

**POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, December 6, 2012, 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, GOCKE, LORENZ, NOVAK, PIGHETTI, WANGSNESS  
**MEMBERS ABSENT:** GREUBEL  
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, John Fotiadis and Dixie Cox. Representing Snyder & Associates was Dustin Leo.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITH AMENDMENT, PLACING TWO ITEMS UNDER CONSENT AGENDA, ITEM CA-15 AUTHORIZING APPROVAL OF THE APPRAISAL FEE OF \$2,400 FOR JOHNSON PROPERTY APPRAISAL AND CA-16 APPROVING MOTOR REPLACEMENT IN HANGAR B-4 AND D-3 BY SEPTAGON CONSTRUCTION FOR \$2,450.**  
It was moved by Jim Gocke and seconded by Gary Lorenz to approve the agenda with amendment. VOTE: YEA: GOCKE, LORENZ, ANDERSON, NOVAK, PIGHETTI, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS**  
Dave Ellis presented the Board with results of the audit  
  
James Bowen, hangar/garage tenant, addressed the Board regarding personal locks that he has on his hangar and garage which puts him in default of his lease. He stated that he prefers having his own locks to ensure the security of his property. Bowen stated that there were too many copies of hangar keys available to too many people. Bowen stated that he would make his hangar available whenever necessary and has never refused to do so. Chairperson, John Pighetti, stated that he appreciated Bowen's request. The Board has an obligation to protect property at the airport and in case of an emergency would need to have immediate access to Bowen's hangar and garage. Jeff Wangsness stated that Bowen presented a lot of good points. Wangsness stated since we now have a solid FBO that it may be the time to rekey all the hangars. Pighetti stated that the Board would review the issue and invited James Bowen to come back to the January 10, 2013 meeting.
- Item 4) FINANCE / BUDGET REPORT**  
Dr. Paul Novak reviewed the budget report.
- 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**  
In order to streamline the report, Chairperson, John Pighetti, asked the Board to give some thought to what they feel necessary in the FBO Report. John Fotiadis stated that fuel sales were down from last month and flight instruction was steady. Fotiadis stated that he received a pallet of solid deicer. The last pallet lasted three years. Fotiadis stated there is

enough liquid deicer for one application and he can receive more in two days. Fotiadis stated that the liquid deicer is applied by the City and is used when anticipating an ice storm. The granular deicer is used for ice on taxiways. Fotiadis stated that the motor is not working on the north gate and the REIL lights (runway end identifier lights) are not working properly. Dr. Paul Novak stated that these lights are required for any instrument approach. Chairperson, John Pighetti, directed Dustin Leo, Snyder & Associates, to look at the light system and come back with a recommendation. Leo stated that lights were on the ACIP Data Sheets for 2015, but didn't feel as though we could wait that long. Fotiadis also stated that 328 planes flew in or out of the airport in November.

**Item 6)**

**CONSENT AGENDA ITEMS**

- CA-1 RESOLUTION 2012-35, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH JOHNSON BROS. OF ANKENY, LTD.**
- CA-2 RESOLUTION 2012-36, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH I-80, INC.**
- CA-3 RESOLUTION 2012-37, AUTHORIZING THE FARM LEASE WITH JEFFREY WANGSNESS.**
- CA-4 RESOLUTION 2012-38, APPROVE CHANGE OF TERMINATION DATE ON A HANGAR LEASE, JERRY TURNBULL AND LEONARD BOSWELL, AND APPROVE LEASING HANGAR SPACE TO CONNOR AVIATION LLC (ERIC JOHNSON) AND DAN CRAMER.**
- CA-5 RESOLUTION 2012-39, APPROVE TIE-DOWN SPACE TO N1046X, LLC (BEN MILLER AND JOEL LEYH).**
- CA-6 APPROVAL OF NOVEMBER 8, 2012 MINUTES.**
- CA-7 APPROVAL OF NOVEMBER 21, 2012 SPECIAL MEETING MINUTES.**
- CA-8 CONSIDER MOTION TO APPROVE PAYMENT #40 IN THE AMOUNT OF \$8,690.20 TO SNYDER & ASSOCIATES FOR RUNWAY 22 LAND ACQUISITION – RPZ AND SE FOUR MILE DRIVE ALP UPDATE AND EXHIBIT A REVISIONS.**
- CA-9 CONSIDER MOTION TO APPROVE PAYMENT #24 IN THE AMOUNT OF \$5,312.84 TO SNYDER & ASSOCIATES FOR SE FOUR MILE DR. ROAD RELOCATION PLANS, SPECIFICATION AND BID DOCUMENTS.**
- CA-10 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$291,208.57.**
- CA-11 NOVEMBER 2012 FINANCIAL REPORTS.**
- CA-12 ACCOUNTS RECEIVABLE AGING SUMMARY.**
- CA-13 RECEIVE AND FILE ANKENY REGIONAL AIRPORT WILDLIFE HAZARD ASSESSMENT UPDATE (IKV).**
- CA-14 RECEIVE AND FILE FY 2012 ANNUAL FINANCIAL AUDIT REPORT.**
- CA-15 MOTION TO APPROVE APPRAISAL FEE OF \$2,400.00 FOR JOHNSON PROPERTY APPRAISAL.**
- CA-16 MOTION TO APPROVE MOTOR REPLACEMENT ON HANGAR B-4 AND D-3 BY SEPTAGON CONSTRUCTION FOR \$2,450.00.**

It was moved by Jim Gocke and seconded by Jeff Wangsness to remove CA-3 and CA-16.  
VOTE: YEA: GOCKE, WANGSNESS, ANDERSON, LORENZ, NOVAK, PIGHETTI

**MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-2 AND CA-4 TO CA-15.**

It was moved by Jim Gocke and seconded by Brant Anderson to approve the recommendations for Consent Agenda Items with the removal of CA-3 and CA-16. VOTE: YEA: GOCKE, ANDERSON, LORENZ, NOVAK, PIGHETTI, WANGSNESS

**Item 7)**

**REMOVED CONSENT AGENDA ITEMS:**

- CA-3 RESOLUTION 2012-37, AUTHORIZING THE FARM LEASE WITH JEFFREY**

**WANGSNESS.**

Attorney, Amy Beattie, stated that on Jeff Wangsness' lease, she left out that he would like to have the option to row crop a portion of the land as in the previous year. His lease has been corrected with the inclusion of row crops.

It was moved by Jim Gocke and seconded by Gary Lorenz to approve CA-3 with amendment. VOTE: YEA: GOCKE, LORENZ, ANDERSON, NOVAK PIGHETTI  
ABSTAIN: WANGSNESS, due to conflict of interest.

**CA-16 MOTION TO APPROVE MOTOR REPLACEMENT ON HANGAR B-4 AND D-3 BY SEPTAGON CONSTRUCTION FOR \$2,450.00.**

Jim Gocke stated that he would like more information in regard to the type and size of the motor that will be used for the doors in hangar B-4 and D-3. Gocke stated not knowing the details; he felt the price was high and he cannot make a decision on this without more information. Dustin Leo asked the board how they would like these issues handled, whether he or someone else is to be getting the quotes. Jim Gocke presented the question to the attorney, who is responsible for these repairs? Beattie stated that the Board will be held responsible for the motors. Dustin Leo stated that he will get an answer as to what size and type of motor is required for the hangar door and get more than one quote. Assistant City Manager, Tim Moerman stated that direction for repairs should be coming from the FBO. They are the ones with the most hands on experience and should know what is needed better than anyone else. Jim Gocke stated that it was his understanding last year when they negotiated the Airport Management Agreement that the FBO would be monitoring the needs of the tenants, whether it is in regard to hangars or garages, etc. If the repair that needs to be made is our responsibility, they would present the problem to us. If it is something that is their responsibility, the FBO would just take care of it. John Pighetti stated that he felt we followed the correct process, we are just not happy with the price, and need more documentation.

It was moved by Gary Lorenz and seconded by Dr. Paul Novak to approve motor replacement on Hangar B-4 and D-3, contingent upon the receipt of documentation from Dustin Leo in regard to the price specifics and email approval by the board. VOTE: YEA: LORENZ, NOVAK, ANDERSON, GOCKE, PIGHETTI, WANGSNESS

Item 8)  
Item 8A)

**OLD BUSINESS**

**RESOLUTION 2012-40, APPROVING THE CAPITAL IMPROVEMENT PROGRAM FOR FY 2014.**

Chairperson, John Pighetti, stated the ACIP data sheets were reviewed last month. Since then, Dustin Leo had a conversation with Scott Tener, P.E., FAA Airports Division, and some adjustments need to be made. Dustin Leo stated that in regard to FY 2016 MALSR approach lights, we are required to show proof that we have at least 380 instrument approaches per year. Leo stated he should have this information to submit within a week. Leo stated that the South Apron Development was moved to a long range plan, since we need to show justification for this request which we do not have at this time. Leo also stated that the cost to relocate Runway 22 Threshold has increased due to the cost of the AGIS survey, which is the next item on the agenda for approval.

It was moved by Jeff Wangsness and seconded by Brant Anderson to approve Resolution 2012-40, the Capital Improvement Program for FY 2014. VOTE: YEA: WANGSNESS, ANDERSON, GOCKE, LORENZ, NOVAK, PIGHETTI

Item 8B)

**RESOLUTION 2012-41, APPROVING THE AGIS (AIRPORT GEOGRAPHIC**

**INFORMATION SYSTEM) SURVEY THAT IS NEEDED TO ESTABLISH A NEW APPROACH PROCEDURE ON RUNWAY 22.**

Dustin Leo stated that the road needs to be completed first, but it takes two years to get a new approach, so we need to start as soon as possible.

It was moved by Gary Lorenz and seconded by Dr. Paul Novak to approve Resolution 2012-41, AGIS Survey. VOTE: YEA: LORENZ, NOVAK, ANDERSON, GOCKE, PIGHETTI, WANGSNESS

Item 9)  
Item 9A)

**NEW BUSINESS**

**RESOLUTION 2012-42, APPROVING THE RENEWAL OF THE MANAGEMENT AGREEMENT WITH EXEC 1.**

Attorney, Amy Beattie, stated that the Management Agreement has been revised and will again be for the term of one year.

It was moved by Gary Lorenz and seconded by Brant Anderson to approve Resolution 2012-42, renewing the Management Agreement with EXEC 1. VOTE: YEA: LORENZ, ANDERSON, GOCKE, NOVAK, PIGHETTI, WANGSNESS

Item 9B)

**RESOLUTION 2012-43, AUTHORIZING THE EXTENSION OF AN AGREEMENT WITH DEERE & COMPANY ACTING THROUGH ITS INTELLIGENT SOLUTIONS GROUP BUSINESS REGARDING USE OF AVIATION AUTHORITY PROPERTY.**

Attorney, Amy Beattie, stated that she has received a letter from Deere & Company requesting the extension of the agreement. Beattie stated that we will get a revised Certificate of Liability Insurance from Deere & Company.

It was moved by Dr. Paul Novak and seconded by Gary Lorenz to adopt Resolution 2012-43, approving the extension of the Deere & Company agreement. VOTE: YEA: NOVAK, LORENZ, ANDERSON, GOCKE, WANGSNESS ABSTAIN: PIGHETTI

Item 10)  
Item 11)  
Item 11A)

**INFORMATIONAL ITEMS - none**

**REPORTS**

**ENGINEERING REPORT**

- **PROPOSED PROJECT SCHEDULE**
- **MEETING WITH CITY OF ANKENY**
- **UTILITY EASEMENT**

Dustin Leo, Snyder & Associates, handed out information to the Board regarding SE Four Mile Drive realignment design schedule and cost comparison of rural verses urban development. Leo stated that the City of Ankeny has a water main that runs along the east side of Four Mile Drive. The City would like an easement rather than relocate. It was the consensus of the board to go with an easement. Leo also stated that the cost estimate for this project has gone up since originally presented on the ACIP data sheets ten years ago. The increase is about a half a million dollars which would cost the PCAA an increase of \$50,000.

Item 11B)

**STAFF REPORT**

Assistant City Manager, Tim Moerman, stated that he is working on updating the Security Committee. Moerman also stated that the PCAA Accountant, Janet Binder, and the PCAA Recording Secretary, Margaret Waldschmitt, compiled a list of items that regularly occur over a calendar year for future reference

Item 11C)

**LEGAL COUNSEL REPORT**

Attorney, Amy Beattie, stated that she would like to have a closed session at the Jan. 10, 2013 meeting to discuss the Johnson condemnation litigation case. The case goes to trial

on February 18, 2013.

**Item 11D) BOARD REPORT**

Gary Lorenz stated that he may have to leave the PCAA board if he is elected Mayor of the City of Ankeny, to complete Steve Van Oort's term. As the Mayor it would be his job to appoint his replacement.

Jim Gocke left at 6:14 p.m.

**Item 11E) CHAIR REPORT**

Chairperson, John Pighetti, stated that there is a meeting Friday, December 7, 2012 at 9:00 a.m. for Elder Corporation, Polk County and Exec 1 to go over the snow removal process and exchange maintenance records. Then at 10:30 a.m. there will be a meeting at City Hall and the checks for the equipment will be exchanged.

**Next Scheduled Meeting Date: January 10, 2013 at 5:00 p.m.**

**Item 12) ADJOURN**

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

The meeting adjourned at 6:17 p.m.

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

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

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