

**POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, March 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, GREUBEL, NOVAK, PIGHETTI  
**MEMBERS ABSENT:** WANGSNESS  
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 Dan Stull, Maintenance Manager. Representing Snyder & Associates was Scott Port.

**Item 2) ADMINISTER OATH OF OFFICE FOR TERMS EXPIRING DECEMBER 31, 2015.**  
**CHAIRPERSON – JOHN PIGHETTI**  
**TREASURER – DR. PAUL NOVAK**  
The oath of office was administered to John Pighetti by PCAA Recording Secretary, Margaret Waldschmitt. Chairperson, John Pighetti administered the oath of office to Dr. Paul Novak.  
Dustin Leo, DGR Engineering and Craig Coon, EXEC 1 arrived at 5:02.

**Item 3) CONFIRM SUBCOMMITTEE APPOINTMENTS AS PROPOSED**  
**A. FINANCE / EXECUTIVE COMMITTEE –** Paul Novak, Chp., John Pighetti, Jeff Wangsness  
**B. LAND / HANGAR LEASE COMMITTEE-** Jason Greubel, Chp., Brant Anderson, Todd Ashby, J.R. Boesen, FBO  
**C. AIRPORT SECURITY COMMITTEE –** John Pighetti, Chp.; Paul Moritz, City Staff Management; Michael Current, Airport Tenant Representative; J.R. Boesen, FBO; Dustin Leo, DGR Engineering; Police Chief Gary Mikulec, Ankeny Police Department; Captain Makai Echer, Ankeny Police Department; Deputy Chief Rob Chiappano, Ankeny Fire Department  
**D. SPECIAL EVENTS COMMITTEE –** Paul Novak, Chp., Bill Gardner, John Pighetti  
**E. LAND ACQUISITION COMMITTEE –** Jeff Wangsness, Chp., Bill Gardner, John Pighetti

It was moved by Todd Ashby and seconded by Brant Anderson to approve the Subcommittee Appointments. VOTE: YEA: ASHBY, ANDERSON, GARDNER, GREUBEL, NOVAK, PIGHETTI

**Item 4) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT**  
It was moved by Dr. Paul Novak and seconded by Todd Ashby to approve the agenda without amendment. VOTE: YEA: NOVAK, ASHBY, ANDERSON, GARDNER, GREUBEL, PIGHETTI

**Item 5) AUDIENCE WITH VISITORS**

Dave Kalwishky, representing the Experimental Aircraft Association Chapter 135, addressed the Board stating that the EAA has received a request to host the B17 the second week of June. Kalwishky will keep the Board informed as plans develop.

**Item 6) PUBLIC HEARING 2014-01  
HOLD AND CLOSE PUBLIC HEARING**

Chairperson Pighetti announced this as the time and place for the public hearing on the FY 2013-2014 revised budget and proposed budget for FY 2014-2015. Notice of this hearing was published in the Des Moines Register on February 21, 2014. There were no written comments received on the proposed budget. Chairperson Pighetti inquired if there was anyone present to be heard for or against said proposed budgets. Administrative Services Director, Jennifer Sease, reviewed the budget changes with the board. Hearing no one against said proposed budget, Chairperson called for a motion to close the public hearing.

It was moved by Jason Greubel and seconded by Brant Anderson to close Public Hearing #2014-01. VOTE: YEA: GREUBEL, ANDERSON, ASHBY, GARDNER, NOVAK, PIGHETTI

**RESOLUTION 2014-04, APPROVAL OF PROPOSED FY 2013-2014 REVISED BUDGET AND THE PROPOSED FY 2014-2015 BUDGET**

It was moved by Brant Anderson and seconded by Bill Gardner to adopt Resolution No. 2014-04. VOTE: YEA: ANDERSON, GARDNER, ASHBY, GREUBEL, NOVAK, PIGHETTI

**Item 7) FINANCE / BUDGET REPORT**

Administrative Services Director, Jennifer Sease, stated that the Authority could save approximately \$50,000 a year if they took action before March 18, 2014 requesting Polk County issue not to exceed \$2,600,000 General Obligation Refunding Capital Loan Notes; and authorizing and approving borrowing said amount. It was the consensus of the Board to hold a Special Meeting on Thursday, March 13, 2014 at 1:00 to approve said resolution.

Dr. Paul Novak stated that payments this month included \$11,652.50 to Elder Corporation for snow removal. This payment did not include labor. There was a \$50,000 payment for the condemnation award and \$84,000 to Jensen Builders for T-hangar construction.

**FBO REPORT**

**Item 8) FUEL REPORT**

**Item 8A) INSPECTION REPORT**

**Item 8B) HANGAR TENANT WAITING LIST REPORT**

**Item 8C) TENANT CONCERNS AND RESPONSE REPORT**

**Item 8D)**

Craig Coon, Exec 1, stated that Jet-A Fuel Sales have increased significantly over the last two years. Coon stated that the current tenants on the "South Facing List" have been notified that a new hangar is being constructed and will have space available soon. Coon confirmed with Attorney Amy Beattie that the same lease will be used for all hangars. Beattie advised that no leases are to be signed for the new hangar until the project has been accepted and signed off on by the Authority. Coon also stated that the tenants on the north side were having trouble with ice in front of their hangars. Coon told them they would be resealing gutters to help minimize this problem in the future.

**CONSENT AGENDA ITEMS**

**Item 9) CA-1 APPROVAL OF FEBRUARY 6, 2014 MINUTES**

- CA-2 CONSIDER MOTION TO APPROVE PAYMENT #1 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$20,422.78.
- CA-3 CONSIDER MOTION TO APPROVE PAYMENT #5 TO JENSEN BUILDERS, LTD. FOR SERVICES THAT INCLUDE CONSTRUCT SIX-UNIT TEE HANGAR IN THE AMOUNT OF \$84,711.50.
- CA-4 CONSIDER MOTION TO APPROVE PAYMENT #5 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR IN THE AMOUNT OF \$2,272.50.
- CA-5 CONSIDER MOTION TO APPROVE PAYMENT #6 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR IN THE AMOUNT OF \$1,181.75.
- CA-6 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$181,308.47.
- CA-7 FEBRUARY 2014 FINANCIAL REPORTS
- CA-8 ACCOUNTS RECEIVABLE AGING SUMMARY
- CA-9 CONSIDER MOTION TO ADOPT RESOLUTION NO. 2014-05, AUTHORIZING THE SETTING OF A HEARING ON A PROPOSAL TO DISPOSE OF 1.67 ACRES BY THE POLK COUNTY AVIATION AUTHORITY, IOWA TO ROBERT M. JOHNSON, TRUSTEE OF THE ROBERT M. JOHNSON REVOCABLE TRUST AND KATHRYN M. ZIMMER. (DATE OF HEARING: 4/10/14 – 5:00 P.M.)

Regarding Item CA-9, Attorney Amy Beattie stated that although we approved 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 at the last meeting, the Warranty Deed will not be recorded until after the public hearing to make sure there is a clear title.

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

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

**REMOVED CONSENT AGENDA ITEMS: NONE**

- Item 10) **OLD BUSINESS - NONE**
- Item 11) **NEW BUSINESS - NONE**
- Item 12)

**REPORTS**

- Item 13) **ENGINEERING REPORT**

Item 13A) Scott Port, Snyder & Associates, stated that the Four Mile Drive Project is still closed, waiting for better weather conditions. The walls are up for the six unit t-hangar project. They are starting on the electrical work. The AGIS (Airport Geographic Information System) survey has been completed and will be submitted for approval soon.

**STAFF REPORT:**

- Item 13B) Paul Moritz stated that on February 11, 2014 there was a meeting with a liquid deicer supplier about best uses and rate of application. February 12, 2014 there was a meeting with Elder Corporation to establish a more concise plan for snow removal. Moritz also stated that Don Harper, Federal Aviation Administration, asked that Snyder & Associates put together a schedule in regard to the R22 Threshold Project.

**LEGAL COUNSEL REPORT - none**

- Item 13C) **BOARD REPORT – none**
- Item 13D)

**CHAIR REPORT**

**Item 13E)** Chairperson, John Pighetti, stated that a plaque has been purchased for Jim Gocke and will be presented to him at the April 10, 2014 meeting.

**ADJOURN**

**Item 14)** 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, GARDNER, GREUBEL, PIGHETTI

The meeting adjourned at 5:36 p.m.

Attest: \_\_\_\_\_  
Dr. Paul Novak, Treasurer

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

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