

**POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, April 9, 2015, at the Ankeny Regional Airport, 3737 Convenience Blvd., Ankeny, Iowa. The meeting was called to order at 5:05 P.M.

- Item 1) ROLL CALL – MEMBERS PRESENT:** ASHBY, GARDNER, GREUBEL, NOVAK, WANGSNESS  
**MEMBERS ABSENT:** ANDERSON, BARBER  
Chairperson, Jeff Wangsness, called the meeting to order. Present from the City of Ankeny were: 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) 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, GARDNER, GREUBEL, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS**  
Mike Callison, Iowa Aviation Heritage Museum, stated everything is in place for the “Show and Shine” event, combining an antique aircraft and car show planned for May 16, 2015. Dave Vance, Corvette Club of Iowa, stated he appreciates the Polk County Aviation Authority’s support for the Corvette Club event scheduled for August 15 and 16.
- Item 4) FINANCE / BUDGET REPORT**  
Treasurer, Paul Novak, stated that the list of bills includes the last payment regarding the Relocated SE Four Mile Drive Project, along with a snow removal payment. Novak stated snow removal expense for this winter was less than the previous year.
- 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**  
No verbal report was given.
- Item 6) CONSENT AGENDA ITEMS**  
**CA-1 APPROVAL OF MARCH 5, 2015 MINUTES**  
**CA-2 CONSIDER MOTION TO APPROVE PAYMENT #142 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH FEBRUARY 28<sup>TH</sup> IN THE AMOUNT OF \$2,824.00.**

**CA-3 CONSIDER MOTION TO APPROVE PAYMENT #4 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON IN THE AMOUNT OF \$5,493.34.**

**CA-4 CONSIDER MOTION TO APPROVE PAYMENT #13 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$1,901.37.**

**CA-5 CONSIDER MOTION TO APPROVE PAYMENT #43 IN THE AMOUNT OF \$8,502.28 TO SNYDER & ASSOCIATES FOR SE FOUR MILE DR ROAD RELOCATION, PLANS, SPECS, and BID DOCUMENTS.**

**CA-6 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$28,787.52.**

**CA-7 MARCH 2015 FINANCIAL REPORTS**

**CA-8 ACCOUNTS RECEIVABLE AGING SUMMARY**

**MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 THROUGH CA-8.**

It was moved by Dr. Paul Novak and seconded by Jason Greubel to approve consent agenda items CA-1 through CA-8. VOTE: YEA: NOVAK, GREUBEL, ASHBY, GARDNER, WANGSNESS

**Item 7) REMOVED CONSENT AGENDA ITEMS: NONE**

**Item 8) OLD BUSINESS**

**Item 8A) RESOLUTION 2015-19, APPROVING USE OF DESIGNATED AIRPORT GROUND FOR USE BY THE CORVETTE CLUB.**

It was moved by Todd Ashby and seconded by Bill Gardner to adopt Resolution 2015-19, approving use of designated airport ground for use by the Corvette Club.

VOTE: YEA: ASHBY, GARDNER, GREUBEL, NOVAK, WANGSNESS

**Item 9) NEW BUSINESS**

**Item 9A) APPROVAL OF AN AGREEMENT FOR FAA FLIGHT INSPECTION OF THE PAPI AS PART OF THE 2015 HIRL LIGHTING PROJECT.**

Attorney, Amy Beattie, stated the cost for the PAPI inspection is \$5,082.70, 90% of which is grant eligible. This PAPI inspection will be added to the scope of the Rehabilitate Runway 4/22 and Relocate Runway 22 Threshold Project, not the 2015 HIRL Lighting Project as stated on the agenda. Scott Port, Snyder and Associates, stated since we are moving the threshold, you need to move the PAPI (precision approach path indicator) lights.

It was moved by Dr. Paul Novak and seconded by Todd Ashby to approve an agreement for FAA Flight Inspection of the PAPI as part of the Rehabilitate Runway 4/22 and Relocate Runway 22 Threshold Project.

VOTE: YEA: NOVAK, ASHBY, GARDNER, GREUBEL, WANGSNESS

**Item 9B) POSSIBLE CONCRETE PAVEMENT REPAIRS AT TWO LOCATIONS.**

Jeff Wangsness stated there are two areas in need of concrete repair. One is between two hangar buildings and the other is around the door at the EXEC 1 maintenance building.

Jennifer Sease, Administrative Services Director, stated it may be possible to add these two areas to the City's contract for street patching. Sease stated that a City Engineering Traffic Specialist has come out to the airport to examine the areas. After much discussion, it was the consensus of the Board to wait and see what suggestions come from City Engineering Traffic Specialist.

**Item 9C) UTILITY SERVICES AND WATER MAIN CONFLICT FOR THE TOM DREW PROPOSED HANGAR.**

Attorney, Amy Beattie, stated this issue came up after the March meeting at which time a Resolution authorizing the execution of a Land Lease Agreement with Des Moines Metro Aviation, LLC for purposes of construction of a hangar was approved. Beattie stated that a water main goes underneath the west end of the property where the hangar was to be constructed. Beattie stated that Tom Drew suggested he would just build a 50'X60' hangar on the east side of the property. Jason Greubel stated that he would like the 50'X120' double hangar constructed. Beattie stated that the lease is for both sides, the entire pad. Jeff Wangsness stated the question is what financial help the Board feels they should provide in moving the water main, if any. Jennifer Sease stated we should get three quotes for the cost to move the water main and then, based on that information, decide on how to proceed. It was the consensus of the Board to have this brought back to the May 7, 2015 meeting. The Board will make a decision according to the cost determined by the quotes received.

**Item 9D) IOWA AVIATION CONFERENCE WITH FAA REVIEW SESSION.**

Jeff Wangsness stated the Iowa Aviation Conference will be held on Tuesday and Wednesday, April 21 and 22. Wangsness stated Paul Moritz, Assistant City Manager, set up a 30 minute session with the FAA and the Iowa DOT for Wednesday at 10:00 a.m.

**Item 9E) RESOLUTION 2015-20, APPROVING THE UPDATED 5-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM AND AUTHORIZING THE SUBMITTAL OF IOWA DOT GRANT APPLICATIONS FOR THE FY 2016 PROJECTS.**

Scott Port, Snyder and Associates, stated that he added the hangar lighting project to the ACIP as a proposed 2016 project. Port stated he has prepared the DOT applications for the Hanger Lighting and the Roadway/Utility Improvement for the South Hangar Apron. It was moved by Jason Greubel and seconded by Bill Gardner to adopt Resolution 2015-20, approving the updated 5-Year Airport Capital Improvement Program and authorizing the submittal of Iowa DOT Grant Applications for the FY 2016 projects .

VOTE: YEA: GREUBEL, GARDNER, ASHBY, NOVAK, WANGSNESS

**Item 9F) RESOLUTION 2015-21, APPROVING A LEASE AGREEMENT WITH STARDUST AG AVIATION (CLIFF CROWL) FOR HANGAR SPACE.**

Jason Greubel asked if anyone knew if Cliff Crowl intends to work his Ag business from this airport. Dan Stull stated a spray plane is too wide for our hangars.

It was moved by Todd Ashby and seconded by Dr. Paul Novak to adopt Resolution 2015-21, approving a lease agreement with Stardust Ag Aviation (Cliff Crowl) for hangar space.

VOTE: YEA: ASHBY, NOVAK, GARDNER, GREUBEL, WANGSNESS

**Item 10) REPORTS**

**Item 10A) ENGINEERING REPORT**

Scott Port, Snyder & Associates, stated Perficut has agreed to honor their mowing bid of \$1,875.00 whenever it is dry enough to cut the wetlands. Port stated the preconstruction meeting for the 2015 Six-unit Tee Hangar and Apron Project has been held. Port stated these hangars are duplicates of the last set constructed with taller garage doors. Port stated the tentative date for a bid letting for the RW 18/36 HIRL and Taxiway A, B and C MITL Project is June 2.

**Item 10B) STAFF REPORT - NONE**

**Item 10C) LEGAL COUNSEL REPORT - NONE**

**Item 10D) BOARD REPORT**

Todd Ashby stated he will be attending the Greater Des Moines Partnership Washington, D.C. Trip, May 10-12 and asked Scott Port for brochures to take with him.

**Item 10E) CHAIR REPORT - NONE**

**Item 11) ADJOURN**

There being no further business, it was moved by Dr. Paul Novak and seconded by Todd Ashby to adjourn the meeting. VOTE: YEA: NOVAK, ASHBY, GARDNER, GREUBEL, WANGSNESS

The meeting adjourned at 5:47 p.m.

Attest: \_\_\_\_\_  
Jason Greubel, Secretary

Signed: \_\_\_\_\_  
Jeff Wangsness, Chairperson

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