

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, July 5, 2018, 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:** ASHBY, GARDNER, NILLES, NOVAK, WANGSNESS
MEMBERS ABSENT: ANDERSON, BARBER
Chairperson, Jeff Wangsness, called the meeting to order. Present from the City of Ankeny were Jennifer Sease, Administrative Services Director and Deb Arend, Deputy City Clerk. Attorney, Amy Beattie was present. Dan Stull was present from EXEC 1. Representing McClure Engineering was Andy Maysent.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Todd Ashby and seconded by Dr. Paul Novak to approve the agenda without amendment. VOTE: YEA: ASHBY, NOVAK, GARDNER, NILLES, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS - None**
- Item 4) FBO REPORT**
Item 4A) Fuel Report
Item 4B) Inspection Report
Item 4C) Hangar tenant waiting list report
Item 4D) Tenant concerns and response report
Dan Stull reported some tenants have moved out and others moving in and stated 90% of tenants leaving have decided to sell their air plane.
Stull stated there is a hole opening up in the middle of the field between the runway and ramp area that began before we received the heavy rain on June 30. After the heavy rain, there was a lake forming and debris that needed to be cleared off the runway. Stull stated the new culverts were plugged with debris as well. Andy Maysent, McClure Engineering, stated they knew clearing the culverts would be a maintenance problem, with the main concern that the fence doesn't get washed out.
- Item 5) FINANCE / BUDGET REPORT**
Dr. Paul Novak reported insurance coverage has been added for the AWOS for \$272.00. Wes Jarnagin, Inc. has been paid \$4,950.00 for cleaning and painting the beacon pole.
- Item 6) CONSENT AGENDA ITEMS**
CA-1 Approval of June 7, 2018 minutes.
CA-2 Consider motion to approve payment #7 to McClure Engineering Co., for services that include General On-Call Engineering Services through 05/26/18 in the amount of \$2,180.00.
CA-3 Consider motion to approve payment #7 to McClure Engineering Co., for services that include Reconstruct Taxiways A/C North, Rehab Taxiways B, C, T-hangar Taxi lanes Project in the amount of \$6,669.25.
CA-4 Consider motion to approve payment #7 to McClure Engineering Co., for services that include Drainage Channel Improvements / Terminal Building Drainage Improvements Project in the amount of \$1,020.00.

- CA-5 Consider motion to approve payment #12 to McClure Engineering Co., for services that include Construction Admin and Observation Services for the Wildlife Exclusion Fence Project in the amount of \$1,679.47.
- CA-6 Consider motion to approve payment #2 to McClure Engineering Co., for services that include South Apron Access Road and Utilities – Phase 1 (Design/Bidding Services) in the amount of \$10,292.50.
- CA-7 Change Order No. 3, increasing contract amount by \$31,788.55 to Minturn, Inc. to adjust bid items according to as-built quantities.
- CA-8 Consider motion to approve Payment #8 – Final (\$30,206.20) at this time and Payment #9 – Retainage (\$8,962.35) 30 days after project acceptance to Minturn, Incorporated for construction services on the Wildlife Exclusion Fence Project.
- CA-9 Consider motion to approve payment #5 to the City of Ankeny, for services for the SE Convenience Blvd. Extension Project, RISE, in the amount of \$1,674.87.
- CA-10 Approval of Bills and Transfer of Necessary Funds, \$79,836.25.
- CA-11 July 2018 Financial Reports
- CA-12 Accounts Receivable Aging Summary
- Motion to approve consent agenda items CA-1 to CA-12
- It was moved by Bill Gardner and seconded by Dr. Paul Novak to approve consent agenda items CA-1 through CA-12. VOTE: YEA: GARDNER, NOVAK, ASHBY, NILLES, WANGSNESS

Item 7) **REMOVED CONSENT AGENDA ITEMS: NONE**

Item 8) **OLD BUSINESS: NONE**

Item 8A) **Resolution 2018-15, authorizing the execution of a land lease agreement with Dean Sukowatey, Allenergy Aircraft, LLC for the purpose of leasing certain public property for construction of a hangar. (Deferred from the May 10, 2018 agenda.)**
 Amy Beattie stated that we are not in a position to approve this resolution at this time due to the need to resolve some utility concerns and additional clarification from Casey’s regarding an easement. After much discussion, it was the consensus of the Board to defer Resolution 2018-15 to the August 9, 2018 meeting.
 It was moved by Jake Nilles and seconded by Dr. Paul Novak to defer Resolution 2018-15 to the August 9, 2018 meeting. VOTE: YEA: NILLES, NOVAK, ASHBY, GARDNER, WANGSNESS

Item 8B) **Motion to approve staff initiating the rezoning process for the 16 acres of property near the SE Convenience Boulevard Extension (U-1 to M-1 Light Industrial).**
 Jeff Wangsness advised, per Paul Moritz explanation at the June 7, 2018 meeting, this process will be necessary to sell the property. Amy Beattie stated this is also needed to meet our RISE grant requirements.
 It was moved by Todd Ashby and seconded by Bill Gardner to approve staff initiating the rezoning process for the 16 acres of property near the SE Convenience Boulevard Extension (U-1 to M-1 Light Industrial). VOTE: YEA: ASHBY, GARDNER, NILLES, NOVAK, WANGSNESS

Item 9) **NEW BUSINESS**

Item 9A) **Resolution 2018- 29, authorizing the recommendation to the City of Ankeny to execute Amendment No. 1 to the Professional Services Agreement with Snyder & Associates, Inc. for the construction services needed on the SE Convenience Boulevard Extension Project.**

Jennifer Sease explained the City of Ankeny prefers to have the design phase first then add the construction service fees.

It was moved by Jake Nilles and seconded by Bill Gardner to approve Resolution 2018-29, authorizing the recommendation to the City of Ankeny to execute Amendment No. 1 to the Professional Services Agreement with Snyder & Associates, Inc. for the construction services needed on the SE Convenience Boulevard Extension Project. VOTE: YEA: NILLES, GARDNER, ASHBY, NOVAK, WANGSNESS

Item 9B) Resolution 2018-30, approving the engineer's certificate of completion and accepting the public improvements associated with the Wildlife Exclusion Fence Project at the Ankeny Regional Airport.

Andy Maysent, McClure Engineering, advised this is the first phase of closing out the Wildlife Exclusion Fence Project and that he will see that the seeding of the grass by the gate is touched up. He stated once accepted, this will start the one year warranty period regarding this project. Jeff Wangsness expressed concern that the weeds are already taking over. He stated there is a five foot barrier on the inside of the fence for mowing maintenance, and suggested a five foot barrier on the outside of the fence as well, with a broadleaf weed killer applied 2 or 3 times a year. It was the consensus of the Board to get a quote from the current mowing company to mow five foot around the outside of the fence as well as five foot on the inside of the fence.

It was moved by Todd Ashby and seconded by Jake Nilles to approve Resolution 2018-30, approving the engineer's certificate of completion and accepting the public improvements associated with the Wildlife Exclusion Fence Project at the Ankeny Regional Airport. VOTE: YEA: ASHBY, NILLES, GARDNER, NOVAK, WANGSNESS

Item 9C) Resolution 2018-31, authorizing the chairperson to sign the construction contract and bonds for the Reconstruct Taxiways A & C North, Rehab Taxiways B, C & T-Hangar Taxilanes project.

Andy Maysent stated due to all flooding issues, Con-Struct Inc. prefers to start construction in April, 2019. Maysent stated the FAA approved this start date.

It was moved by Jake Nilles and seconded by Bill Gardner to approve Resolution 2018-31, authorizing the chairperson to sign the construction contract and bonds for the Reconstruct Taxiways A & C North, Rehab Taxiways B, C & T-Hangar Taxilanes project.

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

Item 9D) Resolution 2018-32, accepting the proposal from REW Services Corporation to remove the asbestos materials from the Clark farm house at 2108 SE Oralabor Road.

Jennifer Sease stated there was more asbestos material than anticipated on the Clark property. Once REW Services Corporation is given approval, the removal process should move quickly.

It was moved by Bill Gardner and seconded by Dr. Paul Novak to approve Resolution 2018-32, accepting the proposal from REW Services Corporation to remove the asbestos materials from the Clark farm house at 2108 SE Oralabor Road. VOTE: YEA: GARDNER, NOVAK, ASHBY, NILLES, WANGSNESS

Item 10) REPORTS

Item 10A) Engineering Report

a. Wildlife Exclusion Fence Project.

Andy Maysent, McClure Engineering, this was discussed under Item 9B.

b. Reconstruct Taxiways and Taxi Lanes Project.

Andy Maysent, McClure Engineering, this was discussed under Item 9C.

c. Drainage Channel Improvements Project.

Andy Maysent, McClure Engineering, will initiate a preconstruction meeting with RW Excavating.

d. South Apron Access Road and Utilities – Phase 1.

Andy Maysent, McClure Engineering, this was discussed under Item 8A.

Item 10B) STAFF REPORT

Paul Moritz was not present, but submitted a written report regarding each item.

a. Sukowatey Hangar.

Jeff Wangsness stated this was discussed under Item 8A.

b. Request for easement from Casey's.

Jeff Wangsness stated this was discussed under Item 8A.

c. Request to Remove Material from Clark House.

Amy Beattie stated the bannister should remain in the house until the Fire and Police Departments have completed their training for safety purposes. Beattie stated a Release of Liability will need to be signed before anyone can enter the property to remove anything.

d. IFE Estimate for Taxiway Project.

Regarding McClure's proposal for the Taxiway Project, Andy Maysent stated an Independent Fee Estimate is required per FAA requirements to verify the fee charged for the work is appropriate.

e. Taxiway Lights Out.

Dan Stull stated he is still working on determining if the problem is underground wiring, or a fixture issue.

f. Beacon Pole Painting.

Jeff Wangsness stated the pole has been painted.

Item 10C) LEGAL COUNSEL REPORT: NONE

Item 10D) BOARD REPORT: NONE

Item 10E) CHAIR REPORT:

Jeff Wangsness suggested with the SE Convenience Boulevard Extension Project getting underway and all the other construction happening at the airport now, that it would be appropriate to have Jerry Searle prepare a preliminary master grading plan for the south terminal area. Wangsness stated if we know how much dirt we will need, we should take advantage of the excess we have here from our construction projects and move it to the area we will be needing it in the future. Wangsness advised that it should be on the agenda again for further discussion.

Item 11) ADJOURN

There being no further business, it was moved by Bill Gardner and seconded by Dr. Paul Novak to adjourn the meeting. VOTE: YEA: GARDNER, NOVAK, ASHBY, NILLES, WANGSNESS

The meeting adjourned at 5:40 p.m.

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

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