

POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, March 9, 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, ASHBY, BARBER, GARDNER, NILLES, NOVAK  
**MEMBERS ABSENT:** WANGSNESS  
Acting Chairperson, Todd Ashby, 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. Dan Stull was present from EXEC 1. Representing McClure Engineering was Jay Pudenz.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**  
It was moved by Brant Anderson and seconded by Jake Nilles to approve the agenda without amendment. VOTE: YEA: ANDERSON, NILLES, ASHBY, BARBER, GARDNER, NOVAK
- Item 3) AUDIENCE WITH VISITORS**  
Mike Callison, President of the Iowa Aviation Heritage Museum, stated the museum would like to host a “Show and Shine” event, combining an antique aircraft and car show in conjunction with the Mustang Club on May 20, 2017. Callison asked that discussion and possible approval be on the April agenda. Paul Moritz stated Callison will need to fill out the Special Event application and a map showing where everything will be located. Callison will also need approval from Exec 1, considering there will be two construction projects underway.
- Item 4) PUBLIC HEARING 2017-01**  
**Item 4A) HOLD AND CLOSE PUBLIC HEARING**  
Acting Chairperson Ashby announced this as the time and place for the public hearing on the FY2016-2017 revised budget and proposed budget for FY 2017-2018. Notice of this hearing was published in the Des Moines Register on February 20, 2017. There were no written comments received on the proposed budget. Acting Chairperson Ashby inquired if there was anyone present to be heard for or against said proposed budgets. Administrative Services Director, Jennifer Sease, reviewed the proposed budget with the board. Hearing no one against said proposed budget, Acting Chairperson Ashby called for a motion to close the public hearing.  
  
It was moved by John Barber and seconded by Bill Gardner to close Public Hearing #2017-01. VOTE: YEA: BARBER, GARDNER, ANDERSON, ASHBY, NILLES, NOVAK
- Item 4B) RESOLUTION 2017-10, APPROVING OF PROPOSED FY 2016-2017 REVISED BUDGET AND THE PROPOSED FY 2017-2018 BUDGET.**  
It was moved by Dr. Paul Novak and seconded by Bill Gardner to adopt Resolution 2017-10, approving of proposed FY 2016-2017 Revised Budget and the proposed FY 2017-2018 Budget. VOTE: YEA: NOVAK, GARDNER, ANDERSON, ASHBY, BARBER, NILLES

**Item 5) PUBLIC HEARING 2017-02**  
**Item 5A) HOLD AND CLOSE PUBLIC HEARING**

Acting Chairperson Ashby announced this is the time and place for a public hearing on the adoption of plans, specifications, form of contract and opinion of probable costs for the construction of certain public improvements described as: South Apron Grading and Paving Phase 1 Project. Notice of this hearing was published in the Des Moines Register on February 20, 2017. There were no written comments received on the proposed project. Acting Chairperson Ashby inquired if there was anyone present to be heard for or against said proposed project.

Scott Port, Snyder and Associates, stated the engineer's estimate base bid was \$441,059.00. Successful bidder was Jensen Builders, Des Moines, IA, at \$335,700.00. A total of ten bids were received and filed. Hearing no one against said project, Acting Chairperson Ashby called for a motion to close the public hearing.

It was moved by John Barber and seconded by Bill Gardner to close Public Hearing #2017-02. VOTE: YEA: BARBER, GARDNER, ANDERSON, ASHBY, NILLES, NOVAK

**Item 5B) RESOLUTION 2017-11, ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND OPINION OF PROBABLE COST FOR THE SOUTH APRON GRADING AND PAVING PHASE 1 PROJECT AT ANKENY REGIONAL AIRPORT.**

It was moved by Jake Nilles and seconded by Dr. Paul Novak to adopt Resolution 2017-11 adopting plans, specifications, form of contract and opinion of probable cost (\$441,059.00) for the : South Apron Grading and Paving Phase 1 Project. VOTE: YEA: NILLES, NOVAK, ANDERSON, ASHBY, BARBER, GARDNER

**Item 5C) RECEIVE AND FILE REPORT OF BIDS RECEIVED ON MARCH 1, 2017.**

It was moved by Jake Nilles and seconded by Dr. Paul Novak to receive and file the report of bids received on March 1, 2017. VOTE: YEA: NILLES, NOVAK, ANDERSON, ASHBY, BARBER, GARDNER

**Item 5D) RESOLUTION 2017-12, AWARDING CONSTRUCTION CONTRACT FOR THE SOUTH APRON GRADING AND PAVING PHASE 1 PROJECT AT ANKENY REGIONAL AIRPORT.**

It was moved by John Barber and seconded by Brant Anderson to approve Resolution 2017-12, awarding construction contract to Jensen Builders, Des Moines, IA, for \$335,700.00 for the South Apron Grading and Paving Phase 1 Project. VOTE: YEA: BARBER, ANDERSON, ASHBY, GARDNER, NILLES, NOVAK

**Item 6) PUBLIC HEARING 2017-03**  
**Item 6A) HOLD AND CLOSE PUBLIC HEARING**

Acting Chairperson Ashby announced this is the time and place for a public hearing on the adoption of plans, specifications, form of contract and opinion of probable costs for the construction of certain public improvements described as: 2017 Ramp Rehabilitation Project. Notice of this hearing was published in the Des Moines Register on February 20, 2017. There were no written comments received on the proposed project. Acting Chairperson Ashby inquired if there was anyone present to be heard for or against said proposed project.

Scott Port, Snyder and Associates, stated the engineer's estimate base bid was \$157,026.00. Successful bidder was RW Excavating Solutions LC, Prairie City, IA, at

\$133,056.20. A total of five bids were received and filed. Hearing no one against said project, Acting Chairperson Ashby called for a motion to close the public hearing.

It was moved by Jake Nilles and seconded by Brant Anderson to close Public Hearing #2017-03. VOTE: YEA: NILLES, ANDERSON, ASHBY, BARBER, GARDNER, NOVAK

**Item 6B) RESOLUTION 2017-13, ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND OPINION OF PROBABLE COST FOR THE 2017 RAMP REHABILITATION PROJECT AT ANKENY REGIONAL AIRPORT.**

It was moved by John Barber and seconded by Jake Nilles to adopt Resolution 2017-13 adopting plans, specifications, form of contract and opinion of probable cost (\$157,026.00) for the : 2017 Ramp Rehabilitation Project. VOTE: YEA: BARBER, NILLES, ANDERSON, ASHBY, GARDNER, NOVAK

**Item 6C) RECEIVE AND FILE REPORT OF BIDS RECEIVED ON MARCH 1, 2017.**

It was moved by John Barber and seconded by Jake Nilles to receive and file the report of bids received on March 1, 2017. VOTE: YEA: BARBER, NILLES, ANDERSON, ASHBY, GARDNER, NOVAK

**Item 6D) RESOLUTION 2017-14, AWARDING CONSTRUCTION CONTRACT FOR THE 2017 RAMP REHABILITATION PROJECT AT ANKENY REGIONAL AIRPORT.**

It was moved by John Barber and seconded by Bill Gardner to approve Resolution 2017-14, awarding construction contract to RW Excavating Solutions LC, Prairie City, IA, for \$133,056.20 for the 2017 Ramp Rehabilitation Project. VOTE: YEA: BARBER, GARDNER, ANDERSON, ASHBY, NILLES, NOVAK

**Item 7) FBO REPORT**

**Item 7A) FUEL REPORT**

**Item 7B) INSPECTION REPORT**

**Item 7C) HANGAR TENANT WAITING LIST REPORT**

**Item 7D) TENANT CONCERNS AND RESPONSE REPORT**

Dan Stull stated it has been a quiet month with nothing new to report.

**Item 8) FINANCE / BUDGET REPORT**

Dr. Paul Novak stated Jennifer Sease covered everything during Public Hearing 2017-01.

**Item 9) CONSENT AGENDA ITEMS**

**CA-1 APPROVAL OF FEBRUARY 9, 2017 MINUTES.**

**CA-2 CONSIDER MOTION TO APPROVE PAYMENT #165 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH JANUARY 31, 2017 IN THE AMOUNT OF \$1,148.35.**

**CA-3 CONSIDER MOTION TO APPROVE PAYMENT #20 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$1,588.68.**

**CA-4 CONSIDER MOTION TO APPROVE PAYMENT #4 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE SOUTH APRON GRADING AND PAVING PHASE 1, IN THE AMOUNT OF \$5,738.35.**

**CA-5 CONSIDER MOTION T O APPROVE PAYMENT #4 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE 2017 RAMP REHAB PROJECT, IN THE AMOUNT OF \$5,115.85.**

- CA-6 CONSIDER MOTION TO APPROVE PAYMENT #2 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE IDOT RISE GRANT APPLICATION PROJECT, IN THE AMOUNT OF \$523.00.**
- CA-7 CONSIDER MOTION TO APPROVE PAYMENT #2 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE WILDLIFE EXCLUSION FENCE SERVICES THROUGH JANUARY 28, 2017 IN THE AMOUNT OF \$33,706.00.**
- CA-8 CONSIDER MOTION TO APPROVE PAYMENT #3 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE REPLACE RUNWAY 18/36 PAPI PROJECT, IN THE AMOUNT OF \$1,000.00.**
- CA-9 CONSIDER MOTION TO APPROVE THE FOLLOWING INSTRUMENTS TO FACILITATE THE ACCEPTANCE OF THE REPLACE RUNWAY 18/36 PAPI PROJECT a) ENGINEER'S CERTIFICATE OF COMPLETION; b) RESOLUTION 2017-15, ACCEPTING THE PUBLIC IMPROVEMENTS AS COMPLETED BY KIMREY ELECTRIC, INCLUDING AUTHORIZATION OF RETAINAGE RELEASE AFTER 30 DAYS IN THE AMOUNT OF \$2,200.00.**
- CA-10 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS, AS OF FEBRUARY 28, 2017, IN THE AMOUNT OF \$92,166.00.**
- CA-11 FEBRUARY 2017 FINANCIAL REPORTS**
- CA-12 ACCOUNTS RECEIVABLE AGING SUMMARY**
- MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-12.**
- It was moved by Jake Nilles and seconded by Brant Anderson to approve consent agenda items CA-1 through CA-12. VOTE: YEA: NILLES, ANDERSON, ASHBY, BARBER, GARDNER, NOVAK

- Item 10) REMOVED CONSENT AGENDA ITEMS: NONE**
- Item 11) OLD BUSINESS**  
**WILDLIFE EXCLUSION FENCE DESIGN – MCCLURE ENGINEERING.**  
 Jay Pudenz, McClure Engineering, stated he plans to receive bids for the fence project on April 26, 2017 at Ankeny City Hall.
- Item 12) NEW BUSINESS**  
**RESOLUTION 2017-16, APPROVE THE LEASE AGREEMENTS WITH THE INDIVIDUALS AND / OR ORGANIZATIONS DETAILED ON THE ATTACHED LIST.**  
 It was moved by Brant Anderson and seconded by Bill Gardner to approve Resolution 2017-16, approving the lease agreements with the individuals and / or organizations as listed. VOTE: ANDERSON, GARDNER, ASHBY, BARBER, NILLES, NOVAK
- Item 13) REPORTS**
- Item 13A) ENGINEERING REPORT**
- a. MIGRATORY BIRD PERMIT RENEWAL.**  
 Paul Moritz informed the Board that the Migratory Bird Permit has been renewed for the airport for mitigation purposes.
- b. UPDATE ON RUNWAY 22 TREE REMOVALS.**  
 Scott Port stated ¾ of the trees are down, with little disturbance to the surrounding area.
- c. IPAA 2017 AIRPORT CONFERENCE, APRIL 11-13 IN CEDAR RAPIDS.**  
 Paul Moritz stated the IPAA 2017 Airport Conference is April 11-13 in Cedar Rapids if anyone is interested in attending. Moritz plans to attend on April 12<sup>th</sup>.
- Item 13B) STAFF REPORT**

Paul Moritz stated there is the Phase 1 Hangar Pad Project listed in the budget for 2017. Moritz stated before we can approve Snyder and Associates to start the design of this project, there are 1.2 acres of wetland in that area that will need to be mitigated. Snyder & Associates have a basic contract for \$4500 for the first phase of this project that Moritz will have on the April 6<sup>th</sup> agenda for discussion, possible approval.

Paul Moritz stated he was contacted by Bendix Brake Company, Elyria, OH, inquiring about holding a 2-3 day event at the airport to test semi-truck brakes. After much discussion, it was the consensus of the Board to deny this event be held at the Ankeny airport.

**Item 13C) LEGAL COUNSEL REPORT - NONE**

**Item 13D) BOARD REPORT - NONE**

**Item 13E) CHAIR REPORT – NONE**

**Item 14) REQUEST FOR EXECUTIVE SESSION**

IT WAS MOVED BY BRANT ANDERSON AND SECONDED BY JOHN BARBER TO GO INTO EXECUTIVE SESSION, PURSUANT TO IOWA CODE CHAPTER 21.5, SUB-PARAGRAPH (J) "TO DISCUSS THE PURCHASE OR SALE OF PARTICULAR REAL ESTATE ONLY WHERE PREMATURE DISCLOSURE COULD BE REASONABLY EXPECTED TO INCREASE THE PRICE THE GOVERNMENTAL BODY WOULD HAVE TO PAY FOR THAT PROPERTY OR REDUCE THE PRICE THE GOVERNMENTAL BODY WOULD RECEIVE FOR THAT PROPERTY. VOTE: YEA: ANDERSON, BARBER, ASHBY, GARDNER, NILLES, NOVAK

**(FOLLOWING ADJOURNMENT OF THE EXECUTIVE SESSION, THE BOARD MAY TAKE ACTION ON ANY MATTER DISCUSSED DURING THAT EXECUTIVE SESSION.)**

Council went into Executive Session at 6:07 p.m.  
Council reconvened to regular session at 6:20 p.m.

**CONSIDER MOTION TO APPROVE**

It was moved by Jake Nilles and seconded by Brant Anderson to approve the listing agreement between the Polk County Aviation Authority and Denny Elwell Company, LC. for the sale of property VOTE: YEA: NILLES, ANDERSON, ASHBY, BARBER, NOVAK  
ABSTAIN: GARDNER

**Item 15) 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, ASHBY, BARBER, NILLES

The meeting adjourned at 6:25 p.m.

Attest: \_\_\_\_\_ Signed: \_\_\_\_\_  
Dr. Paul Novak, Treasurer Todd Ashby, Acting Chairperson

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