

Minutes of the  
POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA

The Polk County Aviation Authority (PCAA) held a regular meeting on Thursday, January 9, 2020, 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:** TODD ASHBY, JOHN BARBER, BILL GARDNER, DAVE GARRISON, JAKE NILLES, DR. PAUL NOVAK  
**MEMBERS ABSENT:** JEFF WANGSNESS  
Acting Chairperson, Todd Ashby, called the meeting to order. Present from the City of Ankeny were Airport Board Manager, Paul Moritz; Jennifer Sease, Administrative Services Director and Margaret Waldschmitt, PCAA Recording Secretary. Attorney, Amy Beattie was present. Dan Stull was present from EXEC 1. Representing McClure Engineering was Andy Maysent.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**  
It was moved by Nilles and seconded by Barber to approve the agenda without amendment. VOTE: YEA: NILLES, BARBER, ASHBY, GARDNER, GARRISON, NOVAK
- Item 3) AUDIENCE WITH VISITORS**  
Dave Vance, representing the Corvette Club of Iowa, stated the Club is looking forward to another successful event this year over the Memorial Day weekend. Sease stated once the application is submitted and fees paid, the Board will approve the event at the next meeting.
- Item 4) FBO REPORT**  
**Item 4A) Fuel Report**  
**Item 4B) Inspection Report**  
**Item 4C) Hangar tenant waiting list report**  
**Item 4D) Tenant concerns and response report**  
Dan Stull, EXEC 1, stated all the leases have been returned.
- Item 5) FINANCE / BUDGET REPORT**  
Novak reported \$1,069 was paid for snow removal.
- Item 6) CONSENT AGENDA ITEMS**  
**CA-1 Approval of December 5, 2019 minutes.**  
**CA-2 Consider motion to approve payment #22 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$6,415.00.**  
**CA-3 Consider motion to approve Payment #13 to McClure Engineering Co., for construction administration services on the Reconstruct Taxiways A & C North, Rehab Taxiways B, C and T-hangar Taxilanes project in the amount of \$4,248.00.**  
**CA-4 Consider motion to approve Payment #5 to McClure Engineering Co., for construction administration / observation services on the Rehabilitate Runway 18/36 in the amount of \$8,974.00.**

**CA-5 Consider motion to approve payment #1 to McClure Engineering Co., for services that include Taxiway D Access Rd & Utilities – Phase 2 in the amount of \$13,357.50.**

**CA-6 Approval of Bills and Transfer of Necessary Funds, \$50,926.71.**

**CA-7 January 2020 Financial Reports**

**CA-8 Accounts Receivable Aging Summary**

**Motion to approve consent agenda items CA-1 to CA-8.**

It was moved by Gardner and seconded by Novak to approve consent agenda items CA-1 through CA-8. VOTE: YEA: GARDNER, NOVAK, ASHBY, BARBER, GARRISON, NILLES

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

**Item 8) OLD BUSINESS:**

**Item 8A) Motion to approve the construction concept and plans for the Corporate Hangar by AllEnergy Aircraft, LLC.**

Moritz stated a good set of plans were received regarding the AllEnergy Aircraft Hangar indicating pearl gray will be the color of the building. Moritz stated the structure will be constructed on two parcels of property. Approval of having the structure on two parcels of property will be approved at the February 6, 2020 meeting.

It was moved by Gardner and seconded by Garrison to approve the construction concept and plans for the Corporate Hangar by AllEnergy Aircraft, LLC. YEA: GARDNER, GARRISON, ASHBY, BARBER, NILLES, NOVAK

**Item 8B) Motion to approve proposal from Brilliant Borders Inc. for \$3,039.58 to backfill and compact sink holes along the perimeter fence at the Ankeny Regional Airport.**

It was moved by Novak and seconded by Gardner to approve proposal from Brilliant Borders Inc. for \$3,039.58 to backfill and compact sink holes along the perimeter fence at the Ankeny Regional Airport. YEA: NOVAK, GARDNER, ASHBY, BARBER, GARRISON, NILLES

**Item 9) NEW BUSINESS**

**Item 9A) Motion to approve a Cooperative Service Agreement with the United States Department of Agriculture for the control of bird and wildlife activity during the calendar year 2020 at the Ankeny Regional Airport.**

Moritz stated this is a standard form from Ernie Colboth, US Department of Agriculture Wildlife Services regarding wildlife mitigation services. Ashby asked that Colboth submit a report regarding the wildlife he has observed at the airport.

It was moved by Barber and seconded by Nilles to approve a Cooperative Service Agreement with the United States Department of Agriculture for the control of bird and wildlife activity during the calendar year 2020 at the Ankeny Regional Airport. VOTE: YEA: BARBER, NILLES, ASHBY, GARDNER, GARRISON, NOVAK

**Item 9B) Resolution 2020-01, approving the lease agreements with the individuals and/or organizations detailed on the attached list.**

It was the consensus of the Board to instruct EXEC 1 to send a letter to Larry Coppola, hangar A-4 tenant, stating the condition of the hangar lease is that you need to have a plane within 90 days of signing your lease. If you do not have a plane at that time, you will need to address the Board and ask for an extension or your lease will be terminated according to the lease agreement. Barber inquired about the urgency to have a plane in the hangar. Moritz stated it's an FAA requirement that hangars are used for aeronautical purposes. It was moved by Nilles and seconded by Novak to approve Resolution 2020-01, approving the lease agreements with the individuals and/or organizations detailed on the attached list. YEA: NILLES, NOVAK, ASHBY, BARBER, GARDNER, GARRISON

**Item 9C) Resolution 2020-02, authorizing the execution of a farm lease with I-80, Inc.**

- Item 9D) **Resolution 2020-03, authorizing the execution of a farm lease with Dennis Miller.**  
Item 9E) **Resolution 2020-04, authorizing the execution of a farm lease with Johnson Bros. of Ankeny, LTD.**  
Item 9F) **Resolution 2020-05, authorizing the execution of a farm lease with Jeffrey Wangsness.**  
Item 9G) **Resolution 2020-06, authorizing the execution of a farm lease with Todd Volz.**  
It was moved by Barber and seconded by Novak to approve Resolution 2020-02 through Resolution 2020-06, authorizing the execution of a farm lease with I-80, Inc., Dennis Miller, Johnson Bros. of Ankeny, LTD, Jeffrey Wangsness and Todd Volz. YEA: BARBER, NOVAK, ASHBY, GARDNER, GARRISON, NILLES

Item 10) **REPORTS**

Item 10A) **Engineering Report**

**a. Reconstruct Taxiways A & C North – Final Inspection**

Maysent reported the grass was seeded outside the seeding window. Maysent is waiting to see how the grass comes in this spring.

**b. Rehabilitate Runway 18/36 – Final Inspection**

Maysent reported there is a meeting with Fahrner Asphalt Sealers on January 16 to go over the punchlist.

**c. Taxiway D Access Road Relocation Project (Phases 2-4).**

Maysent stated the design for Phases 2-4 for the Taxiway D Access Road Relocation should be finalized the end of the month. Maysent reported there is a thirteen foot elevation change, which will require stair stepping the hangar pads or a constant slope.

**d. Survey and Mapping Services – Conversion of As-Builts.**

Maysent stated they are continuing to collect information.

Item 10B) **Staff Report**

**a. Aureon Fiber Optic Cable Installation – Schedule.**

Moritz stated he asked Aureon to submit a proposal for the cable installation. Moritz would like to wait to install the airport cable until after Casey's has their cable installed.

**b. Draft of Hangar Land Lease Agreement with Exec 1 Aviation.**

Moritz stated J.R. Boesen is out of town, but Exec 1 is interested in a hangar, but will not hold someone else back if they are interested. Moritz stated the hazard light on the south end is not functioning. Baker Electric suggested putting the breaker box on a pole. Right now it is on the ground in a very wet area.

10C) **LEGAL COUNSEL REPORT: NONE**

10D) **BOARD REPORT: NONE**

10E) **CHAIR REPORT: NONE**

Item 11) **Request for Executive Session**

It was moved by Novak and seconded by Barber go into Executive Session, pursuant to Iowa Code Chapter 21.5, sub-paragraph (j) To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed. VOTE: YEA: NOVAK, BARBER, ASHBY, GARDNER, GARRISON, NILLES

(Following adjournment of the Executive Session, the Board may take action on any matter discussed during the Executive Session)

Council went into Executive Session at 5:40 p.m.  
Council reconvened to regular session at 5:55 p.m.

**Item 12) ADJOURN**

There being no further business, it was moved by Novak and seconded by Gardner to adjourn the meeting. VOTE: YEA: NOVAK, GARDNER, ASHBY, BARBER, GARRISON, NILLES

The meeting adjourned at 5:55 p.m.

Attest: \_\_\_\_\_ Signed: \_\_\_\_\_  
Dr. Paul Novak, Treasurer Todd Ashby, Acting Chairperson

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