

**POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, February 6, 2014, 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, GARDNER, NOVAK, PIGHETTI, WANGSNESS

**MEMBERS ABSENT:** GREUBEL

Acting Chairperson, John Pighetti 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 Craig Coon. Representing Snyder & Associates was Scott Port. Representing DGR Engineering were Jerry Searle and Dustin Leo.

**Item 2) ADMINISTER OATH OF OFFICE TO NEW BOARD MEMBERS WITH TERMS EXPIRING DECEMBER 31, 2017.**

**POLK COUNTY – BILL GARDNER AND DR. PAUL NOVAK**

The oath of office was administered to Bill Gardner and Dr. Paul Novak by John Pighetti, Acting Chairperson. Pighetti expressed his appreciation to Jim Gocke for the two terms he served on the board.

**Item 3) ELECTION OF CHAIRPERSON, SECRETARY AND TREASURER FOR TERMS EXPIRING DECEMBER 31, 2015**

Jeff Wangsness made a motion to appoint Dr. Paul Novak Treasurer. Dr. Paul Novak made a motion to appoint Jeff Wangsness Secretary. Todd Ashby made a motion to appoint John Pighetti Chairperson. There were no further nominations.

It was moved by Todd Ashby and seconded by Brant Anderson to approve John Pighetti for Chairperson, Jeff Wangsness for Secretary and Dr. Paul Novak for Treasurer for terms expiring December 31, 2015. VOTE: YEA: ASHBY, ANDERSON, GARDNER, NOVAK, PIGHETTI, WANGSNESS

Oath of office will be administered at the March 6, 2014 meeting.

**Item 4) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT**

It was moved by Jeff Wangsness and seconded by Todd Ashby to approve the agenda without amendment. VOTE: YEA: WANGSNESS, ASHBY, ANDERSON, GARDNER, NOVAK, PIGHETTI

**Item 5) AUDIENCE WITH VISITORS - none**

**Item 6) FINANCE / BUDGET REPORT**

Acting Chairperson, John Pighetti stated this month's report included payment for 3 totes of liquid runway deicer at \$5,135.37, Elder Corporation's January bill for snow removal was \$17,162.50 and the last regular bill from Brick Gentry Law Firm for the land acquisition was \$3,003.55.

Administrative Services Director, Jennifer Sease, reviewed the draft budget with the board, pointing out the areas that changes were expected and explained the reason for the changes. Sease asked if the board planned to apply for a GAVI (General Aviation Vertical Infrastructure) grant this spring. Chairperson Pighetti stated that since there is a second cement pad already there, he would like to see the board apply for the grant and build another 6 unit t-hangar. Sease also explained an item under Capital Improvements for \$1,940 of miscellaneous income. This is an estimated amount the board could file for reimbursement in regard to the Four Mile Drive Road Relocation if they want to pay the engineers to calculate the exact amount of the refund. Jeff Wangsness made a motion, which was seconded by Dr. Paul Novak to eliminate the miscellaneous income of \$1,940.00 under Capital Improvements. VOTE: YEA: WANGSNESS, NOVAK, ANDERSON, ASHBY, GARDNER, PIGHETTI

- Item 7) **FBO REPORT**
- Item 7A) **FUEL REPORT**
- Item 7B) **INSPECTION REPORT**
- Item 7C) **HANGAR TENANT WAITING LIST REPORT**
- Item 7D) **TENANT CONCERNS AND RESPONSE REPORT**

Craig Coon, Exec 1, stated that Waldinger Corporation replaced 4 parking lot lights and approximately 25 bulbs and /or ballasts on t-hangars. There are two new t-hangar tenants. Jeff Wangsness asked Craig if he has researched what fuel sells for at neighboring airports. Craig stated that there is a wide range of fuel prices, depending on the services that are available. John Pighetti stated that Craig scheduled a meeting with Cryotech to explain the best way to apply granular and liquid deicer, how much and when. There is also a meeting scheduled to go over the snow removal process with Elder Corporation to determine the most effective route to follow for snow removal.

- Item 8) **CONSENT AGENDA ITEMS**
  - CA-1 **APPROVAL OF JANUARY 9, 2014 MINUTES**
  - CA-2 **CONSIDER MOTION TO APPROVE PAYMENT #31 IN THE AMOUNT OF \$4,036.56 TO SNYDER & ASSOCIATES FOR SE FOUR MILE DR. ROAD RELOCATION, PLANS, SPECIFICATION, AND BID DOCUMENTS.**
  - CA-3 **CONSIDER MOTION TO APPROVE PAYMENT #21 IN THE AMOUNT OF \$355.28 TO SNYDER & ASSOCIATES FOR PCAA RUNWAY 4/22 LAWSUIT.**
  - CA-4 **CONSIDER MOTION TO APPROVE PAYMENT #130 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE ANKENY REGIONAL AIRPORT PLANNING AND ENGINEERING IN THE AMOUNT OF \$5,937.50.**
  - CA-5 **CONSIDER MOTION TO APPROVE PAYMENT #4 TO JENSEN BUILDERS, LTD. FOR SERVICES THAT INCLUDE CONSTRUCT SIX-UNIT TEE HANGAR IN THE AMOUNT OF \$31,274.00.**
  - CA-6 **CONSIDER MOTION TO APPROVE PAYMENT #4 IN THE AMOUNT OF \$1,220.50 TO SNYDER & ASSOCIATES FOR CONSTRUCT SIX-UNIT TEE HANGAR.**
  - CA-7 **APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$76,788.94.**
  - CA-8 **JANUARY 2014 FINANCIAL REPORTS**
  - CA-9 **ACCOUNTS RECEIVABLE AGING SUMMARY**
  - CA-10 **CONSIDER MOTION TO ADOPT RESOLUTION NO. 2014-02, SETTING A PUBLIC HEARING ON THE POLK COUNTY AVIATION AUTHORITY PROPOSED FISCAL YEAR 2013-2014 REVISED BUDGET AND THE PROPOSED FISCAL YEAR 2014-2015 BUDGET. (DATE OF HEARING: 3/6/14 – 5:00 P.M.)**

**MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-10.**

It was moved by Brant Anderson and seconded by Todd Ashby to approve consent agenda items CA-1 through CA-10. VOTE: YEA: ANDERSON, ASHBY, GARDNER, NOVAK, PIGHETTI, WANGSNESS

- Item 9) **REMOVED CONSENT AGENDA ITEMS: none**
- Item 10) **OLD BUSINESS - NONE**

Item 11) **NEW BUSINESS**

- Item 11A) **RESOLUTION 2014-03, APPROVING THE SETTLEMENT AGREEMENT AND RELEASE WITH ROBERT M. JOHNSON REVOCABLE TRUST AND KATHRYN M. ZIMMER FOR A PARCEL OF LAND REQUIRED FOR THE RUNWAY 22 PROTECTION ZONE AND FOUR MILE DRIVE RELOCATION PROJECT AND AUTHORIZATION TO COMPLETE SAID SETTLEMENT AND SUBMIT JOINT DISMISSAL OF THE CONDEMNATION APPEAL.**

It was moved by Jeff Wangsness and seconded by Brant Anderson to adopt Resolution 2014-03, approving the settlement agreement and release with Robert M. Johnson Revocable Trust and Kathryn M. Zimmer for a parcel of land required for the Runway 22 Protection Zone and Four Mile Drive Relocation Project and authorization to complete said settlement and submit joint dismissal of the condemnation appeal. VOTE: YEA: WANGSNESS, ANDERSON, ASHBY, GARDNER, NOVAK, PIGHETTI

Acting Chairperson John Pighetti wanted to thank everyone for their guidance in bringing this situation to a settlement agreement.

Item 12) **REPORTS**

Item 12A) **ENGINEERING REPORT**

Scott Port, Snyder & Associates, stated that the Four Mile Drive Project has been closed down for the winter. We are still waiting for the steel for the Six Unit t-hangar project.

Item 12B) **STAFF REPORT:**

Paul Moritz stated PCAA does not need to provide a trailer for the liquid deicer as previously thought.

Item 12C) **LEGAL COUNSEL REPORT - none**

Item 12D) **BOARD REPORT - none**

Item 12E) **CHAIR REPORT**

Acting Chairperson, John Pighetti stated that a meeting was held with Larry Arenholz, FAA (Federal Aviation Authority), regarding Notems. Notem is a notice to airmen that is filed with an aviation authority to alert aircraft pilots of potential hazards along a flight route or at a location that could affect the safety of the flight. Pighetti stated that Arenholz cautioned not to put runway reports on the notem. That would bog the system down. Use it for safety prevention for pilots but be careful what you put out there, less is better. Use the AWOS, automated airport weather station, more as the advisory system.

Item 13) **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, ANDERSON, ASHBY, PIGHETTI, WANGSNESS

The meeting adjourned at 5:46 p.m.

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

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

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