

POLK COUNTY AVIATION AUTHORITY ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, December 4, 2014, 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: GARDNER, GREUBEL, NOVAK, WANGSNESS

MEMBERS ABSENT: ANDERSON, ASHBY

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, Craig Coon and Dan Stull. Representing Snyder & Associates was Mark Land and Scott Port.

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

It was moved by Jason Greubel and seconded by Dr. Paul Novak to approve the agenda without amendment. VOTE: YEA: GREUBEL, NOVAK, GARDNER, WANGSNESS

Item 3) AUDIENCE WITH VISITORS

Dave Ellis, Denman & Company, LLP gave an overview of the Polk County Aviation Authority Audited Financial Statement for the Years Ending June 30, 2014 and 2013. Ellis stated terms of the agreements the Authority has with the Federal Aviation Administration required the Authority to submit quarterly and annual financial performance reports. These reports have not been submitted. Authority official outsourced these reporting requirements to the project engineer and believed these reports had been properly filed. The conclusion was an error in communication. The engineer will see to it these reports are filed as required.

Mike Callison, President of the Aviation Heritage Museum, stated on May 16, 2015 the Museum would like to sponsor a "Show and Shine" event, combining an antique aircraft and car show. Chairperson, Wangsness, stated Callison would need to discuss this with Exec 1 for their support and involvement. Wangsness stated that depending on the activities they are considering, they will need approval of the FAA and also research the insurance requirements. Jason Greubel stated that the Board will have to get a Facilities Use Policy in place.

On behalf of the Vintage Flying Club, Callison inquired if one of their members has a hangar they don't plan to use, can the Flying Club take it over for their use. It was the consensus of the Board that if the Flying Club is in need of a hangar, they should ask to be put on the waiting list. If the member with the hangar wants to change the airplane on his lease, he can do that, but he will be held legally responsible for the lease payment.

Jerry Searle, Snyder and Associates Consultant, arrived at 5:24 p.m.

Item 4) FINANCE / BUDGET REPORT

Treasurer, Paul Novak, stated that the payment was made to Denman & Company for the FY14 audit. Jennifer Sease, Administrative Services Director, stated this is the last year of Denman's six year contract. The Authority auditor contract will go for bid along with the

auditor contract for the City of Ankeny. Novak stated payment was made to the Family Tree Care. Scott Port, Snyder and Associates, state that the Family Tree Care will come back in the spring to spray everything and make sure all the vegetation was removed.

- 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 the ramp has had steady business. Coon stated he would start keeping track of the types of planes that have been using the airport. Coon stated that Bob Boesen, Exec 1, purchased a new SaltDogg Spreader. Coon stated that the TSA (Transportation Security Administration) Security Guidelines for General Aviation spells out the goals we should try to achieve in regard to airport security. Coon proposed a remote transmitter in the office that people could be buzzed through rather than everyone having a code to the keypad. Jeff Wangsness stated that he would need a guarantee that the transmitter would be able to reach from the office to the gate.

Jason Greubel made a motion to proceed with a remote controlled access proposal not to exceed \$600 and was seconded by Paul Novak.

VOTE: YEA: GREUBEL, NOVAK, GARDNER, WANGSNESS

Craig Coon provided a Taxiway Diagram showing 10 to 12 suggested name changes. Jason Greubel stated that he thought payment and installation of the new signs could be incorporated with the Rehabilitate Runway 4/22 and Relocate Runway 22 Threshold Project.

Jason Greubel made a motion to approve the Taxiway Diagram and was seconded by Bill Gardner. VOTE: YEA: GREUBEL, GARDNER, NOVAK, WANGSNESS

Coon inquired about the possibility of getting funding for a broom for runway snow removal. Jason Greubel stated they would need to certify all airport needs are met before it is a possibility for Federal funding for equipment. Greubel stated that you could not have any projects three years prior to the purchase and three years following the purchase. Coon presented a quote for Airfield Ice Control Sand at \$82 per ton delivered. Jeff Wangsness asked where they could store it. It would have to be kept inside. Jason Greubel stated that he has only seen sand used at major airports.

- Item 6) CONSENT AGENDA ITEMS**
 - CA-1 APPROVAL OF NOVEMBER 6, 2014 MINUTES**
 - CA-2 CONSIDER MOTION TO APPROVE PAYMENT #1 TO FAMILY TREE CARE FOR TREE AND BRUSH CLEARING IN THE AMOUNT OF \$4,603.05.**
 - CA-3 CONSIDER MOTION TO APPROVE PAYMENT #138 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH OCTOBER 31ST IN THE AMOUNT OF \$5,586.08.**
 - CA-4 CONSIDER MOTION TO APPROVE PAYMENT #39 IN THE AMOUNT OF \$2,774.02 TO SNYDER & ASSOCIATES FOR SE FOUR MILE DR ROAD RELOCATION, PLANS, SPECS, BID DOCUMENTS.**
 - CA-5 CONSIDER MOTION TO APPROVE PAYMENT #10 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$7,794.63.**
 - CA-6 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$65,407.22.**
 - CA-7 NOVEMBER 2014 FINANCIAL REPORTS**

**CA-8 ACCOUNTS RECEIVABLE AGING SUMMARY
CA-9 RECEIVE AND FILE FY 2014 ANNUAL FINANCIAL AUDIT REPORT
MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 THROUGH CA-9.**

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

Item 7) REMOVED CONSENT AGENDA ITEMS: NONE

Item 8) OLD BUSINESS

Item 8A) RESOLUTION 2014-33, APPROVING ELDER CORPORATION AMENDMENT TO THE FEE SCHEDULE.

Jeff Wangsness stated a self-propelled 10 foot broom was added to the Elder equipment list.

It was moved by Jason Greubel and seconded by Bill Gardner to adopt Resolution 2014-33, approving the amendment to Elder Corporation's Fee Schedule. VOTE: YEA: GREUBEL, GARDNER, NOVAK, WANGSNESS

Item 8B) RESOLUTION 2014-34, AUTHORIZING THE EXECUTION OF AN AMENDMENT TO THE LICENSE AGREEMENT FOR FIXED BASE OPERATOR WITH CENTRAL IOWA AVIATION, L.L.C.

Jeff Wangsness stated this was discussed at the November 6, 2014 meeting. 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.

It was moved by Dr. Paul Novak and seconded by Jason Greubel to adopt Resolution 2014-34, authorizing the execution of an amendment to the License Agreement for Fixed Base Operator with Central Iowa Aviation, LLC. VOTE: YEA: NOVAK, GREUBEL, GARDNER, WANGSNESS

Item 8C) RESOLUTION 2014-35, AUTHORIZING THE EXECUTION OF 2015 MANAGEMENT AGREEMENT WITH EXEC 1 AVIATION II, L.L.C., AS FIXED BASE OPERATOR.

Jeff Wangsness stated this was discussed at the November 6, 2014 meeting. At the November meeting Wangsness read Article 2.2, paragraph "A" in the Management Agreement, stating "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. Wangsness stated in regard to these changes to the Agreement, a Financial Statement will be due April, 2015 and quarterly thereafter.

It was moved by Bill Gardner and seconded by Jason Greubel to adopt Resolution 2014-35, authorizing the execution of 2015 Management Agreement with Exec 1 Aviation II, LLC. VOTE: YEA: GARDNER, GREUBEL, NOVAK, WANGSNESS

Item 9) NEW BUSINESS

Item 9A) RESOLUTION 2014-36, APPROVING TRANSFER OF LEASE AGREEMENT FOR LEE LUNDSTROM FROM HANGAR A-06 TO A-02 AND APPROVING LEASE AGREEMENT WITH BRUCE VANDERPOOL HANGAR SPACE A-06.

It was moved by Jason Greubel and seconded by Bill Gardner to adopt Resolution 2014-36, approving transfer of lease agreement for Lee Lundstrom from hangar A-06 to A-02 and approving lease agreement with Bruce Vanderpool hangar space A-06.

VOTE: YEA: GREUBEL, GARDNER, NOVAK, WANGSNESS

Item 9B) RESOLUTION 2014-37, APPROVING LEASE AGREEMENTS WITH DIANNE COOPER AND EXEC 1 AVIATION FOR GARAGE SPACE.

It was moved by Jason Greubel and seconded by Dr. Paul Novak to adopt Resolution 2014-37, approving lease agreements with Dianne Cooper and Exec 1 Aviation for garage space.

VOTE: YEA: GREUBEL, NOVAK, GARDNER, WANGSNESS

Item 10) REPORTS

Item 10A) ENGINEERING REPORT

Scott Port, Snyder & Associates, stated there was a preconstruction meeting for the Rehabilitate Runway 4/22 Project on November 14, 2014. Port stated the results from the three bore samples that were taken from the concrete west of the main runway showed there is no ASR (Alkali-silica reaction) damage. Port stated the damage was caused by freezing and thawing. Port submitted the results of the bore samples to the FAA. Dan Stull suggested looking into larger garage doors, taller and wider, when the new hangars are built, stating that would offer more options for their use.

Item 10B) STAFF REPORT

- **AIRPORT LANDING CERTIFICATE**

Paul Moritz stated he received a letter from Mike Marr, Department of Transportation regarding the airports landing certificate. Moritz stated he will complete this form and submit it prior to the expiration date.

- **ACIP FY 2016**

Moritz stated the Board has an opportunity to revise the ACIP (Airport Capital Improvement Program) for FY 2016 if submitted by the end of December 2014. Moritz suggested that since the Wildlife Fence is a Federally funded project and the Roadway and Utilities to serve South Hangar Apron – Phase 1 is a State funded project, the Board could apply for both projects for FY 2016 and place the South Hangar Apron – Phase 1 into FY 2017. After much discussion, it was the consensus of the Board to adjust the ACIP Data sheets with projects that have a better opportunity for approval by the FAA.

It was moved by Jason Greubel and seconded by Bill Gardner to adopt a revised version of the ACIP FY 2016 data sheets moving the Construct Wildlife Fence from FY 2017 to FY 2016. Moving South Hangar Apron – Phase 1 from FY 2016 to FY 2017. All other projects will remain as previously assigned.

VOTE: YEA: GREUBEL, GARDNER, NOVAK, WANGSNESS

Moritz stated following the GIS Technical Presentations that Jerry Searle organized on November 13th the City of Ankeny's GIS technicians were able to obtain the data from the consultants.

Moritz stated following the Hangar inspections, Fire Chief Clack expressed his concern that there was not any foam on site if there was an airplane or chemical fire. The National Guard has a 1992 1,000 gallon foam trailer at the Des Moines Airport they are willing to give to whoever can use it. It was the consensus of the Board to have Chief Clack look into receiving the foam trailer for use in Ankeny. Moritz stated this could be a joint effort between the City and the Airport since the cost of the foam is approximately \$22,000 for this 1,000 gallon trailer. Moritz stated it will need to be stored inside, possibly a garage at the airport or at Fire Station #2.

Moritz stated Police Chief Mikulec could only approve bow hunting of deer at the airport. Craig Coon stated that he was in contact with Bill Binger at the DNR, Department of Natural Resources, in Ames. Coon stated an interested individual would need a small game license with the DNR, showing they are on a shoot agreement for Ankeny. Jason Greubel asked that they guard against people hunting by the runway. There was an accident this year where hunters drove deer into the path of a landing plane. Wangsness stated there are two or three access points the deer use. He would like hunters to focus on those areas, staying clear of the runways.

Item 10C) LEGAL COUNSEL REPORT - NONE

Item 10D) BOARD REPORT

Jason Greubel stated that Tom Drew would like assurance that he will have a place to build a private hangar. Attorney, Amy Beattie, stated when Drew is ready to build, she will provide him with a land lease. Greubel stated the committee would like to keep the hangar construction full size to maintain the profile with the other buildings. Wangsness stated it should be Drew's responsibility to find someone who would want the second half, so the complete hangar can be built and occupied at one time.
Bob Boesen left at 6:38 p.m.

Item 10E) CHAIR REPORT

Jeff Wangsness provided two lighting options for the Board to review in regard to the old hangars. Wangsness asked the Board to review the information and come prepared to discuss replacing the lights at the January 8, 2015 meeting.

Item 11) ADJOURN

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

The meeting adjourned at 6:55 p.m.

Attest: _____
Jason Greubel, Secretary

Signed: _____
Jeff Wangsness, Chairperson

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