

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority (PCAA) held a regular meeting on Thursday, August 8, 2019, 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:** BILL GARDNER, DAVE GARRISON, JAKE NILLES, DR. PAUL NOVAK, JEFF WANGSNESS
MEMBERS ABSENT: TODD ASHBY, JOHN BARBER
Chairperson, Jeff Wangsness, called the meeting to order. Present from the City of Ankeny were Airport Board Manager, Paul Moritz; Jennifer Sease, Administrative Services Director; Margaret Waldschmitt, PCAA Recording Secretary. 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 Novak and seconded by Gardner to approve the agenda without amendment. VOTE: YEA: NOVAK, GARDNER, GARRISON, 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
Item 4E) Runway 18/36 Closure Business Impact
John Barber arrived at 5:04.
Dan Stull, EXEC 1, stated JR Boesen requested a letter be submitted with the FBO report stating the estimated impact the runway closure is having on their business. Paul Moritz stated McClure Engineering has done a good job scheduling two projects simultaneously to limit the impact of the runway closure as much as possible. Wangsness asked that a dead tree limb hanging on the fence line on the north end be removed.
Todd Ashby arrived at 5:07.
- Item 5) FINANCE / BUDGET REPORT**
Novak reported the cost of updating and moving the airport website to GoDaddy was \$865.
- Item 6) CONSENT AGENDA ITEMS**
CA-1 Approval of July 11, 2019 minutes.
CA-2 Consider motion to approve payment #17 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$1,470.00.
CA-3 Consider motion to approve Payment #12 to McClure Engineering Co., for construction administration services on the Drainage Channel Improvements / Terminal Building Drainage Improvements Project in the amount of \$610.00.
CA-4 Consider motion to approve Payment #11 to McClure Engineering Co., for construction administration services on the South Apron Access Road and Utilities – Phase 1 in the amount of \$5,261.25.

CA-5 Consider motion to approve Payment #8 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 \$9,180.28.

CA-6 Consider motion to approve Payment #8 to McClure Engineering Co., for design and bidding services on the Rehabilitate Runway 18/36 project in the amount of \$3,240.00.

CA-7 Consider motion to approve Payment #4, to Sternquist Construction for construction services on the South Apron Access Road & Utilities Phase 1 project in the amount of \$78,794.76.

CA-8 Consider motion to approve Payment #1 to Con-Struct, Inc., for construction services on the Reconstruct Taxiways A & C North, Rehab Taxiways B, C and T-hangar Taxilanes project in the amount of \$451,928.69.

CA-9 Approval of Bills and Transfer of Necessary Funds, \$768,001.34.

CA-10 August 2019 Financial Reports

CA-11 Accounts Receivable Aging Summary

Motion to approve consent agenda items CA-1 to CA-11.

Wangsness stated he noticed liquidated damages were applied to the Sternquist Construction invoice. Maysent explained the South Apron Access Road was to be completed by July 15. Due to poor weather, Sternquist asked for an extension through July 29th. Maysent stated they still have another week to go to get the automatic gate up and running, which is why the liquidated damages were applied.

It was moved by Gardner and seconded by Nilles to approve consent agenda items CA-1 through CA-11. VOTE: YEA: GARDNER, NILLES, ASHBY, BARBER, GARRISON, NOVAK, WANGSNESS

Item 7) REMOVED CONSENT AGENDA ITEMS: NONE

Item 8) OLD BUSINESS: NONE

Item 9) NEW BUSINESS

Item 9A) Approval of Public Officials Liability Insurance with Hudson Insurance Company, policy year 09/20/19 – 09/19/20, and authorization of premium payment in the amount of \$1,433.

It was moved by Ashby and seconded by Novak to approve of Public Officials Liability Insurance with Hudson Insurance Company, policy year 09/20/19 – 09/19/20, and authorization of premium payment in the amount of \$1,433. VOTE: YEA: ASHBY, NOVAK, BARBER, GARDNER, GARRISON, NILLES, WANGSNESS

Item 9B) Discussion of Special Events Policy.

Wangsness stated it was brought to the Boards attention that the Chamber of Commerce plans to host a Casino Night in the airport hangar on September 27 and that the FBO was not aware that this event would require a Special Event Application. Sease stated on the Special Event application, underneath Definitions #6 it states an activity or event held on or over the Airport, including in both privately owned and leased buildings will require that a special event application be completed. Sease stated the fee may be waived depending on the event, but a deposit will be required and returned if there is no damage. Sease stated the Board needs to be made aware of activities open to the public and if the FBO is not sure if the event will be considered a special event, they should inquire about it. Stull stated he was referring to an outdated Special Events Policy.

Item 10) REPORTS

Item 10A) Engineering Report

a. Drainage Improvements Project – Construction.

Maysent reported the grass was seeded outside the seeding window. The project was completed June 28, he is waiting to see how the grass comes in. Moritz stated the grass looks very sparse in areas.

b. South Apron Paving / Utilities Project – Construction.

Maysent reported this project is behind schedule. All of the utilities are in. Street poles will be delayed until August according to MidAmerican.

c. Reconstruct Taxiways A & C North – Construction.

Maysent stated Phase 1A, Alpha runway is completed and went well. The temporary taxiway is getting a lot of use. Phase 1B, Charlie runway subgrade is sitting in 3 feet of water. Maysent stated due to the pending airshow, they plan to put down geogrid reinforcement to help bridge the wet subgrade and hopefully speed up the process, having the runway completed for the airshow on August 23rd. Maysent stated this change will add an additional \$7500 to this project. Maysent stated a plan b should be considered as a precautionary measure for the airshow.

d. Rehabilitate Runway 18/36 – Bidding/Construction.

Maysent stated the runway will shut down September 9th.

e. SE Convenience Blvd. Extension Project – Restoration.

Moritz stated waiting final restoration. One tile still needs repair.

f. Proposal for Additional Year of Warranty: Automatic Gates

Moritz stated Minturn wanted verification on what the extended warranty would cover, which is the two gates for an additional year. Maysent stated they are waiting for a response from Minturn regarding the black vinyl stripping off both rails on the gates.

Item 10B) Staff Report

a. Casey's Fiber Optic Easement.

Moritz reported that he has received a legal description for Casey's Fiber Optic easement. Moritz made one minor change.

b. Central Iowa Air Show

Joel Wilson, Director of the Ottumwa Airshow, reported the permits and insurance have been submitted to the City of Ankeny. Wilson stated he has a couple of items to wrap up with the FAA. Wilson stated there is a pile of brush at the Expo grounds he would like to burn and Moritz directed him to contact Craig Fraser at the Fire Department. Wangsness asked that the farmer renting the property be contacted and thanked for the airshow inconvenience. Wilson stated he gave him VIP passes already. The Board members will receive an Official, all access pass, so they can help out if needed and go wherever they want. Wilson asked if the curb could be ground down where the cars will enter the empty field for parking and some rock put down from the opening to the service road. Moritz stated he would get three quotes for rock. Payment for the rock will be submitted on the September 5th agenda. Wilson asked if the FBO would post a NOTEM for the runway closing Thursday, August 22 at 8:00 a.m. through Sunday, August 25 at 5:00 p.m. It was moved by Ashby and seconded by Gardner to grind down the curb and bring in rock to access the parking area. VOTE: YEA: ASHBY, GARDNER, BARBER, GARRISON, NILLES, NOVAK WANGSNESS

c. AllEnergy Hangar Development

Moritz stated Resolution 2018-15, approved 8/9/18 authorized a lease agreement with Dean Sukowatey, AllEnergy, which Sukowatey signed on 8/12/18. The agreement stated that Sukowatey did not need to pay rent until the building permits were issued. The agreement also stated that Sukowatey had one year to have his building plans

completed and start the construction process. It will take Sukowatey three months to file for building permits with the City, which he has not started. It was the consensus of the Board to have Paul Moritz reach out to Sukowatey. Attorney, Amy Beattie, stated Sukowatey is in default of his lease and it could be terminated.

10C) LEGAL COUNSEL REPORT: NONE
10D) BOARD REPORT: NONE

10E) CHAIR REPORT:
Wangsness stated we need to be more aggressive with the maintenance of weeds and grass around the fence line, ditches and along Oralabor Road. It was the consensus of the Board to bring this back for discussion at the September 5, 2019 meeting.

Item 11) Request for Executive Session
It was moved by John Barber and seconded by Dr. Paul Novak go into Executive Session, pursuant to Iowa Code Chapter 21.5, sub-paragraph (j) To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed. VOTE: YEA: BARBER, NOVAK, ASHBY, GARDNER, GARRISON, NILLES, WANSNESS

(Following adjournment of the Executive Session, the Board may take action on any matter discussed during the Executive Session)

Council went into Executive Session at 6:12 p.m.
Council reconvened to regular session at 6:33 p.m.

Item 12) ADJOURN
There being no further business, it was moved by Dr. Paul Novak and seconded by Todd Ashby to adjourn the meeting. VOTE: YEA: NOVAK, ASHBY, BARBER, GARDNER, GARRISON, NILLES, WANGSNESS

The meeting adjourned at 6:35 p.m.

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

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