

Minutes of the  
POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA

The Polk County Aviation Authority (PCAA) held a regular meeting on Thursday, February 6, 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:** GARDNER, GARRISON, NILLES, WANGSNESS  
**MEMBERS ABSENT:** ASHBY, BARBER, NOVAK  
Chairperson, Jeff Wangsness, 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. JR Boesen was present from EXEC 1. Representing McClure Engineering was Jay Pudenz.
- Item 2) Administer Oath of Office to Returning Board Members.**  
**Altoona - Dave Garrison - expiring December 31, 2022**  
**Ankeny - Jeff Wangsness - expiring December 31, 2023**  
**Bondurant - Jake Nilles - expiring December 31, 2022**  
**Polk County - John Barber – expiring December 31, 2023**  
John Barber arrived at 5:02 and Todd Ashby arrived at 5:05.  
The oath of office was administered to Jeff Wangsness by Board Member, Bill Gardner. Wangsness administered the oath of office to Garrison, Nilles and Barber.
- Item 3) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**  
It was moved by Ashby and seconded by Garrison to approve the agenda without amendment. VOTE: YEA: ASHBY, GARRISON, BARBER, GARDNER, NILLES, WANGSNESS
- Item 4) AUDIENCE WITH VISITORS**  
Tenant, Dave Kalwishky, thanked EXEC 1 and Elder Corporation for the good job with snow removal this winter.
- Item 5) Election of Chairperson, Secretary and Treasurer for terms expiring December 31, 2021 / Oath of Office.**  
It was moved by Gardner and seconded by Garrison to retain current officers, Wangsness as Chairperson, Ashby as Secretary and Dr. Novak as Treasurer. There being no further nominations, roll call vote on Wangsness as Chairperson, Ashby as Secretary and Dr. Novak as Treasurer: VOTE: YEA: GARDNER, GARRISON, ASHBY, BARBER, NILLES, WANGSNESS The oath of office was administered to Wangsness by Secretary, Ashby. Wangsness administered the oath of office to Ashby. Novak is absent.
- Item 6) FBO REPORT**  
**Item 6A) Fuel Report**  
**Item 6B) Inspection Report**  
**Item 6C) Hangar tenant waiting list report**  
**Item 6D) Tenant concerns and response report**  
**Item 6E) IS-BOA State II Certification**

JR Boesen, EXEC 1 President, reported that EXEC 1 has achieved IS-BAO Stage 2 operator designation. This designation indicates that EXEC 1 aircraft management and charter company have met best practices for safety and business management. Boesen also reported there will be a Barrett Boesen Foundation Charity Airshow September 5, 2020. More details to follow.

**Item 7) FINANCE / BUDGET REPORT**

Sease reported there were three snow events totaling \$13,568.50 to Elder Corporation. There were two appraisal fees for the 16.06 acres, totaling \$4,500.00.

**Item 8) CONSENT AGENDA ITEMS**

**CA-1 Approval of January 9, 2020 minutes.**

**CA-2 Consider motion to approve payment #23 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$2,050.00.**

**CA-3 Consider motion to approve payment #2 to McClure Engineering Co., for services that include Taxiway D Access Rd & Utilities – Phase 2 in the amount of \$11,236.41.**

**CA-4 Consider motion to adopt Resolution 2020-07, setting a Public Hearing on the Polk County Aviation Authority Proposed Fiscal year 2019-2020 Revised Budget and the Proposed Fiscal Year 2020-2021 Budget. (Date of Hearing: March 5, 2020 – 5:00 P.M.)**

**CA-5 Approval of Bills and Transfer of Necessary Funds, \$59,661.12.**

**CA-6 February 2020 Financial Reports**

**CA-7 Accounts Receivable Aging Summary**

**Motion to approve consent agenda items CA-1 to CA-7.**

It was moved by Ashby and seconded by Gardner to approve consent agenda items CA-1 through CA-7. VOTE: YEA: ASHBY, GARDNER, BARBER, GARRISON, NILLES, WANGSNESS

**Item 9) REMOVED CONSENT AGENDA ITEMS: NONE**

**Item 10) OLD BUSINESS:**

**Item 10A) Motion to approve Corvette Club of Iowa Special Event Permit application for Memorial Day weekend, May 23 through 25, 2020.**

It was move by Nilles and seconded by Garrison to approve the Corvette Club of Iowa Special Event Permit application for Memorial Day weekend, May 23 through May 25, 2020, pending FAA approval. VOTE: YEA: NILLES, GARRISON, ASHBY, BARBER, GARDNER, WANGSNESS

**Item 11) NEW BUSINESS**

**Item 11A) Resolution 2020-08 approving a lot tie agreement to facilitate the site plan approval of the AllEnergy Aircraft corporate hangar by the City of Ankeny.**

Moritz stated the lot tie agreement is a formality stating that AllEnergy Aircraft corporate hangar will be built on two lots, which lots are not to be sold separately in the future. It was moved by Garrison and seconded by Gardner to approve Resolution 2020-08, approving a lot tie agreement to facilitate the site plan approval of the AllEnergy Aircraft corporate hangar by the City of Ankeny. VOTE: YEA: GARRISON, GARDNER, ASHBY, BARBER, NILLES, WANGSNESS

**Item 11B) Resolution 2020-09 authorizing the execution of an agreement with Construction Materials Testing Company to provide geotechnical services for the Taxiway D Access Grading – Phases 2-4 and Access Paving & Utilities Phase 2 project.**

Moritz stated this is to approve the soil boring samples for the Taxiway D Access Grading – Phases 2-4 and Access Paving & Utilities Phase 2 project. It was moved by Barber and seconded by Ashby to approve Resolution 2020-09, authorizing the execution of an agreement with Construction Materials Testing Company to provide geotechnical services for the Taxiway D Access Grading – Phases 2-4 and Access Paving & Utilities Phase 2 project. VOTE: YEA: BARBER, ASHBY, GARDNER, GARRISON, NILLES, WANGSNESS

**Item 11C) Motion to approve the proposal from Perficut Site Management for regular vegetation control spraying of the perimeter fence and treatments of the wetland areas on an annual basis at the Ankeny Regional Airport.**

Moritz stated this is a program to keep the vegetation down along the fence line. Pudenz will put dates on his calendar to remind Perficut it is time for an application and remind them to check in with EXEC 1 before beginning the treatment. The farm tenant, Johnson, will be reminded to stay 5 to 7 feet away from the fence line. It was moved by Ashby and seconded by Nilles to approve the proposal from Perficut Site Management for regular vegetation control spraying of the perimeter fence and treatments of the wetland areas on an annual basis at the Ankeny Regional Airport. VOTE: YEA: ASHBY, NILLES, BARBER, GARDNER, GARRISON, WANGSNESS

**Item 11D) Motion to approve the proposal from Latitude 41 Lawn and Landscape Services of Iowa in the amount of \$3,250.00 for completing clearing and grubbing of the perimeter fence at two locations:**

- 1) On the west side of the fence generally west of the tee hangars.**
- 2) On the east side of the fence adjacent to the Casey's property near Taxiway D.**

Moritz stated there were 5 bids for this project. Moritz instructed Pudenz to contact the neighbors regarding project date. It was moved by Nilles and seconded by Gardner to approve the proposal from Latitude 41 Lawn and Landscape Services of Iowa in the amount of \$3,250.00 for completing clearing and grubbing of the perimeter fence at two locations. VOTE: YEA: NILLES, GARDNER, ASHBY, BARBER, GARRISON, WANGSNESS

**Item 11E) Motion to approve the proposal from Cutting Edge Outdoors in the amount of \$1,080.00 for mowing a 7.5-foot swath on both sides of the perimeter fence on a monthly basis.**

Moritz stated six bids were received for this mowing project. Cutting Edge was not the lowest bidder. The airport has had prior unsatisfactory experience with the lowest bidder. It was the consensus of the Board to go with Cutting Edge Outdoors for this project. It was moved by Ashby and seconded by Gardner to approve the proposal from Cutting Edge Outdoors in the amount of \$1,080.00 for mowing a 7.5-foot swath on both sides of the perimeter fence on a monthly basis. VOTE: YEA: ASHBY, GARDNER, BARBER, GARRISON, NILLES, WANGSNESS

**Item 11F) Resolution 2020-10, approving the lease agreement with the individual detailed on the attached list.**

Sease stated this lease was one of two outstanding leases. It was moved by Garrison and seconded by Barber to approve Resolution 2020-10, approving the lease agreement with the individual detailed on the attached list. VOTE: YEA: GARRISON, BARBER, ASHBY, GARDNER, NILLES, WANGSNESS

**Item 12) REPORTS**

**Item 12A) Engineering Report**

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

Moritz stated the earthwork for Phases 2-4 for the Taxiway D Access Road Relocation was more substantial than anticipated. Pudenz reported there is a thirteen foot elevation change, which will require a lot of fill dirt. It was the consensus of the Board to delay

accepting bids for this project, allowing a change order to be submitted at the March 5, 2020, PCAA meeting, changing the order of the progression of the project allowing for more efficient earthwork.

**Item 12B) Staff Report**

**a. Update on south obstruction lighting repair.**

Moritz reported Baker Electric fixed the light.

**b. Meeting with DOT: Airport Plan Survey Training.**

Moritz thanked EXEC 1 and Pudenz for working with the DOT to update systems in Iowa.

**Item 12C) LEGAL COUNSEL REPORT: NONE**

**Item 12D) BOARD REPORT:** Ashby reported that Dave Vance's wife, Annette, passed away February 1, 2020. The Board will send flowers.

**Item 12E) CHAIR REPORT: NONE**

**Item 13) Request for Executive Session**

It was moved by Ashby and seconded by Gardner 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: ASHBY, GARDNER, BARBER, GARRISON, NILLES, WANGSNESS

(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 5:52 p.m.

Council reconvened to regular session at 6:11 p.m.

**Item 14) ADJOURN**

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

The meeting adjourned at 6:12 p.m.

Attest: \_\_\_\_\_ Signed: \_\_\_\_\_  
Todd Ashby, Secretary Jeff Wangsness, Chairperson

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