



301 S. 10th Street • Adel, IA 50003

**The West Metro Regional Airport Authority
Meeting Minutes
Tuesday, November 14th, 2006 at 9:00 AM**

The regular meeting of the West Metro Regional Airport Authority was held on Tuesday, November 14th, 2006 at 9:00 AM at the Adel Public Library.

In attendance were authority members Mo Warford and Larry Lyon.

Absent was Randy Hefner.

Also present were Interim Administrator Chad Bird, and Board Attorney John Reich.

Agenda

Approval of Minutes

October 9th, 2006

October 18th, 2006

Lyon moved to approve the minutes of October 9th and October 18th, 2006.

Warford seconded.

Motion passed unanimously

New Business

- 1) Discussion and possible action on 28E agreement with the City of Adel.

Bird provided a draft copy of a 28E agreement between the City of Adel and the West Metro Regional Airport Authority. He said the purpose of the agreement was to set the parameters of the relationship between the City and the Authority in regards to service expectations and reimbursements. Bird also said that this is a draft and that the Adel City Council has the agreement but has not had a chance to discuss it yet.

Warford moved to name Hefner to a team to negotiate the final terms of the agreement with the City.

Lyon seconded.

Bird said he had a conversation with Hefner and that Hefner indicated he would be willing to serve as the negotiator for the Authority.

Motion passed unanimously

2) Discussion of a board operations policy.

Reich distributed copies of a board policy draft he has been working on and asked the board to review it and provide him with suggestions and changes in the coming weeks.

3) Update from McClure Engineering.

Derick Anderson provided the board with a progress report on the updates currently being made to the Airport Layout Plan, the Master Plan, and the Cost Benefit Analysis. He said Bucher Willis is working on the updates and McClure stays in touch frequently. Anderson also said that the lead engineer from Bucher-Willis will try to attend the December meeting of the board to provide more information.

Anderson provided the board with an update on the landowner meetings scheduled for later in November and early December. Anderson said of the four days set aside, three have already been filled. He said the focus of the meetings will be to discuss the process and timeline with the landowners and also discuss how each may be impacted by the proposed airport.

Old Business

None

Other Business

In other business the board discussed a recent letter received from Manatt's Inc. speaking in support of the airport project. The board then spent a little time talking about preparing marketing information.

Warford brought up an idea shared by Hefner; beginning the steps to create a budget outline for the board. There was some general discussion on fiscal calendars and income and expense items.

The board's next meeting will be December 12th, 2006 to be held at 9:00am at the Adel Public Library.

There being no further business, meeting adjourned at 9:40am.

Randy Hefner
Chair

Attest: _____
Chad Bird
Interim Administrator