

**POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, September 4, 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, ASHBY, NOVAK, WANGSNESS
MEMBERS ABSENT: GARDNER, GREUBEL
Acting 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 Bob Boesen, Craig Coon and Dan Stull. Representing Snyder & Associates was Scott Port. Representing DGR Engineering was Jerry Searle.
- Item 2) MOTION TO APPOINT CHAIRPERSON, FOR TERM EXPIRING DECEMBER 31, 2015.**
Dr. Paul Novak made a motion to appoint Jeff Wangsness as Chairperson. There were no further nominations.
It was moved by Dr. Paul Novak and seconded by Todd Ashby to appoint Jeff Wangsness for Chairperson for term expiring December 31, 2015. VOTE: YEA: NOVAK, ASHBY, ANDERSON, WANGSNESS
- Item 3) MOTION TO APPOINT OTHER OFFICERS, AS NECESSARY, FOR TERMS EXPIRING DECEMBER 31, 2015.**
Jeff Wangsness made a motion to appoint Jason Greubel as Secretary. Wangsness stated he did verify that Greubel would accept if appointed since Greubel was unable to attend tonight's meeting.
It was moved by Jeff Wangsness and seconded by Todd Ashby to appoint Jason Greubel for Secretary for term expiring December 31, 2015. VOTE: YEA: WANGSNESS, ASHBY, ANDERSON, NOVAK
Oaths of office will be administered at the October 9, 2014 meeting.

Jeff Wangsness made updates to the Subcommittee list for 2014.

Subcommittees 2014

CONFIRM SUBCOMMITTEE APPOINTMENTS AS PROPOSED

- A. FINANCE / EXECUTIVE COMMITTEE** - Paul Novak, Chp.; Jason Greubel; Jeff Wangsness
- B. LAND / HANGAR LEASE COMMITTEE** - Jason Greubel, Chp.; Brant Anderson, Todd Ashby; J.R. Boesen, FBO
- C. AIRPORT SECURITY COMMITTEE** - Bill Gardner, Chp.; Paul Moritz, City Staff Management; Michael Current, Airport Tenant Representative; J.R. Boesen, FBO; Dustin Leo, DGR Engineering; Police Chief Gary Mikulec, Ankeny Police Department; Captain Makai Echer, Ankeny Police Department; Deputy Chief Rob Chiappano, Ankeny Fire Department
- D. SPECIAL EVENTS COMMITTEE** – Paul Novak, Chp.; Bill Gardner; Jeff Wangsness
- E. LAND ACQUISITION COMMITTEE** – Jeff Wangsness, Chp.; Bill Gardner, Todd Ashby

It was moved by Brant Anderson and seconded by Todd Ashby to confirm the subcommittee appointments as proposed. VOTE: YEA: ANDERSON, ASHBY, NOVAK, WANGSNESS

Item 4) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.

It was moved by Todd Ashby and seconded by Brant Anderson to approve the agenda without amendment. VOTE: YEA: ASHBY, ANDERSON, NOVAK, WANGSNESS

Item 5) AUDIENCE WITH VISITORS - NONE

Item 6) FINANCE / BUDGET REPORT

Dr. Paul Novak stated this month's report included two payments that came in under budget, HydroKlean and the airport insurance. Novak stated there was a 7% increase in our utility rates. Administrative Services Director, Jennifer Sease, stated she will be watching utility rates to see if the increase is due to usage or rate increase.

Item 7) FBO REPORT

Item 7A) FUEL REPORT

Item 7B) INSPECTION REPORT

Item 7C) HANGAR TENANT WAITING LIST REPORT

Item 7D) TENANT CONCERNS AND RESPONSE REPORT

Craig Coon, Exec 1, stated that Ace Construction was there today and have the large hangar door half way done. Controlled Access also came today to fix the gate. Paul Moritz stated he stopped at the gate before the meeting and it worked fine for him. Family Tree Care was out twice to start the tree trimming project, but it has been too wet.

Item 8) CONSENT AGENDA ITEMS

CA-1 APPROVAL OF AUGUST 7, 2014 MINUTES

CA-2 CONSIDER MOTION TO APPROVE PAYMENT #135 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH JULY 31 IN THE AMOUNT OF \$4,133.16.

CA-3 CONSIDER MOTION TO APPROVE PAYMENT #36 IN THE AMOUNT OF \$10,550.90 TO SNYDER & ASSOCIATES FOR SE FOUR MILE DR. ROAD RELOCATION, PLANS, SPECS, BID DOCUMENTS.

CA-4 CONSIDER MOTION TO APPROVE PAYMENT #7 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$31,887.11.

CA-5 CONSIDER MOTION TO APPROVE PAYMENT #8 TO MANATTS FOR SERVICES THAT INCLUDE SE FOUR MILE DRIVE RELOCATION PROJECT IN THE AMOUNT OF \$38,300.23.

CA-6 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$101,140.46.

CA-7 AUGUST 2014 FINANCIAL REPORTS

CA-8 ACCOUNTS RECEIVABLE AGING SUMMARY

CA-9 INSURANCE RENEWALS – APPROVAL OF INSURANCE RENEWALS – POLICY YEAR 9/20/14 - 9/19/15 AND AUTHORIZATION OF PREMIUM PAYMENTS.

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

It was moved by Todd Ashby and seconded by Brant Anderson to approve consent agenda items CA-1 through CA-9. VOTE: YEA: ASHBY, ANDERSON, NOVAK, WANGSNESS

Item 9) REMOVED CONSENT AGENDA ITEMS: NONE
Item 10) OLD BUSINESS – NONE

Item 11) NEW BUSINESS

Item 11A) DISCUSSION AND DIRECTION REGARDING FIVE YEAR NEGOTIATION OF FEES FOR THE AIRPORT ACCESS AGREEMENT WITH ACCUMOLD / ELWELL

Attorney, Amy Beattie, stated the Airport Access Agreement, also known as a through the fence agreement, was signed on June 14, 1994 with Denny Elwell Seven Way Trust. The agreement includes a maintenance fee of \$1,200 per year. This fee has never been adjusted. Beattie stated this type of agreement is something FAA would not give approval to in the future. If the land owners would like to keep their access to the airport, they will want to continue this agreement. It was the consensus of the Board to reevaluate the current maintenance fee and propose changes to bring this agreement up to date. Bill Gardner arrived at 5:15 p.m.

Item 11B) DISCUSSION AND DIRECTION REGARDING FIVE YEAR NEGOTIATION OF FEES FOR FIXED BASE OPERATOR LICENSE AND FUEL

Attorney, Amy Beattie, stated the last time this agreement was to be reevaluated, Bob Boesen had just taken over as the Fixed Base Operator, June 2009. It was decided at that time to reexamine the agreement in 2014, so that Boesen had an opportunity to settle in to his new position. The last increase in the license was in 2008 and the last increase in the fuel was in 2004. The current License Fee is \$4,500 and the current Fuel Fee is \$0.09 per gallon of aviation and jet fuel sold or delivered. Both fees are to be renegotiated every five years beginning in 2014 according to the agreement. It was the consensus of the Board to ask Janet Binder, Accountant, to do some research to come up with an average of similar fees from comparable airports. After reviewing Janet's finding, the Board will make a decision as to whether the fees will increase or remain the same.

Item 11C) RESOLUTION 2014-26, APPROVING A LEASE AGREEMENT WITH LISA LOCKARD FOR HANGAR SPACE

It was moved by Dr. Paul Novak and seconded by Todd Ashby to adopt Resolution 2014-26. VOTE: YEA: NOVAK, ASHBY, ANDERSON, GARDNER, WANGSNESS

Item 12) REPORTS

Item 12A) ENGINEERING REPORT

Scott Port, Snyder & Associates, stated they are finishing up the punch list for the Four Mile Drive Project. There will be a change order submitted for this project at the October meeting. A preliminary estimate shows a cost reduction in the amount of \$70,000 - \$80,000. Jeff Wangsness had Port verify that the ditches west of the previous road were all filled in so that property will be able to be farmed. Port stated there will be a preconstruction meeting for the Runway 22 Rehabilitation Project this fall. He also said we should get news about the status of the new hangar grant yet in September.

Item 12B) STAFF REPORT:

Paul Moritz stated he had an email from Dave Vance regarding the Corvette Club Event. Vance stated it was a huge success and some people did stop who saw the event from the interstate. Moritz stated in regard to the construction of Sam's Club, he was notified by the subcontractor they would be bringing in a large crane and the HVAC System (heating, ventilation, and air conditioning) will be brought in by helicopter. Dr. Paul Novak stated that if the crane is north of Runway 4/22 center line, it will not be a problem since the traffic pattern is southeast.

Item 12C) LEGAL COUNSEL REPORT - none
Item 12D) BOARD REPORT

It was the consensus of the Board to direct Jerry Searle to move forward with the AGIS (Airport Geographic Information System) survey that is needed to establish a new approach procedure on Runway 22. Attorney, Amy Beattie, stated this approach needs to be approved by November 1, 2015, according to an agreement with Johnson's. Todd Ashby reporting for the Land / Hangar Lease Committee stated they have received request from people who want to construct a smaller hangar. The committee would like to keep the hangar construction full size to maintain the profile with the other buildings. Amy Beattie stated that both Caseys and Rasmussens have been informed that there is interest in the parcel of land between the maintenance building and the C & R Aviation Hangar that is vacant and leased to C & R Aviation. If both Caseys and Rasmussen decide they will release the property, Amy will contact Tom Drew, who expressed interest in building a hangar there. Amy will share with Drew the wishes of the Board to keep the hangar at full size.

Item 12E) CHAIR REPORT

Acting Chairperson, Jeff Wangsness, expressed his appreciation to John Pighetti for his years of service on the board.

Item 13) ADJOURN

There being no further business, it was moved by Brant Anderson and seconded by Dr. Paul Novak to adjourn the meeting. VOTE: YEA: ANDERSON, NOVAK, ASHBY, GARDNER, WANGSNESS

The meeting adjourned at 5:35 p.m.

Attest: _____
Dr. Paul Novak, Treasurer

Signed: _____
Jeff Wangsness, Acting Chairperson

Published in the Des Moines Register on the 19th of September, 2014.