



WEBSTER
CITY

**AGENDA
WEBSTER CITY AIRPORT COMMISSION
TUESDAY October 28, 2025 5 P.M.
AT CITY HALL**

ROLL CALL

Approval of Agenda

PUBLIC COMMENT – PUBLIC INFORMATION

This is the time of the meeting that an individual may address the Commission on a matter not on the Agenda. Except in cases of emergency, the Commission will not take any action at this meeting, but may ask the airport manager, staff, commission member to research the matter or have the matter placed on the Agenda for a future meeting

GENERAL AGENDA

1. Motion on Minutes of September 23, 2025 meeting.
2. Motion on Bills October
3. Monthly Report from Airport Manager
 - a. Fuel Pumped Report
 - b. Hangar cancellations
4. Monthly Hangar Report
5. Engineer Report
6. Consider FY27 ACIP plan
7. Engineering process for 2026 Project
8. New Business

NOTE: The Commission may act by motion, resolution on items listed on the Agenda.

MINUTES/NOTES – WEBSTER CITY AIRPORT COMMISSION
September 23, 2025 Webster City, Iowa

The Webster City Airport Commission met at City Hall, Webster City, Iowa on September 23, 2025 at 5:00 p.m. for the regular meeting.

The meeting was called to order by Commission Chairperson Scott Bargfrede.

ROLL CALL was taken and the following Commission Members were present:

Scott Bargfrede and Anna Woodward. Diane Knudsen was absent.

Also in attendance were: Mike Luedtke, Steve Luedtke, Dave Joens and Ann Smith.

It was moved by Woodward and seconded by Bargfrede to approve the Agenda.

ROLL CALL: Bargfrede and Woodward voting aye.

MINUTES

It was moved by Woodward and seconded by Bargfrede to approve the minutes of the August 26, 2025 meeting as circulated.

ROLL CALL: Woodward and Bargfrede voting aye.

BILLS

It was moved by Woodward and seconded by Bargfrede to approve the September bill list.

ROLL CALL: Bargfrede and Woodward voting aye.

AIRPORT MANAGER'S REPORT

Mike and Steve Luedtke reported on the Managers Report:

Tractor will be serviced next month

Foam Catz working on hangars, will be completed soon

Doodle Club reunion enjoyed trip to Airport

Legion Fly-In Drive-In breakfast and car show at the airport was well attended.

Garage between two hangars needs to be removed

Lighting in building needs to be replaced and ceiling needs repair

It was moved by Woodward and seconded by Bargfrede to accept and place on file the Airport Manager's report.

ROLL CALL: Woodward and Bargfrede voting aye.

HANGAR REPORT

Commission discussed past due hangar rent of Hemant Thaman.

Will contact city attorney to see what, if any, action can be taken.

It was moved by Woodward and seconded by Bargfrede that the hangar report be accepted and placed on file.

ROLL CALL: Bargfrede and Woodward voting aye.

ENGINEER REPORT

Joens reported on the projects.
AWOS project is planned to be done next Spring.

FY 27 ACIP PLAN

Draft plan was updated from last year.
Discussion was held on future items:
Property lease for runway
Box hangar
Tractor

Commission will plan to finalize for FAA approval at next month’s meeting.

It was moved by Woodward and seconded by Bargfrede to approve the Engineer Report.

ROLL CALL: Woodward and Bargfrede voting aye.

ENGINEER PROCESS

Commission discussed the engineer process and decided to plan for a 5 year engineer process instead of an engineer for each project.

NEW BUSINESS

None brought forth.

The next regular meeting will be October 28, 2025.

The meeting was adjourned.

The September 23, 2025 meeting of the Commission stood adjourned at 6:06 p.m.

Diane Knudsen, Secretary

Ann Smith

Ann Smith, Recording Secretary

BILL LISTING October 2025

<i>205-23-45-5372-299 Soft Water Service</i>	
Culligan , soft water service, acct.15545 Automatic rental	126.71
<i>205-23-45-5372-230</i>	
The Trashman , trash removal service	50.00
Storm Flying Service-Contract Payment pd.mo	4,583.33
Storm Flying Service-reimb for Prepaid propane contract with United Co-op Inv 1694 19-23-25	1,000.00
<i>205-23-45-5372-237 Utility Services-Electricity</i>	
Prairie Energy Cooperative,electricity	721.94
Prairie Energy Cooperative,electricity 9/1/25 to 10/1/25 Acct 27156000	
Prairie Energy Cooperative,elec-runway lighting 9/1/25 to 10/1/25 Acct 350150500	
Prairie Energy Cooperative,elec-New Hangar-East Bay 9/1/25 to 10/1/25 Acct 350150600	
Prairie Energy Cooperative,elec-New Hangar-West Bay 9/1/25 to 10/1/25 Acct 35015068002	
Prairie Energy Cooperative,elec-New Hangar-Center Bay 9/1//25 to 10/1/25 Acct3501506900	
pd 721.94 - no penalty	
<i>205-23-45-5372-299</i>	
TMI Services , Inv M7266 9-16-25 Portable Toilet for Airport Fly In 9-14-25 payment appr 8-26-25 minutes	175.00
<i>205-23-45-5372-880</i>	
McClure Engineering Inv 163278 9-29-25 8th Inv. AWOS Replacement Project	1,410.13
FAA Grant AIP No. 3-199-0097-023-2025 & FAA BIL-AIG 3-19-0097-024-2025	
services 8-31-252 to 9-27-25 McClure Project 2022000085-000 AWOS Replacement Project	
8th invoice: on 1.0 Part 1(45,880) Construction Admin/Observation	
1.1.Part 1 Const Admin/Obs Subconsut (2,000) \$0	
Project Closeout Services (9,380) \$0	
<i>205-23-45-5372-880</i>	
Foam Catz , Inv 2055 10-15-25 Final amt 50% for New roof-Box Hangar Impr.	23,925.00
per quote \$47,850 - GAVI 50/50 DOT Grant 11-21-23	
Bills approved by Commission	31,992.11

AIRPORT MANAGER'S REPORT

10-23-2025

Maintenance of equipment and facilities: Foam Catz is almost complete with the hangar remodel. They have one more coat to apply to the hangar roofs then it will be completed. The spray foam of the ceiling has been completed. The walk in door into the maintenance hangar is rotted and needs to be replaced. We have found a replacement at Menard's and will be able to install it ourselves. The AWOS is still inoperable but they have been here to work on it several times in the last month. We delayed taking the tractor to KC Nielson before winter since we have still been using it to mow.

Number of Aircraft Operations:

Charter: 4 **Independent Contractor:** 15

Agricultural: 24 **Mechanic:** 12

Students: 6 **Pleasure:** 14

Gallons of Fuel Pumped:

100LL: 1867.6 **Jet A:** 150

Number of aircraft worked on by mechanic and where each aircraft is based:

5 from Webster City 2 from Carroll 2 from Perry

2 from Denison 1 from Guthrie Center 1 from Des Moines

Number of hangar requests: 0

Number of hangar cancellations: 2

Number of students taking lessons: 2

Additional Manager comments: Poky Feeders is selling their plane and no longer needs to rent the heated 60x60 hangar. We would like to advertise that it is available and would prefer a tenant with either a twin engine or turbine powered aircraft.

100LL FUEL PUMPED

TOTALIZER READING: 113699.2 DATE: 09-19-2025

TOTALIZER READING: 115566.8 DATE: 10-23-2025

TOTAL GALLONS PUMPED: 1867.6

JET A FUEL PUMPED

TOTALIZER READING: 128805 DATE: 09-19-2025

TOTALIZER READING: 128955 DATE: 10-23-2025

TOTAL GALLONS PUMPED: 150

WEBSTER CITY MUNICIPAL AIRPORT
HANGAR CANCELLATION

DATE 10-22-2025

NAME Ralph Storm - Storm Aviation

HANGAR NO. B-4

DATE OF CANCELLATION 10-22-2025

Mk Letts

Airport Manager

This form is to be filled out by the Airport Manager and faxed to the City Clerk's Office within 48 hours of cancellation. FAX (515) 832-9153.

sent city hall

FAXED

WEBSTER CITY MUNICIPAL AIRPORT
HANGAR CANCELLATION

DATE 10-23-2025

NAME Poky Feeders

HANGAR NO. New Hangar West

DATE OF CANCELLATION 10-16-2025

Mark Hedrick

Airport Manager

This form is to be filled out by the Airport Manager and faxed to the City Clerk's Office within 48 hours of cancellation. FAX (515) 832-9153.

sent city hall

FAXED

FEDERAL AIRPORT IMPROVEMENT PROGRAM (AIP) PREAPPLICATION CHECKLIST

Please attach the following documents with your application.

- Sponsor Identification Sheet for the Airport
- Capital Improvement Program (CIP) Data Sheet (one for each project listed in the first three years of the CIP) and detailed cost estimate for each data sheet
- Five-Year CIP
- Long-Range Needs Assessment
- Verification of an updated airport layout plan (ALP) (when applying for new construction of buildings or airfield expansion)
- Verification of completed environmental processing in accordance with National Environmental Policy Act of 1969
- Verification of completed land acquisition or signed purchase agreement
- Verification of pavement maintenance program (when applying for pavement preservation or reconstruction)
- If requesting federal assistance for snow removal equipment, please include an inventory of the existing equipment and calculations based on Chapters 4 and 5 of the Airport Winter Safety and Operations Advisory Circular (AC) 150/5200-30 and the Airport Snow and Ice Control Equipment AC 150/5220-20 showing the minimum equipment needed, along with the Airport Capital Improvement Plan (ACIP) Data Sheet, include a copy of a completed Federal Aviation Administration's snow removal equipment spreadsheet.
- If requesting federal assistance for general aviation apron expansion, include a copy of a completed FAA apron design spreadsheet.
- If requesting pavement reconstruction, submit an engineering report showing the need for the reconstruction as part of the CIP justification.
- For revenue-producing facilities (i.e., fueling facilities and hangars), please submit:
 - 1) A statement that airside development needs are met or include a financial plan to fund airside needs over the next three years.
 - 2) A statement that runway approach surfaces are clear of obstructions (the FAA Airport 5010 should show at least a 20:1 clear approach).
 - 3) Justification for the project.
- System for Award Management (SAM) registration is up to date (www.sam.gov)

Please e-mail this form with supporting documents identified in the checklist to shane.wright@iowadot.us.

Attn.: Program Manager
Aviation Bureau
Iowa Department of Transportation
800 Lincoln Way
Ames, IA 50010

E-mail: shane.wright@iowadot.us
FAX: 515-233-7983
Phone: 515-239-1048

**FIVE-YEAR AIRPORT
CAPITAL IMPROVEMENT PROGRAM (CIP)**

Attach additional sheets if necessary.

Airport Name, LOCID, City, State: Webster City Municipal Airport (EBS), Webster City, Iowa
Prepared by: Webster City Airport Commission & McClure (Joens) **Sponsor's E-mail:** scottbargfrede@gmail.com
Date Prepared: October 28, 2025 **Sponsor's Signature:** _____
Sponsor's Phone: 515.832.9151 **Printed Name:** Scott Bargfrede

FY	Detailed Project/Scope Description	Funding Source	Total Estimated Cost
2027	No Project Funding Available: AIP - FY26 Carryover (\$125,000) + FY27 (\$150,000) = \$275,000 IIJA-AIG - FY26 Carryover (\$0) + FY27 (\$0) = \$0 - No Future IIJA-AIG Funding	Federal: \$ IIJA: \$ State: \$ Local: \$ Total: \$ \$0	\$ \$ \$ \$ \$0
2028	Snow Removal Equipment (SRE) - Tractor, Snow Blower, and Box Blade Funding Available: AIP - FY27 Carryover (\$275,000) + FY28 (\$150,000) = \$425,000	Federal: \$ IIJA: \$ State: \$ Local: \$ Total: \$ \$469,000	\$ \$ \$ \$ \$469,000
2029	No Project Funding Available: AIP - FY28 Carryover (\$2,900) + FY29 (\$150,000) = \$152,900	Federal: \$ IIJA: \$ State: \$ Local: \$ Total: \$ \$0	\$ \$ \$ \$ \$0
2030	No Project Funding Available: AIP - FY29 Carryover (\$152,900) + FY30 (\$150,000) = \$302,900	Federal: \$ IIJA: \$ State: \$ Local: \$ Total: \$ \$0	\$ \$ \$ \$ \$0
2031	Two-Unit Box Hangar (Design and Bidding Services) Funding Available: AIP - FY30 Carryover (\$302,900) + FY31 (\$150,000) = \$452,900	Federal: \$ IIJA: \$ State: \$ Local: \$ Total: \$ \$95,850	\$ \$ \$ \$ \$95,850
		Federal: \$ IIJA: \$ State: \$ Local: \$ Total: \$ \$106,500	\$ \$ \$ \$ \$106,500

**LONG-RANGE NEEDS ASSESSMENT
YEARS SIX TO 20**

Attach additional sheets if necessary.

Airport name Webster City Municipal Airport (EBS), Webster City, Iowa

Estimated FY	Description of project	Funding source	Total estimated cost
2032	Two-Unit Box Hangar (Construction and CA Services) Funding Available: AIP - FY30 Carryover (\$357,050) + FY31 (\$150,000) = \$507,050 State Funding (Competitive) is estimated at 75% / 25%	Federal \$ IIJA \$ State \$ Local \$ Total \$	\$507,050.00 \$373,834.00 \$180,949.00 \$1,061,833.00
2033	No Project - FY33 'Look Back' Grant to Cover FY32 Shortfall Funding Available: AIP - FY32 Carryover (\$0) + FY33 (\$150,000) = \$150,000	Federal \$ IIJA \$ State \$ Local \$ Total \$	\$150,000.00 \$16,667.00 \$166,667.00
2036	Land Acquisition for Runway 32 Extension Funding Available: AIP - FY35 Carryover (\$300,000) + FY36 (\$150,000) = \$450,000	Federal \$ IIJA \$ State \$ Local \$ Total \$	\$864,000.00 \$96,000.00 \$960,000.00
2039-42	Runway 32 Extension (575' x 75') Including Grading, Paving, Marking, and Lighting	Federal \$ IIJA \$ State \$ Local \$ Total \$	\$2,520,000.00 \$280,000.00 \$2,800,000.00
2048-52	North Partial Parallel Taxiway (Runway 14 to Connector Taxiway) - Grading, Drainage, Marking, and Lighting	Federal \$ IIJA \$ State \$ Local \$ Total \$	\$1,377,900.00 \$153,100.00 \$1,531,000.00

FEDERAL AVIATION ADMINISTRATION

CIP DATA SHEET

CAPITAL IMPROVEMENT PROGRAM (CIP)
AIRPORTS DIVISION - CENTRAL REGION

SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION			
Airport Name, LOCID, City, State:	Webster City Municipal Airport, KEBS, Webster City, IA		
AIP Project Type:	Snow Removal Equipment (SRE) – Tractor, Snow Blower, and Box Blade		
Local Priority:	1 - Very High	Fed. Share (AIP):	\$ 422,100
FFY Requested:	2028	Fed. Share (IIJA-AIG):	\$0
NEPA Determination:	CATEX, FAA Order 5010.1F, 5-6,3.b.	State Share:	\$0
Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing (on a separate sheet) that clearly identifies the scope of the project.	Local Share:	\$46,900	
	Total Project Cost:	\$ 469,000	

Scope: Acquire snow removal equipment (SRE) at the Webster City Municipal Airport.

Justification: The tractor, snow blower, and box blade will allow the airport to remove snow and have the runway available aircraft operations in a reasonable timeframe and in accordance with the snow removal time specified in AC 150/5200-30. Existing SRE at the airfield is beyond its useful life of ten (10) years per AIP Handbook Section 3-13, Table 3-8, Item b.



SPONSOR SIGNATURE BLOCK

Signature:		Date:	
Printed Name:	Scott Bargfrede	Title:	Airport Commission Chair
Phone Number:	515.832.9194	Email:	scottbargfrede@gmail.com

Snow Removal Equipment Calculations

* Data entry required

Airport Name:
 Location:
 Average Annual Snow Fall:
 *Type of Airport:
 *Annual Operations:

Users requiring assistance or reasonable accommodation may contact the FAA Central Region at 816-329-2600

Refer to AC 150/5220-20, Airport Snow and Ice Control Equipment, and
 AC 150/5200-30, Airport Winter Safety and Operations for specific guidance.

Time allowed for removal per AC 150/5200-30: hours

Critical Snow Removal Areas:

*Primary Runway (usually one)		*Parallel taxiway and one or two principle connecting taxiways	
length (ft)	width (ft)	length (ft)	width (ft)
<input type="text" value="4,000"/>	<input type="text" value="75"/>	<input type="text" value="1,900"/>	<input type="text" value="35"/>
<input type="text" value="900"/>	<input type="text" value="35"/>	<input type="text" value="31,500"/>	<input type="text" value="35"/>
<input type="text" value="375"/>	<input type="text" value="50"/>	<input type="text" value="18,750"/>	<input type="text" value="50"/>
<input type="text" value="220"/>	<input type="text" value="50"/>	<input type="text" value="11,000"/>	<input type="text" value="50"/>

*Terminal, Cargo, and General Aviation Aprons

Critical apron area assumed as 1/2 of the apron.

50 % Req' x	900	length (ft) x	200	width (ft)	=	90,000	sq. ft.
50 % Req' x		length (ft) x		width (ft)	=	0	sq. ft.
50 % Req' x		length (ft) x		width (ft)	=	0	sq. ft.
50 % Req' x		length (ft) x		width (ft)	=	0	sq. ft.
50 % Req' x		length (ft) x		width (ft)	=	0	sq. ft.

Other critical areas (ie. emergency or ARFF access roads)

600	length (ft) x	75	width (ft)	=	45,000	sq. ft.	
420	length (ft) x	24	width (ft)	=	10,080	sq. ft.	
	length (ft) x		width (ft)	=	0	sq. ft.	
Total Area=						572,830	sq. ft.

*Snow Depth (in)
 *Snow Density (lbs/cu ft)

Tons of Snow tons

Eligible Items Max Quantity Size

Item	Max Quantity	Size	tons/hr Total
Rotary Plow	1	141	141
Displacement Plow	2	6	12
Sweeper	1		
Hopper Spreader	1		
Front End Loader	0		
		ft. Total	

Class 1 (up to 600 tons/hr, 50' casting distance)
 Up to 2 times the # of snow blowers (displacement plows should have equal capacity as max rotary plow capacity)

1. Sweeper.net.750.000 sq. ft. of movement
 1. Hopper Spreader.net.750.000 sq. ft. of movement
 1. Front-End Loader.net.500.000 sq. ft. of critical apron space

Rotary Plow

*Rotary Plow Efficiency %
 Minimum Rotary Plow snow removal rate tons/hr

Displacement Plow

*Operating Speed (mph)
 *Plow Efficiency %
 *Plow Cutting Angle (degrees)

Effective Blade Length (ft) Required ft.
 Actual Blade Length (ft) Required ft.

Snowfall Maps can be found here:

- Iowa: <http://www.hprcc.unl.edu/wrcc/states/ia.html>
 Kansas: <http://www.hprcc.unl.edu/wrcc/states/ks.html>
 Missouri: <http://www.hprcc.unl.edu/wrcc/states/mo.html>
 Nebraska: <http://www.hprcc.unl.edu/wrcc/states/ne.html>

- Refer to Figure 2-6 AC 150/5220-20 for GYW & HP rating @ carrier vehicles.
 - Refer to AC 150/5220-20, Chapter 6, Paragraph 38 for minimum equipment requirements at Commercial Service and General Aviation airports. Program Guidance Letter, PGL 08-04 limits non Primary airports to one SRE vehicle

This program assumes at least 15" annual snow fall.

Rev Date: 01-5-2012

NOTICE TO AIRPORT CONSULTANTS

The Webster City Airport Commission (Sponsor) is hereby soliciting Statement of Qualifications from consultants for airfield development projects that are anticipated to occur within the next five years at the Webster City Municipal Airport located in Hamilton County, Iowa. Subject to receipt of Federal funding and/or State funding, these projects may include the following:

1. Partial ALP Update with Narrative Report focused on the Runway 05-23 Runway Safety Area. Estimated Cost \$170,000. FY2026.
2. Acquisition of SRE Tractor and attachments. Estimated Construction Cost \$440,000. FY2028 or later.
3. Easement acquisition or other mitigation process recommended as a result of the FY2026 Partial ALP Update with Narrative Report focused on the Runway 05-23 Runway Safety Area. Estimated Construction Cost \$TBD, but anticipated to be less than \$150,000. FY2027 or later.
4. Design, Bid, and Construct a Two-Unit Box Hangar and associated Taxiways and Aprons. Estimated Construction Cost \$1,140,000. FY2030 or later.
5. Land Acquisition for Runway 32 Extension. Estimated Cost \$960,000. FY2032 or later.
6. Grading, Paving, Marking, and Lighting for Runway 32 Extension. Estimated Construction Cost \$2,800,000. FY2033 or later.
7. Grading, Paving, Marking, and Lighting for North Partial Parallel Taxiway Construction (Runway 14 to Connector Taxiway). Estimated Construction Cost = \$1,600,000. FY2043 or later.
8. Other State or Federal projects that may occur within the five-year period.

These projects have been developed from the Sponsor's Airport Capital Improvement Plan (CIP) prepared with assistance from McClure. A copy of each project CIP Data Sheet will be made available upon request.

The services to be provided may include, but are not limited to, environmental services, appraisal services, acquisition/relocation services, preliminary design, final design, bidding, construction observation, and incidental special services such as geotechnical/subsurface investigations and topographic/boundary surveying.

A qualification based selection process conforming to FAA Advisory Circular 150/5100-14E *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* will be utilized to select a consultant. Fee information will not be considered in the selection process and shall not be submitted with the Statement. Fees will be negotiated for projects as federal funds become available. The agreement(s) between the Sponsor and the selected consultant will be subject to all applicable Federal Rules and Regulations as identified in AC 150/5100-14E.

Consultants will be rated by a selection committee according to the following selection criteria and the weight given to each:

1. Capability to perform all aspects of the projects based on qualifications of prime firm (and subconsultants, if any) 15%;
2. Relevant experience of key personnel from prime firm (and subconsultants, if any) 25%;
3. Knowledge of FAA standards, policies, and procedures 10%;
4. Recent experience with comparable projects at similarly-sized airports 15%;
5. History of meeting schedules and staying within budget 15%; and
6. Understanding of the project's potential challenges and Sponsor's concerns 20%.

The Sponsor intends to short list up to two (2) of the highest rated firms based on the submittals and conduct phone, informal, and/or formal interviews.

Statements must be concise and contain no more than ten (10) pages of material (5 sheets of paper, double sided). This excludes the front and back covers, the two-page cover letter (1 sheet of paper, double sided), table of contents, section dividers, and resumes (limit resumes to one double-sided sheet). Consultants must submit three (3) hard copies of their Statement and a PDF of their Statement (submitted via email) to the following person:

Ann Smith
wsmith@webstercity.com

All statements must be received by 3:00 p.m. on Thursday, November 20, 2025. Statements received after this deadline will not be considered. The Sponsor reserves the right to reject any and/or all Statements. Submittals will become property of the Sponsor.

Please make the email subject line: "Airport Statement of Qualifications" and request delivery/read receipts to confirm it was received on time.

Inquiries

All questions must be submitted via email to the above contact by 3:00 p.m. on Friday, November 7, 2025. Answers will be sent via reply email no later than 3:00 p.m. on Tuesday November 18, 2025.

For more information, please contact:

Ann Smith at wsmith@webstercity.com. Or Scott Bargfrede at scottbargfrede@gmail.com