

**POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, October 9, 2014, 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, WANGSNESS
MEMBERS ABSENT: ANDERSON, NOVAK
Acting 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 Margaret Waldschmitt, PCAA Recording Secretary. Attorney, Amy Beattie, was present. Representing EXEC 1 was Dan Stull, Maintenance Manager. Representing Snyder & Associates was Scott Port. Representing DGR Engineering was Jerry Searle.
- Item 2) ADMINISTER OATH OF OFFICE FOR TERMS EXPIRING DECEMBER 31, 2015.
CHAIRPERSON - JEFF WANGSNESS
SECRETARY – JASON GREUBEL**
The oath of office was administered to Jeff Wangsness by Board Member, Jason Greubel. Chairperson, Jeff Wangsness administered the oath of office to Jason Greubel.
- Item 3) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Todd Ashby and seconded by Jason Greubel to approve the agenda without amendment. VOTE: YEA: ASHBY, GREUBEL, GARDNER, WANGSNESS
- Item 4) AUDIENCE WITH VISITORS - NONE**
- Item 5) FINANCE / BUDGET REPORT**
With the absence of Dr. Paul Novak, there was no report given.
- 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, Exec 1, stated that Jet A fuel sales were up from previous years. The tree clearing project is still in progress since it has been too wet to complete it. Stull stated that the bush in the wetlands needs to be cleared out over the winter. Jeff Wangsness stated he would like to see a plan put into place to have the wetlands cleaned out annually. Stull mentioned that the airport parking lot needs to be repainted. Jennifer Sease stated that the City has parking lots painted every other year. Paul Moritz stated that he will see if the airport parking lot can be added to the City parking lot project in 2015. Dan Stull stated that Craig Coon is looking into renaming the taxiways. Jeff Wangsness stated that Coon should present a proposal to the Board. Once the proposal is received, the Board will review it and a Resolution will pass the approved design. Paul Moritz stated that it may be possible to add changing the runway signs to the runway lighting project.
- Item 7) CONSENT AGENDA ITEMS**

- CA-1 APPROVAL OF SEPTEMBER 4, 2014 MINUTES
- CA-2 CONSIDER MOTION TO APPROVE PAYMENT #9 TO MANATTS FOR SERVICES THAT INCLUDE SE FOUR MILE DRIVE RELOCATION PROJECT IN THE AMOUNT OF \$23,908.84.
- CA-3 CONSIDER MOTION TO APPROVE PAYMENT #136 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH AUGUST 31 IN THE AMOUNT OF \$1,260.64.
- CA-4 CONSIDER MOTION TO APPROVE PAYMENT #8 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$3,435.00.
- CA-5 CONSIDER MOTION TO APPROVE PAYMENT #37 IN THE AMOUNT OF \$5,879.85 TO SNYDER & ASSOCIATES FOR SE FOUR MILE DR. ROAD RELOCATION, PLANS, SPECS, BID DOCUMENTS.
- CA-6 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$70,087.42.
- CA-7 SEPTEMBER 2014 FINANCIAL REPORTS
- CA-8 ACCOUNTS RECEIVABLE AGING SUMMARY

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

It was moved by Todd Ashby and seconded by Jason Greubel to approve consent agenda items CA-1 through CA-8. VOTE: YEA: ASHBY, GREUBEL, GARDNER, WANGSNESS

- Item 8) **REMOVED CONSENT AGENDA ITEMS: NONE**
- Item 9) **OLD BUSINESS – NONE**

Item 10) NEW BUSINESS

- Item 10A) **RESOLUTION 2014-27, APPROVING PERMANENT PUBLIC UTILITY EASEMENTS BETWEEN THE POLK COUNTY AVIATION AUTHORITY AND THE CITY OF ANKENY, IOWA.**

Paul Moritz stated that the easements are necessary to access public utilities that are still located in these areas after the road relocation.

It was moved by Todd Ashby and seconded by Bill Gardner to adopt Resolution 2014-27. VOTE: YEA: ASHBY, GARDNER, GREUBEL, WANGSNESS

- Item 10B) **RESOLUTION 2014-28, ACCEPTING AN AGREEMENT WITH THE IOWA DEPARTMENT OF TRANSPORTATION FOR REIMBURSEMENT OF THE ELIGIBLE COSTS TO CONSTRUCT A 6 – UNIT TEE HANGAR PROJECT UP TO A MAXIMUM AMOUNT OF \$150,000.00 UNDER THE FY 2015 STATE AIRPORT DEVELOPMENT PROGRAM.**

It was moved by Jason Greubel and seconded by Todd Ashby to adopt Resolution 2014-28. VOTE: YEA: GREUBEL, ASHBY, GARDNER, WANGSNESS

- Item 10C) **RESOLUTION 2014-29, ACCEPTING AN AGREEMENT WITH THE IOWA DEPARTMENT OF TRANSPORTATION FOR REIMBURSEMENT OF THE ELIGIBLE COSTS TO CONSTRUCT A 6 – UNIT TEE HANGAR APPROACH PAVEMENT PROJECT UP TO A MAXIMUM AMOUNT OF \$56,325.25 UNDER THE FY 2015 STATE AIRPORT DEVELOPMENT PROGRAM**

It was moved by Todd Ashby and seconded by Bill Gardner to adopt Resolution 2014-29. VOTE: YEA: ASHBY, GARDNER, GREUBEL, WANGSNESS

- Item 11) **REPORTS**
- Item 11A) **ENGINEERING REPORT**

Scott Port, Snyder & Associates, stated the grass has been seeded on the Four Mile Drive Project. There is a preconstruction meeting for the Rehabilitate Runway 4/22 Project scheduled for November 14, 2014. Port stated that an FAA inspector was on site and found possible ASR (Alkali-silica reaction) damage in the concrete west of the main runway. Port stated he will have someone from his office look at it to verify what kind of damage it is. Port stated that the IDOT has approved the construction of a six-unit t-hangar. Port stated he will bid this project over the winter with construction starting in the spring.

Item 11B) STAFF REPORT

- **REVIEW OF HANGAR AND GARAGE LEASE AGREEMENTS**
- **REHABILITATE RUNWAY LIGHTING**
- **NOTICE TO PROCEED TO KIMREY ELECTIC**
- **FIVE YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM**
- **POTENTIAL AGIS PRESENTATION**

Jennifer Sease stated this is the time to review all leases and make changes if necessary. T-hangar rent is \$170, garages \$105 and tie down space \$50. Dave Kalwishky, audience member, stated Des Moines Airport charges \$150 for t-hangar rent. Dan Stull stated there are two unoccupied garages at this time. Approval of the lease form and charges will be approved at the November 6, 2014 meeting.

Paul Moritz stated he received a letter from the Department of Transportation regarding the Runway Rehabilitation Project. An engineer will need to be selected by 12/15/14. Moritz also received a notice to proceed with the Rehabilitate Runway 4/22 and Relocate Runway 22 Threshold Project.

After much discussion about project priority for the Five Year Airport Capital Improvement Program it was the consensus of the Board to make the infrastructure for additional hangar space their priority.

It was moved by Jason Greubel and seconded by Bill Gardner to amend the ACIP for FY16 to include the development of Phase 1 for ramp construction.
VOTE: YEA: GREUBEL, GARDNER, ASHBY, WANGSNESS

Jerry Searle, DGR Engineering, stated there is a possibility of holding a presentation at the Ankeny airport, in November, on the utilization and application of GIS (geographic information system) information we have obtained for the airport, including the surrounding area 2 to 3 miles in every direction. It was the consensus of the Board to have Searle set a date and proceed with this presentation.

Jennifer Sease, Administrative Services Director, presented the Board with a CPI (Consumer Price Index) report in regard to the five year negotiation of fees for the Airport Access Agreement with Accumold / Elwell as well as the Fees for Fixed Base Operator License and Fuel. Sease stated both of these agreements will be on the November 6th agenda. At that time, a motion will be made to either raise the fees, or approve the agreements as they stand.

- Item 11C) LEGAL COUNSEL REPORT – NONE**
Item 11D) BOARD REPORT

Jason Greubel made a motion to approve spending up to \$750 on a marketing analysis regarding the need and interest in hangar expansion.
It was moved by Jason Greubel and seconded by Todd Ashby to spend up to \$750 on a marketing analysis regarding the need and interest in hangar expansion.
VOTE: YEA: GREUBEL, ASHBY, GARDNER, WANGSNESS

Item 11E) CHAIR REPORT - NONE

Item 12) ADJOURN

There being no further business, it was moved by Todd Ashby and seconded by Bill Gardner to adjourn the meeting. VOTE: YEA: ASHBY, GARDNER, GREUBEL, WANGSNESS

The meeting adjourned at 6:20 p.m.

Attest: _____
Jason Greubel, Secretary

Signed: _____
Jeff Wangsness, Chairperson

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