

# POLK COUNTY AVIATION AUTHORITY ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday July 11, 2013, 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:** GOCKE, NOVAK, PIGHETTI, WANGSNESS  
**MEMBERS ABSENT:** ANDERSON, ASHBY, GREUBEL  
Chairperson, John Pighetti called the meeting to order. Present from the City of Ankeny were: Jennifer Sease, PCAA Administrator, 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. Todd Ashby arrived at 5:01.

**Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT**  
It was moved by Jim Gocke and seconded by Dr. Paul Novak to approve the agenda without amendment. VOTE: YEA: GOCKE, NOVAK, ASHBY PIGHETTI, WANGSNESS

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

**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**

As an update on the plane in hangar E7, Dixie Cox, Exec 1, stated that there does not look like there is any progress being made to have this plane made airworthy. Cox also stated that there is a tie down lease for approval with an addendum between the tenant and Exec 1, stating that if the tenant is allowed to park his plane in the grass by the garages, that he will take responsibility for keeping the lawn cut. John Pighetti asked if he was also going to shovel the snow. Cox stated that the lease was through the end of this year and the tenant may move the plane before it snows.

Dixie Cox, Exec 1, distributed the FBO Report. Fuel sales following the same trend as last year. Elder Corporation was out to do the grading on the end of Runway 4, where the water was ponding. The event for Willis Auto was well attended by people from all over Central Iowa. Chairperson, John Pighetti, stated that the event may have been good for Exec 1, but Polk County Aviation Authority needs some closure and answers as to whether a certificate of liability insurance was in hand prior to the event. Pighetti stated that the FAA had given their consent to Jennifer Sease, but Pighetti was not aware that anyone at Exec 1 had talked to the Federal Aviation Agency to receive their approval. Pighetti also stated that an operation plan needed to be supplied by Willis prior to the event. Pighetti stated these were the items required by the Board to give permission for this event to take place. Attorney, Amy Beattie stated if they are not going to follow through on the process, the event will not be approved in the future.

Jennifer Sease stated that she is still waiting for approval from FAA for the Corvette Club event scheduled for August 17 and 18, 2013. FAA's concern is the circulation of spectators on the property.

- Item 4) FINANCE / BUDGET REPORT**  
John Pighetti stated since he took the FBO Report out of order he would now like Dr. Paul Novak to give the Finance Report. Novak stated that June 30<sup>th</sup> was the end of the fiscal year. There is still a bill pending from Septagon for hangar cable repairs. Novak stated that we came in \$15,000 under budget on the circle drive paving project and over budget on the runway 2 lawsuit acquisition.
- Item 6) CONSENT AGENDA ITEMS**  
**CA-1 APPROVAL OF JUNE 6, 2013 MINUTES**  
**CA-2 CONSIDER MOTION TO APPROVE PAYMENT #127 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE PLANNING AND ENGINEERING IN THE AMOUNT OF \$519.00.**  
**CA-3 CONSIDER MOTION TO APPROVE PAYMENT #16 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE PCAA RUNWAY 4/22 LAWSUIT N THE AMOUNT OF \$3,912.71.**  
**CA-4 CONSIDER MOTION TO APPROVE PAYMENT #46 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 \$758.92.**  
**CA-5 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$33,199.38.**  
**CA-6 MAY 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 Jim Gocke to approve consent agenda items CA-1 through CA-7. VOTE: YEA: WANGSNESS, GOCKE, ASHBY, NOVAK, PIGHETTI
- Item 7) REMOVED CONSENT AGENDA ITEMS: none**
- Item 8) OLD BUSINESS:**  
Jeff Wangsness stated that he noticed the lights on the poles on the South end are working now. Wangsness stated it looks like there was some excavation around the pole that holds the meter.
- Item 9) NEW BUSINESS**  
**Item 9A) RESOLUTION 2013-14 APPROVING LEASE AGREEMENTS WITH MATT VAN HOUWELING AND OMARK SAFETY FOR HANGAR SPACE**  
It was moved by Jim Gocke and seconded by Todd Ashby to approve Resolution 2013-14 approving lease agreements with Matt Van Houweling and Omark Safety for Hangar Space. VOTE: YEA: GOCKE, ASHBY, NOVAK, PIGHETTI, WANGSNESS
- Item 9B) RESOLUTION 2013-15 APPROVING THE TIE-DOWN LEASE AGREEMENT, WITH ADDENDUM BETWEEN LESSEE AND EXEC 1 AVIATION, FOR MARC BROER**  
It was moved by Jeff Wangsness and seconded by Dr. Paul Novak to approve Resolution 2013-15 approving tie-down lease agreement with Marc Broer with the addendum between Broer and Exec 1 Aviation. VOTE: YEA: GOCKE, WANGSNESS, NOVAK, ASHBY, GOCKE, PIGHETTI
- Item 10) REPORTS**

**Item 10A) ENGINEERING REPORT**

Dustin Leo, Snyder & Associates, stated that he authorized Dean Kimery, Kimrey Electric via phone conversation to replace the REIL lights that were not working on one side of the runway. Leo stated that he followed up the phone call with an email, but did not put any specific details in the email. Not recalling Leo's exact instructions, Dean Kimery looked at the condition of the REIL lights at both ends of the runway. Although the lights at one end were working, they were in very poor condition. Kimery deducted that Leo had intended to have the REIL lights replaced at both ends of the runway. The cost of having the lights replaced at one end of the runway is \$13,500. The Authority has been told by Dustin Leo that they will receive \$7,000 of this expense from the State. Jim Gocke stated that he would like Dustin to see if he can get more State support for the second set of lights. If that is not possible, Gocke stated that the Authority should pay the additional \$6,500 for the second set as they paid on the first set of lights and let Snyder & Associates and Kimrey Electric cover the remaining balance. Jeff Wangsness stated that Dustin Leo admits, this was his error. Wangsness stated when his company makes an error, they pay for it. The Board directed Leo to apply for the additional State emergency funding. John Pighetti stated he does not want to take them out. Dustin Leo verified that the Board will pay \$6,500 for the second set of lights. Leo will try for funding and if that isn't possible he will work something out with the contractor for the remainder of the expense and notify the Board in a few weeks. Dixie Cox left at 5:30.

In regard to the replacement of the sidewalk in front of the terminal building, Leo stated that it would cost \$5,000 to \$7,000. Jim Gocke stated that the sidewalks in front of the terminal building are poorly graded and in the winter the sidewalks get icy and are dangerous. Leo stated replacing the sidewalk at the maintenance building would cost \$600 to \$1,000. The sidewalk in front of the maintenance building is uneven and a tripping hazard. Dustin Leo stated that he would get some independent estimates. John Pighetti stated that Manatt's should be contacted to see if it could be a part of the SE Four Mile Drive Relocation Project. Dustin Leo stated that he talked to the FAA regarding the bid security in regard to the SE Four Mile Drive Relocation Project which would run out in ten days. Leo stated that FAA advised that they have the ability to speed things up and we should hear something regarding this project shortly.

Jennifer Sease gave the Board a copy of a letter she received from the IA Department of Transportation stating that the Authority has been awarded a grant up to \$150,000 for the construction of a 6-unit tee hangar. John Pighetti asked Jim Gocke to meet with the Land/Hangar Lease Committee to document what they feel would be necessary items in the new hangar. Pighetti wants the committee to consider what is working for us now and what areas of the hangars could we improve on and which cement pad they would like to build on first. Dustin Leo stated that the pads were the same. Leo suggested building on the one furthest away first, to eliminate the traffic past an existing hangar when the next one is constructed. Dustin Leo stated that he would do a base bid and an alternate bid as well.

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

Jim Gocke stated that the Rotary Club held a meeting at the airport. It was well attended and it was a positive event.

**Item 10E) CHAIR REPORT: none**

**Item 11) REQUEST FOR EXECUTIVE SESSION**

It was moved by Jim Gocke and seconded by Todd Ashby to go into Executive Session, pursuant to the provisions of Iowa Code Chapter 21.5 (1)(C) "To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation." VOTE: YEA: GOCKE, ASHBY, NOVAK, PIGHETTI, WANGSNESS

Council went into Executive Session at 5:36 p.m.  
Council reconvened to regular session at 6:08 p.m.

**Item 12) 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, GOCKE, PIGHETTI, WANGSNESS

The meeting adjourned at 6:09 p.m.

Attest: \_\_\_\_\_  
Jeff Wangsness, Secretary

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

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