

**SOUTH CENTRAL REGIONAL AIRPORT AGENCY**

Meeting of the Board

**March 26, 2013 - 6:00 p.m.**

Oskaloosa City Hall, Council Chambers  
220 South Market Street

**Agenda**

1. Call to Order
2. Approval of the January 04, 2013 minutes
3. Call to the public (limited to 3 minutes per person)
4. Resolution approving the creation of SCRAA committees
  - a. Communications Committee
  - b. Rating Committee
5. Discussion and possible action on assigning items to SCRAA committees
  - a. Executive Committee
    - i. Annual operating budget development
    - ii. Insurance quote solicitation
    - iii. Legal counsel designation
    - iv. Annual audit solicitation
  - b. Communications Committee
    - i. Informational material development
    - ii. Website creation
  - c. Weighting-Screening Measures Committee
    - i. Weighting-screening measures document review
6. Discussion and possible action on designating an SCRAA representative to attend the 2013 Iowa Aviation Conference
7. Discussion and possible action on establishing a date and time for an informational meeting with the public
8. Future agenda items
9. Staff reports (if needed)
10. Discussion of next meeting date/time
11. Adjourn

South Central Regional Airport Agency  
Meeting Minutes  
Friday, January 4, 2013  
5:00 P.M.

Committee Members Present: David Barnes, Pamela Blomgren, James Hansen, Donna Smith, Steve Van Weelden and Joe Warrick.

SCRAA Staff Present: Mike Nardini, Pella City Administrator; Michael Schrock Jr., Oskaloosa City Manager; Jerry Nusbaum, Mahaska County Engineer.

Seventeen members of the public signed the register.

Meeting called to order by Acting Chairman Barnes at 5:00 p.m. in the City Council Chambers, Public Safety Complex, 614 Main Street, Pella, IA. Chairman Hansen arrived at 5:04 and presided for the rest of the meeting.

It was moved by Blomgren, seconded by Van Weelden to approve the October 11, 2012 meeting minutes. Motion carried unanimously.

Comments from the public were received.

A motion was made by Barnes, seconded by Van Weelden to submit candidate sites to the Federal Aviation Administration for airspace review. Mike Nardini gave a brief PowerPoint on this item. Snyder and Associates originally evaluated nine sites located within the search area for the new regional airport as stated in the 28E Agreement between Mahaska County, the City of Oskaloosa, and the City of Pella. The site for the new airport must be within 10 miles of the corporate limits of both the City of Oskaloosa and the City of Pella and be able to accommodate a precision approach landing. In addition, the primary runway for the new airport also needs to be able to expand up to 7,500 feet in length to accommodate future growth.

After rating each of the sites and consulting with the Mahaska County Engineer, the Oskaloosa City Manager, and the Pella City Administrator, Snyder and Associates recommended sites A, B, and C be submitted to the Federal Aviation Administration for airspace review. Each of these sites were adjusted since Snyder's original evaluation to improve wind coverage for the primary runway and to minimize the impacts on the Mahaska County transportation network.

Jerry Searle from Snyder and Associates gave more details about each site and answered questions.

After further discussion, the motion to submit Sites A, B and C to the Federal Aviation Administration for airspace review carried unanimously.

It was moved by Barnes, seconded by Blomgren to approve the resolution entitled, "RESOLUTION AUTHORIZING THE SUBMITTAL OF THE ATTACHED AIRPORT IMPROVEMENT PROGRAM DATA SHEET FOR POSSIBLE FY2013 FEDERAL AVIATION ADMINISTRATION GRANTS AND IOWA DEPARTMENT OF TRANSPORTATION GRANTS." Motion carried unanimously.

Mike Nardini gave a PowerPoint presentation that explained that since no candidate site has been identified yet, the five year CIP includes only the required FAA planning studies for a new regional airport. The FY 2013 Airport Planning Studies include site selection, Airport Master Plan, ALP and Environmental Assessment for a cost of \$511,791.00. Funding will be 90% from federal funds with the 10% local match being equally divided between the City of Oskaloosa and the City of Pella at \$25,589.50 each.

The next meeting will be held in Oskaloosa. A date will be determined after the FAA airspace analysis has been returned.

It was moved by Smith, seconded by Blomgren to adjourn. Motion carried unanimously.

The meeting adjourned at 6:03 p.m.

Minutes by Ronda Brown

ITEM NO: 4

SUBJECT: Resolution authorizing the creation of committees to serve at the pleasure of the South Central Regional Airport Agency

DATE: March 26, 2013

BACKGROUND: The South Central Regional Airport Agency (SCRAA) may choose to create committees, by resolution of the Board, to provide advice as well as recommendations on matters to be considered by the Board. The designation of such committee(s) shall not operate to relieve the Board of any responsibility imposed by the 28E Agreement. Meetings of said committee(s) may be held at such time and place as the committee members may fix from time to time.

Two specific committees are recommended for consideration by the SCRAA Board:

- Communications Committee – This committee would be responsible for discussing, developing and recommending to the SCRAA Board any informational materials necessary to consistently deliver a desired message to the public. Examples of work to be assigned to this committee includes but is not limited to developing a website, designing a logo, creating informational brochures and other marketing and public information needs identified by the SCRAA Board.
- Weighting-Screening Measures Committee – This committee would be responsible for discussing and providing their advice to the SCRAA Board on the proposed weighting-screening measures tool developed by Snyder & Associates used to rank the three candidate sites. Examples of work to be assigned to this committee includes but is not limited to working with Snyder & Associates to review the existing screening measures tool, developing a summary about the screening tool and/or recommending to keep or develop a new scoring for the factors included in the screening tool.

ATTACHMENTS: Resolution

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve the resolution

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION AUTHORIZING THE CREATION OF COMMITTEES TO SERVE AT THE  
PLEASURE OF THE SOUTH CENTRAL REGIONAL AIRPORT AGENCY**

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the following resolution be adopted:

**WHEREAS**, the South Central Regional Airport Agency is governed by the agreed upon 28E Agreement between the parties; and

**WHEREAS**, the South Central Regional Airport Agency may, by resolution designate two or more of its representatives to constitute a committee; and

**WHEREAS**, the purpose of the South Central Regional Airport Agency committees may include the provision of advice and recommendations to the Board relative to the task or assignments given to it by the Board, and

**WHEREAS**, the South Central Regional Airport Agency desires to create a communications committee and a weighting-screening measures committee for the purpose of receiving advice and recommendations for future business as determined by the Board.

**NOW, THEREFORE, BE IT RESOLVED** that the South Central Regional Airport Agency hereby authorizes the creation of a communications committee and a weighting-screening measures committee.

Passed and approved this 26<sup>th</sup> day of March, 2013.

SOUTH CENTRAL REGIONAL AIRPORT AGENCY

\_\_\_\_\_  
Jim Hansen, Board Chairman

ATTEST:

\_\_\_\_\_  
Joe Warrick, Secretary/Treasurer

ITEM NO: 5

SUBJECT: Discussion and possible action on assigning item to SCRAA committees

DATE: March 26, 2013

BACKGROUND: As mentioned in the previous item, the South Central Regional Airport Agency (SCRAA) may choose to create committees, by resolution of the Board, to provide advice as well as recommendations on matters to be considered by the Board. The designation of such committee(s) shall not operate to relieve the Board of any responsibility imposed by the 28E Agreement. Meetings of said committee(s) may be held at such time and place as the committee members may fix from time to time. This item is specifically for the purpose of assigning work to those committees with the intent of having them develop recommendations and advice for the SCRAA Board in the work areas assigned.

- Executive Committee (designated within the 28E Agreement, this committee consists of the Chair, Vice-Chair and Secretary/Treasurer):
  - Develop an annual operating budget – The SCRAA is required to submit to the cities a recommended annual budget for their consideration. Staff recommends the SCRAA Board assign this item to the Executive Committee for further development and in preparation of the next Board meeting. Once an approved budget is developed, it will be submitted to Oskaloosa and Pella for their consideration.
  - Solicit an insurance quote(s) – Staff recommends the SCRAA Board review and discuss insurance coverage options for SCRAA Board members and develop a suggested course of action for coverage.
  - Solicit legal counsel – Staff recommends the SCRAA Board identify its chief legal counsel. The Executive Committee may choose to solicit RFQs or sole source the services as needed.
  - Solicit audit services – Staff recommends the SCRAA Board identify an audit firm to complete annual audit work associated with the Board's expenditure and receipt of funds.
  - Other assignments as deemed necessary by the SCRAA Board
- Communications Committee
  - Develop an SCRAA website – As the SCRAA Board continues to mature in its operations, it has become clear a single source for information related to its activities is desirable. Staff recommends the SCRAA Board develop a separate website to communicate and share information with the public.
  - Develop informational materials as needed – As the regional airport project continues to develop, a small working group of Board members should be available to develop communication and marketing tools for public distribution. Staff recommends the SCRAA Board develop a communications and marketing plan for current and future public interactions.
  - Other assignments as deemed necessary by the SCRAA Board
- Weighting-Screening Measures Committee

- Develop a recommendation on the weighting-screening measures tool presented by Snyder & Associates. It is recommended the SCRAA Board review the proposed screening tool provided by the consultant that is used to rank the three candidate sites and either concur with the tool as presented, or develop and recommend new weighting factors to use in the screening process.
- Other assignments as deemed necessary by the SCRAA Board

ATTACHMENTS:                      None

REPORT PREPARED BY: Staff

RECOMMENDED ACTION:        Approve the committee assignments.

ITEM NO: 6

SUBJECT: Discussion and possible action on designating a South Central Regional Airport Agency (SCRAA) representative to attend the 2013 Iowa Aviation Conference

DATE: March 26, 2013

BACKGROUND: The 2013 Iowa Aviation Conference occurs April 24-25, 2013 at the Sheraton West Des Moines Hotel. Staff recommends the SCRAA Board discuss the merit of sending at least one representative to attend the conference this year. Traditionally at least one city staff member and/or the consultant attends the annual conference. The registration fee associated with the conference is \$99 if registered prior to April 18, 2013.

ATTACHMENTS: Conference agenda, conference registration

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: None





## 2013 Iowa Aviation Conference

April 24- 25

Sheraton West Des Moines Hotel

### Agenda

<b><u>WEDNESDAY, April 24, 2013</u></b>	
3:00 p.m.	Registration Desk Opens
3:30 p.m.	Iowa Public Airports Association General Membership Meeting <i>All public airport representatives encouraged to attend</i>
4:00 p.m.	Exhibit Hall Opens
5:00 p.m.	Networking Reception in Exhibit Hall w/ Ticket bar & Hors d' oeuvre
6:15 p.m.	Networking Reception Ends
7:00 p.m.	FAA Pilot Safety Meeting

<b><u>THURSDAY, April 25, 2013</u></b>	
7:00 a.m.	Registration Desk Opens
7:30 a.m.	Exhibit Hall Opens
8:00 a.m.	Breakfast Buffet in Exhibit Hall
9:00 a.m.	Session 1
10:00 a.m.	Break in Exhibit Hall
10:30 a.m.	Session 2
12:00 p.m.	Luncheon in Exhibit Hall
1:00 p.m.	Session 3
2:30 p.m.	Break in Exhibit Hall
3:00 p.m.	Session 4
4:00 p.m.	Airport/FBO Roundtable
4:30 p.m.	Door Prizes / Conference Dismissed

---

For more information, call 515-727-0667 or visit [iowaairports.org](http://iowaairports.org).

# 2013 Iowa Aviation Conference

## April 24 – 25, 2013

Sheraton West Des Moines Hotel

### Attendee Registration Form

**\$99** (If registered by April 18, 2013)

**\$125** (after April 18, 2013)

Company Name \_\_\_\_\_

Name(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

E-Mail \_\_\_\_\_

Phone \_\_\_\_\_

Number Attending \_\_\_\_\_ x \$99 each

Total \_\_\_\_\_

Method of Payment

☐ Check / Money order ☐ Visa ☐ MasterCard

Credit Card # \_\_\_\_\_ 3 digit security code on back \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Mail Registration Form & Payment to:

Iowa Public Airports Association

Attn: Sue Heath

1255 SW Prairie Trail Parkway

Ankeny, IA 50023

Phone: 515-727-0667

Fax: 515-251-8657

[sheath@iowaairports.org](mailto:sheath@iowaairports.org)



**Make checks payable to: Iowa Public Airports Association**  
(Payment must accompany registration.)

Refunds of the registration fee will not be given after April 18, 2013

ITEM NO: 7

SUBJECT: Discussion and possible action on establishing a date, time, location and format for an informational meeting with the public

DATE: March 26, 2013

BACKGROUND: As a precursor to an anticipated SCRAA information meeting, the cities of Oskaloosa and Pella jointly completed the attached presentation for the public. The presentation is designed to provide the public with a timeline and summary of events from July 2010 to the present day as it relates to the regional airport project. The presentation explains why the project is necessary, what is included in the project's scope and what the public can expect going forward. The presentation provides a logical "hand-off" point for the SCRAA Board to have further discussions with the public as the project moves forward.

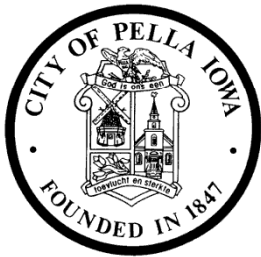
The SCRAA Board has previously discussed its desire to hold a public meeting for the purpose of sharing and receiving information with and from the public. Staff recommends the SCRAA consider options for a public information meeting, including setting a date, time and meeting format.

ATTACHMENTS: Informational presentation from the cities of Oskaloosa and Pella

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Determine a date, time, location and format to share information and meet with the public relative to the upcoming selection of a primary and alternative regional airport site.

# REGIONAL AIRPORT INFORMATIONAL MEETING



Presentation made available publicly March 6, 2013  
[www.oskaloosaiowa.org](http://www.oskaloosaiowa.org) and [www.cityofpella.com](http://www.cityofpella.com)

# General Timeline of Events

- July 2010 - Oskaloosa and Pella begin to work jointly on regional transportation projects
- March 2012 - Oskaloosa, Pella and Mahaska County approve 28E Agreement forming the South Central Regional Airport Agency (SCRAA)



Existing Oskaloosa Airport



Existing Pella Airport

# General Timeline of Events

- May/June 2012 - Cities and County appoint SCRAA members
- SCRAA board meetings begin:
  - June 2012 in Oskaloosa
    - Appoint Chair, Vice Chair, Secretary
    - Discuss RFP/SOQ for engineering services
  - August 2012 in Pella
    - Engineering firm interviews
    - Tentative selection of project engineers - Snyder & Associates
  - October 2012 in Oskaloosa
    - Resolution approving contract with Snyder & Associates
    - Discussion and finalization of criteria to evaluate candidate sites
  - January 2013 in Pella
    - Selection of three candidate sites and submittal to FAA for review

# Why is a Regional Airport Necessary?

## □ Operational Safety Concerns

### ▣ Pella Airport - Category B-II

- Does not meet minimum safety zones for Category C flights
- Required to have ground - based infrastructure for Category C aircraft landings
  - Existing Pella site is cost prohibitive to upgrade due to the following site constraints abutting the airport:
    - Highway 163
    - Residential & commercial development
  - Less expensive to build new Category C facility than upgrade existing Pella facility
  - Fewer airspace constraints at a new site

# Why is a Regional Airport Necessary?

## □ Aviation System Demand

- Addresses current and future system demands
- Once constructed the joint facility will be the 10<sup>th</sup> busiest Iowa airport

## □ Facility is included in Federal and State plans/studies

- *2012 General Aviation Airports report* - 7 regional facilities listed, the joint facility is included
  - The joint facility would rank 5th in “based” aircraft
- Iowa DOT 2012-2030 Aviation System Plan
  - Plan shows facility between Pella and Oskaloosa



# Why is a Regional Airport Necessary?

## □ **Support Local Business and Industry**

- Major employers fly Category B and C aircraft
  - Key customers use Category B and C aircraft
- Category C aircraft access east/west coasts more efficiently
  - Major employers' competition use Category C aircraft, becomes a business necessity to stay competitive
- Shared maintenance, pilots, aircraft, etc.
- Creates opportunity for successful FBO business
  - Capable of supporting a wide range of aeronautical services

# Why is a Replacement Airport Necessary?

**What Type of Aircraft  
Does a Typical  
Category C Facility  
Accommodate?**

Design Aircraft Group:  
*ARC C-II*

Approach Speed:  
*Less than 141 knots*

Wing Span:  
*Less than 79 feet*

Take off Weights:  
*Up to 60,000 pounds*



# Why is a Regional Airport Necessary?

## □ **Strengthen Regional Economic Development & Infrastructure**

- Offer safe and diverse infrastructure to public and private partners
- Enhance region's business environment for recruitment and retention
  - State supports infrastructure improvements tied to jobs and economic development

## □ **Achieve More Efficient Government Operations**

- Close two airports - operate one
  - Reduce ongoing Federal subsidy to multiple facilities
  - Shared costs borne by cities during construction and operation of facility
- Sell existing airports to help fund the joint facility

## □ **Strengthen Regional Cooperation**

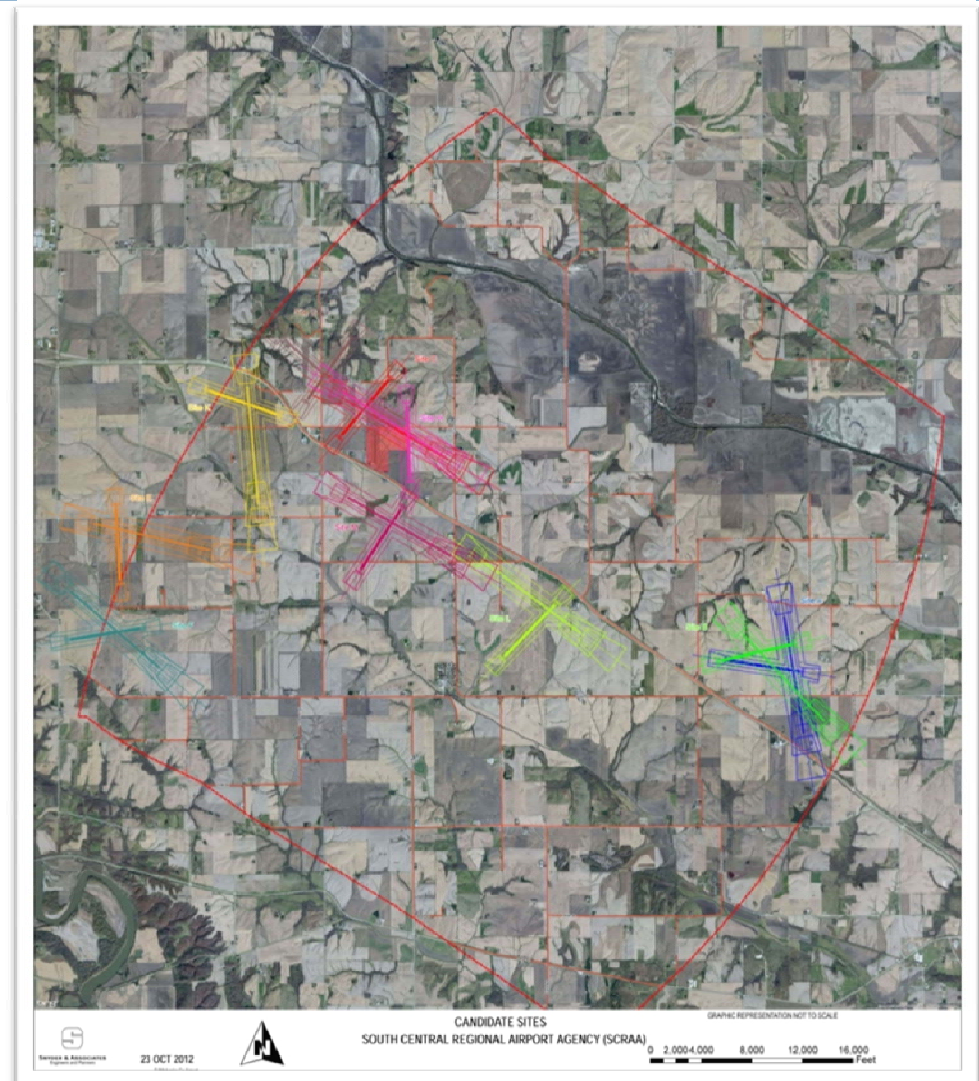
- 28E Agreement details partnership
  - Cities cost share operations based upon board representation
  - No Mahaska County financial contribution
  - Modifications to Agreement require unanimous consent of the parties

# What is the Regional Airport?

- Phase I estimated cost between \$24 - \$30 million
  - ▣ FAA grants fund up to 90% of eligible costs
- Primary runway 5,500 feet
  - ▣ Future expansion capability of 7,000 feet
- Terminal building
  - ▣ T-hangers equivalent to existing sites
  - ▣ FBO facilities
- The site will be capable of providing a precision approach landing
  - ▣ This is critical for business aviation needs in the region

# Where are we now?

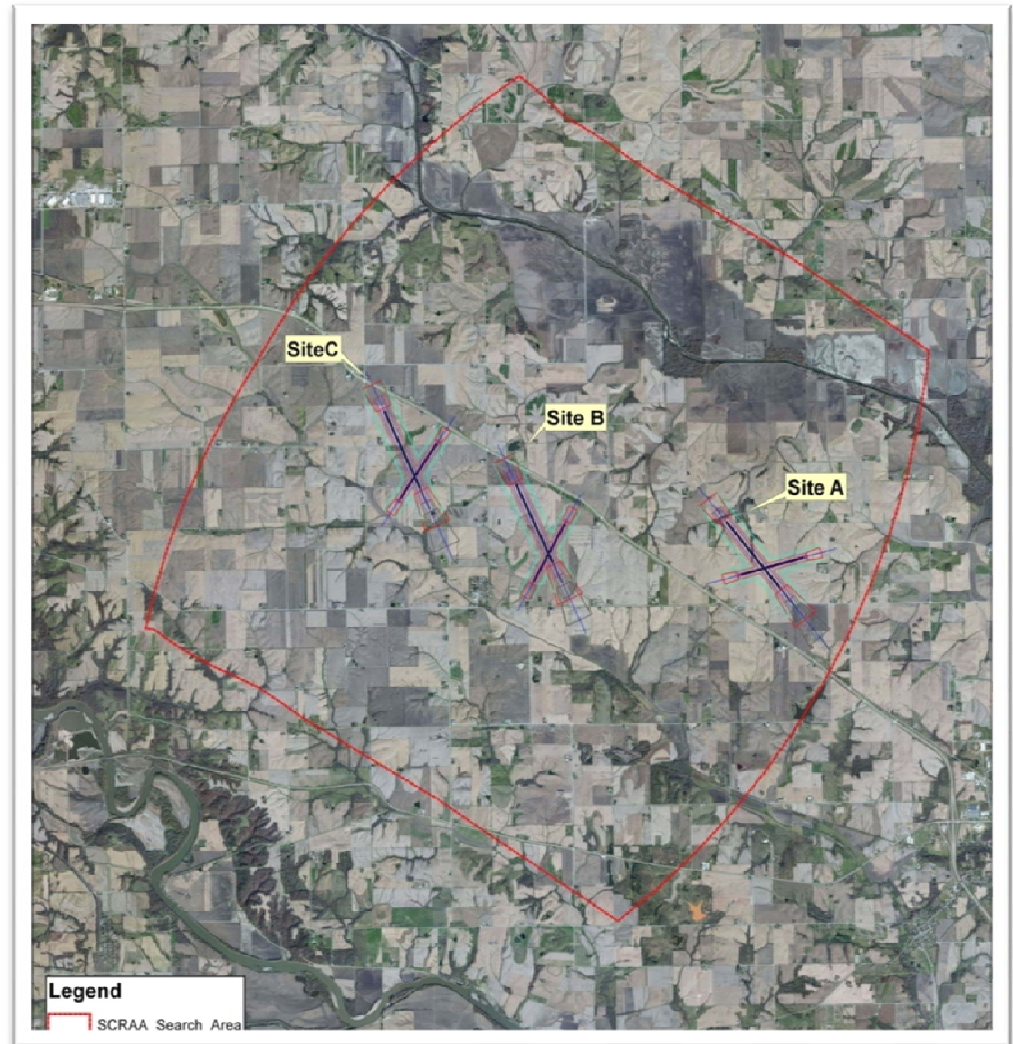
- Site Selection Process:  
October 2012 - May 2013
  - ▣ 9 sites were identified by Snyder & Associates
  - ▣ Sites rated utilizing 30 different criteria
    - Airspace restrictions, property impacts, century farms, road disconnects or relocations, runway expansion, access to Highway 163, etc.





# Where are we now?

- Site Selection Process:  
October 2012 - May 2013
  - ▣ 3 sites presented and approved by SCRAA board
    - FAA presently reviewing airspace
    - FAA comments to be taken into consideration prior to SCRAA selecting sites



# What can be Expected Next?

- FAA review and comments on three candidate sites
- SCRAA to review and rank the sites once FAA comments are provided
  - SCRAA will also review selection criteria
  - SCRAA will re-rank the sites based upon criteria
- SCRAA to select primary and alternate sites for additional FAA required studies
  - Airport Master Plan and Environmental
    - These studies generally take 18-24 months to complete
  - Land Acquisition
    - Process does not start until the studies above are completed and approved by the FAA

# Land Acquisition Process

- Cannot start acquisition discussions until Airport Master Plan and Environmental studies are completed and approved by FAA
  - ▣ Once approved, SCRAA can start acquisition discussions
- SCRAA must follow Federal regulations
  - ▣ Intent of regulations is to provide uniform and equitable treatment of impacted property owners
  - ▣ Look to Sioux Center/Orange City as a recent example
    - Acquisition process recently completed
      - Approximately two years from start to finish AFTER the environmental work was completed and approved



# QUESTIONS?

Regional Airport Presentation

Made available publicly March 6, 2013