

POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, June 8, 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, ASHBY, NILLES, WANGSNESS
MEMBERS ABSENT: BARBER, GARDNER, 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 and Devon Henscheid were present from EXEC 1. Representing McClure Engineering were Andy Maysent and Jay Pudenz.
Dr. Paul Novak arrived at 5:01.

- 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.; Brant Anderson, 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 Gary Mikulec, 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, Brant Anderson
 - E. Land Acquisition Committee: Jeff Wangsness, Chp.; Bill Gardner, Todd Ashby
 - F. Engineering Review Committee: John Barber, Chp.; Jake Nilles, Todd Ashby

It was moved by Todd Ashby and seconded by Brant Anderson to approve confirm the Subcommittee appointments as proposed. VOTE: YEA: ASHBY, ANDERSON, NILLES, NOVAK, WANGSNESS

- Item 3) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Brant Anderson and seconded by Todd Ashby to approve the agenda without amendment. VOTE: YEA: ANDERSON, ASHBY, NILLES, NOVAK, WANGSNESS

- Item 4) AUDIENCE WITH VISITORS: NONE**

- 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 the beacon pole at the center of the roundabout is in need of fresh paint. Paul Moritz said he would look into that. Jennifer Sease stated the leases for 2018 will be mailed out and they will enforce the deadline a month earlier to help Exec 1 avoid the end of the year scramble to fill vacated hangars.

Item 6) FINANCE / BUDGET REPORT

Dr. Paul Novak stated large payments were for current construction projects.

Item 7) CONSENT AGENDA ITEMS

CA-1 APPROVAL OF MAY 4, 2017 MINUTES.

CA-2 CONSIDER MOTION TO APPROVE PAYMENT #168 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH APRIL 30, 2017 IN THE AMOUNT OF \$640.35.

CA-3 CONSIDER MOTION TO APPROVE PAYMENT #7 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE SOUTH APRON GRADING AND PAVING PHASE 1, IN THE AMOUNT OF \$4,968.42.

CA-4 CONSIDER MOTION TO APPROVE PAYMENT #7 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE 2017 RAMP REHAB PROJECT, IN THE AMOUNT OF \$2,386.18.

CA-5 CONSIDER MOTION TO APPROVE PAYMENT #5 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE EXCLUSION FENCE SERVICES THROUGH APRIL 29, 2017 IN THE AMOUNT OF \$14,015.00.

CA-6 CONSIDER MOTION TO APPROVE PAYMENT #2 TO RW EXCAVATING, LC FOR SERVICES ON THE 2017 RAMP REHABILITATION PROJECT, IN THE AMOUNT OF \$62,567.00.

CA-7 CONSIDER MOTION TO APPROVE PAYMENT #2 TO JENSEN BUILDERS, LTD. FOR SERVICES ON THE SOUTH APRON GRADING AND PAVING-PHASE 1 PROJECT, IN THE AMOUNT OF \$260,927.61.

CA-8 CONSIDER MOTION TO APPROVE THE FOLLOWING INSTRUMENTS TO FACILITATE THE ACCEPTANCE OF THE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS PROJECT a) ENGINEER'S CERTIFICATE OF COMPLETION; b) RESOLUTION 2017-24, ACCEPTING THE PUBLIC IMPROVEMENTS AS COMPLETED BY KIMREY ELECTRIC, INCLUDING AUTHORIZATION OF PAYMENT #8 (FINAL) TO KIMREY ELECTRIC FOR CONSTRUCTION SERVICES, IN THE AMOUNT OF \$33,066.28.

CA-9 CONSIDER MOTION TO APPROVE PAYMENT #3 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE IDOT RISE GRANT APPLICATION PROJECT, IN THE AMOUNT OF \$1, 775.82.

CA-10 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS, \$744,754.32.

CA-11 MAY 2017 FINANCIAL REPORTS

CA-12 ACCOUNTS RECEIVABLE AGING SUMMARY

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-12.

It was moved by Jake Nilles and seconded by Brant Anderson to approve consent agenda items CA-1 through CA-12. VOTE: YEA: NILLES, ANDERSON, ASHBY, NOVAK, WANGSNESS

Item 8) REMOVED CONSENT AGENDA ITEMS: NONE

Item 9) OLD BUSINESS

Item 9A) DISCUSSION AND DIRECTION FOR SHOW AND SHINE EVENT DATE CHANGE.

Dan Stull reported that the Show and Shine Event date was changed from May 20, 2017 to June 25, 2017 due to bad weather.

Item 10) NEW BUSINESS

- Item 10A) RESOLUTION 2017-25, AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH MCCLURE ENGINEERING COMPANY FOR THE CONSTRUCTION SERVICES ON THE WILDLIFE EXCLUSION FENCE PROJECT.**
It was moved by Todd Ashby and seconded by Jake Nilles to approve Resolution 2017-25, authorizing the execution of a Professional Services Agreement with McClure Engineering Company for construction of the Wildlife Exclusion Fence Project. VOTE: YEA: ASHBY, NILLES, ANDERSON, NOVAK, WANGSNESS
- Item 10B) AGREEMENT BETWEEN POLK COUNTY AVIATION AUTHORITY AND THE ELDER CORPORATION FOR SNOW REMOVAL SERVICES. RESOLUTION 2017-26, AUTHORIZING THE EXECUTION OF A 5-YEAR AGREEMENT WITH ELDER CORPORATION FOR SNOW AND ICE REMOVAL AT THE ANKENY REGIONAL AIRPORT.**
Paul Moritz stated Jeff Wangsness and himself met with Elder regarding their 5-year agreement for snow removal. Moritz recommended the Board approve the renewal of Elder Corporation Snow Removal Agreement, with a 5% increase through the year 2022. It was moved by Brant Anderson and seconded by Jake Nilles to approve Resolution 2017-26, authorizing the execution of a 5-year agreement with Elder Corporation for snow and ice removal at the airport. VOTE: ANDERSON, NILLES, ASHBY, NOVAK, WANGSNESS
- Item 10C) RESOLUTION 2017-27, AUTHORIZING SUBMITTAL OF AN FAA GRANT APPLICATION TO FACILITATE THE CONSTRUCTION OF THE WILDLIFE EXCLUSION FENCE.**
It was moved by Todd Ashby and seconded by Brant Anderson to approve Resolution 2017-27, authorizing submittal of an FAA Grant application to facilitate the construction of the Wildlife Exclusion Fence. VOTE: ASHBY, ANDERSON, NILLES, NOVAK, WANGSNESS
- Item 10D) RESOLUTION 2017-28, AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH CONSTRUCTION MATERIALS TESTING COMPANY FOR THE QUALITY CONTROL SERVICES NEEDED ON THE WILDLIFE EXCLUSION FENCE PROJECT.**
It was moved by Dr. Paul Novak and seconded by Jake Nilles to approve Resolution 2017-28, authorizing the execution of a Professional Services Agreement with Construction Materials Testing Company for the quality control services needed on the Wildlife Exclusion Fence Project. VOTE: NOVAK, NILLES, ANDERSON, ASHBY, WANGSNESS
- Item 11) REPORTS**
- Item 11A) ENGINEERING REPORT**
- a. SOUTH APRON GRADING AND PAVING PHASE 1 PROJECT.**
Scott Port stated tomorrow is the walk through for the South Apron Grading Project.
- b. 2017 RAMP REHABILITATION PROJECT.**
Scott Port reported RW Excavating stated the cement poured by the hangar was unacceptable and removed it. RW Excavating will replace it at their expense.
- c. WETLAND MITIGATION PERMITTING SERVICES.**
Scott Port stated they have provided the Army Corp of Engineers with documentation that will hopefully override the need to classify the airport wetlands as Jurisdictional wetlands, which would eliminate the need for a permit. Port stated he is expecting a report back from the Corp in a couple of weeks.
- Item 11B) STAFF REPORT**

a. WILDLIFE EXCLUSION FENCE PROGRESS REPORT.

Jay Pudenz stated he will submit the grant application. He is expecting notice to proceed Mid-July, first part of August. Construction time is ninety days.

b. MOTION TO APPROVE PROPOSAL FOR COMPLETING EMERGENCY PARKING LOT REPAIRS.

Paul Moritz reported that Ankeny Public Works would do the emergency repair in the parking lot for the cost of the materials. Jeff Wangsness will abstain from voting due to the location by the Casey / Rasmussen Hangar and his association with them. It was moved by Todd Ashby and seconded by Dr. Paul Novak to approve the emergency repairs with 7" concrete.

VOTE: ASHBY, NOVAK, ANDERSON, NILLES ABSTAIN: WANGSNESS

Item 11C) LEGAL COUNSEL REPORT:

Amy Beattie stated she is working on bringing the Through the Fence Agreement up to date to enforce the FAA current requirements. Beattie did say the rate can be adjusted on the agreement every five years.

Item 11D) BOARD REPORT:

Paul Moritz stated there is a Four States Aviation Conference on August 30-31 in Kansas City. Paul will attend the conference one day and Todd Ashby may also attend. Moritz stated there is a small blow up on the taxiway. Moritz stated he will have Public Works apply cold patch or climate patch. Devon Henscheid, Exec 1, stated he will watch for heaving on the runway while he is out spraying for weeds. Todd Ashby attended the Greater Des Moines Partnership trip, reporting the FAA is happy with our progress at the airport.

Item 11E) CHAIR REPORT:

Jeff Wangsness stated we need to contact someone to mow the grass by the LGI property that the Authority owns. Paul Moritz said he would look into that.

Item 12) ADJOURN

There being no further business, it was moved by Todd Ashby and seconded by Brant Anderson to adjourn the meeting. VOTE: YEA: ASHBY, ANDERSON, NILLES, NOVAK, WANGSNESS

The meeting adjourned at 5:40 p.m.

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

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