

**POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday November 7, 2013, 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: ANDERSON, ASHBY, GOCKE, GREUBEL, NOVAK, PIGHETTI***
MEMBERS ABSENT: WANGSNESS
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, Dixie Cox and Dan Stull, Maintenance Manager. Present from Snyder & Associates were Jerry Searle, Mark Land and Mwasi Mwamba.
- Item 2) *PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT***
It was moved by Jason Greubel and seconded by Jim Gocke to approve the agenda without amendment. VOTE: YEA: GREUBEL, GOCKE, ANDERSON, ASHBY NOVAK PIGHETTI
- Item 3) *AUDIENCE WITH VISITORS - none***
- Item 4) *FINANCE / BUDGET REPORT***
Treasurer, Dr. Paul Novak, stated that the outstanding item on the aging summary, Exec 1 Aviation \$4,516.40, has been resolved. Jim Gocke asked Jerry Searle, Snyder and Associates, to explain the Six Unit Tee Hangar expense of \$11,025.00 along with Change Order #1 not to exceed \$12,000.00. Jerry Searle stated that the \$11,025.00 was the final invoice for the design of the Six Unit Tee Hangar. Searle stated that due to staff changes, Mwasi Mwamba, PE, will be supervising the tee hangar project. The change order will cover the cost of observation services, not to exceed \$12,000.00.
- 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 Del Andre will be taking John Fotiadis position as Assistant Manager of Exec 1. Cox will also be leaving at the end of December. Dan Stull, Maintenance Manager, stated that they are having trouble with the motor in both the north and south gates. After much discussion, John Pighetti stated that he would like to get by with the gates we have until FY 2016 when it is budgeted to replace the fence and gates. The board approved Stull to move ahead with the gate repair. Pighetti asked Stull to bring a cost comparison for gates locks to the December 5, 2013 meeting, since it was suggested that the gate locks be changed allowing only one key to open any of the gate locks.
- Item 6) *CONSENT AGENDA ITEMS***
CA-1 APPROVAL OF OCTOBER 10, 2013 MINUTES
CA-2 CONSIDER MOTION TO APPROVE PAYMENT #129 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE ANKENY REGIONAL AIRPORT PLANNING AND ENGINEERING IN THE AMOUNT OF \$1,107.00.

CA-3 CONSIDER MOTION TO APPROVE PAYMENT #29 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SE FOUR MILE DR. ROAD RELOCATION, PLANS, SPECS AND BID DOCUMENTS IN THE AMOUNT OF \$31,238.13

CA-4 CONSIDER MOTION TO APPROVE PAYMENT #2 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SIX UNIT TEE HANGAR IN THE AMOUNT OF \$11,025.00.

CA-5 CONSIDER MOTION TO APPROVE PAYMENT #3 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE TERMINAL DEVELOPMENT CONCEPT IN THE AMOUNT OF \$440.00.

CA-6 CONSIDER MOTION TO APPROVE PAYMENT #1 TO MANATT'S FOR SERVICES THAT INCLUDE SE FOUR MILE DRIVE RELOCATION PROJECT IN THE AMOUNT OF \$108,633.69.

CA-7 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$180,289.56.

CA-8 OCTOBER 2013 FINANCIAL REPORTS

CA-9 ACCOUNTS RECEIVABLE AGING SUMMARY

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

It was moved by Brant Anderson and seconded by Todd Ashby to approve consent agenda items CA-1 through CA-9. VOTE: YEA: ANDERSON, ASHBY, GOCKE, GREUBEL, NOVAK, PIGHETTI

Item 7) REMOVED CONSENT AGENDA ITEMS: NONE

Item 8) OLD BUSINESS:
Item 8A) RESOLUTION 2013-26, APPROVING THE CAPITAL IMPROVEMENT PROGRAM FOR FY 2015.

After much discussion it was moved by Jason Greubel and seconded by Brant Anderson to approve Resolution 2013-26 approving the Capital Improvement Program for FY 2015. VOTE: YEA: GREUBEL, ANDERSON, ASHBY, GOCKE, NOVAK, PIGHETTI

Item 8B) DISCUSSION AND DIRECTION REGARDING REHABILITATE RUNWAY (04/22, RELOCATE 22 THRESHOLD WITH AGIS) (DEFERRED FROM THE 10/10/13 MEETING)
Chairperson, John Pighetti, requested this item be moved to follow Item 11, Executive Session.

Item 9) NEW BUSINESS
Item 9A) CONSIDER MOTION TO ADOPT RESOLUTION 2013-27, APPROVING TEE HANGAR, GARAGE BAY AND TIE DOWN LEASE DOCUMENTS EFFECTIVE FOR CALENDAR YEAR 2014

After reviewing the tee hangar rate survey as prepared by Accountant, Janet Binder, it was the consensus of the board that the lease price was fair and will stay the same.

It was moved by Jim Gocke and seconded by Jason Greubel to approve Resolution 2013-27 approving tee hangar, garage bay and tie down lease documents for Calendar Year 2014. VOTE: YEA: GOCKE, GREUBEL, ANDERSON, ASHBY, NOVAK, PIGHETTI

Item 9B) CONSIDER MOTION TO APPROVE CHANGE ORDER #1 FOR ADDITIONAL SERVICES NOT CONTAINED IN ORIGINAL AGREEMENT TO SNYDER & ASSOCIATES, FOR CONSTRUCTION SERVICES ON THE SIX UNIT TEE HANGAR, NOT TO EXCEED \$12,000.00.

It was moved by Jason Greubel and seconded by Todd Ashby to approve Change Order #1 for additional services not contained in original agreement to Snyder & Associates for construction services on the Six Unit Tee Hangar, not to exceed \$12,000.00. VOTE: YEA: GREUBEL, ASHBY, ANDERSON, GOCKE, NOVAK, PIGHETTI

Item 10) REPORTS

Item 10A) ENGINEERING REPORT

Item 10B) STAFF REPORT:

- **DISCUSSION AND DIRECTION REGARDING COLD PATCH REPAIRS TO THE TAXIWAYS**
- **DISCUSSION AND DIRECTION REGARDING IOWA DEPARTMENT OF TRANSPORTATION AIRPORT RUNWAY INSPECTION**

Mwasi Mwamba, Snyder & Associates stated that about 25% of the grading work has been completed for the SE Four Mile Dr. Road Relocation Project. They will keep working until the ground freezes, hoping to have all the subgrade in before winter.

John Pighetti stated that the contractor is anxious to get the pad in for the Six Unit Tee-Hangar Project, so they can erect steel over the winter. Pighetti stated there was a slight delay with this project since an adequate site plan had not been filed with the City. Paul Moritz and staff were able to provide a partial building permit to keep the construction moving. A site plan will have to be submitted for ultimate approval.

Mark Land left at 5:40 p.m.

Paul Moritz stated that he received a letter from Mike Marr, Iowa Department of Transportation, dated October 22, 2013, regarding the annual airport inspection. Runway 18/36 condition and marking has changed from good to fair.

Assistant City Manager, Paul Moritz stated that City crews applied cold patch repairs to the taxiways. Chairperson, John Pighetti, stated the cold patch repair did not hold. Moritz stated that he would look into other options. Core samples have been taken on this runway, but the results are not back yet. Pighetti stated that in regard to the markings, the City blasts the pavement before painting so that the paint is actually below the surface that snow plow blades don't get to it. Moritz stated that it is an expensive process, but the paint holds up for a long time. Jerry Searle stated the average lifetime of pavement marking is three to five years.

Item 10C) LEGAL COUNSEL REPORT:

Attorney, Amy Beattie stated that it will be time to renew the Management Agreement with Exec 1 Aviation at the December 5, 2013 meeting. Jennifer Sease, Finance Director, suggested the percentage of income from the new six unit tee hangar should be at a higher rate until the board has recouped their construction expense. Pighetti asked the Lease Committee to review that option and provided recommendations to Jennifer Sease.

Item 10D) BOARD REPORT :

Jim Gocke stated that the language in the Management Agreement should be more definitive about who is responsible for what. Beattie requested that any suggestions the board members have regarding this agreement be emailed to her before the December meeting.

Item 10E) CHAIR REPORT:

John Pighetti stated he received a report that the Airport Layout Plan that was submitted by Snyder & Associates has been approved by the Federal Aviation Administration.

Item 11) REQUEST FOR EXECUTIVE SESSION

It was moved by Jim Gocke and seconded by Todd Ashby to go into Executive Session, pursuant to the provisions of Iowa Code Chapter 21.5 (1) (C) "To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation." VOTE: YEA: GOCKE, ASHBY, ANDERSON, GREUBEL, NOVAK, PIGHETTI

Council went into Executive Session at 5:50 p.m.

Council reconvened to regular session at 6:10 p.m.

Item 8B) DISCUSSION AND DIRECTION REGARDING REHABILITATE RUNWAY (04/22, RELOCATE 22 THRESHOLD WITH AGIS) (DEFERRED FROM THE 10/10/13 MEETING)

Chairperson Pighetti opened the discussion for Item 8B. Following discussion, it was moved by Jason Greubel and seconded by Brant Anderson to approve verifying with the US Department of Transportation that there are plans to move forward to Rehabilitate Runway (04/22, relocate 22 threshold with AGIS) VOTE: YEA: GREUBEL, ANDERSON, ASHBY, GOCKE, NOVAK, PIGHETTI

Pighetti stated approval of an engineering contract will be on the December 5, 2013 agenda.

Item 12) 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, ANDERSON, GOCKE, GREUBEL, PIGHETTI

The meeting adjourned at 6:20 p.m.

Attest: _____
Dr. Paul Novak, Treasurer

Signed: _____
John Pighetti, Chairperson

Published in the Des Moines Register on the 22nd day of November, 2013.