

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority (PCAA) held a regular meeting on Thursday, June 4, 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, Greg Johnson, Jake Nilles and Dr. Paul Novak along with EXEC 1 - Dan Stull; McClure Engineering – Andy Maysent and 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 with amendment, placing item 11D under New Business, Resolution 2020-23, accepting a proposal from Aueron Technology in the amount of \$7,368.26 for the installation of a fiber optic service line and associated facilities to serve the Taxiway D – Phase 1 private box hangar by AllEnergy Aircraft, LLC.

It was moved by Gardner and seconded by Ashby to approve the agenda with amendment. VOTE: YEA: GARDNER, ASHBY, NILLES, NOVAK, WANGSNESS

Item 3) Administer Oath of Office to Polk County representative – Greg Johnson - term expiring December 31, 2023

The oath of office was administered to Greg Johnson by Chairperson, Wangsness.

Item 4) Audience with Visitors - None

Item 5) FBO Report

A. Fuel Report

B. Inspection Report

C. Hangar tenant waiting list report

D. Tenant concerns and response report

E. Proposal for PCAA Participation – Card Reader Fueling Station

Stull reported retail fuel sales were down. Stull reported due to unforeseen costs, the quote he received for self-service fuel is \$93,000. Terry Riley, by phone, expressed interest for self-service fuel, asking if another group could offer the service. Wangsness stated another FBO can operate at the airport if they offer ALL of the services required by contract for an FBO.

Item 6) Finance / Budget Report

Novak, reported payment was made for property vegetation clean up. There was discussion about who was responsible for mowing the north side of the airport, along Oralabor Road. Moritz stated he would look into this.

Item 7) Consent Agenda Items

CA-1 Approval of May 7, 2020 minutes.

CA-2 Consider motion to approve payment #27 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$3,402.50.

CA-3 Consider motion to approve payment #6 to McClure Engineering Co., for services that include Taxiway D Access Rd & Utilities – Phase 2 in the amount of \$7,641.25.

CA-4 Approval of Bills and Transfer of Necessary Funds, \$417,453.30

CA-5 June 2020 Financial Reports

CA-6 Accounts Receivable Aging Summary

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

Item 8) Removed Consent Agenda Items: None

Item 9) Old Business: None

Item 10) New Business

- A. Motion to approve the letter of agreement for broker/agent of record for insurance services with TrueNorth Companies, L.C. of Cedar Rapids, Iowa, and authorize the Chairperson to sign the letter of agreement.**

It was moved by Novak and seconded by Nilles to approve the letter of agreement for broker/agent of record for insurance services with TrueNorth Companies, L.C. of Cedar Rapids, Iowa, and authorize the Chairperson to sign the letter of agreement. VOTE: YEA: NOVAK, NILLES, ASHBY, GARDNER, JOHNSON, WANGSNESS

- B. Resolution 2020-21, accepting a proposal for the Main Terminal Bi-fold Door Replacement and authorizing the Chairperson to sign the proposal.**

Moritz stated three bids were received, with the low bidder being Jensen Builders at \$124,625.00. There were also two alternates. #1 three insulated fixed window panels. #2 8 foot tall 29 gauge door liner panel for inside protection.

It was moved by Novak and seconded by Ashby to approve Resolution 2020-21, accepting a proposal for the Main Terminal Bi-fold Door Replacement and authorizing the Chairperson to sign the proposal including both Alternate #1 and Alternate #2. VOTE: YEA: NOVAK, ASHBY, GARDNER, JOHNSON, NILLES, WANGSNESS

- C. Resolution 2020-22, approving a lease agreement early termination date of May 31, 2020 for Wisecup Willows Aviation, LLC, hangar C-04. Todd Anderson has a twelve-month lease for hangar E-07 and is requesting to move to hangar C-04 with termination date of December 31, 2020. David Schiltz signed a lease agreement for hangar E-07 effective June 1, 2020, termination date of December 31, 2020.**

It was moved by Nilles and seconded by Gardner to approve Resolution 2020-22, approving a lease agreement early termination date of May 31, 2020 for Wisecup Willows Aviation, LLC, hangar C-04. Todd Anderson has a twelve-month lease for hangar E-07 and is requesting to move to hangar C-04 with termination date of December 31, 2020. David Schiltz signed a lease agreement for hangar E-07 effective June 1, 2020, termination date of December 31, 2020.

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

- D. Resolution 2020-23, accepting a proposal from Aueron Technology in the amount of \$7,368.26 for the installation of a fiber optic service line and associated facilities to serve the Taxiway D – Phase 1 private box hangar by AllEnergy Aircraft, LLC.**

Moritz stated he received an email proposal from Aueron Technology for \$7,368.26, asking to be allowed to install the fiber optic line while they were already on sight, rather than waiting for a scheduled time at a later date. Moritz stated he felt this was a fair price and allowed them to install the line.

It was moved by Gardner and seconded by Nilles to approve Resolution 2020-23, accepting a proposal from Aueron Technology in the amount of \$7,368.26 for the installation of a fiber optic service line and associated facilities to serve the Taxiway D – Phase 1 private box hangar by AllEnergy Aircraft, LLC.

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

Item 11) Reports

- A. Engineering Report
 - a. Taxiway D Access Road Relocation Project (Phases 2-4).
Maysent stated the grant needs to be issued before awarding this project, late July or August.
 - b. Update on vegetation maintenance.
Pudenz stated the holes have been filled, the fence has been fixed and the weeds still need to be sprayed.
 - c. Update on surface restoration for Taxilane and Runway projects.
Pudenz there are minor punch list items, including finishing the seeding.
- B. Staff Report
 - a. Rezoning of 16-Acre Parcel
Moritz stated the Rezoning process has been started with the City of Ankeny.
 - b. Rezoning and Schedule for Taxiway D – Phase 1 Private Hangar.
Moritz stated AllEnergy was not pleased to pay a lease payment before construction has started. Moritz stated the site plan has been approved but no building permit application has been received.
 - c. SE Convenience Blvd. Extension Project Closeout.
Moritz stated Snyder and Associates has been following up on having the contractor fix the fence.
- C. Legal Counsel Report - None
- D. Board Report - None
- E. Chair Report - None

Item 12) Adjourn

There being no further business, the meeting adjourned at 6:02 p.m.

Attest: _____
Margaret Waldschmitt, Recording Secretary

Signed: _____
Jeff Wangsness, Chairperson

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