



## City of Hot Springs Airport Advisory Committee – Minutes of Meeting

**Date and Time of Meeting:** Thursday December 7, 2023 at 8:30 a.m.

**Location of Meeting:** Hot Springs Municipal Airport

### **Call to Order and Roll Call**

Members present: Shane Miller, Gary Telkamp, Mark Buxbaum and Petra Wilson

Employees: Airport Manager Ivan Venner; City Administrator Bob Nelson Jr.; Tracy Bastian, Public Works Engineer;

Elected officials: Alderman Bill Lukens; Mayor Bob Nelson;

Airport Tenants: Ray Campbell, SHA;

Members of the Public: None

### **Adoption of Agenda**

Adopted as published.

### **Communications from the Public**

None

### **Airport Manager Update**

- T-Hangar Update: Building is erected; door frames are installed and waiting for skin; electrical will follow the completion of the door installation. After building completion, final site grading and apron placement will finish the project.
- As of December 6, 2023 the liquidated damages due to project delays were \$113,200 which is 15.8% of the contract value. The project delay may necessitate KLJ amending their fees associated with the engineering, construction, administration and observation services. If this is the case, any change to the contract/agreement with KLJ will come before Council for approval.
- An Independent Fee Estimate is required for the 2024 Airport Paving Project. The cost of this independent assessment will be approximately \$5000, but is eligible for AIP funds. The City's portions is to be determined and when finalized will be presented to Council as part of a Change Order as necessary. Funding for this is from the 212 Fund.
- Monthly fuel sales: 702 gallons of fuel were sold in November.
- The average fuel price in a 125 mile radius (Dickinson, ND to Alliance, NE and Gillette, WY to Pierre, SD) is \$6.44; our price remains at \$6.20. Committee discussed fuel prices and recommend the price remains as is.
- Monthly flight operations: 46 estimated fixed wing operations; 2 balloon launches, 2 landings.



- Annual fee increase and payment options for the QT Pod, which is part of the aviation fuel system, was discussed. The price is increasing and we have the ability to save 20% if we buy a 5-year plan. Committee recommends going with the 5-year subscription plan to be funded as directed by the Finance Office.

### **Airport Observations – Opportunities for Improvement**

- No comments provided by the members.

### **Old Business**

None

### **New Business**

1. The Committee reviewed the T-Hangar Rental Agreement provided by the Finance Office. Committee recommends one minor deletion, regarding the required permission to perform maintenance. (Deletion of the last sentence of the first paragraph)
2. Independent fee estimates for the airport Taxi lane project – Discussed as part of the Airport Manager Update
3. Report on canvas buildings: Shane reported on his investigation “canvas” hangars. The installed cost of a structure that would hold 2 SEATs or 1 King Air is approximately \$75,000. Feasibility discussion will continue next month when the Capital Improvement Plan is discussed with the KLJ Engineer.
4. Next meeting Thursday January 4th at 8:30 a.m.

**Adjournment:** The meeting adjourned at 9:10 a.m.