

**POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday October 10, 2013, at the Ankeny Regional Airport, 3737 Convenience Blvd., Ankeny, Iowa. The meeting was called to order at 5:02 P.M.

Item 1) ROLL CALL – MEMBERS PRESENT: ANDERSON, GOCKE, NOVAK, PIGHETTI, WANGSNESS

MEMBERS ABSENT: ASHBY, GREUBEL

Chairperson, John Pighetti called the meeting to order. Present from the City of Ankeny were: Paul Moritz, Assistant City Manager, Jennifer Sease, Finance Director, and Margaret Waldschmitt, PCAA Recording Secretary. Attorney, Amy Beattie was present. Representing EXEC 1 were Bob Boesen, J.R. Boesen, John Fotiadis and Dixie Cox. Dustin Leo and Jerry Searle from Snyder & Associates also attended.

Chairperson, John Pighetti, thanked John Fotiadis and Dustin Leo for the contributions they have made to the Polk County Aviation Authority since this is the last meeting for them, as both gentlemen are moving on to new employment.

Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT

It was moved by Jim Gocke and seconded by Jeff Wangsness to approve the agenda without amendment. VOTE: YEA: GOCKE, WANGSNESS, ANDERSON, NOVAK, PIGHETTI

Item 3) AUDIENCE WITH VISITORS - none

**Item 4) PUBLIC HEARING – (PH #2013-03)
PROPOSAL BY THE FIXED BASE OPERATOR TO LEASE CERTAIN PUBLIC
PROPERTY**

Item 4A) HOLD AND CLOSE PUBLIC HEARING

Chairperson Pighetti announced this as the time and place for the public hearing on the matter of approving and authorizing the execution of certain agreements with Central Iowa Aviation, LLC, as Fixed Base Operator. Notice of this hearing was published in the Des Moines Register on September 27, 2013. There were no written comments received on the proposed agreements.

Attorney, Amy Beattie, reported that the agreements that existed were outdated and all had different expiration dates. There are two agreements that have terms longer than three years, which is why the public hearing is necessary. The agreements that are being proposed now have been reviewed, revised and updated with a common expiration date.

Chairperson Pighetti inquired if there was anyone present to be heard for or against said proposed agreements. Hearing none, Chairperson called for a motion to close the public hearing.

It was moved by Jeff Wangsness and seconded by Brant Anderson to close Public Hearing #2013-03. VOTE: YEA: WANGSNESS, ANDERSON, GOCKE, NOVAK, PIGHETTI

- Item 4B) RESOLUTION 2013-23, APPROVING AND AUTHORIZING THE EXECUTION OF CERTAIN AGREEMENTS WITH CENTRAL IOWA AVIATION, LLC, AS FIXED BASE OPERATOR**
It was moved by Jeff Wangsness and seconded by Brant Anderson to approve Resolution 2013-23 authorizing the execution of certain agreements with Central Iowa Aviation, LLC, as Fixed Base Operator. VOTE: YEA: WANGSNESS, ANDERSON, GOCKE, NOVAK, PIGHETTI
- Item 5) PUBLIC HEARING – (PH #2013-04)
CONSTRUCT SIX-UNIT TEE HANGAR PROJECT
(FY2014 IDOT GENERAL AVIATION VERTICAL INFRASTRUCTURE (GAVI) PROJECT NO. 9I140IKV300)**
- Item 5A) HOLD AND CLOSE PUBLIC HEARING**
Chairperson Pighetti announced this as the time and place for the public hearing on the matter of the adoption of plans, specifications, form of contract and opinion of probable costs for the construction of certain public improvements described as: Construct Six-Unit Tee Hangar Project. Notice of this hearing was published in the Des Moines Register on September 27, 2013. There were no written comments received on the proposed project. Chairperson Pighetti inquired if there was anyone present to be heard for or against said proposed project. Hearing none, Chairperson called for a motion to close the public hearing.

It was moved by Jeff Wangsness and seconded by Jim Gocke to close Public Hearing #2013-04. VOTE: YEA: WANGSNESS, GOCKE, ANDERSON, NOVAK, PIGHETTI
- Item 5B) RESOLUTION 2013-24, ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND OPINION OF PROBABLE COST FOR THE CONSTRUCT SIX-UNIT TEE HANGAR PROJECT (FY2014 IDOT GENERAL AVIATION VERTICAL INFRASTRUCTURE (GAVI) PROJECT NO. 9I140IKV300)**
It was moved by Dr. Paul Novak and seconded by Jim Gocke to approve Resolution 2013-24 adopting plans, specifications, form of contract and opinion of probable cost for the Construct Six-Unit Tee Hangar Project. VOTE: YEA: NOVAK, GOCKE, ANDERSON, PIGHETTI, WANGSNESS
- Item 5C) RECEIVE AND FILE REPORT OF BIDS RECEIVED ON OCTOBER 3, 2013.**
Dustin Leo, Snyder & Associates, stated that the Engineer's Estimate Bid with Alternate 1 was \$344,850.00. Successful bidder was Jensen Builders, Ltd, Ft. Dodge, IA at \$322,770.00. A total of three bids were received and filed.

It was moved by Jim Gocke and seconded by Brant Anderson to receive and file the report of bids received on October 3, 2013. VOTE: YEA: GOCKE, ANDERSON, NOVAK, PIGHETTI, WANGSNESS
- Item 5D) RESOLUTION 2013-25, AWARDING CONSTRUCTION CONTRACT FOR THE CONSTRUCT SIX-UNIT TEE HANGAR PROJECT (FY2014 IDOT GENERAL AVIATION VERTICAL INFRASTRUCTURE (GAVI) PROJECT NO. 9I140IKV300)**
It was moved by Brant Anderson and seconded by Dr. Paul Novak to approve Resolution 2013-25 awarding construction contract to Jensen Builders, Ltd. for \$322,770.00 for the Construct Six-Unit Tee Hangar Project. VOTE: YEA: ANDERSON, NOVAK, GOCKE, PIGHETTI, WANGSNESS

Item 6) FINANCE / BUDGET REPORT

Treasurer, Dr. Paul Novak, stated that there was a question about the amount of the bill from Elder Corporation at the September 5th meeting. Novak stated that the Elder bill in the amount of \$4,177.50 was for moving the soil where the water was ponding. Novak stated that this was a much bigger job than Elder thought it was when the original cost estimate was made for \$2,000. After clarification, it was the consensus of the board to pay the bill.

Item 7) FBO REPORT

Item 7A) FUEL REPORT

Item 7B) INSPECTION REPORT

Item 7C) HANGAR TENANT WAITING LIST REPORT

Item 7D) TENANT CONCERNS AND RESPONSE REPORT

John Fotiadis, Assistant Manager, reported fuel sales were the same as the previous year, however charter flights have increased.

Item 8) FINANCE / BUDGET REPORT

CONSENT AGENDA ITEMS

CA-1 APPROVAL OF SEPTEMBER 5, 2013 MINUTES

CA-2 APPROVAL OF SEPTEMBER 13, 2013 SPECIAL MEETING MINUTES

CA-3 CONSIDER MOTION TO APPROVE PAYMENT #128 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE PLANNING AND ENGINEERING IN THE AMOUNT OF \$932.00.

CA-4 CONSIDER MOTION TO APPROVE PAYMENT TO CLEAR SKIES FLYING CLUB, LLC FOR YELLOW PAINT USED FOR A SERVICE PROJECT IN THE AMOUNT OF \$278.43.

CA-5 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$33,115.56.

CA-6 SEPTEMBER 2013 FINANCIAL REPORTS

CA-7 ACCOUNTS RECEIVABLE AGING SUMMARY

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-7.

It was moved by Jim Gocke and seconded by Brant Anderson to approve consent agenda items CA-1 through CA-7. VOTE: YEA: GOCKE, ANDERSON, NOVAK, PIGHETTI, WANGSNESS

Item 9) REMOVED CONSENT AGENDA ITEMS: NONE

Item 10) OLD BUSINESS: NONE

Item 11) NEW BUSINESS

Item 11A) CONSIDER MOTION TO APPROVE AN ENGINEERING AGREEMENT WITH SNYDER AND ASSOCIATES FOR THE DESIGN OF A SIX-UNIT TEE HANGAR

It was moved by Jeff Wangsness and seconded by Brant Anderson to approve an engineering agreement with Snyder and Associates for the design of a six-unit tee hangar. VOTE: YEA: WANGSNESS, ANDERSON, GOCKE, NOVAK, PIGHETTI

Item 11B) CONSIDER MOTION TO APPROVE PAYMENT #1 TO SNYDER AND ASSOCIATES FOR SERVICES THAT INCLUDE SIX UNIT TEE HANGAR IN THE AMOUNT OF \$7,105.00

It was moved by Jim Gocke and seconded by Brant Anderson to approve payment to Snyder and Associates for \$7,105.00 for services including the six unit tee hangar. VOTE: YEA: GOCKE, ANDERSON, NOVAK, PIGHETTI, WANGSNESS

Item 11C) DISCUSSION AND DIRECTION REGARDING REHABILITATE RUNWAY (04/22, RELOCATE 22 THRESHOLD WITH AGIS)

After much discussion, it was the consensus of the board to defer this item until the November 7, 2013 meeting.

Item 12) REPORTS
Item 12A) ENGINEERING REPORT

Dustin Leo, Snyder & Associates, stated that Manatt's has started to move dirt for the SE Four Mile Drive Relocation Project. Leo stated that in regard to the runway cracking, he did take some core samples on the runway to see if there is a problem with the underlayment, but has not received a report yet. Leo stated that Mwasi J. Mwamba, PE, Snyder and Associates, will be taking over the supervision of the six-unit tee hangar construction. Leo stated the wildlife study has been completed and the recommendation is for an eight foot tall fence around the perimeter of the airport. Leo stated that decisions need to be made on the Airport Capital Improvement Program within the next two months.

Item 12B) STAFF REPORT:
- REVIEW OF HANGAR AND GARAGE LEASE AGREEMENTS

Jennifer Sease, Finance Director, stated that the lease agreements will be sent out for renewal at the end of November. Sease asked the board to review the leases and make any suggested changes at the November 7, 2013 meeting. Jeff Wangsness stated he would like to see a comparison of the Ankeny airport with other comparable airports.

Item 12C) LEGAL COUNSEL REPORT:

Attorney, Amy Beattie, stated that the trial date for the Johnson condemnation litigation case has been set for January 13, 2014.

Item 12D) BOARD REPORT : NONE

Item 12E) CHAIR REPORT: NONE

Item 13) ADJOURN

There being no further business, it was moved by Jim Gocke and seconded by Jeff Wangsness to adjourn the meeting. VOTE: YEA: GOCKE, WANGSNESS, ANDERSON, NOVAK, PIGHETTI

The meeting adjourned at 5:43 p.m.

Attest: _____
Jeff Wangsness, Secretary

Signed: _____
John Pighetti, Chairperson

