



Minutes

Pekin Municipal Airport Commission Meeting

Pekin Municipal Airport

13906 Airport Lane

Pekin, IL 61554-8400

May 21, 2013

3:00 PM

Open meeting

3:15

Roll call:

Airport Commission

Ric Woldow, Chairman (RW)

Don Barth (DB)

Mike Reed (MR)

Murray Brian (MB)

Bill Baker (BB)

City Of Pekin

Mike Guerra, City Engineer (MG)

Clayton Stambaugh, Airport Manager (CS)

Hanson Engineering

Brandon Beck (HE)

Public

John Kriegsman (JK)

Ric Cunningham (RC)

Wayne Hood (WH)

Approval of minutes from last meeting:

DB made a motion to approve the minutes from the April meeting. MR seconded the motion. All were in favor and the motion passed.



Special reports: CS/MG

1. Follow up on active projects:

- **Fuel Cabinets:**

CS and MG reported that the cabinets had been installed. CS stated that he was in the process of making certain the airport was authorized to sell fuel. MG stated that the project was still incomplete in regard to meeting all contract items, but fuel was available at the time of the meeting. It was reported by MG that the City would be seeking liquidated damages for excessive downtime as specified in the contract.

Several Airport Commissioners expressed items of concern regarding the new cabinets and the install. CS, MG, and HE listened and recorded the items and planed to address them in the near future.

- **“Rehabilitate the West Apron”:**

CS, MG, and HE discussed the ongoing project to the Airport Commission. At the time of the meeting it was believed that the project would have a start date in the Spring of 2014 but it was possible that the project could be started as soon as the Fall of 2013.

2. Priorities for current month:

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

Final discussion was had by all regarding price per square foot at the airport. The following table outlines the recommended price per square foot made by the Airport Commission. This data was compiled using existing lease and rental agreements.

Space Description	Price Per Square Foot
Cold storage: hangar or end cap	\$0.13 per month
“Heatable” space - utilities not included – office or hangar	\$0.15 per month
Heated space – utilities included – office or hangar	\$0.18 per month
“Dirt rental” – buildings not maintained by the city	\$0.10 per year of building footprint



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

CS reported that he is still in contact with the individual but the draft contract was currently held up in legal. RW and the Airport Commission expressed that they were concerned with the time contracts are being held up in legal with the City. MG stated that he would send routine reminders to legal to make sure they are moving forward.

- **Hangar A roof leak:**

CS reported that he had cancelled the warranty inspection with the roofing company. CS stated that he would continue to monitor the issue and also determine how much warranty was left to help facilitate a decision on how to move forward. CS will report next meeting.

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

CS reported that Brandon had returned comments on the lease. CS and MG will review the comments, send an updated contract, and move forward with the process. CS and MG will report next meeting.

3. Follow up on projects outstanding:

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

MG stated he will continue to work on resolving the drainage issue.

- **Replacement of courtesy car:**

MG reported that the new courtesy car would be at the airport by the next meeting with graphics to identify "Pekin Municipal Airport"

- **Replace antiquated door closers in terminal:**

CS stated that the door closers had been installed. The item can be taken off the agenda.



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

CS reported that no new progress had been made and that any issues/concerns/notifications should be reported to him via email, phone, or in person.

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

1. **FBO proposal requirement and application**
2. **Proposed policy for tie down fee**
3. **Snow removal policy per commission recommendation**

CS stated that no progress had been made on any of the above items.

- **Airport Business Plan:**

CS stated that he is still working on the full business plan, and is slowly making progress, but is waiting on a guidebook to be published by the Transportation Research Board of the National Academies – Airport Cooperative Research Program on *Airport Business Planning for General Aviation Airports*. CS and MG reported that portions of a business plan are somewhat being completed to provide information and insight about the airport to City Council.

4. Monthly status report on delinquent accounts:

MG stated that he forgot to compile an official report for the meeting but CS is working on resolving any delinquencies that were previously noted. CS also stated that he is trying to retrieve lost data from the Fuelmaster to invoice smartcard customers for 1 (one) week of transactions that the City currently had no way of billing.

5. Monthly budget report:

It was noted by MR that the budget report handed out by MG was incorrect. MG stated that he accidentally compiled the wrong report.

6. Fuel Report:



CS reported that he didn't compile a report for the meeting considering no fuel was sold due to the fuel facility project. CS stated he would give the amount sold for the previous period in the next meetings fuel report.

Old business:

- **Carol Lindstrom lease:**

MG reported that the contract was still in legal to address some language issues between the two parties.

New business:

- **Wings and Wheels update:**

DB and CS reported on progress being made for the upcoming event held at the airport.

Additional items:

- **State-Local Airport Improvement Program**

CS, MG, and HE noted that the State of Illinois – Department of Transportation had released notice of the FY2014 State-Local Airport Improvement Program. CS, MG, HE, and the Airport Commission discussed various types of projects to request. CS and MG requested the Airport Commission to rate projects discussed.

Around the table:

- RW expressed concern for a storm shelter at the public airport. CS reported that the storm shelter was the water well pit. CS stated that he and MG are working on getting a proper cover and ladder for the shelter.
- DB wanted to make certain that the grass was mowed before the Wings & Wheels event.

Meeting adjourned:

MR motioned to adjourn the meeting. DB seconded the motion, all were in favor and the meeting ended at 5:15.