

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, February 8, 2018, at the Ankeny Regional Airport, 3737 Convenience Blvd., Ankeny, Iowa. The meeting was called to order at 5:02 P.M.

- Item 1) ROLL CALL – MEMBERS PRESENT:** ASHBY, BARBER, GARDNER, NILLES, WANGSNESS
MEMBERS ABSENT: ANDERSON, NOVAK
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 was present from EXEC 1. Representing McClure Engineering were Andy Maysent and Jay Pudenz.
- Item 2) ADMINISTER OATH OF OFFICE TO CURRENT BOARD MEMBER WITH TERM EXPIRING JANUARY 5, 2023.
POLK COUNTY – BILL GARDNER**
The oath of office was administered to Bill Gardner by Chairperson, Jeff Wangsness.
- Item 3) CONFIRM SUBCOMMITTEE APPOINTMENTS AS PROPOSED.**
A. Finance / Executive Committee: Paul Novak, Chp., Todd Ashby, Jeff Wangsness
B. Land / Hangar Lease Committee: Bill Gardner, Chp., Brant Anderson, Todd Ashby, J.R. Boesen, FBO
C. Airport Security Committee: John Barber, Chp.; Paul Moritz, City Staff Management; Michael Current, Airport Tenant Representative; J.R. Boesen, FBO; Police Chief, Ankeny Police Department; Acting Police Chief, Makai Echer, Ankeny Police Department; Deputy Chief Rob Chiappano, Ankeny Fire Department
D. Special Events Committee: Paul Novak, Chp.; Jake Nilles, Brant Anderson
E. Land Acquisition Committee: Jeff Wangsness, Chp.; Bill Gardner, Todd Ashby
F. Engineering Review Committee: John Barber, Chp.; Jake Nilles, Todd Ashby
- It was moved by Todd Ashby and seconded by John Barber to approve the Subcommittee appointments as proposed. VOTE: YEA: ASHBY, BARBER, GARDNER, NILLES, WANGSNESS
- Item 4) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Bill Gardner and seconded by Todd Ashby to approve the agenda without amendment. VOTE: YEA: GARDNER, ASHBY, BARBER, NILLES, WANGSNESS
- Item 5) AUDIENCE WITH VISITORS**
A. Request to hold the Oldsmobile Club of Iowa Event (OCI) on May 21, 2018, Mike Callison, Iowa Aviation Heritage Museum.

Mike Callison stated the Oldsmobile Club of Iowa's event will be held on Saturday, May 19, 2018, not May 21 as originally stated. Callison confirmed that he will complete and submit the Special Event Application along with the required deposit. Paul Moritz stated this event will not require FAA approval since it will just be held on the ramp area only.

Item 6) ELECTION OF CHAIRPERSON, SECRETARY AND TREASURER FOR TERMS EXPIRING DECEMBER 31, 2019.

It was moved by John Barber and seconded by Bill Gardner to retain current officers, Jeff Wangsness as Chairperson, Todd Ashby as Secretary and Dr. Paul Novak as Treasurer.

There being no further nominations, roll call vote on Jeff Wangsness as Chairperson, Todd Ashby as Secretary and Dr. Paul Novak as Treasurer: VOTE: YEA: BARBER, GARDNER, ASHBY, NILLES, WANGNESS

**Item 7) FBO REPORT
FUEL REPORT
INSPECTION REPORT
HANGAR TENANT WAITING LIST REPORT
TENANT CONCERNS AND RESPONSE REPORT**

Dan Stull reported the 2018 leases have all been submitted. Stull said they are working on getting everyone's Certificate of Insurance updated.

Chairperson, Jeff Wangsness stated he received a call from a very upset Casey's pilot who was turned away two weeks in a row because our FBO was out of fuel. Wangsness stated we need to eliminate this from ever happening again. Equipment failure is one thing, but running out of fuel is inexcusable.

Item 8) FINANCE / BUDGET REPORT

Jennifer Sease reported a payment of \$1,919.11, was made to Baker Electric to repair the beacon light. Payments were made for snow removal and for liquid runway deicer, along with the final 2017 payment for wildlife mitigation services.

Item 9) CONSENT AGENDA ITEMS

CA-1 APPROVAL OF JANUARY 4, 2018 MINUTES.

CA-2 CONSIDER MOTION TO APPROVE PAYMENT #1 TO THE CITY OF ANKENY, FOR SERVICES FOR THE SE CONVENIENCE BLVD. EXTENSION PROJECT, RISE, IN THE AMOUNT OF \$7,996.44.

CA-3 CONSIDER MOTION TO APPROVE PAYMENT #2 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE GENERAL ON-CALL ENGINEERING SERVICES THROUGH 12/30/17, IN THE AMOUNT OF \$530.00.

CA-4 CONSIDER MOTION TO APPROVE PAYMENT #2 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 \$18,791.50.

CA-5 CONSIDER MOTION TO APPROVE PAYMENT #2 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE DRAINAGE CHANNEL IMPROVEMENTS / TERMINAL BUILDING DRAINAGE IMPROVEMENTS PROJECT, IN THE AMOUNT OF \$4,380.00.

CA-6 CONSIDER MOTION TO APPROVE PAYMENT #7 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE CONSTRUCTION ADMIN AND OBSERVATION SERVICES FOR THE WILDLIFE EXCLUSION FENCE PROJECT IN THE AMOUNT OF \$16,924.18.

CA-7 CHANGE ORDER NO. 2, INCREASING CONTRACT AMOUNT BY \$1,460.00 TO MINTURN, INC. FOR ADDITIONAL CLEARING AND GRUBBING ALONG THE AIRPORT FENCE AND PROPERTY LINE ADJACENT TO ORALABOR ROAD.

CA-8 CONSIDER MOTION TO APPROVE PAYMENT #4 TO MINTURN, INC. FOR SERVICES ON THE WILDLIFE EXCLUSION FENCE PROJECT, IN THE AMOUNT OF \$93,157.54.

CA-9 CONSIDER MOTION TO ADOPT RESOLUTION 2018-04, SETTING A PUBLIC HEARING ON THE POLK COUNTY AVIATION AUTHORITY PROPOSED FISCAL YEAR 2017-2018 REVISED BUDGET AND THE PROPOSED FISCAL YEAR 2018-2019 BUDGET. (DATE OF HEARING: MARCH 8, 2018 – 5:00 P.M.)

CA-10 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS, 174,060.74.

CA-11 FEBRUARY 2018 FINANCIAL REPORTS.

CA-12 ACCOUNTS RECEIVABLE AGING SUMMARY.

CA-13 RECEIVE AND FILE FY 2017 ANNUAL FINANCIAL AUDIT REPORT.

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-13.

It was moved by Bill Gardner and seconded by Jake Nilles to approve consent agenda items CA-1 through CA-13. VOTE: YEA: GARDNER, NILLES, ASHBY, BARBER, WANGSNESS

Item 10) REMOVED CONSENT AGENDA ITEMS: NONE

Item 11) OLD BUSINESS

Item 11A) MOTION TO APPROVE BEACON POLE PAINTING BID.

Paul Moritz reported that he sent out a Request for Proposal with January 31, 2018 being the deadline to submit a proposal. Moritz received one proposal from Wes Jarnagin, Inc. in the amount of \$4,950.00, which includes labor and material.

It was moved by John Barber and seconded by Todd Ashby to approve the proposal of \$4,950.00, submitted by Wes Jarnagin, Inc. in regard to painting the Beacon Pole according to the project specifications. VOTE: YEA: BARBER, ASHBY, GARDNER, NILLES, WANGSNESS

Item 12) NEW BUSINESS

Item 12A) RESOLUTION 2018-05, FIXING A DATE FOR A HEARING ON A PROPOSAL BY DEAN SUKOWATEY, ALLENERGY CORPORATION, TO LEASE CERTAIN PUBLIC PROPERTY FOR CONSTRUCTION OF A HANGAR. (HEARING: MARCH 8, 2018 – 5:00 P.M.)

It was moved by Todd Ashby and seconded by Bill Gardner to approve Resolution 2018-05, fixing a date for a hearing on a proposal by Dean Sukowatey, Allenergy Corporation, to lease certain public property for construction of a hangar. VOTE: YEA: ASHBY, GARDNER, BARBER, NILLES, WANGSNESS

Item 12B) RESOLUTION 2018-06, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH I-80, INC.

John Barber asked if an exhibit could be provided for each farm lease showing exactly where the property is located. Paul Moritz stated he would provide an aerial shot for each location. Amy Beattie stated there is a reduction in the lease rate due to poor crop prices.

It was moved by Todd Ashby and seconded by Bill Gardner to approve Resolution 2018-06, to authorize the execution of a farm lease with I-80, Inc. VOTE: YEA: ASHBY, GARDNER, BARBER, NILLES, WANGSNESS

Item 12C) RESOLUTION 2018-07, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH DENNIS MILLER.

It was moved by Todd Ashby and seconded by Bill Gardner to approve Resolution 2018-07, to authorize the execution of a farm lease with Dennis Miller. VOTE: YEA: ASHBY, GARDNER, BARBER, NILLES, WANGSNESS

Item 12D) RESOLUTION 2018-08, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH JOHNSON BROS. OF ANKENY, LTD.

It was moved by Todd Ashby and seconded by Bill Gardner to approve Resolution 2018-08, to authorize the execution of a farm lease with Johnson Bros. of Ankeny, Ltd. VOTE: YEA: ASHBY, GARDNER, BARBER, NILLES, WANGSNESS

Item 12E) RESOLUTION 2018-09, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH JEFFREY WANGSNESS.

It was moved by John Barber and seconded by Bill Gardner to approve Resolution 2018-09, to authorize the execution of a farm lease with Jeffrey Wangsness. VOTE: YEA: BARBER, GARDNER, ASHBY, NILLES ABSTAIN: WANGSNESS

Item 12F) RESOLUTION 2018-10, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH JOHN G. JENSEN.

It was moved by Todd Ashby and seconded by Bill Gardner to approve Resolution 2018-10, to authorize the execution of a farm lease with John G. Jensen VOTE: YEA: ASHBY, GARDNER, BARBER, NILLES, WANGSNESS

Item 12G) RESOLUTION 2018-11, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH TODD VOLZ.

It was moved by Todd Ashby and seconded by Bill Gardner to approve Resolution 2018-11, to authorize the execution of a farm lease with Todd Volz VOTE: YEA: ASHBY, GARDNER, BARBER, NILLES, WANGSNESS

Item 12H) RESOLUTION 2018-12, APPROVE THE LEASE AGREEMENTS WITH THE INDIVIDUALS AND / OR ORGANIZATIONS DETAILED ON THE ATTACHED LIST.

It was moved by John Barber and seconded by Jake Nilles to approve Resolution 2018-12, approving the lease agreements with the individuals and / or organizations as listed. VOTE: YEA: BARBER, NILLES, ASHBY, GARDNER, WANGSNESS

Item 12I) RESOLUTION 2018-13, AUTHORIZING THE EXECUTION OF AN AMENDMENT TO THE AIRPORT ACCESS AGREEMENT WITH ACCU-MOLD, LLC.

Attorney, Amy Beattie stated Resolution 2018-13 is in reference to a "Through the Fence" Agreement that was made with Elwell Trust in 1994 and passed on to the successor of the title, Accu-Mold, LLC. With the installation of the new fence, Beattie stated the agreement needed to be amended in accordance with the current FAA regulations. This agreement is for no more than 50 years from the date the first maintenance payment was made, at which time it will be reviewed again by the Federal Aviation Administration. The fence needs to be a manual fence installed and maintained by the Owner without use of Federal funds.

It was moved by Bill Gardner and seconded by Jake Nilles to approve Resolution 2018-13, authorizing the execution of an amendment to the Airport Access Agreement with ACCU-MOLD, LLC. VOTE: YEA: GARDNER, NILLES, ASHBY, BARBER, WANGSNESS

Item 13) REPORTS

Item 13A) ENGINEERING REPORT

a. WILDLIFE EXCLUSION FENCE PROJECT.

- b. RECONSTRUCT TAXIWAYS AND TAXI LANES PROJECT.**
- c. DRAINAGE CHANNEL IMPROVEMENTS PROJECT.**

Andy Maysent, McClure Engineering reported there are 15 working days left on the fence contract, looking at final inspection in the spring. Jeff Wangsness stated he has noticed some spots in the fence that do not appear even. Jay Pudenz stated they are compiling a punch list and these areas will be addressed. John Barber asked if there was a plan for a grass bumper strip between the fence and the farm ground. After much discussion, it was the consensus of the Board that it would be a good idea to have a 7 to 10 foot grass area between the fence and the farm ground. Jay stated he will check with the FAA and come back with a proposal. Andy Maysent presented the Board with an overview of upcoming projects.

Item 13B) STAFF REPORT

- a. FIRE DEPARTMENT TRAINING: CLARK PROPERTY.**

Paul Moritz reported the Fire Department held a ladder training at the Clark property on February 3, 2018.

- b. METAL DETECTION: CLARK PROPERTY.**

Paul Moritz reported the Urban Dirt Detectives think they will find some interesting things on the Clark property.

- c. TASK ORDER #1 (MCCLURE) FOR SOUTH APRON ACCESS ROAD AND UTILITIES, PHASE 1.**

Paul Moritz reported Task Order #1 is to provide utility access to the property on which Dean Sukowatey would like to build a hangar. Nothing will be done regarding this project until the Land Lease is signed with Dean Sukowatey.

- d. SE CONVENIENCE BLVD. EXTENSION PROJECT.**

Jerry Searle stated a bid letting will be held in April, with construction starting in June.

- e. MOWING OF PROPERTIES ALONG ORALABOR ROAD.**

Paul Moritz stated the contractor the City uses to mow has been mowing the property along Oralabor Road. The City is currently requesting mowing bids under a new contract, so this may not be an option going forward. Moritz stated the Board could rent out the barn on the Clark property.

Item 13C) LEGAL COUNSEL REPORT: NONE

Item 13D) BOARD REPORT:

Todd Ashby stated we need to get a handle on the lack of fuel situation.

Jennifer Sease stated the budget will be on the March 8, 2018 meeting. Sease would like the Finance Committee: Paul Novak, Chp.; Todd Ashby, Jeff Wangsness to meet and discuss the budget before then.

Item 13E) CHAIR REPORT: NONE

Item 14) ADJOURN

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

The meeting adjourned at 6:15 p.m.

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

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