

POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, May 4, 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:** ANDERSON, GARDNER, NILLES, NOVAK, WANGSNESS
MEMBERS ABSENT: ASHBY, BARBER
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 Brant Anderson and seconded by Jake Nilles to approve the agenda without amendment. VOTE: YEA: ANDERSON, NILLES, GARDNER, NOVAK, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS: NONE**
- Item 4) PUBLIC HEARING 2017-04**
Item 4A) HOLD AND CLOSE PUBLIC HEARING
Chairperson Wangsness announced this is the time and place for a public hearing on the adoption of plans, specifications, form of contract and opinion of probable costs for the construction of certain public improvements described as: Wildlife Exclusion Fence Project. Notice of this hearing was published in the Des Moines Register on April 14, 2017. There were no written comments received on the proposed project. Chairperson Wangsness inquired if there was anyone present to be heard for or against said proposed project. Todd Ashby arrived at 5:03 p.m.
- Paul Moritz stated the bid opening was held on April 27, 2017. Three bids were received with the lowest bid from Minturn, Inc., Brooklyn, IA, being \$1,421,083.00. This bid is approximately 18% above the final engineer's estimate of \$1,203,828.00. Moritz stated there were eight alternate bids over and above the base bid amount since the FAA deemed many of the gate improvements to be non-eligible for FAA funding. After much discussion it was the consensus of the Board to accept Alternates 1, 3, 5 and 8 which will include a manual entry at gates 1 and 2, with an intercom / keypad entry at gate 3 and black fence coating. Hearing no one against said project, Chairperson Wangsness called for a motion to close the public hearing.
- It was moved by Brant Anderson and seconded by Bill Gardner to close Public Hearing #2017-04. VOTE: YEA: ANDERSON, GARDNER, ASHBY, NILLES, NOVAK, WANGSNESS
- Item 4B) RESOLUTION 2017-20, ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND OPINION OF PROBABLE COST FOR THE ANKENY REGIONAL AIRPORT WILDLIFE EXCLUSION FENCE PROJECT, FAA PROJECT NO. 3-19-0132-023.**

It was moved by Jake Nilles and seconded by Todd Ashby to adopt Resolution 2017-20 adopting plans, specifications, form of contract and opinion of probable cost (\$1,203,828.00 for Base Bid) for the : Wildlife Exclusion Fence Project. VOTE: YEA: NILLES, ASHBY, ANDERSON, GARDNER, NOVAK, WANGSNESS

Item 4C) RECEIVE AND FILE REPORT OF BIDS RECEIVED ON APRIL 27, 2017.

It was moved by Jake Nilles and seconded by Brant Anderson to receive and file the report of bids received on April 27, 2017. VOTE: YEA: NILLES, ANDERSON, ASHBY, GARDNER, NOVAK, WANGSNESS

Item 4D) RESOLUTION 2017-21, ACCEPTING BID AND MAKING AWARD OF CONSTRUCTION CONTRACT FOR THE WILDLIFE EXCLUSION FENCE PROJECT.

It was moved by Todd Ashby and seconded by Jake Nilles to approve Resolution 2017-21, accepting bid and making award of construction contract for the Wildlife Exclusion Fence Project.

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

Item 5) FBO REPORT

Item 5A) FUEL REPORT

Item 5B) INSPECTION REPORT

Item 5C) HANGAR TENANT WAITING LIST REPORT

Item 5D) TENANT CONCERNS AND RESPONSE REPORT

Dan Stull reported Exec 1 Aviation is hosting a Learn to Fly Day Open House on May 13, 2017 from 8:30 – noon. Stull stated the parking lot in front of C&R Aviation hangar is in very poor condition. Paul Moritz stated that parking lot project is not on the ACIP for a couple of years. Moritz stated he will have the City Public Works Department look at the parking lot and see if it can be patched.

Item 6) FINANCE / BUDGET REPORT

Dr. Paul Novak stated payment was received from the City of Altoona for the back fill amount owed to the Authority.

Item 7) CONSENT AGENDA ITEMS

CA-1 APPROVAL OF APRIL 6, 2017 MINUTES.

CA-2 CONSIDER MOTION TO APPROVE PAYMENT #167 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH MARCH 31, 2017 IN THE AMOUNT OF \$1,733.23.

CA-3 CONSIDER MOTION TO APPROVE PAYMENT #6 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE SOUTH APRON GRADING AND PAVING PHASE 1, IN THE AMOUNT OF \$5,899.74.

CA-4 CONSIDER MOTION T O APPROVE PAYMENT #6 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE 2017 RAMP REHAB PROJECT, IN THE AMOUNT OF \$3,388.74.

CA-5 CONSIDER MOTION TO APPROVE PAYMENT #4 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE EXCLUSION FENCE SERVICES THROUGH MARCH 25, 2017 IN THE AMOUNT OF \$29,941.00.

CA-6 CONSIDER MOTION TO APPROVE PAYMENT #1 TO RW EXCAVATING, LC FOR SERVICES ON THE 2017 RAMP REHABILITATION PROJECT, IN THE AMOUNT OF \$10,680.37.

CA-7 CONSIDER MOTION TO APPROVE PAYMENT #1 TO JENSEN BUILDERS, LTD. FOR SERVICES ON THE SOUTH APRON GRADING AND PAVING-PHASE 1 PROJECT, IN THE AMOUNT OF \$22,304.23.

CA-8 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS, \$84,518.00.

CA-9 APRIL 2017 FINANCIAL REPORTS

CA-10 ACCOUNTS RECEIVABLE AGING SUMMARY

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-10.

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

Item 8) REMOVED CONSENT AGENDA ITEMS: NONE

Item 9) OLD BUSINESS: NONE

Item 10) NEW BUSINESS

Item 10A) RESOLUTION 2017-22, APPROVING A LEASE AGREEMENT EARLY TERMINATION DATE OF MARCH 31, 2017 FOR N1046X LLC, HANGAR I-05. APPROVING A LEASE AGREEMENT FOR CHUCK HENZE FOR HANGAR I-05 WITH AN EFFECTIVE DATE OF APRIL 1, 2017 AND TERMINATION DATE OF DECEMBER 31, 2017.

It was moved by Dr. Paul Novak and seconded by Bill Gardner to approve Resolution 2016-22, approving all lease changes as listed. VOTE: YEA: NOVAK, GARDNER, ANDERSON, ASHBY, NILLES, WANGSNESS

Item 10B) RESOLUTION 2017-23, AUTHORIZING THE CHAIRPERSON TO SIGN A DISADVANTAGED BUSINESS ENTERPRISES (DBE) POLICY STATEMENT ASSURING THE PCAA'S COMPLIANCE WITH FEDERAL DOCUMENT 49 CFR PART 26.

It was moved by Todd Ashby and seconded by Brant Anderson to approve Resolution 2017-23, authorizing the Chairperson to sign a Disadvantaged Business Enterprises Policy Statement. VOTE: ASHBY, ANDERSON, GARDNER, NILLES, NOVAK, WANGSNESS

Item 11) REPORTS

Item 11A) ENGINEERING REPORT

a. SOUTH APRON GRADING AND PAVING PHASE 1 PROJECT.

Scott Port stated regarding the South Apron Grading project, Jensen Builders will pour two thirds of the apron next week, pouring the last third the following week.

b. 2017 RAMP REHABILITATION PROJECT.

Scott Port stated RW Excavating has been doing a great job keeping one side open for hangar access during the Ramp Rehabilitation project.

c. WETLAND MITIGATION PERMITTING SERVICES.

Scott Port stated he has been in contact with the Army Corp of Engineers to schedule a time for a site visit.

Item 11B) STAFF REPORT

a. UPDATE ON SHOW AND SHINE EVENT, MAY 20, 2017.

Paul Moritz stated Mike Callison, President of the Iowa Aviation Heritage Museum, submitted a completed Special Event application and payment prior to the meeting tonight. Following direction from the April 6, 2017 meeting, Show and Shine has Administrative approval.

b. WASHINGTON DC PARTNERSHIP TRIP BROCHURE.

Paul Moritz stated updates have been made to the brochure for the Washington DC Partnership Trip. Moritz stated Golf Coast Aviation, Houston, TX, contacted him regarding them bringing a B17 Bomber to the Ankeny Regional Airport July 31-Aug. 3. Moritz stated he would have them submit a Special Event application to review at the June 8, 2017 meeting. Paul Moritz stated along with their payment, the City of Altoona mailed a Resolution giving notice to the PCAA of the City of Altoona's intentions to withdraw from the 28E Agreement when the current agreement expires on June 30, 2021. Attorney, Amy Beattie, stated this is their formal notice that Altoona no longer wants to be part of the agreement. Beattie stated the levy will end in 2021 for all entities.

Item 11C) LEGAL COUNSEL REPORT: NONE

Item 11D) BOARD REPORT:

Bill Gardner stated he was asked what the process is to lease ground to build a private hangar. Beattie stated the interested party should submit a letter of intent for the lease committee to review.

Item 11E) CHAIR REPORT: NONE

Item 12) 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, ANDERSON, GARDNER, NOVAK, WANGSNESS

The meeting adjourned at 5:43 p.m.

Attest: _____ Signed: _____
Todd Ashby, Secretary Jeff Wangsness, Chairperson

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