

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, March 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:** GARDNER, NILLES, NOVAK, WANGSNESS
MEMBERS ABSENT: ANDERSON, ASHBY, BARBER
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 and Matt Stone, FBO Manager, were 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, 2022.**
Polk County – Dr. Paul Novak
The oath of office was administered to Dr. Paul Novak by Chairperson, Jeff Wangsness.
- Item 3) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Dr. Paul Novak and seconded by Jake Nilles to approve the agenda without amendment. VOTE: YEA: NOVAK, NILLES, GARDNER, WANGSNESS
- Item 4) AUDIENCE WITH VISITORS**
Item 4A) “Flying Low” Corvette Club Event proposed for August 18 – 19, 2018, Dave Vance.
Dave Vance, representing the Corvette Club of Iowa, stated the Club is looking forward to another successful event this year on August 18 – 19. Vance stated he is aware that construction projects at the airport could cause possible location conflicts for the spectator area for this event. Vance stated the Club will comply with construction needs and will complete and submit the Special Event Application.
- Item 5) PUBLIC HEARING – PH #2018-01**
Revised Budget for FY 2017-2018 for the Polk County Aviation Authority
- Item 5A) Hold and Close Public Hearing**
Chairperson Wangsness announced this as the time and place for the public hearing on the FY2017-2018 revised budget and proposed budget for FY 2018-2019. Notice of this hearing was published in the Des Moines Register on February 19, 2018. There were no written comments received on the proposed budget. Chairperson 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, Chairperson Wangsness called for a motion to close the public hearing.

It was moved by Bill Gardner and seconded by Dr. Paul Novak to close Public Hearing #2018-01. VOTE: YEA: GARDNER, NOVAK, NILLES, WANGSNESS
- Item 5B) Resolution 2018-14, approving the proposed FY2017-2018 revised budget and the proposed FY2018-2019 budget.**

It was moved by Jake Nilles and seconded by Dr. Paul Novak to adopt Resolution 2018-14, approving of proposed FY 2017-2018 Revised Budget and the proposed FY 2018-2019 Budget. VOTE: YEA: NILLES, NOVAK, GARDNER, WANGSNESS

Item 6) PUBLIC HEARING – PH #2018-02
Dean Sukowatey, Allenergy Aircraft, LLC to lease land for purpose of construction of a hangar.

Item 6A) Hold and Close Public Hearing

Chairperson Wangsness announced this is the time and place for a public hearing on the matter of approving and authorizing the execution of a Land Lease Agreement with Dean Sukowatey, Allenergy Aircraft, LLC for purpose of construction of a hangar. Notice of this hearing was published in the Des Moines Register on February 23, 2018. There were no written comments received on the proposed land lease. Chairperson Wangsness inquired if there was anyone present to be heard for or against said proposed land lease. Airport Board Manager Paul Moritz reported that Attorney Amy Beattie had previously prepared a standard land lease agreement for the AllEnergy hangar lease. It was submitted for the Board to review. The lease rates were included in the agreement. What is absent from the lease is the square footage area that Sukowatey would be leasing. Moritz stated Sukowatey wants to build a bigger hangar than the current pad can accommodate. Andy Maysent, McClure Engineering stated the pad is 212 feet long, which can accommodate a 195 foot hangar. Sukowatey would like to build a 215 foot hangar, preferably a 230 foot hangar that would allow for a storage facility on the South side.

Maysent explained that a 230 foot hangar would most likely require the filling of the adjacent ditch just to the south of the hangar pad. Which would be costly given that there are multiple pipes in that ditch. Sukowatey had previously advised Andy that he feels the filling of this ditch should be the responsibility of the PCAA. As well as help with the cost of filling a smaller ditch that runs along the west side of the hangar pad so that he can construct parking there.

After much discussion, it was the consensus of the Board to approve Sukowatey to build a 215 foot hangar. It was further decided that the Board was not interested in financing the filling of the large ditch to accommodate a 230 foot hangar. It was also agreed that any improvements that the PCAA might decide to do for the hangar parking could be financed by including the cost in the land lease payment for payback over time.
JR Boesen left at 6:00.

It was moved by Jake Nilles and seconded by Dr. Paul Novak to close Public Hearing #2018-02. VOTE: YEA: NILLES, NOVAK, GARDNER, WANGSNESS

Item 6B) Resolution 2018-15, authorizing the execution of a Land Lease Agreement with Dean Sukowatey, Allenergy Aircraft, LLC for the purpose of leasing certain public property for construction of a hangar.

It was moved by Dr. Paul Novak and seconded by Jake Nilles to defer the vote on Resolution 2018-15, authorizing the execution of a Land Lease Agreement with Dean Sukowatey, Allenergy Aircraft, LLC for the purpose of leasing certain public property for construction of a hangar, until April 5, 2018, so that a decision can be made regarding specifications of the hangar to be constructed. VOTE: YEA: NOVAK, NILLES, GARDNER, WANGSNESS

Item 7) FBO REPORT

Item 7A) Fuel Report

Item 7B) Inspection Report

Item 7C) Hangar tenant waiting list report

Item 7D) Tenant concerns and response report

Matt Stone, FBO Manager, reported fuel sales have slowed down with Spring Break. Stone said he saw a few deer inside of the fence and wondered if farm gates are being left open. Jay Pudenz, McClure Engineering, stated he would talk to the contractor and make sure all fence gates are being closed. Stone reported the motor went out on Bill Gardner's hangar door. Which took a week for an electrician to come out to repair it. Jeff Wangsness stated they need a new electrician and parts on hand so no one else is inconvenienced for that long.

Item 7E) Ice Control Operations on the Runways and Taxiways

Stone said there are 40 bags of granular deicer on a pallet. Stone reported the employee who applies the deicer went through most of a pallet during one of the ice storms. Wangsness suggested attending an education session on the proper application of deicer during the off season.

Item 7F) Memorandum of Agreement on NOTAM Manager System between Aeronautical Services of the Federal Aviation Administration and the Polk County Aviation Authority.

Paul Moritz stated the NOTAM Manager System is a new digital NOTEM system sponsored by the Federal Aviation Administration that Dan Stull has subscribed to. It should make implementing a notice to airmen less complicated.

Item 8) FINANCE / BUDGET REPORT

Dr. Paul Novak reported payments were made for snow removal, liquid and granular runway deicer, along with a payment to Minturn for wildlife fence construction.

Item 9) CONSENT AGENDA ITEMS

CA-1 Approval of February 8, 2018 minutes.

CA-2 Consider motion to approve payment #3 to McClure Engineering Co., for services that include General On-Call Engineering Services through 01/27/18 in the amount of \$1,350.00.

CA-3 Consider motion to approve payment #3 to McClure Engineering Co., for services that include Reconstruction Taxiways A/C North, Rehab Taxiways B, C, T-hangar Taxi lanes Project in the amount of \$14,625.00.

CA-4 Consider motion to approve payment #3 to McClure Engineering Co., for services that include Drainage Channel Improvements / Terminal Building Drainage Improvements Project in the amount of \$2,592.50.

CA-5 Consider motion to approve payment #8 to McClure Engineering Co., for services that include Construction Admin and Observation Services for the Wildlife Exclusion Fence Project in the amount of \$4,946.39.

CA-6 Consider motion to approve payment #5 to Minturn, Inc. for services on the Wildlife Exclusion Fence Project, in the amount of \$120,830.20.

CA-7 Consider motion to approve payment #2 to the City of Ankeny, for services for the SE Convenience Blvd. Extension Project, RISE, in the amount of \$6,748.50.

CA-8 Approval of Bills and Transfer of Necessary Funds, \$176,736.95.

CA-9 March 2018 Financial Reports

CA-10 Accounts Receivable Aging Summary

Motion to approve consent agenda items CA-1 to CA-10

It was moved by Jake Nilles and seconded by Dr. Paul Novak to approve consent agenda items CA-1 through CA-10. VOTE: YEA: NILLES, NOVAK, GARDNER, WANGSNESS

Item 10) REMOVED CONSENT AGENDA ITEMS: NONE

Item 11) OLD BUSINESS: NONE

Item 12) NEW BUSINESS

Item 12A) Motion to approve Assignment of Amended and Substituted Land Lease Agreement: FAA Building.

Attorney, Amy Beattie, stated this refers to a Land Lease Agreement with Bob Boesen. Boesen is reorganizing his business. Beattie stated nothing has changed other than the entity the lease is assigned to.

It was moved by Dr. Paul Novak and seconded by Jake Nilles to approve Assignment of Amended and Substituted Land Lease Agreement: FAA Building. VOTE: YEA: NOVAK, NILLES, GARDNER, WANGSNESS

Item 12B) Motion to acknowledge and approve JR Boesen's acquisition of membership interest in Exec 1, Exec 1 II and Central Iowa Aviation.

Attorney, Amy Beattie, stated Bob Boesen gifted JR Boesen additional ownership in the business.

It was moved by Bill Gardner and seconded by Jake Nilles to approve JR Boesen's acquisition of membership interest in Exec 1, Exec 1 II and Central Iowa Aviation.

VOTE: YEA: GARDNER, NILLES, NOVAK, WANGSNESS

Item 12C) Resolution 2018-16, approving a lease agreement early termination date of February 2, 2018 for Ray Wasilewski, hangar H-01. Approving a lease agreement transfer for Awesome Aviators from hangar C-06 to H-01 with an effective date of February 2, 2018 and termination date of December 31, 2018. Approving lease agreement for Aspen Flying, LLP for hangar C-06 with an effective date of February 2, 2018 and termination date of December 31, 2018.

It was moved by Jake Nilles and seconded by Bill Gardner to approve Resolution 2018-16, approving all lease changes as listed. VOTE: YEA: NILLES, GARDNER, NOVAK, WANGSNESS

Item 12D) Resolution 2018-17, authorizing the execution of a Task Order for Professional Services with McClure Engineering Company, Inc. for the South Apron Access Road & Utilities Phase 1 Project.

It was moved by Jake Nilles and seconded by Bill Gardner to defer the vote on Resolution 2018-17, authorizing the execution of a Task Order for Professional Services with McClure Engineering Company, Inc. for the South Apron Access Road & Utilities Phase 1 Project until April 5, 2018, until a decision can be made regarding the construction of the Sukowatey, Allenergy Aircraft hangar. VOTE: YEA: NILLES, GARDNER, NOVAK, WANGSNESS

Item 13) REPORTS

Item 13A) A. Engineering Report

a. Wildlife Exclusion Fence Project.

Jay Pudenz, McClure Engineering reported the gates have been installed in the fence. The pedestals for the key pads will be installed next week. Jeff Wangsness stated he

noticed today that the way the fence is offset going onto the ramp area, it is not in the best interest of the security of the airport because that gate will always be left open. Jay stated there was discussion with Dan Stull regarding that during the design. Jay stated he will take a look at the gate and that it's not too late to change the gate, if that is something the Board wants to do. Andy Maysent stated the seeding window is March 31. Once the ground is dry around the fence they will identify a punch list. Wangsness stated there is also a two inch PVC pipe laying out there with wires coming out and requested that the pipe is taken care of before the area is covered up in dirt.

b. Reconstruct Taxiways and Taxi Lanes Project.

Andy Maysent, McClure Engineering, stated Paul Moritz and himself discussed this project with the Federal Aviation Administration who agreed to extend the project limits. This will allow us to only impact the tenants of the hangars one time during the construction of this project instead of twice. Andy stated we need to justify a Business Case for the FAA to approve a temporary taxiway between the hangars.

c. Drainage Channel Improvements Project.

Jay Pudenz, McClure Engineering reported this drainage channel project could be ready to bid by early April. Jay walked the area with JR Boesen and the challenge will be all the electrical lines in the property.

Item 13B) STAFF REPORT

a. SE Convenience Boulevard Extension Project Update.

Paul Moritz reported that Snyder and Associates will be prepared to bid this project in April or May. Moritz stated a rezoning decision needs to be made for this 16 acre property. The adjacent property owned by Denny Elwell has a restrictive PUD. Moritz stated we can go with the same restrictions as the Elwell property, or an M-1 with hardly any restrictions, or meet somewhere in the middle.

b. Asbestos Investigation – Clark Property Dwellings.

Paul Moritz reported that he received a quote from Impact7G to inspect the Clark's house and bunk house for asbestos for \$1,700.00. Payment will be brought forward at the April 5, 2018 meeting for this service. Once the house has been cleared for asbestos, the Ankeny Fire Department will do practice burns on this property.

c. Exhibit for Farm Leases.

Paul Moritz handed out a map that shows the area of each of the farm leases.

d. Farm Lease for Todd Volz (Hay).

Moritz stated that Todd Volz pays a lump sum of \$1,650 a year with a three year contract for an estimated 35 acres. Moritz stated Volz would also like to rent an additional 8.65 parcel. Moritz stated when the properties were mapped, Volz property is currently 39.82 acres. It was the consensus of the Board to have Moritz give Volz approval for farming the additional 8.65 acres and explain that he will be charged \$50 per acre consistent with the other farm leases.

Moritz reported that Bruce Johnson would like the grass buffer along the fence to be 5 or 6 feet for maintenance purposes.

e. Structural Damage in Tee Hangar J.

Paul Moritz reported that he did go to Hangar J to look at the crack in the pavement. The plan is to wait until the frost is out of the ground to see if it will go back down.

Item 13C) LEGAL COUNSEL REPORT: NONE

Item 13D) BOARD REPORT:

Bill Gardner wanted Amy Beattie to confirm that before the 16 acre airport property can be sold, we need to have it reappraised. Amy confirmed that we do need to have it reappraised if it is actively being marketed.

Item 13E) CHAIR REPORT: NONE

Item 14) 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, NILLES, WANGSNESS

The meeting adjourned at 6:56 p.m.

Attest: _____ Signed: _____
Dr. Paul Novak, Treasurer Jeff Wangsness, Chairperson

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