

POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, November 9, 2017, 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:** BARBER, GARDNER, NILLES, WANGSNESS
MEMBERS ABSENT: ANDERSON, ASHBY, NOVAK
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. Dan Stull was present from EXEC 1. Representing McClure Engineering was Jay Pudenz.
- Item 2) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Jake Nilles and seconded by John Barber to approve the agenda without amendment. VOTE: YEA: NILLES, BARBER, GARDNER, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS: NONE**
- Item 4) FBO REPORT**
Item 4A) FUEL REPORT
Item 4B) INSPECTION REPORT
Item 4C) HANGAR TENANT WAITING LIST REPORT
Item 4D) TENANT CONCERNS AND RESPONSE REPORT
Dan Stull reported fuel sales are up from last year.
- Item 6) CONSENT AGENDA ITEMS**
CA-1 APPROVAL OF OCTOBER 5, 2017 MINUTES.
CA-2 CONSIDER MOTION TO APPROVE PAYMENT #173 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE GENERAL ENGINEERING THROUGH SEPTEMBER 30, 2017 IN THE AMOUNT OF \$1,968.98.
CA-3 CONSIDER MOTION TO APPROVE PAYMENT #7 TO SNYDER & ASSOCIATES FOR SERVICES THAT INCLUDE THE IDOT RISE GRANT APPLICATION PROJECT, IN THE AMOUNT OF \$3,728.08.
CA-4 CONSIDER MOTION TO APPROVE PAYMENT #4 TO MCCLURE ENGINEERING CO., FOR SERVICES THAT INCLUDE CONSTRUCTION ADMIN AND OBSERVATION SERVICES FOR THE WILDLIFE EXCLUSION FENCE PROJECT IN THE AMOUNT OF \$20,171.05.
CA-5 CONSIDER MOTION TO APPROVE PAYMENT #1 TO MINTURN, INC. FOR SERVICES ON THE WILDLIFE EXCLUSION FENCE PROJECT, IN THE AMOUNT OF \$428,368.71
CA-6 APPROVAL OF BILLS AND TRANSFER OF NECESSARY FUNDS, \$488,389.03.
CA-7 NOVEMBER 2017 FINANCIAL REPORTS.
CA-8 ACCOUNTS RECEIVABLE AGING SUMMARY.
MOTION TO APPROVE CONSENT AGENDA ITEMS CA-1 TO CA-8.
It was moved by Bill Gardner and seconded by Jake Nilles to approve consent agenda items CA-1 through CA-8. VOTE: YEA: GARDNER, NILLES, BARBER, WANGSNESS

Item 7) REMOVED CONSENT AGENDA ITEMS: NONE

Item 8) OLD BUSINESS

Item 8A) RECOMMENDATION FROM LAND/HANGAR LEASE COMMITTEE REGARDING HANGAR CONSTRUCTION STANDARDS.

Paul Moritz advised a written report regarding the standards was submitted to the Board in the agenda packet. John Barber stated he will forward to Paul additions/corrections he would like to see added to the standards.

Item 8B) RESOLUTION 2017-45, APPROVING THE ANKENY REGIONAL AIRPORT HANGAR BUILDING CONSTRUCTION STANDARDS AS RECOMMENDED BY THE LAND / HANGAR LEASE COMMITTEE.

Paul Moritz stated approval of the standards will be brought forward at the December 7, 2017 meeting.

Item 9) NEW BUSINESS

Item 9A) REVIEW EXEC 1 MANAGEMENT AGREEMENT.

Jennifer Sease reported the only adjustments made to the EXEC 1 Management Agreement were updating the dates and the addition of item 3.7 SPECIAL EVENTS, stating that the manager is to provide the owner notice of any event on the premise and if it is defined by the policy as a special event, that the event is in compliance with requirements as listed within the Special Event Policy. This Agreement will be approved at the December 7, 2017 meeting.

Item 9B) RESOLUTION 2017-46, APPROVING A LEASE AGREEMENT EARLY TERMINATION DATE OF SEPTEMBER 30, 2017 FOR DAVE HILL, HANGAR J-03. APPROVING A LEASE AGREEMENT TRANSFER FOR PAUL AUSTIN FROM HANGAR A-06 TO J-03 WITH AN EFFECTIVE DATE OF OCTOBER 1, 2017 AND TERMINATION DATE OF DECEMBER 31, 2017. APPROVING LEASE AGREEMENT FOR SCOTT WALLACE FOR HANGAR A-06 WITH AN EFFECTIVE DATE OF OCTOBER 1, 2017 AND TERMINATION DATE OF DECEMBER 31, 2017.

It was moved by Bill Gardner and seconded by Jake Nilles to approve Resolution 2017-46, approving all lease changes as listed. VOTE: YEA: GARDNER, NILLES, BARBER, WANGSNESS

Item 9C) CONSIDER MOTION TO APPROVE THE FOLLOWING INSTRUMENTS TO FACILITATE THE ACCEPTANCE OF THE RUNWAY 18/36 PCC PATCHING REPAIR PROJECT:

- a. **CHANGE ORDER NO. 1, INCREASING CONTRACT AMOUNT BY \$4,633.10 TO HOWREY CONSTRUCTION FOR SUBGRADE REMOVAL AND REPLACEMENT.**
- b. **PAYMENT NO. 1 (FINAL) IN THE AMOUNT OF \$21,054.47 TO HOWREY CONSTRUCTION AND AUTHORIZATION TO RELEASE THE RETAINAGE IN THE AMOUNT OF \$1,108.13 AFTER THE REQUIRED 30 DAYS HAVE ELAPSED AFTER PROJECT ACCEPTANCE.**
- c. **ENGINEER'S CERTIFICATE OF COMPLETION.**
- d. **RESOLUTION 2017-47, ACCEPTING THE PUBLIC IMPROVEMENTS WITH HOWREY CONSTRUCTION IN THE FINAL CONTRACT AMOUNT OF \$22,162.60.**
- e. **AUTHORIZATION TO STAFF TO SUBMIT TO THE IOWA DOT THE NECESSARY FORMS FOR REIMBURSEMENT UNDER THE IOWA DOT'S**

IMMEDIATE SAFETY ENHANCEMENT (ISE) PROGRAM IN THE AMOUNT OF \$10,000.00.

Paul Novak arrived at 5:18 p.m.

It was moved by Jake Nilles and seconded by Bill Gardner to approve Resolution 2017-47, accepting the public improvements with Howrey Construction in the final contract amount of \$22,162.60. VOTE: YEA: NILLES, GARDNER, BARBER, NOVAK, WANGSNESS

It was moved by Bill Gardner and seconded by Dr. Paul Novak to approve items a, b, c, and e as stated regarding the acceptance of the Runway 18/36 PCC Patching Repair Project. VOTE: YEA: GARDNER, NOVAK, BARBER, NILLES, WANGSNESS

Item 5) FINANCE / BUDGET REPORT

Dr. Paul Novak reported we received the first invoice for the fence project at \$428,368.71. The audit has been completed, in which the audit report will be submitted in December or January. The Wildlife Mitigation Contract expires in December, 2017.

Item 9D) DISCUSSION AND REVIEW OF THE FY 2019 AIRPORT CAPITAL IMPROVEMENTS PROGRAM (ACIP).

Paul Moritz reported on the projects currently on the FY2019 ACIP. The Board will approve the ACIP at the December 7, 2017 meeting.

Item 9E) RESOLUTION 2017-48, AUTHORIZING A RECOMMENDATION TO THE CITY OF ANKENY TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH SNYDER & ASSOCIATES FOR THE ENGINEERING SERVICES ON THE SE CONVENIENCE BOULEVARD EXTENSION PROJECT, WITH REIMBURSEMENT TO THE CITY BY THE PCAA.

It was moved by John Barber and seconded by Bill Gardner to approve Resolution 2017-48, authorizing a recommendation to the City of Ankeny to enter into a Professional Services Agreement with Snyder & Associates for the engineering services on the SE Convenience Boulevard Extension Project, with reimbursement to the City by the PCAA. VOTE: YEA: BARBER, GARDNER, NILLES, NOVAK, WANGSNESS

Item 9F) RESOLUTION 2017-49, APPROVING TASK ORDER NO. 1 WITH MCCLURE ENGINEERING FOR THE ENGINEERING DESIGN SERVICES NEEDED FOR 2018 TAXIWAY RECONSTRUCTION AND REHABILITATION PROJECT, FAA AIP 3-19-0132-024 (FY18), PENDING FAA AUTHORIZATION.

It was moved by Bill Gardner and seconded by John Barber to approve Resolution 2017-49, approving Task Order No. 1 with McClure Engineering for the engineering design services needed for 2018 Taxiway Reconstruction and Rehabilitation Project, pending FAA authorization. VOTE: YEA: GARDNER, BARBER, NILLES, NOVAK, WANGSNESS

Item 9G) RESOLUTION 2017-50, APPROVING TASK ORDER NO. 2 WITH MCCLURE ENGINEERING FOR THE ENGINEERING DESIGN AND CONSTRUCTION SERVICES FOR THE DRAINAGE CHANNEL AND TERMINAL DRAINAGE WAY IMPROVEMENTS PROJECT, IOWA DOT GRANT NO. 9I18IKV100.

It was moved by Jake Nilles and seconded by Bill Gardner to approve Resolution 2017-50, approving Task Order No. 2 with McClure Engineering for the engineering design and construction services for the Drainage Channel and Terminal Drainage Way Improvements Project. VOTE: YEA: NILLES, GARDNER, BARBER, NOVAK, WANGSNESS

Item 10) REPORTS

Item 10A) ENGINEERING REPORT

a. WILDLIFE EXCLUSION FENCE PROJECT.

Jay Pudenz, McClure Engineering reported great progress has been made with the fence installation.

Item 10B) STAFF REPORT

a. UPDATE REGARDING APPOINTMENT OF BOARD MEMBERS TO THE PCAA BY POLK COUNTY.

Paul Moritz stated Steve Van Oort will have two Board positions assigned by the end of 2017, one position for four years and the other position for five years.

Item 10C) LEGAL COUNSEL REPORT:NONE

Item 10D) BOARD REPORT: NONE

Item 10E) CHAIR REPORT:

Jeff Wangsness requested that the Finance / Executive Committee (Paul Novak, Chp.; Todd Ashby; Jeff Wangsness) meet to discuss a Planning Agreement for Jerry Searle.

Item 11) ADJOURN

There being no further business, it was moved by John Barber and seconded by Jake Nilles to adjourn the meeting. VOTE: YEA: BARBER, NILLES, GARDNER, NOVAK, WANGSNESS

The meeting adjourned at 5:55 p.m.

Attest: _____ Signed: _____
Dr. Paul Novak, Treasurer Jeff Wangsness, Chairperson

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