

POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, February 4, 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, BARBER, GARDNER, GREUBEL, NOVAK, WANGSNESS
MEMBERS ABSENT: NONE
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 were J.R. Boesen and Devon Henscheid. Representing Snyder & Associates was Scott Port and airport consultant, Jerry Searle. Representing McClure Engineering was Andy Maysent.
- Item 2) ADMINISTER OATH OF OFFICE TO A NEW BOARD MEMBER WITH TERM EXPIRING DECEMBER 31, 2019.**
Polk County - John Barber
The oath of office was administered to John Barber by Chairperson, Jeff Wangsness.
- Item 3) PERFECTING AND APPROVAL OF THE AGENDA WITH AMENDMENT, ADDING RESOLUTION 2016-07, SETTING A PUBLIC HEARING ON THE POLK COUNTY AVIATION AUTHORITY PROPOSED FISCAL YEAR 2015-2016 REVISED BUDGET AND THE PROPOSED FISCAL YEAR 2016-2017 BUDGET.**
It was moved by Jason Greubel and seconded by Todd Ashby to approve the agenda with amendment. VOTE: YEA: GREUBEL, ASHBY, ANDERSON, BARBER, GARDNER, NOVAK, WANGSNESS
- Item 4) AUDIENCE WITH VISITORS - NONE**
- Item 5) FINANCE / BUDGET REPORT**
Dr. Paul Novak stated the MidAmerican bill is back to normal since the Pilot Control Lighting has been repaired and the runway lights no longer need to be left on all night. Snow removal expense is currently below budget.
- Item 6) FBO REPORT**
Item 6A) FUEL REPORT
Item 6B) INSPECTION REPORT
Item 6C) HANGAR TENANT WAITING LIST REPORT
Item 6D) TENANT CONCERNS AND RESPONSE REPORT
J.R. Boesen stated that a door motor caught on fire on one of the hangars. Paul Moritz stated in Dan Stull's written report he mentioned ice and water drainage being a problem at Hangar H6 / G6. Scott Port stated the water does drain slowly in that area and tends to freeze before draining. Devon Henscheid, Exec 1, stated the lighting project went smoothly.
- Item 7) CONSENT AGENDA ITEMS**
CA-1 APPROVAL OF JANUARY 7, 2016 MINUTES

- CA-2 CONSIDER MOTION TO APPROVE PAYMENT #1 TO DPAI ELECTRICAL FOR CONSTRUCTION SERVICES COMPLETED ON THE 2016 TEE HANGAR INTERIOR LIGHTING RENOVATION PROJECT, IN THE AMOUNT OF \$37,805.25.
- CA-3 CONSIDER MOTION TO APPROVE PAYMENT #5 (PARTIAL RETAINAGE RELEASE) TO KIMREY ELECTRIC FOR CONSTRUCTION SERVICES COMPLETED ON THE RUNWAY 4/22 REHABILITATION AND RUNWAY 22 THRESHOLD RELOCATION PROJECT, IN THE AMOUNT OF \$32,477.68.
- CA-4 CONSIDER MOTION TO APPROVE PAYMENT #8 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$1,699.75.
- CA-5 CONSIDER MOTION TO APPROVE PAYMENT #21 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$1,120.00.
- CA-6 CONSIDER MOTION TO APPROVE PAYMENT #152 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH DECEMBER 31, 2015 IN THE AMOUNT OF \$7,523.25.
- CA-7 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$111,834.19.
- CA-8 JANUARY 2016 FINANCIAL REPORTS
- CA-9 ACCOUNTS RECEIVABLE AGING SUMMARY
- CA-10 CONSIDER MOTION TO APPROVE RESOLUTION 2016-03, AUTHORIZING A SUPPLEMENTAL AGREEMENT WITH SNYDER & ASSOCIATES, INC. IN THE AMOUNT OF \$18,900.00 FOR LAND ACQUISITION / DISPOSAL SERVICES.
- CA-11 CONSIDER MOTION TO APPROVE RESOLUTION 2016-04, AUTHORIZING THE CHAIRPERSON TO SIGN A MEMORANDUM OF AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION (FAA) TO RENEW THE EXPIRED 20 YEAR LEASE FOR CONTINUING TO ALLOW FAA EQUIPMENT TO BE MAINTAINED WITHIN THE HANGAR A GARAGE AND AT OTHER LOCATIONS OF THE AIRPORT PROPERTY.
- CA-12 CONSIDER MOTION TO APPROVE RESOLUTION 2015-40, AUTHORIZING THE EXECUTION OF A LAND LEASE AGREEMENT WITH WOLF AVIATION, LLC AND WEISSENBURGER AVIATION, INC. FOR PURPOSES OF CONSTRUCTION OF A HANGAR. (ORIGINALLY DEFERRED FROM THE NOVEMBER 5, 2015 AGENDA.)
- CA-13 CONSIDER MOTION TO APPROVE RESOLUTION 2016-05, AUTHORIZING THE EXECUTION OF A SECOND AMENDMENT TO LAND LEASE AGREEMENT WITH DES MOINES METRO AVIATION, LLC AND CYALCO AVIATION, LLC AND A LAND LEASE AGREEMENT WITH WOLF AVIATION, LLC AND WEISSENBURGER AVIATION, INC.
- CA-14 CONSIDER MOTION TO APPROVE PAYMENT #3 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE FENCE ENVIRONMENTAL ASSESSMENT THROUGH DECEMBER 26, 2015 IN THE AMOUNT OF \$7,483.50.
- CA-15 CONSIDER MOTION TO APPROVE RESOLUTION 2016-07, SETTING A PUBLIC HEARING ON THE POLK COUNTY AVIATION AUTHORITY PROPOSED FISCAL YEAR 2015-2016 REVISED BUDGET AND THE PROPOSED FISCAL YEAR 2016-2017 BUDGET. (DATE OF HEARING: MARCH 10, 2016 – 5:00 P.M.)

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-15.

Jeff Wangsness stated in the body of Resolution 2016-03, CA-10, it refers to the southeast corner of the airport. Wangsness stated that it should be the southwest corner of the airport.

It was moved by Todd Ashby and seconded by John Barber to approve consent agenda items CA-1 through CA-15. VOTE: YEA: ASHBY, BARBER, ANDERSON, GARDNER, GREUBEL, NOVAK, WANGSNESS

Item 8) REMOVED CONSENT AGENDA ITEMS: none

Item 9) OLD BUSINESS:

Item 9A) DISCUSSION AND DIRECTION REGARDING THE ISSUANCE OF A PRESS RELEASE REGARDING THE ANKENY REGIONAL AIRPORT BY THE CITY OF ANKENY ECONOMIC DEVELOPMENT DEPARTMENT.

Derek Lord, Director of Economic Development, City of Ankeny, stated the proposed article will be an overview of 2015 with updated news stories to follow. Paul Novak stated going forward he would like there to be stories regarding the dignitaries who use the airport, along with stories about the museum and events held at the airport. It was the consensus of the Board that the article would be good for the airport. The Board would like to make one change to the proposed article, taking the focus from the amount of money spent on improvements at the airport, focusing more on the fact that airport improvements have been made possible by federal funds.

Item 9B) CONSIDER MOTION TO APPROVE A PROPOSAL FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE FOR BIRD AND WILDLIFE CONTROL / DEPREDATION AT THE ANKENY REGIONAL AIRPORT, IN THE AMOUNT OF \$25,000.00.

Paul Moritz stated the proposal from the USDA requires 120 day notice to cancel services. After much discussion, it was the consensus of the Board to approve the proposal if the notice to cancel can be reduced to 30 days in the event that the completion of the fence is sooner than projected.

It was moved by Todd Ashby and seconded by John Barber to approve a proposal from the USDA for Bird and Wildlife Control / Depredation in the amount of \$25,000.00 only if the term to cancel service can be reduced to a 30 day notice.

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

Item 10) NEW BUSINESS

Item 10A) CONSIDER MOTION TO APPROVE CHANGE ORDER NO. 1 WITH KIMREY ELECTRIC FOR ADDITIONAL LIGHTING AND ELECTRICAL SERVICES ON THE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS PROJECT, IN THE AMOUNT OF \$30,092.30.

Scott Port, Snyder & Associates handed out a diagram showing the areas that either have new lights or are in the process of getting new lights. Port stated since the lighting project is 90% FAA funded, he contacted the FAA when he noticed some small areas that were not included in the plans for installation of new lights. The FAA agreed that including the overlooked areas would be justifiable for consistency and safety reasons.

It was moved by Jason Greubel and seconded by Dr. Paul Novak to approve Change Order No. 1 with Kimrey Electric for additional lighting and electrical services on the Runway 18/36 and Taxiway Lighting Improvements Project, in the amount of \$30,092.30.

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

- Item 10B) REVIEW BOARD POLICY IN REGARD TO BOARD MEMBER TERMS.**
 Jeff Wangsness stated that he never recognized the Board Member terms could be an issue until this year when four Board members terms expired at the same time. Wangsness stated that if not all four members had been willing to accept another term, it could take some time to find someone to fill the vacancy. Wangsness stated he would like to implement a change for the Board members who were just reappointed, staggering the length of terms. Attorney, Amy Beattie, stated the Board Policy would need to be changed since it states the term is four years. It was the consensus of the Board to bring back a proposal for discussion at the March 10, 2016 meeting.
- Item 10C) DISCUSSION REGARDING A FINANCING PLAN RELATED TO THE INITIATION OF THE FY 2016-2020 AIRPORT CAPITAL IMPROVEMENTS PROGRAM.**
 Jennifer Sease stated the Board needs to look into other sources for financing projects. Sease stated the Authority will be out of funds before many projects can be completed on the current Capital Improvements Program. Sease stated she would like the Committee to meet and email a proposal to the Board to review prior to the March 10, 2016 meeting so budget changes can be made accordingly.
- Item 10D) RESOLUTION 2016-06, APPROVE THE LEASE AGREEMENTS WITH THE INDIVIDUALS AND / OR ORGANIZATIONS DETAILED ON THE ATTACHED LIST.**
 It was moved by Todd Ashby and seconded by Bill Gardner to approve Resolution 2016-08, approving the Lease Agreements with the individuals and / or organizations detailed on the attached list. VOTE: YEA: ASHBY, GARDNER, ANDERSON, BARBER, NOVAK, WANGSNESS ABSTAIN: GREUBEL
- Item 11) REPORTS**
- Item 11A) ENGINEERING REPORT**
 Scott Port stated the Hangar Interior Lighting Project has been completed. Port stated the SW corner has been surveyed and the plats and descriptions have been given to the appraisers. The Rehabilitate Runway 18/36 Lighting and Taxiway Lighting Project with Kimrey included the option for vegetation control rings for the lights at \$29,150.00. Port stated these vegetation rings are not funded by the FAA. This option is 100% locally funded. Port stated after seeing the actual light fixture, the added protection of the ring would be four and a half inches on each side. Port stated for the cost of the rings, the PCAA could replace 37 complete light fixtures, recommending this is not much added protection for the cost. It was the consensus of the Board to have a Change Order on the March 10, 2016 agenda, removing the option of the vegetation rings from this project.
- Item 11B) STAFF REPORT - NONE**
- Item 11C) LEGAL COUNSEL REPORT**
 Attorney, Amy Beattie, stated there should be a Closed Session at the March 10, 2016 meeting for information regarding the possible land acquisition.
- Item 11D) BOARD REPORT - NONE**
- Item 11E) CHAIR REPORT**
 Jeff Wangsness stated he will be making subcommittee appointments at the March 10th meeting. Wangsness asked Board members to let him know if they would like to make any changes to the current assignments. Wangsness stated we may need the dirt from the hillside property we are looking to sell for the south end development elevation. Jerry Searle and Scott Port will look into the final elevations for that area. Amy Beattie stated if we want to keep the dirt that can be added to the purchase agreement.

Item 12) ADJOURN

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

The meeting adjourned at 5:58 p.m.

Attest: _____
Jason Greubel, Secretary

Signed: _____
Jeff Wangsness, Chairperson

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