



301 S. 10<sup>th</sup> Street • Adel, IA 50003

**The West Metro Regional Airport Authority  
Meeting Minutes  
Thursday, August 10<sup>th</sup>, 2006 at 3:00pm**

**The regular meeting of the West Metro Regional Airport Authority was held on Thursday, August 10<sup>th</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 August 1<sup>st</sup>, 2006 meeting as submitted.*

*Warford seconded.*

*Motion passed unanimously.*

**New Business**

- 1) Discussion of Administrative Issues
  - (a) Bank Account

*Hefner said the authority has received paper work from the FAA requesting banking information and drawdown authorization necessary to begin receiving funds from the FAA. Warford said she had set up an account with People's Bank in Adel and that the information for that account could be used for the drawdown information requested by the FAA. Bird said he would work with Warford on finishing the forms and other information and forward it on to the FAA.*

- 2) Discussion / Possible Action on setting a regular meeting date.

*Hefner said that during the past month or so the Authority has been meeting fairly regularly to establish its self and get organizational matters taken care of as soon as possible. He said it would be good for the board to now set a date and time that they would meet on a regular schedule. Hefner asked Anderson if there were important dates or deadlines coming up that must be met. Anderson indicated the majority of them had been met at this time and the others could be met with the schedule the board was considering for future meetings. Warford suggested meeting monthly and it was discussed that the second Tuesday of each month at 3:00pm would be a good time. Bird*

*responded that the Dallas County Supervisors regularly meet on Tuesdays in the Council Chambers and Lyon suggested perhaps the Adel Library would be a good meeting location especially since the audience size could be a factor at some meetings.*

***Lyon moved to hold regular monthly meetings on the second Tuesday of each month at 3:00pm at the Adel Public Library.***

***Warford seconded.***

*Discussion included talking about if a second meeting was needed in any given month. The board said they would schedule those as needed.*

***Motion passed unanimously.***

- 3) Discussion / Possible Action on selecting a designated spokesperson.  
*Hefner provided a brief background by saying that it is important for the authority to present a unified front and that they should appoint one person to be the point person for questions, interviews, etc. Lyon agreed but said he sees the person as a "contact person" rather than a spokesperson. Warford suggested Lyon since he has served on the original oversight committee.*

***Warford moved to appoint Lyon as the main contact person for future public related communications.***

***Hefner seconded.***

***Motion passed unanimously.***

- 4) Website Information.  
*Hefner and Bird talked briefly about what has transpired to get the current website up and running. Bird said that although the site is up, it is very rudimentary and he sees a lot of changes happening in the next week. He also said he spoke with the webmaster today and will be forwarding minutes and agendas to him on Monday. Lyon commented that it would be great to have a repository for information. The board also talked about other important aspects to have on the site, including a tentative timetable for the full project showing the environmental study, land acquisition, development etc. the board also felt that having information about the FAA information would be helpful. Hefner said it would also be good to have links to other regional airports from around the county on the site. Hefner said the goal should be to get as much information out to the public as possible.*

Old Business

1) Update on status of environmental assessment (McClure).

*Anderson presented that he has been in almost constant contact with the FAA and that all the required paperwork for the environmental assessment grant is complete and up-to-date. He said today's action will complete submittal information for the Airport Layout Plan, the Master Plan, and the Benefit Cost Analysis revisions as required by the FAA for FY06. He said the environmental study will be approved in January 2007 which will push the funding to FY07. Hefner asked how this would affect the project. Anderson said it is hard to project impact but that it might only slow down the environmental assessment by a few months. Anderson said the FAA still pays 95% of the costs and the private supporters will pay the remaining 5%. Hefner asked if there were increased costs associated with selecting site A versus site B. Anderson said the switch might cost an additional \$30,000 - \$50,000 due to having to update the Airport Layout Plan, the Master Plan, and the Benefit Cost Analysis. Lyon asked about the environmental assessment and whether that could be done in the winter if it is approved in January. Anderson said yes and some of the assessment is computer modeling for noise barriers etc.*

2) Discussion / Possible Action on Approval of Grant Application follow-up paper work.

*Anderson submitted the final draft paper work for the authority to approve for the phase I application to the FAA. Anderson noted that this grant was for redrafting of the Airport Layout Plan, the Master Plan, and the Benefit Cost Analysis. Hefner stressed that this grant, if awarded, would not amount to anyone paying additional taxes as the authority was not using tax dollars for the match. He reiterated that the private supporters were paying for the 5% match required to go with the FAA's 95%.*

***Lyon moved to execute the grant application, have Hefner sign it, and send it to the FAA.***

***Warford seconded.***

***Motion passed unanimously.***

- 3) Discussion / Possible Action on Approval of Contract with McClure
  - a) Recommendation of fair and reasonable fees for engineering fees.

*Hefner said that McClure has worked closely with the FAA and Bucher, Willis, and Ratliff Engineers out of Kansas City to complete all documents. The FAA has approved the hiring of McClure and is in agreement to the scope of work and the fees as outlined in the RFP and contract.*

*Lyon gave a brief history on the original RFPs, the five year contract and the competitive process surrounding the original process. Anderson said the FAA concurs that this is the same project and same process and that assigning the contract to McClure is advisable.*

*Hefner stated that the bulk of the airport design work has been completed by Bucher, Willis, and Ratliff Engineers and that McClure serves as a general contractor of sorts and BW&R is a specialist when it comes to airport design and planning. He also stated that the contract with McClure is for this phase of the contract only (Airport Layout Plan, the Master Plan, and the Benefit Cost Analysis).*

*Reich confirmed that the assignment amendment was for the EA portion only and not the five year "on-call" portion of the original contract.*

***Lyon moved to execute the contract with McClure with respect to scope of services and fair fee schedule.***

***Warford seconded.***

***Motion passed unanimously.***

#### Other Business

*In other business,*

*Lyon asked about a time line for contacting landowners in the area. Anderson said sometime in the next several months.*

*Anderson addressed some of the landowners in the audience and said if any of them had any questions they could feel free to contact him, or anyone at McClure and they would be happy to visit with them about the project.*

*There was a question about where the FAA gets its money. Anderson said the federal money comes from within the aviation industry through fuel taxes, ticket fees etc and it is placed in a aviation trust fund that then is spent on aviation projects such as the West Metro Regional Airport.*

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*Hefner mentioned a couple of items related to administrative expenses he sees the board incurring in the next few months such as insurance and surety bonds. But he stressed that the authority is a volunteer board and that the private sector is picking up administrative costs.*

*Hefner said for the next meeting the board should be discussing the website, setting a meeting with property owners and other communication related issues.*

*Hefner then entertained a few comments and questions from the audience.*

*One person asked if the names of the private sector supporters could be made available. Hefner said he wasn't sure that list was public yet.*

*One person asked about the County's involvement and why they pulled out of the project. Hefner said they should be contacted about the answer to that question.*

*One person asked if there were any zoning issues. Hefner said the land would need to go under a zoning review and possible rezoning.*

*The board set their next meeting for Tuesday, September 12<sup>th</sup>, 2006 at 3:00pm at the Adel City Hall.*

*There being no further business, meeting adjourned at 4:00pm.*

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

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