

**POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, November 6, 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, NOVAK, WANGSNESS

**MEMBERS ABSENT:** ANDERSON, GREUBEL

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 Bob Boesen, J.R. Boesen and Craig Coon. Representing Snyder & Associates was Mark Land and Scott Port.

**Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**

It was moved by Dr. Paul Novak and seconded by Bill Gardner to approve the agenda without amendment. VOTE: YEA: NOVAK, GARDNER, ASHBY, WANGSNESS

**Item 3) AUDIENCE WITH VISITORS - NONE**

**Item 4) FINANCE / BUDGET REPORT**

Dr. Paul Novak stated the final payment and change order were submitted regarding SE Four Mile Dr. Relocation Project. Novak stated the breakdown of energy usage can be eliminated from the finance report until the LED runway light project is completed. Jerry Searle, DGR Engineering, arrived at 5:01.

**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 stated fuel sales are up due to the Charter Department. The tree clearing project is 95% complete. Coon submitted quotes for a spreader he would like to purchase to apply deicer. Jeff Wangsness stated if we don't control who is operating the equipment, the Authority will not own it. Coon would like to place an order for 10 bags of Cryotech NAAC (solid sodium acetate anhydrous). Jeff Wangsness stated that Coon set up a tour at the Des Moines airport to see their process for snow and ice removal. Wangsness stated the Des Moines airport uses the type of deicer that Coon wants to order. It looks like rock salt, but it is colored and angular in shape, so it doesn't bounce off the runway while being applied. The price is comparable to what they are currently using. Wangsness stated Coon should go ahead and give Cryotech NAAC a try. Wangsness thanked Coon for being on top of the upcoming winter runway conditions. There was some discussion about who is responsible for applying the solid deicer. Bob Boesen stated that Exec 1 was applying the ice melt, but did not think it was their obligation to do so. Jeff Wangsness stated that it is Exec 1's responsibility to determine the needs of the runway. Amy Beattie stated that Elder plows the runway. It is Exec 1's responsibility to determine when ice melt is needed and apply it. If a liquid deicer is required, Exec 1 is to contact the City of Ankeny and they

will apply the liquid. It was the consensus of the Board that neither the Management Agreement, nor the Elder Contract state clearly who is responsible for ice melt applications. Attorney Amy Beattie stated that she will clear up the language in the agreement.

Craig Coon stated that he was disappointed about having the fence project delayed, making the infrastructure for additional hangar space the priority. Coon stated there are a lot of deer on the property. Assistant City Manager, Paul Moritz, stated that he will talk to the Police Chief, Gary Mikulec, about having a sharp shooter come out to help control the deer population. Moritz asked if the deer are coming because of the wetlands. Mark Land, Snyder & Associates, stated that the Ames airport sprays their wetlands with something that helps keep them under control. Wangsness stated that there needs to be a regular program of ongoing maintenance in regard to the wetlands.

**Item 6)**

**CONSENT AGENDA ITEMS**

**CA-1 APPROVAL OF OCTOBER 9, 2014 MINUTES**

**CA-2 CONSIDER MOTION TO APPROVE PAYMENT #10 TO MANATTS FOR SERVICES THAT INCLUDE SE FOUR MILE DRIVE RELOCATION PROJECT IN THE AMOUNT OF \$30,227.87.**

**CA-3 CONSIDER MOTION TO APPROVE CHANGE ORDER #2 DECREASING CONTRACT AMOUNT BY \$51,244.49 TO MANATTS FOR SERVICES THAT INCLUDE SE FOUR MILE DRIVE RELOCATION PROJECT.**

**CA-4 CONSIDER MOTION TO APPROVE PAYMENT #137 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH SEPTEMBER 30<sup>TH</sup> IN THE AMOUNT OF \$1,763.60.**

**CA-5 CONSIDER MOTION TO APPROVE PAYMENT #38 IN THE AMOUNT OF \$3,839.48 TO SNYDER & ASSOCIATES FOR SE FOUR MILE DR ROAD RELOCATION, PLANS, SPECS, BID DOCUMENTS.**

**CA-6 CONSIDER MOTION TO APPROVE PAYMENT #9 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$818.50.**

**CA-7 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$46,851.72.**

**CA-8 OCTOBER 2014 FINANCIAL REPORTS**

**CA-9 ACCOUNTS RECEIVABLE AGING SUMMARY**

**MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 THROUGH CA-9.**

It was moved by Todd Ashby and seconded by Dr. Paul Novak to approve consent agenda items CA-1 through CA-9. VOTE: YEA: ASHBY, NOVAK, GARDNER, WANGSNESS

**Item 7)**

**REMOVED CONSENT AGENDA ITEMS: NONE**

**Item 8)**

**OLD BUSINESS**

**Item 8A)**

**RESOLUTION 2014-30, APPROVING THE CAPITAL IMPROVEMENT PROGRAM FOR FY 2016.**

It was moved by Todd Ashby and seconded by Bill Gardner to adopt Resolution 2014-30, approving the Capital Improvement Program for FY 2016. VOTE: YEA: ASHBY, GARDNER, NOVAK, WANGSNESS

**Item 8B)**

**RESOLUTION 2014-31, APPROVING TEE HANGER, GARAGE AND TIE-DOWN LEASE DOCUMENTS EFFECTIVE FOR CALENDAR YEAR 2015.**

It was moved by Todd Ashby and seconded by Dr. Paul Novak to adopt Resolution 2014-31, approving tee hangar, garage and tie down lease documents effective 2015. VOTE: YEA: ASHBY, NOVAK, GARDNER, WANGSNESS

**Item 8C) MOTION TO ADJUST THE AIRPORT ACCESS AGREEMENT WITH DENNY ELWELL SEVEN WAY TRUST.**

It was the consensus of the Board that no changes will be made to this access agreement at this time.

**Item 8D) MOTION TO ADJUST THE AMENDED AND SUBSTITUTED LICENSE AGREEMENT LICENSE FEE WITH CENTRAL IOWA AVIATION, LLC.**

Attorney, Amy Beattie, stated that the last time the license and fuel fees were to be reevaluated, Bob Boesen had just taken over as the Fixed Base Operator and the Board chose not to adjust the fees. The current license fee is \$4,500 and the current fuel fee is \$0.09 per gallon of aviation and jet fuel sold or delivered. The last increase in the license fee was in 2008 and the last increase in the fuel fee was in 2004. Both fees are to be renegotiated every five years beginning in 2014 according to the Amendment and Substituted License Agreement. It was the consensus of the Board to leave the fuel fee at \$0.09 per gallon and increase the license fee by \$400 to \$4,900 based on the CPI.

Bill Gardner made a motion to adjust the amended and substituted lease agreement license fee with Central Iowa Aviation, LLC. The license fee will be increased by \$400 to \$4,900, based on the CPI. This motion was seconded by Todd Ashby. VOTE: YEA: GARDNER, ASHBY, NOVAK, WANGSNESS

**Item 9) NEW BUSINESS**

**Item 9A) RESOLUTION 2014-32, APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH SNYDER & ASSOCIATES REGARDING 2015 SIX-UNIT TEE HANGAR, PROJECT NO. 9I150IKV100.**

It was moved by Dr. Paul Novak and seconded by Todd Ashby to adopt Resolution 2014-32, approving a Professional Services Agreement with Snyder & Associates regarding 2015 Six-Unit Tee Hangar. VOTE: YEA: NOVAK, ASHBY, GARDNER, WANGSNESS

**Item 9B) REVIEW EXEC 1 MANAGEMENT AGREEMENT**

Jeff Wangsness reading Article 2.2, paragraph "A" in the Management Agreement, stated "Manager shall monthly provide an Aging Report, Insurance Report, Action Taken Report, Repair Report and monthly Balance Sheet and Income Statement concerning the leases to the Owner." Wangsness stated we are not receiving any financial information from Exec 1 at this time. Jennifer Sease, Administrative Services Director, stated it is important for the Authority to know what the income and expenses are for Exec 1. Todd Ashby stated that paragraph should be amended to a quarterly report rather than monthly. It was the consensus of the Board to change the agreement from a monthly report to a quarterly report.

Jeff Wangsness had a question about Article 2.2, paragraph "B", "all labor and parts for the hangar cable replacement shall be the responsibility of Manager." Jennifer Sease explained needing the cables replaced was a continuance from the very first Management Agreement. Amy Beattie stated that sentence will be stricken from the agreement since that issue has been resolved.

Referring to Article 5.2, paragraph "C", "provided, however, Manager is required to notify Owner within 24 hours of any matter Manager believes is Owner's responsibility. All communication with Owner shall be with Chairperson of the Polk County Aviation Authority either in person or by telephone." Jeff Wangsness stated he wondered if this should be Chairperson or Airport Manager. Amy Beattie stated Exec 1 needs just one person that they are responsible to report to. It was the consensus of the Board to change that wording from Chairperson to Airport Manager. Attorney, Amy Beattie, will make the changes in the Management Agreement as directed by the Board. A completed document will be sent to the Board members to review prior to December 4, 2014, meeting. The agreement will then be approved at the December meeting.

**Item 10) REPORTS**

**Item 10A) ENGINEERING REPORT**

Scott Port, Snyder & Associates, stated Manatts is wrapping up the punch list 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 three bore samples were taken in this area to determine what has caused the damage and to devise a plan to save the life of Taxiway A.

**Item 10B) STAFF REPORT**

- **OCTOBER 29<sup>TH</sup> HANGAR INSPECTIONS**

Paul Moritz stated he received a letter from Mike Marr, Department of Transportation regarding an airport directory page. Moritz wasn't sure if this referred to the changing of runway signs that was suggested at the October meeting by Dan Stull, Maintenance Manager. Jeff Wangsness asked that Craig Coon meet with Jason Greubel to work on a proposal to bring to the Board regarding the runway signs.

Moritz stated that on October 31, 2014 an inspection of the hangars was conducted by himself, Jason Greubel, Fire Chief, James Clack and Marissa from Exec 1 who let them into the hangars. Moritz stated that many hangars had insulation hanging from the ceiling. Other violations include used oil sitting around, various kinds of heaters and extension cords running to lighting that is not up to code. Dr. Paul Novak stated there is very poor lighting in the older hangars. Jeff Wangsness stated that he would look into the cost to have the lighting in the older hangars updated. It was the consensus of the Board to mail letters to the tenants who are in violation, stating what the violation is and asking for it to be corrected before they sign the lease for next year. It will be the responsibility of Exec 1 to follow up with the tenants. In regard to the creative lighting in the older hangars, the tenants will be asked to leave the extension cords unplugged when not in use. The tenants are to be told that the Polk County Aviation Authority is looking into having the hangar lighting updated.

**Item 10C) LEGAL COUNSEL REPORT**

Amy Beattie stated she has processed the last deed in regard to the Johnson property.

**Item 10D) BOARD REPORT - NONE**

**Item 10E) CHAIR REPORT**

Jeff Wangsness stated Jerry Searle organized two GIS Technical Presentations on November 13<sup>th</sup>. A detailed technical presentation will be at 1:00 p.m. A condensed version will be presented at 3:00 p.m.

**Item 11) ADJOURN**

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

The meeting adjourned at 6:25 p.m.

Attest: \_\_\_\_\_  
Dr. Paul Novak, Treasurer

Signed: \_\_\_\_\_  
Jeff Wangsness, Chairperson

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