

POLK COUNTY AVIATION AUTHORITY ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, September 6, 2012, 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, GOCKE, GREUBEL, LORENZ, PIGHETTI
MEMBERS ABSENT: NOVAK, WANGSNESS
Chairperson, John Pighetti called the meeting to order. Present from the City of Ankeny were: Tim Moerman, Assistant City Manager, Jennifer Sease, Finance Director, and Margaret Waldschmitt, PCAA Recording Secretary. Attorney, Amy Beattie was present. Representing EXEC 1 were Bob Boesen and Dixie Cox. Representing Snyder & Associates were Jerry Searle and Dustin Leo.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENTS**
It was moved by Gary Lorenz and seconded by Jim Gocke to approve the agenda without amendment. VOTE: YEA: LORENZ, GOCKE, ANDERSON, GREUBEL, PIGHETTI
- Item 3) MOTION DESIGNATING MARGARET WALDSCHMITT AS ACTING SECRETARY**
It was moved by Jason Greubel and seconded by Brant Anderson to designate Margaret Waldschmitt as acting secretary. VOTE: YEA: GREUBEL, ANDERSON, GOCKE, LORENZ, PIGHETTI
- Item 4) AUDIENCE WITH VISITORS**
Item 4A) PRESENTATION OF THE NEW WEBSITE OF THE ANKENY REGIONAL AIRPORT
Presentation by Curtis Brown deferred to the October 4, 2012 meeting.
- Item 4B) CORVETTE CLUB OF IOWA, REPORT ON THEIR AUGUST EVENT**
Denny Luther and Dave Vance were present representing the Corvette Club of Iowa. They reported that their event at the Ankeny Airport was a huge success! Six Corvette Clubs were represented with 247 spectators signing waivers and an average of 60 drivers each day. They expressed their appreciation to the Museum volunteers who served over 300 meals to people in attendance. The Corvette Club donated \$1,000 to the Museum in appreciation. John Pighetti stated that he did attend and noticed that the big yellow X's were not in place at each end of Runway 04-22 to visually signify the runway is closed. Pighetti stated that he also noticed that all the cars came to a stop at the taxiway, so the X's not being in place wasn't an issue. Pighetti stated this activity was a learning curve and would like a checklist made of things that went well and what needs to be improved on. After much discussion, it was the consensus of the board that it was a successful event that they would be willing to host again.

John Fotiadis, Assistant Manager Exec 1, arrived at 5:04 p.m.

Dave Kalwishky, representing the Experimental Aircraft Association Chapter 135, stated that there will be a Grassroots Aviation Program on October 11, 2012 held at the airport with social hour at 5:00 p.m., program at 6:00 p.m. The presenter will be Jeff Skiles, EAA (Experimental Aircraft Association) Vice- President and he was also the co-pilot for U.S. Airways Flight 1549 that landed in the Hudson. Kalwishky also stated that the Tri-Motor Event had to be canceled for this year. He is hoping to work out the details for next year.

Item 5) FINANCE / BUDGET REPORT

Jennifer Sease, Finance Director, reviewed the bills.

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

John Fotiadis stated that fuel sales were up due to an increase in cargo aircraft coming in with parts for John Deere. Fotiadis stated that the aircraft used for cargo, come in from Mexico and have a wheel base shy of 30 feet. Discussion regarding the size of the cargo airplane was held. Jerry Searle, Snyder & Associates, stated that a single event is one thing, but repetition will stress the pavement at an accelerated rate, reducing its life cycle. Searle stated that it becomes an economic decision as to whether having planes this size landing here is generating enough income to cause us to enhance the concrete strength. Jason Greubel stated anything larger than a super midsize corporate aircraft should have permission from the airport manager before it can land. John Pighetti stated that it would be to the benefit of the airport to have the FBO document excessive weight planes that land. Searle stated that having that information documented would be of benefit for many purposes, one being any funding we receive from FAA (Federal Aviation Administration) is based on the aeronautical activity of the airport. Pighetti asked that J.R. Boesen keep track of planes in and out. It does not have to be exact, just random end numbers, so there is some documentation of the size of the planes in and out of the airport.

Dixie Cox stated there was no lease activity to report on. Amy Beattie stated that the two tenants who were in default of their hangar lease have been sent letters stating that their leases will terminate October 1, 2012, if they do not have a air worthy plane in the hangar by that time. After that date, they will have three days to evacuate.

Following the meeting John Fotiadis will take members of the Board out to look at a fence that is damaged on the east side of 422.

Item 7) CONSENT AGENDA ITEMS

CA-1 APPROVAL OF AUGUST 9, 2012 MINUTES

CA-2 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$6,765.10.

CA-3 AUGUST 2012 FINANCIAL REPORTS

CA-4 ACCOUNTS RECEIVABLE AGING SUMMARY

CA-5 INSURANCE RENEWALS – APPROVAL OF INSURANCE RENEWALS – POLICY YEAR 9/20/12 – 9/20/13 AND AUTHORIZATION OF PREMIUM PAYMENTS.

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-5.

It was moved by Gary Lorenz and seconded by Jim Gocke to approve consent agenda items CA-1 through CA-5. VOTE: YEA: LORENZ, GOCKE, ANDERSON, GREUBEL, PIGHETTI

Item 8) REMOVED CONSENT AGENDA ITEMS: none

Item 9) OLD BUSINESS: none

Item 10) NEW BUSINESS

Item 10A) RECOMMENDATION OF SNYDER & ASSOCIATES AS THE FIRST CHOICE OF ENGINEERING CONSULTING FIRMS AND REQUEST AUTHORIZATION TO

NEGOTIATE WITH REPRESENTATIVES OF SNYDER & ASSOCIATES ON AN ENGINEERING SERVICES CONTRACT.

John Pighetti stated that he wanted to thank the team which consisted of Board Member, Brant Anderson; Director of Municipal Utilities, Jolee Belzung and Assistant City Manager, Tim Moerman, and himself, for all of their efforts making a decision for engineering services. It was a difficult decision to make. He also thanked the three firms, Bolten and Menk, Foth Engineering and Snyder & Associates, who demonstrated an interest in offering engineering services to the airport. Pighetti stated the next step will be the negotiation process. Pighetti stated that the Board needs to know the role Jerry Searle, retired engineer for Snyder & Associates, will play moving forward, since he has a long history with the Ankeny Airport.

It was moved by Gary Lorenz and seconded by Jason Greubel to authorize negotiations with representatives of Snyder & Associates on an Engineering Services Contract. VOTE: YEA: LORENZ, GREUBEL, ANDERSON, GOCKE, PIGHETTI

Item 10B) RESOLUTION 2012-29, ADOPTING SNOW AND ICE REMOVAL POLICY FOR POLK COUNTY

It was moved by Jason Greubel and seconded by Brant Anderson to adopt Resolution 2012-29, accepting the snow and ice removal policy for Polk County. VOTE: YEA: GREUBEL, ANDERSON, GOCKE, LORENZ, PIGHETTI

Item 10C) MOTION TO APPROVE REQUEST FOR PROPOSALS FOR SNOW AND ICE REMOVAL SERVICES

Jennifer Sease, Finance Director, stated that there are two ways you can charge someone for snow removal services. The first being the amount of snow and the second is by the hour. It was the consensus of the Board to base the Request for Proposals using by the hour to determine cost. John Pighetti stated that on September 21, 2012, around 2:00 p.m. there will be a meeting at the airport for anyone interested in bidding on this service to hear from an employee of Polk County exactly what will be required of them and to answer any of their questions. The proposals are due October 12, 2012 by 1:00 p.m. John Pighetti also stated that the RFP includes the statement that a hangar will be provided to store snow equipment. So the hangar that the County was using should stay vacant for that purpose.

It was moved by Brant Anderson and seconded by Gary Lorenz to approve request for proposals for snow and ice removal services using by the hour to determine cost. VOTE: YEA: ANDERSON, LORENZ, GOCKE, GREUBEL, PIGHETTI

Item 11) INFORMATIONAL ITEMS - none

Item 12) REPORTS

Item 12A) STAFF REPORT

Financial Director, Jennifer Sease stated that we have been guaranteed insurance coverage by September 20, 2012, when the current policy expires. Payment for the insurance policy will be made in October.

Item 12B) LEGAL COUNSEL REPORT

Attorney, Amy Beattie stated that the trial date for the Johnson property law suit is scheduled to be a three day trial beginning February 18, 2013. Beattie advised that someone from the Board should be present at the trial. It doesn't need to be the same person as long as someone is there to represent the Board. Jerry Searle stated that as

soon as the abstract is returned to Amy Beattie and she has the Title Opinion prepared he will be prepared to submit a revised ALP (Airport Layout Plan) to the FAA (Federal Aviation Administration).

Item 12C) BOARD REPORT

Brant Anderson inquired about the core samples that were to be taken from the sub base of the deteriorating concrete at the entrance road / circle drive. Dustin Leo, Snyder & Associates stated that the sub base proved to be inadequate. Leo stated that replacing the concrete would hold up better if it had a solid base. John Pighetti asked that this item be placed back on the agenda. Tim Moerman, Assistant City Manager, suggested contacting the City of Ankeny to have this project added to their patching program for 2013. Then PCAA would be paying the city price to complete the project.

Item 12D) CHAIR REPORT – none

Next Scheduled Meeting Date: October 4, 2012 at 5:00 p.m.

Item 13) ADJOURN

There being no further business, it was moved by Brant Anderson and seconded by Jim Gocke to adjourn the meeting. VOTE: YEA: ANDERSON, GOCKE, GREUBEL, LORENZ, PIGHETTI

The meeting adjourned at 5:54 p.m.

Attest: _____
Margaret Waldschmitt, Acting Secretary

Signed: _____
John Pighetti, Chairperson

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