

**AIRPORT ADVISORY COMMISSION MINUTES
MONDAY – JUNE 27, 2011
AIRPORT TERMINAL BUILDING**

The Muscatine Airport Advisory Commission meeting was called to order at 5:00 p.m. by Chairperson Page. Commission members present were Chairperson Jerry Page, Phil Fitzgerald, Bill Leddy and Jerald Cale. Also present was Steven Boka, Director of Community Development, Carver Aero employees Janet Lewis and Mike Woerly, and Council Member At-Large Scott Natvig. Commissioner Tooman was excused.

The next item on the agenda was the approval of the May 23, 2011 minutes. On a motion to approve by Commissioner Fitzgerald and seconded by Commissioner Cale, the minutes were approved as submitted.

Boka provided the Commission with updates on several projects at the airport. The Commission reviewed and commented on the status of the Airport Runway Lighting Improvement Project that is delayed and awaiting a funding commitment at the federal level, the use of Muscatine County jail inmates for the clearing and grubbing along the perimeter fence, the Hangar Access Road improvements nearing completion, the design preparation, bidding and letting schedule for the Renovation of the Municipal Hangar and T-Hangar Roofs Project, and an update on the wildlife control efforts. Boka also presented the Commission with information concerning the installation of the oil separator serving the airport tarmac, the application status on the request for funding the installation of a gate and security camera at the south entrance to the Hangar Access Road, and funding to clear a 29-acre area containing airport obstructions.

Commissioners were then advised that staff has been working develop an RFP and selection process for the selection of an airport consultant as required for airport projects exceeding \$100,000.00. Boka explained that the city is periodically required to go through a formal consultant selection process and has been utilizing the 5-year Capital Improvement Plan to determine the types of projects will require those services. Since the city last went through the selection process in 2006, it is necessary to begin the process again. Fangman and Boka explained that a selection team must be chosen to develop a matrix for scoring during the consultant evaluation process. Following some additional discussion regarding the make-up of that team, it was moved by Commissioner Fitzgerald and seconded by Commissioner to appoint Commission Chair Page, Carver Aero employee Janet Lewis and Steve Boka as the team members. Second by Commissioner Leddy. All present voted aye.

Commissioners discussed potential open-house activities that might be considered in conjunction with the grand opening of the Joint Armed Forces readiness Center this fall.

Election of Officers for 2011/12. On a motion by Commissioner Leddy and seconded by Commissioner Fitzgerald to retain the existing slate of officers for the coming year, all present voted aye. Motion approved.

CHAIRPERSON	Jerry Page
VICE-CHAIRPERSON	Bill Leddy
SECRETARY	Steve Boka

Commissioner Fitzgerald moved to adjourn. Second by Commissioner Leddy. All present voted aye. Meeting adjourned.

Respectfully submitted,

Steven W. Boka, secretary
Director of Community Development