

**POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, September 10, 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, NOVAK, WANGSNESS  
**MEMBERS ABSENT:** BARBER, 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 was Craig Coon. Representing Snyder & Associates was Scott Port. Representing McClure Engineering was Andy Maysent.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**  
It was moved by Brant Anderson and seconded by Todd Ashby to approve the agenda without amendment. VOTE: YEA: ANDERSON, ASHBY, GARDNER, NOVAK, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS**  
Dave Vance, representing the Corvette Club, thanked the Board for the opportunity to have their event at the airport. Vance stated they had 67 drivers this year. Vance also thanked the Iowa Aviation Heritage Museum for the dinner they provide for a free will offering which added to the success of their event.
- Item 4) FINANCE / BUDGET REPORT**  
Treasurer, Paul Novak, stated \$184,000 was paid to Jensen Builders for the 6-Unit T-hangar project and we are waiting for a grant for the Four Mile Dr. Relocation Project in the amount of \$78,449.76.
- 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 NE corner of the former pond site by the north hangar has a sizable hole forming. Paul Moritz stated he would have someone from the City take a look at it. Coon stated the weeds need to be sprayed again. Coon stated the Pilot-controlled lighting works sporadically. Since it is unpredictable, Coon stated they did have to issue a Notem that says the runway is inoperative. Paul Moritz asked Scott Port to check with Kimrey Electric to see if this repair can be a change order on our current lighting project. Andy Maysent, McClure Engineering, stated it should cost around \$2,000 to replace. Jennifer Sease advised this should be treated as an emergency repair and get it fixed. Coon stated the roof is leaking by the back office. Amy Beattie stated the entire roof was

replaced by Septagon within the last five years. Jeff Wangness stated Coon should call Septagon. Wangness asked Coon where EXEC 1 is at with their Charter Service and instruction. Coon stated instruction has been fine, the training for Charter is just finishing up. Coon is hopeful to have the Citations flying next Tuesday, September 15<sup>th</sup>. Coon stated they have been inoperative for three months.

**Item 6)**

**CONSENT AGENDA ITEMS**

**CA-1 APPROVAL OF AUGUST 6, 2015 MINUTES**

**CA-2 CONSIDER MOTION TO APPROVE PAYMENT #3 TO JENSEN BUILDERS, LTD., FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON PROJECT 2015 IN THE AMOUNT OF \$184,259.63.**

**CA-3 CONSIDER MOTION TO APPROVE PAYMENT #3 TO KIMREY ELECTRIC FOR SERVICES THAT INCLUDE RUNWAY 4/22 REHABILITATION AND RUNWAY 22 THRESHOLD RELOCATION PROJECT, IN THE AMOUNT OF \$14,575.85.**

**CA-4 CONSIDER MOTION TO APPROVE PAYMENT #18 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$2,081.19.**

**CA-5 CONSIDER MOTION TO APPROVE PAYMENT #8 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON PROJECT 2015, IN THE AMOUNT OF \$3,344.78.**

**CA-6 CONSIDER MOTION TO APPROVE PAYMENT #147 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH JULY 31, 2015 IN THE AMOUNT OF \$1,901.53.**

**CA-7 CONSIDER MOTION TO APPROVE PAYMENT #5 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$5,941.41.**

**CA-8 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$220,114.58.**

**CA-9 AUGUST 2015 FINANCIAL REPORTS**

**CA-10 ACCOUNTS RECEIVABLE AGING SUMMARY**

**MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 THROUGH CA-10.**

It was moved by Bill Gardner and seconded by Dr. Paul Novak to approve consent agenda items CA-1 through CA-10. VOTE: YEA: GARDNER, NOVAK, ANDERSON, ASHBY, WANGSNESS

**Item 7)**

**REMOVED CONSENT AGENDA ITEMS: NONE**

**Item 8)**

**OLD BUSINESS**

**Item 8A)**

**APPROVAL OF THE SPECIAL EVENTS POLICY.**

After much discussion, Dr. Paul Novak made a motion to approve the Special Events Policy with a starting time of the event and amplified sound no earlier than 7:00 a.m., ending time no later than 11:00 p.m. Approving a \$200 deposit along with a fee of \$200 a day. The

motion was seconded by Brant Anderson. VOTE: YEA: NOVAK, ANDERSON, ASHBY, GARDNER, WANGSNESS

**Item 9) NEW BUSINESS**

**Item 9A) RESOLUTION 2015-27, APPROVING A THREE YEAR LEASE AGREEMENT, FOR THE PERIOD OF JANUARY 1, 2016 THROUGH DECEMBER 31, 2018 WITH IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES FOR THE BENEFIT OF THE IOWA DEPARTMENT OF PUBLIC SAFETY, STATE HIGHWAY PATROL FOR HANGAR SPACES I-01, I-02 AND I-03.**

It was moved by Dr. Paul Novak and seconded by Todd Ashby to approve Resolution 2015-27, approving a three year lease agreement with Iowa Department of Administrative Services. VOTE: YEA: NOVAK, ASHBY, ANDERSON, GARDNER, WANGSNESS

**Item 9B) RESOLUTION 2015-28, APPROVING A LEASE AGREEMENT TRANSFER FOR CHARLES MCDONALD FROM HANGAR E-10 TO E-04 AND APPROVING A LEASE AGREEMENT FOR HAWKEYE AERO SALES, LARRY BAKER, FOR HANGAR E-10.**

It was moved by Todd Ashby and seconded by Bill Gardner to approve Resolution 2015-28, approving a lease agreement transfer for Charles McDonald from Hangar E-10 to E-04 and approving a lease agreement for Hawkeye Aero Sales, Larry Baker, for Hangar E-10. VOTE: YEA: ASHBY, GARDNER, ANDERSON, NOVAK, WANGSNESS

**Item 9C) INSURANCE RENEWALS – APPROVAL OF INSURANCE RENEWALS – POLICY YEAR 9/20/15 – 9/19/16 AND AUTHORIZATION OF PREMIUM PAYMENTS.**

It was moved by Bill Gardner and seconded by Brant Anderson to approve Insurance Renewals, policy year 9/20/15-9/19/16 that will now include \$10,000,000 Liability coverage instead of \$5,000,000. It will also include Terrorism Liability coverage and authorization of Premium Payments. VOTE: YEA: GARDNER, ANDERSON, ASHBY, NOVAK, WANGSNESS

**Item 9D) RESOLUTION 2015-29, ACCEPTING THE FAA GRANT OFFER FOR THE REHABILITATE RUNWAY 18/36 LIGHTING AND TAXIWAY LIGHTING PROJECT, AIP PROJECT NO. 3-19-0132-020.**

It was moved by Todd Ashby and seconded by Bill Gardner to approve Resolution 2015-29, accepting the FAA Grant offer for the Rehabilitate Runway 18/36 Lighting and Taxiway Lighting Project, AIP Project No. 3-19-0132-020. VOTE: YEA: ASHBY, GARDNER, ANDERSON, NOVAK, WANGSNESS

**Item 9E) RESOLUTION 2015-30, AWARDED AND EXECUTING THE CONSTRUCTION CONTRACT WITH KIMREY ELECTRIC FOR THE REHABILITATE RUNWAY 18/36 LIGHTING AND TAXIWAY LIGHTING PROJECT, AIP PROJECT NO. 3-19-0132-020.**

Scott Port stated Rehabilitate Runway 18/36 Lighting and Taxiway Lighting Project will start in the Spring, 2016. This contract with Kimrey includes Bid Option #1, vegetation

control rings for the lights. Port stated he will look into adding the Pilot-controlled lighting repair to this project as a change order as previously discussed in the FBO report. It was moved by Bill Gardner and seconded by Brant Anderson to approve Resolution 2015-30, awarding and executing the Construction Contract with Kimrey Electric for the Rehabilitate Runway 18/36 Lighting and Taxiway Lighting Project, AIP Project No. 3-19-0132-020. VOTE: YEA: GARDNER, ANDERSON, ASHBY, NOVAK, WANGSNESS

**Item 9F) RESOLUTION 2015-31, AUTHORIZING THE UTILIZATION OF AN EXEC 1 MAINTENANCE PERSON FOR AS-NEEDED REPAIR WORK AT THE ANKENY REGIONAL AIRPORT.**

It was moved by Brant Anderson and seconded by Todd Ashby to authorize the utilization of an EXEC 1 maintenance person for as-needed repair work at the Ankeny Regional Airport. VOTE: YEA: ANDERSON, ASHBY, GARDNER, NOVAK, WANGSNESS

**Item 9G) RESOLUTION 2015-32, APPROVING THE PROFESSIONAL SERVICES AGREEMENT WITH MCCLURE ENGINEERING FOR THE PREPARATION OF AN ENVIRONMENTAL ASSESSMENT DOCUMENT TO FACILITATE THE CONSTRUCT WILDLIFE FENCE PROJECT.**

Paul Moritz stated the environmental assessment is required before the Wildlife Fence Project. Andy Maysent, McClure Engineering stated this is a nine month process. We should have the determination of environmental impact by next summer.

It was moved by Dr. Paul Novak and seconded by Bill Gardner to approve Resolution 2015-32, approving the Professional Services Agreement with McClure Engineering for the preparation of an Environmental Assessment Document to facilitate the Construct Wildlife Fence Project. VOTE: YEA: NOVAK, GARDNER, ANDERSON, ASHBY, WANGSNESS

**Item 9H) MOTION TO APPROVE ADDITIONAL WORK AND INVOICE FOR THE WATER MAIN RELOCATION BY POLK COUNTY HEATING AND COOLING.**

Paul Moritz stated Polk County Heating and Cooling needed to add a water valve which also added to the length of the pipe.

It was moved by Bill Gardner and seconded by Todd Ashby to approve additional work and invoice for the water main relocation by Polk County Heating and Cooling.

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

**Item 10) REPORTS**

**Item 10A) ENGINEERING REPORT**

Scott Port stated regarding the Six-Unit Tee Hangar and Apron Project the steel is up and it is paved. Port stated the completion date of the Hangar Project will be mid to late October.

**Item 10B) STAFF REPORT**

**a. Report on the results of the Request for Proposals to lease the two vacant hangar pad sites for the construction of private hangars.**

Paul Moritz stated the Requests for Proposals for hangar construction for two different sites were due September 4th. Moritz stated there were two proposals for each site.

Moritz stated the Hangar Committee will reconvene and bring back a recommendation

to the Board at the October 8<sup>th</sup> meeting. Moritz stated the Airport Planning and Engineering Committee met to lay the ground work. Scott Port stated it is a matter of getting cost estimates and prioritizing the projects that need to be done. Wangsness stated there are several projects that just can't wait for government funding. Wangsness stated we need to look for other funding options. Paul Moritz stated the foam trailer is ready to be moved to the airport when the garage is completed. The Fire Department has received training on its use. The Fire Chief would like to leave a pickup truck at the airport for the purpose of pulling the trailer. Both the pickup and the trailer will fit in the garage. Moritz stated he plans to attend the Four States Airport Conference in Kansas City, September 21 and 22.

**Item 10C) LEGAL COUNSEL REPORT**

Amy Beattie stated a farm tenant has inquired about what our cash rent will be for the coming year. Iowa State Extension Office recommendation this year is \$200-\$275. Beattie stated we have three different operators. Jeff Wangsness stated that the airport has good operators that take care of the ground and we have small parcels of land. It was the consensus of the Board to have this on the October 8<sup>th</sup> agenda for direction on the per acre price for the land leases.

**Item 10D) BOARD REPORT**

Bill Gardner asked where the Board is at with the lights for the existing older hangars. Jeff stated that we did budget for the lights. Jennifer Sease stated since we cannot get any assistance to finance the lights, the previous discussion was to add \$5 to each hangar lease for next year. It was the consensus of the Board to add direction for Hangar lights in the existing older hangars to the October 8<sup>th</sup> agenda.

**Item 10E) CHAIR REPORT**

**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, GARDNER, WANGSNESS

The meeting adjourned at 6:10 p.m.

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

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

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