

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 5:02 P.M.

- Item 1) ROLL CALL – MEMBERS PRESENT:** ANDERSON, ASHBY, BARBER, NILLES
MEMBERS ABSENT: GARDNER, NOVAK, WANGSNESS
Acting Chairperson, Todd Ashby, called the meeting to order. Present from the City of Ankeny were Assistant City Manager, Paul Moritz; Jennifer Sease, Administrative Services Director and Margaret Waldschmitt, PCAA Recording Secretary. Attorney, Amy Beattie was present. Representing Snyder & Associates was Scott Port. JR Boesen and Dan Stull were 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 Brant Anderson and seconded by Jake Nilles to approve the agenda without amendment. VOTE: YEA: ANDERSON, NILLES, ASHBY, BARBER
- 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 12 and 13. He stated the event was well attended and there was great exposure for the Heritage Museum.
- 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 there is enough NAAC, Solid Runway Deicer, on hand for the upcoming winter.
- Item 5) FINANCE / BUDGET REPORT**
Jennifer Sease stated the payable include \$843,043.06 for the Clark property settlement, along with \$23,601.00 for insurance renewal.
- Item 6) CONSENT AGENDA ITEMS**
CA-1 APPROVAL OF AUGUST 10, 2017 MINUTES.
CA-2 CONSIDER MOTION TO APPROVE PAYMENT #171 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH JULY 31, 2017 IN THE AMOUNT OF \$1,139.73.
CA-3 CONSIDER MOTION TO APPROVE PAYMENT #10 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE SOUTH APRON GRADING AND PAVING PHASE 1, IN THE AMOUNT OF \$1,296.75.
CA-4 CONSIDER MOTION T O APPROVE PAYMENT #10 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE 2017 RAMP REHAB PROJECT, IN THE AMOUNT OF \$1,610.09.

CA-5 CONSIDER MOTION TO APPROVE PAYMENT #3 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE SOUTH APRON AND DRAINAGE CHANNEL WETLAND PERMITTING, IN THE AMOUNT OF \$1,235.00.

CA-6 CONSIDER MOTION TO APPROVE PAYMENT #5 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE IDOT RISE GRANT APPLICATION PROJECT, IN THE AMOUNT OF \$2,523.00.

CA-7 CONSIDER MOTION TO APPROVE PAYMENT #2 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE CONSTRUCTION ADMIN AND OBSERVATION SERVICES IN THE AMOUNT OF \$9,271.16.

CA-8 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS, \$902,481.67.

CA-9 AUGUST 2017 FINANCIAL REPORTS

CA-10 ACCOUNTS RECEIVABLE AGING SUMMARY

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-10.

It was moved by John Barber and seconded by Brant Anderson to approve consent agenda items CA-1 through CA-10. VOTE: YEA: BARBER, ANDERSON, ASHBY, NILLES

Item 7) REMOVED CONSENT AGENDA ITEMS: NONE

Item 8) OLD BUSINESS

Item 8A) WILDLIFE EXCLUSION FENCE PROJECT

Jay Pudenz, McClure Engineering, stated the contractor received notice to proceed with construction on September 5, 2017. Construction has not yet started.

Item 8B) FIVE YEAR ENGINEERING SERVICES CONTRACT – RECOMMENDATION FROM COMMITTEE.

Paul Moritz reported that HDR Engineering and McClure Engineering were interviewed by the committee. It is the recommendation of the committee that McClure Engineering submit a contract for the Board's consideration. John Barber stated he would like to vote on the engineering firm when all of the board members are present. Moritz stated Snyder and Associates contract expires on November 1, 2017.

It was moved by Jake Nilles and seconded by Brant Anderson to direct McClure Engineering to start working on their contract process, with an engineering firm appointment at the October 5, 2017 meeting. VOTE: YEA: NILLES, ANDERSON, ASHBY NAY: BARBER

Item 9) NEW BUSINESS

Item 9A) RESOLUTION 2017-35, APPROVING AND AUTHORIZING THE EXECUTION OF CERTAIN ASSIGNMENTS OF LEASES HELD BY WOLF AVIATION, LLC.

Bill Gardner arrived at 5:11.

Amy Beattie stated the assignment of leases clarifies who is responsible for the lease, since the passing of Scott Wolfswinkel.

It was moved by Brant Anderson and seconded by Jake Nilles to approve Resolution 2017-35, approving and authorizing the execution of certain assignments of leases held by Wolf Aviation, LLC. VOTE: YEA: ANDERSON, NILLES, ASHBY, BARBER, GARDNER

Item 9B) CONSIDER MOTION TO APPROVE THE FOLLOWING INSTRUMENTS TO FACILITATE THE ACCEPTANCE OF THE 2017 RAMP REHABILITATION PROJECT.

a. ENGINEER'S CERTIFICATE OF COMPLETION.

b. RESOLUTION 2017-36, ACCEPTING THE PUBLIC IMPROVEMENTS WITH RW EXCAVATING, LC IN THE FINAL CONTRACT AMOUNT OF \$132,446.20.

- c. **PAYMENT #4 TO RW EXCAVATING, LC FOR SERVICES THAT INCLUDE THE 2017 RAMP REHABILITATION PROJECT IN THE AMOUNT OF \$3,420.48.**
- d. **PAYMENT #5 (FINAL – RETAINAGE RELEASE) TO RW EXCAVATING, LC IN THE AMOUNT OF \$6,622.31, PAYMENT TO OCCUR 30 DAYS AFTER PROJECT ACCEPTANCE.**
- e. **CHANGE ORDER NO. 1, IN THE AMOUNT LESS \$610.00 TO RW EXCAVATING, LC FOR RECONCILIATION OF PROJECT QUANTITY OF SOD REQUIRED FOR THE 2017 RAMP REHABILITATION PROJECT.**

It was moved by Jake Nilles and seconded by John Barber to approve all of the instruments to facilitate the acceptance of the 2017 Ramp Rehabilitation Project. VOTE: YEA: NILLES, BARBER, ANDERSON, ASHBY, GARDNER

Item 9C) INSURANCE RENEWALS – APPROVAL OF INSURANCE RENEWALS – POLICY YEAR 9/20/17 – 9/19/18 AND AUTHORIZATION OF PREMIUM PAYMENTS.

Jennifer Sease stated it was her recommendation to approve the insurance renewals, including a three year Chubb policy for Airport Liability. It was moved by John Barber and seconded by Jake Nilles to approve insurance renewals and authorize premium payments. VOTE: YEA: BARBER, NILLES, ANDERSON, ASHBY, GARDNER

Item 9D) ANNUAL HANGAR INSPECTIONS AND LETTERS REGARDING VIOLATIONS.

Paul Moritz reported he and Fire Chief Clack inspected the hangars on August 25, 2017. They found eight hangars with violations. Letters will be mailed out to these tenants asking that the violation be taken care of prior to signing their lease for next year.

Item 9E) DISCUSSION AND DIRECTION REGARDING CHANGES TO THE T-HANGAR / GARAGE / TIE-DOWN LEASES AND THE LEASE RATE.

Dan Stull, EXEC 1, stated he is asked by tenants why an airplane needs to be airworthy within 90 days to have a hangar lease. Amy Beattie stated that is an FAA requirement that the plane in the hangar is airworthy. Beattie stated there needs to be a time restraint, it cannot be an open ended construction period. Beattie stated as long as the tenant can show progress on the construction of their airplane, there won't be an issue. Jennifer Sease stated any changes or suggestions will be applied to the leases following the October 5, 2017 meeting.

Item 9F) RESOLUTION 2017-37, AUTHORIZING THE AVIATION CHAIRMAN TO SIGN AND SUBMIT AN APPLICATION FOR FEDERAL ASSISTANCE AND GRANT APPLICATION FOR POSSIBLE FY 2017 FEDERAL ASSISTANCE FOR A LAND ACQUISITION PROJECT AND CERTIFY THAT THE LOCAL MATCH IS AVAILABLE FOR THE PROJECT IF AWARDED A GRANT.

It was moved by John Barber and seconded by Jake Nilles to approve Resolution 2017-37, authorizing the Chairman to sign and submit an application for Federal Assistance for a Land Acquisition Project and certify that the local match is available for the project if awarded a grant. VOTE: YEA: BARBER, NILLES, ANDERSON, ASHBY, GARDNER

Item 9G) RESOLUTION 2017-38, APPROVING A LEASE AGREEMENT EARLY TERMINATION DATE OF JULY 7, 2017 FOR VANS RV TRAINING LLC, HANGAR E-03. APPROVING A LEASE AGREEMENT TRANSFER FOR TOM MERFIELD FROM HANGAR D-08 TO E-03 WITH AN EFFECTIVE DATE OF JULY 7, 2017 AND TERMINATION DATE OF DECEMBER 31, 2017. APPROVING LEASE AGREEMENT FOR SOLAR FLYING CLUB FOR HANGAR D-08 WITH AN EFFECTIVE DATE OF JULY 7, 2017 AND TERMINATION DATE OF DECEMBER 31, 2017.

It was moved by John Barber and seconded by Brant Anderson to approve Resolution 2017-38, approving all lease changes as listed. VOTE: YEA: BARBER, ANDERSON, ASHBY, GARDNER, NILLES

Item 10) REPORTS

Item 10A) ENGINEERING REPORT

a. VEGETATION CONTROL BY PERFICUT.

Scott Port stated the Authority has a three year contract with Perficut for four applications a year. Perficut just completed the third application for this year.

Item 10B) STAFF REPORT

a. FEASIBILITY OF GRASS RUNWAY PARALLEL TO RUNWAY 18/36.

Paul Moritz shared information he received from Mike Marr, Iowa Department of Transportation. If the board is interested in a grass runway for taildraggers, the ALP, Airport layout plan, would need to be redone. The grass area would need to be regraded for smoothness. Moritz stated it would be an extensive process.

b. ROUNDABOUT BEACON POLE – PROPOSALS FOR PAINTING.

Paul Moritz stated he put together a spec sheet and will see if he can get quotes according to the specifications for the October 5, 2017 meeting.

c. PAVEMENT DEFECT ON NORTH PARKING LOT NEAR FAA BUILDING.

Paul Moritz stated Ankeny Public Works staff have completed this project. The invoice for materials used, has not yet been received.

d. LETTER OF INTENT FOR LAND LEASE OF BOX HANGAR SITE.

Paul Moritz reported that he has received a letter of intent from someone wanting to construct a commercial hangar north of the FAA apron. It was the consensus of the Board that the Land / Hangar Lease Committee will need to meet to discuss hangar construction standards to provide a consistent appearance of hangars going forward.

e. CLARK PROPERTY – INSURANCE COVERAGE AND PERSONAL PROPERTY.

Jennifer Sease reported that liability insurance alone for the Clark property would not increase the cost of the airports coverage. It was the consensus of the Board to purchase liability insurance at this time for the Clark property. Amy Beattie stated she will compose a document stating that the Clarks may take from the property whatever they want that has sentimental value to them.

Item 10C) LEGAL COUNSEL REPORT:NONE

Item 10D) BOARD REPORT: NONE

Item 10E) CHAIR REPORT: NONE

Todd Ashby left at 5:35.

Item 11) ADJOURN

There being no further business, it was moved by Brant Anderson and seconded by Bill Gardner to adjourn the meeting. VOTE: YEA: ANDERSON, GARDNER, BARBER, NILLES

The meeting adjourned at 5:37 p.m.

Attest: _____ Signed: _____
Recording Secretary Todd Ashby, Acting Chairperson

Published in the Des Moines Register on the 22nd day of September, 2017.

