initial funding for the 100-year anniversary event and \$5,000 for furniture replacement in the conference room.
- ii. **Management** – Tharp noted that they are currently working through the strategic planning process.
- iii. **Events**
 1. **Young Eagles** – June 10 and 17 were Young Eagle events. Tharp noted that June 10 was the originally scheduled date, but this had to be cut short due to high winds.
 2. **SERTOMA** – This event is planned for August 20. Tharp noted that this is a week earlier than normal.

d. Mid-American Energy – Tharp stated that this came to the Commission last year, as well, but due to various reasons it was deferred. He noted that they now know the actual location of the gas line and would like to be able to recommend approval to the City Council. Tharp briefly responded to Member questions regarding this issue.

- i. **Consider a resolution recommending Council approve a utility easement** – Ogren moved approval of Resolution #A17-11, recommending the City Council approve a utility easement with Mid-American Energy. Odgaard seconded the motion. The motion carried 3-0, Bockenstedt and Libby absent.

- e. **North Commerce Park Outlot B** – Tharp stated that Outlot B is the small parcel located between the Alexis Park Inn and Ruppert Road. Members briefly discussed the offer of \$20,000, which Tharp noted is backed up by an appraisal.
 - i. **Consider a motion recommending Council accept purchase offer – Odgaard moved to recommend to the City Council acceptance of the purchase offer. Ogren seconded the motion. The motion carried 3-0, Bockenstedt and Libby absent.**

- f. **FBO / Flight Training Reports**
 - i. **Jet Air** – Matt Wolford shared the monthly maintenance reports with the Commission. He stated that May continued with the usual types of maintenance being done – light bulb replacement, grass mowing, and trash pick up. In June they have been doing some weed control around the hangars. An expensive item noted was the filter replacements for the various fuel system components. Wolford noted that they were able to spread some grass seed around the new hangar area, in hopes that the rain will get it started.

Moving on to Jet Air business, Wolford noted that the big news is the completion of the hangar. He stated that Jet Air is looking forward to being able to use the new space. The shop has been keeping busy, with Wolford noting the addition of another mechanic. Charter flights have been busy, as well, especially in the business sector. Wolford also noted an increase in the flight training. Wolford stated that he would like to show the Commission the new hangar sometime soon, and Odgaard suggested at the next meeting. Gardinier suggested that they consider adding a flat screen monitor to the main area of the terminal building that could be used to show recent student pilots who have earned their license, for example, or to do some marketing for the Airport. She added that she has seen these used at other airports around the country. Tharp and Wolford will work together on the flat screen monitor idea.

- g. **Commission Members' Reports** – Gardinier stated that this year's Air Race Classic was very successful. She earned third place this year, her best race yet. Ogren shared that they were at the EAA Chapter meeting this past weekend. She also stated that she was able to meet Congressman Dave Loebsack recently, along with Wolford and Tharp last week. Ogren noted that she will be gone for two weeks, should Tharp need an interim Chair during Odgaard's absence. Odgaard stated that he leaves Friday for Beijing and returns the following Friday.

- h. **Staff Report** – Tharp also noted Congressman Loebsack's visit and what they were able to briefly discuss. He then noted that he was able to speak with Bockenstedt recently and she asked that he extend her thanks to the Commission. Ogren stated that she wanted to add one more comment about the Loebsack visit. She noted that Tharp and Wolford were very impressive in their representation of the Airport. The discussion turned briefly to drones and the use of them in the immediate area. Gardinier asked if they have considered switching out the current hangar lights for LED ones. Tharp stated that they have not, as the bulbs are basically the renter's responsibility and the renter can put in LED bulbs if desired. Odgaard then spoke about the hangars up in Dubuque,

noting that they have a fresh coat of paint on them. He asked how often the Airport does this. Tharp noted that it does not happen very often, but that they do have a project to 'reskin' the hangars on their list of projects for the future. Odgaard asked if this is something they should do prior to any 100-year anniversary celebration. Members agreed that they should look into this further.

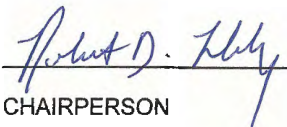
- i. **100-year Anniversary Committee** – Ogren stated that she has not yet received any responses on the form she sent out. Tharp stated that he is over 50% done with his portion.

SET NEXT REGULAR MEETING FOR:


The next regular meeting of the Airport Commission will be held on **Thursday, July 20, 2017, at 6:00 P.M.** in the Airport Terminal Building.

ADJOURN:

Ogren moved to adjourn the meeting at 7:52 P.M. Odgaard seconded the motion. The motion carried 3-0, Bockenstedt and Libby absent.



CHAIRPERSON



DATE

Airport Commission
ATTENDANCE RECORD
2017

NAME	TERM EXP.	06/16/16	07/21/16	08/05/16	08/18/16	09/15/16	10/20/16	11/17/16	12/15/16	01/19/17	02/16/17	03/16/17	04/20/17	05/25/17	06/27/17
Minnetta Gardinier	07/01/19	O/E	X	X	X	X	X	X	X	X	X	X	O/ E	O/ E	X
Chris Ogren	07/01/18	X	X	X	O / E	X	X	X	X	X	X	X	X	X	X
A.Jacob Odgaard	07/01/18	X	X	X	X	X	X	X	X	X	X	O/ E	X	X	X
Julie Bockensted t	07/01/17	X	X	O / E	X	O / E	X	X	X	X	X	X	O/ E	X	O/ E
Robert Libby	07/01/20	X	X	O / E	X	X	O	O	O/ E	X	X	X	X	X	O/ E

Key:

X = Present

X/E = Present for Part of Meeting

O = Absent

O/E = Absent/Excused

NM = Not a Member at this time

**MINUTES
IOWA CITY AIRPORT COMMISSION
JULY 20, 2017 – 6:00 P.M.
AIRPORT TERMINAL BUILDING**

FINAL

Members Present: Minnetta Gardinier, Christopher Lawrence, Robert Libby, A. Jacob Odgaard, Chris Ogren

Staff Present: Michael Tharp, Eric Goers

Others Present: Matt Wolford, David Hughes, Regenia Bailey, Jeff Davidson, Laura Routh

RECOMMENDATIONS TO COUNCIL: (to become effective only after separate Council action):

None.

DETERMINE QUORUM:

Odgaard called the meeting to order at 6:02 P.M.

ELECTION OF OFFICERS:

First the election of officers took place. Odgaard noted that they need to elect a new Chairperson and a new Secretary. **Ogren moved to nominate Bob Libby as new Chairperson. Odgaard seconded the motion. The motion carried 4-0, Gardinier absent.**

Second, the position of Secretary was discussed. **Libby nominated Chris Lawrence as new Secretary. Ogren seconded the motion. The motion carried 4-0, Gardinier absent.**

APPROVAL OF MINUTES:

New Chair Libby began with a discussion of the minutes from the June 27, 2017, meeting. **Ogren moved to accept the minutes of the June 27, 2017, meeting as presented. Odgaard seconded the motion. The motion carried 4-0, Gardinier absent.**

PUBLIC DISCUSSION:

None.

ITEMS FOR DISCUSSION/ACTION:

- a. **FAA/IDOT Projects: AECOM / David Hughes**
 - i. **Obstruction Mitigation** – Hughes stated that since the last meeting, they did receive the official grant from the FAA. The first part of the process should take about a month, according to Hughes.

- ii. **South Taxiway Extension** – Hughes noted that the taxiway is now paved and that the contractor is in the process of completing storm sewers and grading. The plan is to reopen this to traffic within the next week.
- iii. **North T-Hangar Restroom** – *(Gardinier arrived during discussion)*
Hughes stated that they took bids today, with eight potential bidders. Only two bids were received and were more than double the estimate, according to Hughes. He added that they are recommending rejection of the bids. Goers shared that he has looked into this and found other departments within the City running into the same thing. There is so much work right now in the Iowa City area that contractors are bidding at very high numbers.
 - 1. **Consider Resolution A17-12 accepting bids and awarding contract** – Ogren moved to reject the bids received. Odgaard seconded the motion. The motion carried 5-0.

- b. **Strategic Plan** – Jeff Davidson began the strategic planning discussion for the evening. He stated that he likes to begin these sessions by restating why they are there to begin with, which is: The goal is to create a management tool for them to use for the next five years, and to get themselves to a place in five years where they want to be, from where they are right now. He then turned the discussion over to Regenia Bailey. She spoke to the mission statement and what it does, and also the vision statement, which is a more aspirational statement. Bailey began to review the various drafted options, noting that changes were made in accordance with the Commission's previous discussions. She noted that verbiage from previous statements has been carried through to these as well. After reviewing the various options, Bailey asked what Members thought and if they favored any option in particular. Odgaard asked if it wouldn't be better to have just one sentence, and Bailey noted that many times it is done that way. Gardinier stated that one sentence is typically too long and people get lost in reading it. The discussion centered around draft option 1 and how they might change the wording there. "It" was suggested to be used in the first sentence, but after a brief discussion, Members agreed that having "The Airport" sounds better.

The discussion then turned to the vision statement, with Davidson now leading the discussion. He noted that the vision statement is what they see in the future, if the organization is successful. He began to review the three draft options that were prepared, noting that of the three, he thinks there is an important distinction to one of them. He asked what Members' thoughts are regarding these options. Odgaard responded, noting that the first draft brings up a new concept in stakeholders. It was noted that this is the statement that used to be the mission statement. Davidson noted that the one thing he believes to be important about the first option is the strategic goals of the City. He briefly explained how the City adopted strategic planning goals, around the time when Bailey was on Council and Davidson was in Planning, and how these goals need to flow throughout the organization. Any City Council agenda item, for example, should be consistent with the goals of the strategic plan that the Council has adopted. Davidson stated that he believes there is value in stating that the 'vision of the Iowa City Municipal Airport is to be consistent with the City's strategic plan and the goals that the elected officials for this community set forth.' Goers spoke briefly to this

topic, noting that the City does want the Airport's strategic plan to line up with the City's, as Davidson has stated. Tharp noted that he also received this message, that the Council would be appreciative of the Airport's goals and objectives aligning with the City's goals and objectives. He added that he did print off the Council's strategic plan for the Commission to review. Discussion ensued, with Tharp responding to Member questions and concerns, and giving them some history on the Council's strategic plan. Bailey then spoke to the Council's strategic plans and how they have changed over the years, especially when a new Council has been seated.

Davidson again asked if Members had any questions regarding the three vision statement drafts. Ogren spoke to the second draft, noting that she does not like the wording "is viewed." She stated that it sounds like they want to change their image. She suggested taking the third draft and adding strategic goals. The wording she suggested was : The Iowa City Municipal Airport supports the strategic goals of the City of Iowa City, and is an integral community asset that contributes to the region's economic vitality and invokes community pride. The other Members agreed to this wording. Gardinier then spoke to the second draft, stating that most of the community doesn't even know about the Airport. Bailey noted that this one is more aspirational in nature.

Next the discussion centered around the public survey and the Airport Commission survey results. Bailey stated that Members need to keep in mind that the survey was to get a sense of the strengths and weaknesses of the Airport in order to use in the SWOT analysis. The public survey was available for 10 days at the beginning of June and was promoted heavily through the City's Communication Department with a press release, and Facebook and Twitter posts, according to Bailey. She stated that 575 public surveys were returned. She briefly highlighted some of the respondent data for Members, such as 464 of the 575 were Iowa City residents or 81%, and 70% of those were east of the Iowa River and 30% were west of the river. Continuing, Bailey stated that the largest category of respondents were non-users of the Airport. She spoke to some of the various categories of respondents and the percent of respondents in each of these.

Looking at the statement, 'The Iowa City Municipal Airport contributes to the quality of life in Iowa City,' with 5 being strongly agree or 1 being strong disagree, and 3 being no opinion. Of the respondents, frequent users came in at strongly agree and agree, with periodic users coming in with agree. Non-users basically had no opinion. Members discussed some of the survey results, with Bailey responding to their questions. Bailey then shared the responses when the statement, 'The Iowa City Municipal Airport contributes to the economic impact vitality of Iowa City,' was posed. A list of strengths was compiled from both the public surveys and the Commission surveys, according to Bailey. She stated that in response to the question, 'What does the Iowa City Municipal Airport do well?' responses ranged from 'services' being a popular topic, to 'diverse aviation community.' Odgaard asked Bailey for some clarification of the 'service' category. She noted that this refers to things like flight instruction, self-service fuel, FBO services, wi-fi in terminal, charter service, and courtesy car. Bailey continued to review some of the comments received before moving on to 'diverse aviation community.' She reviewed some of the comments, noting that location

was noted as a strength as the Airport is 'self-contained and very accessible,' 'easy to get to downtown.' Odgaard asked what kind of comments were seen in regards to safety. Bailey responded that the comments were 'managing traffic and flight patterns well,' and 'a good safety record.'

Bailey then spoke to 'weaknesses or needs improvement' items. She stated that this came from the question, "What does the Iowa City Municipal Airport need to improve?" There were 45 comments linked to 'facilities,' 'public awareness/marketing' at 45 comments, and 'noise' came in with 30. She noted there was a huge gap as there were then 12 comments about events. Some of the comments regarding 'weaknesses,' included 'lack of hangar space,' 'technology,' 'no wi-fi to the hangars,' and 'instrument and precision approaches.' Bailey stated there were also some comments about maintenance of hangars and maintenance of runways. Gardinier asked for some clarification of responses, to which Bailey responded. The 'public awareness marketing' portion netted a response that, 'The Iowa City Municipal Airport does not do a good job in sharing information as to what they are actually doing.' Matt Wolford with Jet Air asked for some clarification on the number of actual responses, and Bailey spoke to the percentages received. Under the topic of 'opportunities,' Bailey stated that they only asked for the Commission's response on this one. She then shared what the Commission's responses were. The Airport being a 'community space,' was a big one; 'facility improvement,' 'growth of air traffic,' and some mention of the 'South Aviation Commerce Park' were given, as well as 'attract businesses and expand services..' Bailey addressed some of the events that were suggested that the Airport host, such as the 100-year anniversary celebration, using Airport space for aviation-related educational training, and the sponsoring of more community events. More hangars was a big one under 'facility improvement.' 'Increasing medical traffic,' and also 'transient aircraft,' was mentioned, along with 'increasing businesses' at the Airport.

The discussion continued, with Bailey speaking to the change in pilot demographics, that it is an aging population. She noted that she was unable to find much data on this, but that Tharp stated he had some information for her to read. Bailey added that this is something to consider when it comes to things like services and flight instruction. 'Obstruction mitigation' was noted as a challenge for the Airport. Other comments included 'expanding,' 'relocating,' 'misinformation about the amount the City subsidizes for the Airport,' 'frustration linked to noise, low-flying planes.' Another comment was that the Airport was a 'playground for the wealthy' and that there was a 'better use of tax dollars.' Bailey stated there were 121 comments in the additional comment section, which she thought was a good turnout. Davidson reminded the Commission that the last time they did this they received only 27 comments from the public. Bailey spoke highly of the Communication Department's involvement and suggestions in the process.

Odgaard then asked what Bailey and Davidson would take from this data to use as a message, in just a sentence or two, to put into the strategic plan. Davidson noted how they handled this portion the last time a strategic plan was done. He noted that their main task is going to be developing the goals and objectives at the next Commission meeting. For the remainder of this evening, however, Davidson noted they would like to go through the existing goals and objectives,

as this is where they will start from. Beginning the list, Davidson noted the first goal of, 'Maintain effective management structure and strong communication with the City Council and City Administration.' He added that this goal is from the original plan, dating back to 2006. He gave a brief history of how it came about. He stated that he and Bailey believe tremendous progress has been made on this one. He stated that there are, however, a few things they cannot ignore, with one being with this relationship is the notion of succession planning. The Council will be changing over time, Tharp's position will eventually change, etc. The notion is to keep this relationship with the City a healthy one. As for 'funding and increase/growth....', Davidson added that there has been tremendous improvement here as well. The operating subsidy has gone from roughly \$100,00 to \$10,000 to 20,000. 'Increase use of Airport for aviation and other community uses,' is one that Bailey and Davidson plan to look at the specific strategies under this and make sure there are things relevant now for the upcoming five years. 'Increase the usefulness of the Airport for economic development,' one that Davidson stated has seen some progress but that there is more room for improvement here. 'Upgrade taxiways, runways, and other Airport infrastructure,' Davidson stated that on the aviation side of things, these issues have been addressed with much progress made in the past few years.

Tharp spoke to some of these issues as well, noting the facility improvements that have taken place. Davidson noted that a final comment was 'enhance appearance, curb appeal, accessibility, develop public viewing area.' Davidson asked if Members had any comments regarding the existing goals. Members began to discuss their views, noting that the first item has been addressed. The second item, according to Gardinier, should be reframed. Members continued to discuss what portions of this they would like to see included. Davidson noted that they can work on this area and bring it back to Members at the next meeting. Bailey asked if there was anything else Members wanted them to include with their work as they move forward on the next draft. Tharp stated that he will put a memo together using the previous goals and that he can address what they have done with respect to each one over the past five years or so. Davidson spoke briefly to some of the short-term ideas they may want to consider. Gardinier asked if the survey results are available, and Bailey stated they are. She noted that she has a .pdf of the the results, somewhere around 30 to 40 pages, that she can send to Members. Davidson stated that if there are any items such as technological advances that are coming to the Airport, that the Members should let them know so they can factor in such projects. Bailey asked if there are other trends being seen in aviation, besides the aging population, that might also be a factor.

c. Airport Operations

- i. **Budget** – Tharp stated that they are officially into the FY18 budget year. He has worked with the Purchase Department and they have ordered the stacking chairs he wanted to have available for community events, and also chairs for the conference table. Tharp noted that the State has released a draft of the FY18 aviation program. Iowa City did not make the list, according to Tharp. He had the chance to speak with a State programmer on this, and the IT project that was applied for was a no-go, as was parking lot paving. Tharp responded to Member questions and concerns, noting that it appears there was not enough funding to go

around. Tharp noted the need for more parking and he stated that he is recommending they move ahead with the parking lot project, paying for it themselves. The project was estimated to cost \$45,000, which included about \$8,000 worth of engineering. Tharp added that he could see the State funding shrinking even more in the future. Gardinier asked about the larger crowds at the Airport recently and Tharp noted charters and also community groups using the conference room. Tharp stated that if the Members are okay with it, he will continue conversations with Public Works and see if they can come up with an actual project for the Commission to consider.

- ii. **Management** – Tharp stated that he and Josh have done the annual hangar walk-throughs. Ultimately 59 T-hangars, nine that need wire replacement, four that need upper door seals, 11 need bottom door seals, and several doors with random issues. In three hangars the lights were not working. Tharp stated that he does not have pricing at this point, but that he is getting numbers together to see what costs may be.

An issue that was brought up last month was having flat screens on the walls in the terminal. Tharp stated that he spoke with Jet Air's IT person recently to talk about this idea and they came up with putting two 40-inch TVs on the corner of each bay so they can be seen from most every angle. Various things can play throughout the day, using mini-computers to serve as the 'brains' of the set-up. Costs are estimated to be around \$800 for the TVs and everything needed to set this up. Members spoke briefly to what type of programming they would like to see on these screens. Tharp stated that if the Commission is okay with this, they will move ahead with the project.

- iii. **Events**

- 1. **Sertoma** – Tharp stated that this is still planned for August 20th. He is working with the groups involved to make sure they have enough parking in the areas where it is typically needed. Gardinier asked where the taxiway project will be when Sertoma starts and Tharp responded. He noted that the taxiway will be open, but that they will not have time to get grass going yet. He and Wolford have talked about using straw or something like that if necessary.

Tharp noted that he and Goers, along with Risk Management and Engineering at the City, have had a couple of discussions about adding a handrail. They have had a second person trip and fall in this area. Goers also spoke to the situation, noting that there is no code requirement on this, but it was felt that a handrail would be a visual cue to people to prevent them from tripping. Preliminary estimates put this project around \$1,000, according to Tharp. There may also be some ADA issues, but it should be fairly straightforward. Members continued to discuss such a railing and whether they would want to include the ramp area in this project. Members suggested getting estimates for both options, and agreed that if the total cost is under \$2,000 Tharp should move forward with the project.

d. FBO / Flight Training Reports

- i. Jet Air** – Matt Wolford began with sharing the monthly reports. He stated that the main maintenance task has been mowing and weeding. They have also been busy with seeding around the new hangar, hoping to get something to start growing before the Sertoma event. Wolford then spoke to the Sertoma event and how they plan to use the new hangar as part of that. Gardinier asked Wolford if he has ever talked with the Children's Museum about having some type of exhibit at the Sertoma event. Wolford stated that he is not aware of any communication with them. Tharp stated that they have suggested this to the Sertoma group in the past, but that they are the ones planning it. Everyone agreed that it would be a good idea. The discussion continued, with Members talking about the Sertoma event and other events for the community that are held at the Airport throughout the year.

Wolford then spoke to Jet Air and their business. He has hired a new flight instructor, adding that she graduated from Purdue's aviation program. Also, one of Jet Air's line guys just received his pilot's license. In the shop, Wolford noted that he has hired another mechanic. Continuing, Wolford stated that today he went to an auction and they ended up buying a lot of things, such as an old fire truck from the Quad City Air Show. He continued to share with Members some of the other items that Jet Air purchased. Charter flights have been keeping them busy, as has sending new pilots for training.

- e. Commission Members' Reports** – Ogren noted that she will be at Osh Kosh through Tuesday. Gardinier stated that she is driving to Osh Kosh on Sunday. She also added that she recently returned from San Antonio and that Stinson Field is a pretty cool airport that she would highly recommend.
- f. Staff Report** – None.
- g. 100-year Anniversary Committee** – Ogren stated that there has been no movement here due to other obligations.

SET NEXT REGULAR MEETING FOR:

The next regular meeting of the Airport Commission will be held on **Thursday, August 17, 2017, at 6:00 P.M.** in the Airport Terminal Building.

NEW HANGAR TOUR: Commission members along with staff, and Matt Wolford walked to the new hangar that had recently been built. Wolford described to members the size of aircraft which could be fit, and demonstrated the hydraulic door of the hangar. Members asked questions about the hangar to which Wolford responded. Wolford also showed to those present aircraft which had been parked nearby that were newly based at the airport.

ADJOURN:

Ogren moved to adjourn the meeting at 8:24 P.M. Gardinier seconded the motion. The motion carried 5-0.

Robert D. Ledy

CHAIRPERSON

10/17/17

DATE

Airport Commission
ATTENDANCE RECORD
2017-2018

NAME	TERM EXP.	07/21/16	08/05/16	08/18/16	09/05/16	10/20/16	11/17/16	12/15/16	01/19/17	02/16/17	03/16/17	04/20/17	05/25/17	06/27/17	07/20/17
Minnetta Gardinier	07/01/19	X	X	X	X	X	X	X	X	X	X	O/E	O/E	X	X
Chris Ogren	07/01/18	X	X	O/E	X	X	X	X	X	X	X	X	X	X	X
A.Jacob Odgaard	07/01/18	X	X	X	X	X	X	X	X	X	O/E	X	X	X	X
Julie Bockenstedt	07/01/17	X	O/E	X	O/E	X	X	X	X	X	X	O/E	X	O/E	NM
Robert Libby	07/01/20	X	O/E	X	X	O	O	O/E	X	X	X	X	X	O/E	X
Christopher Lawrence	07/01/21	NM	NM	NM	NM	NM	NM	NM	NM	NM	NM	NM	NM	NM	NM

Key:

X = Present

X/E = Present for Part of Meeting

O = Absent

O/E = Absent/Excused

NM = Not a Member at this time

FINAL

**MINUTES
IOWA CITY AIRPORT COMMISSION
AUGUST 17, 2017 – 6:00 P.M.
AIRPORT TERMINAL BUILDING**

Members Present: Minnetta Gardinier, Christopher Lawrence, Robert Libby, A. Jacob Odgaard, Chris Ogren

Staff Present: Michael Tharp, Eric Goers

Others Present: Matt Wolford, David Hughes, Regenia Bailey, Jeff Davidson

RECOMMENDATIONS TO COUNCIL: (to become effective only after separate Council action):

None.

DETERMINE QUORUM:

Chairperson Libby called the meeting to order at 6:01 P.M.

APPROVAL OF MINUTES:

Libby began with a discussion of the minutes from the July 20, 2017, meeting. **Ogren moved to accept the minutes of the July 20, 2017, meeting as presented. Lawrence seconded the motion. The motion carried 5-0.**

PUBLIC DISCUSSION:

None.

ITEMS FOR DISCUSSION/ACTION:

- a. **FAA/IDOT Projects: AECOM / David Hughes**
 - i. **Obstruction Mitigation** – Hughes stated that the contractor has about another week before they finish up on this project. He hopes to be able to submit this to the FAA by the end of the month. Hughes added that they are still awaiting the overall schedule and hope to have this by the end of the month as well. Odgaard asked why it takes so long for the FAA to complete their portion, and Hughes responded, noting that this is just the way the government process goes.
 - ii. **South Taxiway Extension** – Hughes moved on to the south taxiway extension project, noting that this has been completed. He added that everything looks good and there are no issues to contend with.
 1. **Consider a resolution accepting work** – Gardinier moved to approve Resolution #A17-13, accepting the south taxiway extension

work as complete. Ogren seconded the motion. The motion carried 5-0.

- iii. **North T-Hangar Restroom** – Hughes noted that he made several calls and left messages, with only one return call, in regards to bids for this project. He stated that the one return call was also the highest bid they received on this project from Calacci Construction and that they told him that the bid as presented was written down wrong, that it should be more in the \$107,000 range. Hughes continued, stating that during their conversation, John Calacci stated that a 'bare bones' project would be \$80,000 to \$90,000, on what had originally been estimated to be a \$50,000 project. Members asked why the big difference in costs and Hughes responded that it has to be due to the large amount of construction in the Iowa City area currently. Gardinier asked if the City has a department that takes care of these types of projects, and Attorney Goers responded that the City would also bid out on a project like this. He added that when the City does office renovations, for example, they bid out for the work and follow the same procedures as the Commission. Gardinier asked for clarification on the bidding process and Hughes responded, noting that the project was advertised through the newspaper, the City web site, and the Council of City Governments. Hughes attempted to explain the high bid prices received and why this tends to happen when local contractors are already swamped with work. Wolford with Jet Air stated that the local plumber who does work for them stated that the project looked 'too complex' for him. Tharp stated that one thing he and Hughes have discussed with regard to rebidding this project is that they could go back and make some changes, such as just having the restroom 'roughed in' and then finishing it themselves. Members continued to discuss this project and how they would like to proceed in getting it completed. Questions were asked of Tharp and Hughes on delaying the bid process until spring, with Tharp stating that he has talked to the State and has walked them through the anticipated plan. He added that they were agreeable to work with the Airport to see this project through to completion. Wolford asked if the City has a set of plans that they use when the Parks Department puts a restroom/building in the City's parks. Hughes asked Attorney Goers if Parks would have such plans, and if they do the restrooms in the parks as a separate entity. Goers responded that he would be glad to find out the answers to these questions, if the Commission would like him to. Hughes stated that since they have some time on this project, he can look into getting some information from Dallas County on the pre-fab they have on the bike trail, as well as talk to the Parks Department at the City about the restrooms in the parks. Jeff Davidson stated that he knows of a custom-built restroom, also on a bike trail, that cost around \$250,000.

- b. **Strategic Plan** – Jeff Davidson began the evening's strategic planning discussion. He reminded Members what the goal of the strategic planning is and how the addition of 'success indicators' will be of great help to them in measuring progress. He stated that first he would like to have Tharp go over the annual report that was recently completed. Tharp began by sharing a summary of the accomplishments of the last five-year strategic plan. He explained how he laid out the summary, noting that he tried to show the steps for achieving each of

these goals. Tharp began going through the summary, addressing each of the accomplishments by explaining how these were met and what steps were taken in each. Tharp added that with the reduction of their outstanding debt, the support that was previously needed to maintain operations has been reduced. He noted that the various grant programs are what help to keep aviation going, adding that several projects over the years were supported with both federal and state dollars.

Continuing, Tharp spoke to the various events that have taken place at the Airport and the continued plan to host these. He also spoke to the conference room in the terminal building and the increased interest in using it for meetings. Working with Jet Air, Tharp noted the various Chamber of Commerce events they have hosted together, as well as with ICAD and other community groups. He also noted how these groups are important when it comes to economic development at the Airport. With the updating and improving of Airport infrastructure, Tharp noted the opportunities for more businesses to use the Airport, and also to bring more businesses to the Iowa City area.

Davidson then continued, noting that a lot of what Tharp just reviewed is what they will be continuing to work on in the new five-year plan. He added that he and Bailey believe they should be able to wrap things up by October, November at the latest. He stated that they would like to walk through the draft goals, strategies, and success indicators today, giving Members the next month in which to review these and pass along any comments. At the September meeting, the Commission could review the draft plan, and if no changes are needed, the final plan could be adopted at the October meeting. The final step then, according to Davidson, would be for the Commission to present the report to the City Council. Looking first at the Mission Statement, Davidson noted that this is the reason for the organization's existence. The Vision Statement then, according to Davidson, is what the Commission sees in the future, if the Iowa City Municipal Airport is successful. Davidson asked if Members had any final changes they would like to make to these two sections. Speaking to the SWOT analysis, Davidson noted the survey results that were received this time around.

Moving to the goals as outlined by Tharp, Davidson noted that with the first goal they have made tremendous accomplishments here. This is also one of the goals that they believe should continue to be part of the strategic plan. The second goal, according to Davidson, is another that needs to continue, with the South Aviation Commerce Park out there as a distant goal. The third and fourth goals are ones that need to be addressed in the next five years, as well, and those will be included in the new plan. The fifth goal is one that can definitely be checked off the list, according to Davidson. The runway extension and all that went along with it has been very successful. The final goal is one that Davidson also noted as staying in the new plan.

Bailey then moved on to reviewing draft goals that they have prepared for the Members' to respond to. The first goal is 'Continue strong communication with the City Council, City administration,' with the addition of 'Seek opportunities to collaborate with other City departments.' She further noted that using the strength of the City and the various departments could open up opportunities for

collaboration. Continuing with the goals: 'Develop and maintain adequate funding mechanisms for Airport operations and facility improvements and maintenance;' 'Increasing the use of the Airport for aviation and other community uses,' again another carry-over from the previous strategic plan; 'Maintain the safety and aesthetic appeal of the Airport infrastructure;' and 'Implement the Airport's Master Plan.' Bailey noted that the Commission will want to keep the master plan in front of them, along with the strategic plan, as they work with Tharp on the various projects they want to complete.

After a brief review of the goals, Bailey moved into more detail on each one. She touched on the issue of having the Airport's strategic plan line up with the City Council's strategic plan. She emphasized the importance of collaborating with other City departments, and perhaps even other entities within the County, which would align them with the Council's plan. Bailey continued showing the linkages between the Airport's plan and the Council's plan, noting that it will be important to point these out when they present their plan to the Council. This then led her to review the strategies needed to reach these goals. Speaking to the City Council's plan and the issue of communication, Bailey stated that at least quarterly a Commission Member or the Operations Specialist needs to attend a Council meeting to give them an update. She noted why this is a good thing, pointing out that these meetings are televised, thus giving the Airport even more exposure to the public. Members then spoke to this, agreeing that they should take part in attending Council meetings and presenting an update.

Continuing, Bailey spoke to a new strategy - 'Provide a tour of the Airport and Airport facilities to City Council Members and City Council candidates in election years.' She added that this is an election year. She emphasized the importance of having the Commission Members involved, not just the Airport Specialist. Another new strategy - 'Once a Commission Member is affirmed, they should appear before the Council.' Bailey noted how this would then give a face to the newly appointed position, introducing the person to Council during the 'Community Comment' portion of their meeting. Speaking to the Parks and Recreation's newly completed master plan, Bailey noted that for this side of town, it is identified as having a lack of parkland and green space. She stated that perhaps there is an opportunity to collaborate on making the viewing area more of a green space for the area.

Speaking to the success indicators, Bailey gave some examples of this, such as, 'Did you present the strategic plan to the City Council?' Another example given was, 'Did we prepare the annual report and present it within two months of the end of the fiscal year?' Bailey reiterated that these are items they can check off as they are completed, thus giving them a way to measure the progress. She continued to work through some ideas for success indicators for each of the goals, emphasizing ways to keep things current as the Airport operations move ahead. Under the funding sources goal, Bailey stated that private funding might be a source as well, if such would even be available. She then spoke to Airport revenue covering Airport operational expenses, as well as receiving adequate grant funding to upgrade and maintain high-quality facilities. Looking at increasing usage at the Airport, both aviation related and not, Bailey stated that they will need to communicate more. There needs to be some type of marketing plan and messaging that will need to take place, in order to increase such usage.

Using the upcoming 100th anniversary celebration, Bailey noted that this is a perfect example of how they will need to increase promotion of the Airport and any events taking place there. This might be a place for collaboration with the City's Communications Department. The City's Economic Development staff would be another avenue for possible collaboration, according to Bailey. Davidson and Bailey both spoke to how Economic Development might be able to play a role in increased business at the Airport.

Moving on to the goal of maintaining the safety and aesthetic appeal of the Airport infrastructure, Bailey brought up the issue of needing a sidewalk along Riverside Drive and how the Airport might want to advocate for this getting done. Members spoke to the nearby trail system and the possibility of bringing that across the road. She briefly touched on aesthetics at the Airport and the viewing area, and then wrapped up the draft goal discussion. Davidson asked that the Members give some thought to what has been proposed and submit any comments or questions to Tharp, who can then forward them on to Bailey and Davidson. Members spoke again to possible collaboration with the Parks Department and working together to upgrade the viewing area at the Airport. They also touched again on increasing events at the Airport, citing examples such as monthly bar-b-que cookouts and other family events.

c. Airport Operations

- i. **Budget** – Tharp stated that they have received a quote on painting the three T-hangars on the north side. The estimate is about \$6,000 per building. He added that he would like to get a few more quotes before they make a final decision. Tharp stated that he has been working with Ted, Jet Air's IT person, on getting flat screens going on the main floor of the terminal building. Another capital project in the works is the replacement upgrade of the tank monitoring station in the University hangar. Tharp stated that he has an initial quote of about \$12,000 and he is reaching out for more quotes here as well.
 1. **2017-2018 T-Hangar Rates** – Tharp stated that anyone who is a current T-hangar tenant would need to recuse themselves from this part of the discussion. Gardinier and Libby recused themselves at this point. Continuing, Tharp stated that he did his usual surveying of other Airports to see what they are currently charging and everyone has stayed flat on their rates, except for one airport who had a \$10 increase. He shared what he is experiencing with his waiting list and added that it is taking him longer to fill these. Tharp stated that his recommendation for T-hangar rates is to keep them the same. He noted that if they were to adjust for inflation, it would be roughly a 5% increase. It was two years ago that an adjustment was made to the south T-hangars, according to Tharp. Ogren stated that she agrees with Tharp's recommendation, as did the other Members, Odgaard and Lawrence. Tharp added that with a decrease in mowing, as the seasons change, he would like to take advantage of Jet Air's maintenance people being able to help with hangar maintenance items, such as door seals and upgrading to LED lighting.
- ii. **Management** – None.
- iii. **Events**

1. **Pancake Breakfast** – Tharp stated that the pancake breakfast is officially being put on by the Optimist Club, as was touched on earlier in the evening. He added that the SERTOMA group, after disbanding, has basically joined in with the Optimist Club. Gardinier asked if there has been much advertising done for it, and Tharp responded that he did hear a radio ad earlier today in fact. Wolford added that it appears there will be more going on during this year's breakfast, such as the bookmobile being present and the Children's Museum. Tharp explained some other changes, such as with parking, that will be taking place this year.

Tharp noted that a few weeks ago he was able to participate with the University when Senator Ernst was in town. She took a tour of the University's lab while here.

d. **FBO / Flight Training Reports**

- i. **Jet Air** – Matt Wolford shared the monthly maintenance reports with Members. He noted some of the highlights for them, with mowing topping the list, along with weeding and preparing for the pancake breakfast. Gardinier asked what the board at the terminal building refers to and Wolford explained what this entailed. Libby stated that the Jet Air crew has been doing a great job around the Airport.

Wolford also spoke about his part-time help being gone now that school is back in session. He recently hired one full-time worker and may have a few part-time positions open soon. Charters, sales, and maintenance have all been about the same, according to Wolford, and everyone is keeping busy. He also shared that they have hired several new pilots, including one to work as a flight instructor. Wolford stated that they hope to get wi-fi going to the new hangar soon, as well as security cameras. Gardinier asked about the overgrown shrubbery by the highway and if it could be removed and replaced with something nicer. Tharp responded that he can look into this and that he will put this on the agenda for next month's meeting.

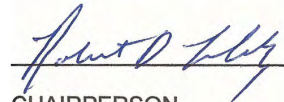
- e. **Commission Members' Reports** – Gardinier stated that she will be flying somewhere to watch the eclipse. Members briefly spoke to this. Tharp noted that he may be interested in doing this as well. Ogren stated that Oshkosh had a good event this year and that she saw Gardinier at the show. Lawrence stated that it was a good show, as he also attended.
- f. **Staff Report** – Tharp stated that August 28-30 is the Four States Regional Conference in Kansas City that he will be attending. September 15-18, Tharp will be off that Friday and Monday for a four-day weekend. He again spoke to the eclipse and the possibility of going somewhere to see it.
- g. **100-year Anniversary Committee** – Ogren stated that today she received Tharp's responses and they agreed the committee should try to meet as a group and go over the questions before the next Commission meeting. After some discussion, the subcommittee agreed to meet on Monday, September 11.

SET NEXT REGULAR MEETING FOR:


The next regular meeting of the Airport Commission will be held on **Thursday, September 21, 2017, at 6:00 P.M.** in the Airport Terminal Building.

ADJOURN:

Ogren moved to adjourn the meeting at 8:15 P.M. Lawrence seconded the motion. The motion carried 5-0.



CHAIRPERSON



DATE

Airport Commission
ATTENDANCE RECORD
2017

NAME	TERM EXP.	09/15/16	10/20/16	11/17/16	12/15/16	01/19/17	02/16/17	03/16/17	04/20/17	05/25/17	06/27/17	07/20/17	08/17/17
Minnetta Gardinier	07/01/19	X	X	X	X	X	X	X	O/ E	O/ 'E	X	X	X
Chris Ogren	07/01/18	X	X	X	X	X	X	X	X	X	X	X	X
A.Jacob Odgaard	07/01/18	X	X	X	X	X	X	O/ E	X	X	X	X	X
Julie Bockenstedt	07/01/17	O/E	X	X	X	X	X	X	O/ E	X	O/ E	N M	N M
Robert Libby	07/01/20	X	O	O	O / E	X	X	X	X	X	O/ E	X	X
Christopher Lawrence	07/01/21	NM	NM	N M	N M	N M	N M	NM	N M	N M	N M	X	X

Key:

X = Present

X/E = Present for Part of Meeting

O = Absent

O/E = Absent/Excused

NM = Not a Member at this time

**MINUTES
IOWA CITY AIRPORT COMMISSION
SEPTEMBER 21, 2017 – 6:00 P.M.
AIRPORT TERMINAL BUILDING**

FINAL

Members Present: Christopher Lawrence, Robert Libby, A. Jacob Odgaard, Chris Ogren

Members Absent: Minnetta Gardinier

Staff Present: Michael Tharp, Eric Goers

Others Present: Matt Wolford, David Hughes, Regenia Bailey, Jeff Davidson, Barb Peterson

RECOMMENDATIONS TO COUNCIL: (to become effective only after separate Council action):

None.

DETERMINE QUORUM:

Chairperson Libby called the meeting to order at 6:00 P.M., after declaring a quorum.

APPROVAL OF MINUTES:

Libby began with a discussion of the minutes from the August 17, 2017, meeting. **Odgaard moved to accept the minutes of the August 17, 2017, meeting as presented. Ogren seconded the motion. The motion carried 4-0, Gardinier absent.**

PUBLIC DISCUSSION:

None.

ITEMS FOR DISCUSSION/ACTION:

- a. **Event Host Request for Alcohol** – Tharp stated that the Shelter House is working with Jet Air to host an event at the Airport on October 13, and that they would like to be able to serve alcohol at this event. He noted that staff is recommending approval of this request. The event will be held in Jet Air's new hangar, hangar N. Members briefly discussed the need to look at their policy concerning such requests, for both public and private events. The vote was unanimous to allow the request for alcohol to go forward.
- b. **Strategic Plan** – Bailey began the discussion with Members, stating that tonight's goal is to confirm the goals, strategies, and success indicators that were discussed at the previous meeting. She shared the draft document with Members, noting that on the front it says '2019-2023.' She also made the

suggestion of having a group photo with everyone, noting how the Council has done this with their plan. Davidson then began walking the Commission through the draft plan, beginning by reiterating how the Airport's plan is consistent with the City Council's strategic plan goals. He stated that this is something the Commission will want to highlight with the Council. Starting with the first goal – *continue strong communication with the City Council, City Administration; seek opportunities to collaborate with other City departments* – Davidson noted that this goal is one that was stressed the most 10 years ago when the initial plan was done, in order to improve relations with the City. He stated that everyone has done a great job rectifying this situation, but that it is something they should still continue. The City Council's goal of 'enhancing community engagement and inter-governmental relations' is directly related to this goal. At this point Davidson asked the Chair if he should continue going through each goal at this point. The question was asked if there were any significant changes from the last meeting, and Davidson stated that they were not, that they did not receive any new information to add to the strategic plan.

Continuing, Davidson highlighted some specific areas for Members. On the third bullet, it states that 'at least quarterly an Airport Commission Member or Airport Operations Specialist will attend City Council meeting and give an update on activities.' He asked if 'quarterly' is the timeframe the Commission would like to keep here. Members briefly discussed this, with Tharp giving suggestions on how they might want to handle this. After continued discussion, Members agreed that 'at least twice per year' should cover regular updates, with more being added if necessary. Davidson then spoke to the visibility of the Airport and ways to let the public know about them. Moving on to the success indicators, Davidson noted that this will give Members a more complete plan. Speaking to the annual report presentation to the Council, Davidson noted that this would give them a deadline of September 1st. He asked if this is okay or if Members want to make changes here. Tharp spoke to this, noting that typically he does the annual report in February and explained why it works out better for the Airport to do this. After some discussion, Members agreed that it should remain 'within two months of the end of the calendar year,' instead of the 'fiscal year.'

Moving to the second goal – *develop and maintain adequate funding mechanisms for Airport operations, facility improvements, and maintenance* – which is consistent with the Council's goal of 'maintain a solid financial foundation.' Speaking to the amount of funding received from the City itself, Davidson asked Members if they feel they need a percentage in here or not. Members discussed this issue, with Lawrence noting that he believes they should leave this in the goal, that there is a general perception in the public that airports consume a lot more local funds than they actually do. Members agreed that they would like to have the 10% here, with the wording of 'Airport's operating budget' added. Ogren questioned the use of 'adequate funding' in this goal, and also the strategy of 'increase revenue.' She stated that they have done this and she questioned what the expectation is in terms of this. Continuing, she noted that while increasing revenue is a good thing, she questioned how much of that is what they are working towards versus providing a good service. Bailey suggested the wording: 'maintain adequate revenue generated by Airport operations by regularly reviewing and revising.'

The third goal – *increase use of the Airport for aviation and other community uses* – is related to the Council’s goal of ‘enhancing community engagement and inter-government relations.’ Davidson stated that in reading through the strategies, he believes the Commission may want to consider bringing in someone who has expertise in marketing strategies. Speaking to the success indicators, Davidson noted that to accurately measure some of these goals, data will need to be collected. Speaking to the final bullet point, *at least two new economic development ventures at the Airport within the next five years*, he asked if this is realistic or not. Bailey stated that this would most likely involve some specific type recruitment, where perhaps a brainstorming type of meeting with the City’s economic development coordinator could take place. Ogren questioned this goal, stating that it may be more work than they think. Bailey then suggested the wording of ‘*pursue*’ these economic development ventures. Members briefly discussed this idea and agreed to these changes.

The fourth goal – *maintain the safety and aesthetic appeal of the Airport and Airport infrastructure* – Davidson noted that this is the non-aviation side of operations. This includes such things as sidewalks, painting of hangars, landscaping, as well as the parkland greenspace they have discussed. Ogren suggested they specify which hangars would be painted, as it would be the north hangars. She also questioned the idea of ‘regular painting’ of the hangars being realistic. Discussion then took place among Members regarding this issue. They agreed that if they were to make this a budget priority, it would then get done regularly, which has not been the case in the past. The Commission also agreed that aesthetics are what will help bring additional business.

Moving to the final goal – *Airport master plan* – Davidson stated that this is fairly straightforward. He asked if Members had any questions or comments at this point. Odgaard noted that the Airport’s 100-year anniversary is coming up next year and that he did not see this anywhere in the goals. It was noted that the strategic plan is for 2019, and the celebration/anniversary is in 2018. Bailey pointed out that in the ‘marketing plan,’ it does mention that a celebration will be taking place. Continuing, Bailey stated that they will make the changes that the Commission discussed today and will then get the updated version to Members. The target is to adopt the strategic plan at the October meeting, unless there are additional changes needed.

c. FAA/IDOT Projects: AECOM / David Hughes

i. Obstruction Mitigation

1. Environmental Assessment - Hughes first gave Members some background on the environmental assessment (EA) and how they got to this point. He noted that this was proposed in July of 2017, with the EA process slated to be completed in May of 2018. Hughes stated that the process got off to a late start, as the grant did not come in until mid-July. At this point the initial submittal has been made to the FAA. He spoke further to this, noting how the recently completed master plan addresses the obstruction mitigation issues. Speaking to the first phase of the environmental process, Hughes noted that there is an architectural and historic component. He shared information from this report, noting the history of the Airport itself. Continuing, Hughes stated that the FAA has done their initial assessment of the documents and that they are ready to

forward them on to the State Historic Preservation Office. The EA is expected to be ready for public input by the end of the year. Tharp then spoke to the November/December timeframe, noting that there will be public hearings and neighborhood meetings held at that time. He expects to have more information regarding these meetings by next month's Commission meeting. The discussion continued, mainly along the lines of funding that is expected to be available at both the state and federal level.

- ii. **North T-hangar restroom** – Hughes stated that they plan to bring this up again at the November meeting so they can begin the bidding process.

d. **Airport Operations**

- i. **Budget** – Tharp stated that the FY19 budget season is rapidly approaching. He suggested the subcommittee meet, especially in light of the master plan and strategic plan goals that have recently been completed. He noted that they should probably look at some of these goals and see how they can fit them into the budget. Obtaining pricing estimates and other such data will be necessary in order to prioritize these goals. Tharp stated that they may need to have a special work session in order to approve what the Airport would be submitting to City Hall for their FY19 budget. After further discussion, Members set a budget work session for Thursday, October 5 at 6:00 P.M.
- ii. **Management** –
 - 1. **Front (Riverside Drive) Greenspace** – Tharp then spoke to this issue, noting that the Commission had shown an interest in making some changes to the area that fronts Riverside Drive. He noted that to the south there is some overgrown shrubbery that isn't too bad, but as you go north the area is very closed in with growth. Odgaard suggested they add another Airport sign, like the current one. Tharp stated that he will try to get some pricing together prior to the budget meeting. Members continued to share their ideas on how they might improve the aesthetics around the front entrance and grounds of the Airport.
- iii. **Events** – Tharp stated that other than Shelter House's event in October, nothing else is planned for the rest of the year at this point. He spoke briefly to the pancake breakfast, noting that it was a success again this year.

e. **FBO / Flight Training Reports**

- i. **Jet Air** – Matt Wolford with Jet Air began with the monthly maintenance reports for August and September. He highlighted some items for Members – extra trimming and getting ready for the pancake breakfast; picking up trash; filling in of holes and ruts; cleaned the floors in hangar N/M; and replaced hangar 20's door knob. Moving to September, one big item was painting of the men's restroom in the terminal building.

Speaking to Jet Air, Wolford noted the upcoming Shelter House event in October. He shared that Jet Air will have a booth, through their fuel supplier, at the upcoming aviation conference. Wolford noted that this conference is the largest in the world. This year the event is being held in Las Vegas, October 10 – 12. He also spoke to some upcoming ground school programs they are planning. Continuing, Wolford stated that they

are keeping busy with all aspects of their business. He added that they have hired two more pilots, one based out of Illinois and the other lives in West Branch.

- f. **Commission Members' Reports** – None.
- g. **Staff Report** – Tharp spoke about the upcoming Council orientation meeting. He believes the time is 5:30 to 7:30 P.M. at the Eastside Recycling Center. It is basically a candidate orientation meeting where the City department heads will speak about their departments and what they do in relation to the city.
- h. **100-year Anniversary Committee** – Ogren stated that the fuel survey was sent off earlier this week. Tharp stated that in the next few weeks he would like to have another meeting so they can put a vision to this event and start to move forward.

SET NEXT REGULAR MEETING FOR:

The next regular meeting of the Airport Commission will be held on **Thursday, October 19, 2017, at 6:00 P.M.** in the Airport Terminal Building. The special budget work session will be **Thursday, October 5, 2017, at 6:00 P.M.**

ADJOURN:

Ogren moved to adjourn the meeting at 7:35 P.M. Odgaard seconded the motion. The motion carried 4-0, Gardinier absent.

Robert D. Lohy
CHAIRPERSON

10/25/17
DATE

**Airport Commission
ATTENDANCE RECORD
2016-2017**

NAME	TERM EXP.	11/17/16	12/15/16	01/19/17	02/16/17	03/16/17	04/20/17	05/25/17	06/27/17	07/20/17	08/17/17	09/21/17				
Minnetta Gardinier	07/01/19	X	X	X	X	X	O/ E	O/ E	X	X	X	O / E				
Chris Ogren	07/01/18	X	X	X	X	X	X	X	X	X	X	X				
A.Jacob Odgaard	07/01/18	X	X	X	X	O/ E	X	X	X	X	X	X				
Julie Bockenstedt	07/01/17	X	X	X	X	X	O/ E	X	O/ E	N M	N M	N M				
Robert Libby	07/01/20	O	O/E	X	X	X	X	X	O/ E	X	X	X				
Christopher Lawrence	07/01/21	N M	NM	NM	NM	N M	N M	N M	N M	X	X	X				

Key:

X = Present

X/E = Present for Part of Meeting

O = Absent

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