



MINUTES

Pekin Municipal Airport Advisory Commission Meeting

Pekin Municipal Airport

13906 Airport Lane

Pekin, IL 61554

Tuesday November 22, 2016 - 3:00 PM

Open meeting:

3:05 PM

Roll call:

Airport Advisory Commission:

MR, Mike Reed

SH Steve Huey

DM Darrell Meisinger

MB Murray Brian

RW Ric Woldow

City of Pekin

CS Clayton Stambaugh

Guest:

Nick Keith

Approval of minutes from last meeting:

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



Special reports: CS

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

- **Terminal Hangar A Door System**

CS informed the airport advisory commission that proposals and accompanying bids had been received by the City to replace the Terminal Hangar A Door System. CS informed the airport advisory commission that project acceptance/approval would be requested from City Council at the regular scheduled City Council Meeting the following Monday.

- **Priorities for current month:**

- **Private Land Lease for Non-commercial Hangar Development**

CS and the commission discussed the hangar proposal and the potential land lease for said hangar. Discussion included insurance requirements and lease rate increases throughout the life of the land lease. The commission recommended that the minimum standard on the door height be at least 12 foot. With this recommendation, SH motioned to advise the City Council to approve the current lease as currently negotiated between CS and the private party. DM seconded the motion. RW and MB included additional discussion on rent escalation terms. MR called the vote and all were in favor.

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

CS informed the airport advisory commission that construction would be delayed until Spring of 2017. CS and the commission discussed current beacon issues and the future beacon/electrical vault site.



- **Terminal Lighting and Heating Project**

CS informed the airport advisory commission that himself, the City Engineer, and the City HVAC inspector took labor estimates on installing a provided infrared heating system, partially covered by State of Illinois grants, in the terminal hangar. CS stated that the current system is aged, extremely inefficient, and repairs/maintenance are routine and costly. CS stated that the infrared system would significantly reduce operational expense by reducing repair/maintenance and would be far more efficient relative to utility use. CS stated that a potential lighting project would remain on hold to ensure the budget can withstand more building and grounds expense. RW asked if CS had consulted with a design service or other oversight to ensure the specifications were correct and up to standard. CS stated that during the grant writing he utilized the expertise of the equipment supplier, who is also an energy consultant, and relied on the City Engineer and HVAC inspector for overall oversight.

- **USDA Grant Opportunities**

CS stated that the airport property qualified for USDA rural development funding and that he would begin exploring opportunities.

- **Snow Removal**

CS that he would continue to explore other options but utilize the previous contractor if needed.

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

CS stated that the predesign meeting might potentially be delayed until the Federal grant, in which the project would be included in, was in the State Treasury. CS stated that he would continue to discuss this issue with the State.



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

CS stated that he would continue to work on the item in preparation for the budget for next fiscal year.

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

CS stated that he was still creating a digital form to be included on the website. The future paper form would be built off of the digital form for record and metric purposes.

- **Follow up on projects outstanding:**

- **Hangar E Door Project**

CS stated that he had talked to the tenant and exchanged documents to move on the closure.

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

CS stated that he had spoken with the City Finance Department and nothing appeared to be of concern.

- **Monthly budget report:**

CS and the airport advisory commission discussed the distributed budget report.

- **Fuel Report:**

CS informed the commission that he had failed to produce a report but the flowage seemed normal.

Unfinished business: CS

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

CS and the commission discussed the task force formation and the potential members



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

CS had nothing to report other than including the 12 foot minimum hangar door requirement to the airport minimum standards.

- **Airport Zoning for Tazewell County Code**

CS had nothing to report.

New business: CS

- **EAA Chapter**

CS discussed the movement to create a Chapter of the Experimental Aircraft Association (EAA) by evolving the current Pekin Pilots Association.

Additional items:

No additional items.

Around the table:

No additional discussion.

Meeting adjourned:

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