

**POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, June 4, 2015, 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, WANGSNESS**

**MEMBERS ABSENT: BARBER**

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 Craig Coon and Dan Stull. Representing Snyder & Associates was Scott Port.

**Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITH AMENDMENT.**

Amending item #10B to read, Resolution 2015-26, approving a Federal Assistance and Grant Application for the Runway 18/36 and Taxiway Lighting Project, instead of approving the Updated 5-year Airport Capital Improvement Program and authorizing the submittal of Iowa DOT grant applications for the FY 2016 projects. Also added to the FBO Report, item #6E, discussion regarding drainage issue.

It was moved by Dr. Paul Novak and seconded by Todd Ashby to approve the agenda with amendment. VOTE: YEA: NOVAK, ASHBY, ANDERSON, GARDNER, GREUBEL, WANGSNESS

**Item 3) AUDIENCE WITH VISITORS**

**A. Tom Burghardt, regarding future hangar growth, mid-size corporate hangars.**

Tom Burghardt stated there is a need for mid-size corporate hangars to accommodate growing companies with aircraft. Jeff Wangsness stated a letter was mailed out by Derek Lord, Director of Economic Development for the City of Ankeny, inviting pilots to a focus group to be held at the Ankeny Regional Airport on June 10, 2015 at 5:30 p.m. Wangsness stated it is people like Burghardt they are trying to reach with this focus group to solicit feedback from the aviation community for expanding hangar space for both private jets and turboprop aircraft.

**B. Special Event Request: Clint Quesinberry of Karl's Performance Shop.**

Clint Quesinberry stated he would like to host a one or two day event to showcase the speed of high end vehicles driven on a half mile strip. Jeff Wangsness stated that Clint would need to present a proposal to Exec 1 for their approval and then bring it back to the Board. Once the Board receives the proposal, they will review and submit it to the Federal Aviation Authority for their approval. Wangsness stated the Board needs to get a policy in place for special events.

**Item 4) PUBLIC HEARING – PH #2015-04**

**Item 4A) HOLD AND CLOSE PUBLIC HEARING**

Chairperson Wangsness announced this is the time and place for a public hearing on the adoption of plans, specifications, form of contract and opinion of probable costs for the construction of certain public improvements described as: Runway 18/36 and Taxiway Lighting Improvements Project. Notice of this hearing was published in the Des Moines Register on May 18, 2015. There were no written comments received on the proposed project. Chairperson Wangsness inquired if there was anyone present to be heard for or against said proposed project.

Scott Port, Snyder and Associates, stated the engineer's estimate base bid was \$673,400.00. Successful bidder was Kimrey Electric, Urbandale, IA at \$589,532.20 for Base Bid and \$26,730.00 for Bid Option #1. Port stated Bid Option #1, not FAA funded, includes vegetation control rings at the base of the lights. A total of four bids were received and filed. Hearing no one against said project, Chairperson Wangsness called for a motion to close the public hearing.

It was moved by Brant Anderson and seconded by Jason Greubel to close Public Hearing #2015-04. VOTE: YEA: ANDERSON, GREUBEL, ASHBY, GARDNER, NOVAK, WANGSNESS

**Item 4B) RESOLUTION 2015-23, ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND OPINION OF PROBABLE COST FOR THE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS PROJECT AT ANKENY REGIONAL AIRPORT**

It was moved by Todd Ashby and seconded by Bill Gardner to adopt Resolution 2015-23 adopting plans, specifications, form of contract and opinion of probable cost (\$673,400.00) for the Runway 18/36 and Taxiway Lighting Improvements Project. VOTE: YEA: ASHBY, GARDNER, ANDERSON, GREUBEL, NOVAK, WANGSNESS

**Item 4C) RECEIVE AND FILE REPORT OF BIDS RECEIVED ON JUNE 2, 2015**

It was moved by Dr. Paul Novak and seconded by Brant Anderson to receive and file the report of bids received on June 2, 2015. VOTE: YEA: NOVAK, ANDERSON, ASHBY, GARDNER, GREUBEL, WANGSNESS

**Item 4D) RESOLUTION 2015-24, AWARDED CONSTRUCTION CONTRACT FOR THE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS PROJECT AT ANKENY REGIONAL AIRPORT**

It was the consensus of the Board to proceed with Kimrey Electric, accepting the Base Bid and Bid Option #1, the vegetation control rings.

It was moved by Bill Gardner and seconded by Brant Anderson to approve Resolution 2015-24 awarding construction contract to Kimrey Electric for \$589,532.20 and Bid Option #1, \$26,730.00, vegetation control rings, for the Runway 18/36 and Taxiway Lighting Improvements Project.

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

**Item 5) FINANCE / BUDGET REPORT**

Treasurer, Paul Novak, stated the big expense on this agenda was to Kimrey Electric for \$500,364.48 for Runway 22 Threshold Relocation Project.

- Item 6) FBO REPORT**
- Item 6A) FUEL REPORT**
- Item 6B) INSPECTION REPORT**
- Item 6C) HANGAR TENANT WAITING LIST REPORT**
- Item 6D) TENANT CONCERNS AND RESPONSE REPORT**
- Item 6E) DISCUSSION REGARDING DRAINAGE ISSUE**

Craig Coon stated Wayne Dalton came out to service the north gate and recommended putting up a snow barrier, so the gate doesn't have to try to push through the snow. Coon stated the gate is now working properly. Coon stated there is grass damage at the dead end circle area. Paul Moritz stated signs were installed stating, no truck traffic, but that doesn't deter the trucks. Moritz stated next year with the paving project the entire island could be included for paving. Brant Anderson suggested big cement planters around the perimeter of the circle. Craig Coon stated there is a drainage issue in front of the shop. After much discussion, it was decided that Paul Moritz and Jeff Wangness would meet with Exec 1 staff to look at the problem area.

**Item 7) CONSENT AGENDA ITEMS**

**CA-1 APPROVAL OF MAY 7, 2015 MINUTES**

**CA-2 CONSIDER MOTION TO APPROVE PAYMENT #2 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$29,838.62.**

**CA-3 CONSIDER MOTION TO APPROVE PAYMENT #6 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON PROJECT, 2015, IN THE AMOUNT OF \$605.00.**

**CA-4 CONSIDER MOTION TO APPROVE PAYMENT #144 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH APRIL 30TH IN THE AMOUNT OF \$6,419.83.**

**CA-5 CONSIDER MOTION TO APPROVE PAYMENT #15 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$412.02.**

**CA-6 CONSIDER MOTION TO APPROVE CHANGE ORDER #1 TO KIMREY ELECTRIC FOR SERVICES THAT INCLUDE RUNWAY 4/22 REHABILITATION AND RUNWAY 22 THRESHOLD RELOCATION PROJECT, IN THE AMOUNT OF \$19,087.75.**

**CA-7 CONSIDER MOTION TO APPROVE CHANGE ORDER #2 TO KIMREY ELECTRIC FOR SERVICES THAT INCLUDE RUNWAY 4/22 REHABILITATION AND RUNWAY 22 THRESHOLD RELOCATION PROJECT, IN THE AMOUNT OF \$10,957.80.**

**CA-8 CONSIDER MOTION TO APPROVE PAYMENT #1 TO KIMREY ELECTRIC FOR SERVICES THAT INCLUDE RUNWAY 4/22 REHABILITATION AND RUNWAY 22 THRESHOLD RELOCATION PROJECT, IN THE AMOUNT OF \$500,364.48.**

**CA-9 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS  
\$895,082.93.**

**CA-10 MAY 2015 FINANCIAL REPORTS**

**CA-11 ACCOUNTS RECEIVABLE AGING SUMMARY**

**MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 THROUGH CA-11.**

It was moved by Jason Greubel and seconded by Todd Ashby to approve consent agenda items CA-1 through CA-11. VOTE: YEA: GREUBEL, ASHBY, ANDERSON, GARDNER, NOVAK, WANGSNESS

**Item 8) REMOVED CONSENT AGENDA ITEMS: NONE**

**Item 9) OLD BUSINESS**

**Item 9A) MOTION TO APPROVE MOVING THE WATER MAIN BY POLK COUNTY HEATING AND COOLING FOR \$12,650.00.**

It was the consensus of the Board to approve moving the water main so that the area where the water main is now will be available for hangar construction.

It was moved by Jason Greubel and seconded by Todd Ashby to approve moving the water main by Polk County Heating and Cooling for \$12,650.00. VOTE: YEA: GREUBEL, ASHBY, ANDERSON, GARDNER, NOVAK WANGSNESS

**Item 10) NEW BUSINESS**

**Item 10A) RESOLUTION 2015-25, APPROVING USE OF DESIGNATED AIRPORT HANGAR / GROUNDS FOR USE OF A HANGAR PARTY, "THE DES MOINES CONCOURS D'ELEGANCE" ON SEPTEMBER 11, 2015**

Attorney, Amy Beattie, stated David Baum, Willis Auto Campus, will have to provide a description of the project, and follow up with the City of Ankeny requirements. Paul Moritz stated, as long as the event is confined to the hangar and immediate area, sending an email to the FAA for approval is all the FAA requires.

It was moved by Dr. Paul Novak and seconded by Todd Ashby to approve Resolution 2015-25, approving use of designated airport hangar / grounds for us of a hangar party. VOTE: YEA: NOVAK, ASHBY, ANDERSON, GARDNER, GREUBEL, WANGSNESS

**Item 10B) RESOLUTION 2015-26, APPROVING A FEDERAL ASSISTANCE AND GRANT APPLICATION FOR THE RUNWAY 18/36 AND TAXIWAY LIGHTING PROJECT**

It was moved by Jason Greubel and seconded by Brant Anderson to adopt Resolution 2015-26, approving a federal assistance and grant application for the Runway 18/36 and Taxiway Lighting Project.

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

**Item 11) REPORTS**

**Item 11A) ENGINEERING REPORT**

Provided under Board Report.

**Item 11B) STAFF REPORT**

**a. US CELLULAR – AIRPORT ZONING BOARD OF ADJUSTMENT**

Paul Moritz stated the Airport Zoning Board of Adjustment approved the variance for US Cellular to reinstall their tower.

**b. WATER MAIN RELOCATION – DREW HANGAR SITE**

Previously discussed under 9A.

**c. HANGAR INFO MEETING – JUNE 10, 2015**

Jeff Wangsness asked if the letter regarding the hangar meeting was mailed to the tenants of the Ankeny airport. Paul Moritz stated the letter was directed to pilots with multi engine aircraft. Wangsness stated he would like to make local pilots aware of the meeting. Dan Stull, Exec 1, stated if he could get a copy of the letter, he would see that it was emailed to the t-hangar tenants.

**d. HANGAR LIGHTING RETROFIT PROJECT**

Paul Moritz stated the City of Ankeny is participating in an energy audit with Mid-American Energy regarding city buildings and facilities. It was during this process that Mid-American suggested changing the exterior lights on the hangars to LED lights. Mid-American said you could expect a two year pay back for this expense in the energy saved. Dan Stull stated there are four lights per hangar building. Jennifer Sease stated Exec 1 will need to be consulted since they are responsible for the Mid-American bill.

**Item 11C) LEGAL COUNSEL REPORT - NONE**

**Item 11D) BOARD REPORT**

Todd Ashby asked if a decision had been made as to where to store the foam trailer. Scott Port, Snyder and Associates, stated he just received information regarding two possible change orders in regard to the 2015 Six-unit Tee Hangar and Apron Project. One change is to add insulation and heating to a garage for the purpose of storing the foam trailer. The second change order is to change the hangar light fixtures from two lights to one light. Jeff Wangsness apologized for passing over Port's report. Port stated the hangars are still in the manufacturing stage. Wangsness stated he would like a separate meter installed for heating the foam trailer storage garage since Exec 1 is responsible for the Mid-American bill. Ashby asked Jennifer Sease to check and see if the airport insurance could be adjusted having the foam trailer at the airport. Jason Greubel stated the Board still needs an event policy in place. Sease stated she would look into the insurance and an event policy. Dr. Paul Novak stated, if the lighting on the outside of the hangars is going to be updated, he would like to see the lights placed so the numbers on the hangars are legible at night. Novak stated at this time, the lights are placed next to the numbers and the number are not clearly lit.

**Item 11E) CHAIR REPORT -NONE**

**Item 12) ADJOURN**

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 WANGSNESS

The meeting adjourned at 6:05 p.m.

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

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

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