

POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, August 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:** ASHBY, GARDNER, GREUBEL, NOVAK
MEMBERS ABSENT: ANDERSON, BARBER, WANGSNESS
Acting Chairperson, Jason Greubel, 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 Snyder & Associates was Scott Port. Representing EXEC 1 were Dan Stull and Devon Henscheid. Representing McClure Engineering was Jay Pudenz.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITH AMENDMENTS, PLACING ITEM 9C UNDER NEW BUSINESS, RESOLUTION 2016-28, ACCEPTING THE FAA GRANT AGREEMENT FOR THE REPLACE 18/36 PAPI PROJECT AND AUTHORIZING THE CHAIRPERSON TO SIGN AGREEMENT DOCUMENTS. PLACING ITEM 9D UNDER NEW BUSINESS, TENANT FARMING AND MAINTENANCE MOWING OF THE RECENTLY ACQUIRED PROPERTY AT 2660 OAK TREE COURT.**
It was moved by Todd Ashby and seconded by Dr. Paul Novak to approve the agenda with amendments. VOTE: YEA: ASHBY, NOVAK, GARDNER, GREUBEL
- Item 3) AUDIENCE WITH VISITORS**
Item 3A) JOHN HARRIS – CLOVER RIDGE NEIGHBORHOOD – 3108 SE 23RD STREET
John Harris expressed concern about a plane that is repeatedly flying very low over his house. Harris would like the Board to confirm the allowed height for flying over houses and explain why the planes are not flying over the green space rather than residential neighborhoods. Jennifer Dane, 3115 SE 20th St., stated a plane flew over her house so low it caused her house to vibrate. Dane also asked if restrictions can be put in place to limit flight hours. Acting Chairperson, Jason Greubel, stated that the Board has had very limited time to look into their concerns and will have more discussion regarding their issues. Greubel stated a fly neighborly campaign may be a solution. Dane stated she lived in other states that do put restrictions on flight times and asked Greubel to comment on that. Greubel stated the airport is under strict Federal guidelines as to what it can and cannot do. Greubel stated he could not define specifics at that time. Greubel asked the residents to try and get the tail number of the plane, if possible. The tail number would supply needed information for the FAA to contact the pilot. Devon Henscheid, EXEC 1 stated the airport did host 1940 warbirds last week and they are very loud with vibrations. Henscheid also stated it is the time of year for the low flying yellow crop duster biplanes.
- Item 4) FINANCE / BUDGET REPORT**
Dr. Paul Novak stated we paid \$725,000.00 for land acquisition.
- 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 two people were added to the hangar waiting list.

Item 6)

CONSENT AGENDA ITEMS

CA-1 APPROVAL OF JULY 7, 2016 MINUTES.

CA-2 CONSIDER MOTION TO APPROVE PAYMENT #158 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH MAY 31, 2016 IN THE AMOUNT OF \$1,699.48.

CA-3 CONSIDER MOTION TO APPROVE PAYMENT #13 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$5,078.79.

CA-4 CONSIDER MOTION TO APPROVE PAYMENT #1 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE REPLACE RUNWAY 18/36 PAPI, IN THE AMOUNT OF \$3,000.00.

CA-5 CONSIDER MOTION TO APPROVE PAYMENT #3 TO KIMREY ELECTRIC FOR CONSTRUCTION SERVICES ON THE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS PROJECT, IN THE AMOUNT OF \$76,797.22.

CA-6 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$822,810.58.

CA-7 JULY 2016 FINANCIAL REPORTS

CA-8 ACCOUNTS RECEIVABLE AGING SUMMARY

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-8.

It was moved by Dr. Paul Novak and seconded by Bill Gardner to approve consent agenda items CA-1 through CA-8. VOTE: YEA: NOVAK, GARDNER, ASHBY, GREUBEL

Item 7)

REMOVED CONSENT AGENDA ITEMS: NONE

Item 8)

OLD BUSINESS: NONE

Item 9)

NEW BUSINESS

Item 9A)

RESOLUTION 2016-26, FIXING A DATE FOR A PUBLIC HEARING TO CONSIDER THE POTENTIAL ENVIRONMENTAL IMPACTS FROM THE CONSTRUCTION OF A WILDLIFE EXCLUSION FENCE AND OTHER IMPROVEMENTS. (HEARING SEPTEMBER 8, 2016 AT 5:00 P.M.)

It was moved by Todd Ashby and seconded by Dr. Paul Novak to approve Resolution 2016-26, fixing a date for a Public Hearing to consider potential environmental impacts from construction of a Wildlife Exclusion Fence and other improvements. VOTE: YEA: ASHBY, NOVAK, GARDNER, GREUBEL

Item 9B)

RESOLUTION 2016-27, APPROVING LEASE AGREEMENT EARLY TERMINATION DATE OF JULY 7, 2016 FOR RISEN, LLC HANGAR D-07. APPROVING A LEASE AGREEMENT FOR MIDWEST FINANCIAL GROUP, INC. FOR HANGAR D-07, EFFECTIVE JULY 8, 2016 AND GRANT WALLACE FOR TIE-DOWN SPACE EFFECTIVE JUNE 1, 2016, BOTH WITH TERMINATION DATES OF DECEMBER 31, 2016.

It was moved by Todd Ashby and seconded by Dr. Paul Novak to approve Resolution 2016-27, accept the early termination for Risen, LLC hangar, approving lease agreement for Midwest Financial Group, Inc. for a hangar and Grant Wallace for tie-down space. VOTE: YEA: ASHBY, NOVAK, GARDNER, GREUBEL

- Item 9C) RESOLUTION 2016-28. ACCEPTING THE FAA GRANT AGREEMENT FOR THE REPLACE RUNWAY 18/36 PAPI PROJECT, AIP GRANT NO. 3-19-0132-022-2016 AND AUTHORIZING THE CHAIRPERSON TO SIGN THE AGREEMENT DOCUMENTS.**
Dr. Paul Novak stated repairing the PAPI lights could alleviate some of the noise from low flying planes.
It was moved by Dr. Paul Novak and seconded by Bill Gardner to approve Resolution 2016-28, accepting the FAA Grant Agreement for Replace Runway 18/36 PAPI Project and authorizing the Chairperson to sign the agreement documents. VOTE: YEA: NOVAK, GARDNER, ASHBY, GREUBEL
- Item 9D) TENANT FARMING AND MAINTENANCE MOWING OF THE RECENTLY ACQUIRED PROPERTY AT 2660 OAK TREE COURT.**
Attorney, Amy Beattie, stated she contacted the current tenant who farms the 3.3 acres of farm ground associated with the property purchased at 2660 Oak Tree Court. The current tenant explained to Beattie that the property has an alfalfa field, along with an area that has wild flowers planted and approximately ten bee hives. The tenant does not currently pay rent. The tenant mows the alfalfa down and trains members of the Easter Seal Camp to help care for the bee hives. It was the consensus of the Board to leave things as they are as long as the FAA approves and they get a signed agreement with the current tenant. Beattie will follow up with the FAA and invite the current tenant to come to speak to the Board at the September 8, 2016 meeting.
- Item 10) REPORTS**
Item 10A) ENGINEERING REPORT
- a. REPORT OF INFORMAL BIDS FOR GRADE REPAIRS BETWEEN TEE HANGAR BUILDINGS.**
Port stated there were two bids received to grade and make repairs between the tee hangar buildings. RW Excavating & Dozing had the lowest bid at \$13,430.00 which is under the Engineer's Estimate of \$20,380.00.
It was moved by Todd Ashby and seconded by Dr. Paul Novak to approve the quote from RW Excavating & Dozing for \$13,430.00 to grade and make repairs between the tee hangar buildings. VOTE: YEA: ASHBY, NOVAK, GARDNER, GREUBEL
- b. DISCUSSION ON POTENTIAL IOWA DOT R.I.S.E. GRANT AND FUNDING CONCEPT FOR SOUTH AIRPORT ACCESS (SE CONVENIENCE BLVD. EXTENSION).**
Scott Port stated there is a possibility that we could receive a R.I.S.E. grant to help fund 50% of the cost of a road at the south end of the airport. It was the consensus of the Board that this would be a great asset to the airport and could help sell the non-aeronautical parcel of land that is available on the south end.
- c. RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS PROJECT**
Scott Port updated the Board on the progress being made on the Runway 18/36 and Taxiway Lighting Improvements Project. Port stated the contractor is aware that he needs to give the airport a weeks' notice before a runway can be closed. Runway 4/22 Rehabilitation and Runway 22 Threshold Relocation Project was submitted to the FAA in April for final approval. Port stated we should receive reimbursement for that project soon. The application for the Iowa DOT grant regarding South Apron Grading and Paving Expansion Project – Phase 1 will go to the commission on August 9, 2016.

Item 10B) STAFF REPORT

a. UPDATE ON RUNWAY 22 TREE OBSTRUCTIONS AND MITIGATION.

Paul Moritz stated he is in the process of contacting all parties required for the removal of the trees that are obstructions.

b. COORDINATION OF EVENTS WITH LIGHTING PROJECT CONSTRUCTION.

Paul Moritz stated the Blimp will be landing in Saint Louis and the runway will be available for the Corvette Club Special Event.

c. ANNUAL HANGAR INSPECTIONS.

Moritz stated he will make arrangements with the Fire Chief to conduct hangar inspections in September.

Item 10C) LEGAL COUNSEL REPORT

Amy Beattie stated she looked into the FAA new requirements for leasing hangars. Beattie stated our current lease covers all of the regulations. Beattie will go over them again before it is time to renew the leases. Beattie stated she will remind Wolf Aviation, LLC and Weissenburger Aviation, Inc. that the six months to submit a plan and start construction regarding their hangar is ready to expire.

Item 10D) BOARD REPORT - NONE

Item 10E) CHAIR REPORT - NONE

Item 11) 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, GARDNER, GREUBEL

The meeting adjourned at 5:45 p.m.

Attest: _____
Dr. Paul Novak, Treasurer

Signed: _____
Jason Greubel, Acting Chairperson

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