



MINUTES

Pekin Municipal Airport Commission Meeting

Pekin Municipal Airport

13906 Airport Lane

Pekin, IL 61554-8400

April 16, 2013

3:00 PM

Open meeting

3:10 PM

Roll call:

Airport Commission

Ric Woldow, Chairman (RW)

Don Barth (DB)

Mike Reed (MR)

Murray Brian (MB)

City Of Pekin

Mike Guerra, City Engineer (MG)

Clayton Stambaugh, Airport Manager (CS)

Public

John Kriegsman (JK)

Absent

Bill Baker (BB)

Approval of minutes from last meeting:

DB made recommendation to remove several paragraphs from the March minutes that were not correct. CS and RW agreed to the removal of the items. MR motioned to approve the amendments and DB seconded. DB then motioned to approve the minutes from March as amended and MR seconded the motion. All were in favor and the commission approved the minutes as amended.

Special reports: CS/MG

1. Follow up on active projects:

- **Fuel Cabinets:**

MG reported that SENECA had mobilized, removed the existing cabinets, and started work on replacing the concrete pad and setting the new fuel system. MG also reported that SENECA was currently on schedule to meet the requirements per the contract. CS will provide an update to the airport commission and users regarding the ongoing status of the project.

- **“Rehabilitate the West Apron”:**

MG stated that the upcoming project is still in design. CS and MG stated they are currently reviewing the designs. At the time of the meeting, the goal was to aim for a bidding process in the fall of 2013 with a spring 2014 construction.

2. Priorities for current month:

- **Price per square foot for various airport space:**

RW stated that the data table was created and either himself or CS would distribute the table in the coming weeks. MB motioned that the item be tabled until the data table was distributed and DB seconded. All were in favor.

- **Individual wanting to lease upholstery shop:**

CS reported that he has been in touch with the individual and it appears that they are close to an as-is rental agreement for the space. The rental amount will be based on a price per square foot that was worked out during the project to create specific prices per square foot for various types of airport rental space.

- **Hangar A roof leak:**

CS stated that he had ordered an inspection but the company who had performed the work has never arrived or contacted him back. CS reported he was going to contact them again regarding an update in the coming weeks

- **New lease/renegotiation with Brandon Flexsenhar:**

CS stated that Brandon is still reviewing the proposed lease that was offered and to expect an update during the next meeting.

3. Follow up on projects outstanding:

- **Drainage problem between Hangar E, Paint Storage Shed, and the Reecy/Murray Hangars:**

MB, MG, and CS discussed the drainage issue that is still present in the area. MG stated that he would look into additional work to resolve the issue.

- **Replacement of courtesy car:**

MG stated that the City was waiting until the end of the school year to replace the current public works car with another department's van.

- **Airport Business Plan:**

1. Hangar pricing research

CS stated that he has continued to work on the business plan for the airport. The business plan ties in with several other projects and he will report as progress is made.

4. Monthly status report on delinquent accounts:

- MG reported that there were currently 3 delinquent payments. MG and CS agreed to coordinate between each other to contact the individuals.

5. Monthly budget report:

- MG, CS, and the commission discussed budgetary items, reporting flaws, and how to improve monthly budget reports.

6. Fuel Report:

- See attached fuel report.

Note –

RW noted that several follow-ups on projects outstanding had been left out of the agenda. CS reported that he had removed the items because no progress had been made on the projects. RW, CS, and the commission agreed that the items should remain in the future meetings for accountability purposes.

Old business:

- **Carol Lindstrom lease:**

MG reported that he was waiting for the City of Pekin attorney to make a final approval of the contract.

New business:

There was no new business.

Additional items:

MB led discussion relative to airport public relations toward current and newly appointed city council members as well as other city officials and various area organizations.

RW volunteered to in time right a letter to all council members offering an invitation to join a monthly commission meeting of their liking, or, any meeting that would suite their needs. RW also volunteered to coordinate with CS to draft a letter thanking the Mayor on her support of General Aviation.

Around the table:

DB recommended that an update for the Wings & Wheels event be added to next month's agenda. CS recommended that the city council be invited to the Wings & Wheels event. JK recommended that politicians and representatives be invited to the Wings & Wheels event.

Meeting adjourned:

MR motioned to adjourn the meeting. DB seconded the motion, all were in favor, and the meeting adjourned at 4:40 PM.