

Minutes of the  
POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, September 6, 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**  
**MEMBERS ABSENT: ANDERSON, BARBER, WANGSNESS**  
Acting Chairperson, Todd Ashby, called the meeting to order. Present from the City of Ankeny were Airport Board Manager, Paul Moritz; Jennifer Sease, Administrative Services Director; 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 WITH AMENDMENT.**  
It was moved by Paul Novak and seconded by Jake Nilles to approve the agenda with amendment of CA-7, approving the September 2018 Financial Reports. VOTE: YEA: NOVAK, NILLES, ASHBY, GARDNER
- Item 3) AUDIENCE WITH VISITORS**  
Dave Vance expressed appreciation on behalf of the Corvette Club for use of the airport to host their event that took place on August 18 and 19. He stated the event was well attended. He also mentioned that next year they might want to look at having the event over Memorial weekend.
- 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) South Fence Connection to Terminal Building – Relocation Proposal**  
Dan Stall reported that they obtained an estimate from American Fence, who installed the fence, but felt the estimate was high. They may look at getting additional quotes or relocating the fence themselves.
- Item 5) FINANCE / BUDGET REPORT**  
Paul Novak reported that the audit has started. All long term assets and liabilities will be updated next month.
- Item 6) CONSENT AGENDA ITEMS**  
**CA-1 Approval of August 9, 2018 minutes.**  
**CA-2 Consider motion to approve final payment to REW Services Corp for asbestos removal services at 2108 SE Oralabor Rd, in the amount of \$17,398.00.**  
**CA-3 Consider motion to approve payment #7, FY2018 expenses to the City of Ankeny, for services for the SE Convenience Blvd. Extension Project, RISE, in the amount of \$1,943.00.**  
**CA-4 Consider motion to approve payment #7, FY2019 expenses to the City of Ankeny, for services for the SE Convenience Blvd. Extension Project, RISE, in the amount of \$36,496.44.**

**CA-5 Consider motion to approve payment #3 to McClure Engineering Co., for services that include South Apron Access Road and Utilities – Phase 1 (Design/Bidding Services) in the amount of \$9,465.00.**

**CA-6 Approval of Bills and Transfer of Necessary Funds, \$99,041.33.**

**CA-7 September 2018 Financial Reports**

**CA-8 Accounts Receivable Aging Summary**

**CA-9 Consider motion to adopt Resolution 2018-39, accepting and approving the bid proposal from Great Western Bank for banking services.**

**Motion to approve consent agenda items CA-1 to CA-9.**

It was moved by Bill Gardner and seconded by Jake Nilles to approve consent agenda items CA-1 through CA-9. VOTE: YEA: GARDNER, NILLES, ASHBY, NOVAK

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

**Item 8) OLD BUSINESS: NONE**

**Item 9) NEW BUSINESS**

**Item 9A) Resolution 2018-40, approving lease agreement early termination for Mike Warren, Conner Aviation, Reginald Holt and Mike Hubbell. Mitch Sellers, Craig Martin/Wisecup, Solar Aviation and Scott Wallace have transferred their lease agreements to the vacated hangars. Ryan Story, Jeff Brandt, Dave Schuler and the Iowa Aviation Heritage Museum have accepted and signed new lease agreements with termination dates of December 31, 2018.**

It was moved by Paul Novak and seconded by Jake Nilles to approve all lease changes as listed. VOTE: YEA: NOVAK, NILLES, ASHBY, GARDNER

**Item 9B) Resolution 2018-41, approving the grant agreement with the Iowa DOT to facilitate partial project funding for the South Apron Access Road and Utilities – Phase 1 Project, Iowa DOT No. 9I190IKV100.**

Paul Moritz stated that Jay Pudenz with McClure Engineering has a schedule in place to bid this project. He also mentioned that the funding from the Iowa DOT will help offset the increase in costs related to the project. It was moved by Jake Nilles and seconded by Bill Gardner to approve the grant agreement with the Iowa DOT to facilitate partial project funding for the South Apron Access Road and Utilities – Phase 1 project. VOTE: YEA: NILLES, GARDNER, ASHBY, NOVAK

**Item 9C) Resolution 2018-42, authorizing the execution of agreement with CMT Company for providing the geotechnical services needed for the final design of the South Apron Access Road and Utilities – Phase 1 project.**

Paul Moritz reported that CMT Company will provide an estimate of what the concrete thickness and subgrade needs to be. There may be an addendum to the bidding documents which McClure Engineering will handle. It was moved by Jake Nilles and seconded by Paul Novak to approve the agreement with CMT Company for providing the geotechnical services needed for the final design of the South Apron Access Road and Utilities – Phase 1 project. VOTE: YEA: NILLES, NOVAK, ASHBY, GARDNER

**Item 9D) Review of proposed project schedule for the Rehabilitate Runway 18/36 Project (FFY 2019) per the FAA letter dated August 28, 2018.**

Paul Moritz reported this project will include crack cleaning and sealing and also patching of the main runway. Jay Pudenz mentioned this project may cause the runway to shut

down for at least two weeks. He also stated that they will have a schedule put together before the next meeting.

**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, so that the recommendation for award can be presented to the board at the October 4<sup>th</sup> meeting. He stated that this will be a spring project.

**d. SE Convenience Boulevard Extension Project**

Paul Moritz reported he was contacted by Mark Land with Snyder & Associates regarding the status of the project. They anticipate it being completed by the end of October.

**Item 10B) STAFF REPORT**

**a. Asbestos Removal at Clark House**

Paul Moritz stated the asbestos removal at the Clark property has been completed and the Ankeny Fire Department has been given the go ahead to schedule their burn drills. He also stated that the FAA contacted him in regards to a tree on the Clark property that will need to be cut down due to height concerns.

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

Paul Moritz stated things are moving forward and that he is going to be attending a planning meeting on September 11, 2018 to discuss future construction.

**c. Update on Communication Services to Airport and Casey's Corporate**

Paul Moritz recommended that the board should wait for Casey's to present them with a formal proposal before giving them a decision.

**d. Airport Capital Improvements Planning**

Paul Moritz reported Jerry, Andy and he will be working on plan to submit to the FAA and also present to the board at the October 4 meeting.

**Item 10C) LEGAL COUNSEL REPORT: NONE**

**Item 10D) BOARD REPORT:** Paul Novak stated he attended the 4 States Airport Conference in Kansas City and found it to be very beneficial.

**Item 10E) CHAIR REPORT: NONE**

**Item 11) ADJOURN**

There being no further business, it was moved by Todd Ashby and seconded by Bill Gardner to adjourn the meeting. The meeting adjourned at 5:32 p.m.

Attest: \_\_\_\_\_ Signed: \_\_\_\_\_  
Todd Ashby, Acting Secretary Dr. Paul Novak, Treasurer

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