

MINUTES OF THE POLK COUNTY AVIATION AUTHORITY (PCAA)  
Thursday, May 6, 2021 - 5:00 PM  
Ankeny Kirkendall Library – City Council Chambers

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Chairman Jeff Wangsness called the meeting to order at 5:00 PM. Board Member Joe Miller was absent. Due to the Covid-19 Pandemic, Board Member Todd Ashby as well as Jay Pudenz (McClure), Dan Stull and Dave Kalwishky (Exec 1) joined the meeting via conference call. Board Members Dr. Paul Novak, Bill Gardner and Greg Johnson were in attendance. Airport Board Manager Paul Moritz, Administrative Services Director Jennifer Sease, City Attorney Amy Beattie and Recording Secretary Mandy Hanson were also present.

**Special Recognition**

**Dave Garrison, PCAA Board Member Representing Altoona from 2019-2021**

Chairman Wangsness thanked Dave Garrison for his time on the Board and noted a plaque will be mailed as Garrison was unable to make it to the meeting.

**Perfecting and Approval of the Agenda without amendment**

Board Member Gardner moved, second by Novak, to approve the agenda without amendment. Ayes: 5

**Audience with Visitors**

Colt Zesch and Jacob Tugwell with Iron Horse Aviation, a crop-dusting organization, were present at the meeting and addressed the Board regarding their interest in constructing a box hangar on the Taxiway D site. They inquired about the possibility of leasing two box hangar pads and constructing one hangar first and a second one the following year. It was discussed that those stipulations would need to be built into the lease agreement for the Board's consideration.

**FBO Report**

Dave Kalwishky reported that insurance renewals are in process. An electrician will be out to repair several lights and switches to hangars. Gutter sealing and repairs will begin soon, and the rubber on the bottom of some hangar doors will be replaced. The self-serve fuel is going well and has pumped over 1,000 gallons. The new fuel trucks are now fully operational.

**Finance / Budget Report**

Novak reported on the 5/6/21 listing of bills and aging summary and stated the last bond payment will be sent out at the end of May.

**Consent Agenda Items**

1. Approval of April 8, 2021, minutes.
2. Payment #38 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$1,437.50.
3. Payment #5 to McClure Engineering Co., for services that include Taxiway D Apron and Access Roadway Paving – Phase 2 in the amount of \$2,875.00.

4. Payment #5 to SandStone Management LTD, for services that include Taxiway D Access Road, Utilities & Apron Grading – Phases 2 – 4 in the amount of \$54,860.37.
5. Payment #1 to Concrete Technologies, Inc. for construction services on the Taxiway D Apron and Access Roadway Paving – Phase 2 in the amount of \$214,294.60.
6. Approval of Bills and Transfer of Necessary Funds, \$287,623.70.
7. May 2021 Financial Reports
8. Accounts Receivable Aging Summary

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

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

### **New Business**

- A. **Resolution 2021-21** setting a public hearing to enter into an Amended and Substituted Land Lease Agreement with Bravo Partners LLC to facilitate a larger hangar to be constructed on the Phase 2 – Taxiway D Box Hangar Pad Site. Moritz reported Bravo Partners is currently leasing the fourth pad on Phase 2 and this agreement would expand the lease to include the adjoining fifth pad. Corey Kautz and Mark Kruse were present at the meeting and reported the building has been ordered and it is anticipated to be built in early fall. Board Member Gardner moved, second by Ashby, to adopt Resolution 2021-21. Ayes: Gardner, Ashby, Johnson, Novak, Wangsness
- B. **Resolution 2021-22** setting a public hearing to enter into a Land Lease Agreement with Simple Holdings, LLC to facilitate a box hangar development on Phase 3 of the Taxiway D Box Hangar Pad Site. Matthew Sawhill with Simple Holdings, LLC was present at the meeting. He reported he is working on a November 1 timeslot for his building and inquired about the possibility of switching with the Phase 2 tenants. It was discussed that there would have to be an agreement between Sawhill and the Phase 2 tenants for the Board to consider. Sawhill reported that according to his builder, extension of the access road past the first hangar pad on Phase 3 ahead of construction is not necessary. Board Member Novak moved, second by Johnson, to adopt Resolution 2021-22. Ayes: Novak, Johnson, Ashby, Gardner, Wangsness
- C. **Resolution 2021-23** authorizing the execution of Addendum No. 2 to the Hangar Land Lease Agreement with AllEnergy Aircraft LLC for construction of a box hangar on Phase 1 of the Taxiway D Box Hangar Pad Site. Dean Sukowatey and Chris Drossos with AllEnergy were present via conference call. Moritz reported the addendum requires lease payments to be brought up to date and grading and foundation construction to commence no later than August 1, 2021. Two forms of addendum were submitted to the Board for consideration. The original form of addendum states overall construction of the hangar shall be completed within nine months from the start of the grading and foundation construction and the alternate form of addendum as requested by Sukowatey states "...from the completion of the grading and foundation construction." Gardner moved, second by Johnson, to adopt Resolution 2021-23 and the alternate form of addendum with the word "completion." Ayes: Gardner, Johnson, Ashby, Wangsness. Nays: Novak
- D. **Audit services with Eide Bailly, LLP.** Board Member Novak moved, second by Johnson, to approve audit services with Eide Bailly, LLP, for the fiscal years ending June 30, 2021, 2022, and 2023 in the amounts of \$12,500, \$13,100 and \$13,700, with an option to renew

for one additional three-year period by mutual agreement of both parties. Ayes: Novak, Johnson, Ashby, Gardner, Wangsness

- E. **Change Order #2 increasing the contract amount by \$16,621.00 to Concrete Technologies, Inc. for the extension of the access roadway on the Taxiway D Apron and Access Roadway Paving – Phase 2.** No action was taken on this item. Sawhill reported that according to his builder, extension of the access road past the first hangar pad on Phase 3 ahead of construction is not necessary. Moritz inquired about the design and construction schedule for Phase 3. Pudenz reported construction is tied to the state DOT grant submitted and the design is not included in that. It is anticipated that the grant agreement will come back in August and the project will be awarded at the September meeting. Construction cannot begin until the grant agreement is in place and signed. Pudenz reported the goal is to complete paving of the Phase 3 apron and access roadway before the end of the construction season.
  
- F. **Proposal by Exec 1 Aviation to make interior improvements to the Terminal Building.** Moritz reported Exec 1 is proposing to reconfigure the north end of the terminal building for offices as well as installing new carpet and repainting upstairs and downstairs. There is no cost to the Board. Board Member Novak moved, second by Gardner, to approve a proposal by Exec 1 Aviation to make interior improvements to the Terminal Building. Ayes: Novak, Gardner, Ashby, Johnson, Wangsness
  
- G. **Resolution 2021-24** authorizing the execution of Task Order No. 9 for Professional Services with McClure Engineering Company for design services for the Taxiway D Apron and Access Roadway Paving – Phase 3. Board Member Gardner moved, second by Novak, to adopt Resolution 2021-24. Ayes: Gardner, Novak, Ashby, Johnson, Wangsness

## Reports

- A. Engineering Report
  - a. Update on preparation of the SWPPP for the required Iowa DNR General Permit No. 1  
Pudenz reported preparation of the SWPPP has started. Pudenz also reported paving of the Phase 2 project is complete except for the flume.
- B. Staff Report
  - a. Corvette Club of Iowa Permit – May 29 through 31, 2021  
Moritz reported the Certificate of Insurance was received and FAA gave approval for the event. Moritz also reported America First inquired about holding an event at the airport. Sease and Moritz met with America First prior to the meeting and it was determined it would not be feasible due to the scope of the event.
  - b. City of Altoona Presentation on April 26, 2021  
Moritz reported he along with Jeff Wangsness and Steve Van Oort presented at the City of Altoona work session regarding the status of the airport and Altoona staying in the Authority. It is Altoona's position to withdraw as of July 1.
  - c. Requested City of Ankeny Presentation at the May 17, 2021 Council Work Session  
Moritz reported the City of Ankeny has requested PCAA make a brief presentation regarding the status of the airport and its operations.
  - d. Development of new PCAA 28E Agreement with Polk County and the City of Ankeny  
Moritz reported a new 28E Agreement effective July 1 will need to be developed and approved at the June meeting.
- C. Legal Counsel Report - None
- D. Board Report - None

E. Chair Report

a. Noise complaint received from Jim Kerr

Wangsness reported he received a noise complaint from Jim Kerr from Berwick, IA regarding loud planes.

**Adjournment**

The meeting was adjourned at 6:13 p.m.

Attest: \_\_\_\_\_  
Mandy Hanson, Recording Secretary

Signed: \_\_\_\_\_  
Jeff Wangsness, Chairperson

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