



Polk County Aviation Authority Meeting

Thursday, January 4, 2024

5:00 PM

3700 SE Convenience Blvd, Ankeny, Iowa

INSTRUCTIONS TO JOIN ELECTRONIC MEETING:

Please join using this link: <https://zoom.us/j/98294550961?pwd=MzdjTERQR1Y1SVNWOGhxWFd1b2FRUT09>

Or dial: +13126266799 Meeting ID: 982 9455 0961 Passcode: 5678

A. ROLL CALL

B. APPROVAL OF AGENDA

1. Approval of the January 4, 2024 Agenda

Action# B1-1. Consider motion to approve and accept the January 4, 2024 agenda without amendment.

C. PUBLIC FORUM

D. FBO REPORTS

- Fuel Report
- Inspection Report
- Hangar tenant waiting list report
- Tenant concerns and response report

E. FINANCE / BUDGET REPORTS

F. CONSENT AGENDA ITEMS

CA - 1 Consider motion to approve the December 7, 2023, minutes.

CA - 2 Consider motion to adopt **RESOLUTION** authorizing the execution of a farm lease with DRA Properties, LLC.

- CA - 3 Consider motion to adopt **RESOLUTION** authorizing the execution of a farm lease with Todd Volz.
- CA - 4 Consider motion to receive and file the Audited Financial Statements and Required Supplementary Information for the Years Ended June 30, 2023 & 2022.
- CA - 5 Consider motion to approve Environmental Assessment Task Order Two-Payment #8 in the amount of \$3,023.85 to HDR Engineering, Inc. for services that include Professional Consulting for Runway 18/36.
- CA - 6 Consider motion to approve Payment #2 in the amount of \$424,792.74 to Jensen Builders Ltd for services that include North Property Line Box Hangars.
- CA - 7 Consider motion to approve Payment #14 in the amount of \$2,302.50 to McClure Engineering for General On-Call Engineering Services
- CA - 8 Consider motion to approve Payment #5 in the amount of \$29,471.76 to McClure Engineering for Site Work & Vertical Infrastructure – Construction Mgmt, Administration & Observation Service for the North Property Line Box Hangars
- CA - 9 Consider motion to approve Payment #2 in the amount of \$15,362.00 to McClure Engineering Company for services that include Taxiway D Apron and Access Roadway Paving – Phase 4.
- CA - 10 Consider motion to approve Payment #1 in the amount of \$105,428.50 to McClure Engineering Company for services that includes Design & Bidding for Runway 18/36.
- CA - 11 Consider motion to approve Bills and Transfer of Necessary Funds in the amount of \$605,537.37
- CA - 12 Consider motion to approve January, 2024 Financial Reports.

- **APPROVAL OF CONSENT AGENDA ITEMS**

- 1. Consent Agenda Items CA-1 through CA-12.

Action# F1-1. Consider motion to approve the recommendations for Consent Agenda Items CA-1 through CA-12.

G. REMOVED CONSENT AGENDA ITEMS

H. OLD BUSINESS

I. NEW BUSINESS

- 1. Consider motion to approve election of Chairperson, Secretary and Treasurer for terms expiring December 31, 2025.
- 2. Consider motion to approve a Cooperative Service Agreement with the United States Department of Agriculture APHIS Wildlife Services for wildlife damage management at the Ankeny Regional Airport for 2024.
- 3. Consider motion to adopt **RESOLUTION** fixing a date for a hearing on the plans, specifications,

opinion of probable cost and form of contract, taking of bids and awarding the construction contract for the Taxiway D Apron and Access Roadway Paving (Phase 4) Project. (date of bid opening: 1/30/24 @ 10:30 a.m./date of hrg: 2/8/24 @ 5:00 p.m.)

4. Consider motion to adopt **RESOLUTION** approving the lease agreements with the individuals and/or organizations detailed on the attached list.
5. Consider motion to approve Change Order #2 with Jensen Builders increasing the contract amount by \$15,490.30 on the North Property Line Box Hangars - Phase 1 project for water main relocation.

J. REPORTS

1. Engineering Report

- a. T-Hangars Gutter Replacement Project: Schedule
- b. Airport Signing Improvements: Update
- c. North Property Line Box Hangars - Phase 1 Project: Update
- d. Environmental Assessment for Runway 18/36 Reconstruction/Extension and South Corporate Terminal Development: Submittal to FAA

2. Staff Report

- a. Runway 4 Runway End Identifier Light Replacements - Voltmer Inc.
- b. Aircraft Hangar Lease Rate Survey

3. Legal Counsel Report

4. Board Report

5. Chair Report

K. ADJOURNMENT