POLK COUNTY AVIATION AUTHORITY ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, April 7, 2016, at the Ankeny Regional Airport, 3737 Convenience Blvd., Ankeny, Iowa. The meeting was called to order at 5:05 P.M.

Item 1) ROLL CALL – MEMBERS PRESENT: BARBER, GARDNER, NOVAK, WANGSNESS MEMBERS ABSENT: ANDERSON, ASHBY, GREUBEL

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 Dan Stull and Devon Henscheid. Representing Snyder & Associates was Scott Port. Representing McClure Engineering was Wade Harris.

Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.

It was moved by John Barber and seconded by Bill Gardner to approve the agenda without amendment. VOTE: YEA: BARBER, GARDNER, NOVAK, WANGSNESS

Item 3) AUDIENCE WITH VISITORS A. CORVETTE CLUB SPECIAL EVENT APPLICATION, DAVE VANCE

Dave Vance, representing the Corvette Club of Iowa, provided the Board with a completed Special Event Application along with a 504 Iowa Code nonprofit document. Paul Moritz stated the Corvette Club will need to put down a \$200 deposit which will be refunded after the event if everything is left in good condition. Moritz stated according to the Special Event Application, any nonprofit organization will be allowed a 50% discount on the individual day fee of \$200 per day. The Corvette Club owes a total of \$200 refundable deposit and \$200 for the August 13 and 14 event.

Dave Vance stated the Corvette Club has always held the same event on Memorial Day weekend, but the usual location for this event is unavailable. Vance asked the Board if the Club could host their Memorial Day event at the Ankeny airport as well. Vance stated the event would run from Saturday through Monday, May 28 through 30th. Jeff Wangsness asked Vance to contact the FBO to see if they have any objection to the three day holiday event. Wangsness stated Vance will need to fill out another Special Event Application and return to the May 5, 2016 meeting to present it to the Board for approval.

It was moved by John Barber and seconded by Dr. Paul Novak to approve the Corvette Club Special Event on August 13 and 14, pending approval by the Federal Aviation Administration. VOTE: YEA: BARBER, NOVAK, GARDNER, WANGSNESS

Item 4) FINANCE / BUDGET REPORT

Dr. Paul Novak stated snow removal came in under budget this year. He reported the Maintenance fund was low due to the cost for the new hangar lights. Todd Ashby arrived at 5:20.

- Item 5) FBO REPORT
- Item 5A) FUEL REPORT
- Item 5B) INSPECTION REPORT
- Item 5C) HANGAR TENANT WAITING LIST REPORT

Item 5D) TENANT CONCERNS AND RESPONSE REPORT

Dan Stull stated fuel sales have been down since it has been too windy to fly. Stull stated the complaints about the muddy conditions left by the contractor in the t-hangar construction area are ongoing. Paul Moritz stated he will call the contractor again. Attorney, Amy Beattie stated it is the contractor's responsibility to keep the area free from debris. Beattie stated all four parties involved in the construction of the t-hangar should be notified of this issue.

Item 6) CONSENT AGENDA ITEMS

- **CA-1 APPROVAL OF MARCH 10, 2016 MINUTES**
- CA-2 CONSIDER MOTION TO APPROVE PAYMENT #154 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH FEBRUARY 29, 2016 AND RW 18 LAND ACQUISITION SERVICES IN THE AMOUNT OF \$3,539.64.
- CA-3 CONSIDER MOTION TO APPROVE PAYMENT #9 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$891.92.
- CA-4 CONSIDER MOTION TO APPROVE PAYMENT #4 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE FENCE ENVIRONMENTAL ASSESSMENT THROUGH JANUARY 30, 2016 IN THE AMOUNT OF \$6,397.50.
- CA-5 CONSIDER MOTION TO APPROVE PAYMENT #5 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE FENCE ENVIRONMENTAL ASSESSMENT THROUGH FEBRUARY 27, 2016 IN THE AMOUNT OF \$5,092.75.
- CA-6 CONSIDER MOTION TO APPROVE PAYMENT #1 TO PERFICUT FOR TREE / DEBRIS REMOVAL SERVICES IN THE AMOUNT OF \$4,400.00.
- CA-7 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$31,985.96.
- **CA-8 MARCH 2016 FINANCIAL REPORTS**
- CA-9 ACCOUNTS RECEIVABLE AGING SUMMARY

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-9.

It was moved by Dr. Paul Novak and seconded by Bill Gardner to approve consent agenda items CA-1 through CA-9. VOTE: YEA: NOVAK, GARDNER, ASHBY, BARBER, WANGSNESS

Item 7) REMOVED CONSENT AGENDA ITEMS: none

Item 8) OLD BUSINESS:

Item 8A RESOLUTION 2016-11, APPROVING AN AMENDMENT TO THE BOARD POLICY REGARDING BOARD MEMBER TERMS.

Attorney, Amy Beattie, submitted an amendment to the Board Policy which would provide the Board to stagger appointments during one appointment and resume the four year appointment for following terms, effective with the Board term ending December 31, 2017. Beattie stated all entities involved will need to be made aware of this amendment so they are aware the appointment length will change for just one appointment and then return to four year terms.

It was moved by Todd Ashby and seconded by John Barber to approve Resolution 2016-11, amending the Board Policy regarding Board Member terms. VOTE: YEA: ASHBY, BARBER, GARDNER, NOVAK, WANGSNESS

Item 8B) CONSIDER MOTION TO APPROVE THE FOLLOWING INSTRUMENTS TO FACILITATE THE ACCEPTANCE OF THE RUNWAY 4/22 REHABILITATION AND

RUNWAY 22 THRESHOLD RELOCATION PROJECT: A) ENGINEER'S CERTIFICATE OF COMPLETION; B) RESOLUTION 2016-12, ACCEPTING THE PUBLIC IMPROVEMENT WITH KIMREY ELECTRIC IN THE FINAL AMOUNT OF \$669,553.53; C) PAYMENT #6 (FINAL) TO KIMREY ELECTRIC IN THE AMOUNT OF \$1,000.00. It was moved by Dr. Paul Novak and seconded by John Barber to approve all instruments to facilitate the acceptance of the Runway 4/22 Rehabilitation and Runway 22 Threshold Relocation Project. VOTE: YEA: NOVAK, BARBER, ASHBY, GARDNER, WANGSNESS

Item 9) NEW BUSINESS

RESOLUTION 2016-13, APPROVING A LEASE AGREEMENT EARLY TERMINATION DATE OF FEBRUARY 29, 2016 FOR JAMES GOODE, HANGAR A-07 AND EXEC 1 AVIATION, HANGAR A-08. APPROVING A LEASE AGREEMENT FOR PAUL REINKE FOR HANGAR A-07, IOWA TRENCHLESS FOR HANGAR A-08 AND KEN ANDERSON FOR GARAGE NUMBER I-NW WITH TERMINATION DATES OF DECEMBER 31, 2016. It was moved by Dr. Paul Novak and seconded by Todd Ashby to approve Resolution 2016-13, approving all lease changes as listed. VOTE: YEA: NOVAK, ASHBY, BARBER, GARDNER, WANGSNESS

- Item 9B) 2016 IOWA PUBLIC AIRPORTS ASSOCIATION CONFERENCE MAY 11-12, 2016 AT THE GRAND RIVER CENTER, DUBUQUE, IOWA.
 - Paul Moritz, John Barber and Dr. Paul Novak expressed interest in attending.
- Item 9C) RESOLUTION 2016-14, APPROVING THE 5-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM AND AUTHORIZING THE SUBMITTAL OF IOWA DOT GRANT APPLICATIONS FOR THE 2017 PROJECTS.

Paul Moritz stated two projects are being submitted to the Iowa DOT for possible funding. The projects being submitted are the South Apron Grading and Paving Expansion Project – Phase 1 along with the Apron Improvements Project.

It was moved by John Barber and seconded by Bill Gardner to approve Resolution 2016-14, approving the 5-year Capital Improvement Program and authorizing the submittal of Iowa DOT Grant Applications for the 2017 Projects. VOTE: YEA: BARBER, GARDNER, ASHBY, NOVAK, WANGSNESS

Item 9D) FEDERAL AVIATION ADMINISTRATION CONSIDERATION TO PURCHASE AND INSTALL NEW PAPI EQUIPMENT ON THE EXISTING RUNWAY 18/36 PAPI SITES.

Scott Port stated regarding the Rehabilitate Runway 18/36 Lighting and Taxiway Lighting Project, the FAA has agreed the PAPI lights are not functioning properly and need to be replaced. Port stated the FAA will not allow the PAPI lights be added to the existing project. Replacing the PAPI lights will be a standalone project for which we will need to go through a bid process. Port stated the Engineering Contract will be on the May 5, 2016 agenda for approval.

- Item 10) REPORTS
- Item 10A) ENGINEERING REPORT

Scott Port stated the Rehabilitate Runway 18/36 Lighting and Taxiway Lighting Project will begin in a few weeks.

- Item 10B) STAFF REPORT
 - a. REFUND FROM FAA REGARDING PAPI FLIGHT CHECK FOR RUNWAY 4/22 PROJECT

Paul Moritz stated we will be receiving a refund check from the FAA for the PAPI Flight Check. Moritz stated we were originally charged \$5,000. The final expense was \$740.62.

- b. DES MOINES PARTNERSHIP WASHINGTON DC TRIP HANDOUT Paul Moritz presented the handout that Snyder & Associates prepared for distribution at the Washington DC Trip.
- c. REPLACEMENT OF THE AUTHORITY'S HAND HELD RADIO
 Paul Moritz stated he has replaced the hand held radio for \$198.00.

Wade Harris, McClure Engineering, stated Phase 1, Archeological Survey has been completed and they found that there is nothing on the site.

- Item 10C) LEGAL COUNSEL REPORT NONE
- Item 10D) BOARD REPORT NONE
- Item 10E) CHAIR REPORT NONE

Item 11) REQUEST FOR EXECUTIVE SESSION

It was moved by John Barber and seconded by Todd Ashby to go into Executive Session, pursuant to the provisions of Iowa Code Chapter 21.5 sub-paragraph (j) "To discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price of the governmental body would have to pay for that property." VOTE: YEA: BARBER, 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 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, BARBER, GARDNER, WANGSNESS

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The meeting adjourned at 6:22 p.m.	
Attest: Dr. Paul Novak, Treasurer	Signed:

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