

POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, June 5, 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, GARDNER, GREUBEL, NOVAK, PIGHETTI

**MEMBERS ABSENT:** ASHBY, WANGSNESS

Chairperson, John Pighetti called the meeting to order. Present from the City of Ankeny were: Paul Moritz, Assistant City Manager, Jennifer Sease, Administrative Services Director; and Margaret Waldschmitt, PCAA Recording Secretary. Attorney, Amy Beattie was present. Representing EXEC 1 was Craig Coon. Representing Snyder & Associates was Mark Land and Scott Port.

**Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**

It was moved by Dr. Paul Novak and seconded by Jason Greubel to approve the agenda without amendment. VOTE: YEA: NOVAK, GREUBEL, ANDERSON, GARDNER, PIGHETTI

**Item 3) AUDIENCE WITH VISITORS – none**

**Item 4) FINANCE / BUDGET REPORT**

Dr. Paul Novak stated the payment for \$37,372.35 to Snyder & Associates included expenses from the sub consultant, DGR Engineering, in regard to the RW22 Threshold Relocation Project. There was also a payment made to Manatts in regard to the same project for \$125,414.25.

**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, Exec 1, stated the main hangar door is in poor condition and needs insulation installed. Attorney, Amy Beattie, stated this is the Authority's responsibility to repair. Paul Moritz said he would obtain a couple of quotes for the repair of the hangar door. Coon stated that the north gate is still being left open. Attorney, Amy Beattie, will call the tenant and ask them to close the gate. Coon stated that the south gate is not functioning properly. The Board directed Snyder & Associates to design an appropriate replacement gate with a key pad entrance. Coon stated that the sidewalks have been replaced but the grading has not been done. Pighetti stated there are some drainage issues on the lawn in front of the terminal building that are being addressed before the grading is completed. Scott Port, Snyder & Associates stated that he has been working with Paul Moritz to address drainage issues at three hangars. Paul Moritz was looking into having a City crew grind down the pavement about ½ an inch, 15-20 feet long to the adjacent swales to solve the drainage issues.

Dianna Schmidt, EXEC 1, arrived at 5:08.

- Item 8)** **OLD BUSINESS**  
**Item 8A)** **CONSIDER MOTION TO APPROVE SIDEWALK REPAIRS IN AN AMOUNT NOT TO EXCEED \$10,100.00 AS A CHANGE ORDER TO THE CITY OF ANKENY'S SIDEWALK CONSTRUCTION CONTRACT WITH CONCRETE CONNECTION.**  
Paul Moritz stated that the quote for this project was \$8,000, but the scope of the project expanded to include the ponding issues on the lawn in front of the terminal building and some areas of the sidewalk.  
It was moved by Jason Greubel and seconded by Dr. Paul Novak approve sidewalk repairs in and amount not to exceed \$10,100.00. VOTE: YEA: GREUBEL, NOVAK, ANDERSON, GARDNER, PIGHETTI
- Item 9)** **NEW BUSINESS**  
**Item 9A)** **RESOLUTION 2014-14, APPROVE THE LEASE AGREEMENTS WITH THE INDIVIDUALS AND / OR ORGANIZATIONS DETAILED WITHIN THE BODY OF THE RESOLUTION.**  
It was moved by Jason Greubel and seconded by Brant Anderson to adopt Resolution No. 2014-14. VOTE: YEA: GREUBEL, ANDERSON, GARDNER, NOVAK, PIGHETTI
- Item 9B)** **RESOLUTION 2014-15, APPROVE THE LEASE AGREEMENT WITH KEVEN GROVE CONTINGENT UPON THE BOARD'S ACCEPTANCE OF THE TERMS REQUESTED BY THIS TENANT FOR HIS NON-AIRWORTHY PLANE.**  
Keven Grove did attend the meeting and referenced a letter he submitted which stated that he would like upwards of a year to complete his non-airworthy plane. Attorney, Amy Beattie, stated that he could have an extension until the end of 2014. When it is time to renew his lease, the Board will review the progress he has made and give him a new deadline. Chairperson, John Pighetti, stated at the time of lease renewal, he would like Grove to submit a progress schedule with a tentative end date. Jason Greubel asked Grove if he planned to do the work on his plane in the hangar. Grove stated yes, but not the painting of it. Greubel stated that by allowing Grove to have this extension, the Board is setting a precedent for the future when similar situations arise. Beattie stated that the Board needs to adopt a policy as part of the lease, so in the future there will be no question as to what will be permitted in regard to non-airworthy aircraft in the hangars and the time frame allowed. Greubel stated that the reason the Board needs to make sure the aircraft in the hangars are airworthy is for the protection of fuel sales for the Fixed Base Operator. Greubel also stated that a policy should be in place for non-airworthy events using the airport facilities and airfield. Dr. Paul Novak stated he was happy to see the Board showing the support of the hobbyist pilot.  
It was moved by Dr. Paul Novak and seconded by Brant Anderson to adopt Resolution No. 2014-15. VOTE: YEA: NOVAK, ANDERSON, GARDNER, GREUBEL, PIGHETTI
- Item 10)** **REPORTS**  
**Item 10A)** **ENGINEERING REPORT**  
Scott Port, Snyder & Associates, stated Manatts started paving at SE Four Mile Dr. The road should reopen in early July. Port stated the damaged panel in the new hangar has been replaced and the drainage issue has been addressed. Port stated he would submit quotes for the tree and brush clearing at the July 10, 2014 meeting.
- Item 10B)** **STAFF REPORT:**  
Paul Moritz, Assistant City Manager, stated the last item needed for approval by the FAA for the Corvette Club event is to submit the location of the Emergency Station. John Pighetti stated following the May meeting where a request was made by the Sports Car

Club to use the airfield, a question was raised as to whether a fee can be charged for such events. Pighetti stated that legally they cannot charge to hold an event at the airport. Pighetti stated that a policy regarding non aeronautical events at the airport will also have to be put into place.

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

**Item 10D) BOARD REPORT - none**

**CHAIR REPORT**

John Pighetti asked Snyder & Associates to determine the maximum length we can get for the North / South runway. Pighetti stated that he was sure we are at our maximum length to the north, but could get another 250 feet to the south.

Pighetti stated we inadvertently skipped over the Consent Agenda and will go back to that now.

**Item 6) CONSENT AGENDA ITEMS**

**CA-1 APPROVAL OF MAY 8, 2014 MINUTES**

**CA-2 CONSIDER MOTION TO APPROVE PAYMENT #25 TO SNYDER & ASSOCIATES FOR SERVICES THROUGH APRIL 30, 2014 THAT INCLUDE RUNWAY 4/22 LAWSUIT IN THE AMOUNT OF \$2,468.00.**

**CA-3 CONSIDER MOTION TO APPROVE PAYMENT #4 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$37,372.35.**

**CA-4 CONSIDER MOTION TO APPROVE PAYMENT #9 (FINAL), IN THE AMOUNT OF \$343.37 TO SNYDER & ASSOCIATES FOR SIX-UNIT TEE HANGAR SERVICES THROUGH APRIL 30, 2014.**

**CA-5 CONSIDER MOTION TO APPROVE PAYMENT #5 TO MANATT'S FOR SERVICES THAT INCLUDE SE FOUR MILE DRIVE RELOCATION PROJECT IN THE AMOUNT OF \$125,414.25.**

**CA-6 CONSIDER MOTION TO APPROVE PAYMENT #33 IN THE AMOUNT OF \$3,555.36 TO SNYDER & ASSOCIATES FOR SE FOUR MILE DR. ROAD RELOCATION, PLANS, SPECS, BID DOCUMENTS.**

**CA-7 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$527,641.59.**

**CA-8 MAY 2014 FINANCIAL REPORTS**

**CA-9 ACCOUNTS RECEIVABLE AGING SUMMARY**

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

It was moved by Brant Anderson and seconded by Bill Gardner to approve consent agenda items CA-1 through CA-9. VOTE: YEA: ANDERSON, GARDNER, GREUBEL, NOVAK, PIGHETTI

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

**Item 10) ADJOURN**

There being no further business, it was moved by Jason Greubel and seconded by Dr. Paul Novak to adjourn the meeting. VOTE: YEA: GREUBEL, NOVAK, ANDERSON, GARDNER, PIGHETTI

The meeting adjourned at 5:45 p.m.

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

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

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