

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority (PCAA) held a regular meeting on Thursday, March 5, 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:** BARBER, GARDNER, GARRISON, NILLES, NOVAK, WANGSNESS
MEMBERS ABSENT: ASHBY
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. Dan Stull was present from EXEC 1. Representing McClure Engineering was Jay Pudenz.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Nilles and seconded by Novak to approve the agenda without amendment. VOTE: YEA: NILLES, NOVAK, BARBER, GARDNER, GARRISON, WANGSNESS
Todd Ashby arrived at 5:05.
- Item 3) AUDIENCE WITH VISITORS**
Joel Wilson, Director of the airshow, stated that everyone deserves to be paid the money that is owed to them following the 2019 airshow. Wilson reported to the Board that he has a possible investor who would give him money to pay his debts on the condition he can guarantee an airshow in 2020, so that the investor can recoup his investment. Wangsness asked Moritz to check with the City to see if the bills were paid, would they entertain the idea of a 2020 airshow. Moritz agreed to look into it and report back to Wangsness. Attorney, Amy Beattie, asked that there be a follow up report on the April 9, 2020 agenda.
- Item 4) Public Hearing – PH #2020-01**
Item 4A) Hold and Close Public Hearing
Chairperson Wangsness announced this as the time and place for the public hearing on the FY2019-2020 revised budget and proposed budget for FY 2020-2021. Notice of this hearing was published in the Des Moines Register on February 17, 2020. There were no written comments received on the proposed budget. Wangsness inquired if there was anyone present to be heard for or against said proposed budgets. Administrative Services Director, Jennifer Sease, reviewed the proposed budget with the board. Hearing no one against said proposed budget, Wangsness called for a motion to close the public hearing. It was moved by Novak and seconded by Ashby to close Public Hearing #2020-01. VOTE: YEA: NOVAK, ASHBY, BARBER, GARDNER, GARRISON, NILLES, WANGSNESS
- Item 4B) Resolution 2020-11, approving the proposed FY2019-2020 revised budget and the proposed FY2020-2021 budget.**
It was moved by Jake Nilles and seconded by Bill Gardner to adopt Resolution 2020-11, approving of proposed FY 2019-2020 Revised Budget and the proposed FY 2020-2021 Budget. VOTE: YEA: NILLES, GARDNER, ASHBY, BARBER, GARRISON, NOVAK, WANGSNESS

- Item 5) Administer Oath of Office to Treasurer, Dr. Paul Novak.**
Wangsness administered the oath of office to Treasurer, Novak.
- 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**
Dan Stull, EXEC 1, reported the south manual gate had some damage from something running into it. Stull stated the main hangar door has been welded as a temporary fix. Stull asked the Board if EXEC 1 needed to fill out a Special Event Application if they would like to have a Flight Breakfast, or something similar. Sease stated the Board needs to know what is happening at the airport. Stull was instructed to fill in the application on line.
- Item 7) FINANCE / BUDGET REPORT**
Novak reported spending over \$40,000 so far in snow removal.
- Item 8) CONSENT AGENDA ITEMS**
- CA-1 Approval of February 6, 2020 minutes.**
- CA-2 Consider motion to approve payment #24 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$2,140.00.**
- CA-3 Consider motion to approve payment #3 to McClure Engineering Co., for services that include Taxiway D Access Rd & Utilities – Phase 2 in the amount of \$12,572.50.**
- CA-4 Approval of Bills and Transfer of Necessary Funds, \$46,355.73.**
- CA-5 March 2020 Financial Reports**
- CA-6 Accounts Receivable Aging Summary**
- CA-7 Receive and file FY 2019 Annual Financial Audit Report**
Motion to approve consent agenda items CA-1 to CA-7.
- It was moved by Ashby and seconded by Barber to approve consent agenda items CA-1 through CA-7. VOTE: YEA: ASHBY, BARBER, GARDNER, GARRISON, NILLES, NOVAK, WANGSNESS
- Item 9) REMOVED CONSENT AGENDA ITEMS: NONE**
- Item 10) OLD BUSINESS: NONE**
- Item 11) NEW BUSINESS**
- Item 11A) Resolution 2020-12, approving the lease agreement with the individual detailed on the attached list.**
It was moved by Garrison and seconded by Gardner to approve Resolution 2020-12, the lease agreement with the individual detailed on the attached list. VOTE: YEA: GARRISON, GARDNER, ASHBY, BARBER, NILLES, NOVAK, WANGSNESS
- Item 11B) Resolution 2020-13 authorizing the execution of Amendment No. 1 to Task Order No. 7 for Professional Services with McClure Engineering Company for additional design services to facilitate scope revisions to the Taxiway D Access Road, Utilities and Apron Grading (Phases 2-4) Project in the amount of \$35,440.00.**
It was moved by Nilles and seconded by Gardner to approve Resolution 2020-13, authorizing the execution of Amendment No. 1 to Task Order No. 7 for Professional Services with McClure Engineering Company for additional design services to facilitate

scope revisions to the Taxiway D Access Road, Utilities and Apron Grading (Phases 2-4) Project in the amount of \$35,440.00. VOTE: YEA: NILLES, GARDNER, ASHBY, BARBER, GARRISON, NOVAK WANGSNESS

Item 11C) Discussion and direction regarding the replacement of the large hangar door in the Main Terminal building with possible partial funding through the Iowa DOT General Aviation Vertical Infrastructure (GAVI) Program.

Moritz stated the main hangar door needs to be replaced. EXEC 1 has welded it together hoping to extend the life of the door until fall so that we can apply for a grant to help pay for a replacement. McClure Engineering will be looking into the availability of funding for this project.

Item 11D) Resolution 2020-14, fixing a date for a hearing on plans, specifications, opinion of probable cost and form of contract, taking of bids and awarding the construction contract for the Taxiway D Access Road, Utilities and Apron Grading (Phases 2-4) Project at Ankeny Regional Airport. (Bid letting March 31, 2020 at 10:30 a.m. / Hearing April 9, 2020 at 5:00 p.m.)

It was moved by Gardner and seconded by Novak to approve Resolution 2020-14, fixing a date for a hearing on plans, specifications, opinion of probable cost and form of contract, taking of bids and awarding the construction contract for the Taxiway D Access Road, Utilities and Apron Grading (Phases 2-4) Project at the Ankeny Regional Airport.

Item 12) REPORTS

Item 12A) Engineering Report

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

Pudenz stated the plans and specs are ready for this project which will bid on March 31. Stull stated EXEC 1 has hired an architect to start the design phase for a hangar.

Item 12B) Staff Report

Moritz stated the contractor is now fixing the fence so we will be able to close out the Convenience Blvd. Project soon. Moritz expressed his appreciation to Snyder & Associates for staying on top of this project.

Item 12C) Legal Counsel Report: None

Item 12D) Board Report

Ashby stated the Authority brochure needs to be updated for the Greater Des Moines Partnership trip in DC, May 6-8, 2020.

Item 12E) Chair Report: None

Item 13) Request for Executive Session

It was moved by Ashby 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: ASHBY, BARBER, GARDNER, GARRISON, NILLES, NOVAK, 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 6:18 p.m.

Council reconvened to regular session at 6:32 p.m.

Resolution 2020-15, fixing a date for a public hearing to consider the approval and authorization of the sale of real property from the Polk County Aviation Authority to Van Houweling Property, LLC.

It was moved by Barber and seconded by Novak to approve Resolution 2020-15, fixing a date for a public hearing to consider the approval and authorization of the sale of real property from the Polk County Aviation Authority to Van Houweling Property, LLC.

Item 14) ADJOURN

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

The meeting adjourned at 6:35 p.m.

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

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