

**POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, February 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:** GOCKE, GREUBEL, NOVAK, PIGHETTI  
**MEMBERS ABSENT:** ANDERSON, WANGSNESS  
Chairperson, John Pighetti called the meeting to order. Present from the City of Ankeny were: Assistant City Manager, Tim Moerman, Jennifer Sease, Finance Director, Curtis Brown, Interim Assistant City Manager and Margaret Waldschmitt, PCAA Recording Secretary. Attorney, Amy Beattie was present. Representing EXEC 1 were John Fotiadis and Dixie Cox. Representing Snyder & Associates were Jerry Searle and Dustin Leo.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT**  
It was moved by Jim Gocke and seconded by Jason Greubel to approve the agenda without amendment. VOTE: YEA: GOCKE, GREUBEL, NOVAK, PIGHETTI  
Jeff Wangsness arrived at 5:01 p.m.
- Item 3) AUDIENCE WITH VISITORS**  
Chairperson, John Pighetti, stated that Assistant City Manager, Tim Moerman, is leaving the City of Ankeny. Interim Assistant City Manager, Curtis Brown will be the Staff Administrator for the Authority. Pighetti thanked Tim Moerman for his contribution to the Authority. Dave Kalwishky asked the Board to consider construction of more hangar space. Chairperson Pighetti stated that it has been discussed but there is nothing definite at this time.
- Item 4) FINANCE / BUDGET REPORT**  
Dr. Paul Novak reported that \$1,600 was paid to American Fence Company for fence repair which did not resolve the problem. He also reported that payables included a payment to Elder Corporation for \$19,000 for snow removal. Jim Gocke stated that he has concerns about the amount assigned to repairs and maintenance on the proposed budget. Gocke stated due to the age of the airport, we will be seeing more and more repair and maintenance bills. Finance Director, Jennifer Sease, stated that you can over spend on any line item, just not over spend the budget amount. Chairperson, John Pighetti stated that he agrees that we are on a continuous cycle of spending for awhile since everything at the airport is 30-35 years old. Gocke suggested adding \$12,000 total to the repairs and maintenance funds (there are two line items one is general expense and one is for leased expense) for both FY2013 and FY 2014.
- 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**  
John Fotiadis, Exec 1, stated fuel sales were down from last month. Elder Corporation has been doing a good job with the snow removal, now that placement of snow piles has been verified. Fotiadis stated that they are still having trouble with the north gate. Fotiadis had a quote from American Fence Company to remove the existing posts and replace them for \$1,286.00. American Fence Company was not sure that would take care of the problem.

The second option was to remove the existing gate and replace it with a new aluminum single track gate for \$4,957.00. The board directed Fotiadis to have the posts replaced and see if that fixes the problem.

**Item 6)**

**CONSENT AGENDA ITEMS**

**CA-1 APPROVAL OF JANUARY 10, 2013 MINUTES**

**CA-2 CONSIDER MOTION TO APPROVE PAYMENT #26 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SE FOUR MILE DR. ROAD RELOCATION, PLANS, SPECIFICATION, BID DOCUMENTS IN THE AMOUNT OF \$14,875.95.**

**CA-3 CONSIDER MOTION TO APPROVE PAYMENT #41 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 22 LAND ACQUISITION-RPZ & SE FOUR MILE DRIVE ALP UPDATE & EXHIBIT A REVISIONS IN THE AMOUNT OF \$1,122.95.**

**CA-4 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$48,247.41.**

**CA-5 JANUARY 2013 FINANCIAL REPORTS**

**CA-6 ACCOUNTS RECEIVABLE AGING SUMMARY**

**CA-7 CONSIDER MOTION TO ADOPT RESOLUTION 2013-02, SETTING A PUBLIC HEARING ON THE POLK COUNTY AVIATION PROPOSED FISCAL YEAR 2012 – 2013 REVISED BUDGET AND THE PROPOSED FISCAL YEAR 2013 -2014 BUDGET. (DATE OF HEARING 3/7/13 – 5:00 P.M.)**

**MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-7.**

It was moved by Jim Gocke and seconded by Dr. Paul Novak to approve consent agenda items CA-1 through CA-7. VOTE: YEA: GOCKE, NOVAK, GREUBEL, PIGHETTI, WANGSNESS

**Item 7)**

**REMOVED CONSENT AGENDA ITEMS**

**CA-8 CONSIDER MOTION TO ADOPT RESOLUTION 2013-03, ACCEPTING A PROPOSAL FROM STRAUSS SECURITY SOLUTIONS FOR MEDECO COMMERCIAL GRADE LOCKS AT THE ANKENY REGIONAL AIRPORT.**

Dr. Paul Novak inquired if it was necessary to replace all of the locks. Chairperson, John Pighetti, stated that the locks are just one of those items that are worn out and providing a higher grade commercial lock would provide more security for the airport. Pighetti stated that every building on the site controlled by Exec 1 or the Airport will have the lock changed. The Fire Department will have a grand master. Exec 1 will also examine their policy for refueling aircraft so mistakes aren't being made fueling the wrong air plane.

It was moved by Jason Greubel and seconded by Jeff Wangsness to adopt Resolution 2013-03, accepting the proposal from Strauss Security Solutions for Medeco Commercial Grade Locks at the Ankeny Regional Airport.. VOTE: YEA: GREUBEL, WANGSNESS, GOCKE, NOVAK, PIGHETTI

**Item 8)**

**OLD BUSINESS: none**

**Item 9)**

**NEW BUSINESS: none**

**Item 10)**

**REPORTS**

**Item 10A)**

**ENGINEERING REPORT**

- **NEW LOCK SYSTEM – NO DISCUSSION**
- **SE FOUR MILE DRIVE RELOCATION PROJECT ESTIMATE AND STATUS UPDATE**

Dustin Leo stated that the plans and specs have been submitted to FAA (Federal Aviation Administration), City of Ankeny and Polk County for preliminary approval of the SE Four Mile Drive Relocation Project. Leo stated he would like to receive comments by February 22, 2013.

- **REIL REPLACEMENT OPTIONS**

Dustin Leo stated that he received bids from three contractors. Only one company would give a quote for repairing the old REIL lights. They are too old and parts are not available. Leo stated that he looked into the difference between incandescent or LED lights and has found that it is just personal preference; pilots really don't notice a difference.

It was moved by Dr. Paul Novak and seconded by Jeff Wangsness to approve lowest bidder on LED replacement for our REIL lights on runway 18. VOTE: YEA: NOVAK, WANGSNESS, GOCKE, GREUBEL, PIGHETTI

- **AIRPORT MASTER PLAN UPDATE**

Jerry Searle, Snyder & Associates, prepared and reviewed with the Board the Airport Master Plan Update 2013. Searle stated that he submitted this report to the FAA (Federal Aviation Administration) today, February 7, 2013 with a set of airport layout plans. Searle asked that any comments or changes be returned in thirty days.

**Item 10B) STAFF REPORT**

Assistant City Manager, Tim Moerman, stated that it was a pleasure serving the Board for the last year and a half. Curtis Brown, Interim Assistant City Manager stated that the Security Committee met on January 22, 2013 and went through the old security plan. One of the big areas that were discussed, Brown stated, was the relationship with police and fire and suggested having real life exercises at the airport. Brown stated that he hoped to have an updated security plan by midsummer

**Item 10C) LEGAL COUNSEL REPORT: none**

**Item 10D) BOARD REPORT**

Jason Greubel inquired as to whether there is an emergency response plan at the airport. Greubel stated that there was an incident recently where a small plane hit some trees and wondered what procedure was in place. It was reported that the maintenance shop staff has had training and are the first to respond to any emergency situation at the airport. John Pighetti stated that is an area that the Security Committee needs to strengthen and have a designated media contact if there is an incident. Jason Greubel stated we should have someone from the FAA sit in on our Security Committee to remind us what obligations we have if there is an accident at the airport.

Jim Gocke stated that he will not be in attendance at the March 7, 2013 meeting. If a quorum is needed, he can be reached by telephone.

**Item 10E) CHAIR REPORT**

John Pighetti expressed his appreciation to Tim Moerman. Pighetti thanked Jennifer Sease for her work on the budget. The public hearing for the budget will be at the March 7, 2013 meeting.

**Item 11) ADJOURN**

There being no further business, it was moved by Jim Gocke and seconded by Dr. Paul Novak to adjourn the meeting. VOTE: YEA: GOCKE, NOVAK, GREUBEL, PIGHETTI,

WANGSNESS

The meeting adjourned at 6:35 p.m.

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

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

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