

Minutes of the  
POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA

The Polk County Aviation Authority (PCAA) held a regular meeting on Thursday, October 10, 2019, 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:** TODD ASHBY, JAKE NILLES, DR. PAUL NOVAK, JEFF WANGSNESS  
**MEMBERS ABSENT:** JOHN BARBER, BILL GARDNER, DAVE GARRISON  
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; Margaret Waldschmitt, PCAA Recording Secretary. Attorney, Amy Beattie was present. Dan Stull was present from EXEC 1. Representing McClure Engineering was Andy Maysent and Jay Pudenz.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**  
It was moved by Novak and seconded by Nilles to approve the agenda without amendment. VOTE: YEA: NOVAK, NILLES, ASHBY, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS - NONE**
- Item 4) FBO REPORT**  
**Item 4A) Fuel Report**  
**Item 4B) Inspection Report**  
**Item 4C) Hangar tenant waiting list report**  
**Item 4D) Tenant concerns and response report**  
Stull, EXEC 1, reported that fuel sales were down due to runway closure.
- Item 5) FINANCE / BUDGET REPORT**  
Novak reported Con-Struct was paid \$430,845.04 for the Taxiway Rehab and Reconstruction Project. \$24,274.87 was reimbursed to the City of Ankeny for the SE Convenience Blvd. Extension.  
Barber arrived at 5:05 p.m.
- Item 6) CONSENT AGENDA ITEMS**  
**CA-1 Approval of September 5, 2019 minutes.**  
**CA-2 Consider motion to approve payment #19 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$810.00.**  
**CA-3 Consider motion to approve Payment #3 to Con-Struct, Inc., for construction services on the Reconstruct Taxiways A & C North, Rehab Taxiways B, C and T-hangar Taxilanes project in the amount of \$430,845.04.**  
**CA-4 Consider motion to approve Payment #10 to McClure Engineering Co., for construction administration services on the Reconstruct Taxiways A & C North, Rehab Taxiways B, C and T-hangar Taxilanes project in the amount of \$24,522.49.**  
**CA-5 Consider motion to approve Payment #2 to McClure Engineering Co., for construction administration / observation services on the Rehabilitate Runway 18/36 in the amount of \$8,200.47.**

**CA-6 Consider motion to approve payment #17, expenses to the City of Ankeny, for services for the SE Convenience Blvd. Extension Project, RISE, in the amount of \$24,274.87.**

**CA-7 Approval of Bills and Transfer of Necessary Funds, \$498,095.62.**

**CA-8 October 2019 Financial Reports**

**CA-9 Accounts Receivable Aging Summary**

**Motion to approve consent agenda items CA-1 to CA-9.**

It was moved by Gardner and seconded by Novak to approve consent agenda items CA-1 through CA-10. VOTE: YEA: GARDNER, NOVAK, ASHBY, BARBER, GARRISON, NILLES, WANGSNESS

**Item 7) REMOVED CONSENT AGENDA ITEMS: NONE**

**Item 8) OLD BUSINESS - NONE**

**Item 9) NEW BUSINESS**

**Item 9A) Consider motion to approve petition presented by the Denny Elwell Company for Rezoning property adjacent to the Ankeny Regional Airport and authorize Chairman to sign said petition.**

Moritz reported the Denny Elwell Company would like to rezone property adjacent to the airport from R-1 Residential to M-1 Light Industrial.

It was moved by Novak and seconded by Barber to approve the petition presented by Denny Elwell Company for rezoning property adjacent to the Ankeny Regional Airport and authorize the Chairperson to sign the petition.

VOTE: YEA: NOVAK, BARBER, ASHBY, NILLES, WANGSNESS

**Item 9B) Discussion and direction regarding changes to the T-hangar/Garage/Tie-down leases and the lease rate.**

Wangsness stated our lease rates are in line with comparable airports. Beattie stated there have been no complaints or issues with the current leases.

It was moved by Novak and seconded by Barber to approve the current lease rates and language as is. VOTE: YEA: NOVAK, BARBER, ASHBY, NILLES, WANGSNESS

**Item 9C) Proposal by the Central Iowa Airshow Group to lease the Expo Grounds.**

Wangsness reported there was no written proposal received for this item. Maggie Pforts, Director of Events, stated they would like a lease to be able to maintain the Expo Grounds. Wangsness stated the Vegetation Management Committee is working on documenting all grass areas for mowing assignments and the Expo Grounds will be included in the maintenance plan. Moritz reached out to the FAA to ask if a couple model airplane rallies would be permitted at the Expo grounds per year. The FAA said that although such rallies were allowed in the 1990's, at this time, the answer would be a definite no for anything outside of being included in an airshow event.

**Item 9D) Resolution 2019-23, authorizing the execution of Addendum No. 1 to the Hangar Land Lease Agreement with AllEnergy Aircraft, LLC.**

Moritz stated since the PCAA has not been able to provide all utilities to the hangar location at this time, there has been an addendum submitted for the AllEnergy Aircraft Land Lease Agreement, stating that the terms of the lease shall commence on the issuance of a Building Permit or on April 1, 2020, whichever date occurs first.

It was moved by Ashby and seconded by Nilles to authorize the execution of Addendum No. 1 to the Hangar Land Lease Agreement with AllEnergy Aircraft, LLC.

- Item 9E) Resolution 2019-24, authorizing the execution of a Task Order No. 7 for Professional Services with McClure Engineering Company, Inc. for the following professional services:**
- **Design and Construction Admin Services for the Taxiway D Access Road Relocation (Phases 2-4) and Utilities (Phase 2).**
  - **Design and Construction Admin Services for the Taxiway D Access Road Paving (Phase 2).**
  - **Survey and Mapping Services to convert existing as-built records to G.I.S. format.**
- It was moved by Barber and seconded by Nilles to adopt Resolution 2019-24, authorizing the execution of a Task Order No. 7 for Professional Services with McClure Engineering Company, Inc. VOTE: YEA: BARBER, NILLES, ASHBY, NOVAK, WANGSNESS

- Item 9F) Resolution 2019-25, approving a lease agreement early termination date of September 30, 2019 for Aspen Flying, LLP, hangar C-06. Approving lease agreement for Brian Maydwell for hangar C-06 with an effective date of October 1, 2019 and termination date of December 31, 2019.**
- It was moved by Novak and seconded by Ashby to adopt Resolution 2019-25, approving a lease agreement early termination date of September 30, 2019 for Aspen Flying, LLP, hangar C-06. Approving lease agreement for Brian Maydwell for hangar C-06 with an effective date of October 1, 2019 and termination date of December 31, 2019. VOTE: YEA: NOVAK, ASHBY, BARBER, NILLES, WANGSNESS

**Item 10) REPORTS**

**Item 10A) Engineering Report**

**a. South Apron Paving / Utilities Project – Construction.**

Maysent reported the final inspection was last month. Roger McFarland, City of Ankeny, suggested that the flow lines needed to be cleaned up.

**b. Reconstruct Taxiways A & C North – Construction.**

Maysent reported that this project is a week behind schedule, due to the rainy weather. The paving and markings look great!

**c. Rehabilitate Runway 18/36 – Bidding/Construction.**

Maysent reported that this project is also a week behind. Additional patching will need to be done increasing the scope of the project.

**d. Proposal for Additional Year of Warranty: Automatic Gates**

Pudenz stated Minturn will clean up the black paint on the gates and will honor the additional year of warranty, beginning the date the project was accepted. Stull stated that he does not have instruction books to change the code for the gates. Pudenz will look into getting instruction books.

**Item 10B) Staff Report**

**a. Airport Capital Improvements Program – Planning and Schedule.**

Moritz asked if it was time to review the ACIP with Jerry Searle and make sure we stay on track with the construction projects. It was the consensus of the Board to approve the ACIP at the November

**b. Casey's Aureon Fiber Optic Cable Installation – Schedule.**

Moritz stated the airport is responsible for extending the fiber optic cable from the box to the Phase 1 hangar site.

**c. Discussion: Draft Form of Hangar Land Lease Agreement with Exec 1 Aviation.**

Moritz prepared a draft form for the Hangar Land Lease Agreement. It was the consensus of the Board that Moritz could send the lease as presented to the interested party.

**d. Vegetation Management Committee Report.**

Moritz stated the committee will drive the property documenting all grassy areas for mowing assignments, followed by obtaining mowing estimates.

**LEGAL COUNSEL REPORT: NONE**

**BOARD REPORT:**

- 10C)** Sease stated that Janet Binder, Accountant, will be retiring on October 18, 2019. Sease
- 10D)** said she will step into Janet's roll. Jeff Wangsness, on behalf of the PCAA Board, expressed sincere appreciation for the great job Janet has done for them over the years. Barber stated that Elder Corporation has taken on large snow removal projects. Sease stated Elder Corporation has a contract with the airport through June 30, 2022.

**CHAIR REPORT: NONE**

**10E) ADJOURN**

- Item 11)** There being no further business, it was moved by Novak and seconded by Ashby to adjourn the meeting. VOTE: YEA: NOVAK, ASHBY, BARBER, NILLES, WANGSNESS

The meeting adjourned at 5:45 p.m.

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

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