

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, January 4, 2018, at the Ankeny Regional Airport, 3737 Convenience Blvd., Ankeny, Iowa. The meeting was called to order at 5:00 P.M.

Chairperson, Jeff Wangsness, reported that Polk County confirmed that the terms for Dr. Paul Novak and Bill Gardner appointments to the Board are effective through January 5, 2018.

- Item 1) ROLL CALL – MEMBERS PRESENT:** ANDERSON, ASHBY, GARDNER, NILLES, NOVAK, WANGSNESS
MEMBERS ABSENT: BARBER
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. Dan Stull and Matt Stone, FBO Manager, were present from EXEC 1. Representing McClure Engineering was Jay Pudenz.
- Item 2) ADMINISTER OATH OF OFFICE TO REAPPOINTED BOARD MEMBER WITH TERM EXPIRING DECEMBER 31, 2021.**
ANKENY – TODD ASHBY
The oath of office was administered to Todd Ashby by Chairperson, Jeff Wangsness. John Barber arrived at 5:01 p.m.
- Item 3) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Todd Ashby and seconded by Jake Nilles to approve the agenda without amendment. VOTE: YEA: ASHBY, NILLES, ANDERSON, BARBER, GARDNER, NOVAK, WANGSNESS
- Item 4) AUDIENCE WITH VISITORS**
Jeff Wangsness asked Matt Stone to introduce himself. Matt stated he is the new FBO Manager. Matt stated he has a degree in Aviation Management and has worked at the Ankeny airport the last two summers.
- 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
Dan Stull reported the 2018 leases are still coming in. Stull reported the inside lights have been changed to LED lights and the outside parking lot lights will be changed as well, when the weather is warmer.
- Item 6) FINANCE / BUDGET REPORT**
Dr. Paul Novak reported we received the semiannual fee of \$11,956.70, from the City of Ankeny for Administrative Services. Paul stated the Civil Air Patrol moved out of their Ankeny hangar after being offered free hangar space at the Des Moines airport.
- Item 7) CONSENT AGENDA ITEMS**

- CA-1 APPROVAL OF DECEMBER 7, 2017 MINUTES.
- CA-2 CONSIDER MOTION TO APPROVE PAYMENT #6 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE CONSTRUCTION ADMIN AND OBSERVATION SERVICES FOR THE WILDLIFE EXCLUSION FENCE PROJECT IN THE AMOUNT OF \$24,754.05.
- CA-3 CONSIDER MOTION TO APPROVE PAYMENT #1 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE GENERAL ON-CALL ENGINEERING SERVICES THROUGH 11/25/17, IN THE AMOUNT OF \$2,210.00.
- CA-4 CONSIDER MOTION TO APPROVE PAYMENT #1 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE RECONSTRUCT TAXIWAYS A/C NORTH, REHAB TAXIWAYS B, C, T-HANGAR TAXI LANES PROJECT, IN THE AMOUNT OF \$7,835.50.
- CA-5 CONSIDER MOTION TO APPROVE PAYMENT #1 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE DRAINAGE CHANNEL IMPROVEMENTS / TERMINAL BUILDING DRAINAGE IMPROVEMENTS PROJECT, IN THE AMOUNT OF \$2,740.00.
- CA-6 CONSIDER MOTION TO APPROVE PAYMENT #174 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH NOVEMBER 30, 2017, IN THE AMOUNT OF \$2,979.71.
- CA-7 CONSIDER MOTION TO APPROVE PAYMENT #3 TO MINTURN, INC. FOR SERVICES ON THE WILDLIFE EXCLUSION FENCE PROJECT, IN THE AMOUNT OF \$476,897.99.
- CA-8 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS, \$538,358.17.
- CA-9 JANUARY 2018 FINANCIAL REPORTS.
- CA-10 ACCOUNTS RECEIVABLE AGING SUMMARY.
- MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-10.**
- It was moved by Bill Gardner and seconded by Brant Anderson to approve consent agenda items CA-1 through CA-10. VOTE: YEA: GARDNER, ANDERSON, ASHBY, BARBER, NILLES, NOVAK, WANGSNESS

Item 8) REMOVED CONSENT AGENDA ITEMS: NONE

Item 9) OLD BUSINESS

Item 9A) DISCUSSION AND DIRECTION REGARDING ANKENY REGIONAL AIRPORT SPECIAL EVENTS POLICY.

Attorney, Amy Beattie, stated clarification has been applied to the Special Events Policy regarding both privately owned and leased buildings. Beattie stated all special events need to be reported to the Board. The event permit fees may be waived for special events held inside owned or leased buildings, although if an event is planned for both inside and outside the privately owned or leased buildings, event permit fees shall apply. Jennifer Sease stated the deposit is always required in case of damage, and will be refunded if there is no damage. Beattie stated a provision has also been added to prevent discrimination.

It was moved by Brant Anderson and seconded by Bill Gardner to approve the Special Events Policy as amended. VOTE: YEA: ANDERSON, GARDNER, ASHBY, BARBER, NILLES, NOVAK, WANGSNESS

Item 9B) RESOLUTION 2018-01, AUTHORIZING THE EXECUTION OF A COOPERATIVE SERVICE AGREEMENT WITH THE UNITED STATES DEPARTMENT OF AGRICULTURE – WILDLIFE SERVICES.

It was moved by Todd Ashby and seconded by John Barber to approve Resolution 2018-01, authorizing the execution of a Cooperative Service Agreement with the United States Department of Agriculture – Wildlife Services. VOTE: YEA: ASHBY, BARBER, ANDERSON, GARDNER, NILLES, NOVAK, WANGSNESS

Item 9C) DISCUSSION AND DIRECTION REGARDING APPROVAL OF URBAN DIRT DETECTIVES TO SPOT CHECK THE CLARK PROPERTY.

It was moved by Dr. Paul Novak and seconded by Brant Anderson to give the Urban Dirt Detectives approval to Spot Check the Clark Property. VOTE: YEA: NOVAK, ANDERSON, ASHBY, BARBER, GARDNER, NILLES, WANGSNESS

Item 9D) RESOLUTION 2018-02, APPROVING MASTER SERVICE AGREEMENT WITH JERRY SEARLE FOR PLANNING SERVICES.

It was moved by Todd Ashby and seconded by Bill Gardner to approve Resolution 2018-02, approving Master Service Agreement with Jerry Searle for Planning Services. VOTE: YEA: ASHBY, GARDNER, ANDERSON, BARBER, NILLES, NOVAK WANGSNESS

Item 10) NEW BUSINESS

Item 10A) RESOLUTION 2018-03, APPROVE THE LEASE AGREEMENTS WITH THE INDIVIDUALS AND / OR ORGANIZATIONS DETAILED ON THE ATTACHED LIST.

It was moved by John Barber and seconded by Bill Gardner to approve Resolution 2018-03, approving the lease agreements with the individuals and / or organizations as listed. VOTE: YEA: BARBER, GARDNER, ANDERSON, ASHBY, NILLES, NOVAK, WANGSNESS

Item 11) REPORTS

Item 11A) ENGINEERING REPORT

a. WILDLIFE EXCLUSION FENCE PROJECT.

Jay Pudenz, McClure Engineering reported two large culverts have been placed. Jay stated construction stops if the weather is below 20 degrees. If it warms up, the fence could be completed by mid-February.

Item 11B) STAFF REPORT

a. ALL ENERGY (SUKOWATEY) HANGAR DEVELOPMENT.

Paul Moritz reported that a meeting is scheduled for Tuesday, January 9, to go over the building process with Mr. Sukowatey. Amy Beattie stated we should fix a date for the Public Hearing at the February 8, 2018 meeting to move forward with the land lease agreement.

b. CLARK PROPERTY UPDATE (SEPTIC TANK ABANDONMENT, ASBESTOS REVIEW, HOUSE BURNS).

Paul Moritz stated that he confirmed with Polk County that the property is unoccupied and that it could be 4 to 5 years before the septic tank will be removed from the property. Moritz stated it will cost \$1,300 for the asbestos check on the buildings. Moritz stated that the Ankeny Fire Department is interested in doing tests and a controlled burn of the buildings if that is the direction the Board decides to go.

Paul Moritz stated regarding the Beacon Pole, he should receive bids in February asking that the project be completed by early summer.

Item 11C) LEGAL COUNSEL REPORT: NONE

Item 11D) BOARD REPORT:

Brant Anderson stated that the parking lot needs more attention regarding snow removal. Dan Stull stated people left cars scattered in the parking lot when they flew out and it was hard to clear around them.

Item 11E) CHAIR REPORT: NONE

Item 12) ADJOURN

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

The meeting adjourned at 5:50 p.m.

Attest: _____ Signed: _____
Todd Ashby, Treasurer Jeff Wangsness, Chairperson

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