

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority (PCAA) held a regular meeting on Thursday, September 10, 2020. Chairman, Wangsness, called the meeting to order at 5:05 PM.

Item 1) Due to Covid-19 Pandemic Board Members – Todd Ashby, Bill Gardner, Greg Johnson, Joe Miller, EXEC 1 - Dan Stull; McClure Engineering, Andy Maysent and Jay Pudenz joined the meeting via conference call. Chairman, Jeff Wangsness; Airport Board Manager, Paul Moritz; Administrative Services Director, Jennifer Sease; City Attorney, Amy Beattie and PCAA Recording Secretary, Margaret Waldschmitt were also present.

Item 2) Perfecting and Approval of the Agenda without amendment.

It was moved by Ashby and seconded by Gardner to approve the agenda without amendment. VOTE: YEA: ASHBY, GARDNER, JOHNSON, MILLER, WANGSNESS

Item 3) Administer Oath of Office to City of Bondurant representative – Joe Miller, term expiring December 31, 2022.

The oath of office was administered to Joe Miller virtually by Chairperson, Jeff Wangsness

Item 4) Audience with Visitors

A. Jake Hooge, PurFoods discussion about hangar land lease.

Due to technical difficulties Dave Garrison, Dr. Paul Novak and Jake Hooge, PurFoods, logged into the meeting at 5:18. Jake Hooge, expressed interest for PurFoods to construct a hangar as soon as possible following completion of the airport infrastructure projects. After much discussion it was advised by the Board that PurFoods submit a Letter of Intent regarding their time frame and plans for hangar construction.

Item 5) FBO Report

A. Fuel Report

B. Inspection Report

C. Hangar tenant waiting list report

D. Tenant concerns and response report

E. Walkway Concept.

Stull reported EXEC 1 will be moving forward with the self-service fuel process, asking the Board for help with infrastructure costs. Moritz stated EXEC 1 needs to meet with McClure Engineering to scope out the project to obtain bids. Stull reported that EXEC 1 is looking for approval from the Board to construct an enclosed walkway between their hangar and the terminal building, which is the property of the Authority. Attorney Amy Beattie advised that EXEC 1 submit an amendment to their lease agreement, stating it is the responsibility of EXEC 1 to construct and maintain the enclosed walkway. Stull reported that EXEC 1 will be paying the additional expense of having windows installed in the new bi-fold door for the main terminal. Stull inquired about residing the south side of the terminal building, matching the new door, to improve the appearance. After much discussion it was the consensus of the Board to have EXEC 1 submit a quote. Novak left at 5:39 p.m.

Item 6) Finance / Budget Report

Sease reported there was a bill submitted by Vice Construction for the emergency pavement repair for \$23,114.00. Two projects have been closed out. All Energy is two payments behind.

Item 7) Consent Agenda Items

CA-1 Approval of August 6, 2020 minutes.

CA-2 Consider motion to approve payment #30 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$5,056.50.

CA-3 Consider motion to approve payment #9 to McClure Engineering Co., for services that include Taxiway D Access Rd & Utilities – Phase 2 in the amount of \$1,790.00.

CA-4 Approval of Bills and Transfer of Necessary Funds, \$39,370.91.

CA-5 September 2020 Financial Reports

CA-6 Accounts Receivable Aging Summary

It was moved by Gardner and seconded by Novak to approve consent agenda items CA-1 through CA-6. VOTE: YEA: GARDNER, ASHBY, GARRISON, JOHNSON, MILLER, WANGSNESS

Item 8) Removed Consent Agenda Items: None

Item 9) Old Business: None

Item 9) New Business

A. Insurance Renewals –

a. Approval of Property, Electronic Data Processing and Boiler and Machinery Breakdown Insurance with Cincinnati Insurance Companies – Policy Year 9/20/20 – 9/19/21 and authorization of premium payment in the amount of \$19,973.

b. Approval of Airport General Liability Insurance, Terrorism Premium and War Premium with Chubb via Nason – Policy Year 09/20/20 – 09/19/23 and authorization of premium payment in the amount of \$6,435.

c. Approval of Public Officials Liability Insurance with Hudson Insurance Company – Policy Year 9/20/20 – 9/19/21 and authorization of premium payment in the amount of \$1,402.

Sease reported that True North is the new insurance broker. Sease stated the buildings will be reassessed for their current value so they are adequately insured. It was moved by Gardner and seconded by Johnson to approve True North as the new broker and all insurance applications as stated. VOTE: YEA: GARDNER, JOHNSON, ASHBY, GARRISON, MILLER, WANGSNESS

B. Resolution 2020-27, approving a two year lease agreement, for the period of January 1, 2021 through December 31, 2022 with the Iowa Department of Administrative Services for the benefit of the Iowa Department of Public Safety State Highway Patrol for hangar spaces I-01, I-02 and I-03.

Sease stated this is a standard two year lease with the State of Iowa for the Highway Patrol. The language of this lease accommodates a possible change in the lease rate. It was moved by Ashby and seconded by Gardner to approve Resolution 2020-27, approving a two year lease agreement, for the period of January 1, 2021 through December 31, 2022 with the Iowa Department of Administrative Services for the benefit of the Iowa Department of Public Safety State Highway Patrol for hangar spaces I-01, I-02 and I-03. VOTE: YEA: ASHBY, GARDNER, GARRISON, JOHNSON, MILLER, WANGSNESS

Item 10) Reports

- A. Engineering Report
 - a. Taxiway D Access Road Relocation Project (Phases 2-4).
Mysent stated the project began August 24. There was a progress meeting yesterday and they are right on track.
 - b. Main Terminal Bi-Fold Door Replacement.
Pudenz stated once the order is placed, the door should be delivered in 2-4 weeks. Pudenz stated he will prepare the scope of the hangar door painting project. Wangsness directed Stull to get the door ordered.
- B. Staff Report
 - a. Rezoning of 16-Acre Parcel – 9/8 Council Final Readings.
Moritz reported the City of Ankeny passed the rezoning.
 - b. PCAA Master Agreement Renewal – Finance Committee.
Wangsness stated Board members have been reaching out to supporting communities for their continued support of the Authority.
 - c. Perimeter Fence Damage.
Moritz reported there was fence damage to an Iowa DOT fence due to a traffic accident. This fence does not affect the airport security.
 - d. Tee Hangar Inspections.
Moritz reported hangar inspections will be on September 25.
 - e. New Fueling Facility Card Reader System: PCAA Participation.
Discussion on fueling system was under FBO Report. Moritz stated there will be a meeting with Elder Corporation regarding snow operations for upcoming season. Moritz stated a CIP Planning Session is scheduled for September 16.
- C. Legal Counsel Report - None
- D. Board Report - None
- E. Chair Report - None

Item 11) Adjourn

There being no further business, the meeting adjourned at 6:20 p.m.

Attest: _____ Signed: _____
Margaret Waldschmitt, Recording Secretary Jeff Wangsness, Chairperson

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