

**POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, August 6, 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  
**MEMBERS ABSENT:** BARBER, WANGSNESS  
Acting Chairperson, Jason Greubel, 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. Representing EXEC 1 was Craig Coon. Representing Snyder & Associates were Mark Land and Scott Port.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**  
It was moved by Brant Anderson and seconded by Dr. Paul Novak to approve the agenda without amendment. VOTE: YEA: ANDERSON, NOVAK, ASHBY, GARDNER, GREUBEL
- Item 3) AUDIENCE WITH VISITORS - NONE**
- Item 4) FINANCE / BUDGET REPORT**  
Treasurer, Paul Novak, stated there is nothing out of the ordinary to report. Novak stated we will be receiving the SE Four-Mile Dr. Relocation Project grant reimbursement. John Barber arrived at 5:04 p.m.
- 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 Bob Boesen proposed \$50 an hour would be a fair fee to charge for repair services that could be done by an Exec 1 experienced staff member instead of calling in a repair person. Coon stated that Paul Moritz and Jeff Wangsness would be notified prior to action taken. Jennifer Sease stated a resolution will be added to the September 10, 2015 agenda to approve this agreement with Exec 1. Coon stated that the south parking lot is badly cracked and in need of repair. Paul Moritz stated the repair of the south parking lot could be added to a City patching project next spring.
- Item 6) CONSENT AGENDA ITEMS**  
**CA-1 APPROVAL OF JULY 9, 2015 MINUTES**  
**CA-2 CONSIDER MOTION TO APPROVE PAYMENT #2 TO JENSEN BUILDERS, LTD. FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON PROJECT, 2015, IN THE AMOUNT OF \$16,583.20**

**CA-3 CONSIDER MOTION TO APPROVE PAYMENT #17 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$2,735.61.**

**CA-4 CONSIDER MOTION TO APPROVE PAYMENT #7 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON PROJECT, 2015, IN THE AMOUNT OF \$1,060.10.**

**CA-5 CONSIDER MOTION TO APPROVE PAYMENT #146 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH JUNE 30, 2015 IN THE AMOUNT OF \$3,077.25.**

**CA-6 CONSIDER MOTION TO APPROVE PAYMENT #3 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$1,897.50.**

**CA-7 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$32,236.91.**

**CA-8 JULY 2015 FINANCIAL REPORTS**

**CA-9 ACCOUNTS RECEIVABLE AGING SUMMARY**

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

It was moved by John Barber and seconded by Todd Ashby to approve consent agenda items CA-1 through CA-9. VOTE: YEA: BARBER, ASHBY, ANDERSON, GARDNER, GREUBEL, NOVAK

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

**Item 8) OLD BUSINESS**

**Item 8A) APPROVAL OF THE SPECIAL EVENTS POLICY.**

After much discussion it was the consensus of the Board to have Jennifer Sease bring the Special Events Policy back to the September 10, 2015 meeting with recommended fees and hours of operation filled in. The Board will review the recommendations and either make adjustments to, or approve the policy.

**Item 9) NEW BUSINESS**

**Item 9A) RECOMMENDATION OF COMMITTEE'S FIRST CHOICE OF ENGINEERING CONSULTING FIRM AND REQUEST AUTHORIZATION TO NEGOTIATE WITH REPRESENTATIVES OF SAID FIRM ON AN ENGINEERING SERVICES CONTRACT REGARDING WILDLIFE FENCE ENVIRONMENTAL STUDY AND ENGINEERING.**

Paul Moritz stated that he sent out a Request for Proposal regarding Wildlife Fence Environmental Study and Engineering to six local consulting groups and received four proposals back. The committee that reviewed the proposals were Paul Moritz, Jennifer Sease, John Barber and Bill Gardner. The committee's recommendation is McClure Engineering.

It was moved by Todd Ashby and seconded by Brant Anderson to approve proposal from McClure Engineering regarding the Wildlife Fence Environmental Study and Engineering. VOTE: YEA: ASHBY, ANDERSON, BARBER, GARDNER, GREUBEL, NOVAK

**Item 9B) MOTION TO APPROVE THE SCOPE OF SERVICES FOR AIRPORT PLANNING AND ACIP FORMULATION, TO BE ADMINISTERED UNDER THE 2012 AGREEMENT WITH SNYDER & ASSOCIATES, INC.**

Paul Moritz stated the Scope of Services that was included in the agenda packet is a basic outline, developed by Jerry Searle and Mark Land with input from Jeff Wangness, to help the Board determine the future of the Ankeny Airport and what items they consider to be their priority. Moritz stated that updated Airport Capital Improvement Program data sheets need to be submitted to the Federal Aviation Administration in December 2015. Mark Land, Snyder & Associates stated the Board needs to focus on what projects are the highest priority and how to get outside funding to assist with big maintenance projects like pavement and drainage issues. Land stated by approving the Work Order to follow through with the Scope of Services, by the end of this year the Board will have a list of long range plans, along with a list of items that need immediate attention, and an estimate of costs. The approximate cost to accomplish this goal is \$50,000, depending on many variables with a project of this size. Jennifer Sease stated there will need to be an amendment made to the budget to accommodate this expense. Jason Greubel stated that the Board has not done anything like this before and he will be excited to have a plan in place for the future growth and development of the airport.

It was moved by John Barber and seconded by Bill Gardner to approve a Work Order to follow through with the Scope of Services for airport planning and ACIP formulation, to be administered under the 2012 agreement with Snyder & Associates, Inc.

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

**Item 10) REPORTS**

**Item 10A) ENGINEERING REPORT**

**a. Status of Final Closeout of the SE Fourmile Drive Relocation Project.**

Scott Port stated in April he submitted the final report for the SE Fourmile Dr. Relocation Project. Scott expects the FAA to closeout this project in a couple of weeks.

**b. Status of Funding for the Runway 18/36 and Taxiway Lighting Improvements.**

Port stated the FAA grant agreement is in progress in regard to the Runway 18/36 and Taxiway Lighting Improvements Project.

**c. Correspondence from the Iowa DOT regarding the FY 2016 Funding Applications.**

Port stated the Iowa DOT will not fund the access road or the hangar lighting project. Port stated that he called Shane Wright, Aviation Program Manager, IDOT, to get a better feel for what the DOT will fund. Port said the DOT looks at the access road as a landside project not an airside project. Port stated the DOT prioritizes where their money is spent on a ranking system. Safety and security projects rank higher than development and an airside project ranks higher than landside. Port stated if the Board would be willing to fund 55% to 70% of the project, it makes the ranking go higher with a better chance for funding. Port stated there were other LED lighting projects submitted to the DOT and none of them were approved.

**d. Report by CMT on the Pavement and Subgrade Conditions Ramp Areas.**

Port stated the CMT boring report showed the pavement is strong, but the subgrade is very wet and poor. The Authority is advised to core out the bad soil and replace it with rock, along with installing a drain to help eliminate the moisture.

**Item 10B) STAFF REPORT**

**a. Recent correspondence from the FAA regarding the Proposed Airport Capital Improvement Plan.**

Paul Moritz stated he received a Proposed Airport Capital Plan from Jeff Deitering, P.E., FAA Airport Planning Engineer. On this proposed plan, the FAA shows Environmental Study in 2016 and the Install Perimeter Fencing in 2017. Moritz stated with the information he has received from the FAA, it would appear that funding for our projects is unlikely. Moritz stated the fence project should be a priority. Mark Land stated the fence project should be submitted to the FAA to look for more clarity as to whether it will be considered a priority for security reasons. Todd Ashby suggested having a lobbyist present our case in D.C.

**b. Water main Relocation – North Hangar Pad Site.**

Moritz stated Polk County Heating and Cooling will be out on Monday, August 10, 2015 to begin the process of relocating the water main.

Attorney, Amy Beattie arrived at 5:45 p.m.

**c. Request for Proposals – Two Hangar Pad Sites.**

Moritz stated that Derek Lord, Director of Economic Development, mailed out two Requests for Proposals for hangar construction for two different sites. September 10, 2015 is the deadline to submit a proposal.

**d. Tour by Congressman David Young.**

Moritz stated the reason for Young’s visit to the Ankeny airport was the positive impression he received from the delegation at the Greater Des Moines Partnership Washington, D.C. Trip. Moritz stated the airport showed very well. It was a positive visit.

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

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

**Item 10E) CHAIR REPORT**

Jason Greubel, Acting Chairperson, stated he is excited to have a plan in place for the future of the Ankeny airport and move forward.

**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, ANDERSON, BARBER, GARDNER, GREUBEL

The meeting adjourned at 5:48 p.m.

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

Signed: \_\_\_\_\_  
Jason Greubel, Acting Chairperson

Published in the Des Moines Register on the 21<sup>st</sup> day of August, 2015.



