

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority (PCAA) held a regular meeting on Thursday, April 9, 2020. Chairman, Wangsness, called the meeting to order at 5:01 PM.

Item 1) Due to Covid-19 Pandemic all Board Members - Barber, Gardner, Garrison, Nilles and Novak along with EXEC 1 - J.R. Boesen, Dan Stull: McClure Engineering - Andy Maysent and Jay Pudenz joined the meeting via conference call. Chairman, Wangsness; Airport Board Manager, Paul Moritz; Administrative Services Director, Jennifer Sease; City Attorney, Amy Beattie and PCAA Recording Secretary, Margaret Waldschmitt were also present.

Item 2) Confirm Subcommittee Appointments as proposed.

- A. Finance / Executive Committee: Paul Novak, Chp.; Todd Ashby; Jeff Wangsness
- B. Land / Hangar Lease Committee: Bill Gardner, Chp.; Dave Garrison, Todd Ashby; J.R. Boesen, FBO
- C. Airport Security Committee: John Barber, Chp.; Paul Moritz, City Staff Management; Michael Current, Airport Tenant Representative; J.R. Boesen, FBO; Police Chief Darius Potts, Ankeny Police Department; Captain Makai Echer, Ankeny Police Department; Deputy Chief Rob Chiappano, Ankeny Fire Department
- D. Special Events Committee: Paul Novak, Chp.; Jake Nilles, Dave Garrison
- E. Land Acquisition Committee: Jeff Wangsness, Chp.; Bill Gardner, Todd Ashby
- F. Engineering Review Committee: John Barber, Chp.; Jake Nilles, Todd Ashby

Item 3) Perfecting and Approval of the Agenda without amendment.

It was moved by Ashby and seconded by Gardner to approve the agenda without amendment. VOTE: YEA: ASHBY, GARDNER, BARBER, GARRISON, NILLES, NOVAK, WANGSNESS

Item 4) Audience with Visitors

T. J. Riley joined the meeting via conference call, expressing interest in the possibility of a self-service fueling station at the airport for after hours, or when there is a long line for fueling service. After much discussion, J.R. Boesen stated he would look into this option if the volume of fuel sales could support the expense of this addition.

Item 5) Public Hearing- PH #2020-02

A. Hold and Close Public Hearing

Chairperson Wangsness announced this is the time and place for the public hearing on the matter of adoption of plans, specifications, form of contract and opinion of probable costs for the construction of certain public improvements described as "Taxiway D Access Road, Utilities and Apron Grading (Phases 2-4) Project. Notice of this hearing was published in the Des Moines Register on March 13, 2020. There were no written comments received on the proposed project. Wangsness inquired if there was anyone present to be heard for or against said proposed project. Hearing no one against said project, Wangsness called for a motion to close the public hearing.

It was moved by Novak and seconded by Barber to close Public Hearing #2020-02. VOTE: YEA: NOVAK, BARBER, ASHBY, GARDNER, GARRISON, NILLES, WANGSNESS

B. Receive and file Report of Bids received on March 31, 2020

Moritz, stated the engineer's estimate base bid was \$826,331.00. Successful bidder was Sandstone Management Ltd of Carlisle, IA, at \$626,654.00. A total of ten bids were received and filed.

It was moved by Garrison and seconded by Nilles to receive and file report of bids received. VOTE: YEA: GARRISON, NILLES, ASHBY, BARBER, GARDNER, NOVAK, WANGSNESS

C. Resolution 2020-16, awarding the construction contract for the Taxiway D Access Road Utilities and Apron Grading (Phases 2-4) Project at the Ankeny Regional Airport.

It was moved by Barber and seconded by Ashby to approve Resolution 2020-16, awarding the construction for the Taxiway D Access Road Utilities and Apron Grading (Phases 2-4) Project at the Ankeny Regional Airport.

Item 6) Public Hearing- PH #2020-03

A. Hold and Close Public Hearing

Chairperson Wangsness announced this is the time and place for the public hearing on the matter of the potential sale of real property and authorizing the execution of a Purchase Agreement between the Polk County Aviation Authority and Van Houweling Property, LLC. Notice of this hearing was published in the Des Moines Register on March 23, 2020. There were no written comments received on the proposed sale of property. Attorney, Amy Beattie stated the 16.2 acres were appraised at \$2,800,000.00. Wangsness inquired if there was anyone present to be heard for or against said proposed sale of property and execution of Purchase Agreement. Hearing no one against said sale of property and execution of Purchase Agreement, Wangsness called for a motion to close the public hearing.

It was moved by Novak and seconded by Ashby to close Public Hearing #2020-03. VOTE: YEA: NOVAK, ASHBY, BARBER, GARRISON, NILLES, WANGSNESS
ABSTAIN: GARDNER

B. Resolution 2020-17, making final determination on the potential sale of real property and authorizing the execution of a Purchase Agreement by and between the Polk County Aviation Authority and Van Houweling Property, LLC.

It was moved by Nilles and seconded by Barber to approve Resolution 2020-17, making final determination on the potential sale of real property and authorizing the execution of a Purchase Agreement by and between the Polk County Aviation Authority and Van Houweling Property, LLC. VOTE: YEA: NILLES, BARBER, ASHBY, GARRISON, NOVAK, WANGSNESS
ABSTAIN: GARDNER

Item 7) FBO Report

A. Fuel Report

B. Inspection Report

C. Hangar tenant waiting list report

D. Tenant concerns and response report

Stull reported fuel sales were up the end of March and have continued to fall since that time due to Covid-19 Pandemic. Stull provided architect renderings of potential options to update the airport buildings.

Item 8) Finance / Budget Report

Novak reported payment of the final snow expense for this season, along with engineering expenses for ongoing projects.

Item 9) Consent Agenda Items

CA-1 Approval of March 5, 2020 minutes.

CA-2 Consider motion to approve payment #25 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$2,885.00.

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 \$29,052.50.

CA-4 Approval of Bills and Transfer of Necessary Funds, \$44,170.13.

CA-5 April 2020 Financial Reports

CA-6 Accounts Receivable Aging Summary

It was moved by Nilles and seconded by Gardner to approve consent agenda items CA-1 through CA-6. VOTE: YEA: NILLES, GARDNER, ASHBY, BARBER, GARRISON, NOVAK, WANGSNESS

Item 10) Removed Consent Agenda Items: None

Item 11) Old Business: None

Item 12) New Business

- A. **Resolution 2020-18, authorizing the submittal of an Iowa DOT Aviation Program Grant application for partial funding of the proposed Taxiway D Access Road, Utilities and Apron Grading (Phases 2-4) Project.**

It was moved by Nilles and seconded by Ashby to approve Resolution 2020-18, authorizing the submittal of an Iowa DOT Aviation Program Grant application for partial funding of the proposed Taxiway D Access Road, Utilities and Apron Grading (Phases 2-4) Project. VOTE: YEA: NILLES, ASHBY, BARBER, GARDNER, GARRISON, NOVAK, WANGSNESS

- B. **Resolution 2020-19, authorizing the submittal of an Iowa DOT General Aviation Vertical Infrastructure Grant application for partial funding of the Terminal Building Bi-Fold Hangar Door Replacement.**

Moritz reported McClure Engineering's structural engineer recommended that the 27 year old bi-fold door needs to be replaced.

It was moved by Ashby and seconded by Gardner to approve Resolution 2020-19, authorizing the submittal of an Iowa DOT Aviation Program Grant application for partial funding of the Terminal Building Bi-Fold Hangar Door Replacement. VOTE: YEA: ASHBY, GARDNER, BARBER, GARRISON, NILLES, NOVAK, WANGSNESS

- C. **Discussion and direction regarding the request to rezone the 16-acre property to revise the allowable building materials.**

Moritz stated the current zoning for the 16-acre property does not allow for construction of metal structures. Moritz stated even if the property is rezoned, the City would only permit 30% metal for the structures. Moritz will talk to the purchaser before rezoning the property. Moritz reported that in 2015 the PCAA Authority presented to the FAA that this 16 acre property was non aeronautical property and that is why they wanted to sell it. The purchaser would like to build a hangar on the 16 acres, applying for a "through the fence" agreement with the FAA, if possible. The Land/Hangar Committee will meet next week to discuss options.

Item 13) Reports

- A. Engineering Report

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

- Maysent stated this project is scheduled to begin in August, 2020
- Staff Report
- B. Staff Report
- a. 2020 Central Iowa Air Show
- Moritz stated the City of Ankeny has not received compensation for expenses incurred for the 2019 air show at this time. There will not be an airshow until the City receives payment.
- b. DC Partnership Trip – Brochure Update
- Moritz stated he has not updated the brochure since there has not been a definite date set, at this time, for the DC Partnership Trip.
- C. Legal Counsel Report - None
- D. Board Report
- John Barber stated that he has relocated and will need to resign from the PCAA Board from his appointment by the Polk County Board of Supervisors. The Board members thanked John for his service.
- E. Chair Report – None

Item 14) Adjourn

There being no further business, the meeting adjourned at 6:27 p.m.

Attest: _____
Margaret Waldschmitt, Recording Secretary

Signed: _____
Jeff Wangsness, Chairperson

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