

POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, January 7, 2016, at the Ankeny Regional Airport, 3737 Convenience Blvd., Ankeny, Iowa. The meeting was called to order at 5:00 P.M.

- Item 1) ROLL CALL – MEMBERS PRESENT:** ANDERSON, ASHBY, GARDNER, GREUBEL, NOVAK, WANGSNESS
MEMBERS ABSENT: BARBER
Acting Chairperson, Jeff Wangsness, called the meeting to order. Present from the City of Ankeny were Assistant City Manager, Paul Moritz; Jennifer Sease, Administrative Services Director; and Margaret Waldschmitt, PCAA Recording Secretary. Attorney, Amy Beattie was present. Representing EXEC 1 was Dan Stull, Maintenance Manager. Representing Snyder & Associates was Scott Port and airport consultant, Jerry Searle.
- Item 2) ADMINISTER OATH OF OFFICE TO NEW BOARD MEMBERS WITH TERMS EXPIRING DECEMBER 31, 2019.**
Altoona - Brant Anderson
Ankeny - Jeff Wangsness
Bondurant - Jason Greubel
The oath of office was administered to Jeff Wangsness by Recording Secretary, Margaret Waldschmitt. Jeff Wangsness administered the oath of office to Brant Anderson and Jason Greubel.
John Barber arrived at 5:05. Barber will be reappointed by Polk County at their Board Meeting, January 12, 2016, therefore, Barber will not be allowed to have a vote at this meeting.
- Item 3) PERFECTING AND APPROVAL OF THE AGENDA WITH AMENDMENT, PLACING ITEM 11A BELOW THE EXECUTIVE SESSION, REMOVING ITEM 10A UNDER OLD BUSINESS AND REMOVING ITEM 11B AND 11D UNDER NEW BUSINESS.**
It was moved by Dr. Paul Novak and seconded by Todd Ashby to approve the agenda with amendment. VOTE: YEA: NOVAK, ASHBY, ANDERSON, GARDNER, GREUBEL, WANGSNESS
- Item 4) AUDIENCE WITH VISITORS**
Item 4A) PRESENTATION BY ERNIE COLBOTH, US DEPARTMENT OF AGRICULTURE, REGARDING WILDLIFE MITIGATION
Ernie Colboth stated he works with the Iowa Department of Transportation Office of Aviation to help with the mitigation of the geese and deer population at airports and surrounding businesses. Paul Moritz stated that he spoke with Mike Marr and Shane Wright at the IA DOT who confirmed that the Ankeny Regional Airport has received two grants to assist with wildlife control. Moritz stated that we will not be eligible to get another grant for this purpose from the IA DOT. Colboth stated he would be willing to keep servicing the airport with wildlife mitigation and submitted a financial plan through 2017 at which time a new fence could be installed. Colboth stated his fee includes ten hours of time every two weeks and he will only bill for services rendered. It was the consensus of the Board to place the financial plan for mitigation services on the February 4, 2016 agenda.

- Item 5) ELECTION OF CHAIRPERSON, SECRETARY AND TREASURER FOR TERMS EXPIRING DECEMBER 31, 2017.**
Todd Ashby made a motion to move the existing slate of officers. It was seconded by Bill Gardner.
There being no further nominations, roll call vote on Jeff Wangsness for Chairperson, Jason Greubel for Secretary and Dr. Paul Novak for Treasurer for terms expiring December 31, 2017. VOTE: YEA: ASHBY, GARDNER, ANDERSON, GREUBEL, NOVAK, WANGSNESS
The oath of office was administered to Jeff Wangsness, Jason Greubel and Dr. Paul Novak simultaneously by Recording Secretary, Margaret Waldschmitt.
- Item 6) FINANCE / BUDGET REPORT**
Dr. Paul Novak stated that the \$868.63 runway light expense is getting closer to what is a normal amount since the Pilot Control Lighting was repaired. \$14,545.00 was paid to McClure Engineering for the Environmental Assessment.
- Item 7) FBO REPORT**
Item 7A) FUEL REPORT
Item 7B) INSPECTION REPORT
Item 7C) HANGAR TENANT WAITING LIST REPORT
Item 7D) TENANT CONCERNS AND RESPONSE REPORT
Dan Stull stated the passage door is binding and the gutters are leaking on the new hangar. Scott Port stated he would contact Jensen Builders to look into the problems at the new hangar.
- Item 8) CONSENT AGENDA ITEMS**
CA-1 APPROVAL OF DECEMBER 10, 2015 MINUTES
CA-2 CONSIDER MOTION TO APPROVE PAYMENT #151 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH NOVEMBER 30, 2015 IN THE AMOUNT OF \$6,108.28.
CA-3 CONSIDER MOTION TO APPROVE PAYMENT #7 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$5,331.55.
CA-4 CONSIDER MOTION TO APPROVE PAYMENT #2 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE FENCE ENVIRONMENTAL ASSESSMENT THROUGH NOVEMBER 28, 2015 IN THE AMOUNT OF \$14,545.00.
CA-5 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$46,391.61.
CA-6 DECEMBER 2015 FINANCIAL REPORTS
CA-7 ACCOUNTS RECEIVABLE AGING SUMMARY
CA-8 RECEIVE AND FILE FY 2015 ANNUAL FINANCIAL AUDIT REPORT.

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-8.
It was moved by Jason Greubel and seconded by Brant Anderson to approve consent agenda items CA-1 through CA-8. VOTE: YEA: GREUBEL, ANDERSON, ASHBY, GARDNER, NOVAK WANGSNESS
- Item 9) REMOVED CONSENT AGENDA ITEMS: none**
- Item 10) OLD BUSINESS:**
Item 10A) REMOVED

Item 11) NEW BUSINESS

Item 11A) FOLLOWING EXECUTIVE SESSION

Item 11B) REMOVED

Item 11C) RESOLUTION 2016-01, APPROVE THE LEASE AGREEMENTS WITH THE INDIVIDUALS AND / OR ORGANIZATIONS DETAILED ON THE ATTACHED LIST.

Jennifer Sease stated a list of signed leases were placed on the table and broken down into three divisions. Section one tenants had everything returned. Section two tenants were missing airplane information and section three tenants did not pay their deposits. Sease recommended approving all three sections of lease agreements, following up as needed.

It was moved by Brant Anderson and seconded by Bill Gardner to approve the lease agreements with the individuals and/or organizations detailed on the lists, 1, 2 and 3.

VOTE: YEA: ANDERSON, GARDNER, ASHBY, GREUBEL, NOVAK, WANGSNESS

Item 11D) REMOVED

Item 11E) RENEWAL OF MASTER SITE LEASE FOR FAA FACILITIES / EQUIPMENT.

Paul Moritz stated there is a 20 year Master Site Lease with the FAA to have their equipment at the airport. Moritz stated the lease just expired. Moritz will bring this back with more details and a resolution to the February 4, 2016 meeting.

Item 12) REPORTS

Item 12A) ENGINEERING REPORT

Scott Port stated the light fixtures are in for the t-hangar lighting project. Port stated the contractor will start on Monday calling tenants and giving them a two day notice to have their plane moved out of their hangar so the light can be installed in their hangar. Dan Stull stated 15-20 tenants signed a waiver to have Exec 1 move their plane out of the hangar. Port stated the preconstruction meeting for the Runway 18/36 Project was on December 18, 2015. Port stated there were two bids received to clear out the trees and brush at designated areas on the airport property. Perficut had the lowest bid at \$12,241.68 which included the \$1,875.56 they quoted last year to mow the wetlands when the ground is frozen.

It was moved by Jason Greubel and seconded by Dr. Paul Novak to approve the quote from Perficut for \$12,241.68 for clearing airport property vegetation and wetland mowing, along with a follow up in September or October, 2016 to reevaluate how to move forward with maintenance. VOTE: YEA: ANDERSON, GARDNER, ASHBY, GREUBEL, NOVAK, WANGSNESS

Item 12B) STAFF REPORT

a. CLOSEOUT OF SNYDER & ASSOCIATES ACIP PLANNING CONTRACT

b. PRESENTATION TO BONDURANT CITY COUNCIL

c. PUBLIC INFORMATION NOTICE

Paul Moritz stated there is \$7,000 of work not completed on the current contract with Snyder & Associates. Moritz stated the Board could close out the current contract and transfer the balance to a new contract. Moritz stated Jason, Jeff, Paul and himself made a presentation to the Bondurant Board regarding the progress at the airport and future plans. Moritz stated the public information notice is more of a press release that Economic Development Director, Derek Lord would like to have published in the Des Moines Register and the Business Record. Moritz stated before the story is released, he will have the Board read and approve it.

Jennifer Sease gave an overview of the Audit Report, a copy of which was given to each Board member.

Item 12C) LEGAL COUNSEL REPORT - NONE
Item 12D) CHAIR REPORT

Jeff Wangsness asked if there was anyone in the audience who wanted to speak at this meeting. Jeff Egge stated he was a lawyer, representing Bob Boesen, Exec 1. Egge stated that Exec 1 signed land and lease agreements in October, 2013. Egge stated that Mr. Boesen felt that the decision at the December 10, 2015 meeting to move the fence line is an encroachment on Exec 1 land lease. Jeff Wangsness stated he would like to have a meeting with the PCAA Executive Committee and Bob Boesen to have a better understanding of what Mr. Boesen's concerns are. Egge stated that he felt Mr. Boesen would be open to such a meeting.

Item 13) REQUEST FOR EXECUTIVE SESSION

It was moved by Dr. Paul Novak and seconded by Brant Anderson to go into Executive Session, pursuant to the provisions of Iowa Code Chapter 21.5 (1)(C) "To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation." VOTE: YEA: NOVAK, ANDERSON, ASHBY, GARDNER, GREUBEL, WANGSNESS

Council went into Executive Session at 5:50 p.m.
Council reconvened to regular session at 6:20 p.m.

Item 14) MOTION TO AUTHORIZE APPRAISALS FOR POSSIBLE ACQUISITION OF PROPERTY FOR THE PRESERVATION / EXPANSION OF RUNWAY 18/36

It was moved by Todd Ashby and seconded by Dr. Paul Novak to authorize appraisals for possible acquisition of property for the preservation / expansion of Runway 18/36. VOTE: YEA: ASHBY, NOVAK, ANDERSON, GARDNER, GREUBEL, WANGSNESS

Item 11A) SNYDER & ASSOCIATES PROPOSAL FOR ENGINEERING SERVICES. SCOPE OF THIS WORK IS TO COMPLETE AND UPDATE TO THE ALP DOCUMENT AND PROVIDE SERVICES FOR THE POSSIBLE ACQUISITION OF PROPERTY FOR THE PRESERVATION / EXPANSION OF RUNWAY 18/36

It was moved by Todd Ashby and seconded by Bill Gardner to approve Snyder & Associates Engineering Services to update the ALP document and provide services for the possible acquisition of property for the preservation / expansion of Runway 18/36. VOTE: YEA: ASHBY, GARDNER, ANDERSON, GREUBEL, NOVAK, WANGSNESS

Item 15) ADJOURN

There being no further business, it was moved by Bill Gardner and seconded by Todd Ashby to adjourn the meeting. VOTE: YEA: GARDNER, ASHBY, ANDERSON, GREUBEL, NOVAK, WANGSNESS

The meeting adjourned at 6:23 p.m.

Attest: _____
Jason Greubel, Secretary

Signed: _____
Jeff Wangsness, Chairperson

