



## **MINUTES**

### **Pekin Municipal Airport Commission Meeting**

**Pekin Municipal Airport**

**13906 Airport Lane**

**Pekin, IL 61554-8400**

**June 18, 2013**

**3:00 PM**

#### **Open meeting:**

3:10

#### **Roll call:**

##### Airport Commission

Murray Brian, Acting Chairman (MB)

Don Barth (DB)

Mike Reed (MR)

##### City of Pekin

Clayton Stambaugh, Airport Manager (CS)

Mike Guerra, City Engineer (MG)

##### Public

Ric Cunningham (RC)

##### Absent

Ric Woldow

Bill Baker

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#### **Approval of minutes from last meeting:**

DB made a motion to approve minutes as amended. MR seconded the motion, all were in favor, and the motion was passed.



## **Special reports: CS/MG**

### **1. Follow up on active projects:**

- **Fuel Cabinets:**

CS reported that many of the concerns brought up by the commission previously were addressed in a site inspection by Hanson, and as a result, Hanson had sent a letter to Seneca of items that must be corrected. CS, MG, and the Commission discussed several of the corrections proposed by Seneca in response to the letter such as location of the emergency shut off switch and electrical cabinet material.

- **“Rehabilitate the West Apron”:**

MG reported that Hanson went to bid for the upcoming project and that the bids came in lower than the estimate. MG stated to the commission that the State had 60 days to award the project. CS, MG, and the Commission discussed the timeframe of the project if it were to be awarded.

### **2. Priorities for current month:**

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

CS reported that the individual is still interested and that the draft contract is still being reviewed by legal counsel.

- **Hangar A roof leak:**

CS reported that the roof still hasn't leaked. CS, MG, and the Commission agreed to drop the item from the agenda but to continue to monitor the roof since it does leak when large amounts of snow is present.

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

CS stated that Brandon had reviewed the first proposal and had suggested several minor changes. CS and MG reported that legal council had been notified of the requested changes and was, at the time of the meeting, still reviewing the lease as a whole. CS, MG, and



the Commission discussed items that might need fixed in the leased building.

### **3. Follow up on projects outstanding:**

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

MG reported that he is trying to task the Street Department to fix the issue.

- **Replacement of courtesy car:**

CS, MG, and the Commission noted that the courtesy car had been delivered thanks to Ty Whitford.

- **Form for maintenance/concerns notifications and requests:**

CS reported that little progress had been made in creating a digital form for the website.

- **Change and update rules, regulations, and minimum standards:**

CS reported that he would have both the changes to the tie down and snow removal polices finished to be voted on next meeting.

#### **1. FBO proposal requirement and application**

#### **2. Proposed policy for tie down fee**

#### **3. Snow removal policy per commission recommendation**

- **Airport Business Plan:**

CS stated that the business plan is a lengthy project and that the business plan will include a specific section exploring rates and charges for airports throughout area.

### **4. Monthly status report on delinquent accounts:**

MG reported that several delinquencies had been noted and that CS and the City are working on sending delinquency letters to those tenants with outstanding balances.



## **5. Monthly budget report:**

MG distributed and reported on the FY 2013 ending balance and the first quarter of FY 2014. The commission, CS, and MG discussed last year's performance as well as the current fiscal year's budget.

## **6. Fuel Report:**

Please see the attached fuel report that was presented by CS.

### **Old business:**

- **Carol Lindstrom lease:**

MG reported that there are a few more language items that need cleared up between the individual's attorneys and the City's legal counsel. MG stated that he needed to confirm the contract would not need to be approved before City Council.

### **New business:**

- **FY 2014 Award Letter from IDOT**

MG and CS stated that IDOT had approved the "Rehabilitate the West Apron" project as well a new project aimed to fix the runway cracks and runway drainage issues.

- **Repainting Beacon**

DB suggested to the commission that the airport consider painting the beacon tower. CS and MG said they would at a minimum get some estimates on the potential job.

### **Additional items:**

CS presented a list of items that he planned on getting organized in the near future. The list included: Yearly maintenance on hangar doors; trimming trees out of the approach surfaces and fence line; Identifying and repairing cracks on the airport; Sealing pavement around fuel facility; Bulging core sample repair; and, routine trash pickup.



**Around the table:**

DB requested a Matter of Record be entered in the minutes concerning the spreading of over 400,000 gallons of treated city sludge planned for late July on property directly across the road from his property. DB stated he had requested test results for the material being spread via The Freedom of Information Act but had not received the results from the City. It was his understanding that these results are required prior to application.

**Meeting adjourned:**

DB motioned to end the meeting and MR seconded. All were in favor and the meeting adjourned at 5:05 pm.



Current Year	
Jet A	
Date	Beginning Meter Reading
6/18/2013	19366.70
5/18/2013	17649.60
	<b>1717.10</b>

Prior Year	
Jet A	
Date	Beginning Meter Reading
6/18/2012	115112.70
5/18/2012	114700.10
	<b>412.60</b>

Year Difference	
Jet A	
Date	Gallons
2013	1717.10
2012	412.60
	1304.50

Current Year	
100 LL	
Date	Beginning Meter Reading
6/18/2013	8834.30
5/18/2013	7808.60
	<b>1025.70</b>

Prior Year	
100 LL	
Date	Beginning Meter Reading
6/18/2012	75445.50
5/18/2012	73237.70
	<b>2207.80</b>

Year Difference	
100 LL	
Date	Gallons
2013	1025.70
2012	2207.80
	-1182.10