

**SOUTH CENTRAL REGIONAL AIRPORT AGENCY**

Meeting of the Board

**February 25, 2014 - 6:00 p.m.**

Pella Public Safety Complex

614 Main Street

**Agenda**

1. Call to Order
2. Approval of the November 21, 2013 minutes
3. Call to the public (limited to 3 minutes per person)
4. Resolution No. 8 entitled, "Appointing Officer Positions for Fiscal Year 2014-15".
5. Resolution No. 9 entitled, "Approving Snyder & Associates' Sub-Contract Agreement with De Wild Grant Reckert and Associates".
6. Resolution No. 10 entitled, "Approving Fiscal Year 2014-15 Budget Submittal".
7. Update on Federal Aviation Planning Studies
8. Staff reports
9. Discussion of next meeting date/time
10. Adjourn

South Central Regional Airport Agency  
Meeting Minutes  
November 21, 2013  
6:00 P.M.

Agency members present: David Barnes, Pamela Blomgren, James Hansen, Donna Smith and Joe Warrick. Members absent: Steve Van Weelden

SCRAA Staff Present: Mike Nardini, Pella City Administrator; and Michael Schrock Jr., Oskaloosa City Manager.

Six members of the public signed the register.

Meeting called to order by Chairman Hansen at 6:00 p.m. in the Oskaloosa City Hall, Council Chambers, 220 South Market Street, Oskaloosa, IA.

It was moved by Warrick, seconded by Barnes to approve the August 27, 2013 meeting minutes. Motion carried 5-0.

Comments and questions were received from one member of the public.

The Agency received a report and presentation by Snyder & Associates, specifically on the Technical Memorandum that was reviewed and submitted to the Federal Aviation Administration (FAA). The document will be posted to the SCRAA website shortly after the FAA has received, filed and provides concurrence on the Memorandum.

The Agency discussed possible meeting dates for February and left it up to the support staff to arrange a meeting date as needed. The Agency requested a formal response to the public's questions to be shared at the next scheduled meeting. The Agency and staff discussed how financials will be presented on a quarterly basis and as budgets are developed for future fiscal years. The Agency discussed election of officers will need to be conducted at a future meeting.

There were no staff reports.

The meeting adjourned at 6:30 p.m.

Minutes by Mike Schrock

ITEM NO: 4

SUBJECT: Resolution Appointing Officer Positions for Fiscal Year 2014-15

DATE: February 25, 2014

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. Recently, the Executive Committee met to discuss this issue and is recommending the following board members to serve as officers for Fiscal Year 2014-15:

Jim Hansen, Chair (representing the City of Oskaloosa).

David Barnes, Vice Chair (representing the City of Pella).

Joe Warrick, Secretary Treasurer (representing Mahaska County).

This resolution appoints the above board members to serve as officers for a one year term beginning on July 1, 2014 and extending to June 30, 2015.

ATTACHMENTS: Resolution

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve resolution.

RESOLUTION NO. 8

RESOLUTION APPOINTING OFFICER POSITIONS FOR FISCAL YEAR 2014-15

WHEREAS, the 28E agreement establishing the South Central Regional Airport Agency (SCRAA) requires annually the Board to elect members to serve as Chair, Vice Chair, and Secretary/Treasurer; and,

WHEREAS, the 28E agreement also stipulates that each party shall be entitled to one officer position; and,

WHEREAS, the Executive Committee is recommending the following board members to serve as officers for Fiscal Year 2014-15:

Jim Hansen, Chair (representing the City of Oskaloosa)  
David Barnes, Vice Chair (representing the City of Pella)  
Joe Warrick, Secretary Treasurer (representing Mahaska County).

NOW, THEREFORE, it is hereby resolved that the Board of the South Central Regional Airport Agency appoints the above board members to serve as officers of SCRAA for a one year term beginning on July 1, 2014 and extending to June 30, 2015.

Passed and approved this 25th day of February, 2014.

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Jim Hansen, Board Chairman

ATTEST:

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Joe Warrick, Secretary/Treasurer

ITEM NO: 5

SUBJECT: Resolution Approving Snyder and Associates Sub-Contract Agreement with De Wild Grant Reckert and Associates (DGR)

DATE: February 25, 2014

BACKGROUND:

On October 11, 2012, the South Central Regional Airport Agency (SCRAA) approved a professional services agreement with Snyder & Associates, Inc. for completion of the aviation planning studies required by the Federal Aviation Administration (FAA) for the proposed regional airport. Recently, Mr. Jerry Searle who is the SCRAA's principle contact for the planning studies, left employment with Snyder & Associates and joined the aviation department at De Wild Grant Reckert and Associates (DGR). After evaluating the status of the planning studies, Snyder & Associates has reached a sub-contracting agreement with DGR to complete the remaining aviation planning studies for the SCRAA.

In considering Snyder & Associates' agreement with DGR, the following information is relevant:

1. Under the terms of the SCRAA's existing contract with Snyder & Associates, the consultant has the exclusive right to sub-contract out any portion of the aviation planning studies.
2. Snyder & Associates has informed staff that Jerry Searle will continue to serve as the SCRAA's principle contact for the aviation planning studies. In addition, it is staff's understanding all the existing sub-consultants for the planning studies will be retained by DGR.
3. There is no additional cost to the SCRAA as a result of Snyder & Associates subcontracting the planning studies to DGR.
4. Snyder & Associates does not believe there will be any delays in completing the aviation planning studies which would be attributed to their sub-contract with DGR.

The Executive Committee recently met to review Snyder & Associates' sub-contracting agreement with DGR. After evaluating the proposal, the Executive Committee is recommending the SCRAA Board approve a resolution which acknowledges and approves the Snyder & Associates sub-contract agreement with DGR.

This resolution acknowledges Snyder & Associates' sub-contract arrangement with DGR. In addition, it also approves continuation of the SCRAA's existing contract with Snyder & Associates for completion of the remaining FAA planning studies.

ATTACHMENTS: Resolution

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve resolution.

RESOLUTION NO. 9

RESOLUTION APPROVING SNYDER & ASSOCIATES' SUB-CONTRACT AGREEMENT  
WITH DE WILD GRANT RECKERT AND ASSOCIATES

WHEREAS, on October 11, 2012, the South Central Regional Airport Agency (SCRAA) approved a professional services agreement with Snyder & Associates, Inc. for completion of the aviation planning studies required by the Federal Aviation Administration (FAA) for the proposed regional airport; and,

WHEREAS, Mr. Jerry Searle who is the SCRAA's principle contact for the planning studies, left employment with Snyder & Associates and joined the aviation department at De Wild Grant Reckert and Associates (DGR); and,

WHEREAS, Snyder & Associates has reached a sub-contracting agreement with DGR to complete the remaining aviation planning studies for the SCRAA); and,

WHEREAS, under the terms of the SCRAA's existing contract with Snyder & Associates, the consultant has the exclusive right to sub-contract out any portion of the aviation planning studies; and,

WHEREAS, Snyder & Associates has informed staff that Jerry Searle will continue to serve as the SCRAA's principle contact for the aviation planning studies; and,

WHEREAS, the Executive Committee recently met to review Snyder & Associates' sub-contracting agreement with DGR; and,

WHEREAS, the Executive Committee is recommending continuation of the SCRAA's existing contract with Snyder & Associates for completion of the remaining aviation planning studies.

NOW, THEREFORE, it is hereby resolved that the Board of the South Central Regional Airport Agency acknowledges and approves of Snyder & Associates' sub-contractual arrangement with DGR.

Passed and approved this 25th day of February, 2014.

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Jim Hansen, Board Chairman

ATTEST:

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Joe Warrick, Secretary/Treasurer

ITEM NO: 6

SUBJECT: Resolution Approving Fiscal Year 2014-15 Budget Submittal

DATE: February 25, 2014

**BACKGROUND:**

Annually, the South Central Regional Airport Agency is required to submit a proposed operating and capital budget for consideration to the City of Oskaloosa and the City of Pella. Recently, the Executive Committee met to discuss and develop the Agency's proposed Fiscal Year 2014-15 Budget. This resolution adopts the proposed budget developed by the Executive Committee and authorizes submittal to the respective cities. Listed below is the proposed Fiscal Year 2014-15 Budget:

**Fiscal Year 2014-15 Proposed Budget**

***Operating Expenditures***

Insurance	\$	5,500
Audit		4,200
Legal		3,000
Training/Conferences		900
Mileage Reimbursement		750
Website Maintenance		500
Miscellaneous		<u>250</u>

**Total Operating Expenditures**      \$      **15,100**

***Capital Expenditures***

Federal Aviation Administration  
Planning Studies: Master Plan  
and Environmental Assessment      \$      **214,000** \*

\* 90% of the planning studies are funded with entitlement funds from the Federal Aviation Administration.

ATTACHMENTS: Resolution

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve resolution.

RESOLUTION NO. 10

RESOLUTION APPROVING FISCAL YEAR 2014-15 BUDGET AND AUTHORIZING  
SUBMITTAL TO THE CITY OF OSKALOOSA AND THE CITY OF PELLA.

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

WHEREAS, the Executive Committee met to discuss and develop the proposed Fiscal Year 2014-15 Budget; and,

WHEREAS, the proposed Fiscal Year 2014-15 Budget is as follows:

***Operating Expenditures***

Insurance	\$ 5,500
Audit	4,200
Legal	3,000
Training/Conferences	900
Mileage Reimbursement	750
Website Maintenance	500
Miscellaneous	<u>250</u>
<b>Total Operating Expenditures</b>	<b>\$ <u>15,100</u></b>

***Capital Expenditures***

Federal Aviation Administration  
Planning Studies: Master Plan,  
and Airport Layout Plan \$ 214,000\*

\* 90% of the planning studies are funded with entitlement funds from the Federal Aviation Administration.

NOW, THEREFORE, it is hereby resolved by the Board of the South Central Regional Airport Agency that the proposed Fiscal Year 2014-15 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 25th day of February, 2014.

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Jim Hansen, Board Chairman

ATTEST:

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Joe Warrick, Secretary/Treasurer