

**SOUTH CENTRAL REGIONAL AIRPORT AGENCY**

Meeting of the Board

**February 24, 2021 – 6:00 p.m.**

Pella City Hall

825 Broadway Street, Pella, IA 50219

**Due to the COVID-19 pandemic, this meeting will be held electronically.**

To join the meeting, dial 720.650.5050 and enter access code 962-389-622 #

Those attending via phone will have the ability to provide verbal comments during the call to the public.

To minimize disruptions, we ask that you keep your telephone on mute until the time you intend to speak.

**Agenda**

1. Call to Order.
2. Call to the public (limited to 3 minutes per person).
3. Approval of Minutes from January 27, 2021.
4. Approval of Resolution No. 55 Electing Officers.
5. Approval of Resolution No. 56 Approving the Fiscal Year 2022 Budget and Authorizing Submittal to the City of Oskaloosa and the City of Pella.
6. Approval of Resolution No. 57 Approving Submittal of a Letter of Support for the Reappointment of Tom Rielly to the Iowa Transportation Commission.
7. Staff and committee updates:
  - a. Review of SCRAA financial statement.
8. The next meeting is scheduled for March 24, 2021 at 6:00 p.m.
9. Adjourn.

South Central Regional Airport Agency

Meeting Minutes

Wednesday, January 27, 2021

Committee members present: David Barnes, John Bandstra (via phone), Pamela Blomgren (via phone), Kevin Gaul (via phone). Absent: Jim Hansen, Sid Pinney.

SCRAA staff present: Mike Schrock, Oskaloosa City Manager (via phone); Mike Nardini, Pella City Administrator; Amy Beattie, SCRAA Legal Counsel (via phone); Jerry Searle, HDR Engineering (via phone); Mandy Smith, Pella City Clerk.

Meeting called to order by Chairman Barnes at 6:00 p.m. in the Pella City Hall, 825 Broadway Street, Pella, Iowa. Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via conference call. One member of the general public attended the conference call.

Chairman Barnes opened the call to the public. No comments were received.

It was moved by Gaul, seconded by Blomgren, to approve the October 28, 2020 minutes. Motion carried 4-0.

At 6:07 p.m., it was moved by Blomgren, seconded by Gaul, to enter into closed session under Code of Iowa; Chapter 21 Section 5 sub paragraph 1. j. To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed. Motion carried 4-0.

It was moved by Bandstra, seconded by Blomgren, to exit the closed session. Motion carried 4-0.  
SCRAA back into open session at 6:19 p.m.

It was moved by Gaul, seconded by Blomgren, to approve Resolution No. 54 Approving the Fair Market Value for Real Property to be Purchased from David Miles Prine. Motion carried 3 (Gaul, Blomgren, Barnes) - 1 (Bandstra).

The committee reviewed the staff financial report; no formal action was taken.

The next regular meeting is scheduled for February 24, 2021 at 6:00 p.m.

The meeting adjourned at 6:29 p.m.

Minutes prepared by Mandy Smith

ITEM NO: 4

SUBJECT: Resolution Electing Officers

DATE: February 24, 2021

**BACKGROUND:**

The 28E agreement establishing the South Central Regional Airport Agency (SCRAA) requires the Board to annually elect members to serve as Chair, Vice Chair, and Secretary/Treasurer. The 28E Agreement also stipulates that each party shall be entitled to one officer position.

The SCRAA Executive Committee is recommending the following board members serve as officers for the SCRAA:

1. James Hansen, Chair (representing the City of Oskaloosa)
2. Kevin Gaul, Vice Chair (representing the City of Pella)
3. John Bandstra, Secretary/Treasurer (representing Mahaska County)

This resolution appoints the above members as officers from February 24, 2021 through the date of the 2022 annual meeting.

ATTACHMENTS: Resolution

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve resolution

## RESOLUTION NO. 55

### RESOLUTION ELECTING OFFICERS

WHEREAS, the 28E agreement establishing the South Central Regional Airport Agency (SCRAA) provides the officers of the Board shall be elected annually by and from the representatives of the Parties present at the annual meeting; and

WHEREAS, the officers of the Board to be elected by vote of the Board are the Chair, Vice Chair, and Secretary/Treasurer; and

WHEREAS, each Party is entitled to one officer position; and

WHEREAS, the following board members are being nominated to serve as officers beginning on February 24, 2021 through the date of the 2022 annual meeting:

James Hansen, Chair (representing the City of Oskaloosa)

Kevin Gaul, Vice Chair (representing the City of Pella)

John Bandstra, Secretary/Treasurer (representing Mahaska County)

NOW, THEREFORE, it is hereby resolved that the Board of the SCRAA appoints the above stated board members to serve as officers of the SCRAA from the date of the 2021 annual meeting on February 24, 2021 through the date of the 2022 annual meeting.

Passed and approved this 24<sup>th</sup> day of February, 2021.

---

James Hansen, Chair

ATTEST:

---

John Bandstra, Secretary/Treasurer

ITEM NO: 5

SUBJECT: Resolution Approving Fiscal Year 2022 Budget Submittal

DATE: February 24, 2021

**BACKGROUND:**

Annually, the South Central Regional Airport Agency (SCRAA) is required to submit a proposed operating and capital budget for consideration to the City of Oskaloosa and the City of Pella. Recently, staff reviewed the proposed fiscal year 2022 budget with the Executive Committee. This resolution adopts the proposed budget and authorizes submittal to the respective cities. Listed below is the proposed budget.

**Fiscal Year 2022 Proposed Budget**

Operating Expenditures

Insurance	\$6,500
Audit Fees	\$5,200
Legal Expenses	\$9,000
Travel	\$1,000
Training/Conferences	\$1,200
Website Maintenance	\$500
<u>Miscellaneous Expense</u>	<u>\$200</u>
Total Operating Expenditures	\$23,600

Capital expenditures for fiscal year 2022 total \$3,084,210.

The amounts above reflect expenditures only and do not show proportionate cost sharing arrangements. In addition, this information does not show possible grant funding, opportunities, or other associated revenue streams.

ATTACHMENTS: Resolution

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve resolution

**RESOLUTION NO. 56**

RESOLUTION APPROVING THE FISCAL YEAR 2022 BUDGET AND AUTHORIZING SUBMITTAL TO THE CITY OF OSKALOOSA AND THE CITY OF PELLA

WHEREAS, the South Central Regional Airport Agency (SCRAA) is required to annually submit an operating and capital budget to the City of Oskaloosa and the City of Pella; and

WHEREAS, staff reviewed the proposed fiscal year 2022 budget with the Executive Committee; and

WHEREAS, the proposed fiscal year 2022 budget is as follows:

**Fiscal Year 2022 Proposed Budget**

Operating Expenditures	
Insurance	\$6,500
Audit Fees	\$5,200
Legal Expenses	\$9,000
Travel	\$1,000
Training/Conferences	\$1,200
Website Maintenance	\$500
<u>Miscellaneous Expense</u>	<u>\$200</u>
Total Operating Expenditures	\$23,600

Capital Expenditures: \$3,084,210.

NOW, THEREFORE, it is hereby resolved by the Board of the SCRAA that the proposed fiscal year 2022 budget is approved, and staff is authorized to submit the proposed budget to the City of Oskaloosa and the City of Pella.

Passed and approved this 24<sup>th</sup> day of February, 2021.

---

James Hansen, Chair

ATTEST:

---

John Bandstra, Secretary/Treasurer

ITEM NO: 6

SUBJECT: Resolution Approving Submittal of a Letter of Support for the Reappointment of Tom Rielly to the Iowa Transportation Commission

DATE: February 24, 2021

**BACKGROUND:**

This resolution approves a letter of support for the reappointment of Tom Rielly to the Iowa Transportation Commission. Tom was originally appointed to this commission on May 1, 2017. His term is set to expire on June 30, 2021.

ATTACHMENTS: Resolution, Letter of Support

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: Approve resolution

## RESOLUTION NO. 57

### RESOLUTION APPROVING SUBMITTAL OF A LETTER OF SUPPORT FOR THE REAPPOINTMENT OF TOM RIELLY TO THE IOWA TRANSPORTATION COMMISSION

WHEREAS, the Iowa Transportation Commission is a seven-member commission that develops a comprehensive transportation policy and plan for the state of Iowa, identifies transportation needs, and develops programs to meet those needs; and

WHEREAS, Tom Rielly has served on the Commission since May 1, 2017; and

WHEREAS, Tom Rielly has been a great advocate for the South Central Regional Airport project which will meet the current aeronautical needs of the region and act as a catalyst for future development; and

WHEREAS, Tom Rielly's current term on the Commission expires on June 30, 2021; and

WHEREAS, the South Central Regional Airport Agency (SCRAA) is in favor of the reappointment of Tom Rielly to the Iowa Transportation Commission.

NOW, THEREFORE, it is hereby resolved by the Board of the SCRAA that the letter of support for the reappointment of Tom Rielly to the Iowa Transportation Commission is approved; and

BE IT FURTHER RESOLVED that the SCRAA Chair is authorized to sign and submit the letter on behalf of the Board.

Passed and approved this 24<sup>th</sup> day of February, 2021.

---

James Hansen, Chair

ATTEST:

---

John Bandstra, Secretary/Treasurer





The Honorable Kim Reynolds  
Office of the Governor  
Iowa State Capitol  
1007 East Grand Avenue  
Des Moines, IA 50319

February 16, 2021

Dear Governor Reynolds,

I am writing to you today in support to Tom Rielly's reappointment to the Iowa Transportation Commission.

The South Central Regional Airport Agency is in the process of developing what will be one of the 10 busiest airports in Iowa, to be located between Pella and Oskaloosa. Tom has been a great advocate for this project which will meet the current aeronautical needs of the region and act as a catalyst for future development.

Tom was born and raised in Oskaloosa. He returned to Oskaloosa after college to run his own insurance agency. In addition, Tom has served as Mayor of Oskaloosa, a State Senator, and during that time, served as chair of the Senate Transportation Committee. In May of 2017, he was appointed to the Iowa Transportation Commission and served as its Chair in 2019-2020.

Tom has shown great leadership in the development of Iowa's transportation systems and infrastructure over the last 15 years. We strongly support his reappointment to this critical position.

Sincerely,

James M. Hansen  
Chair

cc: Tom Rielly

ITEM NO: 7-a

SUBJECT: Review of SCRAA Financial Statement

DATE: February 24, 2021

**BACKGROUND:**

The purpose of this agenda item is to review the financial statement which is included as a memo attachment.

ATTACHMENTS: Financial statement

REPORT PREPARED BY: Staff

RECOMMENDED ACTION: None

**2021 SCRAA Operating - Financial Statement**

<b>Operating Reimbursements</b>	<b>Budget</b>	<b>Year-to-Date</b>	<b>Remaining</b>
Pella	\$ 13,890	\$ 2,886	\$ 11,004
Oskaloosa	9,260	1,924	7,336
<b>Total Operating Reimbursements</b>	<b>\$ 23,150</b>	<b>\$ 4,810</b>	<b>\$ 18,340</b>

  

<b>Expense</b>	<b>Budget</b>	<b>Year to Date</b>	<b>Year to Date</b>
Audit	\$ 5,025	\$ 100	\$ 4,925
Insurance	5,000	655	4,345
Travel	3,775		3,775
Website Maintenance	750	425	325
Training/Conferences	1,600		1,600
Legal Fees	7,000	3,630	3,370
<b>Total Expense</b>	<b>\$ 23,150</b>	<b>\$ 4,810</b>	<b>\$ 18,340</b>

  

<b>Net Operating Inc/(Exp)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
--------------------------------	-------------	-------------	-------------

<u>Check Issue Date</u>	<u>Payee</u>	<u>Invoice GL Account</u>	<u>Description</u>	<u>Check Amount</u>
<b>Audit Fee</b>				
	8/17/2020 OFFICE OF AUIDTOR OF STATE	141.5.05.2200.6401		\$ 100.00
				<b>\$ 100.00</b>
<b>Professional Services</b>				
	11/30/2020 NEAPOLITAN LABS LLC	141.5.05.2200.6405		\$ 425.00
				<b>\$ 425.00</b>
<b>Insurance</b>				
	2/8/2021 Ratcliff & Blake	141.5.05.2200.6410		\$ 655.00
				<b>\$ 655.00</b>
<b>Legal Expense</b>				
	7/25/2020 BRICK GENTRY BOWER SWARTZ & LEVIS PC	141.5.05.2200.6414		\$ 1,215.00
	8/25/2020 BRICK GENTRY BOWER SWARTZ & LEVIS PC	141.5.05.2200.6414		660.00
	9/25/2020 BRICK GENTRY BOWER SWARTZ & LEVIS PC	141.5.05.2200.6414		690.00
	10/25/2020 BRICK GENTRY BOWER SWARTZ & LEVIS PC	141.5.05.2200.6414		600.00
	12/25/2020 BRICK GENTRY BOWER SWARTZ & LEVIS PC	141.5.05.2200.6414		465.00
				<b>\$ 3,630.00</b>
<b>Engineering/Planning</b>				
	7/29/2020 MAHASKA COUNTY RECORDER	241.5.05.7240.6730		1,874.29
	7/29/2020 MAHASKA COUNTY RECORDER	241.5.05.7240.6730		1,087.80
	9/8/2020 MAHASKA COUNTY RECORDER	241.5.05.7240.6730		145.00
	9/9/2020 HDR ENGINEERING INC	241.5.05.7240.6730		4,779.91
	9/9/2020 HDR ENGINEERING INC	241.5.05.7240.6730		17,735.87
	9/9/2020 HDR ENGINEERING INC	241.5.05.7240.6730		1,975.64
	9/9/2020 HDR ENGINEERING INC	241.5.05.7240.6730		3,000.00
	9/17/2020 HDR ENGINEERING INC	241.5.05.7240.6730		5,571.90
	9/17/2020 HDR ENGINEERING INC	241.5.05.7240.6730		1,462.90
	9/17/2020 HDR ENGINEERING INC	241.5.05.7240.6730		4,225.57
	9/17/2020 HDR ENGINEERING INC	241.5.05.7240.6730		3,554.45
	9/17/2020 HDR ENGINEERING INC	241.5.05.7240.6730		1,300.00
	9/30/2020 HDR ENGINEERING INC	241.5.05.7240.6730		1,449.35
	9/30/2020 HDR ENGINEERING INC	241.5.05.7240.6730		2,270.84
	9/30/2020 HDR ENGINEERING INC	241.5.05.7240.6730		6,297.57
	10/22/2020 MAHASKA TITLE-JOHNSON ABSTRACT CO	241.5.05.7240.6730		470.00
	10/25/2020 BRICK GENTRY BOWER SWARTZ & LEVIS PC	241.5.05.7240.6730		2,256.25
	11/2/2020 BRICK GENTRY WIRE TRANSFER FEE	241.5.05.7240.6730		15.00
	11/3/2020 BRICK GENTRY BOWER SWARTZ & LEVIS PC	241.5.05.7240.6730		1,800.00
	11/3/2020 BRICK GENTRY BOWER SWARTZ & LEVIS PC	241.5.05.7240.6730		878,346.50
	11/3/2020 BRICK GENTRY BOWER SWARTZ & LEVIS PC	241.5.05.7240.6730		476,311.54
	11/2/2020 HDR ENGINEERING INC	241.5.05.7240.6730		5,599.74
	11/2/2020 HDR ENGINEERING INC	241.5.05.7240.6730		4,936.71
	11/2/2020 HDR ENGINEERING INC	241.5.05.7240.6730		788.73

<u>Check Issue Date</u>	<u>Payee</u>	<u>Invoice GL Account</u>	<u>Description</u>	<u>Check Amount</u>
11/25/2020	BRICK GENTRY BOWER SWARTZ & LEVIS PC	241.5.05.7240.6730		1,893.25
12/1/2020	HDR ENGINEERING INC	241.5.05.7240.6730		1,486.37
12/1/2020	HDR ENGINEERING INC	241.5.05.7240.6730		2,151.76
12/31/2020	BRICK GENTRY BOWER SWARTZ & LEVIS PC	241.5.05.7240.6730		884,094.15
12/31/2020	BRICK GENTRY BOWER SWARTZ & LEVIS PC	241.5.05.7240.6730		479,314.54
12/31/2020	RECLASS BRICK GENTRY #336082	241.5.05.7240.6730		1,455.00
12/31/2020	BRICK GENTRY WIRE FEE	241.5.05.7240.6730		15.00
				<b>\$ 2,797,665.63</b>
<b>Engineering/Planning</b>				
9/16/2020	MAHASKA COUNT TREASURER	241.5.05.7240.6750	Legal Expense	\$ 1,780.00
9/16/2020	MAHASKA COUNT TREASURER	241.5.05.7240.6750	Legal Expense	1,490.00
9/16/2020	MAHASKA COUNT TREASURER	241.5.05.7240.6750	Legal Expense	1,450.00
9/16/2020	BRICK GENTRY	241.5.05.7240.6750	Legal Expense	2,370.00
9/16/2020	BRICK GENTRY	241.5.05.7240.6750	Legal Expense	2,127.00
1/5/2021	HDR ENGINEERING INC	241.5.05.7240.6750	Legal Expense	1,470.20
1/5/2021	HDR ENGINEERING INC	241.5.05.7240.6750	Legal Expense	2,416.44
1/15/2021	HDR ENGINEERING INC	241.5.05.7240.6750	Legal Expense	7,414.21
				<b>\$ 20,517.85</b>
<b>Total</b>				<b>\$ 2,822,338.48</b>