

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, March 7, 2019, at the Ankeny City Hall, City Council Chambers, Ankeny, Iowa. The meeting was called to order at 5:00 P.M.

- Item 1) ROLL CALL – MEMBERS PRESENT:** ASHBY, BARBER, GARDNER, NILLES, NOVAK, WANGSNESS
MEMBERS ABSENT: ANDERSON
Chairperson, Jeff Wangsness, called the meeting to order. Present from the City of Ankeny were Airport Board Manager, Paul Moritz; Jennifer Sease, Administrative Services Director; 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 Dr. Paul Novak and seconded by Todd Ashby to approve the agenda without amendment. VOTE: YEA: NOVAK, ASHBY, BARBER, GARDNER, NILLES, WANGSNESS
- Item 3) AUDIENCE WITH VISITORS**
Jeff Wangsness recognized Dave Garrison, newly appointed Altoona Board Member. Brant Anderson has resigned his position. Garrison stated he was a State Trooper for 28 years, 4 of which, he was also a pilot.
- Item 4) PUBLIC HEARING – PH #2019-01**
Revised Budget for FY 2018-2019 for the Polk County Aviation Authority
- Item 4A) Hold and Close Public Hearing**
Chairperson Wangsness announced this as the time and place for the public hearing on the FY2018-2019 revised budget and proposed budget for FY 2019-2020. Notice of this hearing was published in the Des Moines Register on February 18, 2019. There were no written comments received on the proposed budget. Chairperson Wangsness inquired if there was anyone present to be heard for or against said proposed budgets. Administrative Services Director, Jennifer Sease, reviewed the proposed budget with the board. Hearing no one against said proposed budget, Chairperson Wangsness called for a motion to close the public hearing.

It was moved by Todd Ashby and seconded by Jake Nilles to close Public Hearing #2019-01. VOTE: YEA: ASHBY, NILLES, BARBER, GARDNER, NOVAK, WANGSNESS
- Item 4B) Resolution 2019-09, approving the proposed FY2018-2019 revised budget and the proposed FY2019-2020 budget.**
It was moved by Jake Nilles and seconded by Bill Gardner to adopt Resolution 2019-09, approving of proposed FY 2018-2019 Revised Budget and the proposed FY 2019-2020 Budget. VOTE: YEA: NILLES, GARDNER, ASHBY, BARBER, NOVAK, WANGSNESS
- Item 5) FBO REPORT**
Item 5A) Fuel Report

- Item 5B) Inspection Report**
Item 5C) Hangar tenant waiting list report
Item 5D) Tenant concerns and response report
 Dan Stull, EXEC 1, asked if anyone had any questions regarding the FBO written report. Paul Moritz asked if someone needs to look at the REIL lights, since the report stated 4 were inoperable. Dan said he would look into it. Jeff Wangsness asked Dan to look into why the February and March Fuel Sales report totals weren't lining up.
- Item 6) FINANCE / BUDGET REPORT**
 Paul Novak reported snow removal expense from January 18, 2019 until February 13, 2019 was \$34,000 and another pallet of granular deicer has been ordered since this bill was submitted.
- Item 7) CONSENT AGENDA ITEMS**
CA-1 Approval of February 7, 2019 minutes.
CA-2 Consider motion to approve payment #13 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$1,805.00.
CA-3 Consider motion to approve payment #3 to McClure Engineering Co., for services that include Reconstruct Twys A/C N. Rehab Twys B, C T-Hgr Txin Const Admin & Obs in the amount of \$2,931.84.
CA-4 Consider motion to approve payment #3 to McClure Engineering Co., for services that include Rehabilitate Runway 18/36 (Design/Bidding Services) in the amount of \$11,146.45.
CA-5 Consider motion to approve payment #13, FY2019 expenses to the City of Ankeny, for services for the SE Convenience Blvd. Extension Project, RISE, in the amount of \$10,014.56.
CA-6 Approval of Bills and Transfer of Necessary Funds, \$68,071.46.
CA-7 March 2019 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 Dr. Paul Novak to approve consent agenda items CA-1 through CA-8. VOTE: YEA: GARDNER, NOVAK, ASHBY, BARBER, NILLES, WANGSNESS
- Item 8) REMOVED CONSENT AGENDA ITEMS: NONE**
- Item 9) OLD BUSINESS:**
Item 9A) Motion to approve Larry Coppola's lease.
 Dan Stull stated he has not received a response to the letter that was sent to Larry Coppola asking him for his plane's number. Amy Beattie stated Coppola has 90 days from the first of the year, before his lease can be terminated. Beattie also stated that Coppola could ask the Board to consider an extension to the lease if he so chooses. It was moved by Todd Ashby and seconded by Jake Nilles to defer this motion to approve Larry Coppola's lease until the April 4, 2019 meeting.
 VOTE: YEA: ASHBY, NILLES, BARBER, GARDNER, NOVAK, WANGSNESS
- Item 10) NEW BUSINESS**
Item 10A) Resolution 2019-10, authorizing the execution of a farm lease with Todd Volz.

It was moved by Dr. Paul Novak and seconded by Bill Gardner to approve Resolution 2019-10, to authorize the execution of a farm lease with Todd Volz. VOTE: YEA: NOVAK , GARDNER, ASHBY, BARBER, NILLES, WANGSNESS

Item 10B) Resolution 2019-11, fixing a date for a hearing on plans, specifications, opinion of probable cost, form of contract, and taking of bids for the Rehabilitate Runway 18/36 Project at the Ankeny Regional Airport.

Paul Moritz stated the Letting date for the Rehabilitate Runway 18/36 Project is set for April 30, 2019 at City Hall and the Public Hearing will be May 9, 2019.

It was moved by John Barber and seconded by Dr. Paul Novak to approve Resolution 2019-11, fixing a date for a hearing on plans, specifications, opinion of probable cost, form of contract, and taking of bids for the Rehabilitate Runway 18/36 Project. VOTE: YEA: BARBER, NOVAK, ASHBY, GARDNER, NILLES, WANGSNESS

Item 11) REPORTS

Item 11A) Engineering Report

a. Rehabilitate Runway 18/36.

b. Reconstruct Taxiways A & C North - Preconstruction Meeting and Project Schedule.

c. Wildlife Fence Automatic Gates.

Jay Pudenz, McClure Engineering, stated his goal is to coordinate the projects the best he can to minimize the time the runway is closed. Pudenz stated that Controlled Access came out to look at the automatic gates. Controlled Access recommended that a heater be installed in the controller, along with different wiring and lifting the entire unit off the ground. Pudenz said he forwarded the recommendations to the contractor, who has agreed to all the changes, except lifting the unit off the ground.

Item 11B) STAFF REPORT

a. IPAA Conference – April 16 – 17 in Sioux City.

Paul Moritz stated that he plans to attend the Iowa Public Airport Association (IPAA) Conference, in Sioux City. Early Registration Deadline is March 22, 2019. Moritz stated the 4 States Aviation Conference, Kansas City, is August 26-28 with the application deadline July 28, 2019. Todd Ashby stated he would represent the Authority at the Greater Des Moines Partnership meeting in D.C.

b. Airport Zoning Board of Adjustment Appointments.

Paul Moritz stated the Airport Zoning Board of Adjustment is a five member board, 3 from the City of Ankeny and 2 from Polk County. Moritz stated the County and City of Ankeny are working on bringing the Board Membership up to date. This Board rarely meets, but is very important to have, when needed.

Item 11C) LEGAL COUNSEL REPORT: NONE

Item 11D) BOARD REPORT:

Dr. Paul Novak inquired how the tenants will be notified when the runway is closed for construction. Dan Stull stated that a tenant meeting will be held and that he will supplement the NOTEM with an email to the people on the customer list.

Item 11E) CHAIR REPORT: NONE

Item 12) ADJOURN

There being no further business, it was moved by Dr. Paul Novak and seconded by Bill Gardner to adjourn the meeting. VOTE: YEA: NOVAK, GARDNER, ASHBY, BARBER, NILLES, WANGSNESS

The meeting adjourned at 5:55 p.m.

Attest: _____ Signed: _____
Todd Ashby, Secretary Jeff Wangsness, Chairperson

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