

POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, March 10, 2016, at the Ankeny Regional Airport, 3737 Convenience Blvd., Ankeny, Iowa. The meeting was called to order at 5:10 P.M.

**Item 1) ROLL CALL – MEMBERS PRESENT:** ASHBY, BARBER, GREUBEL, WANGSNESS  
**MEMBERS ABSENT:** ANDERSON, GARDNER, 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. Representing EXEC 1 was Dan Stull. Representing Snyder & Associates was Mark Land and airport consultant, Jerry Searle. Representing McClure Engineering was Andy Maysent.

**Item 2) CONFIRM SUBCOMMITTEE APPOINTMENTS AS PROPOSED**

**A. FINANCE / EXECUTIVE COMMITTEE** – Paul Novak, Chp., Jason Greubel, Jeff Wangsness

**B. LAND / HANGAR LEASE COMMITTEE-** Jason Greubel, Chp., Brant Anderson, Todd Ashby, J.R. Boesen, FBO

**C. AIRPORT SECURITY COMMITTEE** – Bill Gardner, Chp.; Paul Moritz, City Staff Management; Michael Current, Airport Tenant Representative; J.R. Boesen, FBO; Police Chief Gary Mikulec, Ankeny Police Department; Captain Makai Echer, Ankeny Police Department; Deputy Chief Rob Chiappano, Ankeny Fire Department

**D. SPECIAL EVENTS COMMITTEE** – Paul Novak, Chp., John Barber, Jeff Wangsness

**E. LAND ACQUISITION COMMITTEE** – Jeff Wangsness, Chp., Bill Gardner, Todd Ashby

Jeff Wangsness stated he removed Dustin Leo, DGR Engineering, from the Security Committee and did not assign a replacement.

It was moved by Jason Greubel and seconded by John Barber to approve the Subcommittee Appointments. VOTE: YEA: GREUBEL, BARBER, ASHBY, WANGSNESS

**Item 3) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**

It was moved by John Barber and seconded by Todd Ashby to approve the agenda without amendment. VOTE: YEA: BARBER, ASHBY, GREUBEL, WANGSNESS

**Item 4) AUDIENCE WITH VISITORS**

**A. REQUEST TO HOLD THE CORVETTE CLUB EVENT ON AUGUST 13<sup>TH</sup> AND 14<sup>TH</sup>, DAVE VANCE**

Dave Vance, representing the Corvette Club of Iowa, stated that the Club is interested in bringing their event back to the airport this year on August 13 and 14. Paul Moritz stated that Dave will need to fill out the Special Event application that was adopted by the PCAA Board on Sept. 10, 2015. Moritz stated a condition of the Special Event Permit is a \$200 deposit, along with a \$200 per day fee. Vance asked if the \$200 per day fee could be adjusted to \$200 for the two day event. Attorney, Amy Beattie stated Vance needs to complete and submit the application. The Board will review the application and make a final decision at the April 7<sup>th</sup> meeting.

**Item 5) PUBLIC HEARING 2016-01**

**Item 5A) HOLD AND CLOSE PUBLIC HEARING**

Chairperson Wangsness announced this as the time and place for the public hearing on the FY2015-2016 revised budget and proposed budget for FY 2016-2017. Notice of this hearing was published in the Des Moines Register on February 26, 2016. 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 Todd Ashby and seconded by Jason Greubel to close Public Hearing #2016-01. VOTE: YEA: ASHBY, GREUBEL, BARBER, WANGSNESS  
Bill Gardner arrived at 5:35.

**Item 5B) RESOLUTION 2016-08, APPROVING OF PROPOSED FY 2015-2016 REVISED BUDGET AND THE PROPOSED FY 2016-2017 BUDGET**

It was moved by Todd Ashby and seconded by John Barber to adopt Resolution 2016-08, approving of proposed FY 2015-2016 Revised Budget and the proposed FY 2016-2017 Budget. VOTE: YEA: ASHBY, BARBER, GARDNER, GREUBEL, WANGSNESS

**Item 6) FINANCE / BUDGET REPORT**

Jennifer Sease stated there were appraisal charges on this budget for two properties. Attorney, Amy Beattie stated the appraisals were for the LGI property and the Clark property.

**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**

Dan Stull stated the National Guard moved their equipment out of a hangar. Stull stated that the electricity has been cut several times by the contractors building the hangar by the north t-hangars. Paul Moritz stated the electrical line should be moved, as it runs under the hangar pad. Stull stated the taxiways are rocky and muddy in the construction area. Paul Moritz stated he will call the contractor after the meeting. Attorney, Amy Beattie stated it is the contractor's responsibility to have a broom out there to keep the area free from debris. Beattie, stated all four parties involved in the construction of the t-hangar should be notified by email. Stull stated the Authority's hand held radio is not working. Paul Moritz stated Stull should look into replacing it.

**Item 8) CONSENT AGENDA ITEMS**

**CA-1 APPROVAL OF FEBRUARY 4, 2016 MINUTES**

**CA-2 CONSIDER MOTION TO APPROVE PAYMENT #153 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH JANUARY 31, 2016 IN THE AMOUNT OF \$8,336.27.**

**CA-3 CONSIDER MOTION TO APPROVE PAYMENT #22, FINAL, TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$181.81.**

**CA-4 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$44,280.69.**

**CA-5 FEBRUARY 2016 FINANCIAL REPORTS**

**CA-6 ACCOUNTS RECEIVABLE AGING SUMMARY**

**MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-6.**

It was moved by John Barber and seconded by Jason Greubel to approve consent agenda items CA-1 through CA-6. VOTE: YEA: BARBER, GREUBEL, ASHBY, GARDNER, WANGSNESS

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

**Item 10) OLD BUSINESS:**

**Item 10A) DISCUSSION AND DIRECTION REGARDING DRAFT BOARD POLICY AMENDMENT CONCERNING THE BOARD TERMS.**

Attorney, Amy Beattie submitted an amendment to the Board Policy which would provide the Board to stagger appointments during one appointment and resume the four year appointment for following terms, effective with the Board year ending December 31, 2017. Beattie stated all entities involved will need to be made aware of this amendment. Approval of the Amendment will be at the April 7, 2016 meeting.

**Item 10B) CONSIDER MOTION TO APPROVE THE FOLLOWING INSTRUMENTS TO FACILITATE THE ACCEPTANCE OF THE 2016 TEE HANGAR INTERIOR LIGHTING RENOVATION PROJECT: a) ENGINEER'S CERTIFICATE OF COMPLETION; b) RESOLUTION 2016-09, ACCEPTING THE PUBLIC IMPROVEMENT WITH DPAI ELECTRICAL CONTRACTOR IN THE FINAL AMOUNT OF \$39,795.00; c) PAYMENT #2 (FINAL) TO DPAI ELECTRICAL CONTRACTOR IN THE AMOUNT OF \$1,989.75.**

It was moved by Jason Greubel and seconded by John Barber to approve all instruments to facilitate the acceptance of the 2016 Tee Hangar Interior Lighting Renovation Project. VOTE: YEA: GREUBEL, BARBER, ASHBY, GARDNER, WANGSNESS

**Item 11) NEW BUSINESS**

**Item 11A) GREATER DES MOINES PARTNERSHIP WASHINGTON, DC TRIP, MAY 11-13, 2016 REPRESENTATIVE.**

Todd Ashby stated he would be there and could represent the airport.

**Item 11B) RESOLUTION 2016-10, APPROVING FY 2016 FEDERAL ASSISTANCE AND GRANT APPLICATION FOR THE ENVIRONMENTAL ASSESSMENT WITH MCCLURE ENGINEERING.**

Paul Moritz stated this resolution will allow the Chairperson to sign a grant application for Federal Assistance for the Environmental Assessment needed for the construction of a wildlife exclusion fence, drainage channel improvements and infrastructure for the south apron hangers, and certify that the required local funds are available to match the proposed grant. Andy Maysent, McClure Engineering, stated the Cultural Resource Evaluation was completed last week. Once there is some vegetation growth, they can do the wetland delineation. Maysent stated they are on schedule, proposing completion by November with a design release next year.

It was moved by Todd Ashby and seconded by Bill Gardner to pass Resolution 2016-10 approving FY 2016 Federal Assistance and Grant Application for the Environmental Assessment with McClure Engineering. VOTE: YEA: ASHBY, GARDNER, BARBER, GREUBEL, WANGSNESS

**Item 12) REPORTS**

**Item 12A) ENGINEERING REPORT**

Mark Land stated Perficut cleared 75% of the trees that need clearing and will apply the first round of spray this spring when the vegetation starts coming up. Land stated regarding the south apron, it does not need any additional fill to balance things out.

**Item 12B) STAFF REPORT**

**a. ELECTRIC LINE RELOCATION AT HANGAR PAD**

Paul Moritz stated there is an electric line that is running underneath the pad where the hangar is being constructed by the north tee hangars. Moritz stated that electric line needs to be moved, but he has not received a quote for this project.

**b. DISCUSSION REGARDING CHANGE ORDER #2, FOR KIMREY ELECTRIC REGARDING THE RW 18/36 HIRL AND TAXIWAY A, B AND C MITL PROJECT**

Paul Moritz stated in regard to the RW 18/36 Project, originally the FAA instructed us to leave the PAPI lights alone. Since that time we have found that the slope indicators are not working properly. The FAA has given permission to have the PAPI lights replaced. There will be a change order for Kimrey on the next agenda adding the PAPI lights and removing the vegetation rings from the original bid proposal.

**c. ELECTRICITY FOR GARAGE STORING THE FOAM TRAILER.**

Paul Moritz stated the Mid-American bill for heating the foam trailer has been \$195 a month. This bill has been sent to EXEC 1 in the past. The billing will now be changed to the Authority address for payment.

**Item 12C) LEGAL COUNSEL REPORT**

**a. DISCUSSION AND MOTION AUTHORIZING LEGAL COUNSEL TO WORK WITH SNYDER & ASSOCIATES TO OBTAIN LEGAL DESCRIPTIONS FOR AGREEMENTS WITH FIXED BASE OPERATOR.**

Attorney, Amy Beattie, stated Bob Boesen's lender would like a legal description for each building that EXEC 1 rents from the Authority. Once Amy receives the legal description from Snyder & Associates, she will amend all the agreements.

It was moved by Jason Greubel and seconded by John Barber to authorize Legal Counsel to work with Snyder & Associates to obtain legal descriptions for agreements with Fixed Base Operator. VOTE: YEA: GREUBEL, BARBER, ASHBY, GARDNER, WANGSNESS

**Item 12D) BOARD REPORT - NONE**

**Item 12E) CHAIR REPORT – NONE**

**Item 13) REQUEST FOR EXECUTIVE SESSION**

It was moved by John Barber and seconded by Todd Ashby to go into Executive Session, pursuant to the provisions of Iowa Code Chapter 21.5 sub-paragraph (j) "To discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price of the governmental body would have to pay for that property." VOTE: YEA: BARBER, ASHBY, GARDNER, GREUBEL, WANGSNESS

Council went into Executive Session at 6:06 p.m.

Council reconvened to regular session at 6:45 p.m.

**Item 14) MOTION TO AUTHORIZE AN AGENCY AGREEMENT WITH BILL GARDNER, TO AUTHORIZE AN OFFER TO LGI FOR THE APPRAISED VALUE LESS THE TIF VALUE, AND AUTHORIZING THE CHAIRPERSON TO EXECUTE THE DOCUMENTS, SUBJECT TO LEGAL APPROVAL.**

It was moved by Todd Ashby and seconded by Jason Greubel. VOTE: YEA: ASHBY, GREUBEL, BARBER, WANGNESS

**Item 15) MOTION TO ACCEPT THE OFFER MADE BY DARRYL BRESSON AND ANGELA BRESSON FOR \$1,400,000.00, SUBJECT TO ANY CHANGES IN THE AGREEMENT REQUIRED BY LEGAL COUNSEL, TO ENTER INTO A COMMISSION AGREEMENT AT 6% WITH DENNY ELWELL COMPANY, AND AUTHORIZING THE CHAIRPERSON TO EXECUTE ALL DOCUMENTS.**

It was moved by John Barber and seconded by Todd Ashby. VOTE: YEA: BARBER, ASHBY, GREUBEL, WANGSNESS

**Item 16) ADJOURN**

There being no further business, it was moved by Jason Greubel and seconded by Todd Ashby to adjourn the meeting. VOTE: YEA: GREUBEL, ASHBY, BARBER, WANGSNESS

The meeting adjourned at 6:50 p.m.

Attest: \_\_\_\_\_  
Jason Greubel, Secretary

Signed: \_\_\_\_\_  
Jeff Wangsness, Chairperson

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