

MINUTES  
SOUTH CENTRAL REGIONAL AIRPORT AGENCY  
SPECIAL MEETING  
TUESDAY, AUGUST 14, 2012 - 5:30 P.M.

Committee Members Present: David Barnes, Pamela Blomgren, James Hansen, Donna Smith, Steve Van Weelden and Joe Warrick. Also present: Mike Nardini, Pella City Administrator; Michael Schrock Jr., Oskaloosa City Manager; Jerry Nusbaum, Mahaska County Engineer, Jenny Hesseltine, Pella Administrative Services Director and two members of the public who signed the sign-in sheet

The meeting was called to order by Chairman Hansen at 5:34pm in the Pella City Council Chamber. It was moved by Blomgren and seconded by Warrick to approve the minutes from the June 7, 2012 meeting as presented. The motion carried unanimously.

Nardini gave an overview of the Request for Qualifications (RFQ) originally sent to solicit the proposals received by the firms interviewed later in the meeting. He highlighted the seven steps of the project:

1. Airport Site Selection
2. Environmental Documentation and Mitigation
3. Airport Layout Plan and Narrative/Master Plan
4. Land Acquisition
5. Preliminary and final design associated with the construction of runways, taxiways, aprons, landing and navigational aids.
6. Preliminary and final design associated with the construction of aircraft storage facilities, fuel facilities, utilities, vehicle access and parking facilities, terminal building and other landside infrastructure improvements.
7. Obstruction mitigation

Nardini noted that the RFQ was approved by the Federal Aviation Administration (FAA) and released in mid-June for publication. Subsequently, it was widely advertised in the following ways: postings on both websites for the City of Oskaloosa and the City of Pella, advertisements in newspaper publications in Knoxville, Oskaloosa, and Pella, advertisements in a national trade magazine, and direct link sent to all consultants in the Iowa Department of Transportation (IDOT) database. Nearly one dozen firms contacted Nardini with inquiries of the project. The deadline for consideration was July 6, 2012. Proposals were received from five teams of consultants, all prequalified by the IDOT.

In accordance with the consultant evaluation criteria, the executive committee comprised of Hansen, Barnes, Warrick and staff members Mike Nardini, Jerry Nusbaum, and Mike Schrock scored all five proposals to reduce the group of five down to two. Based on experience, the two chosen to interview were Foth and Snyder & Associates.

Hansen asked for the FAA scoring requirements to be explained. Nardini answered that the scoring sheet is a tool strongly recommended by the FAA for selection purposes and that it is an item on the agenda for approval by the board. Blomgren moved to approve the scoring sheet as presented. The motion was seconded by Van Weelden and approved unanimously.

**Both Foth and Snyder & Associates made presentations of their firm's qualifications to the board and both were interviewed individually.**

After the interviews, discussion took place regarding presentation skills, related experience, personnel assigned to the project, ability to deliver and other related criteria as set forth in the consultant evaluation criteria in the RFQ. Both firms scored essentially equal. However, Snyder & Associates was ultimately selected due to their history with the communities of Oskaloosa and Pella, the experience with relocations of airports in the state of Iowa, and their intimate knowledge of FAA procedures for such projects. Motion was made by Blomgren and seconded by Warrick to proceed with contract negotiations with Snyder & Associates, contingent upon FAA approval.

The board agreed to reserve both September 11 and 25 at 6:00 p.m. for the next meeting in **Oskaloosa. The date will be determined based on the FAA's timeline in giving approval of** contract negotiations with Snyder & Associates. On the next board agenda will be the approval of the engineering contract as well as the initiation of site selection.

The meeting adjourned at 9:20 p.m.

Minutes by Jenny Hesseltine