

# CITY COUNCIL STUDY SESSION

**TO:** Mayor and City Council

**FROM:** Mari E. Macomber, City Manager

**SESSION DATE:** July 6, 2015

**TIME:** 4:30 pm

**PLACE:** City Council Chambers

## **AGENDA:**

- **ECONOMIC DEVELOPMENT PARTNERS**
- **2015 BUILDING CODE**
- **FIRE DEPARTMENT PROPOSALS**
- **AIRPORT UPDATE**
- **REVIEW CITY COUNCIL AGENDA**
- **REVIEW NEWSLETTERS**

## **ECONOMIC DEVELOPMENT PARTNERS**

On Monday, we have invited our economic development partners to attend the Study Session for the purpose of updating the Council on their progress. The following individuals will be attending: Carolyn Chrisman with K-REDI, Debi Boughton with Tourism, and Sandra Williams with the Kirksville Area Chamber of Commerce. Since the Director position with MREIC is vacant, I will provide an update on this organization's work for the City Council. Also Ashley Young, Assistant City Manager will provide information on the City's efforts.

This is an opportunity for the City Council to visit collectively with all of the economic development partners identify opportunities, and share ideas that you may have to enhance our community's economic development efforts.

Included in this Study Session Packet is the operational plan for K-REDI, and the goals for Tourism. The MREIC operational plan is included as an enclosure.

## **2015 BUILDING CODE**

Since the early 1900s, the system of building regulations in the United States was based on model building codes developed by three regional model code groups. The codes developed by the Building Officials Code Administrators International (BOCA) were used on the East Coast and throughout the Midwest of the United States, while the codes from the Southern Building Code Congress International (SBCCI) were used in the Southeast and the codes published by the International Conference of Building Officials (ICBO) covered the West Coast and across to most of the Midwest.

Although regional code development has been effective and responsive to the regulatory needs of the local jurisdictions, by early 1990s it became obvious that the country needed a single coordinated set of national model building codes. The nation's three model code groups decided to combine their efforts and in 1994 formed the International Code Council (ICC) to develop codes that would have no regional limitations.

After three years of extensive research and development, the first edition of the International Building Code was published in 2000. The City waited until 2003, adopting the 2003 IBC. These codes are updated nationally every three years to reflect changes in building practices, materials and other changes in construction trades and safety standards. The City has chosen to update these codes less frequently, with the last code update occurring in 2009 with the adoption of the 2009 International Code Council.

Brad Selby, Codes and Planning Director and his staff have reviewed the Codes. Included with this Study Session packet on pages 13–14 is a summary of the most significant changes that they identified between the 2009 and the 2015 codes. Brad will be in attendance to review those items with the City Council.

The City staff will move forward with the preparation of the Ordinance to adopt the 2015 International Building Code, International Plumbing Code, International Residential Code, International Mechanical Code, International Fire Code, International Fuel Gas Code and International Property Maintenance Code. In addition, City staff will reach out to contractors to inform them of the changes.

It is expected that this will be brought before the Council before the Council for formal approval sometime before the end of summer.

### **FIRE DEPARTMENT**

Fire Chief Tom Collins and Deputy Fire Chief Jon Cook will be in attendance to explain two proposed agreements between the City and the Adair County Ambulance (ACAD). The agreements are intended to improve operations, increase efficiency and maximize resources. The first proposed agreement concerns abandoning the City's emergency medical services training module and partnering with ACAD on the program that they use to train their employees. Our employees are trained to provide victim/patient care as EMTs at vehicle accidents and life threatening responses, along with other emergency service response. We provide Basic Life Support services in coordination with ACAD who is ultimately responsible for the medical care in the field, so it makes sense to move to the program that ACAD uses. The second agreement has to do with the use of our radio frequencies. The Fire Department Administration would like to share radio frequencies with ACAD. Since the majority of the calls responded to by our Fire Department are emergency medical calls, which are also calls that ACAD would respond to both believe it would be more efficient and improve service to our citizens.

### **AIRPORT UPDATE**

In April Glenn Balliew was named Public Works Director and still maintained his role as the Airport Director. This is a good opportunity to receive an update from Glenn as he and

his staff have just completed the Part 139 annual Federal Aviation Administration Inspection resulting in zero discrepancies which is great news. Airport staff also supported the 2015 Air Race Classic which ended last week.

With Glenn serving in both positions, this has helped to aid the airport by improving the coordination of work that has to be supported by the Public Works crews. In addition, to the support from Public Works, the Airport received assistance from the Fire Department.

## **REVIEW COUNCIL AGENDA**

## **REVIEW COUNCIL NEWSLETTER**

### Attachments

- Staff Report Economic Development Partners
- K-REDI Plan
- Tourism Goals
- Staff Report 2015 ICC Code Changes
- Staff Report 2015 ICC Code Adoption Report
- Staff Report Learn EMS
- Staff Report Radio Frequency
- Staff Report Airport Report

### Enclosure

- MREIC Operational Plan

## **KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT**

**SUBJECT:** Economic Development Partners Update

**STUDY SESSION MEETING DATE:** July 6, 2015

**CITY DEPARTMENT:** Community Services

**PREPARED BY:** Ashley Young

The City Council supports Economic Development through a variety of approaches each year. The key players in the Kirksville area are Kirksville Regional Economic Development, Inc. (K-REDI), Missouri Rural Enterprise and Innovation Center (MREIC) / Small Business & Technology Development Center (SBTDC), the Kirksville Tourism Office, and the Economic & Community Development Division staff working for the City within the Community Services Department. Employees from each of these organizations meet quarterly to discuss projects, share ideas, and collaborate. Below is a summary of the types of functions that each organization is responsible for:

### **K-REDI**

Kirksville Regional Economic Development, Inc.'s mission is to increase economic development in Kirksville and the surrounding area. K-REDI is a 501 (c) 3 corporation. The purpose of K-REDI is "to establish a primary industrial development vehicle for Kirksville and the surrounding area." The objective is to create and retain jobs in Northeast Missouri by recruiting and expanding industrial firms in this geographic area, through such activities as selling the Kirksville area to industrial firms, purchasing speculative industrial sites and buildings, and leasing properties to industrial concerns.

In 2003, K-REDI began contracting with the City of Kirksville to provide economic development services. K-REDI's dues-paying and honorary members elect a 20-member board that guides the day-to-day affairs of the corporation. Annual dues paid by community members and businesses range from \$250 to more than \$5,000, depending on the membership classification chosen. The Council will recall that they renewed the City's agreement with K-REDI on February 2, 2015, for a period of three years, at \$100,000 per year, in addition to providing office space for K-REDI at the Economic Development Alliance (EDA) Building and paying one quarter of the salary of an administrative assistant at the EDA. In return the City has five voting positions on the K-REDI Board of Directors, K-REDI provides an annual economic development work plan and budget 30 days prior to the start of the calendar year, and K-REDI will take the lead in the renewal of the ½ Economic Development Sales Tax prior to its expiration in 2019.

### **MREIC / SBTDC**

The Missouri Rural Enterprise and Innovation Center (MREIC) / Small Business & Technology Development Center's (SBTDC) mission is to help small businesses grow and succeed. MREIC / SBTDC provides small business with free, easy access to

business planning, marketing and development. The entity is a cooperative effort of the private sector, the educational community, and federal, state, and local governments, and is a part of a statewide network for training and counseling services. MREIC / SBTDC works with businesses one on one to determine their business needs. Since each business is unique, the assistance received is individualized to meet those needs. MREIC / SBTDC assist clients in the areas of start-up, marketing, finance, and technology commercialization. The City provides office space for MREIC / SBTDC at the EDA in addition to one quarter of the salary of an administrative assistant at the EDA. In return the City has one voting position on the MREIC Board of Directors, and one non-voting ex-officio position.

### **Kirksville Tourism Office**

The Tourism Program began in 2007 after the City Council asked the citizens, and the citizens agreed, to support a 3.6% lodging tax for all hotel / motel and lodging establishments in Kirksville to establish a Tourism Office that works to attract visitors to Kirksville for events, conferences, tours, hunting and much more. The City contracts with the Kirksville Area Chamber of Commerce for this service. The Director of Tourism works with a variety of community groups to plan community events including the Bacon Festival, the Red, White and Blue Festival, St. Patrick's Day Events, etc. The program also offers a cooperative marketing program for other small events in our community. In exchange for collecting the lodging tax, and in the interest of cooperation, the City has one voting position on the Kirksville Tourism Office's Board of Directors.

### **Kirksville Area Chamber of Commerce**

Established in 1915, the Kirksville Area Chamber of Commerce was established with the mission to assume a leadership role in advancing the overall business, cultural and civic welfare of the Kirksville area. The Chamber is a not for profit corporation celebrating its 100<sup>th</sup> birthday this year. The Chamber through its various committees and events work to support the community.

### **Community Services Department – Economic & Community Development Division**

City Staff work on commercial and retail business attraction and development. They update all City information to that end including the Community Profile and Business Resource Guide. They also provide technical assistance to all the City's economic and community development partners, including the entities above along with the Kirksville Area Chamber of Commerce, Kirksville Downtown Improvement Committee, etc. Additionally, the Division administers various grant programs made available through private and public funding sources including Community Development Block Grants.

Representatives from each organization will be at the Study Session to provide the Council with an update of current projects and programs.

## K-REDI Operational Plan—2015

### Vision:

To be a sound economic competitor; providing family supporting jobs to the Kirksville region.

### Mission:

To promote economic development in the Kirksville region through retention/expansion of current industries and attraction of new businesses focused on manufacturing, technology, education, and healthcare.

### K-REDI will fulfill its VISION and MISSION through the following:

1. Relationships with existing industries (Hollister, Hartzell Hardwoods, Wire Co., Cenveo, Ortech, Kraft, Preferred Family, Northeast Regional Medical Center, Truman State University, A.T. Still University, Moberly Area Community College, Western's Smokehouse).

\* K-REDI will check in quarterly with the aforementioned companies to see if they have concerns, need assistance with any projects/problems, and support them with any state and local incentives they qualify for.

- Q1: end of March/early April-deliver NEMO Fair Tickets **Completed April 27-29th**
- Q2: end of June- reshare state incentive information and any changes
- Q3: October- check to see if they have legislative needs
- Q4: December- obtain Employment Report numbers

\*K-REDI will survey businesses on their needs and form an action plan to meet their needs, for example, training needs.

- The Business Retention and Expansion Committee will make the survey to administer, and follow-up action plan.
  - Surveys will be sent out in Q1 **Completed**
  - Surveys will be collected and collated in early Q2 with action plan developed **Completed**
  - Action plan will be evaluated after completion. **Completed**
  - Evaluation will take place in Q4 so plans for the next year can be made.

\* K-REDI will have face-to-face contact with the decision makers of the companies every year.

- Twelve companies listed above. Four are headquartered in Kirksville. The remaining eight will be visited yearly. **Hollister, Inc executives were visited while in Kirksville on April 30<sup>th</sup>. Preferred Family Healthcare was visited on April 27<sup>th</sup>. CHS (Northeast Regional Medical Center) was visited May 5<sup>th</sup>.**

\*K-REDI will work with existing education institutions to foster growth within this sector.

- Director will meet with officials at all educational institutions to explore new cooperation and programming possibilities.
- Director will visit with other economic development entities about survey Truman students on what they would like to see Kirksville have. [Mark Whitney paid a business class to survey Truman students and local businesses the Spring 2015 semester. I attended the presentation of the information and copies of their report were given to K-REDI so we might study and act on it. The main theme was to have Kirksville grow to 20,000 by 2020.](#)
- Director will visit with the business school, computer science department, and health and exercise science department about students with business ideas and having a fund to help those students stay in Kirksville to grow a business. This will not overlap with MREIC, but will target a different selection of students in the sectors we cover.

## 2. Attracting new companies to Kirksville

\*K-REDI will travel annually with the Missouri Partnership to meet with site selection consultants to promote Kirksville as a place to do business.

- Memphis, TN [May 4-8, 2015](#)
- Lake of the Ozarks
- Washington DC [April 6-9, 2015](#)

\*K-REDI will travel to Minneapolis for the Community Venture Network meetings to speak with companies in order to attract them to Kirksville.

- Travel will be in April, August, and December. [A conflict with the April meeting arose but followed up in email and phone calls with companies.](#)

\* K-REDI will meet with company officials looking to relocate and/or expand from neighboring states. Also, Director will travel to some high tech venture areas, such as CORTEX in St. Louis to visit about potential partnerships.

\*K-REDI will develop our own leads by:

- Compiling a list of contacts for companies outside of Kirksville that Kirksville residents are willing to share. [Mentioned to citizens at the Town Hall meeting on May 19<sup>th</sup>.](#)
- Discuss with Kansas City and St. Louis area EDO's about companies they choose not to work with because of size.
- Continue to contact current site selection consultants on a regular basis to keep lines of communication open. [Sent email May 1<sup>st</sup> about newly acquired acreage.](#)

\*K-REDI will continue to advertise Kirksville as a good place to do business in magazines, websites, and other ancillary material.

- Focus of 2015 advertising will be on our Certified Work Ready Community status.
  - Missouri Business—March issue will have an advertisement with editorial content regarding our certification. **Completed.**
  - Business Expansion Journal—Missouri special edition **Completed.**

\*Develop Kirksville as a competitive place to do business so that current industries can thrive and expand and new companies will want to (re)locate.

- Information from the existing company surveys will be used to improve Kirksville and market ourselves to new companies.
- K-REDI will explore the certification process for the newly acquired land at the Industrial Park and will market it to prospective businesses. This will take place with a Land Committee.
- Workforce is key to keeping businesses and attracting new ones. Individuals need to be skilled and stable. K-REDI will continue to work with entities to provide training to current workers, new workers, unemployed, and underemployed.
  - Workforce Committee will meet monthly to begin assessing our situation and will make action plan to follow.
- K-REDI will market the Kirksville area to potential workers and veterans as a great place to live, work, and go to school.

\* Financing is needed for many small and newer companies.

- K-REDI will develop a robust revolving loan fund.
  - Explore USDA revolving loan fund, Regional Planning Commission, and other sources. **Ongoing**
  - After 2017 and the renewal of the economic development tax, our goal would be to use some of those funds to create one. **Ongoing**
- K-REDI will create an investor network in our region or work with existing networks.
  - 2015: will put together a list of contacts and interested parties to call on when opportunities become available.

3. Maintaining a strong organization.

\* K-REDI’s Membership Committee will focus on the retention and recruitment of members.

- A PR plan will be developed and put into action **Completed**

\* K-REDI will solicit community input on economic development topics through a town hall meeting. **Completed May 19<sup>th</sup>.**

\* K-REDI will fulfill the City agreement.

**Measures for Success: **Have not had time to put payroll data in and update.****

Category	2012	2013	2014
Sales Tax Collected (not including CID)	\$5,026,140	\$6,381,196	\$6,498,450
Jobs created from Top 50 Employer List	n/a	n/a	
Total annual payroll from Top 50 Employer List	n/a	n/a	
Property Taxes— Total Assessed Value of Real Property in Adair County (includes residential, agricultural, and commercial)	\$182,095,970	\$184,256,670	\$186,092,740
Property Taxes—Total Tangible Personal Property Taxes for Adair County	\$54,698,057	\$58,171,641	\$58,379,890
Assessed Valuation of Industrial Buildings	\$3,541,326	\$3,403,839	\$3,205,260
New Commercial Construction and Remodel—Estimated Cost of Construction	11,611,876.78	\$488,927.00	\$1,581,024.61
K-REDI Members			

### Tracking General Economic Health

K-REDI will keep track of general economic development indicators for Kirksville so that we have an overall picture of the economic health of our community.

#### 3 Year Snapshot

Category	2012	2013	2014
End of the Year/ December unemployment	5.1 %, 612 people	4.1%, 545 people	3.8%, 509 people
Households on Food stamps at End of the Year/ December	1559	1530	1443
Persons on Food Stamps at End of the Year/December	3309	3238	3030
Households receiving Temporary Assistance For Needy Families (TANF) at End of the Year/ December	1 Parent Households- 62 2 Parent Households- 20	1 Parent Households- 53 2 Parent Households- 14	1 Parent Households- 52 2 Parent Households- 10
Students receiving Free and Reduced Lunches, Percent and Number	48.2%, 1165	48.9%, 1194	48.32%, 1160
Out-Patient Uncompensated Care at NRMC	\$254,075	\$32,917	\$66,366
Total Uncompensated Care at NRMC (including in-patient)	\$920,968	\$375,798	-\$36,307
Lodging Tax Collected	\$155,669	\$155,981	\$160,132
New Family Housing— Estimated Cost of Construction	\$4,717,876.60	\$9,747,928.12	\$9,215,398.16

## Tourism Goals for 2015

1. Establish 2 new events for 2015
  - a. So You Want to Start A Garden
  - b. BAM Bike ride
2. Evaluate possibility of having Kirksville have sister city in another nation and another state
3. Continue to assist with hotel development.
4. Help increase the number of days visitors stay for events.
  - a. Help the Missouri Livestock Symposium have a Saturday evening concert
  - b. Have an add-on day of touring and fun for Rotarians who attend the 2015 District conference
  - c. Have an add-on day of touring for Civil War re-enactors.
5. Evaluate the possibility of having a Visitor's Center on new Highway 63.
6. Take photo editing class offered at Kirksville arts Association.
7. Local Education speaking program to service clubs about Tourism Partnership and the tourism office.
8. Support efforts to educate regarding chronic wasting disease and promote deer hunting.

## **KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT**

**SUBJECT:** 2015 ICC Building Codes Adoption

**STUDY SESSION MEETING DATE:** July 6, 2015

**CITY DEPARTMENT:** Codes & Planning Department

**PREPARED BY:** Brad Selby

The City of Kirksville currently operates with the 2009 version of the International Code Council (ICC) Building Codes. These codes are revised by the ICC every 3 years. We have been trying to update to the newest code every 6 years in order to keep up with changes in building safety and best building practices and to reduce our costs for training and in obtaining books. The 2015 family of the ICC codes are now published and we have received our books. The Codes Department inspectors have completed their initial review of the codes for major changes and are ready to communicate these changes to our local contractors.

Before sending out those letters, we believe it is beneficial for City Council members to know of the changes as well, since they will have to approve the ordinance changes that will be submitted.

The changes for 2015 are minor in comparison to the last update that was done in 2009. Of course, there are many small changes and thousands of clarifications of the code, but many of these are only seen by architects when they design new buildings.

If we are given the approval of City Council members to proceed, we will work on the actual ordinance amendments needed to approve the new codes and would plan to bring those to a council meeting for approval in the next month or so.

The items that would be brought to the attention of our local contractors are shown on an attached document to this report.

**Below are the most notable changes from the 2009 to 2015 building codes that would affect the City of Kirksville and our Contractors:**

**International Residential Code:**

The door between a garage and a dwelling unit now requires a self-closing device.

1. The fire protection of floors in a dwelling that utilize I-design floor joists with composite wood, or open web style floor joists must have an additional ½" gypsum covering below the joist to prevent flame spread. This is not required if the floor joists are made of solid lumber or if the building is protected with sprinklers.
2. Below-grade emergency escape and rescue window openings for a basement are now required to only be 5.0 square feet, a reduction from 5.7 square feet.
3. Window wells serving as an emergency escape location now require a means to drain surface water to the foundation drain system.
4. Remodeling of an existing basement does not trigger the emergency escape opening requirements unless a new bedroom is created. This is a relief from previous requirements.
5. Carbon Monoxide alarms now require connection to the house wiring system along with battery backup. This is for new construction or major remodeling. An alarm is also now required in a bedroom or adjoining bathroom where there is a fuel-fired appliance (fireplace).
6. The minimum concrete footing sizes are now based on the type of construction being supported and on the type of foundation. A chart is provided for size determination.
7. Any retaining wall with more than 48" of backfill must be designed by an engineer.
8. Perforated foundation drain piping is now required to have a filter membrane.
9. A roof drip edge is now required for asphalt shingles.
10. Threaded elbows, tees, and couplings are now specifically approved for concealed locations for fuel gas lines. Prior to this, they were not allowed.
11. Tamper resistant receptacles that are located more than 5 ½ feet above the floor, are part of an appliance, or are in a dedicated space for an appliance are no longer required to be tamper resistant.
12. Permanent Energy Certificate - The code now requires that a permanent energy certificate is to be placed on a wall, by the Contractor, in proximity to the furnace, in a utility room, or in another approved location inside the building. This energy certificate must be completed by the builder and must list the predominant R-values of insulation installed in or on the ceiling, roof, walls, foundations, ducts, etc., the results from any air leak testing from duct systems, and some other tests. The certificate must list the types and efficiencies of heating, cooling and service water heating equipment.

Note: This requirement for the Permanent Energy Certificate is the only section of the new codes that we believe should be specifically eliminated from our code requirements. We see this as mostly a wasted effort for a contractor to put a thumbtack in this piece of paper and put it on the wall. Most homeowners would not keep this information on the wall, but would put it in another location. Hopefully, it would be passed on to future homeowners. We believe this information should come from an agreement between the homeowner and the contractor to get this information, not as a code requirement for enforcement.

### **International Fire Code**

1. Bathrooms are now exempt from sprinkler requirements in residential housing.

### **International Plumbing Code**

1. Water-temperature-limiting devices are now required for foot baths and head shampoo sinks (mostly in new beauty salon type businesses.)

### **International Mechanical Code**

1. Manicure and pedicure stations in nail salons now require specific exhaust requirements to remove the dangerous fumes from the chemicals used in nail salons. Previous requirements were a general, generic exhaust system. These requirements would apply to new businesses and would not be retroactive to existing businesses.
2. Condensate drain lines must now be configured or equipped to allow maintenance of the drain without the drain pipe or tubing being cut.
3. HVAC units have a requirement to make refrigerant access ports tamper resistant. This has now been expanded to apply to existing systems when service to these existing systems involves adding or removing refrigerant.

### **International Building Code**

1. The fire code official can now require that address numbers on a building be posted in multiple locations if necessary to facilitate emergency response.
2. Photovoltaic elements (solar panels) such as modules, shingles, or systems, must now meet the general code requirements for roofing materials and rooftop structures.
3. The dead load of any rooftop-mounted photovoltaic (PV) solar panels must now be identified on the construction documents.

There are many more small changes to the IBC that apply mostly to architects during the design and the making of construction drawings for new buildings

The International Fuel Gas Code and the International Property Maintenance Code do not have any appreciable changes in them.

## **KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT**

**SUBJECT:** Learn EMS CEU program with ACAD

**STUDY SESSION MEETING DATE:** 7/6/15

**CITY DEPARTMENT:** Fire Department

**PREPARED BY:** Tom Collins, Fire Chief/EMD and Jon Cook Deputy Fire Chief

Kirksville Fire Department has been using CE Solutions for Emergency Medical Service Continuing Education Credits (EMS CEU's). We would like to change to an agreement with Adair County Ambulance District (ACAD).

ACAD currently uses Learn EMS. We feel that Learn EMS is a better program to use in our current situation and provides the following benefits;

- Better quality training. The online portions are interactive, with embedded tests. The training itself is multi-media, not just an article.
- The online training is followed up with a monthly in-class session as well. (hands on)
- Embedded training, tracking and reporting is included in the system. We set due dates and easily track completion.
- We can place our own content in LearnEMS such as equipment competencies, video, etc.
- Large quantities of Fire Service training content is available in LearnEMS
- Since Kirksville Fire Department and ACAD work together so much, this will be a huge benefit as it puts us on the same page and incorporates their equipment (that we frequently use) into our training
- CEUs earned via LearnEMS are acceptable for National Registry of Emergency Medical Technician certifications. CE Solutions is not.

There will be a slight cost advantage because ACAD and the City will split the cost of enrollment for those that work for both entities.

### **Fiscal Impact: LearnEMS**

\$64.15/member/year

50/50 cost share with ACAD for dual-employment individuals

Current: 12 full cost, 7 reduced; **\$994.36/yr**

### **CE Solutions**

**\$1000/year**

## **KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT**

**SUBJECT:** Radio Frequency Sharing MOU with ACAD

**STUDY SESSION MEETING DATE:** 7/6/15

**CITY DEPARTMENT:** Fire Department

**PREPARED BY:** Tom Collins, Fire Chief/EMD and Jon Cook Deputy Fire Chief

Kirksville Fire Department would like to complete a radio frequency sharing agreement with Adair County Ambulance district to improve communications effectiveness and service delivery to the citizens of and visitors to Kirksville.

### **Background**

- ACAD responds on approximately 85% of KFDs calls.

### **Benefits**

- Reduced workload on E911 Dispatch Center
  - Eliminates one frequency that must be monitored.
  - Repeating of addresses/directions delivered to both agencies simultaneously instead of multiple times on different frequencies.
- Improved response coordination between responding agencies
  - Responders can easily communicate to identify and request personnel or equipment needs without relaying via Dispatch
  - Scene size-ups that are critical for arriving units can be heard easily without scanning
  - Eliminates difficulties in communication due to digital radio technology

### **Impact**

No financial impact. The proposed communications plans can be implemented with existing infrastructure and equipment. All current frequencies will be maintained and there will be no loss in capabilities of flexibility for the future.

## **KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT**

**SUBJECT:** Airport Report

**STUDY SESSION MEETING DATE:** 7/6/15

**CITY DEPARTMENT:** Airport

**PREPARED BY:** Glenn Balliew, Airport Director

- The Federal Aviation Administration conducted the annual Code of Federal Regulation, Part 139 Airport Certification Inspection the 24<sup>th</sup> thru the 26<sup>th</sup> of June 2015. The airport staff along with the Street Department and Fire Department worked diligently in preparing the airport. The hard work paid off with the airport being awarded the FAA Medal of Excellence for receiving zero deficiencies in all categories.
- The TSA Intelligence Office briefed the Airport Director in June of the heightened state of alert and increased security measures due to recent terrorist threats. Airports are being targeted and passengers should expect amplified checks and delays when traveling. Travelers should plan accordingly.
- The airport aircraft parking ramp area rehabilitation will begin in the spring of 2016. The airport went out for bid in May 2015 but received zero response due to the size of the project and early start time (fall 2015). The airport rebid the project again and received 4 bids. The lowest bid was for \$2,506,662.65. The airport budget has \$2.7 million in the 2015 budget for this project. This part of the budget will be pushed to 2016. The work will be completed using federal grant money at a 95% reimbursement rate. The fiscal impact to the city will be approximately \$126,000.00.
- The airport received a 90/10 grant of \$105,000.00 from State Aviation Trust Fund for air service marketing. Cape Air agreed to pay 5% leaving a fiscal impact to the city of only \$5,250.00. The Airport Director and Cape Air Marketing is in the process of a market campaign using local and out of town media resources. We are concentrating on the marketing efforts Ottumwa, IA to Moberly, MO. Cape Air and Kirksville Tourism is also partnering on billboards using some of the grant funding. We will closely monitor the passenger number to determine the impact.
- The airport T-hangar rental has increased to almost 90%. The Airport, Public Works, Police and Fire Department have equipment stored in T hangars at the airport. Plans are being discussed to move some of the equipment if needed. The airport equipment will be the last to be moved due to the hangars being the only place to put airport equipment out of the weather. The airport also stores runway deicer and dry/clean in the hangars for winter operations. The reasons

for increase is difficult to determine but the Director believes that competitive fuel prices, professional services and marketing has helped.

- The 80 x 80 hangar purchased from KREDI is full and more aircraft want in. The hangar rent has averaged \$700 per month since it was purchased. If the rental profit continues at \$700 the hangar will pay for itself in less than 5 years. The second order of effect is that fuel sales have increased because the airport can store planes that other airports in the area cannot.
- The Air Race Classic was a great success. The Kirksville Airport Association and Tourism Office stepped up and did a great job. Over 50 planes came through Kirksville and more than 20 pilots stayed the night in the local community. Volunteers conducted Stop Chair and Timing Official duties and shuttled pilots in the local community at no charge. The airport sold over 1500 gallons of fuel to the racers in two days and the event was conducted without accident or incident. It is important to recognize all the volunteers but special thanks should be given Gina and Chade Shorten and Debbi Boughton for their efforts.