

MINUTES OF THE POLK COUNTY AVIATION AUTHORITY (PCAA)
Thursday, January 7, 2021 - 5:00 PM
Ankeny Kirkendall Library – City Council Chambers

Acting Chairman Dr. Paul Novak called the meeting to order at 5:00 PM. Chairman Jeff Wangsness was absent. Due to the Covid-19 Pandemic, Board Members Dave Garrison and Joe Miller as well as Jay Pudenz (McClure) and Dan Stull (Exec 1) joined the meeting via conference call. Board Members Greg Johnson and Todd Ashby joined the meeting via conference call at 5:09 PM and 5:19 PM, respectively. Acting Chairman Dr. Paul Novak and Board Member Bill Gardner as well as Andy Maysent (McClure) were in attendance. Airport Board Manager Paul Moritz, Administrative Services Director Jennifer Sease and City Attorney Amy Beattie were also present.

Perfecting and Approval of the Agenda without amendment

Board Member Miller moved, second by Gardner, to approve the agenda without amendment.
Ayes: 4

FBO Report

Dan Stull reported there are two outstanding leases. The last storm used just over a pallet of NAAC and two more pallets were ordered. Gates 3 and 4 were fixed, but now broken again with different faults. The farm gates are being monitored twice per day to find out why they are not staying locked. The self-serve fuel is nearly operational. A couple pieces of rebar in the concrete will need to be cut to make a clear path to the pumps. The pumps are expected to be operational in the next couple of weeks. Exec 1 is working on final construction drawings for the North Hangar Walkway. Moritz inquired about a schedule for the walkway. Stull reported there is no timetable and an electrical plan was still needed and is being drawn up.

Finance / Budget Report

Novak reported on the 1/7/21 listing of bills and aging summary and stated the auditors have been around, but the audit is not complete. Beattie reported she reached out to Mr. Sukowatey with All Energy Corporation on 12/18/20 advising that he was delinquent on his lease payments and that in accordance with the Board's instruction, construction would not be allowed to begin until the lease payments are brought up to date. Beattie stated she has not received a response. Beattie suggested that a closed session be put on the February agenda to discuss any further steps.

Consent Agenda Items

1. Approval of December 10, 2020 minutes.
2. Payment #34 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$5,930.00
3. Payment #13 to McClure Engineering Co., for services that include Taxiway D Access Rd & Utilities – Phase 2 in the amount of \$10,429.31.
4. Payment #1 to McClure Engineering Co., for services that include Taxiway D Apron and Access Roadway Paving – Phase 2 in the amount of \$2,435.00.
5. Payment #4 to SandStone Management LTD, for services that include Taxiway D Access Rd. Utilities & Apron Grading – Phases 2 – 4 in the amount of \$97,093.81.

6. Approval of 1/7 Bills and Transfer of Necessary Funds, \$172,672.89.
7. January 2021 Financial Reports
8. Accounts Receivable Aging Summary

Approval of Consent Agenda Items

Board Member Garrison moved, second by Gardner, to approve Consent Agenda Items CA-1 through CA-8. Ayes: Garrison, Gardner, Johnson, Miller, Novak.

New Business

- A. **Resolution 2021-01** authorizing the execution of a third amendment to land lease agreement with Ankeny Hangar Group, LLC. Board Member Gardner moved, second by Miller, to adopt Resolution 2021-01. Ayes: Gardner, Miller, Garrison, Johnson, Novak
- B. **Resolution 2021-02** authorizing the execution of a first amendment to land lease agreement with Weissenburger Aviation, Inc. Board Member Gardner moved, second by Miller, to adopt Resolution 2021-02. Ayes: Gardner, Miller, Garrison, Johnson, Novak
- C. **Cooperative Service Agreement with the United States Department of Agriculture for the control of bird and wildlife activity during the calendar year 2021 at the Ankeny Regional Airport.**
Board Member Gardner moved, second by Garrison, to approve a Cooperative Service Agreement with the United States Department of Agriculture for the control of bird and wildlife activity during the calendar year 2021 at the Ankeny Regional Airport.
Ayes: Gardner, Garrison, Johnson, Miller, Novak
- D. **Resolution 2021-03** approving the lease agreements with the individuals and/or organizations detailed on the attached list. Hanger E-04 was removed due to the tenant not having a flight-worthy aircraft and it is not anticipated to be completed within 90 days of lease signing. Board Member Gardner moved, second by Ashby, to adopt Resolution 2021-03. Ayes: Gardner, Ashby, Garrison, Johnson, Miller, Novak
- E. **Resolution 2021-04** authorizing the execution of a farm lease with I-80 Farms, Inc. Board Member Ashby moved, second by Gardner, to adopt Resolution 2021-04. Ayes: Ashby, Gardner, Garrison, Johnson, Miller, Novak
- F. **Resolution 2021-05** authorizing the execution of a farm lease with Dennis Miller. Board Member Ashby moved, second by Gardner, to adopt Resolution 2021-05. Ayes: Ashby, Gardner, Garrison, Johnson, Miller, Novak
- G. **Resolution 2021-06** authorizing the execution of a farm lease with Johnson Bros. of Ankeny, LTD. Board Member Ashby moved, second by Gardner, to adopt Resolution 2021-06. Ayes: Ashby, Gardner, Garrison, Johnson, Miller, Novak
- H. **Resolution 2021-07** authorizing the execution of a farm lease with Jeffrey Wangsness. Board Member Ashby moved, second by Gardner, to adopt Resolution 2021-07. Ayes: Ashby, Gardner, Garrison, Johnson, Miller, Novak

- I. **Resolution 2021-08** authorizing the execution of a farm lease with Todd Volz. Board Member Ashby moved, second by Gardner, to adopt Resolution 2021-08. Ayes: Ashby, Gardner, Garrison, Johnson, Miller, Novak

- J. **Resolution 2021-09** setting a Public Hearing to enter into a Land Lease with Bravo Partners, LLC for a second hangar on the Phase 2 - Taxiway D Box Hangar Pads. (Hearing February 4, 2021, at 5:00 p.m.) Board Member Gardner moved, second by Miller, to adopt Resolution 2021-09. Ayes: Gardner, Miller, Ashby, Garrison, Johnson, Novak

Reports

- A. Engineering Report
 - a. Taxiway D Access Road Relocation Project (Phases 2-4)
Maysent reported this project has reached substantial completion except for a couple remaining items such as permanent seeding in the spring. They will need to leave the contract open. Maysent reported the project is under budget.
 - b. Main Terminal Bi-Fold Door Replacement
Pudenz reported the bi-fold door was finished last month. There are a couple minor issues that need to be looked at by Jensen Builders.
 - c. Ankeny Regional Airport Fuel Facility Project by Exec 1 Aviation
Pudenz reported the paving work, electrical and communication lines are all done and the remaining item is setting up the card reader in the system.
 - d. Taxiway D Apron and Access Roadway Paving – Phase 2 Design
Pudenz reported they are working on plans and plan to have it ready to bid in the March timeframe.
- B. Staff Report
 - a. PCAA Master Agreement Renewal
Moritz stated he will reach out to Altoona to set up a meeting.
 - b. High Line Obstruction Light Repairs
Baker Electric is waiting for the ground to freeze before scheduling the repairs.
- C. Legal Counsel Report - None
- D. Board Report - None
- E. Chair Report – None

Adjournment

The meeting was adjourned at 5:30 p.m.

Attest: _____
Mandy Hanson, Recording Secretary

Signed: _____
Dr. Paul Novak, Acting Chairperson

Published in the Des Moines Register on the 22nd day of January 2021.