

MINUTES OF THE POLK COUNTY AVIATION AUTHORITY (PCAA)
Thursday, March 7, 2024 - 5:00 PM
Ankeny Regional Airport, 3700 SE Convenience Blvd., Ankeny, Iowa

Acting Chairman Todd Ashby joined the meeting electronically and called the meeting to order at 5:00 PM. Board Members Dr. Paul Novak and Bill Gardner were in attendance. Chairman Jeff Wangsness and Board Member Greg Johnson were absent. Dave Kalwishky (Exec 1) was in attendance. Austin Moran (McClure) was in attendance. Airport Board Manager Paul Moritz joined by phone. City Attorney Amy Beattie, Administrative Services Director Jennifer Sease, and Recording Secretary Diane Klemme were also present.

Approval of Agenda

Board Member Novak moved, second by Gardner, to approve the agenda without amendment. Ayes: 3.

Public Forum

Dave Vance, Corvette Club of Iowa, addressed the Board regarding the Corvette Club event to be held in August at the airport. The Board will review his request and will follow up with him.

FBO Report

Dave Kalwishky reviewed his FBO Report with the Board.

Finance / Budget Report

Gardner reported on the 3/7/24 listing of bills.

Consent Agenda Items

1. Approval of February 8, 2024, minutes.
2. **RESOLUTION 2024-10** authorizing a farm lease with Dennis Miller.
3. Payment #10 to HDR Engineering, Inc. for services that include Professional Consulting for Runway 18/36 in the amount of \$5,543.73.
4. Payment #4 to Jensen Builders Ltd for services that include North Property Line Box Hangars in the amount of \$139,313.03.
5. Payment #16 to McClure Engineering for General On-Call Engineering Services in the amount of \$993.75.
6. Payment #4 to McClure Engineering Company for services that include Taxiway D Apron and Access Roadway Paving – Phase 4 in the amount of \$13,152.50.
7. Payment #7 to McClure Engineering Company for Site Work & Vertical Infrastructure – Construction Mgmt., Administration & Observation Service for the North Property Line Box Hangars in the amount of \$13,042.68.
8. Payment #3 to McClure Engineering Company for services that includes Design & Bidding for Runway 18/36 in the amount of \$84,833.50.
9. Approval of Bills and Transfer of Necessary Funds, \$366,071.01.
10. Approval of March 2024 Financial Reports.

Approval of Consent Agenda Items

Board Member Novak moved, second by Gardner, to approve Consent Agenda Items CA-1 through CA-10. Ayes: Novak, Gardner, Ashby.

New Business

1. **RESOLUTION 2024-11** accepting the public improvements associated with the Rotating Beacon Replacement at the Ankeny Regional Airport. Gardner moved, second by Novak. Ayes: Gardner, Novak, Ashby.
2. **RESOLUTION 2024-12** authorizing the execution of the 2024 Management Agreement with Exec 1 Aviation II, LLC as Fixed Base Operator. Novak moved, second by Gardner. Ayes: Novak, Gardner, Ashby.
3. Motion to approve the Ankeny Regional Airport – Box Hangar Lease Form to facilitate the annual leasing of the first two North Property Line Box Hangars. Novak moved, second by Gardner. Ayes: Novak, Gardner, Ashby.
4. Motion to approve Change Order No. 1 in the amount of \$425.00 to Wood Roofing & Sheet Metal for additional work on the T-hangars Gutter Replacement Project. Novak moved, second by Gardner. Ayes: Novak, Gardner, Ashby.
5. **RESOLUTION 2024-13** authorizing the execution of Task Order No. 5 for design and bidding services with McClure Engineering Company, Inc. for the Entrance and Interstate Signing Project. Novak moved, second by Gardner. Ayes: Novak, Gardner, Ashby.
6. **RESOLUTION 2024-14** authorizing the execution of a Through-the-Fence Airport Access Agreement on the 16-Acre property that is being acquired by Second Van Houweling Property, LLC. Gardner moved, second by Novak. Ayes: Gardner, Novak, Ashby.
7. Motion to approve the Special Event Application for the June 8, 2024 Legacy Car and Plane Show pending submittal of the required certificate of insurance and one-day event fee. Gardner moved, second by Novak. Ayes: Gardner, Novak, Ashby.
8. **RESOLUTION 2024-15** setting a public hearing on the Polk County Aviation Authority revised Fiscal Year 2023-2024 Budget and the proposed Fiscal Year 2024-2025 Budget (date of hrg: 4/4/24 @ 5:00 p.m.) Novak moved, second by Gardner. Ayes: Novak, Gardner, Ashby.

Reports

- A. Engineering Report – Moritz, Moran
 - a. Priority for possible Federal District 3 Community Project Funding (CPF) – Extend Runway 18/Phase 1 South Terminal Tee Hangars. Gardner moved, second by Novak to include on the March 14 agenda, discussion of priority for possible Federal District 3 Community Project Funding. Ayes: Gardner, Novak, Ashby.
 - b. Project Update: North Property Line Box Hangars – Phase 1
 - c. Project Update: Environmental Assessment and Design of the Runway 18/36 Reconstruction Project
 - d. Project Update: Taxiway D Apron and Access Roadway Paving (Phase 4)
- B. Staff Report – Moritz
 - a. Management Agreement Financial Review and Updating: AMCG State of Qualifications
 - b. Airport Special Events Policy
- C. Legal Counsel Report
- D. Board Report
- E. Chair Report

Adjournment

The meeting was adjourned at 6:04 p.m.

Attest: _____
Diane Klemme, Recording Secretary

Signed: _____
Todd Ashby, Acting Chairperson

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