



Minutes

Pekin Municipal Airport Advisory Commission Meeting

Pekin Municipal Airport

13906 Airport Lane

Pekin, IL 61554

February 23, 2016

3:00 PM

Open meeting:

3:00 PM

Roll call:

MR - Mike Reed, Chairperson
DB - Don Barth
RW - Ric Woldow
SH - Steve Huey

City of Pekin:

CS - Clayton Stambaugh, Airport Manager

Absent:

MB - Murray Brian

Approval of minutes from last meeting:

SH motioned to approve the minutes from the January 2016 meeting. RW seconded the motion, all were in favor, and the minutes were approved.



Special reports: CS

- **Follow up on active projects:**

CS stated that the airport currently had no active projects.

- **Priorities for current month:**

- **Selection and nomination of new Chairperson**

CS reported that MR had been selected by the airport commission to become chairperson.

- **Bid package for Terminal Building Rehabilitation project**

CS informed the commission that he would be utilizing the Assistant Engineer with the City to put together a RFP for the project. CS discussed the incoming money from the State that could be utilized for the project. CS restated that the project would include two new large hangar doors, repainting/residing of the building, and new gutter systems.

- **Preliminary budget meeting notes**

- i. **Commission review and commentary**

CS and the commission discussed early budget meetings with the City. CS stated that the projected operational expense to the city will likely be between \$30,000 - \$40,000.

- ii. **FY17 entitlement taxiway lighting project (phase 1)**

CS and the commission discussed an upcoming project that replace the current taxiway lighting system with new led fixtures, cabling, and a voltage regulator.

- 1. **Apportionment airfield lighting project (phase 2)**

CS and the commission discussed a future federally funded project that would replace the rest of the



airport lighting including: runway lighting, nav aids, beacon and tower, wind indicator, signage, vault/enclosure, and voltage regulators.

- **Follow up on projects outstanding:**

- **Fuel cabinet reimbursement**

- CS stated that the State is processing the payment.

- **Renegotiation of farm lease**

- CS stated he was almost ready to send the new 1 year lease with updated terms to legal for final approval. CS stated he would seek signatures after legal approval.

- **Hangar E Door Project**

- CS stated that there were some final items to complete before final inspection would commence. CS stated no reimbursement would be made until final inspections, approval, and acceptance by City of Pekin Code Enforcement and City of Pekin Engineering.

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

- CS reported that there were no major outstanding delinquencies of concern.

- **Monthly budget report:**

- CS and the commission discussed the attached budget report.

- **Fuel Report:**

- CS and the commission discussed the attached fuel report.

Unfinished business: CS

There was no unfinished business.



New business: CS

- **Wings and Wheels**

CS and the commission discussed planning and preparation for their Wings and Wheels Event.

- **JAARS, Mission at the airport**

CS and the commission discussed the return of a successful aeronautical event from last year

- **Sports Car Club of America (SCCA) event and future non-aeronautical events**

CS and the commission discussed non-aeronautical events at the airport and what an appropriate fee would be to charge. CS said that Federal rules and regulations support fees on such events. CS said the fees would result in some extra revenues as well.

- **Illinois Valley Parachute Club (IVPC)**

CS and the commission discussed a possible Letter of Agreement (LOA) with the Parachute Club for weekend parachute jumping operations at the airport.

Additional items:

SH asked the commission their opinions on the maintenance operator Keith Aero. All comments were positive.

Around the table:

The commission discussed the replacement of DB on the airport commission.

Meeting adjourned:

SH motioned to adjourn the meeting at 4:15. DB seconded the motion, all were in favor, and the meeting was closed.

General Ledger

Summary Trial Balance

User: clstambaugh
 Printed: 02/23/2016 - 9:32AM
 Period: 01 to 12, 2016



City Of Pekin
 111 S. Capitol
 Pekin, IL 61554

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 525						
REVENUE						
Department 525						
525-525-440100	Transfer From General Fund	0.00	0.00	0.00	0.00	0.00
525-525-442600	State Grants	60,500.00	0.00	0.00	37,268.96	-37,268.96
525-525-450040	Gasoline Sales	0.00	0.00	0.00	0.00	0.00
525-525-450041	Sale of Oil	200.00	0.00	0.00	96.36	-96.36
525-525-453001	Rental - Airport Shop	0.00	0.00	0.00	0.00	0.00
525-525-453002	Rental - Airport Hangars	62,000.00	0.00	995.00	50,837.65	-49,842.65
525-525-453003	Rental - Tie Down Spaces	0.00	0.00	0.00	0.00	0.00
525-525-453004	Sale of Gas	150,000.00	0.00	179,000.00	295,321.03	-116,321.03
525-525-490100	Interest Earnings	0.00	0.00	0.00	0.00	0.00
525-525-491000	Rental Of Municipal Prope	11,000.00	0.00	0.00	16,963.00	-16,963.00
525-525-499800	Miscellaneous Receipts	3,000.00	0.00	0.00	1,844.00	-1,844.00
	525-525 REVENUE Totals:	286,700.00	0.00	179,995.00	402,331.00	-222,336.00
	REVENUE Totals:	286,700.00	0.00	179,995.00	402,331.00	-222,336.00
EXPENSE						
Department 525						
525-525-511600	Salary All Personnel	49,500.00	0.00	38,619.14	2,117.44	36,501.70
525-525-515000	Overtime	0.00	0.00	0.00	0.00	0.00
525-525-515500	Vacation	0.00	0.00	1,456.75	0.00	1,456.75
525-525-515600	Holiday	0.00	0.00	1,742.32	0.00	1,742.32
525-525-515800	Sick Time	0.00	0.00	0.00	0.00	0.00
525-525-517000	OASDI	3,069.00	0.00	2,512.49	0.00	2,512.49
525-525-517001	Medicare	717.75	0.00	587.64	0.00	587.64
525-525-517401	IMRF	6,207.30	0.00	5,266.79	0.00	5,266.79
525-525-518000	Health Ins Prem	17,179.74	0.00	14,109.30	0.00	14,109.30

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
525-525-518100	Liability Insurance Packa	3,300.00	0.00	3,308.00	0.00	3,308.00
525-525-518300	Work Comp Premium	4,989.60	0.00	4,989.60	0.00	4,989.60
525-525-519000	Training And Education	2,500.00	0.00	1,925.63	0.00	1,925.63
525-525-520200	Office Supplies	200.00	0.00	107.29	0.00	107.29
525-525-520400	Postage	50.00	0.00	0.00	0.00	0.00
525-525-522400	General Supplies	600.00	0.00	305.09	0.00	305.09
525-525-524000	Equipment Rental	240.00	0.00	175.00	0.00	175.00
525-525-529000	Equipment	250.00	0.00	216.34	0.00	216.34
525-525-534000	Automotive Expense	1,200.00	0.00	97.63	0.00	97.63
525-525-534200	Buildings And Grounds Rep	15,000.00	0.00	10,082.21	0.00	10,082.21
525-525-534400	Equipment Repairs	6,000.00	0.00	3,319.04	0.00	3,319.04
525-525-536100	Property Cleanup Fees	0.00	0.00	0.00	0.00	0.00
525-525-536300	Snow Removal - Salt And C	6,000.00	0.00	2,250.00	0.00	2,250.00
525-525-538000	Maintenance Agreement	0.00	0.00	71.80	0.00	71.80
525-525-550100	Utilities	15,000.00	0.00	8,431.98	0.00	8,431.98
525-525-550300	Telephone	4,000.00	0.00	3,156.93	0.00	3,156.93
525-525-551000	Printing & Publishing	0.00	0.00	0.00	0.00	0.00
525-525-551600	Dues And Subscriptions	750.00	0.00	784.39	0.00	784.39
525-525-556100	Fuel	1,000.00	0.00	61.73	0.00	61.73
525-525-556200	Cost of Gas Sold	133,000.00	0.00	68,883.17	0.00	68,883.17
525-525-556202	Cost of Parts Sold	0.00	0.00	0.00	0.00	0.00
525-525-557300	Epa Permits	0.00	0.00	0.00	0.00	0.00
525-525-559900	Provisions For Bad Debts	0.00	0.00	0.00	0.00	0.00
525-525-560600	Corporate Counsel Fees	0.00	0.00	0.00	0.00	0.00
525-525-561000	Legal Fees	0.00	0.00	0.00	0.00	0.00
525-525-561200	Engineering Fees	70,000.00	0.00	38,948.29	0.00	38,948.29
525-525-561301	Concrete Testing	0.00	0.00	0.00	0.00	0.00
525-525-566600	Pest Control	0.00	0.00	600.00	0.00	600.00
525-525-569000	Other Contractual Service	500.00	0.00	753.50	0.00	753.50
525-525-580201	Land Improvements	0.00	0.00	0.00	0.00	0.00
525-525-580401	Building Repairs	15,000.00	0.00	0.00	0.00	0.00
525-525-587001	Lease to own equipment	0.00	0.00	0.00	0.00	0.00
525-525-590400	Interest Paid	0.00	0.00	0.00	0.00	0.00
525-525-599000	Miscellaneous	7,500.00	0.00	0.00	0.00	0.00
525-525-599700	Fixed Asset Disposal	0.00	0.00	0.00	0.00	0.00
525-525-599802	Computer Hardware	0.00	0.00	108.52	0.00	108.52
525-525-599900	Depreciation Expense	0.00	0.00	0.00	0.00	0.00
525-525-599999	Contingency	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	525-525 EXPENSE Totals:	363,753.39	0.00	212,870.57	2,117.44	210,753.13
	EXPENSE Totals:	363,753.39	0.00	212,870.57	2,117.44	210,753.13
	Fund 525 Totals:	-77,053.39	0.00	392,865.57	404,448.44	-11,582.87
	Report Totals:	-77,053.39	0.00	392,865.57	404,448.44	-11,582.87



Jan, 2016	
Jet A	
Date	Gallons
Jan	299.70

Jan, 2015	
Jet A	
Date	Gallons
Jan	0.00

Year Difference	
Jet A	
Date	Gallons
January	299.70

Jan, 2016	
100 LL	
Date	Gallons
Jan	1070.00

Jan, 2015	
100 LL	
Date	Gallons
Jan	931.20

Year Difference	
100 LL	
Date	Gallons
January	138.80