

SOUTH CENTRAL REGIONAL AIRPORT AGENCY

Meeting of the Board

August 27, 2013 - 6:00 p.m.

Pella Public Safety Complex

614 Main Street

Agenda

1. Call to Order
2. Approval of the May 23, 2013 minutes
3. Call to the public (limited to 3 minutes per person)
4. Update on Federal Aviation Planning Studies by Snyder and Associates
5. Communication Committee Update
6. Resolution approving FY 13-14 Budget Submittal.
7. Resolution authorizing Board Chairman to sign documents for the Federal Aviation Administration.
8. Future agenda items
9. Staff reports
10. Discussion of next meeting date/time
11. Adjourn

South Central Regional Airport Agency
Meeting Minutes
Thursday, May 23, 2013
6:00 P.M. George Daily Auditorium
1800 North 3rd Street
Oskaloosa, Iowa

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.

Meeting called to order by Chairman Hansen at 6:00 p.m. in the George Daily Auditorium, 1800 North 3rd Street, Oskaloosa, IA.

It was moved by Blomgren, seconded by Barnes to approve the March 26, 2013 meeting minutes. Motion carried 6-0.

Chairman Hansen opened the call to the public. Comments and questions were received from twenty nine members of the public for a maximum of three minutes each.

It was moved by Barnes, seconded by Smith to approve the resolution entitled, "RESOLUTION DESIGNATING SITE A AS THE PREFERRED LOCATION FOR CONTINUED EVALUATION AND RETAINING SITE B AS A SECONDARY SITE FOR THE SOUTH CENTRAL REGIONAL AIRPORT". Motion carried 6-0.

It was moved by Blomgren, seconded by Smith to approve the resolution entitled, "RESOLUTION APPROVING A DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM". Motion carried 6-0.

There were no staff reports.

The meeting adjourned at 7:45 p.m.

Minutes by Mike Schrock

ITEM NO: 6

SUBJECT: Resolution Approving Fiscal Year 2013-14 Budget Submittal

DATE: August 27, 2013

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 2013-14 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 2013-14 Budget:

Fiscal Year 2013-14 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	\$	<u>15,100</u>

Capital Expenditures

Federal Aviation Administration
Planning Studies: Master Plan,
and Airport Layout Plan \$ 278,346 *

*- 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. 6

RESOLUTION APPROVING FISCAL YEAR 2013-14 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 2013-14 Budget; and,

WHEREAS, the proposed Fiscal Year 2013-14 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>
Total Operating Expenditures	\$	<u>15,100</u>

Capital Expenditures

Federal Aviation Administration
Planning Studies: Master Plan,
and Airport Layout Plan \$ 278,346 *

*- 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 2013-14 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 August, 2013.

Jim Hansen, Board Chairman

ATTEST:

Joe Warrick, Secretary/Treasurer

ITEM NO: 7

SUBJECT: Resolution Authorizing Board Chair to Sign Documents for the Federal Aviation Administration

DATE: August 27, 2013

BACKGROUND:

In October of 2012, the South Central Regional Airport Agency approved an engineering services contract with Snyder to perform the necessary aviation planning studies for the Federal Aviation Administration for a proposed regional airport. In addition, the South Central Regional Airport Agency has also applied for grant funding through the Federal Aviation Administration for the aviation planning studies.

The administration of the Federal Aviation Administration's planning studies requires submittal of time sensitive documents such as grant applications for the individual planning studies, reimbursement requests, and compliance notices. The dilemma is the South Central Regional Airport Agency Board meets quarterly and may not be able to comply with the deadlines established by the Federal Aviation Administration for submission of the documents necessary to administer the aviation planning studies. Therefore, this resolution authorizes the Board Chair to sign documents on behalf of the South Central Regional Airport Agency for the Federal Aviation Administration's planning studies which are necessary for compliance with federal regulations.

ATTACHMENTS: Resolution

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve resolution.

RESOLUTION NO. 7

RESOLUTION AUTHORIZING BOARD CHAIR TO SIGN DOCUMENTS FOR THE
FEDERAL AVIATION ADMINISTRATION

WHEREAS, on October 11, 2012 the South Central Regional Airport Agency approved an engineering services contract with Snyder to perform the necessary aviation planning studies for the Federal Aviation Administration; and,

WHEREAS, the South Central Regional Airport Agency has applied for grant funding through the Federal Aviation Administration for the aviation planning studies; and,

WHEREAS, administration of the Federal Aviation Administration's planning studies requires submittal of time sensitive documents such as grant applications for the individual planning studies, reimbursement requests, and compliance notices; and,

WHEREAS, the South Central Regional Airport Agency Board meets quarterly and may not be able to comply with the deadlines established by the Federal Aviation Administration for submission of the documents necessary to administer the aviation planning studies.

NOW, THEREFORE, it is hereby resolved by the Board of the South Central Regional Airport Agency that the Board Chair is authorized to sign documents on behalf of the South Central Regional Airport Agency for the Federal Aviation Administration's planning studies which are necessary for compliance with federal regulations.

Passed and approved this 27th day of August, 2013.

Jim Hansen, Board Chairman

ATTEST:

Joe Warrick, Secretary/Treasurer