

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, December 6, 2018, 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:** BARBER, 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.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by John Barber and seconded by Paul Novak to approve the agenda without amendment VOTE: YEA: BARBER, NOVAK, NILLES, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS –**
Item 3A) Ryan Hansen, presented on behalf of HDR Engineering, the South Corporate Access and Apron Grading Concept. HDR generated a grading and drainage concept plan for the future development. The basis of the plan was the layout concept for the entire south terminal area. Ryan showed the board a graphic representation of the plan, including a two-story terminal building, hangar locations, apron addition and taxiway connection. It appears that there will not need to be a large amount of earthwork needed to construct the development. HDR will make final revisions to the concept and submit it within 30 days.
- Item 3B)** Ryan Hooge, Chief Pilot with PurFoods, spoke on the possibility of PurFoods building a corporate hangar at the airport. Paul Moritz explained the schedule of the second phase infrastructure improvements that are planned. Mr. Hooge will be in communication with Paul Moritz to go over design plans and possible timeline for the hangar project.
- 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
- Item 5) FINANCE / BUDGET REPORT**
Paul Novak reported that move to Great Western Bank is complete. The new budget is being revised and will be presented at the January meeting.
- Item 6) CONSENT AGENDA ITEMS**
CA-1 Approval of November 8, 2018 minutes.
CA-2 Consider motion to approve payment #10 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$4,740.00.
CA-3 Consider motion to approve payment #10, FY2019 expenses to the City of Ankeny, for services for the SE Convenience Blvd. Extension Project, RISE, in the amount of \$191,148.49.

CA-4 Consider motion to approve payment #1, to HDR Engineering, for services for the IKV Grading/Drain Plan in the amount of \$11,259.04.

CA-5 Approval of Bills and Transfer of Necessary Funds, \$229,560.13.

CA-6 December 2018 Financial Reports

CA-7 Accounts Receivable Aging Summary

Motion to approve consent agenda items CA-1 to CA-7.

It was moved by John Barber and seconded by Jake Nilles to approve consent agenda items CA-1 through CA-7. VOTE: YEA: BARBER, NILLES, NOVAK, WANGSNESS

Item 7) REMOVED CONSENT AGENDA ITEMS: NONE

Item 8) OLD BUSINESS

Item 8A) Motion to approve the renewal of the annual Wildlife Management Agreement with the USDA Fish and Wildlife Service. Paul Moritz stated the new fence has helped with the deer population and that it should be completed this week. It was moved by John Barber and seconded by Paul Novak to approve the renewal of the agreement for 2019. VOTE: YEA: BARBER, NOVAK, NILLES, WANGSNESS

Item 9) NEW BUSINESS

Item 9A) Resolution 2018-53, authorizing the execution of 2019 Management Agreement with Exec 1 Aviation II, LLC, as Fixed Base Operator. Amy Beattie stated there were no changes made to the agreement from the previous year. It was moved by Jake Nilles and seconded by Paul Novak to approve the 2019 Management Agreement. VOTE: YEA: NILLES, NOVAK, BARBER, WANGSNESS.

Item 9B) Resolution 2018-54, approving the FY 2020 Airport Capital Improvements Program for the Ankeny Regional Airport. It was moved by Jake Nilles and seconded by John Barber to approve the FY 2020 Airport Capital Improvements Program for the Ankeny Regional Airport. VOTE: YEA: NILLES, BARBER, NOVAK, WANGSNESS

Item 9C) Resolution 2018-55, authorizing the submittal of a grant application for federal assistance for a land acquisition project at the Ankeny Regional Airport. Paul Moritz reported that it is a standard FAA grant application for the Clark property. It was moved by Jake Nilles and seconded by John Barber to approve the submittal of the grant application. VOTE: YEA: NILLES, BARBER, NOVAK, WANGSNESS

Item 10) REPORTS

Engineering Report

a. SE Convenience Boulevard Extension Project

b. Grading for Future South Terminal Area

c. McClure Projects – Spring Construction

Item 11) STAFF REPORT

a. Clark Property Tree Removals, Fence Proposal and Demolition

Paul Moritz reported the trees have been removed from the property. He will proceed with the bidding process for removal of the fence. It was the consensus of the board to move ahead with the demolition of the remaining buildings on the property.

b. Rezoning of 16 Acres - Schedule The public hearing for the rezoning will be held at the Ankeny Planning and Zoning Commission on December 18 and at the Ankeny City Council meeting on January 21, with two readings of the rezoning ordinance to follow.

- c. **Appraisal of 16 Acres** – This will be discussed via a closed session at the January 10 meeting
- d. **Wildlife Fence – Automatic Gates**
- e. **Possible Emergency Runway Patch** – Paul reported the IDOT denied the request for emergency patching funding for the runway. It is not an immediate hazard, so the maintenance staff will keep an eye on it.

LEGAL COUNSEL REPORT: NONE
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 6:04 p.m.

Attest: _____ Signed: _____
Jeff Wangsness, Chairperson Dr. Paul Novak, Treasurer

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