

POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, December 8, 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, 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. Representing Snyder & Associates was Scott Port. Representing EXEC 1 were Dan Stull and J.R. Boesen. Representing McClure Engineering were Andy Maysent and Jay Pudenz.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Dr. Paul Novak and seconded by Brant Anderson to approve the agenda without amendment. VOTE: YEA: NOVAK, ANDERSON, GARDNER, NILLES, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS - NONE**
- Item 4) FINANCE / BUDGET REPORT**
Dr. Paul Novak stated the Repairs and Maintenance were over budget by \$1,988.09 due to the hangar medium upgrade and the runway repairs. Elder received their annual lump sum payment of \$7,950 for snow clearing services. This is the last year for Elder's snow clearing agreement. Snow clearing will be put out for bid in the Spring, 2017. John Barber arrived at 5:01 p.m.
- Item 5) FBO REPORT**
Item 5A) FUEL REPORT
Item 5B) INSPECTION REPORT
Item 5C) HANGAR TENANT WAITING LIST REPORT
Item 5D) TENANT CONCERNS AND RESPONSE REPORT
Dan Stull stated fuel sales have increased with the completion of the construction and opening of the runway. Stull inquired if lease renewals could be sent out a couple months earlier than November so the tenants have time to give adequate notice if they don't intend to renew their lease. Stull stated with the holidays it is hard to get in touch with people and you really need to scramble to have a new lease signed by January 1. Jeff Wangsness stated that is a good suggestion. Amy Beattie stated that was an acceptable change. Stull inquired if he can change burnt out exterior lights to LED lights. Jeff stated yes, that would be the most efficient choice.
- Item 6) CONSENT AGENDA ITEMS**
CA-1 APPROVAL OF NOVEMBER 10, 2016 MINUTES.
CA-2 CONSIDER MOTION TO APPROVE PAYMENT #2 (FINAL/RETAINAGE) 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 \$504.00.

- CA-3 CONSIDER MOTION TO APPROVE PAYMENT #162 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH OCTOBER 31, 2016 IN THE AMOUNT OF \$2,552.88.**
- CA-4 CONSIDER MOTION TO APPROVE PAYMENT #17 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$406.04.**
- CA-5 CONSIDER MOTION TO APPROVE PAYMENT #1 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE SOUTH APRON GRADING AND PAVING PHASE 1, IN THE AMOUNT OF \$5,485.61.**
- CA-6 CONSIDER MOTION T O APPROVE PAYMENT #1 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE 2017 RAMP REHAB PROJECT, IN THE AMOUNT OF \$2,062.75.**
- CA-7 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$28,621.79.**
- CA-8 NOVEMBER 2016 FINANCIAL REPORTS**
- CA-9 ACCOUNTS RECEIVABLE AGING SUMMARY**

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-9.

It was moved by Dr. Paul Novak and seconded by Bill Gardner to approve consent agenda items CA-1 through CA-9. VOTE: YEA: NOVAK, GARDNER, ANDERSON, BARBER, NILLES, WANGSNESS

Item 7) REMOVED CONSENT AGENDA ITEMS: NONE

Item 8) OLD BUSINESS

Item 8A) DISCUSSION: LOCATION OF GATES FOR MCCLURE DESIGN OF WILDLIFE EXCLUSION FENCE.

Jay Pudenz handed out a diagram showing current gate locations. Paul Moritz stated Bruce Johnson, farm tenant, agreed there are more fences than are needed. Moritz stated there is a "through the fence" easement with Elwell. Moritz stated that easement was "grandfathered in" since the FAA no longer allows developing such agreements. Moritz will check with the FAA to see if that gate can be replaced with a new gate when the new fence is constructed. The easement states it is to be an automatic gate, installed at the expense of the PCAA. Jay stated the biggest challenge and gate expense is at the drainage crossing, for which there is at least one location.

Item 9) NEW BUSINESS

Item 9A) RESOLUTION 2016-37, APPROVING THE CAPITAL IMPROVEMENT PROGRAM FOR FY 2018.

It was moved by John Barber and seconded by Brant Anderson to approve Resolution 2016-37, approving the Capital Improvement Program for FY 2018. VOTE: BARBER, ANDERSON, GARDNER, NILLES, NOVAK, WANGSNESS

Item 9B) RESOLUTON 2016-38, AUTHORIZNING THE EXECUTION OF 2017 MANAGEMENT AGREEMENT WITH EXEC 1 AVIATION II, LLC, AS FIXED BASE OPERATOR.

It was moved by Brant Anderson and seconded by Bill Gardner to approve Resolution 2016-38, authorizing the execution of 2017 Management Agreement with Exec 1 Aviation II, LLC, as Fixed Base Operator. VOTE: ANDERSON, GARDNER, BARBER, NILLES, NOVAK, WANGSNESS

Item 9C) RESOLUTION 2016-39, APPROVING A REIMBURSEMENT AGREEMENT WITH KNAPP-ELWELL, LC.

Amy Beattie stated this will be moved to the January 5, 2017 meeting.

Item 9D) DISCUSSION: ADJUSTMENT IN FARM LEASE RATES.

Paul Moritz stated Bruce Johnson is asking that his farm rental fee be lowered from \$250 per month to \$240 per month, which is based on the farm rental averages compiled by Iowa State. Amy Beattie asked the Board to keep in mind this farm ground is very checkerboard, cut up and difficult to farm. It was the consensus of the Board to bring this back to the January 5, 2017 meeting for approval.

Item 9E) RESOLUTION 2016-40, APPROVING AN ENGINEERING SERVICES AGREEMENT WITH MCCLURE ENGINEERING FOR THE WILDLIFE EXCLUSION FENCE PENDING FAA AUTHORIZATION.

Paul Moritz stated he was required to receive an Independent Fee Estimate, which he has received and submitted to the FAA. The FAA has found the pricing quoted by McClure Engineering to be acceptable and has given the Authority authorization to go ahead with the Engineering Services Agreement. John Barber stated that in reviewing the agreement, he had sticker shock in regard to the hourly fee for the work required to establish the boundary. Barber stated since we have Snyder & Associates as the engineering firm on contract, which the Authority has a long history with, he feels as though Snyder & Associates should have documentation on hand that would allow them to put together a boundary survey pretty quickly. Amy Beattie stated she thought a boundary survey was completed about five years ago. Andy Maysent thanked John for his comments and stated he is happy to have an opportunity to work with Snyder & Associates to use information already compiled to establish the perimeter from the boundary survey.

It was moved by Dr. Paul Novak and seconded by Jake Nilles to approve an Engineering Services Agreement with McClure Engineering for the Wildlife Exclusion Fence Pending FAA Authorization. VOTE: NOVAK, NILLES, ANDERSON, BARBER, GARDNER, WANGSNESS

Item 9F) RESOLUTION 2016-40, APPROVING A LEASE AGREEMENT EARLY TERMINATION DATE OF NOVEMBER 30, 2016 FOR BRAVO CHARLIE LLC, HANGAR D-08. APPROVING A LEASE AGREEMENT FOR TOM MERFELD FOR HANGAR D-08 WITH A TERMINATION DATE OF DECEMBER 31, 2016.

It was moved by John Barber and seconded by Dr. Paul Novak to approve Resolution 2016-40, approving all lease changes as listed. VOTE: YEA: BARBER, NOVAK, ANDERSON, GARDNER, NILLES, WANGSNESS

Item 10) REPORTS

Item 10A) ENGINEERING REPORT

a. REVISED PROPOSAL FROM PERFICUT FOR VEGETATION CONTROL.

Scott Port submitted a revised quote from Perficut for the years 2017-2019 in which the cost has been reduced by eliminating some items that will be taken care of by construction of the new fence.

It was moved by Brant Anderson and seconded by Jake Nilles to approve the revised proposal submitted by Perficut for Vegetation Control for the years 2017-2019. VOTE: YEA: ANDERSON, NILLES, BARBER, GARDNER, NOVAK, WANGSNESS

Scott Port stated the PAPI flight check for Runway 18/36 is scheduled for December 23, 2016. The high beam runway lights are now functional, but cannot be used until after approval from the flight check.

Item 10B) STAFF REPORT

a. UPDATE ON TREE OBSTRUCTIONS ON RUNWAY 22 APPROACH.

Paul Moritz stated the trees that were designated by the FAA for removal have been flagged. Moritz stated he will get a quote to remove the trees.

Moritz thanked Dan Stull, EXEC 1 Aviation, for his assistance by posting a NOTEM (notice to airmen) when Paul receives a call that a drone will be flying within two miles of the airport.

Item 10C) LEGAL COUNSEL REPORT

Amy Beattie stated she has not received any further information from Altoona regarding payment for the back fill amount owed to the Authority. Beattie stated we may need a closed session at the January 5, 2017 meeting.

Item 10D) BOARD REPORT

Bill Gardner stated he may have information to share in the near future regarding the property the Authority has for sale. John Barber stated he is concerned about the historical documents, regarding the airport, which should exist with Snyder & Associates, and how they are being kept. Barber stated there should be a file where these documents can be easily located and accessible.

Todd Ashby arrived at 5:46 p.m.

Item 10E) CHAIR REPORT

Jeff Wangsness stated Don Clark, property owner by LGI property, contacted him asking who we had lined up to shovel the walks. Paul Moritz said he would check with LGI to see who they have shoveling for them.

Item 11) ADJOURN

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

The meeting adjourned at 5:52 p.m.

Attest: _____
Todd Ashby, Secretary

Signed: _____
Jeff Wangsness, Chairperson

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