

POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, November 10, 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:** ANDERSON, ASHBY, BARBER, WANGSNESS
MEMBERS ABSENT: GARDNER, 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, Amy Beattie was present. Representing Snyder & Associates was Scott Port. Representing EXEC 1 were Dan Stull and J.R. Boesen. Representing McClure Engineering was Jay Pudenz.
- Item 2) ADMINISTER OATH OF OFFICE TO NEW BOARD MEMBERS WITH TERMS EXPIRING DECEMBER 31, 2019.**
Bondurant - Jake Nilles
The oath of office was administered to Jake Nilles by Chairperson, Jeff Wangsness.
- Item 3) Special Recognition:**
Item 3A) Jason Greubel, PCAA Board Member Representing Bondurant from 2007 – 2016.
Chairperson, Jeff Wangsness, presented Jason with a plaque thanking him for his counsel and service.
- Item 4) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Todd Ashby and seconded by Brant Anderson to approve the agenda without amendment. VOTE: YEA: ASHBY, ANDERSON, BARBER, NILLES, WANGSNESS
- Item 5) AUDIENCE WITH VISITORS**
Hangar tenant, Dave Kalwishky, stated he had a night landing at the airport and the new lights are fantastic. Scott Port reported that there is an issue with a breaker that they are working on. The new lights are not able to reach the highest intensity at this time.
- Item 6) ELECTION OF SECRETARY FOR TERM EXPIRING DECEMBER 31, 2017.**
Chairperson, Jeff Wangsness, appointed Todd Ashby to fill the open Secretary position, expiring December 31, 2017. It was the consensus of the Board to approve this appointment.
- Item 7) ADMINISTER OATH OF OFFICE TO SECRETARY WITH TERMS EXPIRING DECEMBER 31, 2017.**
The oath of office was administered to Todd Ashby by Chairperson, Jeff Wangsness.
- Item 8) FINANCE / BUDGET REPORT**
Jennifer Sease stated the major payments were to Polk County Auditor's Office which was an interest only payment of \$16,381.25. A payment was made to ADB Airfield Solutions for the PAPI equipment, which was an expense outside of the contract with Kimrey, for \$18,328.80. In regard to the Aging Summary, Sease stated the billing was done a little later to the member governments. Ankeny, Bondurant and Polk County paid in full. Altoona paid all but the back fill amount. Amy Beattie stated she did send a letter to their

attorney, but has not received a response. Sease stated there are four deposits that need to get collected from tenants who were grandfathered in, but now need to pay their deposit before renewing their lease. A letter will be sent with their lease renewal.

- Item 9) **FBO REPORT**
- Item 9A) **FUEL REPORT**
- Item 9B) **INSPECTION REPORT**
- Item 9C) **HANGAR TENANT WAITING LIST REPORT**
- Item 9D) **TENANT CONCERNS AND RESPONSE REPORT**

Dan Stull stated fuel sales did alright with the runway down for construction. Jeff Wangsness thanked the FBO for their patience and added effort during the runway downtime and construction.

Item 10) CONSENT AGENDA ITEMS

CA-1 APPROVAL OF OCTOBER 6, 2016 MINUTES.

CA-2 CONSIDER MOTION TO APPROVE PAYMENT #6 TO KIMREY ELECTRIC FOR CONSTRUCTION SERVICES ON THE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS PROJECT, IN THE AMOUNT OF \$147,22.07.

CA-3 CONSIDER MOTION TO APPROVE PAYMENT #2 (FINAL) TO RW EXCAVATING AND DOZING FOR SERVICES THAT INCLUDE HANGAR GRADING / GRANULAR REPLACEMENT WORK THROUGH SEPTEMBER 15, 2016 IN THE AMOUNT OF \$688.20.

CA-4 CONSIDER MOTION TO APPROVE CHANGE ORDER NO. 1 WITH IOWA EROSION CONTROL, INC. FOR ADDITIONAL PCC PAVEMENT PATCHING REQUIRED FOR THE RUNWAY 18/36 PCC PAVEMENT REPAIR PROJECT IN THE AMOUNT OF \$360.00.

CA-5 CONSIDER MOTION TO APPROVE PAYMENT #1 (FINAL) TO IOWA EROSION CONTROL, INC. FOR SERVICES THAT INCLUDE WORK THROUGH OCTOBER 10, 2016 FOR THE RUNWAY 18/36 PCC PAVEMENT REPAIR PROJECT IN THE AMOUNT OF \$9,576.00.

CA-6 CONSIDER MOTION TO APPROVE PAYMENT TO ABD AIRFIELD SOLUTIONS, LLC FOR PARTS SUPPLIED FOR THE REPLACE RUNWAY 18/36 PAPI PROJECT IN THE AMOUNT OF \$18,328.80.

CA-7 CONSIDER MOTION TO APPROVE PAYMENT #2 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE REPLACE RUNWAY 18/36 PAPI, IN THE AMOUNT OF \$1,000.00.

CA-8 CONSIDER MOTION TO APPROVE PAYMENT #16 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$1,286.36.

CA-9 CONSIDER MOTION TO APPROVE PAYMENT #161 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH SEPTEMBER 30, 2016 IN THE AMOUNT OF \$5,141.78.

CA-10 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$212,902.24.

CA-11 OCTOBER 2016 FINANCIAL REPORTS

CA-12 ACCOUNTS RECEIVABLE AGING SUMMARY

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-12.

It was moved by John Barber and seconded by Brant Anderson to approve consent agenda items CA-1 through CA-12. VOTE: YEA: BARBER, ANDERSON, ASHBY, NILLES, WANGSNESS

Item 11) REMOVED CONSENT AGENDA ITEMS: NONE

Item 12) OLD BUSINESS

Item 12A) WILDLIFE EXCLUSION FENCE PROJECT: SCHEDULE FOR ENGINEERING SERVICES AND CONSTRUCTION.

Paul Moritz and Jay Pudenz reported the project kickoff meeting was the end of October. Pudenz stated Moritz is in the process of an independent fee analysis with another consultant. If that analysis is completed in time, a preliminary design will be submitted at the December 8, 2016 meeting.

Item 12B) RESOLUTION 2016-35, APPROVING TEE HANGAR, GARAGE AND TIE-DOWN LEASE DOCUMENTS EFFECTIVE FOR CALENDAR YEAR 2017.

The Board reviewed a report of comparable airport lease fees, submitted by Accountant, Janet Binder. Amy Beattie confirmed the last lease increase was five years ago. After much discussion, it was the consensus of the Board to raise all leases \$5.00. Amy Beattie stated she reviewed the FAA lease regulation changes and we already comply with the FAA regulations. Beattie recommended approving the leases with no changes, other than to the date and the price increase just approved by the Board. Dan Stull stated his concern is how to handle planes that are under construction, not air worthy. Paul Moritz stated the current lease allows 90 days to show progress on the plane construction, at which time you can request an extension. Lease concerns will be reviewed case by case.

It was moved by Todd Ashby and seconded by John Barber to raise all leases \$5.00. Garage Lease \$105 to \$110, Hangar and Ground Space Lease \$170 to \$175 and Tie-Down Lease \$50 to \$55. VOTE: YEA: ASHBY, BARBER, ANDERSON, NILLES, WANGSNESS

It was moved by John Barber and seconded by Brant Anderson to approve Resolution 2016-35, approving tee hangar, garage and tie-down lease documents effective for Calendar Year 2017. VOTE: BARBER, ANDERSON, ASHBY, NILLES, WANGSNESS

Item 13) NEW BUSINESS

Item 13A) R.I.S.E. GRANT APPLICATION AND DEVELOPMENT AGREEMENT FOR STREET EXTENSION – FURUTE SOUTH CORPORATE APRON ACCESS.

Paul Moritz stated Wangsness, Beattie and himself met with the developers of the property at the south end of the airport off SE Convenience Blvd. The developers were asked if they would be receptive to help fund a road extension that would connect to the two non-aeronautical parcels of land the airport has for sale, if the airport could get a R.I.S.E. grant to help fund the project. Moritz stated the developers would help fund the street after they get the parcels of land sold. Beattie stated before moving ahead on the R.I.S.E. grant application, she would like to have development agreements signed on the agenda for the December 8, 2016 meeting.

Item 13B) RESOLUTION 2016-36, AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH SNYDER & ASSOCIATES, INC. FOR THE IOWA DOT RISE GRANT APPLICATION PROJECT.

Amy Beattie stated the engineering fee needs to be part of the cost shared by the developers.

It was moved by Todd Ashby and seconded by John Barber to approve Resolution 2016-36, authorizing the execution of a Professional Services Agreement with Snyder & Associates, Inc. for the Iowa DOT R.I.S.E Grant Application Project. VOTE: ASHBY, BARBER, ANDERSON, NILLES, WANGSNESS

- Item 13C) REVIEW EXEC 1 MANAGEMENT AGREEMENT.**
Amy Beattie stated there were no issues or concerns regarding the current Management Agreement. Jennifer Sease stated there will be no changes recommended to the dollar amounts when approving the agreement at the December 8, 2016 meeting.
- Item 13D) REQUEST FOR TEE HANGAR SUB-LEASE: MITCH SELLERS.**
After much discussion, it was the consensus of the Board to inform Mr. Sellers that the Hangar Lease does not allow for a sub-lease.
- Item 13E) RECEIVE AND FILE THE NOTIFICATION OF HANGAR INTEREST BUY-OUT BY BILL VAN LENT / CYALCO AVIATION, LLC.**
Amy Beattie stated this notification is in regard to a new north hangar which has been constructed at the airport. The west half of the hangar was constructed by partners Metro Aviation (Tom Drew) and Cyalco Aviation (William A. Van Lent). The east half of the hangar was constructed by partners Wolf Aviation and Weissenburger Aviation. This notification states that Cyalco Aviation sold their part of the hangar to Wolf Aviation. Beattie stated she has been in contact with Scott Wolf's estate attorney. Wolf Aviation and Weissenburger Aviation also have a lease to construct a south hangar, which could possibly be terminated.
It was moved by Brant Anderson and seconded by Jake Nilles to receive and file the notification of hangar interest buy-out by Bill Van Lent / Cyalco Aviation, LLC.
VOTE: ANDERSON, NILLES, ASHBY, BARBER, WANGSNESS
- Item 13F) DISCUSSION AND REVIEW OF THE 2018-2022 AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP).**
Paul Moritz placed on the table a list of Capital Improvement Projects he would like to propose to the Iowa DOT for years 2018-2022. Wangsness asked the Board to review the proposed projects and bring it back for approval on December 8, 2016.
- Item 14) REPORTS**
- Item 14A) ENGINEERING REPORT**
- a. SPRAYING AND TREE REMOVAL PROPOSAL REVIEW.**
Scott Port submitted a quote from Perficut for the years 2017-2019 which would include weed spraying and mowing/trimming in hard to mow areas. Jeff Wangsness stated this won't affect anything until spring, let's bring this back for discussion at a later date. Port stated the Runway Lighting Project is about ready to submit to the FAA for approval. The PAPI Project is ready to go as soon as the FAA has a flight check completed.
- Item 14B) STAFF REPORT**
- a. UPDATE ON RUNWAY 22 TREE OBSTRUCTION.**
Paul Moritz stated the trees that were designated by the FAA for removal have been flagged with pink ribbon. Amy Beattie stated temporary easements will be necessary for the trees to be removed.
Bill Gardner arrived at 6:00.
- Item 14C) LEGAL COUNSEL REPORT - NONE**
- Item 14D) BOARD REPORT - NONE**
- Item 14E) CHAIR REPORT**
- Item 15) ADJOURN**

There being no further business, it was moved by Todd Ashby and seconded by Brant Anderson to adjourn the meeting. VOTE: YEA: ASHBY, ANDERSON, BARBER, GARDNER, NILLES, WANGSNESS

The meeting adjourned at 6:05 p.m.

Attest: _____
Todd Ashby, Secretary

Signed: _____
Jeff Wangsness, Chairperson

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