

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority (PCAA) held a regular meeting on Thursday, November 5, 2020. Chairman, Wangsness, called the meeting to order at 5:01 PM.

Item 1) Due to Covid-19 Pandemic Board Members – Todd Ashby, Dave Garrison, Gregg Johnson, Joe Miller, EXEC 1 - Dan Stull; McClure Engineering, Scott Smith 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.

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

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

Item 3) Audience with Visitors – None

Item 4) Public Hearing – PH #2020-04

Item A) Hold and close public hearing

Chairperson Wangsness announced this is the time and place for a public hearing on the matter of approving and authorizing the execution of a Land Lease Agreement with ACME Aviation, LLC for purpose of construction of a hangar. Notice of this hearing was published in the Des Moines Register on October 23, 2020. There were no written comments received on the proposed land lease. Chairperson Wangsness inquired if there was anyone present to be heard for or against said proposed land lease. Airport Board Manager Moritz reported that Attorney Amy Beattie had previously prepared a standard land lease agreement for the ACME Aviation, LLC hangar lease. It was submitted for the Board to review.

It was moved by Novak and seconded by Gardner to close Public Hearing #2020-04. VOTE: YEA: NOVAK, GARDNER, ASHBY, GARRISON, JOHNSON, MILLER, WANGSNESS

Item B) Resolution 2020-32, approving the execution of a land lease with ACME Aviation, LLC for the purpose of leasing certain public property for construction of a hangar.

It was moved by Novak and seconded by Miller to approve the execution of a land lease with ACME Aviation, LLC for the purpose of leasing certain public property for construction of a hangar. VOTE YEA: NOVAK, MILLER, ASHBY, GARDNER, GARRISON, JOHNSON, WANGSNESS

Item 5) FBO Report

A. Fuel Report

B. Inspection Report

C. Hangar tenant waiting list report

D. Tenant concerns and response report

Stull stated the lease agreements will be on the December 10 meeting for approval. Baker Electric was out for general maintenance on the rotating beacon. One of the three lights at the end of the runway is not functioning. Moritz said he would look into it. Stull will see if he can issue a NOTAM for the light outage. Stull reported concrete was

poured for the Self-Fueling Station and security cameras were installed to monitor the area. Scott Smith, McClure Engineering stated the hangar bi-fold door was removed Monday. The new door should be installed and completed by the end of next week.

Item 6) Finance / Budget Report

Novak reported the largest payment was to SandStone Management for the Taxiway D Access Road and Utilities Phase 2 project for \$241,617.82.

Item 7) Consent Agenda Items

CA-1 Approval of October 8, 2020 minutes.

CA-2 Consider motion to approve payment #32 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$7,830.00.

CA-3 Consider motion to approve payment #11 to McClure Engineering Co., for services that include Taxiway D Access Rd & Utilities – Phase 2 in the amount of \$17,756.95.

CA-4 Consider motion to approve payment #2 to SandStone Management LTD, for services that include Taxiway D Access Rd. Utilities & Apron Grading – Phases 2 – 4 in the amount of \$241,617.82.

CA-5 Approval of Bills and Transfer of Necessary Funds, \$339,925.77.

CA-6 November 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, JOHNSON, MILLER, WANGSNESS

Item 8) Removed Consent Agenda Items: None

Item 9) Old Business: None

Item 10) New Business

Item A) Discuss and review of the FY 2022 Airport Capital Improvements Program (ACIP).

Moritz reported he met with Todd Ashby, Jeff Wangsness, Jay Pudenz and Jerry Searle to review the current Capital Improvements Program. Pudenz will submit a draft of the ACIP to the FAA. Moritz stated a final ACIP will be submitted to the Board at the December 10, 2020 meeting for approval.

Item B) Review Exec 1 Management Agreement

Beattie stated she was not aware of any changes that needed to be made to the Exec 1 Management Agreement. This agreement will be on the December 10, 2020 agenda for approval.

Item C) Change Order #1 to Sandstone Management LTD decreasing the contract amount by \$14,757.49 for construction services on the Taxiway D Access Road & Utilities – Phase 2-4 Project.

Moritz stated the scope of this project will be changed by removing the replacement of a concrete channel. This area is leaking water causing instability and will be lined with tile to dry it out. Replacement of the channel will be added to the Phase 2 Paving Project in the spring. Muck and silt will be removed which is affecting the storm water flow. It was moved by Ashby and seconded by Gardner to approve Change Order #1 to Sandstone Management LTD decreasing the contract amount by \$14,757.49 for construction services on the Taxiway D Access Road & Utilities – Phase 2-4 Project. VOTE: YEA: ASHBY, GARDNER, GARRISON, JOHNSON, MILLER, NOVAK, WANGSNESS

Item D) Resolution 2020-33, authorizing the execution of Task Work Order No. 8 with McClure Engineering Company for engineering services to facilitate the design and construction of the Taxiway D Apron and Access Roadway Paving – Phase 2 Project.

Moritz stated due to increased interest in hangar construction we need to fast track preparation for paving projects for the spring. It was moved by Novak and seconded by Gardner to approve Resolution 2020-33, authorizing the execution of Task Work Order No. 8 with McClure Engineering Company for engineering services to facilitate the design and construction of the Taxiway D Apron and Access Roadway Paving – Phase 2 Project. VOTE: YEA: NOVAK, GARDNER, ASHBY, GARRISON, JOHNSON, MILLER, WANGSNESS

Item 11) Reports

A. Engineering Report

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

Smith stated the project will wrap up in 2 weeks. Seeding will be touched up in the spring.

b. Main Terminal Bi-Fold Door Replacement.

Discussed under Item 4, FBO Report.

c. Ankeny Regional Airport Fuel Facility Project by Exec 1 Aviation

Smith stated the electricians have started installing the card reader. Smith heard the area was very dusty and will make sure it is cleaned up.

B. Staff Report

a. PCAA Master Agreement Renewal – Bondurant Presentation and Further Action.

Ashby stated the meeting with Bondurant went well. Moritz will work on setting up a meeting with Altoona. John Barber and Jake Nilles will receive a plaque thanking them for their years of service at the December 10 meeting. Moritz reported that following runway snow removal by Elder, substantial damage was caused to the joint sealant. Out of 100,000 feet of sealant, 30,000 feet was damaged and 5,000 feet of sealant is gone. Moritz reported that Mid-American Energy is looking into placing solar panel farms at airports. They asked if there were 15 acres available for this purpose. They would sign a 20 year lease and take care of the property. Moritz stated the 4 States Conference which is usually in Kansas City, will be held virtually this year December 2 and 3.

C. Legal Counsel Report - None

D. Board Report - None

E. Chair Report - None

There being no further business, the meeting adjourned at 5:46 p.m.

Attest: _____
Paul Novak, Treasurer

Signed: _____
Jeff Wangsness, Chairperson

Published in the Des Moines Register on the 20th day of November, 2020.