

POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, August 10, 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:** BARBER, GARDNER, NILLES, NOVAK, WANGSNESS
MEMBERS ABSENT: ANDERSON, ASHBY,
Chairperson, Jeff Wangsness, called the meeting to order. Present from the City of Ankeny were Assistant City Manager, Paul Moritz; Janet Binder, Accountant and Margaret Waldschmitt, PCAA Recording Secretary. Attorney, Amy Beattie was present. Representing Snyder & Associates was Scott Port. Dan Stull was present from EXEC 1. Representing McClure Engineering were Andy Maysent and Jay Pudenz.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Dr. Paul Novak and seconded by Jake Nilles to approve the agenda without amendment. VOTE: YEA: NOVAK, NILLES, BARBER, GARDNER, 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 airport tours have been suspended due to lack of support staff.
- Item 5) FINANCE / BUDGET REPORT**
Dr. Paul Novak stated the money was received from Polk County to purchase the Clark property. Payment was made to Central Iowa Ready Mix for the emergency parking lot repairs.
- Item 6) CONSENT AGENDA ITEMS**
CA-1 APPROVAL OF JULY 6, 2017 MINUTES.
CA-2 CONSIDER MOTION TO APPROVE PAYMENT #170 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH JUNE 30, 2017 IN THE AMOUNT OF \$2,413.00.
CA-3 CONSIDER MOTION TO APPROVE PAYMENT #9 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE SOUTH APRON GRADING AND PAVING PHASE 1, IN THE AMOUNT OF \$5,989.16.
CA-4 CONSIDER MOTION T O APPROVE PAYMENT #9 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE 2017 RAMP REHAB PROJECT, IN THE AMOUNT OF \$1,367.72.
CA-5 CONSIDER MOTION TO APPROVE PAYMENT #2 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE SOUTH APRON AND DRAINAGE CHANNEL WETLAND PERMITTING, IN THE AMOUNT OF \$1,860.00.

- CA-6 CONSIDER MOTION TO APPROVE PAYMENT #4 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE IDOT RISE GRANT APPLICATION PROJECT, IN THE AMOUNT OF \$412.00.**
- CA-7 CONSIDER MOTION TO APPROVE PAYMENT #6 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE EXCLUSION FENCE SERVICES THROUGH MAY 27, 2017 IN THE AMOUNT OF \$6,992.00.**
- CA-8 CONSIDER MOTION TO APPROVE PAYMENT #7 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE EXCLUSION FENCE SERVICES THROUGH JUNE 24, 2017 IN THE AMOUNT OF \$2,720.00.**
- CA-9 CONSIDER MOTION TO APPROVE PAYMENT #1 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE CONSTRUCTION ADMIN AND OBSERVATION SERVICES IN THE AMOUNT OF \$3,401.49.**
- CA-10 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS, \$63,212.93.**
- CA-11 JULY 2017 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 John Barber to approve consent agenda items CA-1 through CA-12. VOTE: YEA: GARDNER, BARBER, NILLES, NOVAK, WANGSNESS

- Item 7) REMOVED CONSENT AGENDA ITEMS: NONE**
- Item 8) OLD BUSINESS**
- Item 8A) WILDLIFE EXCLUSION FENCE PROJECT – PRECONSTRUCTION CONFERENCE AND SCHEDULE.**
- Todd Ashby arrived at 5:06 p.m.
Jay Pudenz, McClure Engineering, stated the project will begin on August 28, 2017. The contractor is allowed ninety working days.
- Item 8B) 5- YEAR ENGINEERING SERVICES CONTRACT – SUBMITTALS AND SCHEDULE.**
- Paul Moritz state that he received four engineering proposals which were due on August 7. The Engineering Review Committee will meet and hold interviews before the end of August.
- Item 9) NEW BUSINESS**
- Item 9A) RESOLUTION 2017-31, ESTABLISHING FAIR MARKET VALUE OF CLARK PROPERTY.**
- Item 9B) MOTION TO RECEIVE AND FILE ACCEPTANCE LETTER FROM FAA REGARDING CLARK PROPERTY.**
- Item 9C) RESOLUTION 2017-32, APPROVING EXECUTED PURCHASE AGREEMENT FROM BEVERLY AND DON CLARK.**
- Amy Beattie stated Resolution 2017-31, acceptance letter and Resolution 2017-32, are all in regard to the purchase of the Clark property and can be approved by one motion. It was moved by Todd Ashby and seconded by Dr. Paul Novak to approve Resolution 2017-31, establishing fair market value of Clark property, receive and file acceptance letter from FAA and Resolution 2017-32, approving executed purchase agreement from Beverly and Don Clark. VOTE: YEA: ASHBY, NOVAK, BARBER, GARDNER, NILLES, WANGSNESS

- Item 9D) CONSIDER MOTION TO APPROVE THE FOLLOWING INSTRUMENT TO FACILITATE THE ACCEPTANCE OF THE SOUTH APRON GRADING AND PAVING – PHASE 1 PROJECT**
- a. ENGINEER’S CERTIFICATE OF COMPLETION.**
 - b. IOWA DOT STATEMENT OF COMPLETION AND FINAL ACCEPTANCE OF WORK.**
 - c. RESOLUTION 2017-33, ACCEPTING THE PUBLIC IMPROVEMENTS WITH JENSEN BUILDERS LTD. IN THE FINAL CONTRACT AMOUNT OF \$339,110.58.**
 - d. PAYMENT #4 (FINAL-RETAINAGE RELEASE) TO JENSEN BUILDERS IN THE AMOUNT OF \$16,955.53, PAYMENT TO OCCUR 30 DAYS AFTER PROJECT ACCEPTANCE.**

It was moved by Todd Ashby and seconded by Jake Nilles to approve the Engineer’s Certificate of Completion, Iowa DOT statement of Completion, Resolution 2017-33 accepting public improvements with Jensen Builders and Payment #4 to facilitate the acceptance of the South Apron Grading and Paving – Phase 1 Project.
VOTE: ASHBY, NILLES, BARBER, GARDNER, NOVAK, WANGSNESS

- Item 9E) SE CONVENIENCE BOULEVARD EXTENSION PROJECT – RISE GRANT APPLICATION.**
- a. IOWA DOT APPLICATION FOR PARTIAL PROJECT FUNDING.**
 - b. RESOLUTION 2017-34, APPROVING THE AGREEMENT WITH THE CITY OF ANKENY AS LEAD AGENCY ON BEHALF OF THE PCAA.**

It was moved by Bill Gardner and seconded by Dr. Paul Novak to approve the Iowa DOT application for partial project funding and Resolution 2017-34, approving the agreement with the City of Ankeny as lead agency on behalf of the PCAA.
VOTE: GARDNER, NOVAK, ASHBY, BARBER, NILLES, WANGSNESS

- Item 10) REPORTS**
Item 10A) ENGINEERING REPORT

- a. 2017 RAMP REHABILITATION PROJECT.**
Scott Port stated the punch list items have been completed.
- b. FAA GRANT APPLICATION FOR PROPERTY ACQUISITION REIMBURSEMENTS.**
Scott Port reported this application is for the property purchased from LGI.

- Item 10B) STAFF REPORT**

- a. FEASIBILITY OF GRASS RUNWAY PARALLEL TO RUNWAY 18/36.**
Paul Moritz stated Shane Wright and Mike Marr, with the Iowa Department of Transportation, have advised against having a grass runway, parallel to the runway. Dr. Paul Novak stated this is a public airport and he feels as though we owe it to the public to pursue it. Novak stated he is aware of other airports that offer a grass runway for taildraggers.
- b. ROUNDABOUT BEACON POLE – PROPOSALS FOR PAINTING.**
Paul Moritz stated he received three bids for painting the beacon pole. Jeff Wangsness stated he would like to see more detail in the bids to know what exactly would be done, such as scraping old paint and what kind of paint would be used.
- c. PAVEMENT DEFECT ON NORTH PARKING LOT NEAR FAA BUILDING.**
Paul Moritz stated Ankeny Public Works found the pavement to be defective and it has settled in over a culvert. Public Works will complete the job for materials only, in the amount of \$4,900.00. It was the consensus of the Board to have Ankeny Public Works repair the north parking lot.
- d. ANNUAL HANGAR INSPECTIONS.**

Paul Moritz stated that the Fire Chief will be out on August 25, 2017 for the annual hangar inspections.

e. BOX HANGAR BUILDING STANDARDS AND RESTRICTIONS.

Paul Moritz stated there is a party interested in building a box hangar. Moritz stated the Board needs to decide on how they want the buildings to look to set a precedent going forward.

Item 10C) LEGAL COUNSEL REPORT:

Amy Beattie stated we will close on the Clark property next week.

Item 10D) BOARD REPORT: NONE

Item 10E) CHAIR REPORT: NONE

Item 11) ADJOURN

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

The meeting adjourned at 5:50 p.m.

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

Published in the Des Moines Register on the 25th day of August, 2017.

