

Tioga Airport Authority Meeting Minutes
April 18, 2024
7:00PM
Tioga Airport Terminal

Board Members: Jeff Moe Jr., Paul Weyrauch, David Pagel, Dean Hanson
Bookkeeper: Patricia Hove

Guests: Wayne Knutson, Richard Olson, Travis Chamness, Saffron Meyers

1. Previous meeting minutes for 3/21/2024 read by Jeff Moe Jr. Curtis V made motion to approve, Dean Hanson second motion passed. All approved.
2. Treasurer's Report: Bills for February totaling \$25,480.32. Curtis V makes motion to approve bills as presented, Dean Hanson second, motion passed. All approved. Bank balance \$892,293.57. QB balance \$861,302.65. QB balance of uncashed checks \$30,990.92.

TAC Update

Travis Chamness gave update on the work he has been doing with Tioga Aero Center to improve operations at the FBO. Discussion was made about using the hand held radio to monitor all air traffic. Dean questioned who was going to be working/taking calls after hours. Discussion was made about TAC having a bigger presence on the field, making sure they meet and greet customers, and advertise on social media to help improve fuel sales.

Jeff asked Travis who he recommends to calibrate their pumps. He suggested T&T measurements out of New Town. Curtis would like to have them do all airport and TAC items at the same time to reduce travel. Travis will get the information put together.

Travis talked about the Tioga Airport becoming a "branded airport", and using Phillips 66. Gave details about how fuel loads can be ordered, how it would save money, and how they have a huge team of people to help who also will go through the books to make sure everything is done and up to date.

OLD BUSINESS:

Airport Update

Jeff updated on what Wessmore would do to clean and remove all sludge from the fuel farm tanks. Wessmore would charge \$27,000 for this service. Shane told Jeff a new tank would be \$35,000. Travis is going to check and see what perks could help by becoming branded.

- Jeff updated that the fuel tank is now topped off.
- The T-hangar is now on site.
- Curtis fixed the rear valve that was leaking
- Jeff blew a tire. The tires were bad so Jeff ordered new ones.
- Jeff brought up that Kent has not put the new lettering on the FBO. He has been asking him for a month now. If he does not do them by next week, then Jeff is going to take care of it himself.

- Commercial mower is in town getting worked on by a local.
- There was a power outage at the airport. Jeff called LeeWayne, they messed with the generator, and were able to get everything back in working order.
- Jeff and Patricia worked with the IRS and retrieved a new EIN #. Jeff has brought the new number to the bank so new paperwork could be drawn up. Patricia is working to get all tax information, including the tax exempt certificate up to date.
- Discussion was help about moving the millings outside Pauls hangar due to water runoff.

KLJ Update

Pavement rehab project – advertise on April 24th. Bid opening on May 15th. Next scheduled meeting date will work to award the project, no need for a special meeting. State grant application is \$145,000 for API funds, using \$150,000 of the discretionary funds each year, with a short fall of \$730,000. Assuming the project cost is 1.5 million. Since there are no bids currently, KLJ thinks they will put in for just the engineering design costs this year.

Taxi way electric project – Edling still plans to start on May 6th. Richard explained why he and Shane think the new electrical building should not go in the northwest corner, it should go north of the propane tanks.

State grant application was April 10th. KLJ has not submitted a grant to the state yet. Richard said if there are any other items TAA would like to submit, it needs to be to Richard to by Wednesday. \$8,850 is the current reimbursement for Thangar.

Federal grant application is due May 20th. Bids will open May 15th.

Fuel System relocation- Richard presented visual representation of where the fuel farm is proposed to go. That project is expected to be part of the CIP for next year.

T-hangar solicitation - Discussion was had to change bid date to May 1st, to remove airside traffic control description and open up bids immediately.

Workman's Comp/City

Jeff updated that all information is in and TAA is good.

Flight Tracker

Tabled

Future Audits 21-23

Brady Martz has agreed to do the audits for years 2021 through 2023, and be done by December 1st, 2024. They have TAA on the calendar to start in September of 2024. They will have a list of the items to Patricia beforehand so when they start in September everything will be ready.

Equipment Liquidation

Pumps, chairs, propane tank, items in Hangar 1.. etc need to be liquidated. Discussion was had on what date to put an advertisement in the paper. Richard asked if TAA would be interested in lending the spare regulator to Watford until their new one comes in, which is 6 to 8 months out.

Jeff proposed April 27th at noon to meet at airport and go through all items to be liquidated. Patricia mentioned the city-wide rummage sale is June 1st and might help attract more people. Curtis made

a motion to have a silent auction on June 1st from 9AM to noon. Dean Hanson 2nd. All approved, motion passed.

Pavement Project

Jeff brought to the city a proposal of 5 million to pave the county road from highway 40 to the airport. City approved the proposal. No date has been set. GOOD JOB JEFF.

Code of Conduct

Discussion was had on how to proceed with the code of conduct verbiage. The board has decided to do some more research and will finalize at next month meeting.

Weather Cameras/Runway Project

Jeff presented quote from Ledel George for \$13,342.59. TAA would be responsible for running conduit from old terminal to beacon. Curtis made a motion to approve the estimate. Paul 2nd. All approved, motion passed.

T-hangar/New

Curtis said Bainville concrete will be here at the end of April.

Curtis also brought up that the bottom of the doors are shot and need to be fixed. He had a welder from Stanley come and check out the doors to give a quote of \$34,017 for an average of \$5,669.50/door.

Dean Hanson makes a motion to approve the quote of \$34,017, Paul Weyrauch second. All approved, motion passed.

Culverts

Tabled

Snow Blower

Jeff passed out quotes from both Border Plains Equipment, and Gooseneck Implement. Decision was made not to move forward.

NEW BUSINESS

Lettering

Jeff has talked to multiple TAC personnel. Will give one more week to complete.

Generator

Jeff passed out quotes for a Generac and a Kohler. Kohler generator will run around \$83,000. Decision was made to have KLJ will put the generator in the grant application, and leave the snowblower out.

May meeting for bills

Patricia will be gone May 7th through 19th of May. A decision was made to have a special meeting on May 22nd to go over bills and financials.

Curtis made motion to adjourn meeting. Paul Weyrauch second. All approved Motion Passed.

Adjourned at 9:23PM

Submitted by David Pagel, Secretary/Treasurer