

MINUTES OF THE POLK COUNTY AVIATION AUTHORITY (PCAA)
Thursday, June 10, 2021 - 5:00 PM
Ankeny Kirkendall Library – City Council Chambers

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

Audience with Visitors

Chuck McDonald with Iowa Aviation Promotion Group and Steve Bostwick with Mid-Iowa Council, Boy Scouts of America, presented to the Board a proposal to hold an event at the airport October 15-17, 2021. The purpose of the event is for members of Boy Scouts of America to obtain their aviation merit badges. Expected attendance is 250-300 Scouts. McDonald also proposed closing Runway 4/22 for the period of the event and utilizing the southwest grassy area of 4/22. Moritz explained the permitting process and discussed the potential of Taxiway D Apron and Access Roadway Paving - Phase 3 construction going on at the time of the event.

Public Hearing – PH 2021-04

A. Chairman Wangsness announced that this is the time and place for a public hearing on the matter of approving and authorizing the execution of an Amended and Substituted Hangar Land Lease Agreement with Bravo Partners, LLC. Notice of this hearing was published in the Des Moines Register on May 28, 2021. Moritz reported Bravo Partners is currently leasing the fourth pad on Phase 2 and this agreement would expand the lease to include the adjoining fifth pad to facilitate a larger hangar to be constructed.

Chairman Wangsness then asked for any public comment regarding the proposed agreement. Hearing no comments, Board Member Gardner moved to close public hearing 2021-04, Novak seconded. Ayes: 5

B. **Resolution 2021-25** authorizing the execution of an Amended and Substituted Hangar Land Lease Agreement with Bravo Partners, LLC to facilitate a larger box hangar on the leased premises. Board Member Novak moved, second by Gardner, to adopt Resolution 2021-25. Ayes: Novak, Gardner, Ashby, Johnson, Wangsness

Public Hearing – PH 2021-05

A. Chairman Wangsness announced that this is the time and place for a public hearing on the matter of approving and authorizing the execution of a Land Lease Agreement with Simple Holdings, LLC for purposes of construction of a hangar. Notice of this hearing was

published in the Des Moines Register on May 28, 2021. Moritz reported that Sawhill proposes to lease 50 feet of open ground adjacent to his proposed hangar. Sawhill advises he will be expanding his hangar on that open area in the future as a second phase and a fire barrier wall will be put in at that time. The lease agreement requires expansion of the hangar within five years.

Chairman Wangsness then asked for any public comment regarding the proposed agreement. Hearing no comments, Board Member Novak moved to close public hearing 2021-05, Gardner seconded. Ayes: 5

- B. **Resolution 2021-26** authorizing the execution of a Land Lease Agreement with Simple Holdings, LLC for purposes of construction of a hangar. Board Member Ashby moved, second by Novak, to adopt Resolution 2021-26. Ayes: Ashby, Novak, Gardner, Johnson, Wangsness
- C. **Resolution 2021-27** authorizing the execution of an Assignment of Lease by Tenant for Security. Board Member Ashby moved, second by Novak, to adopt Resolution 2021-27. Ayes: Ashby, Novak, Gardner, Johnson, Wangsness

FBO Report

Dan Stull reported that terminal refurbishment is underway. The self-serve fuel and new fuel trucks are working great. The Corvette Club event went well with around 115-120 participants.

Finance / Budget Report

Novak reported on the 6/10/21 listing of bills and aging summary. The final capital loan note interest and principal payment was made.

Consent Agenda Items

1. Approval of May 6, 2021, minutes.
2. Payment #39 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$1,990.00.
3. Payment #6 to McClure Engineering Co., for services that include Taxiway D Apron and Access Roadway Paving – Phase 2 in the amount of \$8,151.75.
4. Payment #2 to Concrete Technologies, Inc. for construction services on the Taxiway D Apron and Access Roadway Paving – Phase 2 in the amount of \$305,518.57.
5. Payment #16 to McClure Engineering Co., for services that include Taxiway D Access Rd & Utilities – Phase 2 in the amount of \$1,135.00.
6. Approval of Bills and Transfer of Necessary Funds, \$726,510.47.
7. June 2021 Financial Reports
8. 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-8. Ayes: Gardner, Novak, Ashby, Johnson, Wangsness

New Business

- A. **Approval of DSM Magazine Unveiling Special Event Permit Application for 7/1/21.** Katie Forst with Exec 1 was present via conference call and reported that this is a rescheduled date from 2020. The event is free, but participants will need to register for a ticket. The event is capped at 190 participants. Board Member Ashby moved, second by Novak, to approve the DSM Magazine Unveiling Special Event Permit Application for July 1, 2021. Ayes: Ashby, Novak, Gardner, Johnson, Wangsness
- B. **Resolution 2021-28** approving a revision to the Ankeny Regional Airport – Hangar Construction Standards to maximize the buildable areas of the Taxiway D Hangar Pads. Moritz reported this revision adds language to the Hangar Construction Standards prohibiting hangar land lease tenants from leasing open ground adjacent to their hangars to avoid constructing fire barrier walls and/or sprinkler systems. Board Member Gardner moved, second by Novak, to adopt Resolution 2021-28. Ayes: Gardner, Novak, Ashby, Johnson, Wangsness
- C. **Motion to direct the Chairperson to sign a Petition to Rezone Property at the northeast corner of the airport – Zimmer/Johnson Trust.** Moritz reported this is a proposal to rezone the northeast corner of the airport from Residential to M-1. Jay Pudenz with McClure completed a preliminary study for building heights. The FAA will need to give an official determination for building heights. Brent Culp with Snyder & Associates, representing the applicant Cam Duff/Logistics Realty Capital, was present at the meeting. He reported this is a proposed M-1 zoning, and the applicant is requesting signature on the rezoning petition as required by the City of Ankeny. The development would be similar to the development north and west of the airport and similar to that of Metro North Business Park. Novak moved, second by Gardner, to approve a motion to direct the Chairperson to sign a Petition to rezone property at the northeast corner of the airport – Zimmer/Johnson Trust. Ayes: Novak, Gardner, Ashby, Johnson, Wangsness
- D. **Discuss and review the Amended and Restated PCAA 28E Agreement.** Moritz reported the Amended and Restated Agreement is in the revision process. A ten-year agreement is being proposed with funding between Polk County and the City of Ankeny. Funding in FY22 would be set at \$0.15 per each \$1,000 of assessed valuation of all taxable property within each agency. Funding in FY23 would be set at \$0.15 per each \$1,000 of assessed valuation of all taxable property within each agency with the addition of Polk County's funding also including the amount Bondurant and Altoona would have provided. For the remaining years of the ten-year agreement, funding would not be tied to the tax base. Annual funding would increase by a percentage based on the Consumer Price Index with a floor and ceiling of 3 percent and 5 percent. Moritz also discussed changes in representation on the Board. It is being proposed to have five board members instead of seven – two representatives from Ankeny, two representatives from Polk County, and one joint representative from either Ankeny or Polk County. Proposing and ratifying of the one joint Ankeny/Polk County representative would alternate between the two agencies each term. Board members would serve four-year terms. No action was taken on this item.

Reports

- A. Engineering Report

- a. Update on preparation of the SWPPP for the required Iowa DNR General Permit No. 1
Pudenz reported a draft is ready for review, and the plan is to have the SWPPP completed ahead of the next meeting.
 - b. Construction of Taxiway D Apron and Access Roadway Paving – Phase 2 Project
Pudenz reported there are two remaining items left to complete – placement of a disconnect and transformer next to the relocated wind cone and seeding. Due to the rain in May, seeding was unable to be completed ahead of the window. It was the consensus of the Board to utilize Hydromulch for stabilization. This would allow the Phase 2 paving project to close out and seeding would be rolled into Phase 3. Final seeding would be done ahead of the September 30 window.
 - c. Design of Taxiway D Apron and Access Roadway Paving – Phase 3 Project
Pudenz reported the survey is done and plans have been started. The project will be advertised in early August with bid letting in late August and recommendation of award at the September meeting. The intent is to start the project in mid-September with a two- to three-month construction schedule. This timeline would coincide with State of Iowa Aviation Program funding if awarded.
- B. Staff Report
- a. Repair of AWOS Wiring – Phase 2 Taxiway D Paving Project
Moritz reported an electrical subcontractor clipped the AWOS wiring. The contractor paid for the repairs, and the AWOS is now operating.
 - b. May 17, 2021 Presentation to Ankeny City Council
Moritz reported the presentation to the Ankeny City Council went well and thanked Paul Novak and Steve Van Oort for being present at the council meeting.
 - c. Jim Kerr – 6155 NE Berwick Drive: Aircraft Noise Issue
Moritz reported he received another noise complaint from Jim Kerr. Moritz will speak with Exec 1 regarding their training to ensure that their regular training flights are not repeatedly flying low over Jim's location. Novak completed his own field investigation using a noise meter and distance meter from a location near Mr. Kerr's home. Novak discussed with the Board the results of his investigation into the noise complaints and reported he did not find the noise to be intrusive. Novak presented information about flight patterns around the Ankeny Airport and inquired about the possibility of changing flight patterns to standard patterns due to Todd Field Airport and Morningstar Field no longer existing. The Board discussed the issue and it was the consensus of the Board that Mr. Kerr would need to contact the FAA to request any changes in flight patterns.
 - d. Peterbilt Building
Moritz reported on an issue with a crane being up at the Peterbilt building site. In addition, the Peterbilt building did not have red lights on the corners of the building as required by the FAA. The crane issue was resolved and lights are now up and operating.
- C. Legal Counsel Report - None
 - D. Board Report - None
 - E. Chair Report - None

Adjournment

The meeting was adjourned at 6:09 p.m.

Attest: _____
Mandy Hanson, Recording Secretary

Signed: _____
Jeff Wangsness, Chairperson

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