

POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, February 9, 2017, 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:** ANDERSON, ASHBY, GARDNER, NILLES, NOVAK
MEMBERS ABSENT: BARBER, WANGSNESSE
Acting Chairperson, Todd Ashby, 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. Representing Snyder & Associates was Scott Port. Dan Stull and JR Boesen were present from EXEC 1. Representing McClure Engineering were Jay Pudenz and Wade Harris.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITH AMENDMENT, ADDITION OF ITEM CA-14, CONSIDER MOTION TO ADOPT RESOLUTION 2017-09, SETTING A PUBLIC HEARING ON THE PROPOSED BUDGET.**
It was moved by Dr. Paul Novak and seconded by Jake Nilles to approve the agenda with amendment. VOTE: YEA: NOVAK, NILLES, ANDERSON, ASHBY, GARDNER
- Item 3) AUDIENCE WITH VISITORS - NONE**
- Item 4) FINANCE / BUDGET REPORT**
Dr. Paul Novak stated the MidAmerican bill was down 10% due to the new runway lights. Snow removal expense is under budget, due to the mild winter.
- 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 stated fuel sales were down in January due to the foggy weather. Stull stated there are twenty lights not working on the Rehabilitate Runway 18/36 Lighting and Taxiway Lighting Project. Scott Port, Snyder & Associates, stated the lights are not working because of a manufacturer's defect. Port stated partial payment is being withheld until all lights are functioning. Port also stated EXEC 1 will receive a supply of replacement bulbs for the fixtures.
- Item 6) CONSENT AGENDA ITEMS**
CA-1 APPROVAL OF JANUARY 5, 2017 MINUTES.
CA-2 CONSIDER MOTION TO APPROVE PAYMENT #164 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH DECEMBER 31, 2016 IN THE AMOUNT OF \$953.40.
CA-3 CONSIDER MOTION TO APPROVE PAYMENT #19 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$2,949.27.

- CA-4 CONSIDER MOTION TO APPROVE PAYMENT #3 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE SOUTH APRON GRADING AND PAVING PHASE 1, IN THE AMOUNT OF \$4,506.82.
 - CA-5 CONSIDER MOTION T O APPROVE PAYMENT #3 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE 2017 RAMP REHAB PROJECT, IN THE AMOUNT OF \$2,029.00.
 - CA-6 CONSIDER MOTION TO APPROVE PAYMENT #1 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE IDOT RISE GRANT APPLICATION PROJECT, IN THE AMOUNT OF \$2,083.36.
 - CA-7 CONSIDER MOTION TO APPROVE PAYMENT #1 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE EXCLUSION FENCE SERVICES THROUGH DECEMBER 31, 2016 IN THE AMOUNT OF \$26,325.44.
 - CA-8 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS, AS OF DECEMBER 31, 2016, \$88,009.91.
 - CA-9 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS, AS OF JANUARY 31, 2017, \$35,327.25.
 - CA-10 JANUARY 2017 FINANCIAL REPORTS
 - CA-11 ACCOUNTS RECEIVABLE AGING SUMMARY
 - CA-12 MOTION TO APPROVE THE TERMINATION OF LEASE AGREEMENT WITH WOLF AVIATION, LLC AND WEISSENBURGER AVIATION, LLC.
 - CA-13 MOTION TO APPROVE THE ASSIGNMENT OF LEASE AND ASSUMPTION OF OBLIGATIONS WITH CYALCO AVIATION, LLC, ASSIGNOR, AND WOLF AVIATION, LLC, ASSIGNEE.
 - CA-14 CONSIDER MOTION TO ADOPT RESOLUTION 2017-09, SETTING A PUBLIC HEARING ON THE POLK COUNTY AVIATION AUTHORITY PROPOSED FISCAL YEAR 2016-2017 REVISED BUDGET AND THE PROPOSED FISCAL YEAR 2017-2018 BUDGET. (DATE OF HEARING: MARCH 9, 2017 – 5:00 P.M.)
- MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-14.**

It was moved by Brant Anderson and seconded by Bill Gardner to approve consent agenda items CA-1 through CA-14. VOTE: YEA: ANDERSON, GARDNER, ASHBY, NILLES, NOVAK

Item 7) REMOVED CONSENT AGENDA ITEMS: NONE

Item 8) OLD BUSINESS

Item 8A) WILDLIFE EXCLUSION FENCE DESIGN / REVIEW MEETING 2/3/17 – MCCLURE ENGINEERING

Jay Pudenz, McClure Engineering, stated it is time to make the decisions on the details regarding the gates for the fence. Jay asked if the Board wants to give out the code and use a key pad or whether a remote speaker should be installed to communicate with the terminal. Todd Ashby asked if cameras were an option. After much discussion, it was the consensus of the Board to have McClure Engineering price all options so the Board can make their decision accordingly. Paul Moritz stated that letters have been mailed to adjacent property owners regarding installation of the wildlife exclusion fence.

Item 9) NEW BUSINESS

Item 9A) RESOLUTION 2017-06, FIXING A DATE FOR A HEARING ON PLANS, SPECIFICATIONS, OPINION OF PROBABLE COST AND FORM OF CONTRACT AND TAKING OF BIDS FOR THE SOUTH APRON GRADING AND PAVING, PHASE 1 PROJECT AT ANKENY REGIONAL AIRPORT. (BID LETTING MARCH 1, 2017 AT 10:30 A.M. / HEARING MARCH 9, 2017 AT 5:00 P.M.)

It was moved by Brant Anderson and seconded by Dr. Paul Novak to approve Resolution 2017-06, fixing a date for hearing on plans, specifications, opinion of probable cost and form of contract and taking of bids for the South Apron Grading and Paving, Phase 1 Project. VOTE: ANDERSON, NOVAK, ASHBY, GARDNER, NILLES

Item 9B) RESOLUTION 2017-07, FIXING A DATE FOR A HEARING ON PLANS, SPECIFICATIONS, OPINION OF PROBABLE COST AND FORM OF CONTRACT AND TAKING OF BIDS FOR THE 2017 RAMP REHABILITATION PROJECT AT ANKENY REGIONAL AIRPORT. (BID LETTING MARCH 1, 2017 AT 2:30 P.M. / HEARING MARCH 9, 2017 AT 5:00 P.M.)

It was moved by Jake Nilles and seconded by Bill Gardner to approve Resolution 2017-07, fixing a date for hearing on plans, specifications, opinion of probable cost and form of contract and taking of bids for the 2017 Ramp Rehabilitation Project. VOTE: NILLES, GARDNER, ANDERSON, ASHBY, NOVAK

Item 9C) RESOLUTION 2017-08, APPROVE THE LEASE AGREEMENTS WITH THE INDIVIDUALS AND / OR ORGANIZATIONS DETAILED ON THE ATTACHED LIST.

It was moved by Brant Anderson and seconded by Jake Nilles to approve Resolution 2017-08, approve the lease agreements with the individuals and / or organizations as listed. VOTE: ANDERSON, NILLES, ASHBY, GARDNER, NOVAK

Item 10) REPORTS

Item 10A) ENGINEERING REPORT

a. RUNWAY 22 TREE CLEARING PROJECT – INFORMAL BID RESULTS.

Scott Port stated he received three bids for the tree clearing. Successful bidder was Perficut at \$13,672.00 for Base Bid; \$16,547.00 for Base Bid and Alternate A (Cut tree #220 flush); and \$14,517.00 for Base Bid and Alternate B (Remove top 20 feet of tree #220).

It was moved by Dr. Paul Novak and seconded by Brant Anderson to approve Perficut Base Bid and Alternate B for \$14,517.00 for Runway 22 Tree Clearing Project. VOTE: NOVAK, ANDERSON, ASHBY, GARDNER, NILLES

b. FAA FLIGHT INSPECTIONS FOR PAPI'S – REFUND.

Scott Port stated we will be receiving a refund check from the FAA for the PAPI Flight Check in the amount of \$8,810.71.

Scott Port stated there is a small triangular piece of ground between the fuel farm and the ramp coming from the terminal building that is currently grass. Port stated that area is always muddy. It was the consensus of the Board to add the paving of this area to the 2017 Ramp Rehabilitation Project.

Item 10B) STAFF REPORT

a. FEDERAL PRISONS CONFERENCE – SEPTEMBER TRAINING SESSION AT THE AIRPORT.

Paul Moritz stated he was notified that Camp Dodge would like to hold a training session on a secondary runway in September.

b. TEMPORARY CONSTRUCTION EASEMENTS – RUNWAY 22 TREE CLEARING.

Paul Moritz stated the Authority will be paying the owner of the property that tree #220 is on, \$1,500 to remove the top 20 feet of the tree. Moritz stated once the signed easements are returned the process can begin, pending soil conditions, so the fields are not torn up by the trucks.

c. POSSIBLE COVENANTS AND RESTRICTIONS – PARCELS 41 AND 43.

Paul Moritz provided copies of the covenants and restrictions for parcels 41 and 43. Moritz stated we would want similar covenants and restrictions on the properties we have for sale. Amy Beattie stated she didn't think we would need anything that extensive.

Item 10C) LEGAL COUNSEL REPORT

Amy Beattie reported the attorney for the City of Altoona will approach the City Council again regarding payment for the back fill amount owed to the Authority.

Item 10D) BOARD REPORT - NONE

Item 10E) CHAIR REPORT - NONE

Item 11) ADJOURN

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

The meeting adjourned at 5:35 p.m.

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

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