

MINUTES OF THE POLK COUNTY AVIATION AUTHORITY (PCAA)  
Thursday, September 8, 2022 - 5:00 PM  
Ankeny Kirkendall Library – City Council Chambers

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

### **Approval of Agenda**

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

### **FBO Report**

Dave Kalwishky reviewed his FBO Report with the Board.

### **Finance / Budget Report**

Gardner reported on the 9/8/22 listing of bills.

### **Consent Agenda Items**

1. Approval of August 4, 2022, minutes.
2. Approval of Bills and Transfer of Necessary Funds, \$110,218.15.
3. Approval of September 2022 Financial Reports.
4. Payment #54 to McClure Engineering Company for services that include General On-Call Engineering Services in the amount of \$3,190.
5. Payment #1 to McClure Engineering Company for services that include Runway 18/36 Preliminary Engineering in the amount of \$39,385.50.

### **Approval of Consent Agenda Items**

Board Member Gardner moved, second by Novak, to approve Consent Agenda Items CA-1 through CA-5. Ayes: Gardner, Novak, Ashby.

### **New Business**

1. Motion to approve property and electronic data processing insurance with Cincinnati Insurance Companies – policy year 9/20/22 – 9/19/23 and authorize premium payment in the amount of \$34,366. Gardner moved, second by Novak. Ayes: Gardner, Novak, Ashby.
2. Motion to approve public officials' liability insurance with Hudson Insurance Company – policy year 9/20/22 – 9/19/23 and authorize premium payment in the amount of \$1,402. Gardner moved, second by Novak. Ayes: Gardner, Novak, Ashby.
3. Motion to approve invoice from Dave's Dozing in the amount of \$15,400 for the 2022 Silt Removal/Cleanup Project including \$1,500 of hourly fees for the removal of two beaver dams. Gardner moved, second by Novak. Ayes: Gardner, Novak, Ashby.

4. **RESOLUTION 2022-27** authorizing the reimbursement in the amount of \$7,750.24 to Matthew Sawhill for the installation of the MidAmerican Electric trunk cable along Phase 2 of the Taxiway D Box Hangar Development. Novak moved, second by Gardner. Ayes: Novak, Gardner, Ashby.
5. Motion to approve the Selection Committee's recommendation of McClure Engineering to complete engineering services for the next five-year term, and direct staff to have McClure prepare a master service agreement for presentation at the October 6, 2022 PCAA Board Meeting. Gardner moved, second by Novak. Ayes: Gardner, Novak, Ashby.
6. Motion to approve the Selection Committee's recommendation of HDR, Inc. to complete airport planning services for the next five-year term, and direct staff to have HDR, Inc. prepare a master service agreement for presentation at the October 6, 2022 PCAA Board Meeting. Gardner moved, second by Novak. Ayes: Gardner, Novak, Ashby.
7. **RESOLUTION 2022-28** approving the lease agreement with Todd McCormick. Novak moved, second by Gardner. Ayes: Novak, Gardner, Ashby.

## Reports

- A. Engineering Report – Pudenz
  - a. Update on the Preliminary Design for the Runway 18/36 Strengthening Project.
- B. Staff Report – Moritz
  - a. Schedule for Fence Repairs by Des Moines Steel Fence Company.
  - b. New Service Connection for South Obstruction Lights – Project Status.
  - c. Request to Realign Channel on East Side of Airport – Hubbell.
  - d. DOT Notification of Tree Obstruction on Runway 4 Approach.
  - e. Snow and Ice Removal Agreements – Proposed Hourly Rates for Equipment and Labor.
- C. Legal Counsel Report – Beattie
  - a. Johnson Bros. of Ankeny, Ltd. – Farm Lease Termination/Potential Reassignment.
- D. Board Report – None
- E. Chair Report – None

## Adjournment

The meeting was adjourned at 5:48 p.m.

Attest: \_\_\_\_\_  
Diane Klemme, Recording Secretary

Signed: \_\_\_\_\_  
Todd Ashby, Acting Chairperson

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