

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, January 10, 2019, 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. Mattingly Stone was present from EXEC 1. Representing McClure Engineering was Andy Maysent. Representing HDR Engineering was Jerry Searle.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Jake Nilles and seconded by Paul Novak to approve the agenda without amendment VOTE: YEA: NILLES, NOVAK, ASHBY, GARDNER
- Item 3) AUDIENCE WITH VISITORS**
- 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 5) FINANCE / BUDGET REPORT**
Paul Novak reported that we are in receipt of the grant to pay for the LGI property. The proceeds from this grant were used to repay a portion of the loan the PCAA has with Polk County. Jennifer Sease reported the auditor's released their report on December 28 as an unmodified report with no audit comments
- Item 6) CONSENT AGENDA ITEMS**
CA-1 Approval of December 6, 2018 minutes.
CA-2 Consider motion to approve payment #11 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$3,995.00.
CA-3 Consider motion to approve payment #11, FY2019 expenses to the City of Ankeny, for services for the SE Convenience Blvd. Extension Project, RISE, in the amount of \$16,204.49.
CA-4 Consider motion to approve payment #6, to McClure Engineering Co., for services that include South Apron Access Road and Utilities – Phase 1 (Design/Bidding/Const Services) in the amount of \$882.50.
CA-5 Consider motion to approve payment #1, to McClure Engineering Co., for services that include Reconstruct Twys A/C N. Rehab Twys B, C T-Hgr Txin Const Admin & Obs in the amount of \$2,143.73
CA-6 Consider motion to approve payment #1, to McClure Engineering Co., for services that include Rehabilitate Runway 18/36 (Design/Bidding Services) in the amount of \$5,115.00.
CA-7 Approval of Bills and Transfer of Necessary Funds, \$795,550.67.

CA-8 January 2019 Financial Reports
CA-9 Accounts Receivable Aging Summary
CA-10 Receive and file FY 2018 Annual Financial Audit Report
Motion to approve consent agenda items CA-1 to CA-10.

It was moved by Bill Gardner and seconded by Jake Nilles to approve consent agenda items CA-1 through CA-10. VOTE: YEA: GARDNER, NILLES, ASHBY, NOVAK

Item 7) REMOVED CONSENT AGENDA ITEMS: NONE

Item 8) OLD BUSINESS

Item 8A) Motion to approve proposal: Salvaging of White Plastic Fencing from 2108 SE Oralabor Road Property. Paul Moritz reported he mailed out twenty six proposals to local contractors, as well as four interested parties that he had been in contact with. He received one response back from an individual who was interested in removing part of the fencing at no cost to him. It was moved by Jake Nilles and seconded by Bill Gardner to approve the proposal from said individual. VOTE: YEA: NILLES, GARDNER, ASHBY, NOVAK.

Item 9) NEW BUSINESS

Item 9A) Site Demolition of 2108 SE Oralabor Road Property – Motion to approving the Request for Proposals. Paul Moritz stated the proposal is ready to be sent out which will include taking down everything remaining on the property. The bids will be due back on January 30. It was moved by Jake Nilles and seconded by Bill Gardner to approve the request for proposals. VOTE: YEA: NILLES, GARDNER, ASHBY, NOVAK.

Item 9B) Resolution 2019-01, approving the lease agreements with the individuals and/or organizations detailed on the attached list. Jennifer Sease reported all leases are back, with the exception of one lease that does not list a plane. The board agreed to send a letter to the renter, Larry Coppola, stating he needs to provide information on the plane to meet his lease terms. It was moved by Jake Nilles and seconded by Bill Gardner to approve the lease agreements minus Larry Coppola's. VOTE: YEA: NILLES, GARDNER, ASHBY, NOVAK.

Item 10) REPORTS

Engineering Report

a. South Apron Access Road & Utilities – Phase 1 Andy Maysent reported that Sternquist was awarded the contract and construction will start in the spring.

b. Rehabilitate Runway 18/36 – Andy Maysent reported a pavement survey was completed in November and approximately 500 patches will be required based on the findings. There will also need to be a complete remarking of runway 18/36. This will require a complete runway shutdown and full airport closure of approximately two to three days in the fall. The staging for the project will be coordinated with Exec 1 to minimize the effect on their operations.

c. Reconstruct Taxiways A & C North – Andy Maysent reported that ConStruct was awarded this contract and construction will start in the spring.

STAFF REPORT

a. Rezoning of 16 Acres - Schedule

Paul Moritz reported the rezoning is moving forward and the Ankeny City Council will hold a public hearing at the February 4 council meeting with final reading of the ordinance to take place on March 4.

- b. Meeting with Pur Foods (Jake Hooge) – Possible Box Hangar** Paul Moritz reported that he and Jeff Wangsness met with Jake Hooge to go over the construction schedule. Jake Hooge is to review the information and will get back with Paul at a later date.
- c. Main Runway Joint Damage** Paul Moritz reported this will be completed along with the main runway project. The pavement damage is near the edge of the runway, and Exec 1 has inspected and cleaned up the pavement.

LEGAL COUNSEL REPORT: Amy Beattie stated the annual lease renewals from the farm tenants will be on the February 7 agenda.

BOARD REPORT: NONE

CHAIR REPORT: NONE

Item 11)

REQUEST FOR EXECUTIVE SESSION

IT WAS MOVED BY JAKE NILLES AND SECONDED BY PAUL NOVAK TO GO INTO EXECUTIVE SESSION, PURSUANT TO IOWA CODE CHAPTER 21.5, SUB-PARAGRAPH (J) "TO DISCUSS THE PURCHASE OR SALE OF PARTICULAR REAL ESTATE ONLY WHERE PREMATURE DISCLOSURE COULD BE REASONABLY EXPECTED TO INCREASE THE PRICE THE GOVERNMENTAL BODY WOULD HAVE TO PAY FOR THAT PROPERTY OR REDUCE THE PRICE THE GOVERNMENTAL BODY WOULD RECEIVE FOR THAT PROPERTY. VOTE: YEA: NILLES, NOVAK, ASHBY, GARDNER

Board went into Executive Session at 5:36 p.m.

Board reconvened to regular session at 5:52 p.m.

ADJOURN

There being no further business, it was moved by Paul Novak and seconded by Jake Nilles to adjourn the meeting. VOTE: YEA: NOVAK, NILLES, ASHBY, GARDNER

The meeting adjourned at 5:55 p.m.

Attest: _____ Signed: _____
Dr. Paul Novak, Treasurer Todd Ashby, Acting Chairperson

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