

**POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, October 8, 2015, 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, BARBER, GREUBEL, NOVAK
MEMBERS ABSENT: ANDERSON, GARDNER, WANGSNESSE
Acting Chairperson, Jason Greubel, 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 Craig Coon. Representing Snyder & Associates was Scott Port.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Todd Ashby and seconded by Dr. Paul Novak to approve the agenda without amendment. VOTE: YEA: ASHBY, NOVAK, BARBER, GREUBEL
- Item 3) AUDIENCE WITH VISITORS - NONE**
- Item 4) FINANCE / BUDGET REPORT**
Treasurer, Paul Novak, stated \$12,260.00 was paid to Polk County Heating & Cooling for the water main relocation. \$54,807.40 was paid to Jensen Builders for the 6-Unit T-Hangar and apron project.
- 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
Craig Coon, Exec 1, stated there are cracks in the concrete outside the main hangar. Paul Moritz asked if cold patch could be used to seal the cracks. Scott Port stated that should hold for now, but there are areas that need to be replaced. Port stated the cracked area is part of the area covered in a future Capital Improvement Project. Moritz stated he will get pricing to have the cracks sealed. Coon asked if secured gates were part of the fence project. Acting Chairperson, Jason Greubel stated that secured gates are part of the fence project. Greubel stated the Safety Committee needs to meet, if they have not done so recently. Coon stated that Josh Wisdom, USDA Wildlife Services, plans to place trail cameras down the east side of the airport to track wildlife activity. Coon stated that Josh will give a presentation on his findings at the November 5, 2015 meeting.
- Item 6) CONSENT AGENDA ITEMS**
CA-1 APPROVAL OF SEPTEMBER 10, 2015 MINUTES

- CA-2 CONSIDER MOTION TO APPROVE PAYMENT #4 TO JENSEN BUILDERS, LTD., FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON PROJECT 2015 IN THE AMOUNT OF \$54,807.40.**
- CA-3 CONSIDER MOTION TO APPROVE PAYMENT #9 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON PROJECT 2015, IN THE AMOUNT OF \$3,948.56.**
- CA-4 CONSIDER MOTION TO APPROVE PAYMENT #148 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH JULY 31, 2015 IN THE AMOUNT OF \$10,372.95.**
- CA-5 CONSIDER MOTION TO APPROVE INVOICE #025612 TO POLK COUNTY HEATING AND COOLING FOR SERVICES THAT INCLUDE WATER MAIN PROJECT IN THE AMOUNT OF \$3,500.00.**
- CA-6 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$114,781.15.**
- CA-7 SEPTEMBER 2015 FINANCIAL REPORTS**
- CA-8 ACCOUNTS RECEIVABLE AGING SUMMARY**

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

It was moved by John Barber and seconded by Dr. Paul Novak to approve consent agenda items CA-1 through CA-8. VOTE: YEA: BARBER, NOVAK, ASHBY, GREUBEL

Item 7) REMOVED CONSENT AGENDA ITEMS: NONE

Item 8) OLD BUSINESS

Item 8A) HANGAR COMMITTEE RECOMMENDATION REGARDING PROPOSALS FOR HANGAR CONSTRUCTION FOR TWO DIFFERENT SITES.

Jason Greubel stated there were two proposals for each site. Tom Drew has a land lease for the entire area north of the airport terminal that states if he has not started construction of his hangar or found a partner to commit to the "Big Building" hangar project by March 2016, he will release the east side of the pad to another party. Regarding the land between the existing private hangar and the mechanic's building, the Hangar Committee has proposed leasing the property to Tom Weissenburger and Scott Wolfswinkel.

Item 8B) DISCUSSION AND DIRECTION FOR HANGAR LIGHTS IN THE EXISTING OLDER HANGARS.

After much discussion, it was the consensus of the Board to see if the lighting is sufficient in a hangar where one light fixture has been installed. Jennifer Sease stated we could offset the cost of the lights by adding \$5.00 to each hangar lease. Amy Beattie stated if the Board chooses to add the \$5.00 to each hangar lease, it needs to be done at the November 5th meeting before the lease renewals are sent out. Jason Greubel stated he didn't see a need to raise the rent since this project is more affordable and since the decision was made to install one light fixture instead of two per hangar. Jennifer Sease stated three bids are required for the light project. It was the consensus of the Board to move ahead with obtaining the bids.

Item 9) NEW BUSINESS

Item 9A) RESOLUTION 2015-33, FIXING A DATE FOR A HEARING ON A PROPOSAL BY TOM WEISSENBURGER AND SCOTT WOLFSWINKEL OR AN ENTITY TO BE FORMED BY THEM TO LEASE CERTAIN PUBLIC PROPERTY FOR CONSTRUCTION OF A HANGAR. (HEARING NOVEMBER 5, 2015 AT 5:00 P.M.)

It was moved by Todd Ashby and seconded by Dr. Paul Novak to approve Resolution 2015-33, fixing a date for a hearing on a proposal by Tom Weissenburger and Scott Wolfswinkel or an entity to be formed by them to lease certain public property for construction of a hangar. VOTE: YEA: ASHBY, NOVAK, BARBER, GREUBEL

Item 9B) RESOLUTION 2015-34, APPROVING A LEASE AGREEMENT EARLY TERMINATION DATE OF AUGUST 31, 2015 FOR MICHAEL BRANCO, HANGAR I-05 AND APPROVING A LEASE AGREEMENT FOR N1046X, LLC, FOR HANGAR I-05 EFFECTIVE SEPTEMBER 1, 2015 WITH A TERMINATION DATE OF HIS TIE-DOWN LEASE THE SAME DAY.

It was moved by Todd Ashby and seconded by John Barber to approve Resolution 2015-34, approving a lease agreement early termination date of August 31, 2015 for Michael Branco, hangar I-05 and approving a lease agreement for N1046X, LLC, for hangar I-05 effective September 1, 2015 with a termination date of his tie-down lease the same day. VOTE: YEA: ASHBY, BARBER, GREUBEL, NOVAK

Item 9C) RESOLUTION 2015-35, APPROVING A LEASE AGREEMENT EARLY TERMINATION DATE OF SEPTEMBER 9, 2015 FOR CONNER AVIATION, HANGAR J-06 AND APPROVING A LEASE AGREEMENT FOR JEFF MAIRE, FOR HANGAR J-06 EFFECTIVE SEPTEMBER 10, 2015.

It was moved by Todd Ashby and seconded by John Barber to approve Resolution 2015-35, approving a lease agreement early termination date of September 9, 2015 for Conner Aviation, hangar J-06 and approving a lease agreement for Jeff Maire, for hangar J-06 effective September 10, 2015. VOTE: YEA: ASHBY, BARBER, GREUBEL, NOVAK

Item 9D) RESOLUTION 2015-36, APPROVING A LEASE AGREEMENT EARLY TERMINATION DATE OF AUGUST 31, 2015 FOR DAVID KALWISHKY, GARAGE BAY C-NW AND APPROVING A LEASE AGREEMENT FOR SCOTT WALLACE, FOR GARAGE BAY C-NW EFFECTIVE SEPTEMBER 1, 2015.

It was moved by Todd Ashby and seconded by John Barber to approve Resolution 2015-36, approving a lease agreement early termination date of August 31, 2015 for David Kalwishky, garage bay C-NW and approving a lease agreement for Scott Wallace, for garage bay C-NW effective September 1, 2015. VOTE: YEA: ASHBY, BARBER, GREUBEL, NOVAK

Item 9E) RESOLUTION 2015-37, APPROVING A LEASE AGREEMENT EARLY TERMINATION DATE OF SEPTEMBER 30, 2015 FOR KEITH LUCHEL, HANGAR E-02, APPROVING MICHAEL HUBBEL TO TRANSFER HIS HANGAR LEASE FROM C-07 TO E-02 AND APPROVING A LEASE AGREEMENT FOR TONY BALDUS FOR HANGAR C-07 EFFECTIVE OCTOBER 1, 2015.

It was moved by Todd Ashby and seconded by John Barber to approve Resolution 2015-37, approving a lease agreement early termination date of September 30, 2015 for Keith Luchtel, hangar E-02, approving Michael Hubbel to transfer his hangar lease from C-07 to E-02 and approving a lease agreement for Tony Baldus for hangar C-07 effective October 1, 2015. VOTE: YEA: ASHBY, BARBER, GREUBEL, NOVAK

Item 9F) RESOLUTION 2015-38, APPROVING A LEASE AGREEMENT EARLY TERMINATION DATE OF SEPTEMBER 30, 2015 FOR MATTHEW SMITH, HANGAR C-09 AND APPROVING A LEASE AGREEMENT FOR HERBERT REMER FOR HANGAR C-09 EFFECTIVE OCTOBER 1, 2015.

It was moved by Todd Ashby and seconded by John Barber to approve Resolution 2015-38, approving a lease agreement early termination date of September 30, 2015 for Matthew Smith, hangar C-09 and approving a lease agreement for Herbert Remer for hangar C-09 effective October 1, 2015. VOTE: YEA: ASHBY, BARBER, GREUBEL, NOVAK

Item 9G) DISCUSSION AND DIRECTION FOR PER ACRE PRICE FOR THE FARM LEASES.

It was the consensus of the Board, due to the decrease in farming income, to change the per acre rent for the farm leases from the present \$275 per acre to the mid-rate rent provided by the ISU Extension Office of \$250 per acre.

Item 9H) DISCUSSION AND DIRECTION REGARDING WEBSITE

Jennifer Sease stated that Webspec Design hosts the Ankeny Regional Airport website. We have an annual fee of \$140.00 for the site. Webspec has notified us that they are moving their websites to newer, premium servers and have offered us three different plans with varied amounts of security provisions. Jennifer had Amy Baker, Communications Manager, look over our website and make a recommendation as to which plan she felt would serve the airport best. Jennifer stated since no money changes hand and it is a static website, with fewer than 100 hits on any page, that Amy suggests we keep things as they are, which is Webspec's third option, current monthly hosting and as needed security plan. Jennifer stated Amy would like Google Analytics added to the website to get more accurate use documentation. Sease state it would be good for the PCAA to own their URL (Uniform Resource Locator). It was the consensus of the Board to keep things as they are, option three, and to have Google Analytics installed, along with obtaining ownership of the related URL.

Item 10) REPORTS

Item 10A) ENGINEERING REPORT

a. Pilot Control Lighting and Radio Control Box Replacement.

Scott Port stated Kimrey Electric has ordered the replacement to fix the Pilot Control Lighting, but it will be a few weeks before it is in. Port stated the runway lights are left on all night until the Pilot Control Lighting is working.

b. Change Out of the Garage Door Locks, Previous Hangar Project.

Port stated the locks that were installed on the previous hangar project were not the Medeco commercial grade locks that were installed at the airport in 2013, so they are not

compatible with the other locks. Port stated the cost to replace the locks will be \$394.00. The consensus of the Board was to change them.

c. 2015 Tee Hangar Project.

Port stated they are finishing the electrical work and the floors in the tee hangars. Port stated we should be able to have the final acceptance in December, 2015.

d. 4/22 Lighting Project.

Port stated he just received FAA permission to hook up the electricity for the Runway 4/22 PAPI (precision approach path indicator) lights to another circuit line that was located and not in use that does have power to it. Originally the Runway 4/22 PAPI was to be hooked up to the Runway 18/36 PAPI. Port stated the voltage check was too low and there was a risk of blowing out both sets of PAPI lights. Port stated they are in the process of finalizing the flight procedures with the FAA. Port stated proof of the survey for the new flight procedure submittal needs to be given to the Johnson's by November 1, 2015. FAA is working on a new approach chart. John Barber stated he thinks it is important for Snyder and Associates to make sure there is a real as-built survey done at the completion of the construction. Port stated that Craig Coon contacted him and asked him to get some quotes for spraying weeds in the waterways. Jason Greubel stated that he agrees that the weeds need to be sprayed, but there needs to be a plan for spraying of the entire airport. In regard to the wetlands, Port stated Perficut agreed to honor their mowing bid whenever it is dry enough to cut the wetlands. Port stated when the ground freezes up, he will contact Perficut to see if they are still interested in the mowing job.

Item 10B) STAFF REPORT

Paul Moritz gave the Board a color coded chart for the Revised Airport Improvements Program. Moritz stated the committee is planning a trip to Ames to visit with the planner at the DOT and a trip to Kansas City to visit with the planner at the FAA to get their input as to how we want to move forward with our construction plans. Moritz stated Snyder and Associates would then generate the ACIP data sheets and submit them to the Board at the November 5th meeting for approval. Moritz stated the fence project is top priority.

a. Culvert Erosion Problem

Paul Moritz stated at the NE corner of the former pond site by the north hangar the ground appears to be eroding. Moritz stated it may be more involved than an erosion problem and is having someone from the City's Public Works Department look into it.

b. Roof leak

Craig Coon stated that Septagon was great about coming out and taking care of the leak in the roof.

c. Environmental Assessment for the Wildlife Fence Project

Derick Anderson, McClure Engineering, stated an Environmental Assessment is a lengthy process of elimination that could take up to a year to complete. McClure would like the go ahead to start the process now, so that this time next year design of the fence project can begin. Paul Moritz asked if the Board would like to give McClure the go ahead now, financing the process with Authority funds until the reimbursement from the FAA is available. It was the consensus of the Board to go ahead with the Assessment study, financing it with the Authority funds.

Item 10C) LEGAL COUNSEL REPORT - NONE

Item 10D) BOARD REPORT - NONE

Item 10E) CHAIR REPORT - NONE

Item 11) ADJOURN

There being no further business, it was moved by Dr. Paul Novak and seconded by Todd Ashby to adjourn the meeting. VOTE: YEA: NOVAK, ASHBY, BARBER, GREUBEL

The meeting adjourned at 6:05 p.m.

Attest: _____
Dr. Paul Novak, Treasurer

Signed: _____
Jason Greubel, Acting Chairperson

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