

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, October 4, 2018, 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:** BARBER, GARDNER, NILLES, NOVAK, WANGSNESS
MEMBERS ABSENT: ANDERSON, ASHBY
Chairperson, Jeff Wangsness, 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. Dan Stull and Matt Stone were present from EXEC 1. Representing McClure Engineering was Jay Pudenz.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
John Barber arrived at 5:05 p.m.
It was moved by Paul Novak and seconded by Jake Nilles to approve the agenda without amendment VOTE: YEA: NOVAK, NILLES, BARBER, GARDNER, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS – Mike Callison – 2019 Airshow**
Mike Callison, Iowa Aviation Heritage Museum spoke on the possibility of the airport hosting an Airshow in August, 2019. He introduced Joel Wilson and Audrey Keck, from the Ottumwa Regional Airport. That airport has hosted the airshow over the past five years with great success. They are requesting the airshow be moved to the Ankeny Regional Airport for 2019. The board decided to proceed with the idea of hosting the airshow. It was recommended that a planning meeting be scheduled with the special event committee, the representatives from the Ottumwa Airport, Dan Stull and Jay Pudenz in the near future to explore it further.
- Item 4 PUBLIC HEARING – PH #2018-05**
- Item 4A) Hold and close public hearing**
Chairperson Jeff Wangsness announced this is the time and place for a public hearing on the adoption of plans, specifications, form of contract and opinion of probable costs for the construction of certain public improvements described as: South Apron Access Road and Utilities – Phase 1 project. Notice of this hearing was published in the Des Moines Register on September 17, 2018. There were no written comments received on the proposed project. Chairperson Wangsness inquired if there was anyone present to be heard for or against said proposed project.
- Paul Moritz stated the engineer’s estimate base bid was \$529,890.00. Successful bidder was Sternquist Construction of Indianola, Iowa at \$554,630.00. A total of six bids were received and filed. Hearing no one against said project, Chairperson Wangsness called for a motion to close the public hearing.
- It was moved by John Barber and seconded by Bill Gardner to close Public Hearing #2018-05. VOTE: YEA: BARBER, GARDNER, NILLES, NOVAK, WANGSNESS

- Item 4B) Receive and file Report of Bids received on September 25, 2018.**
It was moved by Jake Nilles and seconded by Paul Novak to receive and file the report of bids received on September 25, 2018. VOTE: YEA: NILLES, NOVAK, BARBER, GARDNER, WANGSNESS
- Item 4C) Resolution 2018-43, making award of construction contract for the South Apron Access Road and Utilities – Phase 1 project.**
It was moved by Jake Nilles and seconded by John Barber to approve Resolution 2018-43, awarding construction contract to Sternquist Construction, Indianola, Iowa, for \$554,630.00 for the South Apron Access Road and Utilities – Phase 1 Project. VOTE: YEA: NILLES, BARBER, GARDNER, NOVAK, WANGSNESS
- 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**
- Item 5E) South Fence Connection to Terminal Building – Relocation Proposal**
Dan Stall reported there has been no update on this item, as no new bids have come forward.
Frank Maher with DashJet, spoke to the board to propose adding their signage around the airport. DashJet is a jet brokerage company and Exec 1 is their primary operator. Amy Beattie stated that she will need to look into the Exec 1 documentation to see if it's allowed and also the signage requirements within the City of Ankeny's sign ordinance. She will review and give an update at the November 8th meeting.
- Item 6) FINANCE / BUDGET REPORT**
Paul Novak reported that we are into the next fiscal year. He noted the increases to the fixed assets reflect the ownership of the Clark property, an improved fence and completed projects. Tim Volz has not paid his lease and has been sent two overdue notices. Paul Moritz stated that he will follow up with him.
- Item 7) CONSENT AGENDA ITEMS**
- CA-1 Approval of September 6, 2018 minutes.**
- CA-2 Consider motion to approve payment #4 to McClure Engineering Co., for services that include South Apron Access Road and Utilities – Phase 1 (Design/Bidding Services), in the amount of \$14,225.00.**
- CA-3 Consider motion to approve payment #8 to McClure Engineering Co., for services that include General On-Call Services, in the amount of \$480.00.**
- CA-4 Consider motion to approve payment #8, FY2019 expenses to the City of Ankeny, for services for the SE Convenience Blvd. Extension Project, RISE, in the amount of \$71,101.33.**
- CA-5 Approval of Bills and Transfer of Necessary Funds, \$106,557.65.**
- CA-6 October 2018 Financial Reports**
- CA-7 Accounts Receivable Aging Summary**
- Motion to approve consent agenda items CA-1 to CA-7.**
It was moved by Bill Gardner and seconded by Jake Nilles to approve consent agenda items CA-1 through CA-7. VOTE: YEA: GARDNER, NILLES, GARDNER, NOVAK, WANGSNESS
- Item 8) REMOVED CONSENT AGENDA ITEMS: NONE**

Item 9) OLD BUSINESS: NONE

Item 10) NEW BUSINESS

Item 10A) Resolution 2018-44, approving transfer of lease agreement for Exec 1 Aviation for garage number E-NW to G-SE, vacated by the City of Ankeny Fire Department. Jeff Wangsness stated there was heat in this garage and wanted to verify that the meter had been switched over. It was moved by Jake Nilles and seconded by John Barber to approve the transfer of lease agreement for Exec 1 Aviation for garage number E-NW to G-SE, vacated by the City of Ankeny Fire Department. VOTE: YEA: NILLES, BARBER, GARDNER, NOVAK, WANGSNESS

Item 10B) Resolution 2018-45, approving a two year lease agreement, for the period of January 1, 2019 through December 31, 2020 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. It was moved by John Barber and seconded by Bill Gardner to approve the two year lease agreement, for the period of January 1, 2019 through December 31, 2020 with the Iowa Department of Public Safety, State Highway Patrol for hangar spaces I-01, I-02 and I-03. VOTE: YEA: BARBER, GARDNER, NILLES, NOVAK, WANGSNESS

Item 10C) Resolution 2018-46, approving the Grant Agreement No. 3-19-0132-05-2018 for partial reimbursement of the acquisition of Parcel 39 for protection and future extension of Runway 18. Paul Moritz reported that the FFA Grant will cover 90% of the purchase price and other costs associated with the property. It was moved by Jake Nilles and seconded by Bill Gardner to approve the Grant Agreement No. 3-19-0132-05-2018 for partial reimbursement of the acquisition of Parcel 39 for protection and future extension of Runway 18. VOTE: YEA: NILLES, GARDNER, BARBER, NOVAK, WANGSNESS

Item 10D) Discussion and direction regarding change to the T-hangar/Garage/Tie-down leases and lease rate. Jennifer Sease reported that we surveyed the same entities as last year and found that the rates we are charging are appropriate. When we raised the hangar rates from \$170 to \$175 two years ago, it was because of the addition of the LED lighting project. It was moved by Bill Gardner and seconded by Jake Nilles to approve the current lease rates as is. VOTE: YEA: GARDNER, NILLES, BARBER, NOVAK, WANGSNESS

Item 10E) Resolution 2018-47, approving an application for FAA Supplemental Appropriation (FY19) funding for the South Apron Grading and Paving (Phase 2-4) project. Paul Moritz reported the application was completed by Jay Pudenz with McClure Engineering. This is an application separate from the regular FAA application process. We are applying for these three apron projects as one grant application. Jay Pudenz reported he should have feedback to report within two to three months. It was moved by John Barber and seconded by Bill Gardner to approve the application for FAA Supplemental Appropriation (FY19) funding for the South Apron Grading and Paving (Phase 2-4) project. VOTE: YEA: BARBER, GARDNER, NILLES, NOVAK, WANGSNESS

Item 10F) Resolution 2018-48, approving an application for FAA Supplemental Appropriation (FY19) funding for the reimbursement of the acquisition of Parcel 38 to protect and extend Runway 18. Paul Moritz reported this application will be for the Clark property. It was moved by Bill Gardner and seconded by Jake Nilles to approve the application for

FAA Supplemental Appropriation (FY19) funding for the reimbursement of the acquisition of Parcel 38 to protect and extend Runway 18. VOTE: YEA: GARDNER, NILLES, BARBER, NOVAK, WANGSNESS

Item 10G) Resolution 2018-49, authorizing the execution of Task Order No. 5 with McClure Engineering Company for providing the design services needed for the Rehabilitate Runway 18/36 Project, FAA AIP Number 3-19-0132-025-2019.

Paul Moritz reported this Task Order is for McClure Engineering to do the design of the rehabilitation of Runway 36. It was moved by John Barber and seconded by Jake Nilles to approve Task Order No. 5 with McClure Engineering Company for providing the design services needed for the Rehabilitate Runway 18/36 project, FAA AIP Number 3-19-0132-025-2019. VOTE: YEA: BARBER, NILLES, GARDNER, NOVAK, WANGSNESS

Item 10H) Insurance Renewal – approval of Public Officials Liability Insurance with Hudson Insurance Company – Policy Year 9/20/18 – 9/19/19 and authorization of premium payment in the amount of \$1404.00.

It was moved by Bill Gardner and seconded by Paul Novak to approve Public Officials Liability Insurance with Hudson Insurance Company – Policy Year 9/20/18 – 9/19/19 and authorization of premium payment in the amount of \$1404.00. VOTE: YEA: GARDNER, NOVAK, BARBER, NILLES, WANGSNESS

Item 11) REPORTS

Engineering Report

a. Reconstruct Taxiways and Taxi Lanes Project

Jay Pudenz, McClure Engineering, stated work will begin in the Spring. The goal would be to combine this project with the runway rehabilitation project.

b. Drainage Channel Improvements Project

Jay Pudenz, McClure Engineering, stated work will begin in the Spring.

c. South Apron Access Road and Utilities – Phase 1

Jay Pudenz, McClure Engineering, stated work will begin in the Spring.

d. SE Convenience Boulevard Extension Project (S&A)

Paul Moritz reported he had a meeting with Snyder & Associates regarding the status of the project. They reported that the sub drain is one-third done and they anticipate paving by the end of next week, weather permitting.

e. Grading Plan for Future South Terminal Area (HDR)

Jerry Searle, HDR, reported he will have a final report done by November 15 and will report back to the board in December. He does not anticipate any issues.

f. Fence Mowing and Brush Treatments (Perficut)

Jay Pudenz, McClure Engineering, reported Perficut is in the process of spraying the fence rows but the weather has made it difficult.

STAFF REPORT

a. Tree Removals and Clark House

Paul Moritz stated there are twelve trees that will need to be taken down. The City of Ankeny's Public Works staff will be removing and chipping them.

b. Inquiries for materials from Clark Property

Paul Moritz stated the house was broken into and the copper piping was removed. He believes the Ankeny Fire Department will be burning the house down in the near future since security has become an issue. There may be a need to close Oralabor Road during that time. This will be coordinated with Ankeny Public Works.

c. Update on Communication Services to Airport and Casey's Corporate

Paul Moritz reported Casey's was in the process of preparing a proposal and it will come forward at a future meeting.

d. Airport Capital Improvements Planning

Paul Moritz reported Jerry, Andy and himself will be working on a plan to submit to the FAA and also present to the board at the November 8 meeting.

e. Broken Tile on Airfield

Jay Pudenz stated he met with a representative from RW Excavating who is currently working on the drainage project. They may be able to also work on the broken tile. They will be getting an estimate to Jay with the costs involved.

f. Letter regarding Rezoning of the Southwest 16 Acres

Paul Moritz reported that he will be sending a rezoning application to the Plan and Zoning Commission to start the rezoning process to Light Industrial with restrictions. He stated the Plan and Zoning Commission will be holding a public hearing, and all residents within 250 feet will be getting a notice of such hearing.

LEGAL COUNSEL REPORT: NONE

BOARD REPORT: Bill Gardner inquired about the possibility of obtaining an updated appraisal. Amy Beattie suggested we wait until the projects and rezoning are complete before one is ordered.

CHAIR REPORT: NONE

ADJOURN

There being no further business, it was moved by Paul Novak and seconded by Jake Nilles to adjourn the meeting. The meeting adjourned at 6:33 p.m.

Attest: _____ Signed: _____
Jeff Wangsness, Chairperson Dr. Paul Novak, Treasurer

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