

MINUTES OF THE POLK COUNTY AVIATION AUTHORITY (PCAA)
Thursday, April 8, 2021 - 5:00 PM
Ankeny Kirkendall Library – City Council Chambers

Acting Chairman Todd Ashby called the meeting to order at 5:00 PM. Chairman Jeff Wangsness was absent. Due to the Covid-19 Pandemic, Board Members Todd Ashby and Greg Johnson as well as Jay Pudenz (McClure), Dan Stull and Dave Kalwishky (Exec 1) joined the meeting via conference call. Board Member Joe Miller joined the meeting via conference call at 5:02 PM. Board Members Dr. Paul Novak and Bill Gardner were in attendance. Airport Board Manager Paul Moritz, Administrative Services Director Jennifer Sease, City Attorney Amy Beattie and Recording Secretary Mandy Hanson 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: 4

FBO Report

Dave Kalwishky reported the Self-Serve Fuel Facility went live on March 12 and has been well received.

Finance / Budget Report

Novak reported on the 4/8/21 listing of bills and aging summary.

Consent Agenda Items

1. Approval of March 4, 2021, minutes.
2. Payment #37 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$490.00
3. Payment #4 to McClure Engineering Co., for services that include Taxiway D Apron and Access Roadway Paving – Phase 2 in the amount of \$5,912.38
4. Approval of 4/8/21 Bills and Transfer of Necessary Funds, \$42,247.68.
5. April 2021 Financial Reports
6. Accounts Receivable Aging Summary

Approval of Consent Agenda Items

Board Member Gardner moved, second by Novak, to approve Consent Agenda Items CA-1 through CA-6. Ayes: Gardner, Novak, Ashby, Johnson, Miller

Old Business

- A. Discussion regarding Amendment to the PCAA 28E Agreement
Moritz reported he drafted an amendment which keeps Polk County and Ankeny at \$0.15 per \$1,000 of assessed valuation and reduces Bondurant and Altoona to \$0.10. Moritz stated he received a call from Marketa Oliver. When the budget was finalized by the City of Bondurant, the airport was not included in that budget. Moritz reported Oliver suggested a reduced levy rate, but Bondurant opted not to provide funding for the airport this year.

Bondurant is not opposed to getting back into the PCAA at a future date. On April 26 Moritz, Wangsness, Ashby and Steve Van Oort will be attending Altoona's work session to discuss Altoona staying in the airport.

New Business

- A. **Resolution 2021-18** approving the grant agreement with the Iowa DOT to facilitate the partial project funding of the Terminal Bi-Fold Door Replacement Project, Iowa DOT No. 9I210IKV300. Moritz reported the airport was awarded \$75,000 of DOT funding and this agreement will facilitate receiving that funding. Board Member Novak moved, second by Gardner, to adopt Resolution 2021-18. Ayes: Novak, Gardner, Ashby, Johnson, Miller
- B. **Renewal of the annual perimeter fence mowing agreement with Cutting Edge Outdoors, LLC in the amount of \$1,290.00 per mowing**
Board Member Gardner moved, second by Novak, to approve the renewal of the annual perimeter fence mowing agreement with Cutting Edge Outdoors, LLC in the amount of \$1,290.00 per mowing. Ayes: Gardner, Novak, Ashby, Johnson, Miller
- C. **Resolution 2021-19** authorizing submittal of an Iowa DOT Grant Application to provide possible State of Iowa Aviation Program funding for the construction of the Taxiway D Apron and Access Roadway Paving – Phase 3 project at the Ankeny Regional Airport. Moritz reported this is the next phase in the ACIP. McClure's project estimate is about \$695,000 and the requested state share is about \$313,000. McClure has not started the design. Board Member Novak moved, second by Gardner, to adopt Resolution 2021-19. Ayes: Novak, Gardner, Ashby, Johnson, Miller
- D. **Proposal from McClure Engineering to complete a Storm Water Pollution Prevention Plan (SWPPP) to facilitate the application of an Iowa DNR NPDES General Permit No. 1 for the Ankeny Regional Airport in an amount not to exceed \$5,000.00**
Iowa DNR requested the airport complete and file an NPDES General Permit #1. As part of the General Permit #1, a SWPPP is required to be developed. McClure will be assisting the airport in preparing the SWPPP. Board Member Gardner moved, second by Novak, to approve a proposal from McClure Engineering to complete a Storm Water Pollution Prevention Plan (SWPPP) to facilitate the application of an Iowa DNR NPDES General Permit No. 1 for the Ankeny Regional Airport in an amount not to exceed \$5,000.00. Ayes: Gardner, Novak, Ashby, Johnson, Miller
- E. **Change Order No. 1 increasing the contract amount by \$5,357.00 with Concrete Technologies, Inc. for grade stabilization on the Taxiway D Apron and Access Roadway Paving – Phase 2 project.**
Moritz reported it is time to haul excess material to the south end of the airport where it is stockpiled for future use. McClure submitted a request for a change order due to the soft and yielding conditions of the existing granular access road. Pudenz reported McClure's recommendation is to compact the existing granular access road and use the access road as a haul road in order to stay on schedule. Board Member Gardner moved, second by Novak, to approve Change Order No. 1 increasing the contract amount by \$5,357.00 with Concrete Technologies, Inc. for grade stabilization on the Taxiway D Apron and Access Roadway Paving – Phase 2 project. Ayes: Gardner, Novak, Ashby, Johnson, Miller

- F. **Resolution 2021-20** approving the lease agreements with the individuals and/or organizations detailed on the attached list. Board Member Novak moved, second by Gardner, to adopt Resolution 2021-20. Ayes: Novak, Gardner, Ashby, Johnson, Miller

Reports

A. Engineering Report

a. Bi-Fold Door Replacement Project – Building Column Stabilization

Pudenz reported that Jensen Builders installed brackets along the column and the roller is back in line and centered. The door is fully functioning. Gardner inquired about any guarantee moving forward. Pudenz stated there is a one-year warranty and he would look into it.

B. Staff Report

a. Bravo Partners Hangar – Preapplication Meeting

Moritz reported Bravo Partners was listed in error. This item is in regards to the preapplication meeting held between Matthew Sawhill and the City. Matthew Sawhill is a third possible builder on the Phase 2 project. Sawhill attended the PCAA meeting and reported he is doing background work on meeting building codes and trying to reconcile what it would look like to build a hanger in Ankeny versus other airports.

b. Registration for airport ISWEP Stormwater Pollution Prevention Training – 5/12/21

Moritz reported he will attend the training to learn about ongoing upkeep of the NPDES General Permit No. 1.

c. PCAA Master Agreement Renewal - Item discussed under Old Business

d. Update on Snow Equipment Upgrade – R.G. Elder

Moritz reported Steve Moyna is looking for a medium-sized snow broom. Moyna has requested examples of these brooms at other airports, and due to the construction season, he has requested more time. Moritz will follow up.

C. Legal Counsel Report

a. Proposal to reinstate hangar land lease – AllEnergy Aircraft, LLC

Amy Beattie reported a meeting was held with Dean Sukowatey to discuss the status of the lease. Sukowatey followed up with a letter to the Board requesting reinstatement. Sukowatey proposes to bring rental payments up to date and begin construction on or before August 15. The Board discussed moving up the commencement date of construction to June 15 and not reinstating until payments are brought up to date. Moritz reported Sukowatey has received site plan approval and needs to apply for a building permit. Moritz proposed earthwork could begin during that process. An amendment to lease will be put on the May agenda for the Board's consideration.

D. Board Report - None

E. Chair Report - None

Adjournment

The meeting was adjourned at 5:45 p.m.

Attest: _____
Dr. Paul Novak, Treasurer

Signed: _____
Todd Ashby, Acting Chairperson

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