

POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, October 6, 2016, 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, GREUBEL, WANGSNESS
MEMBERS ABSENT: ANDERSON, BARBER, NOVAK
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, Doug Fulton was present. Representing Snyder & Associates was Scott Port. Representing EXEC 1 were Dan Stull and Devon Henscheid. Representing McClure Engineering were Andy Maysent and Jay Pudenz.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Jason Greubel and seconded by Todd Ashby to approve the agenda without amendment. VOTE: YEA: GREUBEL, ASHBY, GARDNER, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS**
Hangar tenant, Dave Kalwishky, stated the new light that was installed in his hangar is very nice. Kalwishky received confirmation from the Board that he can add a second light, if it is the same style and installed by a licensed electrician according to the code.
- Item 4) FINANCE / BUDGET REPORT**
Jennifer Sease stated the major payments were to Kimrey Electric, \$71,606.47, for the Rehabilitate Runway Lighting Project and \$11,822.97 to the FAA for the PAPI flight inspection on Runway 18. Sease stated all the work has been submitted to the auditors.
- 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 stated there were some complaints about rock on the taxiway from the Hangar Grading and Granular Replacement Project, but the contractor cleaned it up right away.
- Item 6) CONSENT AGENDA ITEMS**
CA-1 APPROVAL OF SEPTEMBER 8, 2016 MINUTES.
CA-2 CONSIDER MOTION TO APPROVE PAYMENT #160 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH AUGUST 31, 2016 IN THE AMOUNT OF \$3,209.90.
CA-3 CONSIDER MOTION TO APPROVE PAYMENT #15 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$3,256.06.
CA-4 CONSIDER MOTION TO APPROVE PAYMENT #5 TO KIMREY ELECTRIC FOR CONSTRUCTION SERVICES ON THE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS PROJECT, IN THE AMOUNT OF \$71,606.47.
CA-5 CONSIDER MOTION TO APPROVE CHANGE ORDER NO. 4 WITH KIMREY ELECTRIC FOR REMOVAL OF EXISTING SIGNS AND ADDING SIGNS ON THE

RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS PROJECT, IN THE AMOUNT OF \$9,190.00.

CA-6 CONSIDER MOTION TO APPROVE PAYMENT #11 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE FENCE ENVIRONMENTAL ASSESSMENT THROUGH AUGUST 27, 2016 IN THE AMOUNT OF \$3,090.55.

CA-7 CONSIDER MOTION TO APPROVE PAYMENT #12 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE FENCE ENVIRONMENTAL ASSESSMENT THROUGH SEPTEMBER 17, 2016 IN THE AMOUNT OF \$3,921.70.

CA-8 CONSIDER MOTION TO APPROVE CHANGE ORDER NO. 1 WITH RW EXCAVATING AND DOZING FOR ADDITIONAL RIVER ROCK FOR THE T-HANGAR GRADING AND LANDSCAPING PROJECT IN THE AMOUNT OF \$334.00.

CA-9 CONSIDER MOTION TO APPROVE PAYMENT #1 TO RW EXCAVATING AND DOZING FOR SERVICES THAT INCLUDE HANGAR GRADING / GRANULAR REPLACEMENT WORK THROUGH SEPTEMBER 15, 2016 IN THE AMOUNT OF \$13,075.80.

CA-10 CONSIDER MOTION TO APPROVE PAYMENT TO PERFICUT COMPANIES INC. FOR HERBICIDE IN THE AMOUNT OF \$1,278.36.

CA-11 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$117,961.75.

CA-12 SEPTEMBER 2016 FINANCIAL REPORTS

CA-13 ACCOUNTS RECEIVABLE AGING SUMMARY

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-13.

It was moved by Todd Ashby and seconded by Bill Gardner to approve consent agenda items CA-1 through CA-13. VOTE: YEA: ASHBY, GARDNER, GREUBEL, WANGSNESS

Item 7) REMOVED CONSENT AGENDA ITEMS: NONE

Item 8) OLD BUSINESS: NONE

Item 9) NEW BUSINESS

Item 9A) RESOLUTION 2016-32, APPROVING A LEASE AGREEMENT EARLY TERMINATION DATE OF AUGUST 31, 2016 FOR EXEC 1 AVIATION, HANGAR J-SE. APPROVING A LEASE AGREEMENT FOR IOWA MILITARY AVIATION HERITAGE MUSEUM FOR HANGAR J-SE WITH TERMINATION DATE OF DECEMBER 31, 2016.

It was moved by Todd Ashby and seconded by Bill Gardner to approve Resolution 2016-32, approving lease agreement changes regarding hangar J-SE. VOTE: YEA: ASHBY, GARDNER, GREUBEL, WANGSNESS

Item 9B) DISCUSSION AND DIRECTION REGARDING CHANGES TO THE T-HANGAR/GARAGE/TIE-DOWN LEASES AND THE LEASE RATE.

It was the consensus of the Board to bring this back at the November 10, 2016 meeting for continued discussion and direction.

Item 9C) DISCUSSION AND FURTHER STAFF ACTIONS REGARDING THE FINDING OF NO SIGNIFICANT IMPACT / RECORD OF DECISION FOR THE ENVIRONMENTAL ASSESSMENT (EA) FOR THE PROPOSED WILDLIFE FENCE AND OTHER PROJECTS.

Paul Moritz and Andy Maysent reported that the FAA has approved a Finding of No Significant Impact (FONSI) regarding the wildlife fence and a notice stating such will be published in the October 10, 2016 Des Moines Register. Moritz stated the wildlife fence will be ten feet high with a razor top and a skirt below. Moritz stated the parcels for sale will be on the outside of the fence. The plan is to have a proposal and “go” letter for the November 10, 2016 agenda.

- Item 9D) RESOLUTION 2016-33, AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH SNYDER & ASSOCIATES, INC. FOR THE 2017 ANKENY REGIONAL AIRPORT RAMP REHABILITATION PROJECT.**
It was moved by Bill Gardner and seconded by Jason Greubel to approve Resolution 2016-33, authorizing the execution of a Professional Services Agreement with Snyder & Associates for the 2017 Ramp Rehabilitation Project. VOTE: YEA: GARDNER, GREUBEL, ASHBY, WANGSNESS
- Item 9E) RESOLUTION 2016-34, AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH SNYDER & ASSOCIATES, INC. FOR THE SOUTH APRON GRADING AND PAVING- PHASE 1 PROJECT.**
It was moved by Bill Gardner and seconded by Jason Greubel to approve Resolution 2016-34, authorizing the execution of a Professional Services Agreement with Snyder & Associates for the South Apron Grading and Paving – Phase 1 Project. VOTE: YEA: GARDNER, GREUBEL, ASHBY, WANGSNESS
- Item 10) REPORTS**
Item 10A) ENGINEERING REPORT
- a. RESULTS OF INFORMAL BIDS FOR RUNWAY 18/36 PAVEMENT BLOW-UP REPAIR PROJECT.**
Scott Port stated he sent bid requests to sixteen contractors and had two quotes returned. Port stated the return was poor because contractors are busy and we wanted the job completed now, while the runway was already closed. Port stated the work was completed today by Iowa Erosion Control for \$9,720.00. This job did not qualify for emergency funding.
- b. UPDATE ON THE VEGETATION CONTROL WORK.**
Port stated one more application of herbicide will be applied this fall by Perficut.
- c. REPORT ON THE COMPLETION OF THE HANGAR GRADING/GRANULAR REPLACEMENT PROJECT.**
Port stated RW Excavating has completed the work. There is now good drainage around the hangars.
- d. REPORT ON THE RUNWAY 18/36 AND TAXIWAY LIGHTING PROJECT.**
Port stated Runway 18/36 will be closed until October 19, 2016. Paul Moritz stated any comments or complaints during construction should be directed to Scott Port or the inspector and they will see that the appropriate people are notified.
- Item 10B) STAFF REPORT**
- a. DISCUSSION ON THE POTENTIAL RISE PROJECT TO PROVIDE ROADWAY ACCESS TO THE FUTURE SOUTH CORPORATE APRON AREA.**

Paul Moritz stated October 20, 2016, there will be a meeting of interested parties regarding possible construction of a road at the south end of the airport property and sharing the cost.

b. UPDATE ON THE RUNWAY 22 APPROACH – TREE CONFLICTS.

Paul Moritz stated the trees that need to be removed will be marked as soon as the crops are out of the field.

c. AIRPORT ACIP – FAA LISTING AND FEEDBACK.

Moritz stated the FAA has all the papers in hand regarding the projected projects. Moritz stated what he received back from the FAA didn't show a project for 2018, but Moritz said he was sure there would be a project that year.

d. UPDATE ON BAKER GROUP CRANE.

Moritz stated the Baker Group 80 foot Crane has FAA approval and is taken down at night.

Item 10C) LEGAL COUNSEL REPORT - NONE

Item 10D) BOARD REPORT - NONE

Item 10E) CHAIR REPORT

Chairperson, Jeff Wangsness, stated Jason Greubel has resigned from the PCAA Board after serving 9 years as Bondurant's representative. Wangsness stated the Board will miss Jason's expertise and sound judgement. Greubel stated he has enjoyed his time on the Board and is excited about the direction the airport is headed.

Item 11) ADJOURN

There being no further business, it was moved by Jason Greubel and seconded by Todd Ashby to adjourn the meeting. VOTE: YEA: GREUBEL, ASHBY, GARDNER, WANGSNESS

The meeting adjourned at 5:43 p.m.

Attest: _____
Jason Greubel, Secretary

Signed: _____
Jeff Wangsness, Chairperson

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