

**POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA**

The Polk County Aviation Authority held a regular meeting on Thursday, July 9, 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, BARBER, GARDNER, NOVAK, WANGSNESS

MEMBERS ABSENT: ASHBY, GREUBEL

Chairperson, Jeff Wangsness, 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 EXEC 1 were Craig Coon and Dan Stull. Representing Snyder & Associates was Scott Port.

Item 2) 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, WANGSNESS

Item 3) AUDIENCE WITH VISITORS - NONE

Item 4) FINANCE / BUDGET REPORT

Treasurer, Paul Novak, stated that it is the end of the Fiscal Year. Novak stated we will be receiving grant reimbursements for completed projects.

Item 5) FBO REPORT

Item 5A) FUEL REPORT

Item 5B) INSPECTION REPORT

Item 5C) HANGAR TENANT WAITING LIST REPORT

Item 5D) TENANT CONCERNS AND RESPONSE REPORT

Craig Coon stated Exec 1 has a man on staff with mechanical and electrical experience. Coon stated the staff member was able to get the North Gate functioning when there was an issue with the bracket in an hour and twenty minutes. Coon wanted direction from the Board on what would be a fair amount to charge the Board for this staff member's repair services, stating it would cost \$160 to have someone come out to look at the problem from another company. It was a consensus of the Board that an average range would be \$35 to \$50 an hour for repair services. Coon was asked to come back to the Board with an amount Exec 1 felt was fair. Attorney, Amy Beattie, stated the same process needs to be followed every time. Beattie stated no payment can be made if the Board has not authorized the repair and the bill. Beattie stated when there is a problem, Paul Moritz and Jeff Wangsness need to be notified prior to action taken. Coon stated taxiway Charlie and Delta lights are out of service. Coon stated he thinks it is an underground problem and has called Waldinger Corporation to look at it.

Item 6)

CONSENT AGENDA ITEMS

CA-1 APPROVAL OF JUNE 4, 2015 MINUTES

CA-2 CONSIDER MOTION TO APPROVE PAYMENT #3 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RUNWAY 18/36 AND TAXIWAY LIGHTING IMPROVEMENTS, IN THE AMOUNT OF \$27,654.25.

CA-3 CONSIDER MOTION TO APPROVE PAYMENT #145 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH MAY 31ST IN THE AMOUNT OF \$1,635.90.

CA-4 CONSIDER MOTION TO APPROVE PAYMENT #16 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE RW 22 THRESHOLD RELOCATION AND INSTRUMENT APPROACH DEVELOPMENT IN THE AMOUNT OF \$2,075.77.

CA-5 CONSIDER MOTION TO APPROVE CHANGE ORDER #3 TO KIMREY ELECTRIC FOR SERVICES THAT INCLUDE RUNWAY 4/22 REHABILITATION AND RUNWAY 22 THRESHOLD RELOCATION PROJECT, IN THE AMOUNT OF \$29,622.48.

CA-6 CONSIDER MOTION TO APPROVE PAYMENT #2 TO KIMREY ELECTRIC FOR SERVICES THAT INCLUDE RUNWAY 4/22 REHABILITATION AND RUNWAY 22 THRESHOLD RELOCATION PROJECT, IN THE AMOUNT OF \$95,606.65.

CA-7 CONSIDER MOTION TO APPROVE CHANGE ORDER #1 TO JENSEN BUILDERS FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON PROJECT, 2015 PROJECT, IN THE AMOUNT OF \$-2,407.20.

CA-8 CONSIDER MOTION TO APPROVE CHANGE ORDER #2 TO JENSEN BUILDERS FOR SERVICES THAT INCLUDE SIX-UNIT TEE HANGAR AND APRON PROJECT, 2015 PROJECT, IN THE AMOUNT OF \$4,680.00.

CA-9 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS \$145,935.39.

CA-10 JUNE 2015 FINANCIAL REPORTS

CA-11 ACCOUNTS RECEIVABLE AGING SUMMARY

Scott Port, Snyder and Associates stated Change Order #1 for Jensen Construction refers to the Boards decision to go with one light fixture in each hangar instead of two fixtures. In regard to Change Order #2, Port stated this is for insulating, adding a heater and an individual meter to one of the garages to store the foam trailer. Paul Moritz stated the trailer is now functional and the firemen are currently being trained on its operation.

MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 THROUGH CA-11.

It was moved by Dr. Paul Novak and seconded by Brant Anderson to approve consent agenda items CA-1 through CA-11. VOTE: YEA: NOVAK, ANDERSON, BARBER, GARDNER, WANGSNESS

Item 7)

REMOVED CONSENT AGENDA ITEMS: NONE

Item 8)

OLD BUSINESS - NONE

Item 9)

NEW BUSINESS

Item 9A)

DISCUSSION OF SPECIAL EVENTS POLICY

After much discussion it was the consensus of the Board to review the Special Event Policy, and bring back any changes or suggestions to the August 6th meeting.

Item 9B) MOTION TO CONFIRM APPROVAL GIVEN TO SNOOPY 2 BLIMP TO PARK ON AIRPORT PROPERTY FROM JULY 15, 2015 TO JULY 19, 2015.

Jeff Wangsness stated everything went well last year when Snoopy 1 Blimp was tethered at the airport and it draws attention to the airport.

It was moved by Dr. Paul Novak and seconded by John Barber to confirm approval given to Snoopy 2 Blimp to park on airport property from July 15, 2015 to July 19, 2015.

VOTE: YEA: NOVAK, BARBER, ANDERSON, GARDNER, WANGSNESS

Item 10) REPORTS

Item 10A) ENGINEERING REPORT

a. CMT's proposal

Scott Port, Snyder and Associates, stated due to the severity of the cement heaving in front of the maintenance building and the apron door, it would be to the benefit of the Authority to see if there are subgrade issues before proceeding with repairs. Port stated an estimate was received from Construction Materials Testing (CMT) for \$892.50 which includes soil and core samples, along with the report.

It was moved by John Barber and seconded by Brant Anderson to approve CMT to proceed with the samples and report for the estimated cost of \$892.50 in regard to the two areas where the cement is heaving. VOTE: YEA: BARBER, ANDERSON, GARDNER, NOVAK, WANGSNESS

b. Revised Schedule Six-Unit Tee Hangar and Apron Project, 2015

Port stated the completion date for the Six-Unit Tee Hangar project will be two weeks late due to a delivery delay of the hangars. Completion should be mid to late October, 2015.

Item 10B) STAFF REPORT

a. Pilot focus group report

Paul Moritz stated Derek Lord, Director of Economic Development for the City of Ankeny, invited pilots to a focus group on June 10, 2015. Moritz stated the meeting had about 25 people in attendance, including Jeff Wangsness, Jason Greubel and Dr. Paul Novak. Moritz stated it was a positive meeting with a lot of interest from people wanting to build a hangar at the Ankeny airport.

b. Ramp Pavement issues and Drainage issues

Provided under the Engineering Report.

c. Progress moving the water main

Paul Moritz stated that moving the water main will be two to three weeks out due to the rain. Jeff Wangsness stated it is his recommendation to maximize the pad size by moving the water main as far west as possible. Wangsness stated that Tom Drew is ready to start construction of his hangar at the west end of the pad. By moving the water main as far west as possible, the pad now has enough room for another interested party to build a hangar independent of Drew's. Attorney, Amy Beattie, stated once Drew has a site plan submitted and approved by the City, he can then submit it to the Board for approval. At that time, Beattie will amend the lease according to the final dimensions of the hangar. It was the consensus of the Board to direct Derek Lord, Director of

Economic Development, to mail out two Requests for Proposals for hangar construction for two different sites. One site is the east end of Tom Drew's pad, and the other site is the area located between an existing private hangar and the mechanic's building. The land lease for hangar construction is a minimum twenty five year lease with an option for two, five year extensions.

d. RFP – Wildlife Fence Environmental Study and Engineering

Paul Moritz stated that the construction of the wildlife fence was not in the five year plan when the Engineering Agreement was signed with Snyder and Associates. Moritz has sent out Request for Proposal to six local consulting groups, which are due back on July 22, 2015. The committee to review the returned proposals will consist of Paul Moritz, Jennifer Sease, John Barber and Bill Gardner. This committee will meet and give their report at the August 6, 2015 meeting.

Moritz stated the FAA Regional Administrator from Kansas City will be coming for an airport tour on July 15 at 1:00 p.m. Moritz stated that a representative for Congressman David Young will also be coming to Ankeny on July 20 at 10:30. Moritz stated he would like to give this representative a tour of the airport as well as the City.

Item 10C) LEGAL COUNSEL REPORT - NONE

Item 10D) BOARD REPORT - NONE

Item 10E) CHAIR REPORT

Jeff Wangsness stated that the severity of the pavement and drainage issues at the airport are too pressing to wait two or three years for repair. Wangsness stated it is time to start looking for funding to complete some projects in a timelier manner.

Item 11) ADJOURN

There being no further business, it was moved by John Barber and seconded by Dr. Paul Novak to adjourn the meeting. VOTE: YEA: BARBER, NOVAK, ANDERSON, GARDNER, WANGSNESS

The meeting adjourned at 6:07 p.m.

Attest: _____
Dr. Paul Novak, Treasurer

Signed: _____
Jeff Wangsness, Chairperson

Published in the Des Moines Register on the 24th day of July, 2015.

