

**POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, January 10, 2013, at the Ankeny Regional Airport, 3737 Convenience Blvd., Ankeny, Iowa. The meeting was called to order at 5:01 P.M.

- Item 1) ROLL CALL – MEMBERS PRESENT:** ANDERSON, GOCKE, GREUBEL, NOVAK, PIGHETTI
MEMBERS ABSENT: LORENZ, WANGSNESS
Chairperson, John Pighetti called the meeting to order. Present from the City of Ankeny were: Assistant City Manager, Tim Moerman, Jennifer Sease, Finance Director, and Margaret Waldschmitt, PCAA Recording Secretary. Attorney, Amy Beattie was present. Representing EXEC 1 was Bob Boesen. Representing Snyder & Associates was Dustin Leo.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT**
It was moved by Jim Gocke and seconded by Brant Anderson to approve the agenda without amendment. VOTE: YEA: GOCKE, ANDERSON, GREUBEL, NOVAK, PIGHETTI
- Item 3) AUDIENCE WITH VISITORS**
Robert Miller, EXEC 1, inquired about the status of the deteriorating concrete at the entrance road / circle drive. John Pighetti stated that Tim Moerman, Assistant City Manager, suggested contacting Paul Moritz at the City of Ankeny to have this project added to their patching program for 2013. Then PCAA would be paying the price quoted to the City to complete the project.
Dixie Cox, EXEC 1, arrived at 5:02 p.m.
- Item 4) FINANCE / BUDGET REPORT**
Dr. Paul Novak stated that the Authority had saved \$250 in six months by sending the agenda packet by email rather than mailing a hard copy. Elder Corporation received a lump sum payment of \$7,950 for snow removal per their contract.
Jerry Searle, Snyder & Associates, arrived at 5:04 p.m.
- 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
J.R. Boesen stated that they were pleased with the job Elder Corporation was doing with snow removal so far. Dixie Cox stated that American Fence came out to fix the south gate. John Pighetti explained that the motor was not the problem. The motor needed to be affixed to a cement pad and the gate needed to be in line with the receiver.
- Item 6) CONSENT AGENDA ITEMS**
CA-1 APPROVAL OF DECEMBER 6, 2012 MINUTES
CA-2 APPROVAL OF DECEMBER 21, 2012 SPECIAL MEETING MINUTES
CA-3 CONSIDER MOTION TO APPROVE PAYMENT #25 IN THE AMOUNT OF \$24,970.35 TO SNYDER & ASSOCIATES FOR SE FOUR MILE DRIVE ROAD RELOCATION, PLANS, SPECS AND BID DOCUMENTS.
CA-4 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$55,518.12.

**CA-5 DECEMBER 2012 FINANCIAL REPORTS
CA-6 ACCOUNTS RECEIVABLE AGING SUMMARY**

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-6.

It was moved by Jason Greubel and seconded by Jim Gocke to approve consent agenda items CA-1 through CA-6. VOTE: YEA: GREUBEL, GOCKE, ANDERSON, NOVAK, PIGHETTI

Item 7) REMOVED CONSENT AGENDA ITEMS: none

Item 8) OLD BUSINESS: none

Item 9) NEW BUSINESS

Item 9A) RESOLUTION, APPROVE THE LEASE AGREEMENTS WITH THE INDIVIDUALS AND / OR ORGANIZATIONS DETAILED ON THE ATTACHED LIST.

It was moved by Jason Greubel and seconded by Brant Anderson to adopt the resolution accepting the lease agreements. VOTE: YEA: GREUBEL, ANDERSON, GOCKE, NOVAK, PIGHETTI

Item 10) INFORMATIONAL ITEMS

Chairperson, John Pighetti, stated this topic (Informational Items) will be eliminated from the agenda since the reports follow it and any information can be reported then.

Item 11) REPORTS

Item 11A) ENGINEERING REPORT

• HANGAR LOCK ALTERNATIVES

Dustin Leo, Snyder & Associates, stated that the hangars and garages have residential grade locks. Leo stated that the problem with that type of lock is anyone can have keys made. Leo suggested replacing all the locks with Medeco Commercial Grade Locks, which would provide a more secure facility. Two keys would be provided for each lock. Tenants would have to sign a log stating that they received two keys and pay a security deposit. If the keys are not returned when the lease is terminated, they would lose the security deposit. There would be a Grand Master key which would open all locks that could be kept in a safely locked place and a set of Sub Master keys which would be a key for each individual building. It would be the Sub Master key that is used by EXEC 1 staff. James Bowen, hangar/garage tenant, was asked if he would approve of this change. Bowen stated that it is better than the policy in place now.

It was moved by Jason Greubel and seconded by Brant Anderson to give Dustin Leo direction to obtain a quote from at least two companies to replace all of the hangar and garage locks with Medeco Commercial Grade Locks to be approved by Resolution at the February 7, 2013 meeting. VOTE: YEA: GREUBEL, ANDERSON, GOCKE, NOVAK, PIGHETTI

• ROAD RELOCATION PROJECT

Dustin Leo stated that Snyder & Associates has been working hard to have everything ready for the road relocation. Leo stated that he talked to Don Harper at the Federal Aviation Administration about the City of Ankeny upgrading this road portion from country to city standards. Harper stated that this portion would be under grant, leaving the cost of 10% for the City of Ankeny to cover.

Leo stated that REIL lights (runway end identifier lights) are not working properly. Chairperson, John Pighetti, stated that what we have is a 25 year old, oil cooled, system. Leo stated that he contacted the IA Department of Transportation to see if the light repair could be considered for their emergency fund since neither the low nor medium setting works. IDOT stated they would repair up to \$10,000. The board directed Dustin Leo to get three quotes for maintaining the current system vs. replacement cost with LED lights.

John Pighetti stated that there was a minor hangar fire. A motor in the door lift started the fire. Pighetti stated that he would like to have Waldinger Company examine the power coming to the building since we have had four motors quit working in the last few months.

Item 11B) STAFF REPORT

Assistant City Manager, Tim Moerman, stated that he will be meeting with the Security Committee on January 22, 2013 to go through the old security plan and populate a new template.

Jennifer Sease, Finance Director, stated that the Board will receive a budget preview at the February 7, 2013 meeting.

Item 11C) LEGAL COUNSEL REPORT: none

Item 11D) BOARD REPORT

Jim Gocke stated that he saw several hundred geese at the end of the Crosswinds runway.

Item 11E) CHAIR REPORT: none

Item 12) REQUEST FOR EXECUTIVE SESSION

It was moved by Brant Anderson and seconded by Jim Gocke to go into Executive Session, pursuant to the provisions of Iowa Code Chapter 21.5 (1)(C) "To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation." VOTE: YEA: ANDERSON, GOCKE, GREUBEL, NOVAK, PIGHETTI

Council went into Executive Session at 5:34 p.m.
Council reconvened to regular session at 5:46 p.m.

Item 13) ADJOURN

There being no further business, it was moved by Jim Gocke and seconded by Dr. Paul Novak to adjourn the meeting. VOTE: YEA: GOCKE, NOVAK, ANDERSON, GREUBEL, PIGHETTI

The meeting adjourned at 5:47 p.m.

Attest: _____
Dr. Paul Novak, Treasurer

Signed: _____
John Pighetti, Chairperson

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