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## MINUTES

### Pekin Municipal Airport Advisory Commission Meeting

Pekin Municipal Airport

13906 Airport Lane

Pekin, IL 61554

Tuesday October 25, 2016 - 3:00 PM

#### Open meeting:

3:05 PM

#### Roll call:

Airport Advisory Commission:

M, Mike Reed

SH Steve Huey

DM Darrell Meisinger

Absent:

MB Murray Brian

RW Ric Woldow

City of Pekin

CS Clayton Stambaugh

Guest:

Nick Keith

Todd Thompson

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#### Approval of minutes from last meeting:

DM motioned to approve the minutes as written by CS for the September 2016 meeting. SH seconded the motion, all were in favor, and the minutes were approved.



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## Special reports: CS

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

- **Terminal Hangar Door Systems – Request for Proposals**

CS informed the airport advisory commission that a request for proposal had been published for a replacement of the South terminal hangar door. CS informed the commission that the North terminal door failed during a recent wind storm and that there was no damage to persons or property. CS stated that four aircraft were impacted/displaced by the unusable hangar. CS stated that the North terminal hangar door would be replaced by insurance. CS stated the desire was to have self-supporting hydraulic door systems, same make, on both the North and South system.

- **2016 Pavement Maintenance Program (crack fill)**

CS restated that the 2016 pavement maintenance program would be deferred one year to address the terminal hangar doors, given City of Pekin Council and Mayor approval.

- **Priorities for current month:**

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

CS stated that all contractual agreements had been executed and that he was optimistic that there was enough time for a late fall/early winter construction. CS stated that any additional delays would likely result in an early Spring construction.

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

CS informed the commission that he, MR, MB, attended the yearly TIP meeting with the Illinois Department of Transportation (IDOT) – Division of Aeronautics (DOA). CS reported that the meeting went well. CS stated he made very strong comments on the method of a



future Runway rehabilitation, emphasizing that the base needs reviewed for viability of reuse.

- **Zero turn mower**

CS stated that procurement of a larger, more appropriate, zero turn mower was approved by the City of Pekin.

- **Farm Lease**

CS stated that an agreement had been reached, not yet signed, for a two year farm lease. CS said he raised the value of the farm ground, but the price per square foot would remain the same relative to the lease agreement. CS stated the increased value of the land would be covered by an agreement, within the lease, to remove trees and brush, to be completed by the farmer, which had been identified by the Federal Aviation Administration and the IDOT/DOA for mitigation.

- **Terminal Lighting and Heating Grant – Request for Proposals**

CS informed the commission that he would either seek individual estimates or release a request for proposal. CS reminded the airport advisory commission that half of the price of materials would be covered by an awarded grant through the State of Illinois. CS stated that he would continue to work on the package and present it for City Council/Mayor approval when able.

- **City Budget**

CS informed the airport advisory commission of upcoming budget work sessions with City Council Members and the Mayor. CS stated that he was going to include terminal rehabilitation and underground storage tanks (USTs) in the initial proposal, citing safety, liability, and sustainability as major concerns.



- **Policy Recommendations for City Council**

CS stated that although he still thought some policy recommendations were needed, he didn't think it was a top priority at the moment.

- **Debrief Aircraft Accident**

CS stated that he had held off from the debriefing because of a potential federally funded exercise and study. CS stated that he didn't think the airport would make the cut for the study, and he would work over the winter with all mutual aid partners to properly debrief the event.

- **Follow up on projects outstanding:**

- **Hangar E Door Project**

CS reported that he and the lessee had discussed the item again. CS stated that reimbursement would not commence until the final punch list items had been addressed (door seals) and the City had inspected and accepted the work. CS thought the item would be resolved by the end of the year.

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

CS stated there were no accounts of concern.

- **Monthly budget report:**

CS and the airport advisory commission discussed the current budget numbers as well as the future budget.

- **Fuel Report:**

CS and the airport advisory commission discussed the fuel report provided at the meeting.



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## **Unfinished business: CS**

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

CS informed the commission that he believed he had done everything he could do with time available. CS stated that the Parachute Club would have to do their own homework and come up with a proposal and letter of agreement.

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

CS informed the commission that he had continued to gather numerous individuals that would brainstorm and help plan and steer hangar and a residential through the fence development at the airport.

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

CS stated that he wanted to commit time this winter to try and complete the somewhat sizable task. MR stated that he was still willing to help the process.

- **Airport Zoning for Tazewell County Code**

CS stated that he would keep the item on the agenda to ensure the protection that the State of Illinois says that they provide is indeed correct per Federal rules and regulations.

## **New business: CS**

- **USDA Grant Opportunities**

CS informed the commission that he was exploring USDA funding options for both the City and private entities for development.

- **Snow Removal**

CS stated that he wanted to explore other options and other contractors for snow removal this year. CS confirmed that the City of Pekin was no longer able to assist.



- **Predesign meeting for Runway Lighting/Vault Electrical Project**

CS informed the commission that IDOT/DOA was refusing to schedule a predesign meeting for the next electrical project due to some new internal policies regarding timing of Federal grants. CS stated he would continue to attempt to get the meeting scheduled as soon as possible.

- **Bi-annual rate/fee analysis – formal appraisals**

CS stated that he was conducting a rate and fee analysis in preparation for the next year's budget. CS stated that he would also like to get a formal appraisal on the airport property since it had not been done in many years.

- **Safety/maintenance form for tenants, users, stakeholders**

CS stated that it was his desire to get the past safety/maintenance form reformatted and available both in paper and digitally.

**Additional items:**

There were no additional items.

**Around the table:**

There was no additional discussion.

**Meeting adjourned:**

DM motioned to close the meeting at 4:35 PM. SH seconded the motion, all were in favor, and the meeting adjourned.