

**POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, November 5, 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: GARDNER, GREUBEL, NOVAK, WANGSNESS

MEMBERS ABSENT: ANDERSON, ASHBY, BARBER

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 and airport consultant, Jerry Searle.

Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITH AMENDMENT, ADDITION OF ITEM 10J UNDER NEW BUSINESS, APPROVING CONSTRUCTION PLANS AS MAY BE AMENDED PRIOR TO APPROVAL BY THE CITY OF ANKENY, FOR HANGAR TO BE BUILT BY DES MOINES METRO AVIATION, LLC.

It was moved by Jason Greubel and seconded by Dr. Paul Novak to approve the agenda with amendment. VOTE: YEA: GREUBEL, NOVAK, GARDNER, WANGSNESS

Item 3) AUDIENCE WITH VISITORS - NONE

**Item 4) PUBLIC HEARING – PH #2015-05
PROPOSAL FOR THE POLK COUNTY AVIATION AUTHORITY TO LEASE A PORTION OF PUBLIC LAND TO TOM WEISSENBURGER AND SCOTT WOLFSWINKEL, OR AN ENTITY TO BE FORMED BY THEM**

Item 4A) HOLD AND CLOSE PUBLIC HEARING

Chairperson Wangsness announced this is the time and place for a public hearing on the matter of leasing a portion of public land to Tom Weissenburger and Scott Wolfswinkel, or an entity to be formed by them. Notice of this hearing was published in the Des Moines Register on October 16, 2015. There were no written comments received on the proposed project. Chairperson Wangsness inquired if there was anyone present to be heard for or against said proposed project.

Attorney, Amy Beattie, stated she will change the legal description for the C & R hangar land lease agreement to free up the property to lease to Tom Weissenburger and Scott Wolfswinkel. Scott Wolfswinkel stated that he met with the City inspectors and was told that the hangar he would like to build at this location would require a sprinkler system which would add \$100,000.00 to the price of the construction. Paul Moritz stated he would check to see if the sprinkler system is required if the buildings are not connected. Scott

Wolfswinkel asked if the land lease could have a longer duration, stating the current land lease is for 25 years, with two 5 year extensions. Beattie stated since Wolfswinkel does not plan to start construction until spring, 2016, we can defer Item 4C until the December 10, 2015 meeting, authorizing the execution of the land lease agreement, so discussion can be held regarding the duration of this land lease.

It was moved by Dr. Paul Novak and seconded by Jason Greubel to close Public Hearing #2015-05. VOTE: YEA: NOVAK, GREUBEL, GARDNER, WANGSNESS

Item 4B) RESOLUTION 2015-39, AUTHORIZING THE EXECUTION OF AN AMENDMENT TO THE HANGAR LAND LEASE AGREEMENT WITH C & R AVIATION FOR THE PURPOSE OF RELEASING THE UNUSED PORTION OF THE LEASED PROPERTY.

John Barber arrived at 5:07 p.m.

It was moved by Jason Greubel and seconded by Dr. Paul Novak to approve Resolution 2015-39, authorizing the execution of an amendment to the hangar land lease agreement with C & R Aviation for the purpose of releasing the unused portion of the leased property.

VOTE: YEA: GREUBEL, NOVAK, GARDNER, WANGSNESS PASS: BARBER

John Barber passed since he had not been present for all of the discussion.

Item 4C) RESOLUTION 2015-40, AUTHORIZING THE EXECUTION OF A LAND LEASE AGREEMENT WITH TOM WEISSENBURGER AND SCOTT WOLFSWINKEL OR AN ENTITY TO BE FORMED BY THEM FOR PURPOSES OF CONSTRUCTION OF A HANGAR.

It was moved by Jason Greubel and seconded by Dr. Paul Novak to defer the vote on Resolution 2015-40, authorizing the execution of a land lease agreement with Tom Weissenburger and Scott Wolfswinkel or an entity to be formed by them for purposes of construction of a hangar, until December 10, 2015 so that a decision can be made regarding the duration of the lease. VOTE: YEA: GREUBEL, NOVAK, BARBER, GARDNER, WANGSNESS

Item 5) FINANCE / BUDGET REPORT

Treasurer, Paul Novak, stated there is a negative balance in the checking account which reflects a bond interest payment that is expected later this month. There is a large receivables amount in the aging summary due to the invoice from Altoona that was misplaced, so we didn't get our tax revenue from Altoona. Novak stated we are almost done paying for the 6-Unit T-Hangar and Apron Project with \$44,779.01 paid to Jensen Builders tonight. Novak stated the MidAmerican Energy bill has not changed even with the need to leave the runway lights on all night until the Pilot Control Lighting is fixed.

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, stated he has received many inquiries on when the new hangars will be available. Scott Port stated he is waiting for MidAmerican to hook the electrical up to the transformer, otherwise everything else is ready to go. Jennifer Sease stated she is working on getting the insurance in place. Paul Moritz stated the project will probably be accepted at the December meeting.

Item 6E) PRESENTATION, JOSH WISDOM, USDA WILDLIFE SERVICES

Josh Wisdom was not present.

Item 7) CONSENT AGENDA ITEMS

CA-1 APPROVAL OF OCTOBER 8, 2015 MINUTES

CA-2 CONSIDER MOTION TO APPROVE PAYMENT #5 TO JENSEN BUILDERS, LTD., FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON PROJECT 2015 IN THE AMOUNT OF \$44,779.01.

CA-3 CONSIDER MOTION TO APPROVE PAYMENT #6 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$210.50.

CA-4 CONSIDER MOTION TO APPROVE PAYMENT #149 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH SEPTEMBER 30, 2015 IN THE AMOUNT OF \$11,589.70.

CA-5 CONSIDER MOTION TO APPROVE PAYMENT #19 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$638.85.

CA-6 CONSIDER MOTION TO APPROVE PAYMENT #10 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON PROJECT 2015, IN THE AMOUNT OF \$996.18.

CA-7 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$84,853.16.

CA-8 OCTOBER 2015 FINANCIAL REPORTS

CA-9 ACCOUNTS RECEIVABLE AGING SUMMARY

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

It was moved by Dr. Paul Novak and seconded by John Barber to approve consent agenda items CA-1 through CA-9. VOTE: YEA: NOVAK, BARBER, GARDNER, GREUBEL, WANGSNESS

Item 8) REMOVED CONSENT AGENDA ITEMS: NONE

Item 9) OLD BUSINESS: NONE

Item 10) NEW BUSINESS

Item 10A) RESOLUTION 2015-41, APPROVING THE CAPITAL IMPROVEMENT PROGRAM FOR FY 2017.

Paul Moritz stated Jeff Wangsness, Jerry Searle, himself and Jennifer Sease went to Ames to visit with the planner at the DOT and are planning a trip to Kansas City to visit with the planner at the FAA tomorrow, Nov. 6, 2015, to get their input as to how we want to move forward with our construction plans. Jennifer Sease stated we need financing sources for local funding projects.

It was moved by Jason Greubel and seconded by Bill Gardner to approve Resolution 2015-41, approving the Capital Improvement Program for FY 2017. VOTE: YEA: GREUBEL, GARDNER, BARBER, NOVAK, WANGSNESS

Item 10B) DISCUSSION AND DIRECTION REGARDING COLLECTING TEE HANGAR DEPOSITS.

Jennifer Sease stated a deposit clause of \$170, equal to one month's rent, was added to the hangar and garage leases in 2009. At that time, the decision was to grandfather in people with a lease prior to that date. Sease stated there are 39 renters who do not have a deposit on file. Sease stated the purpose of the deposit is to offset any damage or excessive clean up following the termination of a lease.

It was moved by John Barber and seconded by Jason Greubel to move forward with collecting a deposit for all hangar and garage leases. VOTE: YEA: BARBER, GREUBEL, GARDNER, NOVAK, WANGSNESS

Item 10C) RESOLUTION 2015-42, APPROVING TEE HANGAR, GARAGE AND TIE-DOWN LEASE DOCUMENTS EFFECTIVE FOR CALENDAR YEAR 2016.

Jennifer Sease stated there was a section added to the hangar lease asking if the plane is stored at an additional airport and what percentage of time at each location. Paul Moritz stated a follow up inspection was done for hangars that had violations at this time last year. Moritz stated there are still eight hangars with violations. Attorney, Amy Beattie, stated the violations need to be corrected by December 1, 2015 or they will not receive a lease for renewal for 2016. Jeff Wangsness directed EXEC 1 to follow up on the violations.

It was moved by Jason Greubel and seconded by Bill Gardner to approve Resolution 2015-42, approving Tee Hangar, Garage and Tie-Down Lease documents effective for Calendar Year 2016. VOTE: GREUBEL, GARDNER, BARBER, NOVAK, WANGSNESS

Item 10D) REVIEW EXEC 1 MANAGEMENT AGREEMENT

Jennifer Sease stated the Land and Hangar Committee will need to meet and look over the payment percentages in regard to the new hangars to make sure the Authority is still in the black. Sease stated once the committee has made their recommendations, she will get the document to Bob Boesen to review prior to the December 10, 2015 meeting, so the agreement can be approved at that time.

Item 10E) RESOLUTION 2015-43, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH I-80, INC.

It was moved by Jason Greubel and seconded by Bill Gardner to approve Resolution 2015-43, authorizing the execution of a farm lease with I-80, Inc. VOTE: YEA: GREUBEL, GARDNER, BARBER, NOVAK, WANGSNESS

Item 10F) RESOLUTION 2015-44, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH DENNIS MILLER.

It was moved by Jason Greubel and seconded by Bill Gardner to approve Resolution 2015-44, authorizing the execution of a farm lease with Dennis Miller. VOTE: YEA: GREUBEL, GARDNER, BARBER, NOVAK, WANGSNESS

Item 10G) RESOLUTION 2015-45, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH JOHNSON BROS. OF ANKENY, LTD.

It was moved by Jason Greubel and seconded by Bill Gardner to approve Resolution 2015-45, authorizing the execution of a farm lease with Johnson Bros. of Ankeny, Ltd. VOTE: YEA: GREUBEL, GARDNER, BARBER, NOVAK, WANGSNESS

Item 10H) RESOLUTION 2015-46, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH JEFFREY WANGSNESS.

It was moved by John Barber and seconded by Dr. Paul Novak to approve Resolution 2015-46, authorizing the execution of a farm lease with Jeffrey Wangsness. VOTE: YEA: BARBER, NOVAK, GARDNER, GREUBEL PASS: WANSNESS

Scott Wolfswinkel asked if the Board could skip ahead to Item 10J, reviewing his construction plans, since he needed to leave.

Item 10J) MOTION TO APPROVE CONSTRUCTION PLANS, AS MAY BE AMENDED PRIOR TO APPROVAL BY THE CITY OF ANKENY, FOR HANGAR TO BE BUILT BY DES MOINES METRO AVIATION, LLC.

Amy Beattie stated this will approve the hangar construction site shared by Tom Drew, Tom Weissenburger and Scott Wolfswinkel. Construction plans were given to the Board showing the construction of the hangar will be similar to existing hangars with the peak of the roof in a different direction to allow for larger doors. Scott Wolfswinkel stated they would like to increase the depth of the building. Amy Beattie stated if the footprint changes, she will amend the land lease accordingly.

It was moved by Jason Greubel and seconded by Bill Gardner to approve construction plans, as may be amended prior to approval by the City of Ankeny, for hangar to be built by Des Moines Metro Aviation, LLC. VOTE: YEA: GREUBEL, GARDNER, BARBER, NOVAK, WANGSNESS

Item 10I) RESOLUTION 2015-47, AWARDED CONSTRUCTION CONTRACT FOR THE INSTALLATION OF NEW L.E.D. OVERHEAD LIGHTS WITHIN THE EXISTING TEE HANGAR BAYS AT ANKENY REGIONAL AIRPORT.

Paul Moritz stated DPAI Electrical Contractors will need to be contacted to see how many hangars can have new light fixtures installed in one day so the tenants can be notified to move out their planes. Jason Greubel stated the tenants should be given an option of having a second light installed at their expense if they choose to. Amy Beattie stated they would either need to prepay or make arrangements themselves with the contractor, if the contractor is willing to work with the tenants. Jeff Wangsness stated the tenants can always have additional lighting installed at their expense by a certified electrician anytime in the future.

It was moved by John Barber and seconded by Dr. Paul Novak to approve Resolution 2015-47, awarding construction contract for the installation of new L.E.D. overhead lights within the existing tee hangar bays at Ankeny Regional Airport. VOTE: YEA: BARBER, NOVAK, GARDNER, GREUBEL, WANGSNESS

Item 11) REPORTS

Item 11A) ENGINEERING REPORT

a. Bid for pavement crack sealing in front of the main hangar building.

Scott Port stated he sent ten requests for bids and received one back from Speck, USA for \$1,000.00. It was the consensus of the Board that was a high bid for the small area involved. Paul Moritz stated since that area is part of the 2017 rehabilitate pavement project, he would hate to invest that much to patch it now. Moritz stated there is a possibility to add a change order to the City's Crack and Sealing Program for 2016.

b. Bid for vegetation spraying services.

Port stated he sent five requests for bids and received one back from Perficut. The Perficut bid included the \$1,875.56 they quoted last year to mow the wetlands, along with a herbicide application with three follow up applications along with the initial cleanup of debris for a total of \$12,241.68. It was the consensus of the Board, since nothing can be done until the ground freezes, they would like to see if Scott could obtain more bids.

Item 11B) STAFF REPORT

Jay Pudenz, McClure Engineering, stated in doing the Environmental assessment, he was advised by the FAA that a Cultural Resources Survey needed to be completed as well. Phase 1 is an archeological survey. McClure stated he received two quotes, the lesser one being Wapsi Valley at \$5,240.21. This is a company that specializes in environmental work. They will walk a line and dig one foot down at various locations along the way identifying and recording any man made features such as road beds or cemeteries they may find. McClure stated they would like to start this process now, rather than waiting until spring. Amy Beattie stated the Board can allow McClure to move forward, placing approval of the Change Order on the December 10, 2015 agenda for approval. It was the consensus of the Board that McClure move forward with this process.

Paul Moritz submitted a bid from the City for Erosion and Concrete Repair Cost of \$1,134.18. This bid is strictly materials, no charge for the labor. It was the consensus of the Board to move forward with the City's bid for Erosion and Concrete Repairs.

Mike Callison, Iowa Aviation Heritage Museum, is concerned about ice forming this winter on the sidewalk where there are drainage problems in front of the maintenance shop. Paul Moritz said he would talk to the Public Works Administrator at the City to see if he would have a solution to the problem.

Item 11C) LEGAL COUNSEL REPORT - NONE

Item 11D) BOARD REPORT - NONE

Item 11E) CHAIR REPORT - NONE

Item 12) ADJOURN

There being no further business, it was moved by Jason Greubel and seconded by John Barber to adjourn the meeting. VOTE: YEA: GREUBEL, BARBER, GARDNER, NOVAK, WANGSNESS

The meeting adjourned at 6:23 p.m.

Attest: _____
Jason Greubel, Secretary

Signed: _____
Jeff Wangsness, Chairperson

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