



Minutes

Pekin Municipal Airport Advisory Commission Meeting

Pekin Municipal Airport

13906 Airport Lane

Pekin, IL 61554

January 19, 2016

3:00 PM

Open meeting:

3:00 PM

Roll call:

MB – Murray Brian, Acting Chairperson
DB – Don Barth
MR – Mike Reed
SH – Steve Huey

City of Pekin:

CS - Clayton Stambaugh, Airport Manager

Absent:

RW - Rick Woldow

Approval of minutes from last meeting:

SH motioned to approve the minutes from the December 2015 meeting. DB seconded the motion, all were in favor, and the minutes were approved.



Special reports: CS

- **Follow up on active projects:**

- **Renegotiation of farm lease**

CS stated that an agreement had been reached with the previous tenant for a period of 1 year. CS informed the commission that the new lease would be set at a fee of \$13,414.50, which was \$2,416.5 more than the previous agreement. The price was set based on a \$120 per acre price on non-restricted acreage. Restricted acreage (runway ends) was set at \$90 per acre. In return for allowing a reduced rate on the restricted acreage, the tenant agreed to assist the airport in tree/shrub removal to be defined in the contract. CS stated that renegotiation (or move to public offering) would occur in August of 2016 with a drop dead date of September.

- **Priorities for current month:**

- **Hangar E door project**

CS reported that the project was currently in process, that the footings had been replaced, and that the header needed to be fully replaced due to deterioration and lack of strength. CS stated he estimated that the header and footing adjustments would add an additional \$7,000 to the project, but would be paid up front by the tenant and added to the rental fee waiver schedule.

- **Contact with neighboring property owner for future planning**

CS and the commission discussed the recent death of the property owner. CS stated that he would have legal attempt to contact the estate about first right of refusal. CS informed the commission that FAA grant assurances require the airport sponsor to attempt to preserve future development as depicted on the Airport Layout Plan and within the Airport Master Plan.



- **Selection and nomination of new Chairperson**

The commission continued to discuss selecting and nominating a new chairperson within the current airport commission. DB suggested that a decision be made during the February meeting. In addition the commission discussed the resignation of DB in late Spring.

- **Follow up on projects outstanding:**

- **Fuel cabinet close out**

CS informed the commission that the City is waiting for the check from the State of Illinois for reimbursement. DB asked if all of the required paperwork had been submitted. CS informed DB and the commission that all of the paperwork had been submitted and that the check should be issued before the next meeting. DB requested that the date of required paperwork submittal and the amount of money owed be recorded in the minutes.

Paperwork submitted: (12/2/2015)

Reimbursement requested and owed: \$148,500

- **Monthly status report on delinquent accounts:**

CS reported that there were no delinquencies.

- **Monthly budget report:**

CS and the commission discussed the budget report that was distributed prior to the meeting.

- **Fuel Report:**

CS and the commission discussed the fuel report that was distributed prior to the meeting. In addition, CS and the commission discussed retail prices and average margin. CS stated that the anticipated profit for the current budget year was \$17,500.



Unfinished business: CS

There was no unfinished business.

New business: CS

- **Transportation Research Board Annual Meeting**

CS reported on his recent involvement and participation with the annual meeting in Washington DC.

Additional items:

There were no additional items.

Around the table:

No discussion.

Meeting adjourned:

SH moved to close the meeting at 4:00 PM. DB seconded the motion, all were in favor, and the meeting was adjourned.