

Minutes of the  
POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA

The Polk County Aviation Authority (PCAA) held a regular meeting on Thursday, May 7, 2020. Chairman, Wangsness, called the meeting to order at 5:00 PM.

**Item 1) Due to Covid-19 Pandemic Board Members** – Todd Ashby, Bill Gardner, Dave Garrison, Jake Nilles and Dr. Paul Novak along with EXEC 1 - Dan Stull; McClure Engineering - Jay Pudenz joined the meeting via conference call. Chairman, Jeff 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) Perfecting and Approval of the Agenda without amendment.**

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

**Item 3) Audience with Visitors - None**

**Item 4) FBO Report**

- A. Fuel Report**
- B. Inspection Report**
- C. Hangar tenant waiting list report**
- D. Tenant concerns and response report**

Stull reported low lead fuel sales were up but Jet-A sales have continued to fall due to Covid-19 Pandemic. Stull reported that EXEC 1 will be getting a quote for self-service fuel sales. Stull stated a decision needs to be made whether to run the fuel pipes under or above ground. Wangsness stated the pipes would be better above ground if the tanks are above ground, for ease of detecting leaks. Wangsness suggested Stull get a plan together and present it to the Board. Stull reported the Corvette Club will not be holding their event Memorial Day weekend. A new date has not been set at this time.

**Item 5) Finance / Budget Report**

Sease reported for Novak, who attended remotely by phone, the wildlife mitigation expense was paid through the end of March and mowing services were paid for April.

**Item 6) Consent Agenda Items**

- CA-1 Approval of April 9, 2020 minutes.
- CA-2 Consider motion to approve payment #26 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$1,695.00.
- CA-3 Consider motion to approve payment #5 to McClure Engineering Co., for services that include Taxiway D Access Rd & Utilities – Phase 2 in the amount of \$12,832.59.
- CA-4 Approval of Bills and Transfer of Necessary Funds, \$25,530.79.
- CA-5 May 2020 Financial Reports
- CA-6 Accounts Receivable Aging Summary

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

**Item 7) Removed Consent Agenda Items: None**

**Item 8) Old Business:**

**A. 16-Acre Property: Motion to approve a request to rezone the property to revise the allowable building materials.**

Moritz stated the 16 acre property will need to be rezoned, to accommodate construction of a partial metal hangar. The City of Ankeny worked with Van Houweling Property, LLC to find a compromise acceptable to both parties to use metal to partially construct a hangar. Wangsness commended the City for working with Van Houweling Property, LLC to find a solution.

It was moved by Nilles and seconded by Garrison to approve a request to rezone the property to revise the allowable building materials.

**B. 16-Acre Property: Discussion on the request to FAA to allow construction of an aircraft hangar on the property.**

Moritz reported Jeff Deitering, FAA, Iowa Airport Planner, questioned building a hangar on property deemed as non-aeronautical. Moritz stated the PCAA Land Lease Committee, Jerry Searle, Amy Beattie and himself presented the reason for this request and have received permission to construct the hangar at this location as long as the hangar is built with the building standards already in place for the airport and it cannot be subleased. The hangar can also be used as part of the fence.

**Item 9) New Business**

**A. Motion to approve Consent to Amend the Corporate Woods Business Park PUD for Casey's General Store.**

Moritz reported Casey's General Store plans to build a Casey's truck stop, small building with a large parking lot. Casey's needs our support for a variance allowing a LED sign for this location. It was moved by Gardner and seconded by Ashby to approve Consent to Amend the Corporate Woods Business Park PUD for Casey's General Store. VOTE: YEA: GARDNER, ASHBY, GARRISON, NILLES, NOVAK, WANGSNESS

**B. Advance Authority Request to the Iowa DOT: Hangar Door Replacement and Taxiway D (Phases 2-4) Project.**

Moritz stated at the April 9, 2020 meeting, submittal was approved for an application to the Iowa DOT for partial funding for both the proposed Taxiway D Access Road, Utilities and Apron Grading (Phases 2-4) Project, along with partial funding of the Terminal Building Bi-Fold Hangar Door Replacement. Moritz stated that due to the urgent need to begin the process for replacing the Terminal Building Bi-Fold Hangar Door, we have received permission from the Iowa DOT to begin this project. The funds are not awarded until August. Receiving permission to begin this project does not guarantee we will be awarded the funds.

**C. Resolution 2020-20, authorizing the Chairperson to sign the construction contract and bond for the Taxiway D Access Road, Utilities and Apron Grading (Phases 2-4) project.**

Moritz stated this resolution is to approve the contract for the project that was approved at the April 9<sup>th</sup> meeting. This project should begin late July, early August. It was moved by Nilles and seconded by Gardner to approve Resolution 2020-20,

authorizing the Chairperson to sign the construction contract and bond for the Taxiway D Access Road, Utilities and Apron Grading (Phases 2-4) project.  
VOTE: YEA: NILLES, GARDNER, ASHBY, GARRISON, NOVAK, WANGSNESS

**D. Discussion and direction regarding utilization of Coronavirus Aid, Relief, and Economic Security Act (CARES) Funding.**

Moritz stated we received \$69,000 from CARES funding. Sease stated the best way to make use of these funds is to offset the debt payment, which will be reimbursed to us to use in the future however we see fit. It was the consensus of the Board to use the CARES funding for debt payment.

**Item 10) Reports**

**A. Engineering Report**

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

Pudenz stated seeding has been completed.

**b. Update on vegetation maintenance and perimeter fence backfilling.**

Pudenz stated the holes have been filled, the fence has been fixed and the weeds still need to be sprayed.

**c. Terminal Hangar Bi-Fold Door Replacement**

Pudenz will work with Stull to bring back quotes for the bi-fold hangar door replacement to the June 4<sup>th</sup> meeting.

**B. Staff Report**

Moritz stated the All Energy property needs to be a Rezoned. This project sits on two separate plats. Moritz reported that the Iowa DOT wanted to interview a few airports regarding COVID-19, which Stull will participate in.

Sease reported a Letter of Agreement will be submitted on the June 4<sup>th</sup> meeting to approve True North Company as the insurance broker. It has been 7 years since a new broker was appointed.

**C. Legal Counsel Report - None**

**D. Board Report - None**

**E. Chair Report**

Wangsness introduced Greg Johnson, who was on the phone, as the new Polk County representative replacing the position vacated by John Barber. Greg will be sworn in at the June 4, 2020 meeting.

**Item 11) Adjourn**

There being no further business, the meeting adjourned at 5:50 p.m.

Attest: \_\_\_\_\_  
Margaret Waldschmitt, Recording Secretary

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

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