

**POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, March 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
MEMBERS ABSENT: ASHBY, WANGSNESS
Acting Chairperson, Jason Greubel, called the meeting to order. Present from the City of Ankeny were: Jennifer Sease, Administrative Services Director; and Margaret Waldschmitt, PCAA Recording Secretary. Attorney, Amy Beattie, was present. Representing EXEC 1 were Bob Boesen, J.R. Boesen and Craig Coon. Representing Snyder & Associates was Scott Port.
- Item 2) ADMINISTER OATH OF OFFICE TO NEW BOARD MEMBERS WITH TERM EXPIRING DECEMBER 31, 2015.
POLK COUNTY – JOHN BARBER**
The oath of office was administered to John Barber by Jason Greubel, Acting Chairperson.
- Item 3) CONFIRM SUBCOMMITTEE APPOINTMENTS AS PROPOSED**
A. FINANCE / EXECUTIVE COMMITTEE – Paul Novak, Chp., Jason Greubel, Jeff Wangsness
B. LAND / HANGAR LEASE COMMITTEE- Jason Greubel, Chp., Brant Anderson, Todd Ashby, J.R. Boesen, FBO
C. AIRPORT SECURITY COMMITTEE – Bill Gardner, Chp.; Paul Moritz, City Staff Management; Michael Current, Airport Tenant Representative; J.R. Boesen, FBO; Dustin Leo, DGR Engineering; Police Chief Gary Mikulec, Ankeny Police Department; Captain Makai Echer, Ankeny Police Department; Deputy Chief Rob Chiappano, Ankeny Fire Department
D. SPECIAL EVENTS COMMITTEE – Paul Novak, Chp., John Barber, Jeff Wangsness
E. LAND ACQUISITION COMMITTEE – Jeff Wangsness, Chp., Bill Gardner, Todd Ashby
- It was moved by John Barber and seconded by Brant Anderson to approve the Subcommittee Appointments. VOTE: YEA: BARBER, ANDERSON, GARDNER, GREUBEL, NOVAK
- Item 4) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Brant Anderson and seconded by Dr. Paul Novak to approve the agenda without amendment. VOTE: YEA: ANDERSON, NOVAK, BARBER, GARDNER, GREUBEL
- Item 5) AUDIENCE WITH VISITORS - none**

Item 6) PUBLIC HEARING 2015-01

Item 6A) HOLD AND CLOSE PUBLIC HEARING

Acting Chairperson Greubel announced this as the time and place for the public hearing on the FY2014-2015 revised budget and proposed budget for FY 2015-2016. Notice of this hearing was published in the Des Moines Register on February 20, 2015. There were no written comments received on the proposed budget. Acting Chairperson Greubel 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 Greubel called for a motion to close the public hearing.

It was moved by Bill Gardner and seconded by Dr. Paul Novak to close Public Hearing #2015-01. VOTE: YEA: GARDNER, NOVAK, ANDERSON, BARBER, GREUBEL

Item 6B) RESOLUTION 2015-12, APPROVING OF PROPOSED FY 2014-2015 REVISED BUDGET AND THE PROPOSED FY 2015-2016 BUDGET

It was moved by Brant Anderson and seconded by Dr. Paul Novak to adopt Resolution No. 2015-12, approving of proposed FY 2014-2015 Revised Budget and the proposed FY 2015-2016 Budget. VOTE: YEA: ANDERSON, NOVAK, BARBER, GARDNER, GREUBEL

Item 7) PUBLIC HEARING 2015-02

Item 7A) HOLD AND CLOSE PUBLIC HEARING

Acting Chairperson Greubel announced this as the time and place for the public hearing on the execution of a Land Lease Agreement with Des Moines Metro Aviation, LLC for purposes of construction of a hangar. Notice of this hearing was published in the Des Moines Register on February 20, 2015. There were no written comments received on the proposed Land Lease. Acting Chairperson Greubel inquired if there was anyone present to be heard for or against said proposed Land Lease.

Todd Ashby arrived at 5:18 p.m.

Attorney, Amy Beattie, stated the land lease is for a vacant piece of property between existing hangars. Tom Drew, Des Moines Metro Aviation, LLC, stated his intention is to construct a 6,000 square foot building, serving as two 3,000 square foot heated hangars. Hearing no one against said Land Lease, Acting Chairperson Greubel called for a motion to close the public hearing.

It was moved by Todd Ashby and seconded by John Barber to close Public Hearing #2015-02. VOTE: YEA: ASHBY, BARBER, ANDERSON, GARDNER, GREUBEL, NOVAK

Item 7B) RESOLUTION 2015-13, AUTHORIZING THE EXECUTION OF A LAND LEASE AGREEMENT WITH DES MOINES METRO AVIATION, LLC FOR PURPOSES OF CONSTRUCTION OF A HANGAR

It was moved by Todd Ashby and seconded by Brant Anderson to adopt Resolution No. 2015-13, authorizing the execution of a Land Lease Agreement with Des Moines Metro

Aviation, LLC for purposes of construction of a hangar. VOTE: YEA: ASHBY, ANDERSON, BARBER, GARDNER, GREUBEL, NOVAK

Item 8) PUBLIC HEARING 2015-03

Item 8A) HOLD AND CLOSE PUBLIC HEARING

Acting Chairperson Greubel announced this as the time and place for the 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: 2015 Six-unit Tee Hangar and Apron Project. Notice of this hearing was published in the Des Moines Register on February 16, 2015. There were no written comments received on the proposed project. Acting Chairperson Greubel inquired if there was anyone present to be heard for or against said proposed project.

Scott Port, Snyder and Associates, stated that the engineer's estimate base bid was \$375,900.00. Successful bidder was Jensen Builders, Ft. Dodge, IA at \$95,305.00 for Base Bid; \$338,920.00 for Base Bid and Alternate A (Bi-fold door); and \$332,515.00 for Base Bid and Alternate B (Overhead door). A total of five bids were received and filed. Hearing no one against said project, Acting Chairperson Greubel called for a motion to close the public hearing.

It was moved by John Barber and seconded by Todd Ashby to close Public Hearing #2015-03. VOTE: YEA: BARBER, ASHBY, ANDERSON, GARDNER, GREUBEL, NOVAK

Item 8B) RESOLUTION 2015-14, ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND OPINION OF PROBABLE COST FOR THE 2015 SIX-UNIT TEE HANGAR AND APRON PROJECT AT ANKENY REGIONAL AIRPORT

It was moved by Todd Ashby and seconded by John Barber to adopt Resolution No. 2015-14 adopting plans, specifications, form of contract and opinion of probable cost for the 2015 Six-Unit Tee Hangar and Apron Project. VOTE: YEA: ASHBY, BARBER, ANDERSON, GARDNER, GREUBEL, NOVAK

Item 8C) RECEIVE AND FILE REPORT OF BIDS RECEIVED ON FEBRUARY 24, 2015

It was moved by John Barber and seconded by Bill Gardner to receive and file the report of bids received on February 24, 2015. VOTE: YEA: BARBER, GARDNER, ANDERSON, ASHBY, GREUBEL, NOVAK

Item 8D) RESOLUTION 2015-15, AWARDING CONSTRUCTION CONTRACT FOR THE 2015 SIX-UNIT TEE HANGAR AND APRON PROJECT AT ANKENY REGIONAL AIRPORT

After much discussion about which door would be the most useful, it was the consensus of the Board to proceed with Jensen Builders, accepting the Base Bid and Alternate B, the overhead door.

It was moved by Todd Ashby and seconded by Brant Anderson to approve Resolution No. 2015-15 awarding construction contract to Jensen Builders for \$332,515.00, Base Bid with Alternate B, overhead door, for the 2015 Six-Unit Tee Hangar and Apron Project. VOTE: YEA: ASHBY, ANDERSON, BARBER, GARDNER, GREUBEL, NOVAK

Item 9) FINANCE / BUDGET REPORT

Treasurer, Paul Novak, stated that the list of bills includes Elder Corporation for snow removal, which is a little behind last year's totals, along with two invoices for gate repair.

Item 10) FBO REPORT

Item 10A) FUEL REPORT

Item 10B) INSPECTION REPORT

Item 10C) HANGAR TENANT WAITING LIST REPORT

Item 10D) TENANT CONCERNS AND RESPONSE REPORT

Craig Coon stated fuel sales were up from previous years. Coon stated the sidewalk by the main hanger heaved up in the cold and needed to be ground down. Coon stated he would like to see the sidewalks replaced, since there are many uneven places in the area around the shop. Jennifer Sease stated a change order could be made to a City contract for sidewalk replacement, along with marking the parking lot. Coon reported the north gate was inoperative and called Controlled Access to look at it. There were two bills submitted for this repair, Controlled Access for \$169.00, who assessed the problem and Wayne Dalton for \$349.00, who initially installed the gate, but it was no longer under warranty.

Item 11) CONSENT AGENDA ITEMS

CA-1 APPROVAL OF FEBRUARY 5, 2015 MINUTES

CA-2 CONSIDER MOTION TO APPROVE PAYMENT #3 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON IN THE AMOUNT OF \$4,092.48.

CA-3 CONSIDER MOTION TO APPROVE PAYMENT #141 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH JANUARY 31ST IN THE AMOUNT OF \$1,963.00.

CA-4 CONSIDER MOTION TO APPROVE PAYMENT #42 IN THE AMOUNT OF \$845.60 TO SNYDER & ASSOCIATES FOR SE FOUR MILE DR ROAD RELOCATION, PLANS, SPECS, BID DOCUMENTS.

CA-5 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$32,716.16.

CA-6 FEBRUARY 2015 FINANCIAL REPORTS

CA-7 ACCOUNTS RECEIVABLE AGING SUMMARY

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 THROUGH CA-7.

It was moved by Brant Anderson and seconded by Bill Gardner to approve consent agenda items CA-1 through CA-7. VOTE: YEA: ANDERSON, GARDNER, ASHBY, BARBER, GREUBEL, NOVAK

Item 12) REMOVED CONSENT AGENDA ITEMS: NONE

Item 13) OLD BUSINESS

Item 13A) RESOLUTION 2015-16, APPROVING USE OF A PORTION OF THE RAMP AREAS ON THE AIRPORT GROUNDS FOR THE "SHOW AND SHINE" EVENT

ON MAY 16, 2015; CONTINGENT UPON RECEIVING THE CERTIFICATE OF LIABILITY INSURANCE, APPROVAL BY THE FEDERAL AVIATION ADMINISTRATION.

Mike Callison, Iowa Aviation Heritage Museum, gave the Board a diagram showing where the stanchions would be placed, the area for car and airplanes to be displayed as well as parking. Jason Greubel stated the FBO needs to issue a NOTAM informing pilots of the event. John Barber asked if there would be a rain date. Callison stated they plan to have a rain date, but no date has been set at this time. Scott Port stated that the Runway 4/22 Project would be in progress at the same time. Port stated that he would notify the contractor of the event. Callison stated this is a fund raiser for the Museum that he would like to see this be an annual event.

It was moved by Dr. Paul Novak and seconded by John Barber to adopt Resolution 2015-16, approving the use of a portion of the ramp areas on the airport grounds for the "Show and Shine" Event on May 16, 2015, contingent upon receiving the certificate of liability insurance, approval by the FAA.

VOTE: YEA: NOVAK, BARBER, ANDERSON, ASHBY, GARDNER, GREUBEL

Item 13B) DISCUSSION AND DIRECTION REGARDING INSTALLATION OF 160 FOOT US CELLULAR TOWER

Attorney, Amy Beattie stated there is no new information at this time.

Item 14) NEW BUSINESS

Item 14A) RESOLUTION 2015-17, APPROVING A LEASE AGREEMENT WITH WARREN AVIATION, LLC AND LARRY J. COPPOLA FOR HANGAR SPACE

It was moved by Todd Ashby and seconded by Bill Gardner to adopt Resolution 2015-17, approving a lease agreement with Warren Aviation, LLC and Larry J. Coppola for hangar space. VOTE: YEA: ASHBY, GARDNER, ANDERSON, BARBER, GREUBEL, NOVAK

Item 14B) RESOLUTION 2015-18, APPROVING A LEASE AGREEMENT WITH KEN ANDERSON FOR GARAGE SPACE

It was moved by Bill Gardner and seconded by Dr. Paul Novak to adopt Resolution 2015-18, approving a lease agreement with Ken Anderson for garage space.

VOTE: YEA: GARDNER, NOVAK, ANDERSON, ASHBY, BARBER, GREUBEL

Item 15) REPORTS

Item 15A) ENGINEERING REPORT

Scott Port, Snyder & Associates, stated the tentative date for a bid letting for the RW 18/36 HIRL and Taxiway A, B and C MITL Project is June 2. Port stated the FY1016 State Funded Aviation Program Grant application is due May 18, 2015. Port will submit the Roadway Utilities Project and the Hangar Lighting Project.

Item 15B) STAFF REPORT - NONE

Item 15C) LEGAL COUNSEL REPORT - NONE

Item 15D) BOARD REPORT

Brant Anderson stated he attended a demonstration given by Craig Brown, Brown Electric, along with Dr. Paul Novak and Bill Gardner, regarding alternative light fixture options for the tee hangars. Anderson stated that the preferred lighting was a single frosted light fixture with 18,000 lumens. Anderson stated the new tee hangars have two fixtures with 18,000 lumens each and that is just too bright. Scott Port stated he would make the change, from two light fixtures to one fixture, in the plans for the 2015 Six-Unit Tee Hangar and Apron Project.

Item 15E) CHAIR REPORT

Greater Des Moines Partnership Washington, D.C. Trip, May 10-12, 2015

Todd Ashby stated that he is already planning to attend, along with Steve Van Oort for Polk County. Jennifer Sease stated that the City of Ankeny will also have people present who can represent the airport. Acting Chairperson Jason Greubel stated that should be enough representation since we don't have a big project to promote at this time.

Item 16) ADJOURN

There being no further business, it was moved by Brant Anderson and seconded by John Barber to adjourn the meeting. VOTE: YEA: ANDERSON, BARBER, ASHBY, GARDNER, GREUBEL, NOVAK

The meeting adjourned at 6:00 p.m.

Attest: _____
Dr. Paul Novak, Treasurer

Signed: _____
Jason Greubel, Acting Chairperson

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