

SOUTH CENTRAL REGIONAL AIRPORT AGENCY

Meeting of the Board

February 27, 2020 - 6:00 p.m.

Oskaloosa City Hall, Council Chambers

220 South Market Street

Agenda

1. Call to Order.
2. Approval of Minutes from December 30, 2019.
3. Call to the Public (limited to 3 minutes per person).
4. Resolution Electing Officers.
5. Acceptance of the June 30, 2019 Audit Report.
6. Resolution Approving Fiscal Year 2021 Budget Submittal
7. Project updates from Jerry Searle, HDR Engineering.
8. Motion to go into Closed Session under Code of Iowa; Chapter 21 Section 5 sub paragraph 1. j. to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.
9. Action may be taken on any item discussed in Closed Session after the Closed Session.
10. Motion to go into Closed Session under Code of Iowa; Chapter 21 Section 5 sub paragraph 1. j. to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.
11. Action may be taken on any item discussed in Closed Session after the Closed Session.
12. Discussion of next meeting date/time.
13. Adjourn.

ITEM NO: 2

SUBJECT: Approval of the December 30, 2019 Minutes

DATE: February 27, 2020

BACKGROUND: Staff has prepared meeting minutes to reflect the general discussion and action items associated with the specific meeting referenced.

ATTACHMENTS: Minutes

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve the minutes

South Central Regional Airport Agency
Meeting Minutes
Monday, December 30, 2019

Committee Members Present: Dr. David Barnes, Kevin Gaul, Jim Hansen, Sid Pinney, Joe Warrick, Pamela Blomgren. Absent: None.

SCRAA Staff Present: Mike Nardini, Pella City Administrator; Mike Schrock, Oskaloosa City Manager; Mandy Smith, Pella City Clerk; Amy Beattie, SCRAA Legal Counsel (attended via phone during the Closed Session).

Meeting called to order by Chairman Barnes at 5:00 p.m. in the Pella Public Safety Complex, 614 Main Street, Pella, Iowa.

Chairman Barnes opened the call to the public. Comments received from one member of the public, John Bandstra.

It was moved by Blomgren, seconded by Warrick to approve the December 19, 2019 meeting minutes. Motion carried 6-0.

It was moved by Pinney, seconded by Blomgren, at 5:02 p.m., to enter into Closed Session under Code of Iowa; Chapter 21 Section 5 sub paragraph 1. j. to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. Motion carried 6-0.

It was moved by Hansen, seconded by Blomgren to exit the closed session. Motion carried 6-0. SCRAA back into open session at 5:31 p.m.

No action was taken on any item discussed in Closed Session after the Closed Session.

The time and date for the next meeting is yet to be determined.

The meeting adjourned at 5:33 p.m.

Minutes prepared by Mandy Smith

ITEM NO: 4

SUBJECT: Resolution Electing Officers

DATE: February 27, 2020

BACKGROUND: The 28E Agreement establishing the South Central Regional Airport Agency (SCRAA) requires annually the Board elect members to serve as Chair, Vice Chair, and Secretary/Treasurer. The 28E Agreement also stipulates that each party shall be entitled to one officer position.

The SCRAA Executive Committee is recommending the following board members serve as officers for the SCRAA:

- a. David Barnes, Chair (representing the city of Pella).
- b. Jim Hansen, Vice Chair (representing the city of Oskaloosa).
- c. John Bandstra, Secretary/Treasurer (representing Mahaska County).

This resolution appoints the above members as officers from February 27, 2020 through the date of the 2021 annual meeting.

ATTACHMENTS: Resolution.

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve the resolution.

RESOLUTION NO. _____

RESOLUTION ELECTING OFFICERS

WHEREAS, the 28E agreement establishing the South Central Regional Airport Agency (SCRAA) provides the officers of the Board shall be elected annually by and from the representatives of the Parties present at the annual meeting; and

WHEREAS, the officers of the Board to be elected by vote of the Board are the Chair, Vice Chair, and Secretary/Treasurer; and

WHEREAS, each Party is entitled to one officer position; and

WHEREAS, the following board members are being nominated to serve as officers February 27, 2020 through the date of the 2021 annual meeting:

David Barnes, Chair (representing the city of Pella)
Jim Hansen, Vice Chair (representing the city of Oskaloosa)
John Bandstra, Secretary Treasurer (representing Mahaska County).

NOW, THEREFORE, it is hereby resolved that the Board of the SCRAA appoints the above stated board members to serve as officers of the SCRAA from the date of the 2020 annual meeting on February 27, 2020 through the date of the 2021 annual meeting.

Passed and approved this 27th day of February 2020.

David Barnes, Board Chairman

ATTEST:

John Bandstra, Secretary/Treasurer

ITEM NO: 5

SUBJECT: Motion to receive and file the South Central Regional Airport Agency's audited financial statements for the fiscal year ended June 30, 2019.

DATE: February 27, 2020

BACKGROUND: Certified public accountants, Van Maanen, Sietstra, Meyer & Nikkel, PC have been retained to complete an audit of the financial statements of the SCRAA for the year ended June 30, 2019. The Auditor's Report is included with this agenda item for presentation and discussion. No instances of non-compliance, or internal control deficiencies are noted.

ATTACHMENTS: Audited financial statements for the fiscal year ended June 30, 2019 (to be distributed at the meeting).

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Receive and file the South Central Regional Airport Agency's audited financial statements for the fiscal year ended June 30, 2019.

ITEM NO: 6

SUBJECT: Resolution Approving Fiscal Year 2021 Budget Submittal

DATE: February 27, 2020

BACKGROUND: Annually, the South Central Regional Airport Agency (SCRAA) is required to submit a proposed operating and capital budget for consideration to the city of Oskaloosa and the city of Pella. Recently staff reviewed the proposed Fiscal Year 2021 budget with the Executive Committee. This resolution adopts the proposed budget and authorizes submittal to the respective cities. Listed below is the proposed FY2021 budget.

Fiscal Year 2021 Proposed Budget
Operating Expenditures

Insurance:	\$5,000
Audit:	\$5,025
Legal:	\$7,000
Travel:	\$3,775
Training/Conferences:	\$1,600
Website Maintenance:	\$ 750
Total Operating Expenditures	\$23,150

Capital expenditures for HDR Engineering for FY2021 is estimated at \$204,000 for work associated with Task Orders 1, 6, 7, 8, 10 and 12; and \$3,000,000 for associated land acquisition.

Please note the amounts above reflect expenditures only and do not show proportionate cost sharing arrangements, nor does this information show possible grant funding, opportunities, or other associated revenue streams.

ATTACHMENTS: Resolution.

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve the resolution.

RESOLUTION NO. _____

RESOLUTION APPROVING THE FISCAL YEAR 2021 BUDGET AND AUTHORIZING SUBMITTAL
TO THE CITY OF OSKALOOSA AND THE CITY OF PELLA

WHEREAS, the South Central Regional Airport Agency (SCRAA) is required to annually submit an operating and capital budget to the city of Oskaloosa and city of Pella; and

WHEREAS, staff reviewed the proposed FY2021 Budget with the Executive Committee; and

WHEREAS, the proposed Fiscal Year 2021 Budget is as follows:

Fiscal Year 2021 Proposed Budget:

Operating Expenditures

Insurance:	\$5,000
Audit:	\$5,025
Legal:	\$7,000
Travel:	\$3,775
Training/Conferences:	\$1,600
<u>Website Maintenance:</u>	<u>\$ 750</u>
Total Operating Expenditures	\$23,150

Capital Expenditures

Capital expenditures for HDR Engineering for FY2021 is estimated at \$204,000 for work associated with Task Orders 1, 6, 7, 8, 10 and 12; and \$3,000,000 for associated land acquisition.

NOW, THEREFORE, it is hereby resolved by the Board of the SCRAA that the proposed Fiscal Year 2021 Budget is approved, and staff is authorized to submit the proposed budget to the city of Oskaloosa and the city of Pella.

Passed and approved this 27th day of February 2020.

David Barnes, Board Chairman

ATTEST:

John Bandstra, Secretary/Treasurer