

**SOUTH CENTRAL REGIONAL AIRPORT AGENCY**

Meeting of the Board

**February 27, 2018 - 6:00 p.m.**

Pella Public Safety Complex

614 Main Street

**Agenda**

1. Call to Order
2. Approval of the December 13, 2017 minutes
3. Call to the public (limited to 3 minutes per person)
4. Resolution No. 23 entitled, "Electing Officer Positions".
5. Resolution No. 24 entitled, "Approving Fiscal Year 2018-19 Budget Submittal".
6. Update from Engineering Consultant Jerry Searle.
7. Staff reports
8. Discussion of next meeting date/time
9. Adjourn

South Central Regional Airport Agency  
Meeting Minutes  
December 13, 2017

Committee Members Present: Dr. David Barnes, Pamela Blomgren, Randy Borgerding, James Hansen, and Sid Pinney. Absent: Joe Warrick

SCRAA Staff Present: Mike Nardini, Pella City Administrator, and Michael Schrock Jr., Oskaloosa City Manager.

SCRAA Staff Absent: David Shanahan, Mahaska County Engineer

Meeting called to order by Chairman Hansen at 6:00 p.m. in the Oskaloosa Council Chambers, 220 South Market Street, Oskaloosa, Iowa.

It was moved by Pinney, seconded by Blomgren to approve the November 15, 2017 minutes. Motion carried 5-0.

Blomgren moved, seconded by Pinney to include written comments received from Mr. Bandstra with the minutes of the meeting. Motion carried 5-0.

It was moved by Blomgren, seconded by Barnes to approve Resolution No. 21, entitled "Resolution Approving HDR Task Order #1, Public Information Meeting." Motion carried 5-0.

It was moved by Barnes, seconded by Blomgren to approve Resolution No. 22, entitled "Resolution Approving HDR Task Order #2, Request for Federal Release Oskaloosa Airport real estate." Motion carried 5-0.

The time and date for the next meeting is yet to be determined, but will likely occur during the month of February.

The meeting adjourned at 6:19 p.m.

Minutes prepared by Mike Schrock

I'm John Bandstra of Mahaska County, I request these written comments be included in minutes for this meeting. I would like to take a moment to ask Mike Nardini if he wishes to comment on the written comments from the previous meeting and his written responses.

Article III Section 2.a of the 28E Agreement states:

Each representative of the board shall be a member of its governing body, or other person appointed by the mayor or chair of the governing body and approved by such governing body.

Mahaska County is on public record releasing Joe Warrick of his duties on the SCRAA board. This creates a vacancy for the position of the Treasurer. In the previous meeting the following comment was made:

Article 3, Section 40, last sentence states the 'secretarial duties may be performed by staff' not the fiscal (Treasurer) duties. That's the responsibility of the 'not represented' Treasurer, party representing Mahaska County.

How does the Board legally spend money (ie establish contracts) without the 28E designated responsible officer? Article 7, Section 5 does not apply since the responsible Board Officer (Treasurer) is not physically on the Board? Staff can do the 'staffing or ground work' but the Treasurer is the designated responsible individual. The coordinating agency per Article 4, Section 2A is responsible to the Executive Committee/Treasurer for proper fiscal actions.

The 28E Agreement between Mahaska County, the City of Oskaloosa, and the City of Pella was approved by each entity in 2012. To-date, there have been no amendments or changes to the agreement.

Mike Nardini's response is as follows:

The Agreement provides that:

e. The officers of the Board shall be elected annually by and from the representatives of the Parties present at the annual meeting of the Board.

f. Each officer shall hold office until his or her successor has been duly elected. Alternates shall not be eligible to serve as officers. A vacancy in the office of Chair, Vice-Chair or Secretary/Treasurer shall be filled by the Board for the unexpired portion of the term.

The current Board has the authorization to fill the position of the Treasurer.

Items 4 and 5 on tonight's agenda which are Resolution No. 21 and Resolution No. 22 list Joe Warrick as Secretary/Treasurer. How is this possible after Mahaska County has released Joe Warrick from his duties from the SCRAA board?

The comments from the previous meeting and Mike Nardini's responses have been included for the public record.

Thank you for your consideration.

Dec 05 at 8:17 AM

Mr. Nugteren -

Listed below are answers to your questions submitted to the South Central Regional Airport Agency on November 15, 2017. Please note, the answers to your questions are in red.

Please let me know if you have additional questions.

Have a good day.

Mike

Dear members of the Board,

I'm John Bandstra of Mahaska County, relaying coordinated comments with Danny Nugteren from Pella, who is unable to attend this meeting. We request these written comments be included in minutes for this meeting.

What is the status of 28E lawsuit between Mahaska County and the Cities of Pella and Oskaloosa?

Rationale: The actions of this public Board violate the intent of the 28E agreement in that one of three parties (Mahaska County) is not represented in construction contract discussions or project direction. See 28E Article 1, Section C, Article 3, Section 2 and 4A, Article 7, Section 5. The current 28E agreement establishing this Board does not contain any member conflict resolution activities; ie Conflict Resolution Committee, Third Party Arbitrator, etc. Therefore, any construction planning that does not involve input from all three parties is fundamentally flawed. I don't think I need to remind you that all construction takes place in Mahaska County. The status of the lawsuits is therefore public information in addition to any public funds to settle a lawsuit, pay penalties, or legal fees incurred in reaching an out of court settlement. This Board is spending our public money, we have a right to know where it goes, budgeted or not.

The public documents pertaining to this litigation have been filed at the Mahaska County Clerk of Court. The litigation was initiated by the Cities of Pella and Oskaloosa against Mahaska County. South Central Regional Airport Agency is not a party to the litigation.

Article 3, Section 40, last sentence states the 'secretarial duties may be performed by staff' not the fiscal (Treasurer) duties. That's the responsibility of the 'not represented' Treasurer, party representing Mahaska County.

How does the Board legally spend money (ie establish contracts) without the 28E designated responsible officer? Article 7, Section 5 does not apply since the responsible Board Officer (Treasurer) is not physically on the Board? Staff can do the 'staffing or ground work' but the Treasurer is the designated responsible individual. The coordinating agency per Article 4, Section 2A is responsible to the Executive Committee/Treasurer for proper fiscal actions.

The 28E Agreement between Mahaska County, the City of Oskaloosa, and the City of Pella was approved by each entity in 2012. To-date, there have been no amendments or changes to the agreement.

The Agreement provides that:

e. The officers of the Board shall be elected annually by and from the representatives of the Parties present at the annual meeting of the Board.

f. Each officer shall hold office until his or her successor has been duly elected. Alternates shall not be eligible to serve as officers. A vacancy in the office of Chair, Vice-Chair or Secretary/Treasurer shall be filled by the Board for the unexpired portion of the term.

The current Board has the authorization to fill the position of the Treasurer.

Mr Hanson, Chair, said via a personal email, he believes the next phase of this project will be funded by the Headquarters FAA. Request: Please release the documents that support the claim, after all, 90% of the \$40 million dollars comes from the US Government struggling with annual budget. Federal project funding is highly questionable.

As of this date, the South Central Regional Airport Agency has not requested funding for the next phase of the project.

After land procurement that is funded by the existing 28E agreement, if HQ FAA funding or reimbursement does not materialize or is delayed beyond the existing timeline of 2025 completion for whatever reason, what is this Board's plan to manage this project? Where is this plan available for public review and comment? Per the 28E agreement Article 13, Section 2, this Board does not have a closure date or event. Rationale: This public Board is accountable to their citizens, city and county, for having project management options; build as desired, partial build or terminate.

This appears to be a hypothetical question which contains significant variables and is based upon assumed future events. These types of questions are difficult to answer because of their subjective nature and undefined variables. Please also keep in mind, the Board of the South Central Regional Airport Agency will manage the project in accordance with its 28E Agreement, federal and state regulations, and available funding for the project.

Why has FAA Environmental Assessment public comment replies not been posted on the SCRAA public website six months after release? In May 2017. Rationale: My comments were obtained via hard copy from the Pella City Clerk. Those comments are included in Appendix O which not available on this Board's public website. Is this a clerical error or intentional oversight? What other areas of this project are 'hidden in the shadows'? I remind you, as members of this Board you work for the citizens of the cities and county you represent.

The South Central Regional Airport Agency will review information posted to the Agency's website.

I leave you with a parting thought: What value does each Board member give to History? A dollar amount, family life, personal quality of life, sense of community, time, peace of mind, legacy?

This appears to be an opinion rather than a question.

Thank you for your consideration.

**Mike Nardini**

**City Administrator**

**City of Pella**

**825 Broadway**

**Pella, Iowa 50219**

**Phone (641) 628-4173**

**Fax (641) 628-3120**

ITEM NO: #4

SUBJECT: Resolution Appointing Officer Positions

DATE: February 27, 2018

**BACKGROUND:**

The 28E agreement establishing the South Central Regional Airport Agency (SCRAA) requires annually the Board elect members to serve as Chair, Vice Chair, and Secretary/Treasurer. The 28E agreement also stipulates that each party shall be entitled to one officer position.

The SCRAA Executive Committee is recommending the following board members to serve as officers for the SCRAA:

Jim Hansen, Chair (representing the City of Oskaloosa).

Joe Warrick, Vice Chair (representing Mahaska County).

David Barnes, Secretary Treasurer (representing the City of Pella).

This resolution appoints the above board members to serve as officers from February 27, 2018 thru the date of the 2019 annual meeting. In addition, the resolution also authorizes Sid Pinney to fill the role of Vice Chair in the event of the absence of the Mahaska County representative.

ATTACHMENTS: Resolution

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve resolution.

RESOLUTION NO. 23

RESOLUTION ELECTING OFFICERS

WHEREAS, the 28E Agreement establishing the South Central Regional Airport Agency (SCRAA) provides the officers of the Board shall be elected annually by and from the representatives of the Parties present at the annual meeting; and

WHEREAS, the officers of the Board to be elected by vote of the Board are the Chair, Vice Chair, and Secretary/Treasurer; and

WHEREAS, each Party is entitled to one officer position; and,

WHEREAS, the following board members are nominated to serve as officers from February 27, 2018 through the date of the 2019 annual meeting:

Jim Hansen, Chair (representing the City of Oskaloosa)  
Joe Warrick, Vice Chair (representing Mahaska County)  
David Barnes, Secretary/Treasurer (representing the City of Pella); and

WHEREAS, in the event of the absence of the Mahaska County representative, the Board approves Sid Pinney to fill the role of the Vice Chair.

NOW, THEREFORE, it is hereby resolved that the Board of the South Central Regional Airport Agency appoints the above board members to serve as officers of SCRAA from the date of the 2018 annual meeting on February 27, 2018 through the date of the 2019 annual meeting.

Passed and approved this 27th day of February 2018.

\_\_\_\_\_  
Jim Hansen, Board Chairman

ATTEST:

\_\_\_\_\_  
Secretary/Treasurer



ITEM NO: #5

SUBJECT: Resolution Approving Fiscal Year 2018-19 Budget Submittal

DATE: February 27, 2018

**BACKGROUND:**

Annually, the South Central Regional Airport Agency (SCRAA) is required to submit a proposed operating and capital budget for consideration to the City of Oskaloosa and the City of Pella. Recently, staff reviewed the proposed FY 2018-19 Budget with the Executive Committee. This resolution adopts the proposed budget and authorizes submittal to the respective cities. Listed below is the proposed Fiscal Year 2018-19 Budget:

**Fiscal Year 2018-19 Proposed Budget**

***Operating Expenditures***

Insurance	\$	5,000
Audit		4,800
Legal		7,000
Training/Conferences		1,600
Travel		4,000
Website Maintenance		<u>750</u>

**Total Operating Expenditures**      \$      **23,150**

***Capital Expenditures***

Anticipated expenditures for HDR Engineering for FY 18-19 is \$27,000 for work associated with the federal release of the Oskaloosa Municipal Airport.

ATTACHMENTS:                      Resolution

REPORT PREPARED BY:      Staff

RECOMMENDED ACTION: Approve resolution.

RESOLUTION NO 24.

RESOLUTION APPROVING FISCAL YEAR 2018-19 BUDGET AND AUTHORIZING  
SUBMITTAL TO THE CITY OF OSKALOOSA AND THE CITY OF PELLA.

WHEREAS, the South Central Regional Airport Agency is required annually to submit an operating and capital budget to the City of Oskaloosa and the City of Pella; and,

WHEREAS, staff reviewed the proposed Fiscal Year 2018-19 Budget with the Executive Committee; and,

WHEREAS, the proposed Fiscal Year 2018-19 Budget is as follows:

***Operating Expenditures***

Insurance	\$	5,000
Audit		4,800
Legal		7,000
Training/Conferences		1,600
Travel		4,000
Website Maintenance		<u>750</u>

**Total Operating Expenditures**      \$      **23,150**

***Capital Expenditures***

Anticipated expenditures for HDR Engineering for FY 18-19 is \$27,000 for work associated with the federal release of the Oskaloosa Municipal Airport.

NOW, THEREFORE, it is hereby resolved by the Board of the South Central Regional Airport Agency that the proposed Fiscal Year 2018-19 Budget is approved, and staff is authorized to submit the proposed budget to the City of Oskaloosa and the City of Pella.

Passed and approved this 27th day of February, 2018.

\_\_\_\_\_  
Jim Hansen, Board Chairman

ATTEST:

\_\_\_\_\_  
Secretary/Treasurer