

Minutes of the  
POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, April 5, 2018, 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, BARBER, GARDNER, 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 and Matt Stone, FBO Manager, were present from EXEC 1. Representing McClure Engineering was Andy Maysent.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**  
It was moved by Jake Nilles and seconded by Brant Anderson to approve the agenda without amendment. VOTE: YEA: NILLES, ANDERSON, BARBER, GARDNER, NOVAK, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS**  
Mike Callison, Iowa Aviation Heritage Museum, reported the Oldsmobile Club is on track to have their car show on May 19, 2018. Jeff Wangsness stated the Club will need to complete and submit the Special Event Application along with the deposit fee. Approval of this special event will be on the May 10, 2018 agenda.  
Todd Ashby arrived at 5:02 p.m.
- Item 4) FBO REPORT**  
**Item 4A) Fuel Report**  
**Item 4B) Inspection Report**  
**Item 4C) Hangar tenant waiting list report**  
**Item 4D) Tenant concerns and response report**  
Dan Stull, reported new LED lights have been installed in all exterior light fixtures. Stull stated the tenants have been notified of the new code for the fence gates, which are now closed.
- Item 5) FINANCE / BUDGET REPORT**  
Dr. Paul Novak reported \$37,952.89 was paid to Minturn for the fence project, which is nearing completion. Application fees were paid for Paul Moritz and three Board members to attend the Iowa Aviation Conference. Snow removal cost this winter has been under budget.
- Item 6) CONSENT AGENDA ITEMS**  
**CA-1 Approval of March 8, 2018 minutes.**  
**CA-2 Consider motion to approve payment #4 to McClure Engineering Co., for services that include General On-Call Engineering Services through 02/24/18 in the amount of \$1,480.00.**

- CA-3 Consider motion to approve payment #4 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 \$12,839.00.**
  - CA-4 Consider motion to approve payment #4 to McClure Engineering Co., for services that include Drainage Channel Improvements / Terminal Building Drainage Improvements Project in the amount of \$4,230.00.**
  - CA-5 Consider motion to approve payment #9 to McClure Engineering Co., for services that include Construction Admin and Observation Services for the Wildlife Exclusion Fence Project in the amount of \$5,085.97.**
  - CA-6 Consider motion to approve payment #6 to Minturn, Inc. for services on the Wildlife Exclusion Fence Project, in the amount of \$37,952.89.**
  - CA-7 Consider motion to approve payment #3 to the City of Ankeny, for services for the SE Convenience Blvd. Extension Project, RISE, in the amount of \$17,740.84.**
  - CA-8 Approval of Bills and Transfer of Necessary Funds, \$91,653.87.**
  - CA-9 April 2018 Financial Reports**
  - CA-10 Accounts Receivable Aging Summary**
  - Motion to approve consent agenda items CA-1 to CA-10**
- It was moved by Bill Gardner and seconded by Dr. Paul Novak to approve consent agenda items CA-1 through CA-10. VOTE: YEA: GARDNER, NOVAK, ANDERSON, ASHBY, BARBER, NILLES, WANGSNESS

**Item 7) REMOVED CONSENT AGENDA ITEMS: NONE**

**Item 8) OLD BUSINESS: NONE**

**Item 8A) 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. (Deferred from the March 8, 2018 agenda.)**  
 Amy Beattie stated Allenergy made changes to the lease that the Board needs to review and deem them acceptable as proposed or make adjustments. Paul Moritz stated he compiled a list of items for the Board to review after looking over Allenergy's amendments.

The first item being the area of the land lease, which includes a ten foot buffer around the hangar that is the tenant's responsibility. In the draft of the lease, Allenergy removed this 10' buffer and reduced their annual lease payment from \$4,972 to \$3,439. Jeff Wangsness stated he could not recall the reason for the buffer, other than for maintenance purposes. It was the consensus of the Board to treat all tenants the same, whether it is a ten foot buffer or a maintenance fee that would be charged to everyone. After a lengthy discussion, the board moved to allow the Allenergy hangar area to exclude the 10' buffer area, but the land areas under any future improvements on the outside of the building, such as driveways, parking stalls and sidewalks, will need to be added to the lease by amendment.

Jeff stated the next item is regarding the start of the lease term. Allenergy requested that instead of the lease beginning when the agreement is signed and approved, the lease would begin when Allenergy has obtained a building permit from the City, which could take up to a year. Jeff stated, when Allenergy signs the lease that allows him to hold that location for up to a year or until he is ready to build. Jeff stated if Allenergy decides not to build, the Authority is entitled to nonrefundable earnest money. It was the consensus of the Board to approve the terms of the lease, including one year of earnest money that is nonrefundable if the lease is broken at the end of that year, or prorated accordingly.

Paul stated all existing land leases have a clause that allows for the annual lease payment to be adjusted according to the annual Consumer Price Index. Allenergy removed this clause in their draft of the lease. It was the consensus of the Board to leave in the clause that allows for the annual lease payment to be adjusted according to the annual Consumer Price Index.

Regarding utility services: On previous hangar leases, the building owners are responsible for installing and maintaining their service lines from the water main or sewer pipe into their buildings. Allenergy changed this in the draft lease so that they would only be responsible for the service lines from the lease area (building walls) in. The Board did not agree with this and it was the consensus of the Board that it is a nonnegotiable item. It is the responsibility for the tenant to connect the utilities to our mains and maintain them.

Per the direction that Amy and Paul received from the FAA previous to the meeting, the maximum term length for the lease will be 50 years, with a possible renewal at that time (2068) if the FAA were to allow a renewal at that time.

Amy Beattie stated she will work with Allenergy on the changes on the lease and bring this back for review at the May 10, 2018 meeting.

**Item 8B) 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. (Deferred from the March 8, 2018 agenda.)**

Paul Moritz stated while meeting with the Land / Hangar Lease Committee, Todd Ashby had the idea of moving the ditch that runs along the west side, back of the Allenergy hangar and swap it for the location of the road. Moritz stated that McClure Engineering will work on some options for this project and bring them back to the May 10, 2018 meeting. Jeff Wangsness expressed his appreciation to the Land / Hangar Lease Committee and all involved for their time and suggestions.

It was moved by Todd Ashby and seconded by Brant Anderson to approve 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.  
VOTE: YEA: ASHBY, ANDERSON, BARBER, GARDNER, NILLES, NOVAK, WANGSNESS

**Item 9) NEW BUSINESS**

**Item 9A) Resolution 2018-18, fixing a date for a hearing on plans, specifications, opinion of probable cost and form of contract and taking of bids for the Drainage Channel and Terminal Building Drainage Improvements Project at the Ankeny Regional Airport.**

It was moved by Dr. Paul Novak and seconded by Bill Gardner to approve Resolution 2018-18, fixing a date for a hearing on plans, specifications, opinion of probable cost and form of contract and taking of bids for the Drainage Channel and Terminal Building Drainage Improvements Project at the Ankeny Regional Airport.

VOTE: YEA: NOVAK, GARDNER, ANDERSON, ASHBY, BARBER, NILLES, WANGSNESS

**Item 9B) Resolution 2018-19, fixing a date for a hearing on plans, specifications, opinion of probable cost and form of contract and taking of bids for the Reconstruct Taxiways A & C North / Rehab Taxiways B, C & T-Hangar Taxi lanes" Project at the Ankeny Regional Airport.**

It was moved by John Barber and seconded by Bill Gardner to approve Resolution 2018-19, fixing a date for a hearing on plans, specifications, opinion of probable cost and form of contract and taking of bids for the Reconstruct Taxiways A & C North / Rehab Taxiways B, C & T-Hangar Taxi lanes" Project at the Ankeny Regional Airport.

VOTE: YEA: BARBER, GARDNER, ANDERSON, ASHBY, NILLES, NOVAK, WANGSNESS

- Item 9C) Resolution 2018-20, approving lease agreements early termination date of February 28, 2018 for Stardust Ag Aviation, hangars E-08 and F-10. Approving lease agreement for Iowa Soft Water (Terry Riley) for hangar E-08 with an effective date of March 1, 2018 and termination date of December 31, 2018. Approving lease agreement for Don David for hangar F-10 with an effective date of March 5, 2018 and termination date of December 31, 2018.**

It was moved by Bill Gardner and seconded by John Barber to approve Resolution 2018-20, approving all lease changes as listed. VOTE: YEA: GARDNER, BARBER, ANDERSON, ASHBY, NILLES, NOVAK, WANGSNESS

- Item 9D) Resolution 2018-21, authorizing submittal of an Iowa DOT Grant Application to provide possible State of Iowa Aviation Program funding for the construction of the South Apron Access Road and Utilities – Phase 1 Project at the Ankeny Regional Airport.**

Paul Moritz stated regarding the South Apron Access Road and Utilities – Phase 1, \$360,000 was the original estimated amount on the ACIP. Moritz stated the distance of the sanitary sewer was not taken into consideration, which McClure Engineering now estimates this project at \$520,000. This resolution will authorize submitting an application to the State for \$225,000 to help finance this project.

It was moved by Todd Ashby and seconded by Jake Nilles to approve Resolution 2018-21, authorizing submittal of an Iowa DOT Grant Application to provide possible State of Iowa Aviation Program funding for the construction of the South Apron Access Road and Utilities – Phase 1 Project at the Ankeny Regional Airport. VOTE: YEA: ASHBY, NILLES, ANDERSON, BARBER, GARDNER, NOVAK, WANGSNESS

**Item 10) REPORTS**

**Item 10A) Engineering Report**

**a. Wildlife Exclusion Fence Project.**

Andy Maysent, McClure Engineering reported we are in the seeding window for the fence project, but the ground is too muddy. Andy stated within two weeks the seeds will be established. The final inspection and acceptance should be in May. Jeff asked Andy if the change order for cleaning up the grub area and seeding included grading and smoothing out what they grubbed? Paul Moritz stated when he was receiving quotes for mowing, he was asked if the area along the north fence would be smoothed out. Andy stated he would look into that and make sure it is on Jay's punch list to have that area graded.

**b. Reconstruct Taxiways and Taxi Lanes Project.**

Andy Maysent, McClure Engineering, reported he just received a report from the Federal Aviation Administration prior to the meeting regarding a Business Case he submitted to the FAA to approve a temporary taxiway between the hangars while taxiway Charlie is being rebuilt. Andy stated the Business Case was for loss of \$50,000 income, \$20,000 in hangar rent and \$30,000 in lost fuel sales. The FAA stated that was not a sufficient case to justify a temporary taxiway. Andy said he could restate the case

including the loss of business use for the 85 tenants involved. Andy also reported the FAA engineer stated Runway 18/36 would need to be closed for 30 days, rather than the 21 days projected to repave 250 feet of taxiway. Andy stated this job could begin as early as September of this year or Spring 2019. Regarding the temporary taxiway, Andy said he will look into different options other than an asphalt runway, but will receive bids for asphalt so the Board is aware of the cost involved.

**c. Drainage Channel Improvements Project.**

Andy Maysent, McClure Engineering, stated they are on track with the schedule to advertise the Drainage Channel Improvements Project May 1, 2018.

**d. SE Convenience Boulevard Extension Project – Schedule and Proceedings.**

Paul Moritz stated this is officially a City of Ankeny project. The City is scheduled to set the bid and hearing date at the April 16<sup>th</sup> City Council meeting, with the hearing date of May 8<sup>th</sup> and award date May 14<sup>th</sup>. Paul stated he recommends we do not final plat the 16 acres we have for sale, so that if someone would want to divide it, we can final plat it at the time of sale.

**Item 10B) STAFF REPORT**

**a. Asbestos Investigation – Clark Property Dwellings.**

Paul Moritz reported the asbestos inspection was completed on April 3, 2018. Moritz stated once the report comes back, a date will be set with the Ankeny Fire Department to do fire tests this summer. Moritz will check to see if there is any value in the corn crib wood, or if there would be any interest in renting out the barn for storage purposes. Moritz stated since the barn is within City limits, and livestock is not allowed in the City limits, this barn cannot be rented out for horses. The horses were grandfathered in for the original owners and expired within a number of months after the horses were moved. There was an inquiry as to whether bids would be accepted by someone who would like to purchase and move the barn. Jeff Wangsness stated he would like the barn to remain there as a rental property for as long as possible.

**b. 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. In March, the Board decided Volz should pay \$50 per acre for a term of one year consistent with the other farm leases. In the meantime, Volz signed the three year lease and returned it in the mail. It was the consensus of the Board, since the road construction is going through his property, to cross out the three year term, making it one year and revisit the situation next year when the road construction is complete. Moritz stated he would visit Volz and have him initial by the change on the lease, making it a one year lease.

**c. Land / Hangar Lease Committee Meeting 3/26/18.**

Paul Moritz stated this was already covered under Item 8B.

**d. Proposal for Mowing Areas along SE Oralabor Road.**

Moritz stated the City has a new mowing contract with AAA Lawn Services, LLC, previously it was H&S Custom Farming. For the sake of competition, Paul received mowing bids from AAA Lawn Services, LLC and H&S Custom Farming with two options, the first one being every two weeks and the second once a month. It was the consensus of the Board to go with AAA Lawn Services, LLC every two weeks for \$97.00 for the area drawn out on the submitted map.

Paul Moritz stated he received a progress report from the Dirt Detectives. They have found around eighty items from the 1850's on the Clark property, which will be donated to the Heritage Museum. The Dirt Detectives are not finished and will be going back out to the property in the near future.

Moritz asked Andy Maysent if the Authority was responsible for buying pad locks for the gates. Maysent said he would check the specs.

**Item 10C) LEGAL COUNSEL REPORT: NONE**

**Item 10D) BOARD REPORT:**

Todd Ashby will not be at the May meeting, as he will be attending the Greater Des Moines Partnership meeting in Washington, D.C.

**Item 10E) CHAIR REPORT: NONE**

**Item 11) ADJOURN**

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

The meeting adjourned at 6:26 p.m.

Attest: \_\_\_\_\_ Signed: \_\_\_\_\_  
Todd Ashby, Secretary Jeff Wangsness, Chairperson

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