

SOUTH CENTRAL REGIONAL AIRPORT AGENCY

Meeting of the Board

November 21, 2019 – 6:00 p.m.

Pella Public Safety Complex

614 Main Street

Agenda

1. Call to Order.
2. Call to the public (limited to 3 minutes per person).
3. Approval of Minutes from September 12, 2019.
4. Resolution No. 36 approving Amendment #3 for Task Order #1 and Amendment #1 for Task Order #3 with HDR Engineering, Inc.
5. Resolution No. 37 approving Task Order #12 with HDR Engineering, Inc. and Engagement Agreement with Ahlers & Cooney P.C. regarding the request for federal release for the Pella Municipal Airport
6. Resolution No. 38 authorizing the SCRAA Executive Committee to approve Change Orders with HDR Engineering, Inc.
7. Resolution No. 39 authorizing the SCRAA Executive Committee to establish a checking account
8. Staff reports.
9. 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.
10. Action may be taken on any item discussed in Closed Session after the Closed Session.
11. 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.
12. Action may be taken on any item discussed in Closed Session after the Closed Session.
13. Discussion of next meeting date/time.
14. Adjourn.

South Central Regional Airport Agency
Meeting Minutes
September 12, 2019

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

SCRAA Staff Present: Mike Nardini, Pella City Administrator, Mike Schrock, Oskaloosa City Manager, and Amy Beattie, SCRAA Legal Counsel.

Meeting called to order by Chairman Barnes at 6:00 p.m. in the Oskaloosa Council Chambers, 220 South Market Street, Oskaloosa, Iowa.

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

It was moved by Hansen, seconded by Blomgren to approve the June 6, 2019 and June 21, 2019 meeting minutes. Motion carried 6-0.

Jerry Searle, HDR Engineering Inc. provided the Committee updates on the grant offer and agreement for work associated with land acquisition; as well as an update on the Federal Release at the Oskaloosa Airport. No action taken.

It was moved by Pinney, seconded by Blomgren to approve the Resolution entitled, "Resolution approving Amendment No. 2 to Task Order 2: OOA Federal Land Release." Motion carried 6-0.

It was moved by Hansen, seconded by Blomgren to direct Jerry Searle, HDR Engineering, Inc. to compose a letter to Mahaska County thanking them for identifying a communication tower site near Beacon, Iowa that does not conflict with and affect the regional airport project approach minimums. The letter should also encourage Mahaska County to avoid sites that do conflict with approach minimums in the event the Beacon site does not work for the communication tower project. Motion carried 6-0.

No staff reports presented.

It was moved by Gaul, seconded by Blomgren at 6:15 p.m. to enter into Closed Session under Code of Iowa; Chapter 21 Section 5 sub paragraph 1.c. to discuss strategy with legal counsel on a matter presently in litigation or in which litigation is imminent, where disclosure would be likely to prejudice or disadvantage the Agency's position. 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 6:48 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 6:50 p.m.

Minutes prepared by Mike Schrock

ITEM NO: 4

SUBJECT: Resolution Approving Amendment #3 for Task Order #1 and Amendment #1 for Task Order #3 with HDR Engineering, Inc.

DATE: November 21, 2019

BACKGROUND:

This resolution approves the following Task Order Amendments with HDR Engineering, Inc.

Task Order #1, Amendment #3

Task Order #1 was originally approved for the purpose of conducting a public information meeting to satisfy Iowa Code Chapter 6B requirements. Amendment #3 under consideration is for the purpose of conducting additional general planning tasks. The estimated not-to-exceed fee of \$21,024 is for consulting fees not allocated to any Task Order through June 30, 2020.

If approved by the Board, HDR's revised contract amount would be \$99,709 for this task order.

Original Contract	\$	24,749
Amendment #1		34,006
Amendment #2		19,930
Amendment #3		<u>21,024</u>
Revised Contract	\$	<u>99,709</u>

Task Order #3, Amendment #1

Task Order #3 was originally approved for land acquisition services specifically for the Vos parcels. Amendment #1 under consideration is for the purpose of additional work associated with negotiations and FAA coordination related to "drop dead" date to get the project under grant in FFY 2019. If approved, HDR Engineering would continue to assist with partial drawdowns/final drawdown as these projects may require one or more efforts leading to the project being closed out. The estimated not-to-exceed fee for this amendment is \$9,997. If approved by the Board, HDR's revised contract amount would be \$42,853 for this task order.

Original Contract	\$	32,856
Amendment #1		<u>9,997</u>
Revised Contract	\$	<u>42,853</u>

ATTACHMENTS: Resolution, Task Order #1 Amendment #3, Task Order #3 Amendment #1

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve resolution

RESOLUTION NO. 36

RESOLUTION APPROVING AMENDMENT #3 FOR TASK ORDER #1 AND AMENDMENT #1 FOR TASK ORDER #3 WITH HDR ENGINEERING, INC.

WHEREAS, the South Central Regional Airport Agency (SCRAA) originally approved Task Order #1 with HDR Engineering, Inc. on December 13, 2017; and

WHEREAS, the SCRAA subsequently approved Amendment #1 on October 29, 2018; and

WHEREAS, the SCRAA subsequently approved Amendment #2 on June 6, 2019; and

WHEREAS, Amendment #3 to Task Order #1 is for the purpose of additional planning and engineering tasks at a not-to-exceed cost of \$21,024; and

WHEREAS, the total contract amount for Task Order #1 after approval of Amendment #3 is \$99,709; and

WHEREAS, the South Central Regional Airport Agency (SCRAA) originally approved Task Order #3 with HDR Engineering, Inc. on October 29, 2018; and

WHEREAS, Amendment #1 to Task Order #3 is for the purpose of additional work associated with negotiations and FAA coordination related to the grant requirements at a not-to-exceed cost of \$9,997; and

WHEREAS, the total contract amount for Task Order #3 after approval of Amendment #1 is \$42,853; and

NOW, THEREFORE, it is hereby resolved by the Board of the SCRAA that the proposed Amendment #3 to Task Order #1 and the proposed Amendment #1 to Task Order #3 be approved. The Board Chairperson is hereby authorized to execute the proposed amendments on behalf of the SCRAA.

Passed and approved this 21st day of November, 2019.

Dr. David Barnes, Board Chairperson

ATTEST:

Secretary/Treasurer

AMENDMENT 3 TO TASK ORDER NO. 1

THIS AMENDMENT #3 TO Task Order No. 1 is made by and between South Central Regional Airport Agency (SCRAA) ("OWNER") and HDR Engineering, Inc. (HDR) ("ENGINEER").

WHEREAS, OWNER and ENGINEER entered into Task Order No. 1, dated January 15, 2018; and

WHEREAS, OWNER and ENGINEER wish to amend Task Order No. 1 as contained herein.

OWNER and ENGINEER hereby agree as follows:

1.1 Task Order No. 1 is hereby amended as follows:

Section 2.0 Scope of Work shall be modified to include the following:
Additional Planning and Engineering tasks

IN WITNESS WHEREOF, the parties hereto have executed this Amendment #3 to Task Order No. 1 and accept all of the modifications contained herein, this ____ day of _____, 2019.

"OWNER"

BY: _____

NAME: David Barnes

TITLE: Chair

"ENGINEER"

BY: Jason L Kjenstad

NAME: Jason Kjenstad

TITLE: Vice President

HDR

Personnel		Jerry Seale			Carla Schwebach							
Rate Category/Description		FAA Lead			Accountant						Total Hours	Total Cost
Direct Rate		\$65.77			\$37.65							
TASK 6 -- General Planning/Engineering Services												
		100			10						110	\$ 6,954
Subtotals		100			10						110	\$ 8,954
											Task Expenses	\$ 500
											Task Total Cost	\$ 7,454
											Direct Labor	\$ 6,954
											Overhead (155.44%)	\$ 10,808.52
											Total Labor	\$ 17,762.02
											Fixed Fee (15%)	\$ 2,664.30
											Facilities Capital Cost of Money (.5525%)	\$ 98.14
											Total Expenses	\$ 500
											Total Cost	\$ 21,024
Expenses												
TASK 6 -- General Planning/Engineering Services		Direct Expenses										
Direct Expenses		Direct Expenses										
Mileage	\$500.00	Mileage										
Printing		Printing										
Total Direct Costs	\$500.00	Total Direct Costs										

AMENDMENT 1 TO TASK ORDER NO. 3

THIS AMENDMENT #1 TO Task Order No. 3 is made by and between South Central Regional Airport Agency (SCRAA) ("OWNER") and HDR Engineering, Inc. (HDR) ("ENGINEER").

WHEREAS, OWNER and ENGINEER entered into Task Order No. 3, dated November 16, 2018; and

WHEREAS, OWNER and ENGINEER wish to amend Task Order No. 3 as contained herein.

OWNER and ENGINEER hereby agree as follows:

1.1 Task Order No. 3 is hereby amended as follows:

Section 2.0 Scope of Work shall be modified to include the following:
Additional land acquisition tasks

IN WITNESS WHEREOF, the parties hereto have executed this Amendment #1 to Task Order No. 3 and accept all of the modifications contained herein, this ____ day of _____, 2019.

"OWNER"

BY: _____

NAME: David Barnes

TITLE: Chair

"ENGINEER"

BY: Jason L. Kjenstad

NAME: Jason Kjenstad

TITLE: Vice President

H2R

South Central Regional Airport Agency | Task Order **3** - Amendment 1

Personnel		Jerry Searle	Todd Muehlich		Carla Schweback							
Rate Category/Description												
Direct Rate		FAA Lead	ROW Specialist		Accountant						Total Hours	Total Cost
		\$65.77	\$42.74		\$37.65							
TASK 5 – Additional Land Acquisition Services												
		32	20		10						62	\$ 3,336
Subtotals		32	20		10						62	\$ 3,336
											Task Expenses	\$ 150
											Task Total Cost	\$ 3,486
											Direct Labor	\$ 3,336
											Overhead (155.44%)	\$ 5,185.48
											Total Labor	\$ 8,521.48
											Fixed Fee (15%)	\$ 1,278.22
											Facilities Capital Cost of Money (.5525%)	\$ 47.08
											Total Expenses	\$ 150
											Total Cost	\$ 9,997
Expenses												
TASK 5 – Additional Land Acquisition Services												
Direct Expenses		Direct Expenses										
Mileage	\$150.00	Mileage										
Printing		Printing										
Total Direct Costs	\$150.00	Total Direct Costs										

ITEM NO: 5

SUBJECT: Resolution Approving Task Order #12 with HDR Engineering, Inc. and an Agreement with the Ahlers Law Firm regarding the request for federal release for the Pella Municipal Airport

DATE: November 21, 2019

BACKGROUND:

This resolution approves Task Order #12 with HDR Engineering and an agreement with the Ahlers Law to complete the Request for Federal Release of Pella Municipal Airport real estate.

Jerry Searle, consultant with HDR, will be present to overview the specific work to be performed as a result of this proposed Task Order. Listed below is financial overview of this task order:

Proposed HDR Fees	\$ 99,978.27
Legal Fees	<u>6,900.00</u>
Total Proposed Fee	<u>\$106,878.27</u>

ATTACHMENTS: Resolution, Task Order, Ahlers Agreement

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve resolution

RESOLUTION NO. 37

RESOLUTION APPROVING TASK ORDER #12 WITH HDR ENGINEERING, INC. AND ENGAGEMENT AGREEMENT WITH AHLERS & COONEY P.C. REGARDING THE REQUEST FOR FEDERAL RELEASE FOR THE PELLA MUNICIPAL AIRPORT

WHEREAS, the South Central Regional Airport Agency (SCRAA) approved an engineering services agreement with HDR Engineering, Inc. on November 15, 2017; and

WHEREAS, the Federal Aviation Administration's (FAA) process to dispose of federally obligated land must follow specific regulations including FAA Order 5190.6B, Chapter 22; and

WHEREAS, HDR Engineering, Inc. has proposed Task Order #12 to satisfy all procedural requirements for release and disposal of the Pella Municipal Airport real estate; and

WHEREAS, the proposed fees by HDR Engineering, Inc. for this Task Order are a not-to-exceed amount of \$99,978.27; and

WHEREAS, Ahlers & Cooney, P.C. has proposed an Engagement Agreement for the purpose of reviewing and providing a legal opinion regarding the status of the property located within the Pella Municipal Airport; and

WHEREAS, the proposed fees by Ahlers & Cooney, P.C. for this Engagement Agreement are a not-to-exceed amount of \$6,900.00; and

NOW, THEREFORE, it is hereby resolved by the Board of the SCRAA that the proposed Task Order #12 with HDR Engineering, Inc. and the Engagement Letter with Ahlers & Cooney, P.C. be approved. The Board Chairperson is hereby authorized to execute the proposed amendment on behalf of the SCRAA.

Passed and approved this 21st day of November, 2019.

Dr. David Barnes, Board Chairperson

ATTEST:

Secretary/Treasurer

Exhibit A

Task Order 07: Request for Federal Release Pella Municipal Airport Pella Airport Scope of Work

This task order pertains to an Agreement by and between South Central Regional Airport Agency (SCRAA), Owner, and HDR Engineering, Inc. ("Engineer"), dated November 17, 2017, ("the Agreement"), Engineer shall perform the services on the project described below as provided herein and in the Agreement. This task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 07

PROJECT NAME: South Central Regional Airport Development

PART 1.0 PROJECT DESCRIPTION:

The City of Pella owns and operates the Pella Municipal Airport. The City will retain the services of Ahlers Cooney P.C. to review the abstract and other title history for the property to be shown on the Exhibit "A" Airport Property Map. All land as shown on the Exhibit "A" Airport property map is considered federal obligated regardless by the manner by which it was acquired.

The City of Pella recognizes that it must address contractual obligations related to federal assurances as set forth between the City and FAA. Prior to disposal of federally obligated real estate, the city is required to prepare and submit to FAA for approval "Request for Release". FAA Order 5190.6B, "Airport Compliance Manual", Chapter 22 "Releases for Federal Obligations" outlines the documentation and procedural steps required. The release documentation will be based on an FAA approved Exhibit "A" Airport Property Map. The Exhibit "A" Airport Property Map on file with FAA was prepared in 1995.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

1. EXHIBIT "A" AIRPORT PROPERTY MAP

The Engineer will prepare an Exhibit "A" Airport Property Map based on information provided by Ahlers Cooney PC (Attorney). The attorney will:

- Review the current Exhibit A on file with FAA.
- Review the abstract and other title history related to the Pella Municipal Airport
- Prepare a legal opinion regarding the current and future status of the property to be shown on the Exhibit A.

The Engineer will develop the Exhibit "A" Airport Property Map in accordance with guidance provide in FAA SOP 3.0. The Exhibit "A" Airport Property map must be accepted by FAA before a partial or full release can be considered.

The attorney will contract with the City of Pella. The City will verify that the Title opinion prepared by the Attorney is in accordance with guidance provided in FAA Order 5190.6B.

2. Survey

The Engineer will contract with Garden and Associates (Surveyor) to provide an outer boundary survey and legal description of airport property as shown on the Exhibit "A" Airport Property map. If there is airport real estate as shown on the Exhibit A that is not needed to support current airport operations, the City may consider requesting a partial release from federal obligations. At present, a determination regarding land for which there is no "aeronautical purpose" has not been made. If there is one or more parcels of property for which there is not aeronautical purpose and the City decides to dispose of such parcels, the Surveyor will be tasked with preparing a plat of survey and legal description for each of those areas.

3. Archaeological/Historic Surveys

The FONSI issued (6-9-2017) by FAA requires an archaeological survey be undertaken in the SE corner of the airport and coordination with the Iowa State Historic Preservation Office (SHPO) be completed prior to any of the airport real estate or assets that are federally obligated could be released. This work would be initiated in the spring of 2020. The Engineer will contract with Wapsi Valley to complete this task.

The disposal of airport assets and the ultimate closure of the Pella Municipal Airport was included in the Environmental Assessment (EA) prepared for the South Central Regional Airport-Replacement Airport.

4. Appraisal (s)

Where the disposal of real estate is expect to exceed one million dollars, FAA requires two (2) appraisals and a review appraisal. The appraisal reports are good for six (6) months after which FAA may require they be updated. Since a determination has not been made regarding how many parcels or when such parcels may be released and disposed of, an amendment to this (Task Order 07) will be required prior to the work being initiated. The number of amendments will vary subject to the number of parcels and when the City decides to dispose of one or more parcels. The Engineer will retain the services of Commercial Appraisers of Iowa to prepare the Appraisal and Brian Linnemeyer to provide the review Appraisal. If an additional appraisal is needed, the Engineer may use the services of Iowa Appraisal and Research.

The appraisal reports will be prepared in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) and FAA guidance.

5. Release from Federal Obligations

The Engineer will summarize why the release of non-aeronautical land in each phase is being requested and provide a time line for the partial disposal and ultimate closure of the airport. The Engineer will provide an inventory of assets acquired with state and or federal assistance. The Request for Release will describe the Fair Market Value (FMV) (based on fair market value appraisal) of assets to be disposed of or transferred to the South Central Regional Airport Agency (SCRAA). The Engineer will describe the project benefit related to the disposal or transfer of assets. It is understood the revenue generated will be reinvested

in accordance with FAA requirements in the proposed South Central Regional Airport. The Engineer will submit the report and supporting documentation to the City of Pella and FAA for review and comment. The FAA Central Region (upon receiving an acceptable document) will coordinate with the FAA Associate Administrator for Airports and if approved, publish the determination in the federal register. Obligated airport property being disposed of must be appraised at the highest and best use.

The Engineer will provide for the coordination of efforts undertaken by the attorney, land surveyor and appraisers. In addition the Engineer will coordinate and assist in negotiation with FAA as may be required.

6. Budget

The scope of work includes tasks 1 through 5, shown on the Attachment 1. Since the effort required to complete cannot be fully determined, it is expected Task Order 07 may be amended from time to time to account for additional as may be required.

This Task Order is executed this _____ day of _____, 20____.

SOUTH CENTRAL REGIONAL AIRPORT AGENCY

HDR ENGINEERING, INC.

“OWNER”

“ENGINEER”

BY:

BY:



NAME:

David Barnes

NAME:

Jason Kjenstad

TITLE:

Chair

TITLE:

Vice President

ADDRESS:

825 Broadway Street

ADDRESS:

6300 S. Old Village Place,
Ste 100

Pella, IA 50219

Sioux Falls, SD 57108

ATTACHMENT 1



South Central Regional Airport Agency | Task Order 7 - Oskaloosa Municipal Airport Land Release

Personnel	Steve Hoff	Jerry Searle	Dave Rupiper	Eric Hanson	Carla Schwebach	Christina Henze							
Rate Category/Description	Project Principal	FAA Lead	Lead Designer	Airport Engineer	Accountant	Admin Assistant							
Direct Rate	\$93.64	\$67.54	\$49.14	\$66.96	\$38.78	\$25.59							
												Total Hours	Total Cost
TASK 1 – Exhibit A/Project Management													
Project Setup and Close-Out	1				4	4						9	\$ 351
Project Accounting and Invoicing					10							10	\$ 388
Project Coordination w/ Client		24										24	\$ 1,621
Exhibit A		8	20	4								32	\$ 1,791
Subtotals	1	32	20	4	14	4						75	\$ 4,151
												Task Expenses	
												Task Total Cost	\$ 4,151
TASK 2 –Release from Federal Obligations													
		136	24	4								164	\$ 10,633
Subtotals		136	24	4								164	\$ 10,633
												Task Expenses	\$ 2,000
												Task Total Cost	\$ 12,633
TASK 3 – Sub - Survey													
		4										4	\$ 270
Subtotals		4										4	\$ 270
												Task Expenses	\$ 20,000
												Task Total Cost	\$ 20,270
TASK 4 – Sub - Archaeological/Historic Surveys													
		4											\$ 270
Subtotals		4										4	\$ 270
												Task Expenses	\$ 12,000
												Task Total Cost	\$ 12,270
TASK 5 – Sub - Appraisals													
		4										4	\$ 270
Subtotals		4										4	\$ 270
												Task Expenses	\$ 19,700
												Task Total Cost	\$ 19,970
Totals	1	180	44	8	14	4						251	\$ 15,594
												Direct Labor	\$ 15,594
												Overhead (155.44%)	\$ 24,239.25
												Total Labor	\$ 39,833.21
												Fixed Fee (15%)	\$ 5,974.98
												Facilities Capital Cost of Money (.5525%)	\$ 220.08
												Total Expenses	\$ 53,950
												Total Cost	\$ 99,978.27
Expenses													
TASK 1 – Exhibit A/Project Management				TASK 2 –Release from Federal Obligation				TASK 3 – Sub - Survey				TASK 4 – Sub - Archeological	
Direct Expenses				Direct Expenses				Direct Expenses				Direct Expenses	
Mileage	\$200.00			Mileage	\$1,500.00			Garden	\$20,000.00	Wapsi Valley		\$12,000.00	
Garden				Printing	\$500.00								
Printing	\$50.00												
Total Direct Costs		\$250.00		Total Direct Costs		\$2,000.00		Total Direct Costs		\$20,000.00		Total Direct Costs \$12,000.00	
TASK 5 –Sub - Appraisal													
Direct Expenses												Total Hours 251	
Commercial Appraisers		\$12,000.00											
Linnemeyer		\$3,200.00											
Iowa Research & Appraisal		\$4,500.00											
Total Direct Costs		\$19,700.00										Total Cost \$99,978.27	

Direct Labor \$ 15,594

Overhead (155.44%) \$ 24,239.25

Total Labor \$ 39,833.21

Fixed Fee (15%) \$ 5,974.98

Facilities Capital Cost of Money (.5525%) \$ 220.08

Total Expenses \$ 53,950

Total Cost \$ 99,978.27

Expenses

TASK 1 – Exhibit A/Project Management

TASK 2 –Release from Federal Obligation

TASK 3 – Sub - Survey

TASK 4 – Sub - Archeological

Direct Expenses

Direct Expenses

Direct Expenses

Direct Expenses

Mileage

\$200.00

Mileage

\$1,500.00

Garden

\$20,000.00

Wapsi Valley

\$12,000.00

Garden

\$50.00

Printing

\$500.00

Total Direct Costs

\$250.00

Total Direct Costs

\$2,000.00

Total Direct Costs

\$20,000.00

Total Direct Costs \$12,000.00

TASK 5 –Sub - Appraisal

Direct Expenses

Total Hours

251

Commercial Appraisers

\$12,000.00

Linnemeyer

\$3,200.00

Iowa Research & Appraisal

\$4,500.00

Total Direct Costs

\$19,700.00

Total Cost

\$99,978.27



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Kristine Stone

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October 25, 2019

South Central Regional Airport Authority
(SCRAA)
c/o Mike Nardini
Pella City Administrator
825 Broadway Street
Pella, IA 50219

Sent via email only:
mnardini@cityofpella.com

RE: Engagement Agreement – Pella Municipal Airport Property Inquiry

Dear Mike:

The purpose of this engagement letter is to confirm the terms of our Firm's engagement and to explain our billing practices. Upon SCRAA's acceptance, this letter will serve as a memorandum of the terms of the engagement of this Firm to serve as counsel for the purpose of reviewing and providing a legal opinion regarding the status of the property located within the Pella Municipal Airport.

We are pleased to undertake this representation. The fees charged by the Firm for this representation will be based on the current hourly rate of the person performing the service at the time services are performed. The Firm's billing rates are reviewed, and sometimes revised, annually in January. I will be primarily responsible for this matter, and Conner Wasson may also assist. My current rate is \$230 per hour and Conner's rate is \$210 per hour. As always, we will work to prevent any duplication of efforts. Out-of-pocket expenses including, but not limited to, photocopying expenses, would be in addition to the hourly charges and will also be billed separately on our statements. We will forward itemized statements of services rendered on a monthly basis to your attention. If payment is not rendered in a timely fashion, the Firm reserves the right to immediately terminate its representation.

The scope of services to be provided in this representation specifically include the following items:

- Review the current Exhibit A on file with FAA for the Pella Municipal Airport campus
- Review the abstract and other title history for the property shown on Exhibit A

October 25, 2019

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- Prepare a legal opinion regarding the current and future status of the property shown on Exhibit A

Based on this specific scope of services, I estimate this work to take 30 hours and our total fees to be \$6,900. If at any time we believe our fees will be in excess of this estimate, we will seek your approval before proceeding further with this particular matter.

Please indicate your approval and acceptance of the above referenced terms and conditions of our engagement by signing, dating, and returning a copy of this letter to me. Should you have any questions or concerns about our proposed terms and conditions, please do not hesitate to contact me. We look forward to working with you and your staff on this matter.

APPROVAL

Please carefully review the terms and conditions of this Agreement. **If this Agreement accurately reflects the terms of this particular engagement, please obtain approval by the SCRAA board, and execute, date and return to me the enclosed copy of this Agreement. Please retain the original for your file.**

If you have questions regarding any aspect of the above or our representation, please do not hesitate to contact me.

Sincerely,

AHLERS & COONEY, P.C.

By *Kristine Stone*

Kristine Stone

Accepted and approved by:

SCRAA Board

Dated: _____

ITEM NO: 6

SUBJECT: Resolution Authorizing the SCRAA Executive Committee to approve Change Orders with HDR Engineering, Inc.

DATE: November 19, 2019

BACKGROUND:

This resolution authorizes the SCRAA Executive Committee to approve Change Orders with HDR Engineering, Inc. The reason this request is being made is due to the infrequency of SCRAA Board meetings. Unfortunately, infrequent meetings makes it difficult to approve change orders in a timely fashion, which has the potential to cause delays in the land acquisition process.

It is important to note, this resolution requires the Executive Committee to secure financing before approving any change order. Secondly, the resolution also requires the Executive Committee to update the SCRAA board of any approved change orders at the next regularly scheduled meeting.

ATTACHMENTS: Resolution

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve resolution

RESOLUTION NO. 38

RESOLUTION AUTHORIZING THE SCRAA EXECUTIVE COMMITTEE TO APPROVE CHANGE ORDERS WITH HDR ENGINEERING, INC.

WHEREAS, the South Central Regional Airport Agency (SCRAA) approved an engineering services agreement with HDR Engineering, Inc. on November 15, 2017; and

WHEREAS, HDR is currently providing engineering and land acquisition services for the SCRAA through approved Task Orders; and

WHEREAS, the SCRAA's regular meetings are held on a quarterly basis; and

WHEREAS, it is important to have Task Order change orders approved in a timely manner to avoid potential delays in the project.

NOW, THEREFORE, it is hereby resolved by the Board of the SCRAA that the Executive Committee of the SCRAA is authorized to approve Change Orders with HDR Engineering, Inc. as long as financing for the Change Order is secured prior to approval; and

BE IT FURTHER RESOLVED that the Executive Committee must provide a summary of approved Change Orders to the SCRAA board at their next regularly scheduled meeting.

Passed and approved this 21st day of November, 2019.

Dr. David Barnes, Board Chairperson

ATTEST:

Secretary/Treasurer

ITEM NO: 7

SUBJECT: Resolution Authorizing the SCRAA Executive Committee to establish a checking account

DATE: November 19, 2019

BACKGROUND:

This resolution authorizes the SCRAA Executive Committee to establish a checking account for the SCRAA. This account will be used for all SCRAA business related matters.

It is important to note; the resolution also requires the Executive Committee to review the policies and procedures for the SCRAA's checking account with the SCRAA Board once it is established.

ATTACHMENTS: Resolution

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve resolution

RESOLUTION NO. 39

RESOLUTION AUTHORIZING THE SCRAA EXECUTIVE COMMITTEE TO ESTABLISH A CHECKING ACCOUNT

WHEREAS, the Executive Committee would like to establish a separate checking account dedicated for all SCRAA business related matters.

NOW, THEREFORE, it is hereby resolved by the Board of the SCRAA that the SCRAA Executive Committee is authorized to establish a checking account for the SCRAA; and

BE IT FURTHER RESOLVED that the Executive Committee is required to review the policies and procedures for the SCRAA checking account with the SCRAA Board once the account is established.

Passed and approved this 21st day of November, 2019.

Dr. David Barnes, Board Chairperson

ATTEST:

Secretary/Treasurer