

**Airport and Transportation Commission**  
**Tuesday, June 11, 2024**  
**Kirksville Aquatic Center**  
**12:00 PM**

Present: Harold Osborn, Randy Smith, Chade Shorten, Rick Steele, Dick Roberts, Brian Snyder

Absent: Jeff Romine, Pete Detweiler and Thomas Goad

Staff: Adam Dorrell, Public Works Director/City Engineer; Jeff LaFountain, Airport Director; Rodney Sadler, Deputy City Manager; Stephen Taylor, Street Superintendent; Billie Linhart, Staff Support.

**Call Meeting to Order**

The meeting was called to order at 12:01 pm by Chairman, Randy Smith.

**Approval of Agenda**

Chair asked for a motion to approve the order of agenda. Harold Osborn made a motion to approve the agenda and Dick Roberts seconded. The motion carried by the following vote: Harold Osborn – aye, Randy Smith – aye, Dick Roberts – aye, Rick Steele – aye, Brian Snyder – aye, Pete Detweiler – absent, Thomas Goad – absent, Chade Shorten – aye and Jeff Romine – absent.

**Approval of Minutes**

Chair asked for a motion to approve the May 14, 2024 minutes. Harold Osborn asked for a correction to the adjournment motion for May as he was not in attendance. Looked back at minute notes and Brian Snyder had seconded the motion, correction made. Chade Shorten made a motion to approve the meeting minutes with change and Brian Snyder seconded. The motion carried by the following vote: Harold Osborn – aye, Randy Smith – aye, Dick Roberts – aye, Rick Steele – aye, Brian Snyder – aye, Pete Detweiler – absent, Thomas Goad – absent, Chade Shorten – aye and Jeff Romine – absent.

**Street Activity Report**

Adam Dorrell reviewed street update: Paving has begun for the 2024 season. The City staff resurfaced Kimberling Drive, east of the fairgrounds. They are now working on Halliburton, Davis and Randolph Streets and paving on these streets should be completed this week. Next up is Davis Street, North of Normal then East Washington and Elizabeth. The timing of the street project will depend on when the contractor is able to begin completing the concrete work associated with Washington Street. Stanton Contracting may be ready to begin this coming Monday. W.L. Miller will begin working on the Contractor paving program hopefully next week as well. They will likely begin with Cottage Grove and the rest of the streets near the schools. A Warranty repair agreement with W.L. Miller was finalized and approved by council. W.L. Miller will be replacing all of the work done in 2022 over the next 4 years. There was a brief discussion on the bid package that is sent out and the specifications on warranty work. City Staff has been working on a 5-year plan for a street improvement program. It's in a very rough draft stage at this time, but we will be working to refine it over the next several months then present it to the ATC sometime this fall. The City is looking at setting up a couple public meetings for input on the plan before it will be brought back to the ATC for review. Allstate Engineering has completed the Florence Street Corridor TEAP study. The engineer estimate for the project is \$1.8 million total cost. There was a brief discussion on possible grants that could be applied for. Harold Osborn inquired about whether there would be parking on the streets. Adam Dorrell stated he would have to review City code and look at the width of each street. There was a brief discussion of signage that could be utilized if no parking was not an option, such as no parking during school hours. Brian Snyder inquired about what the timeline was for project. Adam Dorrell stated that some of the current grants need to be closed out first, so that an application may be able to be submitted in 2025 with looking to split the project into 2 phases. There

was a brief discussion on the engineering cost and contingencies, with factoring in the estimates the project will not start for a year or two.

## **Airport**

## **Activity**

## **Report**

Jeff LaFountain reviewed airport update: Field maintenance continues with a complete field mow in areas that we only mow three times a year along with all the other areas. Hangar repairs are moving forward with new ways to improve an outdated system of hangers on how they operate with updated rollers and cables that are of better quality than what was used thirty years ago. There was a brief discussion on type of hanger updates. Public Works Central Garage continues to be of outstanding service in maintaining and repairing our mowing equipment as needed to be able to keep us up and running to be able to stay ahead of the mowing when possible. Upcoming training is starting to be scheduled for our annual table top exercise that will take place in July on all possible threat's and accident responses for the airport. This is annual training that the FAA and TSA require to be completed and it is great for us all to get together and work through any possible scenarios that could arise and work together as a team. Contour continues to improve with reliability and fewer delays and cancellations. The month of May was a great month with only two cancellations for the whole month out of 108 total flights. There was a brief discussion on TSA checks are taking a little longer on checking people in using current system in place and all the existing equipment here in Kirksville. There needs to be a correction on the 10,000-passenger annual goal. The numbers are compiled on a calendar year basis and the only number that count towards this goal at the enplanements from Kirksville to Chicago. There was a brief discussion on meeting that goal using 16 passenger versus the 30 passenger plane. Contour Airlines continues to build on the passenger and desk personnel relationship of information in Chicago and has made progress in that area. You can now book flight through three different areas to ensure that you have the flight protection when flights are canceled or delayed through American and Alaskan Airlines and of course Contour Airlines. We continue to advise people though convenient to book through a third-party, Contour does not honor third party ticket sales. You will also not find a cheaper price on the already low fare for Contour anywhere else. Doing this just aids in the event something goes wrong with your flight, Contour is able to help however they can. Contour is also working on getting a third partner which I will communicate as soon as the information is released. Randy Smith inquired as to what happens if the 10,000 goal is met. Jeff LaFountain stated that the airport would receive an additional 1 million in funds for improvements. There was a brief discussion on what funding could be used for and that it would have to be non-revenue generating projects. Rick Steel inquired if a list could be put together for the next meeting on non-revenue type projects funding could be used for. Jeff LaFountain stated he would compile a list. Randy Smith inquired about where the terminal project progress is at. Jeff LaFountain stated there is already 6 million for the project and just waiting on additional state funding to build the TSA and airport offices. Rodney Sadler stated that the project is out to bid and set up open bids on June 27<sup>th</sup> with some items that will need to be done through further refinement as an addendum. Randy Smith asked for the terminal update to be added in the airport update monthly to keep commission updated on the progress of the project, as well as a running total on the 10,000 goal to see where the number is at month to month. Jeff LaFountain stated he will add the terminal project to his update and add the goal total with along with the other flight numbers.

## **Old Business**

Adam Dorrell discussed the complete streets policy that was included in the meeting packet. Randy Smith asked the commission for any questions or comments for approving a recommendation to City Council. Chade Shorten made a motion to recommend the policy as written to City Council and Harold Osborn seconded the motion. There was a brief discussion on the policy and purpose. Rodney Sadler stated that everyone is working together on projects as a whole to do right the first time. Rick Steele stated that it is a good addition on adding to remove sidewalk trip hazards. The motion carried by the following vote: Harold Osborn – aye, Randy Smith – aye, Dick Roberts – aye, Rick Steele – aye, Brian

Snyder – aye, Pete Detweiler – absent, Thomas Goad – absent, Chade Shorten – aye and Jeff Romine – absent.

**New Business:**

Adam Dorrell asked if commission had reviewed the Crosswalk Warning Light study and if there were any comments or questions. There was a brief discussion on different crosswalks areas and different options on types of sensors that are used. Adam Dorrell stated that different sensors can be used and changed out if we find they are not working as needed for that crosswalk. There was a brief discussion on a possible 3<sup>rd</sup> mid-block crosswalk on Patterson that may need added, east of #12.

**Adjournment**

With no further business to conduct Chade Shorten made a motion to adjourn the meeting and Brian Snyder seconded the motion at 1:00 pm. The motion carried by the following vote: Harold Osborn – aye, Randy Smith – aye, Dick Roberts – aye, Rick Steele – aye, Brian Snyder – aye, Pete Detweiler – absent, Thomas Goad – absent, Chade Shorten – aye and Jeff Romine – absent.

Submitted By: Billie Linhart