

POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, April 6, 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:** ASHBY, GARDNER, NILLES, WANGSNESS  
**MEMBERS ABSENT:** ANDERSON, BARBER, 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 Snyder & Associates was Scott Port. Dan Stull was present from EXEC 1. Representing McClure Engineering were Jay Pudenz and Wade Harris.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**  
It was moved by Todd Ashby and seconded by Bill Gardner to approve the agenda without amendment. VOTE: YEA: ASHBY, GARDNER, NILLES, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS: NONE**
- 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 stated since construction has started by the terminal building, the gate by the maintenance building is the afterhours access.
- Item 5) FINANCE / BUDGET REPORT**  
Jennifer Sease stated the winter's final snow removal bill was received from Elder Corporation for \$3,040.00. Perficut submitted a bill for \$13,791.15 for the completion of the Runway 22 Tree Clearing Project.
- Item 6) CONSENT AGENDA ITEMS**  
**CA-1 APPROVAL OF MARCH 9, 2017 MINUTES.**  
**CA-2 CONSIDER MOTION TO APPROVE PAYMENT #166 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH FEBRUARY 28, 2017 IN THE AMOUNT OF \$779.66.**  
**CA-3 CONSIDER MOTION TO APPROVE PAYMENT #5 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE SOUTH APRON GRADING AND PAVING PHASE 1, IN THE AMOUNT OF \$7,003.50.**  
**CA-4 CONSIDER MOTION T O APPROVE PAYMENT #5 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE 2017 RAMP REHAB PROJECT, IN THE AMOUNT OF \$4,463.00.**  
**CA-5 CONSIDER MOTION TO APPROVE PAYMENT #3 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE EXCLUSION FENCE SERVICES THROUGH FEBRUARY 25, 2017 IN THE AMOUNT OF \$29,871.00.**

**CA-6 CONSIDER MOTION TO APPROVE PAYMENT #1 TO PERFCUT COMPANIES INC., FOR TREE REMOVAL SERVICES ON RUNWAY 22 TREE CLEARING PROJECT, IN THE AMOUNT OF \$13,791.15.**

**CA-7 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS, \$66,298.34.**

**CA-8 MARCH 2017 FINANCIAL REPORTS**

**CA-9 ACCOUNTS RECEIVABLE AGING SUMMARY**

**MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-9.**

It was moved by Jake Nilles and seconded by Todd Ashby to approve consent agenda items CA-1 through CA-9. VOTE: YEA: NILLES, ASHBY, GARDNER, WANGSNESS

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

**Item 8) OLD BUSINESS: NONE**

**Item 9) NEW BUSINESS**

**Item 9A) MOTION TO APPROVE SHOW AND SHINE APPLICATION FOR SPECIAL EVENT, MAY 20, 2017.**

Mike Callison, President of the Iowa Aviation Heritage Museum, stated that the Mustang Club officials in Florida have not returned the application and proof of insurance at this time. After much discussion, it was the consensus of the Board that if the application is submitted and everything is in order, the administrative staff has permission to approve the application.

It was moved by Todd Ashby and seconded by Bill Gardner to authorize the Administrative Staff to approve the application for the Show and Shine Event. VOTE: ASHBY, GARDNER, NILLES, WANGSNESS

**Item 9B) RESOLUTION 2017-17, FIXING A DATE FOR A PUBLIC HEARING ON THE PLANS, SPECIFICATIONS, FORM OF CONTRACT, OPINION OF PROBABLE COST AND THE TAKING OF BIDS FOR THE ANKENY REGIONAL AIRPORT WILDLIFE EXCLUSION FENCE PROJECT. (BID LETTING APRIL 27, 2017, AT 2:00 P.M. / PUBLIC HEARING MAY 4, 2017 AT 5:00 P.M.)**

It was moved by Todd Ashby and seconded by Jake Nilles to approve Resolution 2017-17, fixing a date for hearing on plans, specifications, opinion of probable cost and form of contract and taking of bids for the Ankeny Regional Airport Wildlife Exclusion Fence Project. VOTE: ASHBY, NILLES, GARDNER, WANGSNESS

**Item 9C) RESOLUTON 2017-19, AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH SNYDER & ASSOCIATES, INC., FOR WETLAND MITIGATION PERMITTING SERVICES FOR TWO PLANNED AIRPORT CAPITAL IMPROVEMENT PROJECTS.**

Paul Moritz stated the wetlands need mitigation regarding two planned Airport Capital Improvement Projects. The Army Corp of Engineers requires the entire area undergo mitigation at the same time. Moritz stated it can take six to eight months to acquire the permit, which is the reason we need to start the process.

It was moved by Bill Gardner and seconded by Todd Ashby to approve Resolution 2017-19, authorizing the execution of a Professional Services Agreement with Snyder & Associates, Inc., for Wetland Mitigation Permitting Services. VOTE: GARDNER, ASHBY, NILLES, WANGSNESS

**Item 9D) RESOLUTION 2017-18, AUTHORIZING THE SUBMITTAL OF FY 2018 IOWA DOT STATE AIRPORT DEVELOPMENT GRANT APPLICATION FOR PARTIAL FUNDING**

**OF THE 2018 DRAINAGE CHANNEL IMPROVEMENTS PROJECT AND THE  
TERMINAL BUILDING DRAINAGE PROJECT.**

It was moved by Jake Nilles and seconded by Todd Ashby to approve Resolution 2017-18, authorizing the submittal of FY 2018 Iowa DOT State Airport Development Grant Application for partial funding of the 2018 Drainage Channel Improvements Project and the Terminal Building Drainage Project. VOTE: NILLES, ASHBY, GARDNER, WANGSNESS

**Item 10) REPORTS**

**Item 10A) ENGINEERING REPORT**

**a. REPORT ON SOUTH APRON GRADING AND PAVING PHASE 1 PROJECT.**

Scott Port stated the South Apron Grading project will begin Monday, April 10 with completion predicted for mid-June, 2017.

**b. REPORT ON 2017 RAMP REHABILITATION PROJECT.**

Scott Port stated the Ramp Rehabilitation project began today and will also be completed early to mid-June, 2017. Scott Port stated the Runway 22 Tree Clearing Project has been completed. Paul Moritz stated he has notified the DOT that all the obstructions have been taken down. The DOT will inform the FAA to remove the restriction from Runway 22.

**Item 10B) STAFF REPORT**

**a. WILDLIFE CONTROL ACTIVITIES 2016, USDA WILDLIFE SERVICES.**

Paul Moritz included in the agenda packet the 2016 wildlife mitigation report submitted by Ernie Colboth, US Department of Agriculture.

**b. CITY OF ANKENY FENCE PERMIT APPLICATION SUBMITTED.**

Paul Moritz stated the City of Ankeny approved the Fence Permit application allowing barbed wire to be applied to the top of the wildlife mitigation fence.

**Item 10C) LEGAL COUNSEL REPORT**

Attorney, Amy Beattie stated the City of Altoona has agreed to pay the back fill amount owed to the Authority. Jennifer Sease stated she would mail the City of Altoona an invoice.

**Item 10D) BOARD REPORT: NONE**

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

**Item 11) ADJOURN**

There being no further business, it was moved by Todd Ashby and seconded by Jake Nilles to adjourn the meeting. VOTE: YEA: ASHBY, NILLES, GARDNER, WANGSNESS

The meeting adjourned at 5:43 p.m.

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

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