

Minutes of the  
POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, August 9, 2018, at the Ankeny City Hall, City Council Chambers, Ankeny, Iowa. The meeting was called to order at 5:10 P.M.

- Item 1) ROLL CALL – MEMBERS PRESENT:** ANDERSON, GARDNER, NILLES, WANGSNESS  
**MEMBERS ABSENT:** ASHBY, BARBER, NOVAK  
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 and Diane Klemme, Records Clerk. Attorney, Amy Beattie was present. Dan Stull was present from EXEC 1. Representing McClure Engineering was Jay Pudenz.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**  
It was moved by Bill Gardner and seconded by Brant Anderson to approve the agenda without amendment. VOTE: YEA: GARDNER, ANDERSON, NILLES, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS – None**  
**Item 3A) Presentation by John Jolliffe, IT Manager with Casey's - Proposal to install Fiber Optic Cable.**  
John Barber arrived at 5:15 p.m.  
Todd Ashby arrived at 5:17 p.m.  
John Jolliffe stated Casey's has considered establishing a fiber optic cable for communications for many years. With the airport growing and having more construction projects of their own, he thought it would be a good time to present the idea to the Board. Jolliffe stated if this is something the Board is interested in pursuing as well, he suggested forming a committee to further explore the options. Jolliffe stated Casey's Corporate expansion project is scheduled for next year and it would be good to move along with installing the cable at the same time. It was the consensus of the Board to keep John's contact information and give it some thought.
- 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 and the main hangar door panels have been repaired. Dan has purchased new locks for the farm gates and had them coded. Amy Beattie stated Dan needs to give the code to the farmers to access their ground. Paul Moritz also needs to be given the code. Jeff Wangsness stated the farmers need to be reminded to close the gate behind them.
- Item 5) FINANCE / BUDGET REPORT**  
Jennifer Sease reported there was a bill for wildlife mitigation services and one to Impact 7G for the project specifications for the asbestos removal at the Clark property.
- Item 6) CONSENT AGENDA ITEMS**  
**CA-1 Approval of July 5, 2018 minutes.**

**CA-2 Consider motion to approve payment #8 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 \$7,791.25.**

**CA-3 Consider motion to approve payment #13 to McClure Engineering Co., for services that include Construction Admin and Observation Services for the Wildlife Exclusion Fence Project in the amount of \$2,123.25.**

**CA-4 Consider motion to approve payment #6 to the City of Ankeny, for services for the SE Convenience Blvd. Extension Project, RISE, in the amount of \$7,680.21.**

**CA-5 Approval of Bills and Transfer of Necessary Funds, \$36,755.43.**

**CA-6 August 2018 Financial Reports**

**CA-7 Accounts Receivable Aging Summary**

**Motion to approve consent agenda items CA-1 to CA-7**

It was moved by Bill Gardner and seconded by Brant Anderson to approve consent agenda items CA-1 through CA-7. VOTE: YEA: GARDNER, ANDERSON, ASHBY, BARBER, NILLES, WANGSNESS

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

**Item 8) OLD BUSINESS:**

**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 July 5, 2018 agenda.)**

Amy Beattie stated Paul Moritz met with Dean Sukowatey and ironed out all of the lease details.

It was moved by Brant Anderson and seconded by Todd Ashby to authorize 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. VOTE: YEA: ANDERSON, ASHBY, BARBER, GARDNER, NILLES, WANGSNESS

**Item 9) NEW BUSINESS**

**Item 9A) Resolution 2018-33, authorizing the execution of a Temporary Construction Easement to facilitate the South Apron Access Road and Utilities Project – Phase 1. Jennifer Sease explained the City of Ankeny prefers to have the design phase first then add the construction service fees.**

It was moved by Todd Ashby and seconded by John Barber to authorize the execution of a Temporary Construction Easement to facilitate the South Apron Access Road and Utilities Project – Phase 1. Jennifer Sease explained the City of Ankeny prefers to have the design phase first then add the construction service fees.

VOTE: YEA: ASHBY, BARBER, ANDERSON, GARDNER, NILLES, WANGSNESS

**Item 9B) Resolution 2018-34, accepting the FAA Grant Agreement for the Reconstruct Taxiways A & C North, Rehab Taxiways B, C & T-Hangar Taxilanes Project, AIP Grant No. 3-19-0132-024-2018.**

It was moved by Todd Ashby and seconded by Brant Anderson to accept the FAA Grant Agreement for the Reconstruct Taxiways A & C North, Rehab Taxiways B, C & T-Hangar Taxilanes Project, AIP Grant No. 3-19-0132-024-2018.

VOTE: YEA: ASHBY, ANDERSON, BARBER, GARDNER, NILLES, WANGSNESS

**Item 9C) Resolution 2018-35, fixing a date for a hearing on plans, specifications, opinion of probable cost and form of contract, taking of bids and awarding the construction**

**contract for the South Apron Access Road and Utilities - Phase 1 Project at Ankeny Regional Airport.**

**(Bid letting September 25, 2018 at 10:30 a.m. / Hearing October 4, 2018 at 5:00 p.m.)**

It was moved by Brant Anderson and seconded by Bill Gardner to approve fixing a date for a hearing on plans, specifications, opinion of probable cost and form of contract, taking of bids and awarding the construction contract for the South Apron Access Road and Utilities - Phase 1 Project at Ankeny Regional Airport.

VOTE: YEA: ANDERSON, GARDNER, ASHBY, BARBER, NILLES, WANGSNESS

**Item 9D) Resolution 2018-36, authorizing the execution Task Order No. 4 with McClure Engineering for the construction observation and administration needed for the “Reconstruct Taxiways A & C North/Rehab Taxiways B, C & T-Hangar Taxilanes” Project.**

It was moved by Todd Ashby and seconded by Jake Nilles to authorize the execution Task Order No. 4 with McClure Engineering for the construction observation and administration needed for the “Reconstruct Taxiways A & C North/Rehab Taxiways B, C & T-Hangar Taxilanes” Project.

VOTE: YEA: ASHBY, NILLES, ANDERSON, BARBER, GARDNER, WANGSNESS

**Item 9E) Resolution 2018-37, authorizing the execution of an agreement with CMT Company for providing the material quality control services needed for the construction of the “Reconstruct Taxiways A & C North/Rehab Taxiways B, C & T-Hangar Taxilanes” Project.**

It was moved by Bill Gardner and seconded by Brant Anderson to authorize the execution of an agreement with CMT Company for providing the material quality control services needed for the construction of the “Reconstruct Taxiways A & C North/Rehab Taxiways B, C & T-Hangar Taxilanes” Project.

VOTE: YEA: GARDNER, ANDERSON, ASHBY, BARBER, NILLES, WANGSNESS

**Item 10) REPORTS**

**Item 10A) Engineering Report**

**a. Reconstruct Taxiways and Taxi Lanes Project.**

Jay Pudenz, McClure Engineering, stated work will begin in the Spring.

**b. Drainage Channel Improvements Project.**

Jay Pudenz, McClure Engineering, stated work will begin in the Spring.

**c. South Apron Access Road and Utilities – Phase 1.**

Jay Pudenz, McClure Engineering, stated this project will bid September 25, 2018. Jeff Wangsness stated the waterway looks really flat, suggesting a concrete swale at the bottom. Jay said he would look into it.

**d. SE Convenience Boulevard Extension Project.**

Paul Moritz stated while we add the water main on the south end of the SE Convenience Boulevard Extension Project, the water will need to be shut off for a short time to the DOT and the motel. This work is planned for a Monday, with the DOT closed on that day and a slow day for the motel.

**Item 10B) STAFF REPORT**

**a. Asbestos Removal at Clark House**

Paul Moritz stated the asbestos removal at the Clark property has begun and should take a week to complete.

**b. Grading Plan for Future South Terminal Area**

Paul Moritz stated item b and item e refer to the same project. HDR Engineering submitted a Short Form Agreement for Professional Services for the survey and grading plan of the South Terminal Area. Jerry Searle stated this is a long term vision of how much dirt needs to be where and when. It was the consensus of the Board that this would be valuable information moving forward and move to approve **Resolution 2018-38, authorizing the execution of an agreement with HDR Engineering for the South Terminal Area Rough Grading and Drainage Plan.**

It was moved by Jake Nilles and seconded by John Barber to authorize the execution of an agreement with CMT Company for providing the material quality control authorizing the execution of an agreement with HDR Engineering for the South Terminal Area Rough Grading and Drainage Plan.

VOTE: YEA: NILLES, BARBER, ANDERSON, ASHBY, GARDNER, WANGSNESS

**c. Perimeter Fence Mowing Proposals**

Paul Moritz stated he was only able to get one quote at this time to have someone mow the fence lines. Perficut will mow the fence lines, one time, for \$575. A motion was made by John Barber and seconded by Brant Anderson, to sign a Maintenance Proposal with Perficut, which includes the one time mowing and the weed control program.

VOTE: YEA: BARBER, ANDERSON, ASHBY, GARDNER, NILLES, WANGSNESS

**d. Corvette Club Event – August 18 and 19**

Paul Moritz stated he did receive FAA approval for the Corvette Club Event which is August 18 and 19.

**e. South Terminal Area Rough Grading and Drainage Plan – HDR Engineering**

Discussed under 10Bb.

**f. 4 States Airport Conference, Kansas City**

Paul Moritz stated he will attend the 4 States Airport Conference one day, on August 29. Jennifer Sease stated that Dr. Paul Novak would also like to attend the conference. Jeff Wangsness said yes the Board will cover Dr. Paul Novak's registration fees.

Paul Moritz stated he will meet with the City on Monday to get the rezoning process started for the property the airport has for sale.

Paul Moritz stated that he heard from the FAA regarding projects we have listed on the ACIP for 2019 and what funding might be available at that time. The ACIP shows two projects scheduled for 2019: The Rehabilitate Runway 18/36 project and the Reimbursement of the Purchase of the North Properties for the Future Runway Expansion. The first project scores well within the FAA system, and will most likely be funded. The property reimbursement project does not score well enough to get funded according to the FAA. However, this project is critical as the PCAA is carrying a loan from Polk County to bridge the funding until the FAA project comes through or the 16.1 acres on the south side of the airport is sold. It was the consensus of the Board to proceed with the Rehabilitate Runway 18/36 Pavement Project scheduled for 2019. If additional funding becomes available, the property reimbursement can be completed in 2019 as well.

Jennifer Sease stated there was a RFP sent out for new banking services, which will be approved at the September 6, 2018 meeting.

- Item 10C) **LEGAL COUNSEL REPORT: NONE**
- Item 10D) **BOARD REPORT: NONE**
- Item 10E) **CHAIR REPORT: NONE**

**Item 11) ADJOURN**

There being no further business, it was moved by John Barber and seconded by Todd Ashby to adjourn the meeting. VOTE: YEA: BARBER, ASHBY, ANDERSON, GARDNER, NILLES, WANGSNESS

The meeting adjourned at 6:20 p.m.

Attest: \_\_\_\_\_ Signed: \_\_\_\_\_  
Todd Ashby, Secretary Jeff Wangsness, Chairperson

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