



MINUTES

Pekin Municipal Airport Advisory Commission Meeting

Pekin Municipal Airport

13906 Airport Lane

Pekin, IL 61554

March 22, 2016

3:00 PM

Open meeting:

3:05

Roll call:

MR - Mike Reed, Chairperson
DB - Don Barth
MB - Murray Brian

City of Pekin:

CS - Clayton Stambaugh, Airport Manager

Absent:

SH - Steve Huey
RW - Ric Woldow

Approval of minutes from last meeting:

DB asked for clarification on potential upgrades to the beacon relating to an upcoming federally funded electrical project. DB motioned to approve the minutes for the February 2016 meeting as written. MB seconded the motion, all were in favor, and the minutes were approved.



Special reports: CS

- **Follow up on active projects:**

CS informed the commissioners that there were no active projects.

- **Priorities for current month:**

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

CS and the commission discussed an upcoming trial event relating to autocross at the airport. CS and the commission discussed non-aeronautical event fees and charges that would be applied to this event and future non-aeronautical events to keep in line with rules and federal grant obligations. CS stated that the organization had added the City of Pekin as additionally insured. CS stated that waivers will be signed before entering the airside area that holds harmless SCCA and the City of Pekin.

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

CS discussed the development of a scope and RFP for a project to rehabilitate the terminal building. CS informed the commission that he is discussing the potential project with City Administration, local developers, and local engineers.

- **FY17 Budget discussion and consideration**

CS discussed the City wide budget and a recent budget workshop meeting that included the airport department.

- **Replace Taxiway Lighting and associated Electrical Regulator project – pre-design meeting**

CS informed the commission of a recent pre-design meeting with the State of Illinois – Division of Aeronautics, Hanson Professional Services, City Engineer, Assistant Engineer, and MR. MR informed the commission that the City share would be \$16,500 for \$330,000



project. MR further noted that cost savings of the LED lights would be 1/3rd of the power consumption and over 20 years the project would save \$100,000 with maintenance factors included. MR stated that the payback of \$16,500 would be made in approximately 3.5 years. CS stated that further justification would be that the current system is already broke and would cost \$10,000 just for a band aide repair that utilized the majority of the aged components.

- **Follow up on projects outstanding:**

- **Fuel cabinet reimbursement**

CS stated that he had recently asked the State when they expected to get the reimbursement to the City. CS and the Commission discussed the reimbursement.

- **Renegotiation of farm lease**

CS stated he was waiting for legal approval of the renegotiated agreement. CS, DB, and the Commission discussed the lease price per acre, lease length, and acreage in the lease. CS stated that renegotiation was set to occur on the one year lease in August 2016. The following language was discussed:

TERM: The term of this lease shall be for a period of one (1) year from November 01, 2015 to October 31, 2016, with the option to renew for an additional one (1) year with renegotiated terms. TENANT shall surrender possession at the end of this lease or at the end of any extension thereof. Renegotiation shall commence starting August 01, 2016. Extension must be placed in writing on this lease, and both parties agree that failure to execute an extension by October 31, 2016, allows the lease to expire.

- **Hangar E Door Project**

CS informed the commission that the door was operational but the final inspection/acceptance had not been completed because there were punch list items that needed to be completed. CS stated that the City would not accept the door and begin reimbursement until



the door was completed and inspected. CS again informed the commission that several items, which included poor existing footings and a rotted header, resulted in approximately \$7,000 dollars more in material cost. CS stated that the tenant had covered the costs but CS authorized that this additional cost would be allowed to be reimbursed. CS stated that once the project was accepted he would include the change of total reimbursable amount on the original approved agreement by City Council as an item for consent during an upcoming regular scheduled meeting. CS stated that the decision to authorize the additional expense and reimbursement was justified on several grounds that would include:

- 1) The existing door motor had failed and there was an emerging action had to be taken to progress the project, despite the discovery of unexpected items and additional costs
- 2) Airport Manager and Public Works Department Heads are approved for \$10,000 expenditures
- 3) Knowledge that FY16 budget would absorb additional costs (if absolutely needed) with a \$15,000 building repair line item.

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

CS and the commission discussed timing errors and confusing invoicing. CS stated that these items often result in accidental short term delinquencies. CS reported no large ongoing delinquencies.

- **Monthly budget report:**

CS and the commission discussed the budget report. CS and the commission discussed several inaccuracies made by the accounting department in specific line items.

- **Fuel Report:**

There was no fuel report included during this meeting.



Unfinished business: CS

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

CS stated that the letter of agreement was a work in progress with the club for Fall of 2016 and Spring of 2017.

New business: CS

There was no new business.

Additional items:

The commission briefly discussed the departure of DB from the commission and the vacancy to be filled.

Around the table:

There was no additional discussion.

Meeting adjourned:

MB motioned to adjourn the meeting. DB seconded the motion, all were in favor, and the meeting was closed at 4:40.