

**POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, January 8, 2015, at the Ankeny Regional Airport, 3737 Convenience Blvd., Ankeny, Iowa. The meeting was called to order at 5:01 P.M.

- Item 1) ROLL CALL – MEMBERS PRESENT:** GARDNER, NOVAK, WANGSNESS
MEMBERS ABSENT: ANDERSON, ASHBY, GREUBEL
Chairperson, Jeff Wangsness, called the meeting to order, stating that Todd Ashby should be arriving soon. Wangsness thought Ashby's delay was due to the inclement weather. Wangsness stated, until Ashby arrives we will proceed with items that need no motion. 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 EXEC 1 were Craig Coon and Dan Stull. Representing Snyder & Associates was Scott Port.
- Item 3) AUDIENCE WITH VISITORS**
Dave Kalwishky, hangar tenant, asked the board if he could move into a north facing hangar in the new structure once completed. Kalwishky stated that the new structure is closer to the garage he is renting. After much discussion it was the consensus of the board that this switch would not be feasible.
Todd Ashby arrived at 5:08 p.m.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Dr. Paul Novak and seconded by Todd Ashby to approve the agenda without amendment. VOTE: YEA: NOVAK, ASHBY, GARDNER, WANGSNESS
- Item 4) FINANCE / BUDGET REPORT**
Treasurer, Paul Novak, stated that Controlled Access was paid for reprogramming the keypads and installing a long range remote gate opener. Novak also stated that snow removal expense is down significantly from the previous year.
- Item 5) FBO REPORT**
Item 5A) FUEL REPORT
Item 5B) INSPECTION REPORT
Item 5C) HANGAR TENANT WAITING LIST REPORT
Item 5D) TENANT CONCERNS AND RESPONSE REPORT
Craig Coon stated a big improvement was made on the runway after using the broom in addition to plowing the snow. Coon stated that he would like to have the vegetation in the wetlands cut down this winter. Amy Beattie stated this should be added to the February 5, 2015 agenda. Scott Port, Snyder and Associates, will bring bids for consideration. Dan Stull, Maintenance Manager, stated the IA State Highway Patrol intends to move out one of their planes. They rent three hangars. Beattie stated Stull should find out exactly what the Highway Patrol intends to do. Wangsness asked Stull to report his findings at the February 5th meeting. Stull reported one hangar tenant has not signed his lease. Beattie stated Exec 1 needs to give him notice and charge him month to month rent. Jennifer Sease, Administrative Services Director; stated Exec 1 can charge him 150% of his monthly rental amount until the new lease is signed per his lease agreement.

Item 6)

CONSENT AGENDA ITEMS

CA-1 APPROVAL OF DECEMBER 4, 2014 MINUTES

CA-2 CONSIDER MOTION TO APPROVE PAYMENT #1 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON IN THE AMOUNT OF \$7,356.96.

CA-3 CONSIDER MOTION TO APPROVE PAYMENT #40 IN THE AMOUNT OF \$823.03 TO SNYDER & ASSOCIATES FOR SE FOUR MILE DR ROAD RELOCATION, PLANS, SPECS, BID DOCUMENTS.

CA-4 CONSIDER MOTION TO APPROVE PAYMENT #11 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$3,159.52.

CA-5 CONSIDER MOTION TO APPROVE PAYMENT #139 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH NOVEMBER 30TH IN THE AMOUNT OF \$3,674.52.

CA-6 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$37,762.30.

CA-7 DECEMBER 2014 FINANCIAL REPORTS

CA-8 ACCOUNTS RECEIVABLE AGING SUMMARY

CA-9 RESOLUTION 2015-01, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH JOHNSON BROS. OF ANKENY, LTD.

CA-10 RESOLUTION 2015-02, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH I-80, INC.

CA-11 RESOLUTION 2015-03, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH TODD VOLZ.

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 THROUGH CA-11.

It was moved by Todd Ashby and seconded by Dr. Paul Novak to approve consent agenda items CA-1 through CA-11. VOTE: YEA: ASHBY, NOVAK, GARDNER, WANGSNESS

Item 7)

REMOVED CONSENT AGENDA ITEMS: NONE

Item 8)

OLD BUSINESS

Item 8A)

DISCUSSION AND DIRECTION REGARDING LIGHTING UPDATES IN OLDER TEE HANGARS

Jeff Wangsness stated he reviewed the quotes submitted by Brown Electric regarding the possibility of replacing the lighting in the old hangars to be equivalent to the lighting installed in the new hangars. The cost for this project would be \$60,000.00. Wangsness stated that in an email received from Jason Greubel, Greubel was in favor of the new lights as long as the structure allows us to be reimbursed within 5 years. Bill Gardner stated that he was not aware of a special assessment being discussed. Gardner stated that since tenants of the old hangars pay the same rent as the tenants of the new hangars and the new hangars have better lighting, he didn't feel as though the cost to update the lights should be assessed to the tenants. Jennifer Sease stated she will present a proposed budget at the February 5th meeting. She will work the \$60,000.00 expense into the operating fund and the board can vote on the proposed budget at the March 5th meeting. Paul Moritz stated increasing the hangar rent \$5.00 a hangar for next year would help recoup the expense.

Item 9)

NEW BUSINESS

Item 9A)

RESOLUTION 2015-04, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH JEFFREY WANGSNESS.

It was moved by Dr. Paul Novak and seconded by Bill Gardner to adopt Resolution 2015-04, authorizing the execution of a farm lease with Jeffrey Wangsness.

VOTE: YEA: NOVAK, GARDNER, ASHBY ABSTAIN: WANGSNESS

Item 9B) RESOLUTION 2015-05, APPROVE THE LEASE AGREEMENTS WITH INDIVIDUALS AND / OR ORGANIZATIONS DETAILED ON THE ATTACHED LIST.

An up to date list was placed on the table for the board to review prior to the meeting. After some discussion, it was the consensus of the board to approve the list as presented. It was moved by Todd Ashby and seconded by Dr. Paul Novak to adopt Resolution 2015-05, approving the lease agreements with individuals and / or organizations as detailed on the list they reviewed. VOTE: YEA: ASHBY, NOVAK, GARDNER, WANGSNESS

Item 10) REPORTS

Item 10A) ENGINEERING REPORT

Scott Port, Snyder & Associates, stated the design for the hangar / apron project has been completed and will be submitted to the Iowa Department of Transportation January 9, 2015. There was much discussion about a possible design change to the garage door size. Dan Stull stated that the garages could serve more purposes if the doors were larger. It was the consensus of the board to direct Scott Port to add a bid alternative with different options for garage door size. Port stated the bid letting for the 2015 Six-Unit Tee Hanger and Apron Project will be on February 24, 2015. Port stated April 1, 2015 will be the target date to start construction. Port stated he had a call from the contractor for the Rehabilitate Runway 4/22 and Relocate Runway 22 Threshold Project stating that they could upgrade the lighting to LED for \$4,000. It was the consensus of the board to have Port instruct the contractor to proceed with the LED lights. Port stated the SE Four Mile Dr. Relocation Project will be accepted at the February 5th meeting. Wangsness asked Port if there was any recourse if once the weeds are mowed down, they find that the ground was not graded properly. Port stated yes, there was a grading plan and if it doesn't conform to the plan it will be corrected.

Item 10B) STAFF REPORT

- **2015 SIX UNIT TEE HANGAR AND APRON – PLANS AND SCHEDULE**
- **US CELLULAR TOWER / OBSTRUCTION REVIEW**
- **TEE HANGAR DEPOSITS**

Paul Moritz stated that a 200 foot US Cellular tower fell over and US Cellular would like it reinstalled. Moritz stated that the Airport Board of Adjustment will have to review the site plan for the area to confirm there are no conflicts with the landing zones. Moritz stated the foam trailer is at Fire Station #1. It needs fixtures and foam. Moritz stated that Fire Chief Clack said 500 gallons of foam would be more than enough for any fire, which is half of what the trailer holds. Chief Clack is looking for grants to help fund the expense of the foam. When it is operational, the trailer will be moved to Fire Station #2. Jennifer Sease, Administrative Services Director; stated that Exec 1 included a hand written note when sending out the 2015 leases asking tenants to pay their deposit of \$150 if they did not already have one on file. Sease explained the deposit was added to the lease in 2007. At that time it was decided to grandfather in tenants who had been leasing hangars prior to that time. Attorney, Amy Beattie, stated if the lease provides for a deposit, it should be collected from every tenant. Sease stated the Aviation Authority holds the deposits. Beattie stated the collection of deposits will be addressed at the February 5th meeting.

Item 10C) LEGAL COUNSEL REPORT - NONE

Item 10D) BOARD REPORT - NONE

Item 10E) CHAIR REPORT

Jeff Wangsness stated Tom Drew received a land lease from Attorney, Amy Beattie. Drew is concerned that the language of the lease states construction has to begin within six

months of signing the lease. Jeff stated that Drew would like a year to get things lined up before starting construction. Drew is planning to keep the hangar construction full size to maintain the profile with the other buildings, keeping the west end for himself and look for someone interested in the other side. Drew plans to have water and sewer run to the building, which Wangsness stated would be Drew's expense. Attorney, Amy Beattie stated that Drew needs to present a proposal for the terms he would like in the lease and present it to the board to review.

Item 11) ADJOURN

There being no further business, it was moved by Bill Gardner and seconded by Dr. Paul Novak to adjourn the meeting. VOTE: YEA: GARDNER, NOVAK, ASHBY, WANGSNESS

The meeting adjourned at 6:15 p.m.

Attest: _____
Dr. Paul Novak, Treasurer

Signed: _____
Jeff Wangsness, Chairperson

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