

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority (PCAA) held a regular meeting on Thursday, December 5, 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, BILL GARDNER, DAVE GARRISON, JAKE NILLES, DR. PAUL NOVAK, JEFF WANGSNESS
MEMBERS ABSENT: JOHN BARBER
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 were Andy Maysent and Jay Pudenz.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Ashby and seconded by Nilles to approve the agenda without amendment. VOTE: YEA: ASHBY, NILLES, GARDNER, GARRISON, NOVAK, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS**
Mike Callison, Iowa Aviation Heritage Museum, reported that although the airshow was a great event, it failed financially, being \$93,000.00 in debt. Wangsness stated there was no communication and poor organization. Callison stated efforts are being made to satisfy the debt.
- 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 are up. Stull reported there are only six leases pending renewal. Licenses will be approved at the January 9, 2020 meeting.
- Item 5) FINANCE / BUDGET REPORT**
Novak reported final / retainage payments were issued for completed projects.
- Item 6) CONSENT AGENDA ITEMS**
CA-1 Approval of November 7, 2019 minutes.
CA-2 Consider motion to approve payment #21 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$2,467.50.
CA-3 Consider motion to approve Payment #12 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 \$8,373.93.
CA-4 Consider motion to approve Payment #4 to McClure Engineering Co., for construction administration / observation services on the Rehabilitate Runway 18/36 in the amount of \$10,155.93.

CA-5 Consider motion to approve Payment #5 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 \$39,029.78.

CA-6 Approval of Bills and Transfer of Necessary Funds, \$224,440.29.

CA-7 December 2019 Financial Reports

CA-8 Accounts Receivable Aging Summary

Motion to approve consent agenda items CA-1 to CA-8.

It was moved by Gardner and seconded by Novak to approve consent agenda items CA-1 through CA-8. VOTE: YEA: GARDNER, NOVAK, ASHBY, GARRISON, NILLES, WANGSNESS

Item 7) REMOVED CONSENT AGENDA ITEMS: NONE

Item 8) OLD BUSINESS - NONE

Item 9) NEW BUSINESS

Item 9A) Resolution 2019-26, authorizing the execution of 2020 Management Agreement with Exec 1 Aviation II, LLC, as Fixed Base Operator.

Amy Beattie stated other than the date, there were no changes made to the agreement from the previous year. It was moved by Nilles and seconded by Ashby to approve the 2020 Management Agreement. VOTE: YEA: NILLES, ASHBY, GARDNER, GARRISON, NOVAK, WANGSNESS

Item 9B) Resolution 2019-27, approving the FY 2021 Airport Capital Improvements Program for the Ankeny Regional Airport.

It was moved by Nilles and seconded by Novak to approve the FY 2021 Airport Capital Improvements Program for the Ankeny Regional Airport. VOTE: YEA: NILLES, NOVAK, ASHBY, GARDNER, GARRISON, WANGSNESS

Item 9C) Consider approval of Construction Plans for the Corporate Hangar by AllEnergy Aircraft, LLC.

Moritz stated other than some parking issues, he didn't have any concerns with the construction plans. Wangsness stated the color scheme will have to be consistent with the existing structures.

Item 9D) Consider motion to approve the following instruments to facilitate the acceptance of the South Apron Access Road and Utilities – Phase 1 Project:

a. Engineer's Statement of Completion

b. Iowa DOT Statement of Completion and Final Acceptance of work.

c. Resolution 2019-28, accepting the public improvements with Sternquist Construction in the final contract amount of \$595,280.81.

d. Change Order No. 4, reducing the contract amount by \$7,111.59.

e. Payment #5, (Final – Retainage Release) authorizing payment to Sternquist Construction in the amount of \$152,516.22 thirty days after project acceptance.

It was moved by Nilles and seconded by Gardner to approve all listed instruments to facilitate the acceptance of the South Apron Access Road and Utilities – Phase 1 Project. VOTE: YEA: NILLES, GARDNER, ASHBY, GARRISON, NOVAK, WANGSNESS

Item 9E) Consider motion to approve the following instruments to facilitate the acceptance of the Drainage Channel and Terminal Bldg. Drainage Improvements Project.

a. Iowa DOT Statement of Completion and Final Acceptance of work.

b. Resolution 2019-29, accepting the public improvements with RW Excavating Solutions in the final contract amount of \$177,450.70.

c. Payment #4, (Final – Retainage Release) authorizing payment to RW Excavating Solutions in the amount of \$5,995.00 thirty days after project acceptance.

It was moved by Ashby and seconded by Garrison to approve all listed instruments to facilitate the acceptance of the Drainage Channel and Terminal Bldg. Drainage Improvements Project. VOTE: YEA: ASHBY, GARRISON, GARDNER, NILLES, NOVAK, WANGSNESS

Item 10) REPORTS

Item 10A) Engineering Report

a. Reconstruct Taxiways A & C North – Final Inspection.

Pudenz reported the final inspection was in October. Pudenz stated this will be checked again in May or June to make sure the grass is coming up, before the retainage payment will be released.

b. Rehabilitate Runway 18/36 – Final Inspection.

Pudenz reported the final inspection was in October. Pudenz stated this will be checked again in the spring to make sure the grass is coming up.

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

Maysent stated the preliminary design for this project is tied to the taxiway elevation and will wrap up in a couple of months.

d. Survey and Mapping Services – Conversion of As-Builts.

Maysent stated they are in the progress of collecting drawings that are on file.

Item 10B) Staff Report

a. Aureon Fiber Optic Cable Installation – Schedule.

Moritz stated that we need to have cable accessible to the AllEnergy hangar by April 1.

Casey's has not provided any information regarding their cable installation schedule.

b. Draft of Hangar Land Lease Agreement with Exec 1 Aviation.

Stull stated Exec 1 is interested in building a hangar.

c. Review Bid: Earthwork Repairs on Wildlife Fence.

Moritz reported there were ten locations where there was settlement along the fence line that will need to be filled in. It was the consensus of the Board to keep the contract with Perficut for vegetation management, asking for informal bids regarding mowing. Formal approval for the earthwork repairs will be on the January 9, 2020 agenda.

10C) LEGAL COUNSEL REPORT: Beattie stated farm leases will be on the January 9, 2020 agenda.

10D) BOARD REPORT: NONE

10E) CHAIR REPORT: Wangsness suggested a chain with a padlock be used to lock the gates, since the gate locks are not functioning. Wangsness will not be at the January meeting.

Item 11) ADJOURN

There being no further business, it was moved by Novak and seconded by Nilles to adjourn the meeting. VOTE: YEA: NOVAK, NILLES, ASHBY, GARDNER, GARRISON, WANGSNESS

The meeting adjourned at 5:50 p.m.

Attest: _____ Signed: _____
Todd Ashby, Secretary Jeff Wangsness, Chairperson

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