

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority (PCAA) held a regular meeting on Thursday, October 8, 2020. Chairman, Wangsness, called the meeting to order at 5:00 PM.

Item 1) Due to Covid-19 Pandemic Board Members – Todd Ashby, Dave Garrison, Joe Miller, EXEC 1 - Dan Stull; McClure Engineering, Jay Pudenz joined the meeting via conference call. Chairperson, Jeff Wangsness; Board Members, Bill Gardner, Dr. Paul Novak, Airport Board Manager, Paul Moritz; Administrative Services Director, Jennifer Sease; City Attorney, Amy Beattie and PCAA Recording Secretary, Margaret Waldschmitt were also present. Absent: Greg Johnson:

Item 2) Perfecting and Approval of the Agenda without amendment.

It was moved by Gardner and seconded by Ashby to approve the agenda without amendment. VOTE: YEA: GARDNER, ASHBY, GARRISON, MILLER, NOVAK, WANGSNESS

Item 3) Audience with Visitors

Nick Lambert, Casey's expressed interest to construct a hangar at the airport It was advised by the Board that Casey's submit a Letter of Intent regarding their time frame and plans for hangar construction.

Item 4) FBO Report

A. Fuel Report

B. Inspection Report

C. Hangar tenant waiting list report

D. Tenant concerns and response report

Stull reported a tenant reached out to EXEC 1 asking if a friend could use their hangar in the winter while the tenant has his plane in Florida. It was the consensus of the Board, that as long as the tenant is not subleasing the hangar, EXEC 1 is made aware of who the person is using the hangar, contact information provided along with proof of liability insurance, this will be allowed. Dave Kalwishky is the new FBO Manager.

Item 5) Finance / Budget Report

Sease reported Bonnie's Barricades, Inc. submitted the last bill regarding the emergency pavement repair. No payments have been received from AllEnergy.

Item 6) Consent Agenda Items

CA-1 Approval of September 10, 2020 minutes.

CA-2 Consider motion to approve payment #31 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$1,740.00.

CA-3 Consider motion to approve payment #10 to McClure Engineering Co., for services that include Taxiway D Access Rd & Utilities – Phase 2 in the amount of \$5,402.50.

CA-4 Consider motion to approve payment #1 to SandStone Management LTD, for services that include Taxiway D Access Rd. Utilities & Apron Grading – Phases 2 – 4 in the amount of \$92,843.14.

CA-5 Approval of Bills and Transfer of Necessary Funds, \$129,972.45.

CA-6 October 2020 Financial Reports

CA-7 Accounts Receivable Aging Summary

It was moved by Gardner and seconded by Novak to approve consent agenda items CA-1 through CA-7. VOTE: YEA: GARDNER, NOVAK, ASHBY, GARRISON, MILLER, WANGSNESS

Item 7) Removed Consent Agenda Items: None

Item 8) Old Business: None

Item 9) New Business

A. Resolution 2020-28, approving Tee Hangar, Garage and Tie-Down Lease documents effective for Calendar Year 2021.

Sease stated no changes have been made to the current leases.

It was moved by Gardner and seconded by Novak to approve Resolution 2020-28, approving Tee Hangar, Garage and Tie-Down Lease documents effective for Calendar Year 2021. VOTE: YEA: GARDNER, NOVAK, ASHBY, GARRISON, MILLER, WANGSNESS

B. Motion to approve Second Amendment to the Purchase Agreement for the 16 Acre Parcel.

Beattie stated the Board has been notified this Purchase Agreement will not be moving forward.

C. Resolution 2020-29, authorizing the execution of Amendment No. 1 to the North Hangar Land License Agreement with Central Iowa Aviation, LLC to facilitate the construction of an enclosed walkway between the North Hangar and the Main Terminal Building.

Moritz stated EXEC 1 is adding an enclosed walkway between the north hangar and the main terminal building which increases the amount of land leased to 17,000 square feet. It was moved by Novak and seconded by Gardner to approve Resolution 2020-29, authorizing the execution of Amendment No. 1 to the North Hangar Land License Agreement with Central Iowa Aviation, LLC to facilitate the construction of an enclosed walkway between the North Hangar and the Main Terminal Building. VOTE: YEA: NOVAK, GARDNER, ASHBY, GARRISON, MILLER, WANGSNESS

D. Motion to approve Change Order No. 1 to the Terminal Building Bi-Fold Door Replacement Project to add the removal and replacement of the south exterior wall siding to the project.

It was the consensus of the Board that all the siding should remain the same color. Adding a stripe of a different color was not a good cost value. It was moved by Ashby and seconded by Novak to approve Change Order No. 1 to the Terminal Building Bi-Fold Door Replacement Project to add the removal and replacement of the south exterior wall siding to the project. VOTE: YEA: ASHBY, NOVAK, GARDNER, GARRISON, MILLER, WANGSNESS

E. Motion to approve Amendment #1 to the material testing services agreement with CMT Material Testing increasing the contract amount by \$2,039.25 for quality assurance testing on the Reconstruct Taxiways A& C North, Rehab Taxiways B, C & T-Hangar Taxilanes Project.

It was moved by Gardner and seconded by Novak to approve Amendment #1 to the material testing services agreement with CMT Material Testing increasing the contract amount by \$2,039.25 for quality assurance testing on the Reconstruct Taxiways A& C North, Rehab Taxiways B, C & T-Hangar Taxilanes Project. VOTE: YEA: GARDNER, NOVAK, ASHBY, GARRISON, MILLER, WANGSNESS

F. Resolution 2020-30 accepting the proposal for the construction of the PCAA portion of the Ankeny Regional Airport Fuel Facility Project by Exec 1 Aviation.

It was moved by Novak and seconded by Gardner to approve Resolution 2020-30 accepting the proposal for the construction of the PCAA portion of the Ankeny Regional Airport Fuel Facility Project by Exec 1 Aviation. VOTE: YEA: NOVAK, GARDNER, ASHBY, GARRISON, MILLER, WANGSNESS

G. Resolution 2020-31, setting a Public Hearing to enter into a Land Lease with ACME Aviation, LLC for Phase 2 - Taxiway D Box Hangar Pads. (Hearing November 5, 2020 at 5:00 p.m.)

It was moved by Gardner and seconded by Novak to approve Resolution 2020-31, setting a Public Hearing to enter into a Land Lease with ACME Aviation, LLC for Phase 2 - Taxiway D Box Hangar Pads. VOTE: YEA: GARDNER, NOVAK, ASHBY, GARRISON, MILLER, WANGSNESS

H. Motion to approve Conflict Waiver regarding Acme Aviation, LLC.

Beattie stated Brick Gentry P.C. represents both Acme Aviation and Polk County Aviation Authority. If conflict would arise, neither party could be represented by Brick Gentry P.C. It was moved by Gardner and seconded by Novak to approve Conflict Waiver regarding Acme Aviation LLC. VOTE: YEA: GARDNER, NOVAK, ASHBY, GARRISON, MILLER, WANGSNESS

I. Approval of revised property insurance with Cincinnati Insurance Companies for policy year 09/20/20 – 09/19/21 and authorization of additional premium payment in the amount of \$12,147.

Sease stated after a walkabout the property with TrueNorth, it was advised to insure the 5 miles of new fence, the new sewer lift station, parking lot lighting and building value increase raising the premium \$12,147.00. It was moved by Gardner and seconded by Novak to approve revised property insurance with Cincinnati Insurance Companies for policy year 09/20/20 – 09/19/21 and authorization of additional premium payment in the amount of \$12,147. VOTE: YEA: GARDNER, NOVAK, ASHBY, GARRISON, MILLER, WANGSNESS

J. Receive and file the revision to ownership clause in the current lease license agreement with Exec 1 Aviation.

Beattie stated the Board received notification that JR Boesen has 100% ownership of the FBO. It was moved by Novak and seconded by Gardner to receive and file the revision to ownership clause in the current lease license agreement with Exec 1 Aviation. VOTE: YEA: NOVAK, GARDNER, ASHBY, GARRISON, MILLER, WANGSNESS

Item 10) Reports

A. Engineering Report

a. Taxiway D Access Road Relocation Project (Phases 2-4).

Pudenz stated the project is on track for September completion date. Wangsness asked Pudenz to make sure the dirt is stockpiled for future use and not hauled away.

b. Main Terminal Bi-Fold Door Replacement.

Pudenz stated door delivery is scheduled for October 19th.

B. Staff Report

a. PCAA Master Agreement Renewal – Finance Committee.

Moritz stated there will be a virtual meeting with Bondurant Board on Oct. 19th.

b. Tee Hangar Inspections on October 6th.

Moritz reported hangar inspections were Oct. 6. There were 14 minor violations. Moritz stated there was damage to the base of some hangars. Stull will look into it and get it repaired.

c. Request for a 1 acre Garden Plot on PCAA Property.

Moritz stated a group expressed interest in renting 4 to 5 acres of land for high intensity gardening. Doing this could cause possible bird strike problems for aircraft. Moritz stated the property around the model airplane field has been very well kept. No one seems to know who is mowing it, since the model airplane use was denied by the Board. Beattie stated people cannot be on the airport property without permission.

d. ACIP Planning Session.

Moritz stated the revised ACIP will be on the November 5th agenda.

e. 2020/2021 Snow Removal – Meeting with Elder on September 16th.

Moritz reported no changes with Elder regarding snow removal.

f. Aircraft Noise Complaint – Jim Kerr, 6155 NE Berwick Drive.

Moritz stated he would like EXEC 1 to reach out to the person who is flying a plane without a muffler as well as Kerr to discuss this problem.

C. Legal Counsel Report - None

D. Board Report - Board members are setting up meetings with supporting entities regarding the 28E agreement that will expire July 1, 2021. Sease stated it would be good to have information before the March budget.

E. Chair Report - None

Item 11) Request for Executive Session

It was moved by Novak and seconded by Gardner go into Executive Session, pursuant to Iowa Chapter 21 Section 5 sub paragraph 1.c. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed. VOTE: YEA: NOVAK, GARDNER, ASHBY, GARRISON, MILLER, WANGSNESS

(Following adjournment of the Executive Session, the Board may take action on any matter discussed during the Executive Session)

Council went into Executive Session at 6:20 p.m.

Council reconvened to regular session at 6:36 p.m.

There being no further business, the meeting adjourned at 6:37 p.m.

Attest: _____
Paul Novak, Treasurer

Signed: _____
Jeff Wangsness, Chairperson

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