Minutes of the

POLK COUNTY AVIATION AUTHORITY

ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, November 8, 2018, at the Ankeny Regional Airport, 3737 Convenience Blvd., Ankeny, Iowa. The meeting was called to order at 5:00 P.M.

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| **Item 1)**  **Item 2)**  **Item 3)**  **Item 4)**  **Item 4A)**  **Item 4B)**  **Item 4C)**  **Item 4D)**  **Item 4E)**  **Item 5)**  **Item 6)**  **Item 7)**  **Item 8)**  **Item 9)**  **Item 9A)**  **Item 9B)**  **Item 9C)**  **Item 9D)**  **Item 9E)**  **Item 10)**  **Item 11)** | **ROLL CALL – MEMBERS PRESENT:** BARBER, GARDNER, NILLES, NOVAK, WANGSNESS  **MEMBERS ABSENT:** ANDERSON, ASHBY  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; Diane Klemme, Records Clerk. Attorney, Amy Beattie was present. Dan Stull was present from EXEC 1. Representing McClure Engineering was Jay Pudenz.  **PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**  It was moved by Jake Nilles and seconded by John Barber to approve the agenda without amendment VOTE: YEA: NILLES, BARBER, GARDNER, NOVAK, WANGSNESS  **AUDIENCE WITH VISITORS – Nick Lambert with Van Wall Group**  Nick Lambert, a pilot with Van Wall group, spoke on the possibility of Van Wall building a 120x80 hangar at the airport. Paul Moritz explained the schedule of the second infrastructure improvements that are planned. If there is interest from them to build the hangar, the Board might be able to find a way to advance the schedule. Mr. Lambert is to review the lease agreement and will be in communication with Paul Moritz with their final decision.  **FBO REPORT**  **Fuel Report**  **Inspection Report**  **Hangar tenant waiting list report**  **Tenant concerns and response report**  **South Fence Connection to Terminal Building – Relocation Proposal**  **FINANCE / BUDGET REPORT**  Paul Novak reported that we will be changing to Great Western Bank at the end of the month. The bond payment will be paid at the end of the month with principal and interest. The auditor’s report is in process.  **CONSENT AGENDA ITEMS**  **CA-1** **Approval of October 4, 2018 minutes.**  **CA-2 Consider motion to approve payment #9 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of $8,965.00.**  **CA-3 Consider motion to approve payment #5 to McClure Engineering Co., for services that include South Apron Access Road and Utilities – Phase 1 (design/bidding services) in the amount of $9,058.08.**  **CA-4 Consider motion to approve payment #9, FY2019 expenses to the City of Ankeny, for services for the SE Convenience Blvd. Extension Project, RISE, in the amount of $121,339.74.**  **CA-5 Approval of Bills and Transfer of Necessary Funds, $155,881.25.**  **CA-6 November 2018 Financial Reports**  **CA-7 Accounts Receivable Aging Summary**  **Motion to approve consent agenda items CA-1 to CA-7.**  It was moved by Bill Gardner and seconded by Paul Novak to approve consent agenda items CA-1 through CA-7. VOTE: YEA: GARDNER, NOVAK, NILLES, BARBER, WANGSNESS  **REMOVED CONSENT AGENDA ITEMS: NONE**  **OLD BUSINESS: NONE**  **NEW BUSINESS**  **Motion to approve proposal for additional advertising signs by Dash Jet at the Ankeny Regional Airport and authorize the Chairperson to sign the associated City of Ankeny Sign Permit.** Paul Moritz reported a sign application was approved by the City of Ankeny’s planning and building department. The Board approved the sign to be added to the building and also a temporary sign to be placed in the round about by Dash Jet. It was moved by John Barber and seconded by Bill Gardner to approve the proposal for additional advertising signs by Dash Jet. VOTE: YEA: BARBER, GARDNER, NILLES, NOVAK, WANGSNESS  **Discussion and review of FY 2020 Airport Capital Improvements Plan (ACIP).**  The draft of the proposed 2020 – 2026 Airport Capital Improvements Program (ACIP) was reviewed by the Board.  Jeff Wangsness, Andy Maysent – McClure Engineering, Jerry Searle – HDR and Paul Moritz met earlier to determine which projects to include in the plan.  The plan generally includes the projects from the previous year with minor scheduling changes.  The draft ACIP document needs to be submitted to the FAA for their review during the week of November 19th.  The plan needs to be finalized and accepted by the Board on December 6th so that it can be then submitted to the Iowa DOT as a final document.  The four projects that the PCAA is undertaking in FY 2018 are listed as information items since these projects are already under contract but will not commence until next spring.  The South Apron hangar projects (four phases) were renamed as the Taxiway D hangar projects to eliminate confusion with the South Corporate Access projects.  After a lengthy discussion, the board advised that the Phase 2 Taxiway D projects should be moved up to the FY 2020, to possibly accommodate a new hangar being constructed in that second phase.  The Rehabilitate Maintenance Building Parking Lot project will be moved out from 2020 since there was recent patching work completed on that lot.  The general consensus is that the lot should now last a few years longer due to that work.  Paul and Jay will make the noted revisions to the ACIP document, and submit it to the FAA as required.  Pending any comments by the FAA, they will have it ready for PCAA approval on December 6th.  **Resolution 2018-50, approving Tee Hangar, Garage and Tie-Down Lease documents effective for Calendar Year 2019.**  Amy Beattie stated there were no changes from last year. It was moved by Paul Novak and seconded by John Barber to approve the lease documents effective for Calendar Year 2019. VOTE: YEA: NOVAK, BARBER, NILLES, GARDNER, WANGSNESS  **Resolution 2018-51, authorizing Archangel Services LLC and Fly Ottumwa Inc. to hold the Central Iowa Air Show at the Ankeny Regional Airport on August 23 through August 25, 2019.** Paul Moritz reported he has been in contact with them and they are needing the board to sign a form allowing military aircraft at the show. It was moved by Bill Gardner and seconded by Jake Nilles to authorize Archangel Services LLC and Fly Ottumwa Inc. to hold the Central Iowa Air Show at the Ankeny Regional Airport on August 23 through August 25, 2019. VOTE: YEA: GARDNER, NILLES, BARBER, NOVAK, WANGSNESS  **Resolution 2018-52, approving a lease agreement transfer for Exec 1 Aviation from garage H-SE to G-SE with an effective date of September 1, 2018. Approving lease agreement for Marc Broer for garage H-SE with a termination date of December 31, 2018.**  It was moved by Paul Novak and seconded by Bill Gardner to appove the lease agreements. VOTE: YEA: BARBER, GARDNER, NILLES, NOVAK, WANGSNESS  **REPORTS**  **Engineering Report**  **a. Reconstruct Taxiways and Taxi Lanes Project**  Jay Pudenz, McClure Engineering, stated work will begin in the Spring. The goal would  be to combine this project with the runway rehabilitation project.  **b. Drainage Channel Improvements Project**  Jay Pudenz, McClure Engineering, stated work will begin in the Spring.  **c. South Apron Access Road and Utilities – Phase 1**  Jay Pudenz, McClure Engineering, stated work will begin in the Spring. Jay reported that  there is some broken concrete on the runway that will need some attention. Iowa DOT  is scheduled to perform a pavement inspection and will report back to the board with   their report.  **d. SE Convenience Boulevard Extension Project (S&A)**  Paul Moritz reported the paving is complete. There will be temporary mulch put down and the seeding will be completed in the spring.  **e. Grading Plan for Future South Terminal Area (HDR)**  Paul Moritz stated there will be a meeting with Jerry Searle, HDR, on November 15.  Jerry will be giving a full presentation to the board at the December 6 meeting.    **STAFF REPORT**  **a. Clark Property: House Burn, Demolition, Barn Leasing**  Paul Moritz reported the house burn was completed by the Ankeny Fire Department for training purposes and was a success. There have been inquiries for barn rental for horses. He contacted the Plan and Building department to see if this was an option. The City of Ankeny has an ordinance banning livestock inside the city limits. He will look at the possibility of allowing people to rent it for general storage purposes.  **b. Potential Future Box Hangar Lease –** this was discussed earlier in the meeting. See Item 3.  **c. Update on Communication Services to Airport and Casey’s Corporate**  Paul Moritz reported Casey’s was in the process of preparing a proposal and it will come forward at a future meeting.  **d. Wildlife Fence: Automatic Gate and Perficut Maintenance Work**  Paul Moritz reported Perficut is done spraying for the season. There is one automatic gate that is malfunctioning. American Fence will be replacing the loop wiring on the gate to see if that will fix it.  **LEGAL COUNSEL REPORT:** Amy Beattie reported the appraisal of the 16 acres will be completed in mid December and will bring those findings via a closed session at the January 10 meeting.  **BOARD REPORT: NONE**  **CHAIR REPORT: NONE**  **ADJOURN**  There being no further business, it was moved by Paul Novak and seconded by Jake Nilles to adjourn the meeting. The meeting adjourned at 6:02 p.m.  Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Jeff Wangsness, Chairperson Dr. Paul Novak, Treasurer  Published in the Des Moines Register on the 24th day of November, 2018. |
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