

South Central Regional Airport Agency  
Meeting Minutes  
Wednesday, August 9, 2017

Committee Members Present: Pamela Blomgren, James Hansen, Randy Borgerding and Sid Pinney.

Committee Members Absent: David Barnes and Joe Warrick.

SCRAA Staff Present: Mike Nardini, Pella City Administrator.

SCRAA Staff Absent: Michael Schrock Jr., Oskaloosa City Manager and David Shanahan, Mahaska County Engineer.

Meeting called to order by Chairman Hansen at 6:00 p.m. in the Pella Public Safety Complex, 614 Main Street, Pella, IA.

It was moved by Pinney, seconded by Blomgren to approve the June 27, 2017 minutes. Motion carried 4-0.

Chairman Hansen opened the call to the public. Comments were received by Mr. John Bandstra. In addition, Mr. Bandstra submitted his comments in writing. It was moved by Pinney, seconded by Blomgren to officially enter Mr. Bandstra's comments into the record of the meeting. Motion carried 4-0.

It was moved by Borgerding, seconded by Pinney to approve the resolution entitled, "RESOLUTION APPOINTING BRICK GENTRY P.C. AS THE LEGAL COUNSEL FOR THE SOUTH CENTRAL REGIONAL AIRPORT AGENCY". Motion carried 4-0.

As background, the SCRAA recently solicited proposals for legal services. Three firms submitted proposals which were evaluated by the SCRAA Executive Committee using the following categories:

- Qualifications of the lead attorney and key staff*
- Ability of the firm to respond to the SCRAA in a timely fashion*
- Relevant municipal government experience*
- Experience and knowledge in property acquisition by government entities*
- The firm's experience in contract and general business law*
- The firm's proposed legal fees*

After evaluating the proposals and conducting the interview process, the Executive Committee is recommending the appointment of the Brick Gentry Law Firm to serve as legal counsel for the SCRAA. It should be noted, the Brick Gentry Law Firm has significant municipal government experience and also serves as legal counsel for the Polk County Aviation Authority.

The resolution also authorized the SCRAA Board Chairman to sign an engagement letter with the Brick Gentry Law Firm. The engagement letter outlines the services to be provided to the SCRAA and establishes the firm's legal fees of \$150 per hour for their attorneys and \$50 per hour for law clerks. The fees are guaranteed for three years.

Nardini gave an overview of the procurement process for engineering services for the next phase of the project which involves land acquisition, engineering design, and construction observation services. Nardini noted the request for engineering proposals was approved by the Federal Aviation Administration (FAA) and was advertised. In addition, Nardini stated the evaluation process is required to be based on qualifications of the engineering firms and fees cannot be considered for the project. Nardini stated there are other mechanisms involved in the process which are intended to address the reasonableness of the engineering fees, which includes obtaining an independent cost estimate from a firm who did not bid on the project.

After a general discussion by the Board on the procurement process, Chairman Hansen asked Nardini to explain the proposed 'Engineering Evaluation' scoring sheet to be used by the Board. A copy of the evaluation sheet is attached to the minutes. Nardini reviewed the three categories on the scoring sheet which are as follows:

*Project Understanding*  
*Relevant Experience*  
*Project Administration*

After discussing the evaluation criteria, the Board directed staff to proceed as follows:

1. The SCRAA Board to evaluate all the engineering proposals received utilizing the attached 'Engineering Evaluation' scoring sheet.
2. The Executive Committee to review the evaluation scoring sheets and identify two engineering firms as finalists for the proposed consulting services.
3. The entire SCRAA Board will interview the two engineering firm finalists on August 24, 2017 in Oskaloosa.

The next meeting of the SCRAA Board will be at 6:00 p.m. on August 24, 2017 in Oskaloosa.

It was moved by Borgerding, seconded by Pinney to adjourn. Motion carried 4-0.

The meeting adjourned at 6:36 p.m.

Minutes prepared by Mike Nardini

# CONSULTANT EVALUATION CRITERIA

## South Central Regional Airport Agency

Firm Name: \_\_\_\_\_

### Project Understanding (15 points):

- ◆ Was the information requested in the RFP completely addressed in the proposal? (5 points) \_\_\_\_\_
- ◆ Does the consultant understand the requirements of the project? (5 points) \_\_\_\_\_
- ◆ Does the consultant understand the potential challenges of the project? (5 points) \_\_\_\_\_

### Subtotal: Project Understanding

### Relevant Experience (45 points):

- ◆ Rate the qualifications and experience of the project manager. Does the project manager have relevant experience as it applies to this project? (15 points) \_\_\_\_\_
- ◆ Rate the consultant's experience in land acquisition for public airports. Do they have a comprehensive knowledge of federal and state regulations for land acquisition? (10 points) \_\_\_\_\_
- ◆ Does the consultant have adequate experience in dealing with potentially impacted property owners? (5 points) \_\_\_\_\_
- ◆ Rate the consultant's experience in working on similar projects. (15 points) \_\_\_\_\_

### Subtotal: Relevant Experience

### Project Administration (40 points):

- ◆ Rate the consultant's ability to perform all aspects of the project. (10 points) \_\_\_\_\_
- ◆ Does the consultant have sufficient support and technical staff available to successfully complete this project? (5 points) \_\_\_\_\_
- ◆ Does the consultant have a successful history of completing projects on time and within the project's budget? (10 points) \_\_\_\_\_
- ◆ Does the consultant have a thorough understanding of the FAA's standards, policies, and procedures as it relates to constructing a public airport? (15 points) \_\_\_\_\_

### Subtotal: Project Administration

**Overall Point Allocation Summary:**

**Subtotal: Project Understanding:** \_\_\_\_\_ / 15 points possible

**Subtotal: Relevant Experience:** \_\_\_\_\_ / 45 points possible

**Subtotal: Project Administration:** \_\_\_\_\_ / 40 points possible

**TOTAL POINTS:** \_\_\_\_\_ / 100 points possible

**Please return this evaluation sheet to Mike Nardini by Wednesday, August 16, 2017.**

I would like to take a moment to point out a few examples where the SCRAA 28E is not being followed:

## 28E Agreement

### Article III. AIRPORT BOARD

#### Section 5. Meetings

a. Regular meetings shall be held at least quarterly at the place, day and hour set forth in a schedule of regular meetings for the following year that is approved by the Board. The annual meeting shall be the first regular meeting held in February of each year.

## \*ARTICLE XII. BEST EFFORTS/INDEMNIFICATION

Section 1. Best Efforts: Each Party agrees to cooperate in good faith with the Board and other Parts, exercise diligence in performing its obligations hereunder, and to use its best efforts to carry out the provisions of this Agreement. In addition, Oskaloosa and Pella agree to work with Mahaska County in good faith to resolve road relocations which may be required.

## SCRAA Environmental Assessment

### APPENDIX N

#### XI. 220th STREET DISCONNECT/AGRICULTURAL EQUIPMENT

The proposed undertaking will require the disconnection of 220th Street. (See Figure 5-1, Page 5-37) The disconnection at the proposed airport property line will cause vehicles that currently travel on 220th Street to use other county and or state number routes. The Iowa DOT 2014 Traffic Flow Map for Mahaska County shows that there are an average 240 vehicles per day that travel in an east/west direction between Independence Avenue and Iowa Highway 163.

The Iowa DOT is proposing the relocation of US Highway 63 from a point south of the Oskaloosa Water Treatment plant to a point of intersection with Iowa Highway 163/235th Street. The proposed highway realignment is intended to facilitate the movement of grain and livestock trucks in a north/south direction. Since the highway will be paved, it is expected that passenger vehicles and pickup trucks will choose to travel over a paved road rather than the gravel section of 220th Street. Highland Avenue will be connected to the realigned US 63 near the intersection proposed US 63/IA 163 Interchange. Since the 220th Street intersection with IA 163 is off set, slow moving farm equipment currently have to travel (approximately 1180 feet) along IA 163 to move in an east/west direction. Disconnecting 220th Street would cause farm vehicles to travel over 210th Street and then on IA 163 to travel in an east west direction on 220th Street. Using 210th Street to travel in an east/west direction was not considered a reasonable alternative travel route. The other alternative is for farm equipment to travel on Highland Avenue and then use IA 163 to reach 220th Street. This alternative was not considered a reasonable alternative for slow moving farm equipment. The primary concern is to minimize slow moving agricultural farm equipment to travel on Iowa Highway 163. A reasonable alternative is to encourage farm equipment moving in an east west direction to use 235th Street. Another alternative is to consider allowing the movement of slow moving farm equipment across the proposed airport.

Disconnecting 220<sup>th</sup> Street is not a road relocation. How does one even consider closing one of the busiest unpaved roads in the county? The traffic on this road is not only farm to market but includes traffic bypassing Oskaloosa. The proposal by the SCRAA is to close this east – west road expecting traffic to use a currently non-existent north – south road. Common sense tells us east – west and north –south are completely different directions. Supporting this idea raises the question if you understand traffic patterns or may be driven by special interests.