

**Airport Board
Minutes of Regular Meeting
November 2, 2016**

Present: Ed Holloway, Jerry Woods, Bruce Bellemore and Marlyn Atkinson.

Absent: Ron Holmes, Don Myers and Jerry Beebe.

Also Present: Brad Eales, Mayor, Sharon Powell, Mayor Pro-Tem, Steve Marriott, Interim City Manager, and Jaime Blackburn, Airport Board Secretary.

2. Approval of Minutes:

Ed Holloway motioned to approve the October 5, 2016 meeting minutes. Jerry Woods seconded. Motion carried.

3. Visitors:

Scott St. John

4. Old Business:

Marlyn Atkinson will find the LED bulb sample for Jerry Beebe.

Bruce Bellemore said they replaced runway bulbs last Saturday morning.

Ed Holloway asked if anyone found the dipstick for the fuel tank. No one was for sure if that had been found.

The code for the door has not been changed yet. The locksmith is looking for the directions to change the code. We are still waiting for him to come change the code.

Marlyn Atkinson asked if anyone had looked into advertising. Jerry Woods thought there was a local Kansas City area paper for free ads.

Still plenty of bulbs.

Jerry Beebe emptied the garbage.

5. New Business:

Ed Holloway asked if the manager's job description had been written. Bruce Bellemore said he has not had a chance to work on it. Marlyn Atkinson stated the managers are only volunteers and there is only so much they can ask them to do.

Bruce stated the biggest concerns is keeping the bathrooms clean and change the trash.

Jerry Woods thinks there is only 500 gallons of fuel left in the tank. Need to find out who orders the fuel and it has been at least three years since it has been filled.

Steve Marriott stated the filter needs to be installed before the fuel tank is filled.

6. Manager's Report:

Not present at the meeting.

7. Comments:

None.

8. Adjourn:

Bruce Bellemore motioned to adjourn the meeting. Jerry Woods seconded. Motion carried. The meeting adjourned at 4:16 pm. The next meeting is scheduled for Wednesday, December 7, 2016 at 4:00 pm.

Jaime Blackburn
Airport Board Secretary