

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority (PCAA) held a regular meeting on Thursday, July 9, 2020. Chairman, Wangsness, called the meeting to order at 5:01 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; and 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. Greg Johnson was absent.

Item 2) Perfecting and Approval of the Agenda without amendment.

It was moved by Nilles and seconded by Ashby to approve the agenda without amendment. VOTE: YEA: NILLES, ASHBY, GARDNER, 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 retail fuel sales are slowly picking up. Stull reported he is still searching for an affordable self-service fuel station. Wangsness inquired who was mowing the EXPO grounds. Stull stated that he thought it was the people from the air show. Wangsness said it was concerning that they still have access to the grounds. Moritz stated he will call the tenants regarding gates being left unlocked.

Item 5) Finance / Budget Report

Novak, reported semi-annual payment was made to the City of Ankeny for administrative services. Perficut was paid for weed control and mowing. Novak suggested the Finance Committee meet regarding the renewal of the 28E Agreement for the Polk County Aviation Authority.

Item 6) Consent Agenda Items

CA-1 Approval of June 4, 2020 minutes.

CA-2 Consider motion to approve payment #28 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$8,850.00.

CA-3 Consider motion to approve payment #7 to McClure Engineering Co., for services that include Taxiway D Access Rd & Utilities – Phase 2 in the amount of \$2,614.90.

CA-4 Consider motion to approve Payment #14 to McClure Engineering Co., for construction administration services on the Reconstruct Taxiways A & C North, Rehab Taxiways B, C and T-hangar Taxilanes project in the amount of \$2,832.00.

CA-5 Consider motion to approve Payment #6 to McClure Engineering Co., for construction administration / observation services on the Rehabilitate Runway 18/36 in the amount of \$1,282.00.

CA-6 Approval of Bills and Transfer of Necessary Funds, \$38,367.00.

CA-7 July 2020 Financial Reports

CA-8 Accounts Receivable Aging Summary

It was moved by Gardner and seconded by Nilles to approve consent agenda items CA-1 through CA-8. VOTE: YEA: GARDNER, NILLES, ASHBY, GARRISON, NOVAK, WANGSNESS.

Item 7) Removed Consent Agenda Items: None

Item 8) Old Business: None

Item 9) New Business

A. Resolution 2020-24, accepting the Deed of Release from the Federal Aviation Administration to facilitate the sale and title conveyance of Parcel 41 (16-Acre Property).

Moritz stated this Deed permits the Federal Aviation Administration to release the 16 acre property from federal obligation, allowing the PCAA to sell it. If the transaction would fall through, the PCAA would need to go through this process again for the next application. It was moved by Novak and seconded by Nilles to approve Resolution 2020-24, accepting the Deed of Release from the Federal Aviation Administration to facilitate the sale and title conveyance of Parcel 41 (16-Acre Property). VOTE: YEA: NOVAK, NILLES, ASHBY, GARDNER, GARRISON, WANGSNESS.

Item 10) Reports

A. Engineering Report

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

Pudenz stated Phase 1 has closed out. State application results for Phase 2 should be available late July or August.

b. Update on vegetation maintenance.

Pudenz stated the vegetation has been sprayed along Casey's fence line.

c. Update on surface restoration for Taxilane and Runway projects.

Pudenz stated final acceptance of this project will be in August.

d. Main Terminal Bi-Fold Door Replacement.

Pudenz reported it would take 4 weeks to receive the door once ordered. Stull stated the door can be installed any time.

Pudenz stated he notified Minturn prior to the expiration of the extended warranty that there are still problems regarding gate 3. Stull reported someone came out to look at it, but it was functioning at that time. Stull said the door sporadically dysfunctions.

B. Staff Report

a. Rezoning of 16-Acre Parcel.

Moritz stated the City of Ankeny, Zoning Board of Adjustment, has no issues with the hangar or the building materials for the proposed hangar. The Board meets to vote in two weeks.

Beattie stated that she received a request, on her way to this meeting, from Van Houweling Property, LLC to extend the Due Diligence period from July 13, 2020 to October 1, 2020. Once approved, \$5,000 of the earnest money will be non-refundable. It was moved by Ashby, seconded by Gardner, to approve Van Houweling Property, LLC, request to extend the Due Diligence period to October 1, 2020, allowing \$5,000 of the earnest money to be non-refundable. YEA: ASHBY, GARDNER, GARRISON, NILLES, NOVAK, WANGSNESS.

- b. Rezoning and Schedule for Taxiway D – Phase 1 Private Hangar.
Moritz stated rezoning was necessary because this hangar was scheduled to be built on two separate parcels of property.
- c. SE Convenience Blvd. Extension Project Closeout.
Moritz stated Snyder and Associates has been following up on having the contractor fix the fence. Moritz stated the fence has been fixed. It is not perfect, but this project will be closed out at the August meeting.
- d. Mowing of North Properties.
Moritz reported the City Parks Department has ruff cut this grass, asking Pudenz to obtain some quotes.
- e. Todd Volz Hay Mowing
Moritz stated due to an unclear section of a map, 4½ acres of Todd Volz hay was mowed unintentionally. Volz has not asked for compensation.

C. Legal Counsel Report - None

D. Board Report - None

E. Chair Report

Wangsness reported that Jake Nilles stated he is relocating to Ankeny and will need to resign from the PCAA Board since he was appointed by the City of Bondurant. The Board members thanked Jake for his service.

Item 11) Adjourn

There being no further business, the meeting adjourned at 5:38 p.m.

Attest: _____
Margaret Waldschmitt, Recording Secretary

Signed: _____
Jeff Wangsness, Chairperson

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