

**The West Metro Regional Airport Authority  
Meeting Minutes  
Tuesday, August 1<sup>st</sup>, 2006 at 3:00pm**

**The regular meeting of the West Metro Regional Airport Authority was held on Tuesday, August 1<sup>st</sup>, 2006, at 3:00pm at the Adel City Hall.**

**In attendance were authority members Mo Warford, Larry Lyon, and Randy Hefner.**

**Also present were Interim Administrator Chad Bird, Board Attorney John Reich, and McClure Engineering Representative Derick Anderson.**

Approval of Minutes

*Lyon moved to approve the minutes of the July 27<sup>th</sup>, 2006 meeting as submitted.*

*Warford seconded.*

*Motion passed unanimously.*

New Business

*There was no new business.*

Old Business

*Chair Hefner entertained a motion to amend and adjust the agenda to allow time for the City of Waukee officials to speak if they showed up at some time during the meeting.*

*Lyon moved on Hefner's request to adjust the agenda and allow time for Waukee City officials to speak.*

*Warford seconded*

*Motion passed unanimously.*

*Hefner then moved item four up on the agenda.*

4) Selecting Legal Counsel

*Hefner asked the board if they had any questions about John Reich serving as legal counsel as discussed at the last meeting. There were no questions and no comments from the board. Hefner asked Reich what his hourly rate for serving as counsel would be. Reich replied his normal rate is \$175.00. Hefner stated that the rate seemed usual and customary.*

*Hefner moved that the board hire Reich as general legal counsel for the Airport Authority.*

*Warford seconded.*

*Motion passed unanimously.*

1) Discussion on Creation of Bylaws and Policies

*Hefner asked Reich to generate a draft of bylaws. Reich said he would develop the proposed bylaws and distribute to the board for comments and questions.*

3) Discussion / Possible Action on Contract with McClure

*Hefner stated that the original five year contract was between Dallas County and McClure Engineering. Hefner asked Derick Anderson if the contract could be assigned to the airport authority. Anderson spoke about the history of the contract and stated that the contract could be assigned. Anderson said he has spoken to the FAA and they have no objections to the reassignment. He did mention that the FAA would like to see the original RFPs and Anderson said he would work with the County and the FAA to secure all the proper paper work. Hefner also asked Reich for a summary opinion on the contract. Reich said it seemed to be a fairly straight forward agreement and an assignment could be handled as an amendment. Hefner asked whether McClure Engineering or Reich should approach the County about transferring the contract. It was discussed and decided that McClure would approach the County and work out the assignment details.*

*Lyon noted that McClure representatives were at the recent Waukee City Council meeting and did a great job of disseminating the facts and answering questions.*

5) Discussion on 28E Agreement with the City of Adel

*There was some general discussion about the terms of such an agreement and also whether a 28E would be the best vehicle for such an agreement. Hefner said he sees the agreement as covering staff time, materials, incidentals, and possibly insurance. Reich and Bird said they would explore the issue further and report back to the Board.*

6) Discussion of Letter to FAA re: Authority Formation

*Anderson confirmed that a letter needs to be sent to the FAA confirming the formation of the Authority and that the Authority has established itself as the lead agency. Anderson said he will ensure the letter gets sent. He also indicated the FAA has all the other pertinent information about transferring the lead agency status to the Authority.*

7) Discussion of Administrative Issues.

*Bird said he was working with the City's carrier to obtain information about covering the Authority. He indicated that the Authority would not be eligible to go under the City's coverage and would need to obtain specific "airport" coverage. Bird said he was working to find out what that means in terms of coverage amounts and costs.*

*Warford said she had sent in the information regarding the Tax ID number and was awaiting word on approval. No other news yet.*

2) Discussion / Possible Action on Site Selection.

*Hefner opened this item saying that the airport master plan identifies three possible sites for the airport and they all ranked high and are considered good locations. The sites are A, west of county road R16, site B, east of county road R16 and site C, north of HWY 6 and west of county road R16. He also said that officials from the board, the City of Adel and the City of Waukee had been discussing site issues over the course of the last few days. Waukee Mayor Bill Peard was in attendance at the meeting and spoke to the site B location. Mayor Peard said that Waukee owned land in site B and he indicated the city intends to move forward with their plans to develop a park and recreation complex. Mayor Peard presented the board with a letter stating Waukee refused to authorize the use of its property for airport purposes.*

*Hefner thanked Mayor Peard for his comments and also recognized Waukee city council person Isaiah McGee as being at the meeting. Hefner pledged to keep communications open between the board and the City of Waukee as the plans for the airport progressed. Hefner stressed that the board intends to keep the process as transparent as possible and keep all parties informed.*

*Anderson outlined the FAA site selection process and schedule to-date. He indicated the FAA has a deadline of August 15<sup>th</sup> for selection sites to fund with environmental studies. He stressed that if a site is not selected the whole process is delayed.*

*Anderson further stated that all site selection data needs to be sent to the FAA by August 15<sup>th</sup> in order for a site to be considered for funding and he suggested the board select a site today.*

*There was general conversation about site A having fewer homesteads and overhead obstructions than site B. There was also general discussion about site C, but many thought it was too far away from existing highways.*

*There was also some general discussion about moving roads and other obstacles. Anderson said that just about anything can be moved or altered during planning and construction to allow proper clearance.*

*Hefner asked Lyon about some of the original discussions on site selection since Lyon was involved on the original over-site committee. Lyon said sites A and B scored the highest and were considered above the others because of their potential for development and expansion. Anderson confirmed that these sites are highly rated for their development potential.*

*Hefner asked Anderson if any time would be "lost" if the board switched to site A. Anderson said no time would be lost as most of the data has been collected on all three sites. He did indicate that a site must be selected now and once selected could not be switched later.*

*Hefner asked if all the maps and site plans had been made public and available. There were many comments that all the information has been made public.*

*Lyon asked for a motion to select a site. Warford commented that she preferred site A to B as it contained less homesteads.*

***Lyon moved to select site A for funding by the FAA.  
Warford seconded.  
Motion passed unanimously.***

#### Other Business

*In a side-bar, Hefner asked Reich to cover open meetings, open records, and gift laws. Reich covered the Iowa Code in general and asked the Board to let common sense dictate their actions when it comes to meetings and accepting gifts. Reich also stated that the Board is covered by all such laws of the state of Iowa.*

*Prior to adjournment Lyon acknowledge those in the audience who may be opposed to the airport plans and indicated there would be public informational and input meetings in the future. He pledged to keep information flowing and to keep communication lines open.*

*The board set their next meeting for Thursday, August 10<sup>th</sup>, 2006 at 3:00pm at the Adel City Hall.*

There being no further business, meeting adjourned at 3:50pm.

\_\_\_\_\_  
Randy Hefner  
Chair

Attest: \_\_\_\_\_  
Chad Bird  
Interim Administrator