

SOUTH CENTRAL REGIONAL AIRPORT AGENCY

Meeting of the Board

February 28, 2019 - 6:00 p.m.

Oskaloosa City Hall, Council Chambers

220 South Market Street

Agenda

1. Call to Order.
2. Approval of Minutes from October 29, 2018.
3. Call to the Public (limited to 3 minutes per person).
4. Resolution Electing Officers.
5. Acceptance of the June 30, 2018 Audit Report.
6. Resolution Approving Fiscal Year 2020 Budget Submittal
7. Project updates from Jerry Searle, HDR Engineering.
8. Adjourn.

ITEM NO: 2

SUBJECT: Approval of the October 29, 2018 Minutes

DATE: February 28, 2019

BACKGROUND: Staff has prepared meeting minutes to reflect the general discussion and action items associated with the specific meeting referenced.

ATTACHMENTS: Minutes

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve the minutes

South Central Regional Airport Agency
Meeting Minutes
October 29, 2018

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

SCRAA Staff Present: Mike Nardini, Pella City Administrator, and Mike Schrock, 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 Pella Public Safety Complex, 614 Main Street, Pella, Iowa.

It was moved by Borgerding, seconded by Barnes to approve the September 25, 2018 minutes. Motion carried 5-0.

Chairman Hansen opened the call to the public. Comments were received from two (2) members of the public.

The Chairman Hansen opened the public hearing on the intent to acquire agricultural property and authorizing acquisition of the necessary property interests thereof from titleholder for property needed for the South Central Regional Airport Agency by gift, negotiation, or eminent domain. Public hearing comments received from ten (10) members of the public. It was moved to close the public hearing by Pinney seconded by Barnes. Motion carried 5-0.

It was moved by Borgerding, seconded by Pinney to approve Resolution No. 26 entitled, "Hold hearing on the intent to acquire agricultural property and authorizing acquisition of the necessary property interests thereof from titleholder for property needed for the South Central Regional Airport Agency by gift, negotiation, or eminent domain." Motion carried 5-0.

It was moved by Borgerding, seconded by Pinney to approve Resolution No. 27 entitled "Resolution approving task orders #3 through #11 with HDR Engineering, Inc." Motion carried 5-0.

It was moved by Barnes, seconded by Pinney to approve Resolution No. 28 entitled "Resolution approving amendment for task order #1 with HDR Engineering, Inc." Motion carried 5-0.

It was moved by Pinney, seconded by Barnes at 6:56PM to enter into Closed Session pursuant to Iowa Code Chapter 21 Section 5 sub paragraph 1.j. to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably

expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. Motion carried 5-0.

The board reconvened in open session at 7:43 p.m.

No staff reports were presented.

A date for the next regular meeting was not determined.

The meeting adjourned at 7:46 p.m.

Minutes prepared by Mike Schrock

ITEM NO: 4

SUBJECT: Resolution Electing Officers

DATE: February 28, 2019

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 serve as officers for the SCRAA:

- a. David Barnes, Chair (representing the city of Pella).
- b. Jim Hansen, Vice Chair (representing the city of Oskaloosa).
- c. Joe Warrick, Secretary/Treasurer (representing Mahaska County).

This resolution appoints the above board members as officers from February 28, 2019 through the date of the 2020 annual meeting.

ATTACHMENTS: Resolution.

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve the resolution.

RESOLUTION NO. _____

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 being nominated to serve as officers February 28, 2019 through the date of the 2020 annual meeting:

David Barnes, Chair (representing the city of Pella)
Jim Hansen, Vice Chair (representing the city of Oskaloosa)
Joe Warrick, Secretary Treasurer (representing Mahaska County).

NOW, THEREFORE, it is hereby resolved that the Board of the SCRAA appoints the above board members to serve as officers of the SCRAA from the date of the 2019 annual meeting on February 28, 2019 through the date of the 2020 annual meeting.

Passed and approved this 28th day of February 2019.

Jim Hansen, Board Chairman

ATTEST:

Secretary/Treasurer

ITEM NO: 5

SUBJECT: Motion to receive and file the South Central Regional Airport Agency's audited financial statements for the fiscal year ended June 30, 2018.

DATE: February 28, 2019

BACKGROUND: Certified public accountants, Van Maanen, Sietstra, Meyer & Nikkel, PC have been retained to complete an audit of the financial statements of the SCRAA for the year ended June 30, 2018. The Auditor's Report is included with this agenda item for presentation and discussion. No instances of non-compliance, or internal control deficiencies are noted.

ATTACHMENTS: Audited financial statements for the fiscal year ended June 30, 2018 (to be distributed at the meeting).

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Receive and file the South Central Regional Airport Agency's audited financial statements for the fiscal year ended June 30, 2018.

ITEM NO: 6
SUBJECT: Resolution Approving Fiscal Year 2020 Budget Submittal
DATE: February 28, 2019

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 Fiscal Year 2020 budget with the Executive Committee. This resolution adopts the proposed budget and authorizes submittal to the respective cities. Listed below is the proposed FY2020 budget.

Fiscal Year 2020 Proposed Budget

Operating Expenditures

Insurance:	\$5,000
Audit:	\$5,025
Legal:	\$7,000
Travel:	\$3,775
Training/Conferences:	\$1,600
<u>Website Maintenance:</u>	<u>\$ 750</u>
Total Operating Expenditures	\$23,150

Capital expenditures for HDR Engineering for FY2020 is estimated at \$82,000 for work associated with Task Orders 1-5; and \$2,300,000 for associated land acquisition.

Please note the amounts above reflect expenditures only and do not show proportionate cost sharing arrangements, nor does this information show possible grant funding, opportunities, or other associated revenue streams.

ATTACHMENTS: Resolution.
REPORT PREPARED BY: Staff
RECOMMENDED ACTION: Approve the resolution.

RESOLUTION NO. _____

RESOLUTION APPROVING THE FISCAL YEAR 2020 BUDGET AND AUTHORIZING SUBMITTAL
TO THE CITY OF OSKALOOSA AND THE CITY OF PELLA

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

WHEREAS, staff reviewed the proposed FY2020 Budget with the Executive Committee; and

WHEREAS, the proposed Fiscal Year 2020 Budget is as follows:

Fiscal Year 2020 Proposed Budget:

Operating Expenditures

Insurance:	\$5,000
Audit:	\$5,025
Legal:	\$7,000
Travel:	\$3,775
Training/Conferences:	\$1,600
<u>Website Maintenance:</u>	<u>\$ 750</u>
Total Operating Expenditures	\$23,150

Capital Expenditures

Capital expenditures for HDR Engineering for FY2020 is estimated at \$82,000 for work associated with Task Orders 1-5; and \$2,300,000 for associated land acquisition.

NOW, THEREFORE, it is hereby resolved by the Board of the SCRAA that the proposed Fiscal Year 2020 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 28th day of February 2019.

Jim Hansen, Board Chairman

ATTEST:

Secretary/Treasurer