

**POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, January 9, 2014, at the Ankeny Regional Airport, 3737 Convenience Blvd., Ankeny, Iowa. The meeting was called to order at 5:03 P.M.

Acting Chairperson, John Pighetti, stated that due to the timing of this meeting and when Polk County meets, we are short two board members who are being reappointed by the County, so we will need to administer the Oath of Office to Todd Ashby, being reappointed by the City of Ankeny first, in order to have a quorum.

**Item 2) ADMINISTER OATH OF OFFICE TO NEW BOARD MEMBERS WITH TERM EXPIRING DECEMBER 31, 2017.  
ANKENY – TODD ASHBY**

The oath of office was administered to Todd Ashby by John Pighetti, Acting Chairperson.

**Item 1) ROLL CALL – MEMBERS PRESENT: ANDERSON, ASHBY, GREUBEL, PIGHETTI  
MEMBERS ABSENT: WANGSNESS**

Chairperson, John Pighetti called the meeting to order. Present from the City of Ankeny were: Assistant City Manager, Paul Moritz and Margaret Waldschmitt, PCAA Recording Secretary. Attorney, Amy Beattie was present. Representing EXEC 1 was Bob Boesen, Dianna Schmidt and Craig Coon. Representing Snyder & Associates were Mark Land and Scott Port. Representing DGR Engineering was Jerry Searle. Jim Gocke and Dr. Paul Novak also attended.

Jennifer Sease arrived at 5:05 p.m.

**Item 3) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT**

It was moved by Jason Greubel and seconded by Todd Ashby to approve the agenda without amendment. VOTE: YEA: GREUBEL, ASHBY, ANDERSON, PIGHETTI

**Item 4) MOTION DESIGNATING MARGARET WALDSCHMITT AS ACTING SECRETARY**

It was moved by Todd Ashby and seconded by Brant Anderson to approve Margaret Waldschmitt as acting secretary. VOTE: YEA: ASHBY, ANDERSON, GREUBEL, PIGHETTI

**Item 5) AUDIENCE WITH VISITORS - none**

**Item 6) ELECTION OF CHAIRPERSON, SECRETARY AND TREASURER FOR TERMS EXPIRING DECEMBER 31, 2015**

Acting Chairperson, John Pighetti stated he would like to have officers appointed at the February 6, 2014 meeting after Polk County has appointed their representatives. Pighetti stated that subcommittees will also be appointed at the February meeting.

**Item 7) FINANCE / BUDGET REPORT**

Acting Chairperson, John Pighetti stated this month included a semiannual payment to the City of Ankeny for \$10,178.98 for administrative assistance. There was also a \$140 payment for the maintenance of the <http://ankenyregionalairport.com/> website. Finance Director, Jennifer Sease, stated that she will apply for reimbursement from the Iowa

Department of Transportation and Federal Aviation Administration regarding the Six Unit t-hangar and the Four Mile Drive Relocation Projects. The IDOT would like us to apply for reimbursement on a monthly basis.

- Item 8) **FBO REPORT**
- Item 8A) **FUEL REPORT**
- Item 8B) **INSPECTION REPORT**
- Item 8C) **HANGAR TENANT WAITING LIST REPORT**
- Item 8D) **TENANT CONCERNS AND RESPONSE REPORT**

Craig Coon, Exec 1, stated that fuel sales have been down due to the weather, but the charter flights have remained steady. The pallet of ice melt has arrived and the north gate has a new opener installed. Bob Boesen asked if there was anything specific the board would like included in the FBO Report. Todd Ashby asked that a comparison in activity of the previous year be included.

- Item 9) **CONSENT AGENDA ITEMS**
  - CA-1 APPROVAL OF DECEMBER 5, 2013 MINUTES**
  - CA-2 APPROVAL OF DECEMBER 23, 2013 SPECIAL MEETING MINUTES**
  - CA-3 CONSIDER MOTION TO APPROVE PAYMENT #3 TO MANATT'S FOR SERVICES THAT INCLUDE SE FOUR MILE DRIVE ROAD RELOCATION PROJECT IN THE AMOUNT OF \$18,141.58.**
  - CA-4 CONSIDER MOTION TO APPROVE PAYMENT #3 TO JENSEN BUILDERS, LTD. FOR SERVICES THAT INCLUDE CONSTRUCT SIX-UNIT TEE HANGAR IN THE AMOUNT OF \$62,920.40.**
  - CA-5 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$108,228.65.**
  - CA-6 DECEMBER 2013 FINANCIAL REPORTS**
  - CA-7 ACCOUNTS RECEIVABLE AGING SUMMARY**
  - MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-7.**

It was moved by Todd Ashby and seconded by Jason Greubel to approve consent agenda items CA-1 through CA-7. VOTE: YEA: ASHBY, GREUBEL, ANDERSON, PIGHETTI

- Item 10) **REMOVED CONSENT AGENDA ITEMS: none**

- Item 11) **OLD BUSINESS**
- Item 11A) **RESOLUTION 2013-30, APPROVING THE PROFESSIONAL SERVICES AGREEMENT WITH SNYDER & ASSOCIATES REGARDING RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT. (DEFERRED FROM 12/05/13 MEETING)**

Acting Chairperson, John Pighetti, stated that he met with Paul Moritz, Assistant City Manager and Mark Land, Snyder & Associates regarding the Professional Services Agreement. Snyder & Associates has not changed the bottom line of the project cost. Snyder & Associates has agreed to list two sub consultants who will receive a percentage of the fee for services rendered. DGR Engineering will be the sub consultant for Federal Aviation Administration (FAA) related items and Aerometrics will be the sub consultant for Airport Geographic Information System (AGIS).

It was moved by Jason Greubel and seconded by Brant Anderson to adopt Resolution 2013-30, approving the professional services agreement with Snyder & Associates. VOTE: YEA: GREUBEL, ANDERSON, ASHBY, PIGHETTI

- Item 12) **NEW BUSINESS**
- Item 12A) **DISCUSSION AND, IF BOARD CHOOSES TO MOVE FORWARD IN JANUARY, RESOLUTION 2013-31, APPROVING THE RENEWAL OF THE MANAGEMENT**

**AGREEMENT WITH EXEC 1. (DEFERRED FROM 12/05/13 MEETING)**

Jim Gocke stated that the current content of the agreement addresses a lot of the concerns that came up over the year. Gocke stated when the first agreement was accepted last year, they knew it would be a learning process.

It was moved by Todd Ashby and seconded by Jason Greubel to adopt the Resolution 2013-31 approving the renewal of the Management Agreement with Exec 1. VOTE: YEA: ASHBY, GREUBEL, ANDERSON, PIGHETTI

**Item 12B) RESOLUTION 2014-01, APPROVE THE LEASE AGREEMENTS WITH THE INDIVIDUALS AND / OR ORGANIZATIONS DETAILED ON THE ATTACHED LIST.**

Dianna Schmidt stated that all leases had been returned.

It was moved by Jason Greubel and seconded by Todd Ashby to adopt Resolution 2014-01, approving the lease agreements. VOTE: YEA: GREUBEL, ASHBY, ANDERSON, PIGHETTI

**Item 13) REPORTS**

**Item 13A) ENGINEERING REPORT**

Scott Port, Snyder & Associates, stated that erosion control is in place and the Four Mile Drive Project has been closed down for the winter. Steel should be arriving in February for the Six Unit t-hangar project.

**Item 13B) STAFF REPORT: none**

**Item 13C) LEGAL COUNSEL REPORT**

Attorney, Amy Beattie stated that the FAA has given their approval for the transfer of the 1.67 acres of released property, 1.23 acres of right of way and \$50,000 settlement regarding the Johnson condemnation appeal. The City of Ankeny will transfer the 1.23 acres of abandoned right of way directly to the Johnsons this summer. John Pighetti asked the engineers to provide a drawing of what the 1.23 acres of ground will look like once the grading has been completed.

**Item 13D) BOARD REPORT**

Jason Greubel, in reference to a NOTAM, asked what level of service do we want to provide the pilots flying into our airport. A NOTAM is a notice to airmen that is filed with an aviation authority to alert aircraft pilots of potential hazards along a flight route or at a location that could affect the safety of the flight. Greubel stated that the Ankeny airport has a unique situation because if it snows during the night, there is no one here to post a NOTAM. Jim Gocke asked what the FAA standards are, stating that we should err on the side of safety. Greubel suggested that a standard NOTAM for the Ankeny airport should be that the airfield is not monitored between midnight and 4 a.m., or whatever the correct time frame is. John Pighetti stated that he would like to have someone from the FAA come and talk to Exec 1 and some of the board members to go over the expectations.

**Item 13E) CHAIR REPORT**

Acting Chairperson, John Pighetti stated that about three weeks ago he received documentation regarding the tenant of hangar E7, Sid Six, Champion Crane Service, Inc., verifying that his plane is now air worthy. That would make Sid Six in compliance with his lease agreement. He has renewed his lease for 2014.

**Item 14) ADJOURN**

There being no further business, it was moved by Todd Ashby and seconded by Brant Anderson to adjourn the meeting. VOTE: YEA: ASHBY, ANDERSON, GREUBEL, PIGHETTI

The meeting adjourned at 5:35 p.m.

Attest: \_\_\_\_\_  
Margaret Waldschmitt, Acting Secretary

Signed: \_\_\_\_\_  
John Pighetti, Acting Chairperson

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