

REGULAR MEETING  
SALEM AIRPORT BOARD  
AUGUST 17, 2021  
6:00 P.M.  
COMMUNITY CENTER AT THE ARMORY  
1200 W. ROLLA ROAD

Present:

**Airport Board Members**

Harold Tubbs  
Jim Heavin  
John Maledy  
Steve Spencer  
Jon Mihalka  
Tyler Naramore

**City Officials**

City Administrator Ray Walden, Jr.  
Public Works Director Mark Nash  
Airport Manager Brent Young  
Economic Development Director Sally Burbridge  
Alderman Shawn Bolerjack  
Alderman Kevin James  
Interim City Clerk Tammy Koller

Others present: Caleb Brubaker (The Salem News), Kent Nichols, Rich Parks

The meeting was called to order by Chair Harold Tubbs

**Approval of Minutes:**

Jim Heavin motioned to approve the minutes of the March 18, 2021 meeting as well as the May 12, 2020 meeting. John Maledy 2<sup>nd</sup>, All in favor

**Welcome and Introductions**

Ray Walden introduced Alderman Shawn Bolerjack as the new Airport Board Liaison and Brent Young as the new Airport Manager. Also introduced were Interim City Clerk Tammy Koller and Director of Economic Development Sally Burbridge.

**Status of Contracting Fuel Services**

A bid has not yet been obtained from Phillips 66 to manage the fuel service.  
The City sought a quote to repair the existing fuel pump but a quote has not come in yet.  
A replacement receipt printer would cost approximately \$15,000  
The City will look into raising the limit in the fuel pump to allow more fuel to be pumped per transaction

**Status of Hangar Rentals**

Empty hangars have not been filled yet  
John Maledy motioned to update the hangar lease at the next meeting, Jim Heavin 2<sup>nd</sup>, all in favor

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**Courtesy Car Update**

The courtesy car use policy will be posted on the City's website and in the pilot lounge. The board recommended the City store the car in a secure place and under a roof. Tyler Naramore motioned to set a time limit for courtesy car use, Steve Spencer 2<sup>nd</sup>, John Maledy opposed, All else in favor.

**Pilot Lounge Location Discussion**

John Maledy was open to using the office section of his hangar for a pilot lounge, however the City also mentioned that the dividing wall in the existing pilot lounge could be removed and improvements could be made to the existing pilot lounge. High speed internet is available in the area and a flight planning computer will be donated upon completion of improvements. The board will meet on a later date to discuss the pilot lounge further.

**Airport Lighting Update**

All lights with the exception of the Runway End Identifier Lights and Precision Approach Path Indicator lights are functional. The City was told the PAPI lights needed replaced but the lights are not receiving power.

**Notice to Airmen posters**

Brent Young is responsible for posting NOTAM's and in his absence Davie Shelton is responsible.

**Gate Opener Update**

Smallwood gave a quote for \$4510 to install a gate opener but the quote would need to be revised due to an increase in the price of materials.

**Regulations on Disabled Plane on Tie Down Area**

Tammy Koller will check with the Chief of Police to try to get the aircraft removed. The Board discussed creating a tie down policy.

**Discussion of Renting Airport Ground for Production of Hay**

The City stated that it would not be feasible to lease the ground at this time due to rough ground conditions.

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**Other Airport Business**

Rocks on taxiway and need to be removed to prevent damage to aircraft and propellers, the City will sweep the taxiway/runway as needed.

John Malady requested that the City provide a dumpster to dispose of inherited trash found in his hangar

Steve Spencer thanked the City and Aldermen for the work they have done to make airport improvements

John Malady mentioned that there is still an unairworthy ultralight present in one of the hangars.

Jon Mihalka confirmed CenturyLink provides high speed internet in the area. He mentioned that if rocks on the pavement continue to be an issue that there are devices to remove rocks from tires. He also mentioned that fees could be added in certain areas of the hangar lease agreement.

Rich Parks inquired on new hangar construction, construction will begin in approximately 1 year.

**Election of Officers**

President: Tyler Naramore nominated by John Maledy, Steve Spencer 2<sup>nd</sup>, all in favor

Vice President: Jim Heaven nominated by Steve Spencer, John Maledy 2<sup>nd</sup>, all in favor

Secretary: Jon Mihalka nominated by Tyler Naramore, Harold Tubbs 2<sup>nd</sup>, all in favor

**IX: Adjournment**

Jim Heaven motioned to adjourn, John Maledy 2<sup>nd</sup>, All in favor.

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Tyler Naramore  
Airport Secretary

APPROVED:

ATTEST:

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Harold Tubbs  
Airport Board Chairman

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Tyler Naramore  
Airport Board Secretary