



MINUTES

Pekin Municipal Airport Advisory Commission Meeting

Pekin Municipal Airport

13906 Airport Lane

Pekin, IL 61554

Thursday September 15, 2016

3:00 PM

Open meeting:

3:05 PM

Roll call:

Airport Advisory Commission:

MR - Mike Reed, Chairperson

DM - Darrell Meisinger

RW - Ric Woldow

Absent:

SH - Steve Huey

MB - Murray Brian

City of Pekin:

CS - Clayton Stambaugh, Airport Manager

Guests:

Ric Cunningham

Approval of minutes from last meeting:

The August 2016 meeting was cancelled due to an aircraft accident occurring at the time of the meeting. There were no minutes to approve.



Special reports: CS

- **Follow up on active projects/items:**

- **Terminal Hangar Door Systems**

CS distributed exploratory estimates on replacing the large terminal door systems. CS stated that the companies asked to make estimates stated that a like replacement or full rehabilitation of the existing systems was not feasible. CS and the Airport Advisory Commission discussed pricing and if the project was feasible for the current year. DM motioned that the Airport Advisory recommend that CS and the City of Pekin Administration request proposals for the project. The item would be taken to council to either accept the lowest bid or reject all bids. All were in favor, and the motion carried.

- **2016 Pavement Maintenance Program (crack fill/seal coat)**

CS reaffirmed that the pavement maintenance program would have to be deferred for a year if the airport would move forward in seeking approval on the terminal hangar door system project.

- **Priorities for current month:**

- **Replace Taxiway Lighting and associated Electrical Regulator project**

CS and the Airport Advisory Commission discussed the recent council action item that approved the construction phase of the taxiway/regulator project. CS stated that the agency agreement with the Illinois Department of Transportation (IDOT) was signed, filled out, and delivered ASAP. CS stated that he was confident that the quick turn would ensure that the winning contractor would hold his bid, so long as the State didn't take an extreme amount of time for their own internal signature process.



- **Follow up on projects outstanding:**

- **Hangar E Door Project**

CS informed the Airport Advisory Commission that the tenant was busy traveling for work and is still trying to work with the tenant to finish some punch list items and close out the project. CS stated that the door was operational but would not be accepted by the City of Pekin until some finishing work was completed.

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

CS stated that he had checked with the Accounting Department earlier in the week and that there were no accounts of concern

- **Monthly budget report:**

CS distributed the monthly budget report. CS and the Airport Advisory Commission discussed misrepresentation of budgetary numbers within the City Efficiency Study relating to the Airport Fund.

- **Fuel Report:**

CS stated the he had not prepared a fuel report for the meeting.

Unfinished business: CS

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

CS discussed is communication with the Illinois Valley Parachute Club about creating a LOA. CS suggested that the future letter of agreement be recommended by the Airport Advisory Commission.

- **Residential-Through-The-Fence Task Force**

CS discussed establishing a task team to keep the item moving.



- **Update Airport Rules and Regulations and Minimum Standards**

CS stated that no significant progress had been made in the month.

- **Airport Zoning for Tazewell County Code**

CS stated that he was comfortable that the airport was protected under state statute, but he was still waiting to hear from the State on what they would like to see in a local zoning ordinance.

New business: CS

- **Transportation Improvement Program (TIP) meeting**

CS and the Airport Advisory Commission discussed the upcoming TIP meeting with the IDOT Division of Aeronautics.

- **Zero turn mower**

CS and the Airport Advisory Commission discussed potential procurement of a larger and more powerful zero turn mower designed for operating environments like airports.

- **Farm Lease**

CS discussed negotiations with the current farm tenant on a new short term lease.

- **Terminal Lighting and Heating Grant**

CS stated that he intended to place separate requests for proposals for terminal hangar lighting and terminal hangar heating. CS stated that depending on the costs of the potential door project, the lighting and heating projects might not be possible within the approved budget.

- **City Budget**

CS discussed new budget software and policy. CS stated that city wide budget workshops would commence in October of 2016.



- **Policy Recommendations for City Council**

CS discussed a potential policy recommendation regarding City Mayor and Council approval of Federal Airport Improvement Program projects.

CS discussed a potential policy recommendation that would clarify the airport within the City organization, including the powers and responsibilities of the airport commission.

- **Debrief Aircraft Accident**

CS stated that he still intended to do a full debriefing of the recent aircraft accident with all mutual aid partners. CS discussed a potential airport emergency exercise in the near future.

Additional items:

RW asked about a fall event at the airport with the Sports Car Club of America (SCCA).

Around the table:

There was no additional discussion.

Meeting adjourned:

DM motioned to close the meeting at 4:30 PM. RW seconded the motion, all were in favor, and the meeting adjourned.