



Polk County Aviation Authority Meeting

Thursday, March 7, 2024

5:00 PM

**Ankeny Regional Airport - Corporate/Terminal Hangar Building
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 March 7, 2024 Agenda

Action# B1-1. Consider motion to approve and accept the March 7, 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 February 8, 2024, minutes.
- CA - 2 Consider motion to adopt **RESOLUTION** authorizing a farm lease with Dennis Miller.
- CA - 3 Consider motion to approve Environmental Assessment Task Order Two-Payment #10 in the amount of \$5,543.73 to HDR Engineering, Inc. for services that include Professional Consulting for Runway 18/36.
- CA - 4 Consider motion to approve Payment #4 in the amount of \$139,313.03 to Jensen Builders Ltd for services that include North Property Line Box Hangars.
- CA - 5 Consider motion to approve Payment #16 in the amount of \$993.75 to McClure Engineering for General On-Call Engineering Services.
- CA - 6 Consider motion to approve Payment #4 in the amount of \$13,152.50 to McClure Engineering Company for services that include Taxiway D Apron and Access Roadway Paving – Phase 4.
- CA - 7 Consider motion to approve Payment #7 in the amount of \$13,042.68 to McClure Engineering for Site Work & Vertical Infrastructure – Construction Mgmt, Administration & Observation Service for the North Property Line Box Hangars
- CA - 8 Consider motion to approve Payment #3 in the amount of \$84,833.50 to McClure Engineering Company for services that includes Design & Bidding for Runway 18/36.
- CA - 9 Consider motion to approve Bills and Transfer of Necessary Funds in the amount of \$366,071.01.
- CA - 10 Consider motion to approve March, 2024 Financial Reports.

- **APPROVAL OF CONSENT AGENDA ITEMS**

- 1. Consent Agenda Items CA-1 through CA-10.

Action# F1-1. Consider motion to approve the recommendations for Consent Agenda Items CA-1 through CA-10.

G. REMOVED CONSENT AGENDA ITEMS

H. OLD BUSINESS

I. NEW BUSINESS

- 1. Consider motion to adopt **RESOLUTION** accepting the public improvements associated with the Rotating Beacon Replacement at the Ankeny Regional Airport.
- 2. Consider motion to adopt **RESOLUTION** authorizing the execution of the 2024 Management Agreement with Exec 1 Aviation II, LLC as Fixed Base Operator.
- 3. Consider motion to approve the Ankeny Regional Airport - Box Hangar Lease Form to facilitate the annual leasing of the first two North Property Line Box Hangars.
- 4. Consider motion to approve Change Order No. 1 in the amount of \$425.00 to Wood Roofing &

Sheet Metal for additional work on the T-hangars Gutter Replacement Project.

5. Consider motion to adopt **RESOLUTION** authorizing the execution of Task Order No. 5 for design and bidding services with McClure Engineering Company, Inc. for the Entrance and Interstate Signing Project.
6. Consider motion to adopt **RESOLUTION** authorizing the execution of a Through-the-Fence Airport Access Agreement on the 16-Acre property that is being acquired by Second Van Houweling Property, LLC.
7. Consider motion to approve the Special Event Application for the June 8, 2024 Legacy Car and Plane Show pending submittal of the required certificate of insurance and one-day event fee.
8. Consider motion to adopt **RESOLUTION** setting a public hearing on the Polk County Aviation Authority revised Fiscal Year 2023-2024 Budget and the proposed Fiscal Year 2024-2025 Budget (date of hrg: 4/4/24 @ 5:00 p.m.).

J. REPORTS

1. Engineering Report

- a. Priority for possible Federal District 3 Community Project Funding (CPF) - Extend Runway 18 / Phase 1 South Terminal Tee Hangars.
- b. Project Update: North Property Line Box Hangars - Phase 1
- c. Project Update: Environmental Assessment and Design of the Runway 18/36 Reconstruction Project
- d. Project Update: Taxiway D Apron and Access Roadway Paving (Phase 4).

2. Staff Report

- a. Management Agreement Financial Review and Updating: AMCG Statement of Qualifications.
- b. Airport Special Events Policy

3. Legal Counsel Report

4. Board Report

5. Chair Report

K. ADJOURNMENT