

MINUTES OF THE POLK COUNTY AVIATION AUTHORITY (PCAA)
Thursday, September 9, 2021 - 5:00 PM
Ankeny Kirkendall Library – City Council Chambers

Acting Chairman Dr. Paul Novak called the meeting to order at 5:08 PM. Board Members Greg Johnson and Bill Gardner were in attendance. Chairman Jeff Wangsness was absent. Due to the Covid-19 Pandemic, Board Member Todd Ashby joined the meeting electronically with intermittent availability due to technology issues. Dave Kalwishky and Dan Stull (Exec 1) were in attendance as well as Jay Pudenz (McClure). Airport Board Manager Paul Moritz, City Attorney Amy Beattie, Administrative Services Director Jennifer Sease, and Recording Secretary Diane Klemme were also present.

Perfecting and Approval of the Agenda with amendment

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

Audience with Visitors

Representatives from JB Motorsports were present at the meeting and addressed the Board regarding their interest in utilizing the airport for an autocross event. It was discussed that the Board needs more information. JB Motorsports will submit a detailed outline of the event which will be revisited at a later date.

Public Hearing – 2021-06

- A. Acting Chairperson Novak announced that this is the time and place for a public hearing on the matter of the adoption of plans, specifications, form of contracts and opinion of probable costs for the construction of certain public improvements described as: Taxiway D Apron and Access Roadway Paving – Phase 3 project. Notice of this hearing was published in the Des Moines Register on August 27, 2021. Airport Board Manager Paul Moritz reported there were two bidders with the lowest bidder being Concrete Technologies, Inc. of Grimes, Iowa, with a total of \$633,740 for the construction contract. The engineer's estimate of cost was \$603,662.

Acting Chairman Novak then asked for any public comment regarding the proposed project. Hearing no comments, Board Member Gardner moved to close public hearing 2021-06, Johnson seconded. Ayes: 3.

- B. Board Member Gardner moved, second by Novak, to receive and file Report of Bids received on August 31, 2021, for the Taxiway D Apron and Access Roadway Paving – Phase 3 project. Ayes: Gardner, Novak, Johnson, Ashby.
- C. **Resolution 2021-31** awarding the construction contract for the Taxiway D Apron and Access Roadway Paving – Phase 3 project at the Ankeny Regional Airport. Board Member Gardner moved, second by Johnson, to adopt Resolution 2021-31. Ayes: Gardner, Johnson, Ashby, Novak.
- D. **Resolution 2021-32** authorizing the Board Chairperson to sign the construction contract for the Taxiway D Apron and Access Roadway Paving – Phase 3 project at the Ankeny

Regional Airport. Board Member Gardner moved, second by Johnson, to adopt Resolution 2021-32. Ayes: Gardner, Johnson, Ashby, Novak.

FBO Report

Dave Kalwishky reported there are six underground wire issues and he will get a list of those to Moritz. They are starting on fall cleanup which will include erosion control removal along the access road to the new construction site. Gate 3 was having continual issues with the safety loop tripping, but they believe they have resolved the problem. He also reported that the self-serve fuel is not working and that it has been an ongoing issue they are trying to get fixed.

Finance / Budget Report

Novak reported on the 9/9/21 listing of bills.

Consent Agenda Items

1. Approval of August 5, 2021, minutes.
2. Payment #42 to McClure Engineering Company for services that include General On-Call Engineering Services in the amount of \$4,545.00.
3. Payment #9 to McClure Engineering Company for services that include Taxiway D Apron and Access Roadway Paving – Phase 2 in the amount of \$1,230.00.
4. Payment #3 to McClure Engineering Company for services that include Taxiway D Apron and Access Roadway Paving – Phase 3 in the amount of \$18,145.00
5. Payment #1 to I-80 Concrete Design LLC for services that include Ankeny Airport – 2021 Blowouts in the amount of \$16,874.00.
6. Approval of Bills and Transfer of Necessary Funds, \$108,915.38.
7. September 2021 Financial Reports
8. Accounts Receivable Aging Summary

Approval of Consent Agenda Items

Board Member Gardner moved, second by Johnson, to approve Consent Agenda Items CA-1 through CA-8. Ayes: Gardner, Johnson, Ashby, Novak.

New Business

- A. **Insurance Renewals** – a. Approval of Property and Electronic Data Processing with Cincinnati Insurance Companies – Policy Year 9/20/21 – 9/19/22 and authorization of premium payment in the amount of \$32,057. b. Approval of Public Officials Liability Insurance with Hudson Insurance Company – Policy Year 9/20/21 – 9/19/22 and authorization of premium payment in the amount of \$1,402. Johnson moved, second by Gardner. Ayes: Johnson, Gardner, Ashby, Novak.
- B. **Motion to approve the second amendment to the Ankeny Regional Airport – Hangar Construction Standards.** Gardner moved, second by Johnson. Ayes: Gardner, Johnson, Ashby, Novak.
- C. **Motion to approve the Construction Plans for the Bravo Partners LLC Box Hangar – Phase 2 Taxiway D Box Hangar Development.** Gardner moved, second by Johnson.

Ayes: Gardner, Johnson, Ashby, Novak.

- D. **Resolution 2021-33** – authorizing the execution of Task Order No. 10 with McClure Engineering Company for providing construction inspection services on the Taxiway D Apron and Access Roadway Paving – Phase 3 project. Gardner moved, second by Johnson. Ayes: Gardner, Johnson, Ashby, Novak.

Reports

- A. Engineering Report
- a. Schedule for the Taxiway D Apron and Access Roadway Paving – Phase 3 project.
Pudenz reported the project will take up to two months to complete and will need to be coordinated with the two hangar projects.
- B. Staff Report
- a. Development of the FY 2023 Airport Capital Improvements Program
Moritz referred to the spreadsheet in the agenda packet. He met with the Executive Committee to review the program. It will be brought forward at the October meeting for a request for approval.
 - b. Iowa DOT Statewide Aviation Economic Impact Study – Survey Request
Moritz reported he has a tentative date of September 20 to meet with Sease and Exec 1 to complete the survey and get it submitted to the Iowa DOT.
- C. Exec 1 Maintenance Hangar – HDR Preliminary Concept – Jerry Searle made a presentation to the Board on the feasibility of the construction of a new Maintenance Hangar.
- D. Legal Counsel Report – Beattie reported on the status of the Sukowatey lease.
- E. Board Report – None
- F. Chair Report – None

Executive Session

- A. At 6:07 p.m. Gardner moved, second by Johnson, to go into Executive Session pursuant to the provisions of Iowa Code Section 21.5(1)(j) “to discuss the purchase or sale of particular real estate only where the premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property”. Ayes: Gardner, Johnson, Ashby, Novak. The Board adjourned the Executive Session and reconvened to regular session at 6:24 p.m.
- B. **Motion to direct staff to begin the appraisal process of real estate owned by the Polk County Aviation Authority and to put any proceedings necessary on the next available agenda.** Gardner moved, second by Johnson. Ayes: Gardner, Johnson, Ashby, Novak.

Adjournment

The meeting was adjourned at 6:27 p.m.

Attest: _____
Diane Klemme, Recording Secretary

Signed: _____
Dr. Paul Novak, Acting Chairperson

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