

**POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, December 10, 2015, 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, NOVAK, WANGSNESS

**MEMBERS ABSENT:** ASHBY, BARBER, GREUBEL

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 EXEC 1 was Dan Stull, Maintenance Manager. Representing Snyder & Associates was Scott Port and airport consultant, Jerry Searle. Representing McClure Engineering was Andy Maysent.

**Item 2A) 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, WANGSNESS

**Item 2B) AUDIENCE WITH VISITORS - NONE**

**Item 3) FINANCE / BUDGET REPORT**

Treasurer, Paul Novak, stated \$7,950.00 was paid to Elder Corporation for the snow removal. Novak stated Clifton Larson Allen is the new auditor. \$1,143.35 was paid to MidAmerican Energy reflecting an increase for leaving the runway lights on all night. Novak stated the average MidAmerican bill is \$500 to \$600. Novak stated the Pilot Control Lighting has been repaired.

**Item 4) FBO REPORT**

**FUEL REPORT**

**INSPECTION REPORT**

**HANGAR TENANT WAITING LIST REPORT**

**TENANT CONCERNS AND RESPONSE REPORT**

Dan Stull stated there has been a lot of movement with tenants since the new hangar has been completed. Jeff Wangsness asked Dan to have all the people on the waiting list contacted to verify they are still interested in renting a hangar if one becomes available. Jeff stated it is important to keep that waiting list up to date to keep the count current. Paul Moritz asked if the Medeco commercial grade locks have been installed on the previous hangar project so they are compatible with the other locks. Scott Port stated that will be taken care of on Monday, December 14, 2015.

- Item 5) CONSENT AGENDA ITEMS**
- CA-1 APPROVAL OF NOVEMBER 5, 2015 MINUTES**
  - CA-2 CONSIDER MOTION TO APPROVE PAYMENT #1 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE FENCE ENVIRONMENTAL ASSESSMENT, IN THE AMOUNT OF \$5,818.00.**
  - CA-3 CONSIDER MOTION TO APPROVE PAYMENT #150 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH OCTOBER 31, 2015 IN THE AMOUNT OF \$11,331.38.**
  - CA-4 CONSIDER MOTION TO APPROVE PAYMENT #20 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$2,221.03.**
  - CA-5 CONSIDER MOTION TO APPROVE PAYMENT #11 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON PROJECT, 2015, IN THE AMOUNT OF \$945.49.**
  - CA-6 CONSIDER MOTION TO APPROVE THE FOLLOWING INSTRUMENTS TO FACILITATE THE ACCEPTANCE OF THE 2015 SIX-UNIT TEE HANGAR AND APRON PROJECT: A) ENGINEER'S CERTIFICATE OF COMPLETION; B) RESOLUTION 2015-48, ACCEPTING THE PUBLIC IMPROVEMENT WITH JENSEN BUILDERS, LTD.; C) JENSEN BUILDERS LTD. CHANGE ORDER #3, REDUCING COST (\$2,292.00); D) PAYMENT #6 (RETAINAGE RELEASE) TO JENSEN BUILDERS LTD. IN THE AMOUNT OF \$16,999.09.**
  - CA-7 CONSIDER MOTION TO APPROVE CHANGE ORDER #4 TO KIMREY ELECTRIC FOR SERVICES THAT INCLUDE RUNWAY 4/22 REHABILITATION AND RUNWAY 22 THRESHOLD RELOCATION PROJECT, IN THE AMOUNT OF \$26,872.50.**
  - CA-8 CONSIDER MOTION TO APPROVE PAYMENT #4 TO KIMREY ELECTRIC FOR SERVICES THAT INCLUDE RUNWAY 4/22 REHABILITATION AND RUNWAY 22 THRESHOLD RELOCATION PROJECT, IN THE AMOUNT OF \$25,528.87.**
  - CA-9 APPROVAL OF BILLS AND TRANSFER OF NECESSRY FUNDS \$87,618.73.**
  - CA-10 NOVEMBER 2015 FINANCIAL REPORTS**
  - CA-11 ACCOUNTS RECEIVABLE AGING SUMMARY**

**MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 THROUGH CA-11.**

It was moved by Brant Anderson and seconded by Bill Gardner to approve consent agenda items CA-1 through CA-11. VOTE: YEA: ANDERSON, GARDNER, NOVAK, WANGSNESS

**Item 6) REMOVED CONSENT AGENDA ITEMS: NONE**

**Item 7) OLD BUSINESS**

**Item 7A) RESOLUTION 2015-40, AUTHORIZING THE EXECUTION OF A LAND LEASE AGREEMENT WITH TOM WEISSENBURGER AND SCOTT WOLFSWINKEL OR AN ENTITY TO BE FORMED BY THEM FOR PURPOSES OF CONSTRUCTION OF A HANGAR. (DEFERRED FROM THE NOVEMBER 5, 2015 AGENDA.)**

Attorney, Amy Beattie, stated that Tom and Scott are working on finalizing details and are not ready to sign the agreement at this time.

It was moved by Dr. Paul Novak and seconded by Brant Anderson to defer Resolution 2015-40, authorizing the execution of a land lease agreement to the January 7, 2016 meeting. VOTE: YEA: NOVAK, ANDERSON, GARDNER, WANGSNESS

**Item 7B) RESOLUTION 2015-49, AUTHORIZING THE EXECUTION OF 2016 MANAGEMENT AGREEMENT WITH EXEC 1 AVIATION II, LLC, AS FIXED BASE OPERATOR.**

Attorney, Amy Beattie, stated there were two changes made to the previous Management Agreement. There was a requirement in the previous agreement asking for quarterly financial reports. This requirement was changed to a periodic listing of hangar improvements. The second change was t-hangar rent percentage going from 30% to 33% due to the construction of the new hangars.

It was moved by Brant Anderson and seconded by Bill Gardner to approve Resolution 2015-49, authorizing the execution of 2016 Management Agreement with Exec 1 Aviation II, LLC, as Fixed Base Operator. VOTE: YEA: ANDERSON, GARDNER, NOVAK, WANGSNESS

**Item 7C) RESOLUTION 2015-50, APPROVING THE FINAL AIRPORT CAPITAL IMPROVEMENT PROGRAM FOR FY 2017.**

It was moved by Bill Gardner and seconded by Dr. Paul Novak to approve Resolution 2015-50, approving the final Airport Capital Improvement Program for 2017. VOTE: YEA: GARDNER, NOVAK, ANDERSON, WANGSNESS

**Item 8) NEW BUSINESS**

**Item 8A) CONSIDER MOTION TO APPROVE CHANGE ORDER #1 REGARDING THE ENVIRONMENTAL ASSESSMENT FOR THE WILDLIFE FENCE BY MCCLURE. ADD THREE ITEMS TO THEIR SCOPE OF WORK: 1) THE CULTURAL RESOURCES SURVEY FOR THE WILDLIFE FENCE; 2) THE WETLAND DELINEATION FOR THE DRAINAGE CHANNEL IMPROVEMENTS PROJECT; 3) THE ENVIRONMENTAL ASSESSMENT FOR THE SOUTH APRON HANGAR SITES.**

Andy Maysent, McClure Engineering stated they plan to maintain the original schedule having everything completed by next summer.

It was moved by Dr. Paul Novak and seconded by Brant Anderson to approve Change Order #1 regarding the Environmental Assessment for the wildlife fence by McClure and add three items to their scope of work. VOTE: YEA: NOVAK, ANDERSON, GARDNER, WANGSNESS

**Item 8B) RESOLUTION 2015-51, AUTHORIZING THE EXECUTION OF AN AMENDMENT TO LAND LEASE AGREEMENT WITH DES MOINES METRO AVIATION, LLC.**

Attorney, Amy Beattie, stated this is an amendment to the land lease with Tom Drew for hangar construction. Paul Moritz stated Drew intends to keep the hangar the same width, Drew would like to increase the depth by 15 feet. Beattie stated the hangar pad is adjacent to the building the FAA occupies, which is leased by Exec 1. Beattie stated the Exec 1 lease is strictly for the building. The land is the property of the PCAA. The FAA is fine with the construction of the hangar as long as the FAA still has a secured parking lot. Moritz stated that Bob Boesen is concerned about legal liability and would like a legal land description. Beattie stated the legal description was obtained for the 2009 Estoppel Agreement.

It was moved by Bill Gardner and seconded by Dr. Paul Novak to approve Resolution 2015-51, authorizing the execution of an Amendment to Land Lease Agreement with Des Moines Metro Aviation, LLC. VOTE: YEA: GARDNER, NOVAK, ANDERSON, WANGSNESS

**Item 8C) MOTION TO APPROVE REQUEST FROM BRUCE JOHNSON FOR PARTIAL REIMBURSEMENT OF CROP RENT PAYMENT DUE TO DISTURBED GROUND FROM THE FOURMILE DRIVE REALIGNMENT PROJECT, 16.6 ACRES.**

Amy Beattie stated Bruce Johnson had 16.6 acres of farm land disturbed by the Fourmile Drive Realignment Project. Beattie stated Johnson is asking for a onetime payment of \$2,300 even though it will take at least three years to bring the soil back to good quality. It was the consensus of the Board that this was a fair request.

It was moved by Brant Anderson and seconded by Bill Gardner to approve request from Bruce Johnson for partial reimbursement of crop rent payment due to disturbed ground from the Fourmile Drive Realignment Project, 16.6 acres. VOTE: YEA: ANDERSON, GARDNER, NOVAK, WANGSNESS

**Item 9) REPORTS**

**Item 9A) ENGINEERING REPORT**

Scott Port stated the 2015 Tee Hangar Project is complete. Port stated the Runway 4/22 PAPI (precision approach path indicator) lights were not functioning when the electricity was hooked up. The manufacturer repaired them. Port stated he is waiting for FAA approval. Port stated the preconstruction meeting for the 18/36 Lighting Project is December 18, 2015 at 10:30 a.m. at the airport conference room.

**a. Letter sent to hangar tenants regarding Hangar Lighting Project.**

Scott Port stated lighting contractor will be contacting the tenants to set up a time to have them move their plane so the light can be installed in their hangar. The contractor will also make arrangements if the tenant would like more than one light installed. If the tenant would like Exec 1 to move out the plane for the light to be installed, the tenant will need to sign a waiver of responsibility.

**b. Bid for vegetation spraying services.**

Scott Port stated he provided two quotes for vegetation services. It was the consensus of the Board to make a decision regarding the vegetation spraying at the January 7, 2016 meeting.

**Item 9B) STAFF REPORT**

**a. Site repairs by the Public Works Department**

Paul Moritz stated Ernie Colboth, Iowa Department of Transportation Office of Aviation will make a presentation at the January 7, 2016 meeting regarding wildlife. Moritz stated a Public Works crew patched the concrete in front of the main hangar door along with the sidewalk by the maintenance building.

**b. Follow up on hangar inspections**

Moritz stated there are still about eight tenants with violations. Dan Stull will follow up on this.

**Item 9C) LEGAL COUNSEL REPORT - NONE**

**Item 9D) BOARD REPORT**

Brant Anderson stated that Jeff Wangsness and Paul Moritz went with him to present to the Altoona Council the direction the airport is taking. Bill Gardner pointed out that in the new hangars there are extension cords used rather than having a flexible conduit all the way. Scott Port stated he would look into that.

**Item 9E) CHAIR REPORT**

Jeff Wangsness stated he wants the board members to be prepared to submit suggestions for the office positions of Chairperson, Secretary and Treasurer at the January 7, 2016 meeting. Wangsness stated he would also like to look into the process of staggering the terms of the board members. The current Board Policies have four board member terms ending at the same time with three more to end in two years. Wangsness pointed out that filling the position of a board member can be a time consuming process, which could leave a position vacant for a period of time.

**Item 10) 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, WANGSNESS

The meeting adjourned at 5:50 p.m.

Attest: \_\_\_\_\_  
Dr. Paul Novak, Treasurer

Signed: \_\_\_\_\_  
Jeff Wangsness, Chairperson

Published in the Des Moines Register on the 25<sup>th</sup> day of December, 2015.



