

POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, October 5, 2017, 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:** ANDERSON, ASHBY, BARBER, GARDNER, NILLES, NOVAK WANGSNESS  
**MEMBERS ABSENT:** NONE  
Chairperson, Jeff Wangsness, called the meeting to order. 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 Snyder & Associates was Mark Land. Dan Stull was present from EXEC 1. Representing McClure Engineering were Andy Maysent and Wade Harris.
- Item 3) PERFECTING AND APPROVAL OF THE AGENDA WITH AMENDMENT, REMOVAL OF Item 2, OATH OF OFFICE. ADDITION OF ITEM CA-9, RESOLUTION 2017-44, APPROVING THE ASSIGNMENT AS COLLATERAL OF WEISSENBURGER AVIATION, INC. LEASE. ADDITION TO ITEM 10B, RESOLUTION 2017-43, DOT FUNDING AGREEMENT AND TO ACCEPT CONSTRUCTION BID FROM HOWREY CONSTRUCTION, INC. IN THE AMOUNT OF \$17,529.50.**  
It was moved by Dr. Paul Novak and seconded by Bill Gardner to approve the agenda with amendments. VOTE: YEA: NOVAK, GARDNER, ANDERSON, ASHBY, BARBER, NILLES, WANGSNESS
- Item 4) AUDIENCE WITH VISITORS: NONE**
- 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**  
Dan Stull reported fuel sales are up from last year.
- Item 6) FINANCE / BUDGET REPORT**  
Dr. Paul Novak reported the Des Moines Register expense was incorrectly billed to the City of Ankeny for the airport publications and out payment has been brought up to date.
- Item 7) CONSENT AGENDA ITEMS**  
**CA-1 APPROVAL OF SEPTEMBER 7, 2017 MINUTES.**  
**CA-2 CONSIDER MOTION TO APPROVE PAYMENT #172 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH AUGUST 31, 2017 IN THE AMOUNT OF \$464.63.**  
**CA-3 CONSIDER MOTION TO APPROVE PAYMENT #11 (FINAL) TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE 2017 RAMP REHAB PROJECT, IN THE AMOUNT OF \$134.29.**  
**CA-4 CONSIDER MOTION TO APPROVE PAYMENT #6 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE IDOT RISE GRANT APPLICATION PROJECT, IN THE AMOUNT OF \$3,954.74.**

**CA-5 CONSIDER MOTION TO APPROVE PAYMENT #3 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE CONSTRUCTION ADMIN AND OBSERVATION SERVICES FOR THE WILDLIFE EXCLUSION FENCE PROJECT IN THE AMOUNT OF \$7,642.86.**

**CA-6 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS, \$23,506.26**

**CA-7 OCTOBER 2017 FINANCIAL REPORTS**

**CA-8 ACCOUNTS RECEIVABLE AGING SUMMARY**

**CA-9 RESOLUTION 2017-44, APPROVING THE ASSIGNMENT AS COLLATERAL OF WEISSENBURGER AVIATION, INC. LEASE.**

**MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-9.**

It was moved by Todd Ashby and seconded by Brant Anderson to approve consent agenda items CA-1 through CA-9. VOTE: YEA: ASHBY, ANDERSON, BARBER, GARDNER, NILLES, NOVAK, WANGSNESS

**Item 8) REMOVED CONSENT AGENDA ITEMS: NONE**

**Item 9) OLD BUSINESS**

**Item 9A) RESOLUTION 2017-39, APPROVING TEE HANGAR, GARAGE AND TIE-DOWN LEASE DOCUMENTS EFFECTIVE FOR CALENDAR YEAR 2018.**

It was moved by Todd Ashby and seconded by Bill Gardner to approve Resolution 2017-39, approving tee hangar, garage and tie-down lease documents effective for calendar year 2018. VOTE: YEA: ASHBY, GARDNER, ANDERSON, BARBER, NILLES, NOVAK, WANGSNESS

**Item 9B) RECOMMENDATION FROM COMMITTEE AND RESOLUTION 2017-40, APPROVING 5-YEAR ENGINEERING SERVICES AGREEMENT WITH MCCLURE ENGINEERING.**

Paul Moritz reported that HDR Engineering and McClure Engineering were interviewed by the committee. The committee recommended McClure Engineering. John Barber stated the airport is going through a lot of growth and changes and expressed concerns in changing engineering firms at this time. Jeff Wangsness stated he has a lot of faith in the recommendation of the committee. Paul Moritz stated "to assist the airport planner" was wording added to the original contract submitted by McClure Engineering. Amy Beattie stated, unless FAA has a requirement requiring an RFQ for a planning contract, she did not think there was a need for one. Paul Moritz said he would check with the FAA regarding the planning contract.

It was moved by Jake Nilles and seconded by Bill Gardner to approve Resolution 2017-40, approving 5-year Engineering Services Agreement with McClure Engineering. VOTE: YEA: NILLES, GARDNER, ANDERSON, ASHBY, NOVAK, WANGSNESS NAY: BARBER

**Item 10) NEW BUSINESS**

**Item 10A) RESOLUTION 2017-41, AUTHORIZING SIGNATURES FOR BANKING SERVICES ON BEHALF OF THE POLK COUNTY AVIATION AUTHORITY.**

Amy Beattie stated checks require two signatures. Our Board Policies allow for the Finance Director to also sign checks. Jennifer Sease will be added as an authorized signer on behalf of the PCAA.

It was moved by Todd Ashby and seconded by Brant Anderson to approve Resolution 2017-41, authorizing signatures for banking services on behalf of the Polk County Aviation Authority. VOTE: YEA: ASHBY, ANDERSON, BARBER, GARDNER, NILLES, NOVAK, WANGSNESS

- Item 10B) EMERGENCY PATCHING ON RUNWAY 18/36: RESOLUTION 2017-43, TO ACCEPT DOT FUNDING AGREEMENT AND TO ACCEPT CONSTRUCTION BID FROM HOWREY CONSTRUCTION, INC. IN THE AMOUNT OF \$17,529.50.**  
Paul Moritz stated there were four areas of Runway 18/36 that had pavement blowups during the extreme heat of the summer. City of Ankeny Public Works did come out and apply cold patch for a temporary fix. Moritz stated the main runway will be closed 3 days for repair.  
It was moved by John Barber and seconded by Bill Gardner to approve Resolution 2017-43, accepting DOT Funding Agreement and to accept construction bid from Howrey Construction, Inc. in the amount of \$17,529.50. VOTE: YEA: BARBER, GARDNER, ANDERSON, ASHBY, NILLES, NOVAK, WANGSNESS
- Item 10C) PERMITS AND BOARD APPROVAL OF SPECIAL EVENTS AT THE AIRPORT.**  
Jennifer Sease stated we have been made aware of special events that have taken place at the airport. After much discussion, it was the consensus of the Board that the Board needs to be made aware of special events being held at the airport, whether aeronautical in nature, or a private party event. Amy Beattie stated this is not addressed in the EXEC 1 Lease or their Management Agreement. Beattie stated the Board should clarify what their expectations are with EXEC 1 regarding special events in the Management Agreement. This will be brought back at the November 9, 2017 meeting.
- Item 10D) SE CONVENIENCE BOULEVARD EXTENSION RISE FUNDING APPLICATION: IOWA DOT REQUEST FOR JOBS INFORMATION.**  
Jerry Searle stated that the majority of jobs created need to be RISE eligible for funding. If the jobs created are not RISE eligible, you risk having to pay back the grant money. It was moved by Brant Anderson and seconded by Dr. Paul Novak to submit the application for SE Convenience Boulevard Extension Rise Funding and submit to the Iowa DOT the requested job information. VOTE: YEA: ANDERSON, NOVAK, ASHBY, BARBER, GARDNER, NILLES, WANGSNESS
- Item 10E) RESOLUTION 2017-42, ACCEPTING THE IOWA DOT AIRPORT IMPROVEMENT PROGRAM GRANT AGREEMENT FOR THE 2018 DRAINAGE AND CHANNEL IMPROVEMENT PROJECT, PROJECT NO. 9I180IKV100, AND AUTHORIZING THE CHAIRPERSON TO SIGN THE AGREEMENT.**  
It was moved by Todd Ashby and seconded by Dr. Paul Novak to approve Resolution 2017-42, accepting the Iowa DOT Airport Improvement Program Grant Agreement for the 2018 Drainage and Channel Improvement Project No. 9I180IKV100, and authorizing the Chairperson to sign the agreement. VOTE: YEA: ASHBY, NOVAK, ANDERSON, BARBER, GARDNER, NILLES, WANGSNESS
- Item 11) REPORTS**
- Item 11A) ENGINEERING REPORT**
- a. WILDLIFE EXCLUSION FENCE PROJECT.**  
Wade Harris stated construction began Monday, September 25, 2017 on the Wildlife Exclusion Fence Project. Completion, depending on weather, is January 2018.
- Item 11B) STAFF REPORT**
- a. ROUNDABOUT BEACON POLE – SPECIFICATIONS FOR PAINTING.**  
Paul Moritz stated he compiled a spec sheet and will get quotes according to the specifications. Moritz stated he may receive a better response over the winter when work slows down for contractors.

**b. LAND LEASE PROPOSAL AND HANGAR CONSTRUCTION STANDARDS – ALL ENERGY CORPORATION.**

Paul Moritz stated he received concept drawings for a proposed hangar facility at the Ankeny Airport. It was the consensus of the Board that the Land / Hangar Lease Committee: Bill Gardner, Chp.; Brant Anderson, Todd Ashby and J.R. Boesen, FBO, meet to bring back to the Board recommendations regarding hangar specifications at the November 9, 2017 meeting.

**c. CLARK PROPERTY UPDATE.**

Paul Moritz reported Jennifer Sease and himself toured the house at the Clark property. The house is very outdated and will not be able to be rented.

**Item 11C) LEGAL COUNSEL REPORT:NONE**

**Item 11D) BOARD REPORT: NONE**

**Item 11E) CHAIR REPORT: NONE**

Mark Land, Snyder and Associates, addressed the Board, thanking them for twenty plus years of a great working relationship.

**Item 12) ADJOURN**

There being no further business, it was moved by Jake Nilles and seconded by Todd Ashby to adjourn the meeting. VOTE: YEA: NILLES, ASHBY, ANDERSON, BARBER, GARDNER, NOVAK, WANGSNESS

The meeting adjourned at 6:20 p.m.

Attest: \_\_\_\_\_ Signed: \_\_\_\_\_  
Todd Ashby, Secretary Jeff Wangsness, Chairperson

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