

POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, September 8, 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, GARDNER, GREUBEL, NOVAK, WANGSNESS
MEMBERS ABSENT: ASHBY, BARBER
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 Deb Arend, PCAA Recording Secretary. Attorney, Amy Beattie was present. Representing Snyder & Associates was Scott Port. Representing EXEC 1 were Dan Stull, Devon Henscheid, and Bob Boesen. Representing McClure Engineering were Andy Maysent and Theresa Benskin.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Greubel and seconded by Novak to approve the agenda without amendment. VOTE: YEA: GREUBEL, NOVAK, ANDERSON, GARDNER, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS**
Item 3A) “Flying Low” Corvette Club Event report, Dave Vance.
Dave Vance expressed appreciation on behalf of the Corvette Club for use of the airport to host their event that took place on August 12th through the 14th. He stated the event was well attended and there was great exposure for the Heritage Museum.
- Item 3B) Wolf Aviation and Weissenberger Aviation plan for hangar construction.**
On behalf of the Board, Chairperson Wangsness expressed condolences, thoughts and prayers for the Wolfwinkel family.
- Item 4) Public Hearing – PH #2016-02**
Consider the potential environmental impacts from the construction of a wildlife exclusion fence and other improvements.
- Item 4A) Hold and close public hearing**
Chairperson Wangsness announced this as the time and place for a public hearing to consider the potential environmental impacts from the construction of a wildlife exclusion fence and other improvements. Notice of this hearing was published in the Des Moines Register on August 8, 2016. There were no written comments received on the proposed construction. Chairperson Wangsness inquired if there was anyone present to be heard for or against said construction.
- Andy Maysent and Theresa Benskin, McClure Engineering, explained the FAA requirements to be followed as part of this public hearing process. Such requirements include a sign in sheet of those in attendance as well as an official transcript of the hearing. Andy stated there are 3 options for providing comment(s): 1) verbally during the hearing; 2) privately after the meeting; or 3) in written form postmarked within ten (10) days and sent to either Paul Moritz at the City of Ankeny or to the FAA in Kansas City, Missouri. Andy stated McClure Engineering was tasked with reviewing environmental effects of three projects: 1) wildlife exclusion fence around the perimeter of the airport property; 2)

improving an existing drainage channel north of the airport administration building; and 3) development of a south apron hangar area. After receipt of feedback from 13 different agencies contacted, there appeared to be no significant impact to the environment. Maysent stated construction of the south apron hangar area may require a permit since the results received from the Corp of Engineers determined there “may be” water of the United States, therefore a permit prior to construction is necessary unless the airport disputes this determination. Andy stated once the final draft is submitted to the FAA we will receive a Finding of No Significant Impact (FONSI) and then can move forward with fence project. Chairperson Wangsness inquired as to airport requirements since receipt of the “maybe” designation from the Corp of Engineers? Andy stated Exec 1 will be required to obtain a permit as well as purchasing a credit to remove and fill the wetland. Paul Moritz stated the Authority would be responsible for funding the project to offset the wetland that is disturbed with new wetland either on site or on a bank at a different location. Maysent stated nothing was uncovered during the Phase 1 Archeological Assessment while walking the fence line and potholing. Maysent stated if anything is uncovered during the fence construction, the project will be paused while the appropriate agencies are notified. It was moved by Greubel and seconded by Anderson to close public hearing #2016-02. VOTE: YEA: GREUBEL, ANDERSON, GARDNER, NOVAK, WANGSNESS

Item 4B) RESOLUTION 2016-29, APPROVING SUBMITTAL OF THE FINAL ENVIRONMENTAL ASSESSMENT DOCUMENT TO THE FEDERAL AVIATION ADMINISTRATION TO FACILITATE THE ANTICIPATED DETERMINATION BY THE FAA OF A FINDING OF NO SIGNIFICANT IMPACT (FONSI).

It was moved by Anderson and seconded by Novak to approve Resolution 2016-29, approving submittal of the final Environmental Assessment document to the Federal Aviation Administration to facilitate the anticipated determination by the FAA of a Finding of No Significant Impact (FONSI). VOTE: YEA: ANDERSON, NOVAK, GARDNER, GREUBEL, WANGSNESS

Item 5) FINANCE / BUDGET REPORT

Dr. Paul Novak reported preliminary work has begun on the audit. He inquired as to whether Altoona has responded regarding the commercial and industrial replacement portion of the semi-annual Airport Authority invoice. Jennifer Sease stated City Manager David Jones will reach out to Altoona City Manager and inquire about such. City Attorney Amy Beattie stated dependent on the response from Altoona City Manager the next step would be to contact Altoona’s attorney.

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

Dan Stull stated the fuel sales are up from last year.

Item 7) CONSENT AGENDA ITEMS

CA-1 APPROVAL OF CORRECTION TO THE JULY 7, 2016 MINUTES.

CA-2 APPROVAL OF AUGUST 4, 2016 MINUTES

CA-3 CONSIDER MOTION TO APPROVE PAYMENT #159 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH JULY 31, 2016 IN THE AMOUNT OF \$1,676.18.

- CA-4 CONSIDER MOTION TO APPROVE PAYMENT #14 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$11,271.87.
- CA-5 CONSIDER MOTION TO APPROVE PAYMENT #4 TO KIMREY ELECTRIC FOR CONSTRUCTION SERVICES ON THE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS PROJECT, IN THE AMOUNT OF \$65,000.64.
- CA-6 CONSIDER MOTION TO APPROVE PAYMENT #9 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE FENCE ENVIRONMENTAL ASSESSMENT THROUGH JUNE 30, 2016 IN THE AMOUNT OF \$4,677.75.
- CA-7 CONSIDER MOTION TO APPROVE PAYMENT #10 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE FENCE ENVIRONMENTAL ASSESSMENT THROUGH JULY 30, 2016 IN THE AMOUNT OF \$12,151.75.
- CA-8 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$127,360.12.
- CA-9 AUGUST 2016 FINANCIAL REPORTS
- CA-10 ACCOUNTS RECEIVABLE AGING SUMMARY

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-10.

It was moved by Gardner and seconded by Novak to approve consent agenda items CA-1 through CA-10. VOTE: YEA: GARDNER, NOVAK, ANDERSON, GREUBEL, WANGSNESS

Item 8) REMOVED CONSENT AGENDA ITEMS: NONE

Item 9) OLD BUSINESS:

Item 9A) "Fly Neighborly" Campaign.

As a result of concerns expressed by residents at last month's meeting regarding low flying aircraft, Jason Greubel stated a possible solution would be a "Fly Neighborly" Campaign. This campaign would consist of good public relations by posting information on the Authority's website, educating and pilot training. Jason will work with board members Gardner and Novak on putting together this Campaign.

Item 10) NEW BUSINESS

Item 10A) CONSIDER MOTION TO APPROVE CHANGE ORDER NO. 3 WITH KIMREY ELECTRIC FOR REROUTING CABLE TO BE PLACED AROUND EXISTING HANGAR AND IN CONDUIT FOR CABLE PROTECTION ON THE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS PROJECT, IN THE AMOUNT OF \$29,815.00.

It was moved by Greubel and seconded by Anderson to approve Change Order No. 3 with Kimrey Electric for rerouting cable to be placed around existing hangar and in conduit for cable protection on the Runway 18/36 and Taxiway Lighting Improvements Project, in the amount of \$29,815.00. VOTE: YEA: GREUBEL, ANDERSON, GARDNER, NOVAK, WANGSNESS

Item 10B) INSURANCE RENEWALS – APPROVAL OF INSURANCE RENEWALS – POLICY YEAR 9/20/16 – 9/19/17 AND AUTHORIZATION OF PREMIUM PAYMENTS.

Jennifer Sease reported there is a change in cost as it relates to property insurance as the result of the addition of the T-hangar. Otherwise premiums have been frozen under our three-year contract and next year we will go out for bid with multiple insurance companies.

It was moved by Gardner and seconded by Anderson to approve the insurance renewals – policy year 9/20/16 – 9/19/17 and authorize premium payments. VOTE: YEA: GARDNER, ANDERSON, GREUBEL, NOVAK, WANGSNESS

Item 10C) CONSIDER MOTION TO RECEIVE AND FILE RELEASE OF AIRPORT PROPERTY AND HAVE PCAA REPRESENTATIVE SIGNATURE.

Attorney Amy Beattie reported it sounds like the buyer is backing out of this transaction. The board is being asked to receive and file a Release of Airport Property which agreement is specific to this particular purchaser. She requested the board proceed with receiving and filing said agreement and authorize signature, however, before submitting she will contact the FAA to inquire on how to proceed.

It was moved by Greubel and seconded by Novak to receive and file release of airport property and have PCAA representative signature. VOTE: YEA: GREUBEL, NOVAK, ANDERSON, GARDNER, WANGSNESS

Item 10D) CONSIDER MOTION TO APPROVE MAILING LETTERS REGARDING LEASE VIOLATIONS.

Paul Moritz reported he, Ankeny Fire Chief James Clack and Dan Stull, FBO, inspected all hangars for possible violations resulting with a few violators. Discussion ensued regarding whether or not to extend leases for non-airworthy aircraft. There was a consensus to abide by the policy of the lease agreement which states in the event the Lessee does not have an airworthy plane in the hanger within 90 days after commencement of the lease the lease can be terminated.

It was moved by Anderson and seconded by Greubel to approve mailing letters regarding lease violations. VOTE: YEA: ANDERSON, GREUBEL, GARDNER, NOVAK, WANGSNESS

Item 10E) RESOLUTION 2016-30, ACCEPTING THE FAA GRANT AGREEMENT FOR THE FLIGHT INSPECTION OF THE PAPI REPLACEMENT ON RUNWAY 18/36, AGREEMENT NO. AJW-ON-AAC-16-AC-000674 AND AUTHORIZING THE CHAIRPERSON TO SIGN THE AGREEMENT DOCUMENTS.

It was moved by Greubel and seconded by Anderson to approve Resolution 2016-30, accepting the FAA Grant Agreement for the flight inspection of the PAPI Replacement on Runway 18/36, Agreement No. AJW-ON-AAC-16-AC-000674 and authorizing the chairperson to sign the agreement documents. VOTE: YEA: GREUBEL, ANDERSON, GARDNER, NOVAK, WANGSNESS

Item 10F) RESOLUTION 2016-31, ACCEPTING THE IOWA DOT AIRPORT IMPROVEMENT PROGRAM GRANT AGREEMENT FOR THE SOUTH APRON GRADING AND PAVING-PHASE 1 PROJECT, PROJECT NO. 911701KV100 AND AUTHORIZING THE CHAIRPERSON TO SIGN THE AGREEMENT DOCUMENTS.

It was moved by Novak and seconded by Gardner to approve Resolution 2016-31, accepting the Iowa DOT Airport Improvement Program Grant Agreement for the South Apron Grading and Paving-Phase 1 Project, Project No. 911701KV100 and Authorizing the Chairperson to sign the agreement documents. VOTE: YEA: NOVAK, GARDNER, ANDERSON, GREUBEL, WANGSNESS

Item 11) REPORTS

Item 11A) ENGINEERING REPORT

a. FOLLOW UP REGARDING VEGETATION AND WETLAND UPKEEP.

Scott Port reported Perficut has applied 3 of 4 required weed control applications for 2016. It has been too wet for trimming of the wetlands. He stated he will continue to keep checking back and trimming will occur when it becomes possible. Chairperson Wangsness stated continued maintenance will be important once the vegetation is removed to keep fence line clean.

b. REPORT ON SCHEDULE OF THE HANGAR GRADING/GRANULAR REPLACEMENT WORK BY RW EXCAVATING AND DOZING.

Scott Port reported a preconstruction meeting took place on September 1st which included walking the site and construction began September 6th. Chairperson Wangsness inquired as to whether Scott will be inspecting the grading, to make sure it is cut down and water flows away from the hangars. Scott confirmed they have begun inspections and will continue throughout the project.

c. REPORT ON STATUS AND SCHEDULE OF THE RUNWAY 18/36 AND TAXIWAY LIGHTING PROJECT.

Scott Port reported they will be closing Runway 18/36 on September 19th for a period of 3-4 weeks, or longer dependent upon weather, to allow for the lighting project to take place. The contract includes liquidated damages as it relates to time frame for project completion. Chairperson Wangsness inquired about the airport property that may be sold being included as part of the fencing project. Paul Moritz stated the airport property that may be sold will not be included as part of the fencing project.

Item 11B) STAFF REPORT

a. REPORT BY MCCLURE ENGINEERING ON THE PROGRESS REPORT FOR THE ENVIRONMENTAL ASSESSMENT PROJECT DATED AUGUST 26, 2016.

Paul Moritz stated this project is a month ahead of schedule.

b. POSSIBLE RISE GRANT FOR STREET EXTENSION TO SERVE THE FUTURE SOUTH TERMINAL DEVELOPMENT.

Paul Moritz inquired as to how to move forward as it relates to funding of this project. It was the consensus of the Board to keep pursuing possible assistance for funding the road.

c. UPCOMING RUNWAY 18/36 PAVEMENT REPAIRS DUE TO HEAT DAMAGE THIS SUMMER.

Paul Moritz reported he asked Scott Port to take a look at Runway 18/36 to see how extensive the heat damage is and quantify what repairs need to be made. We should be eligible for some State DOT emergency funding.

d. REVIEW OF POTENTIAL FY 2017 ACIP PROJECTS AND BUDGETING.

Paul Moritz shared with the board staff's recommendation for potential FY 2017 CIP Projects. After review of the projects, it was the consensus of the board to approve suggested FY 2017 CIP Projects which include: Install Wildlife Fence; Rehabilitate Terminal Apron Pavement; Rehabilitate Maintenance Building Apron Pavement; South Apron Grading and Paving Phase 1 and the South Apron Access Road and Utilities Phase 1.

Paul Moritz stated he had received a call from the contractor for the Baker Group who is developing an office and manufacturing facility at 1600 Corporate Woods advising the staff of an 80 foot crane they will have on their property performing development

work for an extended period of time. Paul stated he had some concern with the size and location of the crane and the effect it could have as it relates to the South Runway. Moritz will be in contact with the Federal Aviation Administration to see if a NOTEM (notice to airmen) needs to be issued regarding the crane.

Item 11C) LEGAL COUNSEL REPORT:

Attorney Amy Beattie stated she would be absent from the October 6, 2016 meeting.

Item 11D) BOARD REPORT - NONE

Item 11E) CHAIR REPORT - NONE

Item 12) ADJOURN

There being no further business, it was moved by Novak and seconded by Greubel to adjourn the meeting. VOTE: YEA: NOVAK, GREUBEL, ANDERSON, GARDNER, WANGSNESS

The meeting adjourned at 6:03 p.m.

Attest: _____
Jason Greubel, Secretary

Signed: _____
Jeff Wangsness, Chairperson

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