

**POLK COUNTY AVIATION AUTHORITY**  
Thursday, December 10, 2015-5:00 P.M.  
Ankeny Regional Airport ♦ Ankeny, Iowa  
Corporate/Terminal Hangar Building ♦ 3737 Convenience Blvd.

**AGENDA**

1. Roll Call
- 2A. Perfecting and Approval of the Agenda without amendment.
- 2B. Audience with Visitors
3. Finance / Budget Report
4. FBO Report
  - A. Fuel Report
  - B. Inspection Report
  - C. Hangar tenant waiting list report
  - D. Tenant concerns and response report
5. Consent Agenda Items
  - CA-1 Approval of November 5, 2015 minutes.
  - CA-2 Consider motion to approve payment #1 to McClure Engineering Co., for services that include Wildlife Fence Environmental Assessment, in the amount of \$5,818.00.
  - CA-3 Consider motion to approve payment #150 to Snyder & Associates for services that include General Engineering through October 31, 2015 in the amount of \$11,331.38.
  - CA-4 Consider motion to approve payment #20 to Snyder & Associates for services that include RW 22 Threshold Relocation and Instrument Approach Development in the amount of \$2,221.03.
  - CA-5 Consider motion to approve payment #11 to Snyder & Associates for services that include Six-Unit Tee Hangar and Apron Project, 2015, in the amount of \$945.49.
  - CA-6 Consider motion to approve the following instruments to facilitate the acceptance of the 2015 Six-Unit Tee Hangar and Apron Project: a) Engineer's Certificate of Completion; b) Resolution 2015-48, accepting the public improvement with Jensen Builders, Ltd.; c) Jensen Builders Ltd. Change Order #3, reducing cost (\$2,292.00); d) payment #6 (Retainage Release) to Jensen Builders Ltd. in the amount of \$16,999.09.
  - CA-7 Consider motion to approve Change Order #4 to Kimrey Electric for services that include Runway 4/22 Rehabilitation and Runway 22 Threshold Relocation Project, in the amount of \$26,872.50.
  - CA-8 Consider motion to approve payment #4 to Kimrey Electric for services that include Runway 4/22 Rehabilitation and Runway 22 Threshold Relocation Project, in the amount of \$25,528.87.
  - CA-9 Approval of Bills and Transfer of Necessary Funds \$87,618.73.
  - CA-10 November 2015 Financial Reports
  - CA-11 Accounts Receivable Aging Summary

**Motion to approve consent agenda items CA-1 to CA-11**

**6. Removed Consent Agenda Items:**

**Motion to Approve removed consent agenda item CA-**

**7. Old Business**

- a. Resolution 2015-40, authorizing the execution of a land lease agreement with Tom Weissenburger and Scott Wolfswinkel or an entity to be formed by them for purposes of construction of a hangar. (Deferred from the November 5, 2015 agenda.)
- b. Resolution 2015- 49, authorizing the execution of 2016 Management Agreement with Exec 1 Aviation II, LLC, as Fixed Base Operator.
- c. Resolution 2015-50, approving the final Airport Capital Improvement Program for FY 2017.

**8. New Business**

- A. Consider motion to approve Change Order #1 regarding the Environmental Assessment for the Wildlife Fence by McClure. Add three items to their scope of work: 1) The cultural resources survey for the Wildlife Fence 2) The wetland delineation for the Drainage Channel Improvements Project 3) The environmental assessment for the South Apron Hanger Sites.
- B. Resolution 2015-51, authorizing the execution of an amendment to Land Lease Agreement with Des Moines Metro Aviation, LLC.
- C. Motion to approve request from Bruce Johnson for partial reimbursement of crop rent payment due to disturbed ground from the Fourmile Drive Realignment Project, 16.6 acres.

**9. Reports**

- A. Engineering Report
  - a. Letter sent to hangar tenants regarding Hangar Lighting Project.
  - b. Bid for vegetation spraying services.
- B. Staff Report
  - a. Site repairs by the Public Works Department.
  - b. Follow up on hangar inspections.
- C. Legal Counsel Report
- D. Board Report
- E. Chair Report

**10. Adjourn**

**Next Scheduled Meeting Date: January 7, 2016 @ 5:00 p.m.**