#### POLK COUNTY AVIATION AUTHORITY ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, May 7, 2015, at the Ankeny Regional Airport, 3737 Convenience Blvd., Ankeny, Iowa. The meeting was called to order at 4:59 P.M.

# Item 1) ROLL CALL – MEMBERS PRESENT: ANDERSON, ASHBY, BARBER, NOVAK, WANGSNESS MEMBERS ABSENT: GARDNER, GREUBEL Chairperson, Jeff Wangsness, 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 were Bob Boesen, Craig Coon and Dan Stull. 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 John Barber to approve the agenda without amendment. VOTE: YEA: NOVAK, BARBER, ANDERSON, ASHBY, WANGSNESS

### Item 3) AUDIENCE WITH VISITORS A. David Baum, Willis Auto Campus

David Baum, Willis Auto Campus, stated he would like to hold an event, described as a hangar party, at the Ankeny airport to raise money for the Children's Cancer Connection. The event will be called, The Des Moines Concours d'Elegance." It will be held September 11, 2015 from approximately 5:00 p.m. to 10:00 p.m. Admission cost will be \$100 to \$125, which includes drinks, food, live music and displays of extravagant modes of transportation. Baum states this will be a social event of 500 to 1,000 people in attendance. Jeff Wangsness stated that the Board requires proof of insurance prior to an event and that all the details need to be coordinated with EXEC 1. Attorney, Amy Beattie, stated this item should be added to the June agenda for formal Board approval. Beattie stated that, in the meantime, she will check and see if this will require FAA approval or meet any other requirements.

Mike Callison, Iowa Aviation Heritage Museum, stated everything is in place for the "Show and Shine" event, May 16, 2015. Callison stated that the museum has purchased a 1942 Stinson L-5 aircraft that he will try to have ready to display.

Tom Burghardt asked to be added to the June agenda to present some ideas to the Board for future hangar growth, mid-size corporate hangars.

#### Item 4) FINANCE / BUDGET REPORT

Treasurer, Paul Novak, stated that snow removal expense for this winter was around \$40,000 this year and just under \$60,000 the previous winter. Novak stated there was a payment of \$15,000 to Jensen Builders for the Six-Unit T-hangar project.

#### 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

Craig Coon stated the approach plates, as the airport exists today, were published last
Friday, May 1, 2015 by the Federal Aviation Administration. Craig asked if the Airport
Runway 18/36 and Taxiway Lighting Improvements Project could be worked on during the
night rather than closing down 18/36 runway for three to four weeks. Scott Port stated this
is a big project and it would be very expensive to have the work done at night. Port stated
construction will begin as early in the spring of 2016 as possible and be completed as
quickly as possible. Craig Coon stated the north gate is only functioning part of the time.
Jeff Wangsness stated that Coon should have new loops cut, to rule out the possibility that
there is a short in the wiring. Wangsness stated the new loops can still be used when the
new fence and gate are installed.

#### Item 6) CONSENT AGENDA ITEMS

CA-1 APPROVAL OF APRIL 9, 2015 MINUTES

- CA-2 CONSIDER MOTION TO APPROVE PAYMENT #1 TO JENSEN BUILDERS, LTD. FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON PROJECT, 2015, IN THE AMOUNT OF \$15,067.47.
- CA-3 CONSIDER MOTION TO APPROVE PAYMENT #1 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$25,047.89.
- CA-4 CONSIDER MOTION TO APPROVE PAYMENT #5 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON PROJECT, 2015, IN THE AMOUNT OF \$3,483.25.
- CA-5 CONSIDER MOTION TO APPROVE PAYMENT #143 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH MARCH 31<sup>ST</sup> IN THE AMOUNT OF \$3,742.28.
- CA-6 CONSIDER MOTION TO APPROVE PAYMENT #14 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$2,062.95.
- CA-7 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$61,379.59.

CA-8 APRIL 2015 FINANCIAL REPORTS

CA-9 ACCOUNTS RECEIVABLE AGING SUMMARY

**MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 THROUGH CA-9.** It was moved by Todd Ashby and seconded by Dr. Paul Novak to approve consent agenda items CA-1 through CA-9. VOTE: YEA: ASHBY, NOVAK, ANDERSON, BARBER, WANGSNESS

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

#### Item 8) OLD BUSINESS

#### Item 8A) POSSIBLE CONCRETE PAVEMENT REPAIRS IN TWO LOCATIONS.

Paul Moritz stated one area needing repair is between two hangar buildings and the other is around the door at the EXEC 1 maintenance building. Moritz stated these are large areas that need repair and they also have subgrade problems. Moritz stated, considering the size of the project, it would be best to wait until the City has a repair project to which it can be added.

#### Item 8B) QUOTE TO RESTRIPE FRONT PARKING LOTS.

Paul Moritz stated the City has contracted Quality Striping, Inc., to do some pavement marking. Moritz received a quote from Quality Striping, Inc., for marking the North lot for \$345.00 and \$245.00 for the South lot.

It was moved by John Barber and seconded by Brant Anderson to approve the quote from Quality Striping, Inc., for pavement marking in both the north and south lots. VOTE: YEA: BARBER, ANDERSON, ASHBY, NOVAK, WANGSNESS

## Item 8C) DISCUSSION AND DIRECTION REGARDING INSTALLATION OF 170 FOOT US CELLULAR TOWER.

Paul Moritz stated that US Cellular submitted an application for a variance to the Airport Board of Adjustment. The Airport Board of Adjustment will meet on May 26, 2015 at 5:00 p.m. to approve or deny the variance to replace the tower. Moritz stated FAA did review the placement of the tower and determined the tower would not be a hazard to air navigation. The tower that fell was 185 feet. The tower that would replace it is 170 feet. It was the consensus of the Board to recommend to the Airport Board of Adjustment approval of the variance to replace the tower.

#### Item 9A) NEW BUSINESS CONSIDER MOTION TO APPROVE AUDIT SERVICES WITH CLIFTONLARSONALLEN, LLP FOR THE FISCAL YEARS ENDING JUNE 30, 2015, 2016, 2017 IN THE AMOUNT OF \$7,000 PER YEAR. It was moved by Todd Ashby and seconded by Dr. Paul Novak to approve audit services

it was moved by Todd Ashby and seconded by Dr. Paul Novak to approve audit services with CliftonLarsonAllen, LLP for fiscal years ending June 30, 2015, 2016, 2017 in the amount of \$7,000 per year. VOTE: YEA: ASHBY, NOVAK, ANDERSON, BARBER, WANGSNESS

Item 9B) RESOLUTION 2015-22, FIXING A DATE FOR A HEARING ON PLANS, SPECIFICATIONS, OPINION OF PROBABLE COST AND FORM OF CONTRACT AND TAKING OF BIDS FOR RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS PROJECT AT ANKENY REGIONAL AIRPORT. (Bid letting June 2, 2015 at 10:30 a.m. / Hearing June 4, 2015 at 5:00 p.m.) It was moved by Brant Anderson and seconded by Todd Ashby to adopt Resolution 2015-22, fixing a date for a hearing on plans, specifications, opinion of probable cost and form of contract and taking of bids for Runway 18/36 and Taxiway Lighting Improvements Project at Ankeny Regional Airport. Bid letting June 2 at 10:30 a.m. / Hearing June 4 at 5:00 p.m. VOTE: YEA: ANDERSON, ASHBY, BARBER, NOVAK, WANGSNESS

#### Item 10) **REPORTS**

#### Item 10A) ENGINEERING REPORT

**a.** Notice to Proceed – Rehabilitate Runway 4/22 and Relocate Runway 22 Threshold Scott Port, Snyder & Associates, stated he has received notice to proceed with the Rehabilitate Runway 4/22 and Relocate Runway 22 Threshold Project. Port stated there will be a change order in regard to rerouting the sub drain outlet due to moving the threshold and moving the PAPI (precision approach path indicator) lights.

#### Item 10B) STAFF REPORT

#### a. Informal Bids for Water Main Relocation - Tom Drew Hangar Pad

Paul Moritz stated he received three informal bids in regard to moving the water main that goes underneath the west end of the property where Tom Drew planned to construct a hangar. The lowest bid was from Polk County Heating for \$12,650.00. Jeff Wangsness stated the pad will be of no use to the airport with the water main running through it. Wangsness suggested scheduling this project, with the Authority being responsible for payment. Amy Beattie stated a motion needs to be added to the June 4, 2015 agenda to approve moving the water main.

#### b. Update on Foam Trailer – Ankeny

Paul Moritz stated the Fire Department was not able to receive any funding for the foam to fill the Foam Trailer. The City of Ankeny did budget \$15,000, which should fill half of the trailer. Moritz stated the trailer will need to be stored in a heated location. Moritz stated that Fire Chief Clack would prefer it be kept at the airport. If an airport location is not available, such as one of the new garages, the trailer will be stored at Fire Station #2. Moritz stated he will get the trailer dimensions.

#### c. Iowa DOT Pavement Condition Index Report

Paul Moritz provided a diagram showing the pavement condition index for the airport. Moritz stated the taxiway the Authority is planning to replace is showing the lowest rating.

#### d. Iowa Aviation Conference – Meeting with FAA

Moritz stated the meeting with FAA was very informative and he learned how to classify airport project requests more clearly. Moritz stated they like the upcoming fence project.

#### e. Des Moines Partnership – Washington DC Trip

Moritz stated, with the help of Snyder and Associates, a colored pamphlet will be handed out to interested parties showing current airport projects.

#### f. North Gate Repairs

This was addressed in the FBO Report. No further information.

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

Item 10D) BOARD REPORT - NONE

Item 10E) CHAIR REPORT

Jeff Wangsness stated he would like the Board to make it a priority at least once a year to sit down with the Mayor of the towns who support the Polk County Aviation Authority and update them on the progress and development of the airport.

#### **Item 11**) **ADJOURN**

There being no further business, it was moved by Todd Ashby and seconded by John Barber to adjourn the meeting. VOTE: YEA: ASHBY, BARBER, ANDERSON, NOVAK, WANGSNESS

The meeting adjourned at 5:55 p.m.

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

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