

**POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, February 5, 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,
GREUBEL, NOVAK, WANGSNESS
MEMBERS ABSENT: ASHBY**

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 were Craig Coon. Representing Snyder & Associates was Scott Port.

Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.
It was moved by Dr. Paul Novak and seconded by Jason Greubel to approve the agenda without amendment. VOTE: YEA: NOVAK, GREUBEL, ANDERSON, GARDNER, WANGSNESS

Item 3) AUDIENCE WITH VISITORS

Dave Vance, representing the Corvette Club of Iowa, stated that the Club is interested in bringing their event back to the airport this year on August 15 and 16, with set up on Friday night. Jeff Wangsness stated that Vance will need to get the approval of the Federal Aviation Authority and discuss details with Exec 1. It was the consensus of the Board that if the Corvette Club follows through with the requirements as outlined in the past, they will approve this event.

Mike Callison from the Iowa Aviation Heritage Museum stated he would like to be added to the March 5, 2015 agenda to further discuss and finalize plans for the “Show and Shine” event, combining an antique aircraft and car show being planned for May 16, 2015. Callison stated seven car clubs have already expressed interest in attending. Jason Greubel stated a pre-registration would give a better idea of how many will be attending and enable a limit to be put on the number of entrants. Callison asked the Attorney, Amy Beattie, to speak to the insurance agent to help get the insurance finalized to cover the event. Wangsness stated that the Museum will have to cover any attorney fees incurred regarding this event.

Chairperson, Wangsness introduced John Barber. John has been appointed by Polk County to serve on the Aviation Authority Board. John will be sworn in at the March 5, 2015 meeting.

Item 4) FINANCE / BUDGET REPORT

Treasurer, Paul Novak, stated that the list of bills includes the retainage payment for Manatt's regarding the Relocated SE Four Mile Drive Project, along with the final payment to Denman & Company for the FY14 audit.

- 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**

Craig Coon stated fuel sales were up. Coon reported the north gate is inoperative. He will check to see if the circuit breaker is under warranty. Coon stated the gate worked prior to the snow storm. Coon stated he was very impressed with Elder Corporation's work clearing the runway after the snow storm. Coon reported Elder had everything cleared off within 24 hours of the storm. Jason Greubel stated that the front sidewalks need to be shoveled.

Item 6) CONSENT AGENDA ITEMS

CA-1 APPROVAL OF JANUARY 8, 2015 MINUTES

CA-2 CONSIDER MOTION TO APPROVE PAYMENT #2 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON IN THE AMOUNT OF \$7,873.86.

CA-3 CONSIDER MOTION TO APPROVE PAYMENT #140 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH DECEMBER 31ST IN THE AMOUNT OF \$2,063.50.

CA-4 CONSIDER MOTION TO APPROVE PAYMENT #41 IN THE AMOUNT OF \$154.57 TO SNYDER & ASSOCIATES FOR SE FOUR MILE DR ROAD RELOCATION, PLANS, SPECS, BID DOCUMENTS.

CA-5 CONSIDER MOTION TO APPROVE PAYMENT #12 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$10,696.00.

CA-6 CONSIDER MOTION TO APPROVE THE FOLLOWING INSTRUMENTS TO FACILITATE THE ACCEPTANCE OF THE SE FOURMILE DRIVE RELOCATION PROJECT: a) ENGINEER'S CERTIFICATE OF COMPLETION; b) RESOLUTION 2015-06 ACCEPTING THE PUBLIC IMPROVEMENT WITH MANATTS INC.; c) PAYMENT NO. 11 (RETAINAGE RELEASE) TO MANATTS INC. IN THE AMOUNT OF \$61,314.06.

CA-7 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$101,052.06.

CA-8 JANUARY 2015 FINANCIAL REPORTS

CA-9 ACCOUNTS RECEIVABLE AGING SUMMARY

CA-10 CONSIDER MOTION TO ADOPT RESOLUTION 2015-07, SETTING A PUBLIC HEARING ON THE POLK COUNTY AVIATION AUTHORITY PROPOSED FISCAL YEAR 2014-2015 REVISED BUDGET AND THE

**PROPOSED FISCAL YEAR 2015-2016 BUDGET. (DATE OF HEARING:
MARCH 5, 2015 – 5:00 P.M.)**

- Item 7) MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 THROUGH CA-10.**
It was moved by Jason Greubel and seconded by Brant Anderson to approve consent agenda items CA-1 through CA-10. VOTE: YEA: GREUBEL, ANDERSON, GARDNER, NOVAK, WANGSNESS
REMOVED CONSENT AGENDA ITEMS: NONE
- Item 8) OLD BUSINESS**
Item 8A) DISCUSSION AND DIRECTION REGARDING COLLECTING TEE HANGAR DEPOSITS
Jennifer Sease, Administrative Services Director stated Resolution 2006-76, approved November 9, 2006, revised the lease for tee hangars and garages redefining the requirements for a deposit. After much discussion it was the consensus of the Board to mail back any deposit checks that were recently submitted and revisit the subject at the November 5, 2015 meeting when it is time for the tenants to renew their leases.
- Item 9) NEW BUSINESS**
Item 9A) RESOLUTION 2015-08, AUTHORIZING THE EXECUTION OF A FARM LEASE WITH DENNIS MILLER.
It was moved by Dr. Paul Novak and seconded by Brant Anderson to adopt Resolution 2015-08, authorizing the execution of a farm lease with Dennis Miller.
VOTE: YEA: NOVAK, ANDERSON, GARDNER, GREUBEL, WANGSNESS
- Item 9B) RESOLUTION 2015-09, AUTHORIZING THE SETTING OF A HEARING ON A PROPOSAL BY DES MOINES METRO AVIATION, LLC TO LEASE CERTAIN PUBLIC PROPERTY FOR CONSTRUCTION OF A HANGAR.**
(DATE OF HEARING: MARCH 5, 2015 – 5:00 P.M.)
It was moved by Jason Greubel and seconded by Bill Gardner to adopt Resolution 2015-09, setting a hearing on proposal by Des Moines Metro Aviation, LLC to lease public property for construction of a hangar.
VOTE: YEA: GREUBEL, GARDNER, ANDERSON, NOVAK, WANGSNESS
- Item 9C) RESOLUTION 2015-10, FIXING A DATE FOR A HEARING ON PLANS, SPECIFICATIONS, OPINION OF PROBABLE COST AND FORM OF CONTRACT AND TAKING OF BIDS FOR THE 2015 SIX-UNIT TEE HANGAR AND APRON PROJECT AT ANKENY REGIONAL AIRPORT.**
(BID LETTING FEBRUARY 24, 2015 AT 10:30 A.M. / HEARING MARCH 5, 2015 AT 5:00 P.M.)
It was moved by Brant Anderson and seconded by Bill Gardner to adopt Resolution 2015-10, fixing a date for a hearing on plans, specifications, opinion of probable cost and form of contract and taking of bids for the 2015 Six-Unit Tee Hangar and Apron Project at Ankeny Regional Airport. Bid letting February 24 at 10:30 a.m. / Hearing March 5 at 5:00 p.m.
VOTE: YEA: ANDERSON, GARDNER, GREUBEL, NOVAK, WANGSNESS

Item 9D) RESOLUTION 2015-11, APPROVING THE PROFESSIONAL SERVICES AGREEMENT WITH SNYDER & ASSOCIATES, INC. FOR THE ENGINEERING SERVICES ASSOCIATED WITH THE RW 18/36 HIRL AND TAXIWAY A, B, AND C MITL PROJECT.

Scott Port, Snyder & Associates, stated the cost for services provided by Snyder & Associates, up to \$811,000, is greater than the original estimate, \$500,000, due to the change in the scope of services. During the project walk through, it was determined that the main hangar sits on top of all the electrical components. The electrical system will need to be rerouted to the north side of the hangar. Port reviewed the engineering scope, including but not limited to, new taxiway lights and new lighted signs on Runway 18/36. Taxiway lights will be replaced with a new LED light system. Brant Anderson stated that LED lights need heaters to keep the snow away so the lights are visible. Jason Greubel stated incandescent lights will be used on the runways. The LED lights will just be placed on the taxiways where light heaters are not a FAA requirement. Scott Port stated a change in the lighting can be made at a later date at minimal expense. Paul Moritz stated he is waiting for FAA approval of the changes.

It was moved by Jason Greubel and seconded by Bill Gardner to adopt Resolution 2015-11, approving the Professional Services Agreement with Snyder & Associates, Inc., for engineering services associated with the RW 18/36 HIRL AND Taxiway A, B, AND C MITL Project, contingent on the approval by the FAA.

VOTE: YEA: GREUBEL, GARDNER, ANDERSON, NOVAK, WANGSNESS

Item 10) REPORTS

Item 10A) ENGINEERING REPORT

Scott Port, Snyder & Associates, stated the Rehabilitate Runway 4/22 and Relocate Runway 22 Threshold Project should begin mid-April. There will be a change order submitted for this project at the March 5, 2015 meeting that will include upgrading the lighting to LED, pavement markings and a construction access road to the end of the runway. Port stated he received two quotes for the wetland mowing. Perficut came in with the low mowing bid of \$1,875.00. It was the consensus of the Board to give Perficut authority to mow the wetlands if Exec 1 has deemed the conditions right for access to the wetlands.

Item 10B) STAFF REPORT

Paul Moritz stated in regard to the 200 foot US Cellular tower that fell down, the City planning staff notified US Cellular that they could not put the tower back up without variance of approval. US Cellular filled out a form with the FAA that has a 45 day response process. Once they receive a response from the FAA, it will be presented to the Airport Board of Adjustment. The tower US Cellular wants to install is 160 feet, still above the allowable limit. Moritz stated that the Airport Board of Adjustment would like to know the Aviation Authority Board's thoughts about the tower. Attorney, Amy Beattie, stated the ordinance provides for input from the PCAA Board. Beattie suggested it be placed on the March 5, 2015 agenda for more discussion and resolution in support for or against. Jeff Wangsness stated that not knowing what other information could be presented at the March meeting, which he will not be able to attend, he would not have any objection to giving them a variance unless there is an FAA reason why it should not be there.

Paul Moritz left at 5:58 p.m.

Item 10C) LEGAL COUNSEL REPORT - NONE

Item 10D) BOARD REPORT - NONE

Item 10E) CHAIR REPORT

Jeff Wangsness stated Dr. Paul Novak inspected a new hangar to see what the lighting was like. Novak reported the new lighting was too bright. Novak stated one light that dispersed the light evenly would be better and more cost effective. After much discussion, it was the consensus of the Board to install one new fixture in a hangar to see the results before making a decision on what to do for all the hangars. Jennifer Sease asked Scott Port to look into a possible State DOT project grant regarding the replacement of the lights in the older tee hangars.

Item 11) ADJOURN

There being no further business, it was moved by Jason Greubel and seconded by Dr. Paul Novak to adjourn the meeting. VOTE: YEA: GREUBEL, NOVAK, ANDERSON, GARDNER, WANGSNESS

The meeting adjourned at 6:10 p.m.

Attest: _____
Jason Greubel, Secretary

Signed: _____
Jeff Wangsness, Chairperson

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