

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, December 7, 2017, 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, GARDNER, NILLES, NOVAK, WANGSNESS
MEMBERS ABSENT: ASHBY, BARBER
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. J.R. Boesen and Dan Stull were present from EXEC 1. Representing McClure Engineering was Andy Maysent.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Dr. Paul Novak and seconded by Jake Nilles to approve the agenda without amendment. VOTE: YEA: NOVAK, NILLES, ANDERSON, GARDNER, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS**
Item 3A) ERNIE COLBOTH, USDA WILDLIFE SERVICES, REPORT ON MITIGATION SERVICES.
Ernie Colboth, US Department of Agriculture Wildlife Services, reported as soon as the fence construction began, the deer presence declined. Colboth stated a lot of pigeons have been landing at the airport which is something new for this area. Colboth stated he will be available if any deer are trapped within the fence once it has been completed and need to be removed. It was the consensus of the Board to bring this back to the January 4, 2018 meeting to discuss and decide whether there is a need for wildlife mitigation services once the fence has been completed.
John Barber arrived at 5:07 p.m.
- Item 3B) LENARD QUELLAND, URBAN DIRT DETECTIVES - REQUEST FOR CLARK PROPERTY.**
Len and Ryan from Urban Dirt Detectives stated they would like permission from the Board to spot check the Clark property mid-April to May with their metal detectors looking for historical remnants from years past. If they uncover any remnants, they will contact Paul Moritz with the information and items of interest will be donated to the Ankeny Historical Society. It was the consensus of the Board to bring this back to the January 4, 2018 meeting for approval.
- 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
Dan Stull reported the 2018 leases were mailed out the week of November 15th, along with requests for proof of insurance.
- Item 5) FINANCE / BUDGET REPORT**

Dr. Paul Novak reported we received an invoice for the fence project at \$170,952.57 and an interest payment to Polk County for the land acquisition at \$13,831.25. Novak stated we should receive the audit report next month.

Item 6)

CONSENT AGENDA ITEMS

CA-1 APPROVAL OF NOVEMBER 9, 2017 MINUTES.

CA-2 CONSIDER MOTION TO APPROVE PAYMENT #5 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE CONSTRUCTION ADMIN AND OBSERVATION SERVICES FOR THE WILDLIFE EXCLUSION FENCE PROJECT IN THE AMOUNT OF \$24,016.49.

CA-3 CONSIDER MOTION TO APPROVE PAYMENT #2 TO MINTURN, INC. FOR SERVICES ON THE WILDLIFE EXCLUSION FENCE PROJECT, IN THE AMOUNT OF \$170,952.57.

CA-4 CHANGE ORDER NO. 1, INCREASING CONTRACT AMOUNT BY \$4,970.00 TO MINTURN, INC. FOR REPAIR TO THE EXISTING DRAINAGE TILE.

CA-5 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS, \$220,103.05..

CA-6 DECEMBER 2017 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 Brant Anderson to approve consent agenda items CA-1 through CA-7. VOTE: YEA: GARDNER, ANDERSON, BARBER, NILLES, NOVAK, WANGSNESS

Item 7)

REMOVED CONSENT AGENDA ITEMS: NONE

Item 8)

OLD BUSINESS

Item 8A)

RESOLUTION 2017-45, APPROVING THE ANKENY REGIONAL AIRPORT HANGAR BUILDING CONSTRUCTION STANDARDS AS RECOMMENDED BY THE LAND / HANGAR LEASE COMMITTEE.

It was moved by John Barber and seconded by Bill Gardner to approve Resolution 2017-45, approving the Ankeny Regional Airport Hangar Building Construction Standards as recommended by the Land / Hangar Lease Committee. VOTE: YEA: BARBER, GARDNER, ANDERSON, NILLES, NOVAK, WANGSNESS

Item 8B)

DISCUSSION AND DIRECTION REGARDING ANKENY REGIONAL AIRPORT SPECIAL EVENTS POLICY.

It was the consensus of the Board to have the Finance / Executive Committee: Paul Novak, Chp.; Todd Ashby and Jeff Wangsness, meet regarding the Special Events Policy, bringing a recommendation to the January 4, 2018 meeting for the Board to consider.

Item 9)

NEW BUSINESS

Item 9A)

RESOLUTION 2017-51, APPROVING THE CAPITAL IMPROVEMENT PROGRAM FOR FY 2019.

It was moved by Brant Anderson and seconded by Jake Nilles to approve Resolution 2017-51, approving the Capital Improvement Program for FY 2019. VOTE: YEA: ANDERSON, NILLES, BARBER, GARDNER, NOVAK, WANGSNESS

Item 9B)

RESOLUTION 2017-52, AUTHORIZING THE EXECUTION OF 2018 MANAGEMENT AGREEMENT WITH EXEC 1 AVIATION II, LLC, AS FIXED BASE OPERATOR.

It was moved by Bill Gardner and seconded by John Barber to approve Resolution 2017-52, authorizing the execution of 2018 Management Agreement with Exec 1 Aviation II,

LLC, as Fixed Base Operator. VOTE: YEA: GARDNER, BARBER, ANDERSON, NILLES, NOVAK, WANGSNESS

Item 9C) RESOLUTION 2017-53, APPROVING A SUBCONSULTANT AGREEMENT WITH CONSTRUCTION MATERIAL TESTING COMPANY FOR THE GEOTECHNICAL ENGINEERING SERVICES NEEDED FOR THE 2018 TAXIWAY RECONSTRUCTION AND REHABILITATION PROJECT, FAA AIP 3-9-0132-024 (FY18).

Paul Moritz stated this type of subconsultant agreement used to fall under the “umbrella” of the engineering agreement. The FAA and McClure Engineering prefer that this be a separate agreement.

It was moved by John Barber and seconded by Bill Gardner to approve Resolution 2017-53, approving a Subconsultant Agreement with Construction Material Testing Company for the Geotechnical Engineering Services needed for the 2018 Taxiway Reconstruction and Rehabilitation Project. VOTE: YEA: BARBER, GARDNER, ANDERSON, NILLES, NOVAK, WANGSNESS

Item 10) REPORTS

Item 10A) ENGINEERING REPORT

a. WILDLIFE EXCLUSION FENCE PROJECT.

Andy Maysent, McClure Engineering reported the fence pole setting is 80-90% done. Next week they have scheduled the culvert crossings, looking at fence completion in mid-January, 2018. John Barber stated there is a gap in the fence along I-35 where it ties into the Casey’s fence he would like McClure Engineering to look into.

b. PROPERTY LINE STAKING FOR HOUSBY-MACK SITE GRADING WORK.

Jeff Wangsness stated Housby-Mack has purchased an equipment dealership and is having some grading work done. The property lines were staked to keep them from placing dirt on the airport property.

Item 10B) STAFF REPORT

a. UPDATE REGARDING APPOINTMENT OF BOARD MEMBERS TO THE PCAA BY POLK COUNTY.

Paul Moritz reported that Paul Novak and Bill Gardner, PCAA Board Members appointed by Polk County, will be reappointed, according to Steve Van Oort, and should receive their confirmation letters in the mail.

b. UPDATE ON PLANNING CONSULTANT AGREEMENT.

Paul Moritz stated after meeting with Jerry Searle and the Finance/Executive Committee it was determined that a Master Agreement was needed to formalize the relationship between the Authority and Searle for his Planning services. Jeff Wangsness stated this type of planning service used to fall under the “umbrella” of the engineering agreement. The FAA and McClure Engineering prefer that this be a separate agreement. Jeff stated this proposal will be submitted for approval at the January 4, 2018 meeting.

c. CLARK PROPERTY: WATER SHUT-DOWN, SECURITY AND DEMOLITION BID.

Paul Moritz reported the water has been shut off at the Clark property and no trespassing signs have been put in place, with a chain and padlock on the gate. Paul stated he received a bid to demolish everything out there for \$89,500.00. Paul stated he would notify Polk County that the property has been vacated, that there is no need to inspect the septic system. Jeff Wangsness stated the Board isn’t at a place yet to decide what to do with the buildings on the property.

d. REVOLVING BEACON REPAIRS.

Paul Moritz stated Baker Electric has determined the brushes are bad in the Beacon. Baker will need to make new brushes. The cost for two sets of brushes is \$70.00. Paul

stated he would send out the specs for bids to have the beacon pole painted in the spring.

Item 10C) LEGAL COUNSEL REPORT: NONE

Item 10D) BOARD REPORT: NONE

Item 10E) CHAIR REPORT: NONE

Item 11) ADJOURN

There being no further business, it was moved by Dr. Paul Novak and seconded by Bill Gardner to adjourn the meeting. VOTE: YEA: NOVAK, GARDNER, ANDERSON, BARBER, NILLES, WANGSNESS

The meeting adjourned at 5:50 p.m.

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

Published in the Des Moines Register on the 22nd day of December, 2017.

