

MINUTES OF THE POLK COUNTY AVIATION AUTHORITY (PCAA)
Thursday, December 10, 2020 - 5:00 PM
Ankeny Kirkendall Library – City Council Chambers

Chairman Wangsness called the meeting to order at 5:00 PM. Board Members Dave Garrison and Joe Miller were absent. Due to the Covid-19 Pandemic, Board Members Todd Ashby and Greg Johnson as well as Jay Pudenz with McClure joined the meeting via conference call. Chairman Jeff Wangsness, Board Members Bill Gardner and Dr. Paul Novak as well as Dan Stull (Exec 1) and Andy Maysent with McClure were in attendance. Airport Board Manager Paul Moritz, Administrative Services Director Jennifer Sease and City Attorney Amy Beattie were also present.

Perfecting and Approval of the Agenda without amendment

Board Member Novak moved, second by Gardner, to approve the agenda without amendment.
Ayes: 5

Special Recognition

Chairperson Wangsness presented John Barber and Jake Nilles with plaques commemorating their years of service.

FBO Report

Dan Stull reported that the 2021 lease renewals are in process. Cables were repaired on Elder's hangar to make sure they can get the snow plows out. The rotating beacon was repaired, and they are waiting on parts for Controlled Access to repair issues with Gates 3 and 4. The self-serve fuel facility is in process. Exec 1 is working with the architect on the final construction drawings for the North Hangar Walkway, and Exec 1 has also purchased two new fuel trucks to be delivered in February.

Finance / Budget Report

Novak reported on the 12/10 listing of bills and aging summary and stated the audit is delayed until February.

Consent Agenda Items

1. Approval of November 05, 2020 minutes.
2. Payment #33 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$10,115.00.
3. Payment #12 to McClure Engineering Co., for services that include Taxiway D Access Rd & Utilities – Phase 2 in the amount of \$19,470.34.
4. Payment #3 to SandStone Management LTD, for services that include Taxiway D Access Rd. Utilities & Apron Grading – Phases 2 – 4 in the amount of \$52,799.55.
5. Approval of 12/10 Bills and Transfer of Necessary Funds, \$196,050.48.
6. December 2020 Financial Reports
7. Accounts Receivable Aging Summary

Approval of Consent Agenda Items

Board Member Gardner moved, second by Ashby, to approve Consent Agenda Items CA-1 through CA-7. Ayes: Gardner, Ashby, Johnson, Novak, Wangsness.

New Business

- A. **Resolution 2020-34.** Board Member Novak moved, second by Gardner, to adopt Resolution 2020-34 authorizing the execution of 2021 Management Agreement with Exec 1 Aviation II, LLC, as Fixed Base Operator. Ayes: Novak, Gardner, Ashby, Johnson, Wangsness.
- B. **Resolution 2020-35.** Paul Moritz presented a revised ACIP that came about after recent correspondence with the FAA. An Environmental Assessment and Needs study will need to be done. Board Member Gardner moved, second by Novak, to adopt Resolution 2020-35 approving the FY2022 Airport Capital Improvements Program for the Ankeny Regional Airport with amendment as recommended. Ayes: Gardner, Novak, Ashby, Johnson, Wangsness.

Reports

- A. Engineering Report
 - a. Taxiway D Access Road Relocation Project (Phases 2-4).
Maysent reported the project is nearing completion. They will temporary seed it through the winter and touch up in the spring.
 - b. Main Terminal Bi-Fold Door Replacement.
Pudenz reported the door is complete.
 - c. Ankeny Regional Airport Fuel Facility Project by Exec 1 Aviation.
Pudenz reported the paving and conduit are complete and the electrical and card reader installation will be done around the same time.
 - d. Taxiway D Apron and Access Roadway Paving – Phase 2 Design.
Pudenz reported this was approved for contract last month, and they are beginning the design process.
 - e. Self-Serve Fuel Facility – PCAA Paving and Electrical Work.
- B. Staff Report
 - a. PCAA Master Agreement Renewal
Moritz stated he is working with Jeff Marks, City Administrator of Altoona, to set up a meeting.
 - b. FAA Virtual 4-States Conference
Moritz attended the first half of the virtual conference.
 - c. Rotating Beacon Repair by Exec 1
Baker Electric repaired the rotating beacon.
 - d. High Line Obstruction Light
One of the three lights is out. To fix the light, it will take a 150-ft man lift. Moritz stated due to the cost to rent the man lift, it is recommended by Baker Electric to replace all three lights at the same time, which would cost about \$6500. McClure will check with DOT for funding. Board Member Ashby moved, second by Gardner, to have all three lights repaired based on the importance of the situation.
Ayes: Ashby, Gardner, Johnson, Novak, Wangsness
 - e. Foam Trailer Status – Ankeny Fire Department
The fire department acquired a foam trailer about five years ago and at that time the

City purchased 500 gallons of the foam that is used. The foam is now viewed as an outdated product. The DNR is currently completing a study of this product regarding its use and storage at airports statewide. The fire chief anticipates the DNR's findings may ban the use of the foam. The fire chief will come back with recommendations on what to do.

f. Phase 2 Box Hangar Lease Inquiry

Moritz reported on the schedule for the PurFoods lease on the box hangar and design and construction timelines. Moritz reported he got a second inquiry for another box hangar on the Phase 2 site. Moritz also reported that the P&Z Commission approved the site plan for the Phase 1 hangar for All Energy.

C. Legal Counsel Report

Beattie stated the farm leases will need to be on the January agenda for approval. Beattie reported that Tom Drew emailed inquiring about a five-year extension of his lease. His current lease ends in 2031 with two five-year extensions. Beattie stated this may be on the next agenda.

D. Board Report - None

E. Chair Report

Jeff will contact Steve Van Oort regarding options on loan maturity

Adjournment

The meeting was adjourned at 5:51 p.m.

Attest: _____
Paul Novak, Treasurer

Signed: _____
Jeff Wangsness, Chairperson

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