

**POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, November 8, 2012, at the Ankeny Regional Airport, 3737 Convenience Blvd., Ankeny, Iowa. The meeting was called to order at 5:01 P.M.

- Item 1) ROLL CALL – MEMBERS PRESENT:** ANDERSON, GOCKE, GREUBEL, LORENZ, PIGHETTI  
**MEMBERS ABSENT:** NOVAK, WANGSNESS  
Chairperson, John Pighetti called the meeting to order. Present from the City of Ankeny were: Tim Moerman, Assistant City Manager, Jennifer Sease, Finance Director and Margaret Waldschmitt, PCAA Recording Secretary. Attorney, Amy Beattie was present. Representing EXEC 1 were Bob Boesen and Dixie Cox. Representing Snyder & Associates was Dustin Leo.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT**  
It was moved by Gary Lorenz and seconded by Jim Gocke to approve the agenda without amendment. VOTE: YEA: LORENZ, GOCKE, ANDERSON, GREUBEL, PIGHETTI
- Item 3) AUDIENCE WITH VISITORS**  
Dave Kalwishky, representing the Experimental Aircraft Association Chapter 135, stated that the Grassroots Aviation Program on October 11, 2012, featuring Jeff Skiles, EAA (Experimental Aircraft Association) Vice- President and co-pilot for U.S. Airways Flight 1549 that landed in the Hudson, was a great success with 100 people in attendance.
- Item 4) FINANCE / BUDGET REPORT**  
John Pighetti stated that the insurance had been renegotiated and that bill was paid. There was also a progress payment made on the audit. The final audit bill will be after the report is given to the Board.  
  
Jeff Wangsness arrived at 5:05 p.m.
- 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**  
Dixie Cox stated that grass seed was planted last week in the soil we received from Casey's to fill in low areas. Cox also stated that they took advantage of an offer Waldinger Company made, stating that the Des Moines Airport was installing a new lighting system and if Exec 1 could use any of the old light parts, they were welcome to come and get them. Cox stated that there were four hangars that had non compliance locks on them. John Pighetti stated that when Exec 1 sends out the new leases for 2013, a note should be included with these tenants' leases stating that their lock is not in compliance with the lease and it needs to be changed before we accept their lease. Attorney, Amy Beattie, stated that anyone who has not provided sufficient insurance for their airplane, or does not have an airworthy plane in their hangar should receive a notice that their lease will not be renewed until they are in compliance with the lease.
- Item 6) CONSENT AGENDA ITEMS**  
**CA-1 APPROVAL OF OCTOBER 4, 2012 MINUTES**  
**CA-2 CONSIDER MOTION TO APPROVE PAYMENT #23 IN THE AMOUNT OF**

**\$2,656.42 TO SNYDER & ASSOCIATES FOR SE FOUR MILE DRIVE ROAD RELOCATION, PLANS, SPECS AND BID DOCUMENTS**

**CA-3 CONSIDER MOTION TO APPROVE PAYMENT IN THE AMOUNT OF \$5,720.00 TO SNYDER & ASSOCIATES FOR RUNWAY 4/22 LAWSUIT, PROFESSIONAL SERVICES THROUGH SEPTEMBER 30, 2012.**

**CA-4 CONSIDER MOTION TO APPROVE PAYMENT #124 IN THE AMOUNT OF \$2,368.00 TO SNYDER & ASSOCIATES FOR PLANNING AND ENGINEERING SERVICES THROUGH SEPTEMBER 30, 2012.**

**CA-5 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$45,365.13.**

**CA-6 OCTOBER 2012 FINANCIAL REPORTS**

**CA-7 ACCOUNTS RECEIVABLE AGING SUMMARY**

**CA-8 CONSIDER MOTION TO ADOPT RESOLUTION 2012-31, ACCEPTING A PROPOSAL FROM NO LAWN LEFT BEHIND LLC FOR LAWN SEEDING AT THE ANKENY REGIONAL AIRPORT**

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

It was moved by Gary Lorenz and seconded by Brant Anderson to approve consent agenda items CA-1 through CA-8. VOTE: YEA: LORENZ, ANDERSON, GOCKE, GREUBEL, PIGHETTI, WANGSNESS

**Item 7) REMOVED CONSENT AGENDA ITEMS: none**

**Item 8) OLD BUSINESS: none**

**Item 9) NEW BUSINESS**

**Item 9A) REVIEW OF SNOW REMOVAL BIDS RECEIVED OCTOBER 12, 2012**

Chairperson, John Pighetti, stated that twelve requests for bid for snow removal had been mailed out with only one proposal returned. It was the consensus of the Board to negotiate a contract with Elder Corporation. Attorney, Amy Beattie, stated a telephone meeting should be arranged next week to formally approve said contract.

**Item 9B) CONSIDER MOTION TO ADOPT RESOLUTION 2012-32, APPROVING TEE HANGAR, GARAGE BAY AND TIE-DOWN LEASE DOCUMENTS EFFECTIVE FOR CALENDAR YEAR 2013**

There was discussion by the Board about requiring insurance for garages as well as the planes in the hangars, which is required now. Jim Gocke stated that he would like a note included when mailing out the leases by Exec 1 that each tenant is responsible for the insurance of the contents of their garage. Attorney, Amy Beattie, stated that Section Seven of the lease is a Waiver stating that the tenant is responsible for insurance and garage contents. Chairperson, John Pighetti stated that the rates have not changed in four years.

It was moved by Jason Greubel and seconded by Brant Anderson to adopt Resolution 2012-32, approving the lease documents for calendar year 2013. VOTE: YEA: GREUBEL, ANDERSON, GOCKE, LORENZ, PIGHETTI, WANGSNESS

**Item 10) INFORMATIONAL ITEMS**

Bob Boesen stated that at the last minute arrangements were made for Craig Romney, Mitt Romney's son, and Mark Rubio, U.S. Senator for Florida, to fly into and speak at the Ankeny Airport. Boesen also stated that they had to turn down the opportunity to have Paul Ryan, nominee of the Republican Party for Vice President, to land at the Ankeny Airport due to the size of the runway. Jason Greubel stated that he would like Exec 1 to also track the number and size of the planes that they have to turn away due to the size of

our runway.

**Item 11) REPORTS**

**Item 11A) ENGINEERING REPORT**

Dustin Leo, Snyder & Associates, stated that he spoke with Scott Tener, P.E., Federal Aviation Administration and they would like the Ankeny Airport to complete the road relocation as soon as possible. Chairperson, John Pighetti, stated that a time has been set to meet with Paul Moritz, Director of Public Works, to make sure the relocated road meets the City standards. The road is a county road now, but will be under City jurisdiction once relocated. It was the consensus of the Board to give Dustin Leo the authority to begin the process of filing the ACIP Data Sheets with the FAA. A resolution for final approval will be on the December 6, 2012 agenda. The deadline for filing is January 11, 2013.

Dustin Leo stated that an AGIS (Airport Geographic Information System) survey is needed to establish a new approach procedure on Runway 22. The process to establish a new approach could take 18-24 months. It was advised by Dustin Leo to initiate this process as soon as possible to ensure that Runway 22 had a published approach near the date of the threshold relocation. Leo presented the Board with a proposal from Aerometric, one of the top AGIS surveying companies, to perform the AGIS surveying service. It was the consensus of the Board to give Dustin Leo the authority to begin the process of having the AGIS survey started. A resolution for final approval will be on the December 6, 2012 agenda.

Dustin Leo stated that regarding wetland options, he would suggest either vegetation replacement or offsite mitigation. Leo also presented the Board with a cost estimate for construction of a 6-unit tee hangar. Chairperson, John Pighetti, stressed again the importance for Exec 1 to keep fleet records, tracking the size of planes in and out, and the size of planes that were turned away. Dustin Leo strongly recommended documentation regarding deer sighting and near misses.

**Item 11B) STAFF REPORT**

Tim Moerman, Assistant City Manager, stated that the midyear wildlife hazard assessment from Ernie Colboth, Iowa Department of Transportation Office of Aviation, will be included in the December information packet.

**Item 11C) LEGAL COUNSEL REPORT - none**

**Item 11D) BOARD REPORT - none**

**Item 11E) CHAIR REPORT - none**

**Next Scheduled Meeting Date: December 6, 2012 at 5:00 p.m.**

**Item 12) ADJOURN**

There being no further business, it was moved by Gary Lorenz and seconded by Brant Anderson to adjourn the meeting. VOTE: YEA: LORENZ, ANDERSON, GOCKE, GREUBLE, PIGHETTI, WANGSNESS

The meeting adjourned at 5:50 p.m.

Attest: \_\_\_\_\_  
Jeff Wangsness, Secretary

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

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