



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

**The West Metro Regional Airport Authority  
Meeting Minutes  
Tuesday, December 12<sup>th</sup>, 2006 at 9:00 AM**

The regular meeting of the West Metro Regional Airport Authority was held on Tuesday, December 12<sup>th</sup>, 2006 at 9:00 AM at the Adel Public Library.

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

Also present were Interim Administrator Chad Bird, Board Attorney John Reich and Brad Weisenburger and Kelly Slusarski from Bucher, Willis & Ratliff Corporation.

**Agenda**

Approval of Minutes  
November 14<sup>th</sup>, 2006

*Lyon moved to approve the minutes of November 14<sup>th</sup>, 2006.  
Warford seconded.  
Motion passed unanimously*

New Business

- 1) Discussion and possible action on 28E agreement with the City of Adel  
*Hefner opened discussion on this issue and said that he would be meeting with Adel city council members to discuss the terms of the agreement. Hefner asked Terry Lutz from McClure Engineering about what costs are eligible for reimbursement from the FAA grant and asked specifically about administrative costs. Lutz responded that it was unlikely that these costs would be eligible. Hefner said he also wanted to further review the reimbursement item in the agreement. Bird advised that the Adel city council would be reviewing the document in the coming weeks. The board members expressed interest in completing the agreement as soon as possible.*
- 2) Discussion on a board operations policy  
*Hefner asked the board to review the operating procedures and give comments to John Reich as soon as possible. Hefner asked Reich to review the procedures necessary to add other jurisdictions to the Authority. Reich said he would review the information and report back.*

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3) Update from McClure Engineering

- Introduction of representatives from Bucher Willis & Ratliff Engineers

*Terry Lutz introduced Brad Weisenburger and Kelly Slusarski from Bucher, Willis & Ratliff Corporation and said they were present to update the board on progress made today with the master plan and the airport layout plan updates.*

*One of the major points Slusarski pointed out is from the master plan. He said many of the predictor numbers have changed because of the growth that has already occurred in the region in the time since the original master plan study. Consequently one forecast number, the based aircraft predictor was modeled on three different Economic Market Share scenarios and Slusarski asked if the board had a preference as to which one they preferred to use. After some discussion the board reached consensus that the Economic Market Share II should be used.*

*Slusarski and Weisenburger than shared the rest of the material that has been updated so far and left copies to be posted to the website.*

- Update on meetings with landowners

*Lutz provided an update to the board about the recent meetings with the landowners affected by the airport. He indicated the majority of the meetings went fairly well and most were grateful for the information and update on the project. Lutz said he and his staff met with about 40 – 50 people over two weeks. He said in the future there will be a need for public hearings and additional meetings but overall he said these meetings went well.*

*Lutz also provided an update on the current site's runway alignment and said that as Bucher, Willis & Ratliff complete the master plan there may be a need to modify the runway layout. He said he would update the board more on that later. Lutz did say he had shared the runway information with all the landowners as well.*

*Warford asked for an updated time line of activities and Lutz said one would be provided as soon as possible.*

4) Current Invoices

*Hefner discussed the board's financial position in regards to paying a couple of professional services invoices and the board discussed whether those fees could be covered by the grant. Lutz advised that they probably could not be. Hefner asked Warford how she was coming on the budget preparations. Warford responded she was still working on them.*

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Old Business

Other Business

*The board's next meeting will be January 16<sup>th</sup>, 2007 to be held at 9:00am at the Adel Public Library.*

There being no further business, meeting adjourned at 10:40am.

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Randy Hefner  
Chair

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