

**POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, April 4, 2013, 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:** ANDERSON, GOCKE, PIGHETTI, WANGSNESS
MEMBERS ABSENT: GREUBEL, NOVAK
Chairperson, John Pighetti called the meeting to order. Present from the City of Ankeny were: Interim Assistant City Manager, Curtis Brown, Jennifer Sease, Finance Director and Margaret Waldschmitt, PCAA Recording Secretary. Attorney, Amy Beattie was present. Representing EXEC 1 was Dixie Cox. Representing Snyder & Associates were Jerry Searle and Dustin Leo.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITH AMENDMENT, PLACING ITEM 8C UNDER NEW BUSINESS, RESOLUTION FIXING A DATE FOR A HEARING ON PLANS, SPECIFICATIONS, ESTIMATE OF COST AND FORM OF CONTRACT AND TAKING OF BIDS FOR THE SE FOUR MILE DRIVE RELOCATION PROJECT AT ANKENY REGIONAL AIRPORT**
It was moved by Brant Anderson and seconded by Jim Gocke to approve the agenda with amendment. VOTE: YEA: ANDERSON, GOCKE, PIGHETTI, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS – none**
Chairperson, John Pighetti, stated that for the convenience of the visitors present in regard to the Emergency Response and Security Plan, New Business Item 9B will be heard at this time.
- Item 9B) MOTION TO APPROVE EMERGENCY RESPONSE AND SECURITY PLAN**
Interim Assistant City Manager, Curtis Brown introduced Fire Chief, Rex Mundt; Deputy Chief, Fire Operations, Rob Chiappano and Division Chief Life Safety, Fire Marshall, Craig Fraser, members of the Ankeny Fire Department who were present to show their support for the Emergency Response and Security Plan. Brown stated that the Emergency Response and Security Plan has not been updated since 2006 and a lot of changes are needed. Brown stated the revised plan includes a hang tag or decal for tenant's cars to identify them when they are on the airport property. This policy will help tenants to be more aware of their surroundings and enable them to ask someone without that identification tag what their business is on the premises. An action checklist was given to the Board by Brown to list the steps that are needed to keep the process moving forward. Fire Chief, Rex Mundt, stated that this was a positive first step. Tours will be scheduled for the Fire Department to familiarize them with the facility as well as drills that will involve the Fire Department, Police Department and Polk County Sherriff. John Pighetti thanked Curtis Brown for following up on this project after Tim Moerman left.
It was moved by Jeff Wangsness and seconded by Brant Anderson to adopt the Emergency Response and Security Plan. VOTE: YEA: WANGSNESS, ANDERSON, GOCKE, PIGHETTI
Pighetti also stated that the celebration of the Ankeny Airport's 25th Anniversary and the rebranding of the airport logo will be put on hold until 2014 due to all the staff changes at the City of Ankeny.

Chairperson Pighetti stated that we will return to numerical agenda order.

Item 4) FINANCE / BUDGET REPORT

Jennifer Sease, Finance Director stated that payables included a bill from Waldinger for runway, taxiway lights. There was also the registration fee for Pighetti and Novak to attend the 2013 Iowa Aviation Conference.

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

Dixie Cox reported that tenants have been coming in for their new keys. Some have requested additional keys for various reasons, so Cox is compiling a list. Cox stated that the majority of the responses have been positive in regard to the new locks. Tenant, Sid Six, inquired if there is a master key. John Pighetti stated that there is one master key that only the fire department will have access to. There are sub master keys for each building in case you would be locked out accidentally.

Item 6) CONSENT AGENDA ITEMS

CA-1 APPROVAL OF MARCH 7, 2013 MINUTES

CA-2 CONSIDER MOTION TO APPROVE PAYMENT #13 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE PCAA RUNWAY 4/22 LAWSUIT IN THE AMOUNT OF \$2,031.00.

CA-3 CONSIDER MOTION TO APPROVE PAYMENT #28 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SE FOUR MILE DR. ROAD RELOCATION IN THE AMOUNT OF \$19,750.00.

CA-4 CONSIDER MOTION TO APPROVE PAYMENT #43 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 22 LAND ACQUISITION – PRZ & SE FOUR MILE DRIVE ALP UPDATE & EXHIBIT A REVISIONS IN THE AMOUNT OF \$1,494.63.

CA-5 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$49,230.19.

CA-6 MARCH 2013 FINANCIAL REPORTS

CA-7 ACCOUNTS RECEIVABLE AGING SUMMARY

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

It was moved by Jeff Wangsness and seconded by Brant Anderson to approve consent agenda items CA-1 through CA-7. VOTE: YEA: WANGSNESS, ANDERSON, GOCKE, PIGHETTI

Item 7) REMOVED CONSENT AGENDA ITEMS – NONE

Item 8) OLD BUSINESS:

Item 8A) REVIEW OF LEASE FOR SID SIX, CHAMPION CRANE SERVICE, INC., E7 HANGAR TENANT

Chairperson, John Pighetti, thanked Sid Six for keeping him informed of the process he was undergoing to try to get his airplane airworthy. Pighetti stated that the board does understand his situation, and the termination date on his lease will be amended no later than December of 2013. Pighetti asked Sid Six to keep him informed of the progress along the way. Sid Six stated that he appreciated the board working with him.

Item 9) NEW BUSINESS

Item 9A) RESOLUTION APPROVING TIE-DOWN LEASE AGREEMENTS WITH WILLIAM

SEVENBERGEN

Dixie Cox stated that John Fotiadis was working on a way to mark the tie-down area and assign spots.

It was moved by Jim Gocke and seconded by Brant Anderson to approve a tie-down lease agreement with William Sevenbergen. VOTE: YEA: GOCKE, ANDERSON, PIGHETTI, WANGSNESS

Item 9C) RESOLUTION FIXING A DATE FOR A HEARING ON PLANS, SPECIFICATIONS, ESTIMATE OF COST AND FORM OF CONTRACT AND TAKING OF BIDS FOR THE SE FOUR MILE DRIVE RELOCATION PROJECT AT ANKENY REGIONAL AIRPORT (BID LETTING MAY 7, 2013 AT 2:00 P.M. / HEARING MAY 9, 2013 AT 5:00 P.M.)

It was moved by Jeff Wangsness and seconded by Jim Gocke to approve a Resolution fixing a date for a hearing in regard to the SE Four Mile Drive Relocation Project. VOTE: YEA: WANGSNESS, GOCKE, ANDERSON, PIGHETTI

**Item 10) REPORTS
Item 10A) ENGINEERING REPORT**

Dustin Leo, Snyder & Associates, stated that the Iowa Department of Transportation Grant application deadline is May 6, 2013. Jim Gocke stated that the purpose for applying for the grant would be to build an additional t-hangar. It was the consensus of the board to direct Dustin Leo to put together a grant application. Chairperson, John Pighetti, called for a special telephone meeting on May 2, 2013 at noon in order to meet the deadline for the grant application.

Dixie Cox left at 5:30.

- Item 10B) STAFF REPORT**
- Item 10C) LEGAL COUNSEL REPORT- none**
- Item 10D) BOARD REPORT- none**
- Item 10E) CHAIR REPORT- none**

Item 11D) ADJOURN

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

The meeting adjourned at 5:50 p.m.

Attest: _____
Jeff Wangsness, Secretary

Signed: _____
John Pighetti, Chairperson

Published in the Des Moines Register on the 19th day of April, 2013.