

Minutes of the
POLK COUNTY AVIATION AUTHORITY
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, April 4, 2019, 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:** GARDNER, GARRISON, NILLES, WANGSNESS
MEMBERS ABSENT: ASHBY, BARBER, NOVAK
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, Doug Fulton was present. Dan Stull and J. R. Boesen were present from EXEC 1. Representing McClure Engineering was Andy Maysent.
- Item 2) ADMINISTER OATH OF OFFICE TO NEW BOARD MEMBER, DAVE GARRISON, CITY OF ALTOONA.**
The oath of office, for Dave Garrison, was administered by Chairperson, Jeff Wangsness.
- Item 3) SPECIAL RECOGNITION:**
- **Brant Anderson, PCAA Board Member Representing Altoona from 2010-2019**
Chairperson, Jeff Wangsness presented Brant Anderson with a plaque commemorating his years of service.
- Item 4) CONFIRM SUBCOMMITTEE APPOINTMENTS, 2019.**
- **Finance / Executive Committee:** Paul Novak, Chp., Todd Ashby, Jeff Wangsness
- **Land / Hangar Lease Committee:** Bill Gardner, Chp., Dave Garrison, Todd Ashby, J. R. Boesen, FBO
- **Airport Security Committee:** John Barber, Chp., Paul Moritz, City Staff Management, Michael Current, Airport Tenant Representative, J. R. Boesen, FBO;, PD; Police Chief, Darius Potts, Ankeny Police Department; Captain Makai Echer, Ankeny Police Department; Deputy Chief Rob Chiappano, Ankeny Fire Department
- **Special Events Committee:** Paul Novak, Chp., Jake Nilles, Dave Garrison
- **Land Acquisition Committee:** Jeff Wangsness, Chp.; Bill Gardner, Todd Ashby
- **Engineering Review Committee:** John Barber, Chp.; Jake Nilles, Todd Ashby
It was moved by Bill Gardner and seconded by Jake Nilles to approve the Subcommittee Appointments. VOTE: YEA: GARDNER, NILLES, GARRISON, WANGSNESS
- Item 5) PERFECTING AND APPROVAL OF THE AGENDA WITHOUT AMENDMENT.**
It was moved by Jake Nilles and seconded by Bill Gardner to approve the agenda without amendment. VOTE: YEA: NILLES, GARDNER, GARRISON, WANGSNESS
- Item 6) AUDIENCE WITH VISITORS**
John Barber arrived at 5:07 p.m.
John Jolliffe, IT Manager with Casey's was following up on a proposal he made at the August 19, 2018 PCAA meeting to have Orion install fiber optic cable across property owned by the airport. Jolliffe stated that he has approval from Casey's engineers and the project is in the budget. Jolliffe stated he will need a Permanent Easement to move forward. Paul Moritz supplied a map of the Proposed Fiber Route Design.

Dave Kalwishky stated the B17 Bomber would be at the airport June 21-23, 2019.

Item 7) FBO REPORT

Item 7A) Fuel Report

Item 7B) Inspection Report

Item 7C) Hangar tenant waiting list report

Item 7D) Tenant concerns and response report

Dan Stull, EXEC 1, looked into why the February and March Fuel Sales report totals weren't lining up. Stull stated it was a miscalculation. Stull stated a fire hydrant on the west end of the airport was sheared off at the pipe. Paul Moritz stated he would have someone come out to look at the damage. Stull stated Jeff Moore will be taking over the line duties at the airport.

Item 8) FINANCE / BUDGET REPORT

Jennifer Sease reported \$482.00 was paid to Controlled Access to diagnose the problem we were having with the gate operators. Jeff Wangness suggested this amount should be reimbursed by the contractor who installed the gate.

Item 9) CONSENT AGENDA ITEMS

CA-1 Approval of March 7, 2019 minutes.

CA-2 Consider motion to approve payment #14 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$605.00.

CA-3 Consider motion to approve payment #8 to McClure Engineering Co., for services that include Drainage Channel Improvements / Terminal Building Drainage Improvements Project in the amount of \$1,147.50.

CA-4 Consider motion to approve payment #7 to McClure Engineering Co., for services that include South Apron Access Road and Utilities – Phase 1 (Design/Bidding/Const Services) in the amount of \$1,437.50.

CA-5 Consider motion to approve payment #4 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 \$3,034.38.

CA-6 Consider motion to approve payment #4 to McClure Engineering Co., for services that include Rehabilitate Runway 18/36 (Design/Bidding Services) in the amount of \$10,401.75.

CA-7 Consider motion to approve payment #14, FY2019 expenses to the City of Ankeny, for services for the SE Convenience Blvd. Extension Project, RISE, in the amount of \$24,735.18.

CA-8 Approval of Bills and Transfer of Necessary Funds, \$70,879.89.

CA-9 April 2019 Financial Reports

CA-10 Accounts Receivable Aging Summary

CA-11 Motion to approve the substitution of an updated lease for the lease approved by Resolution 2019-07, February 7, 2019 for John G. Jensen.

Motion to approve consent agenda items CA-1 to CA-11

It was moved by Jake Nilles and seconded by Bill Gardner to approve consent agenda items CA-1 through CA-11. VOTE: YEA: NILLES, GARDNER, BARBER, GARRISON, WANGSNESS

Item 10) REMOVED CONSENT AGENDA ITEMS: NONE

Item 11) OLD BUSINESS:

Item 11A) Motion to approve Larry Coppola's lease.

Dan Stull reported that he received an email from Coppola stating he is actively looking for an airplane. Jennifer Sease stated we can approve Coppola's lease through December 31, 2019. If Coppola does not have a plane at that time, his lease will not be renewed. It was moved by Bill Gardner and seconded by Jake Nilles to approve Larry Coppola's lease through December 31, 2019. If Coppola does not have a plane at that time, his lease will not be renewed. VOTE: YEA: GARDNER, NILLES, BARBER, GARRISON, WANGSNESS

Item 12) NEW BUSINESS

Item 12A) Resolution 2019-12, approving and authorizing the execution of a certain assignment of lease held by Des Moines Metro Aviation, LLC.

Jeff Wangsness reported that Tom Drew formed a new LLC. This is a formality. It was moved by Jake Nilles and seconded by Bill Gardner to approve Resolution 2019-12, approving and authorizing the execution of a certain assignment of lease held by Des Moines Metro Aviation, LLC. VOTE: YEA: NILLES, GARDNER, BARBER, GARRISON, WANGSNESS

Item 12B) Resolution 2019-13, authorizing submittal of an Iowa DOT Grant Application to provide possible State of Iowa Aviation Program funding for the construction of the South Apron Access Road Relocation (Phases 2-4) and Utilities (Phase 2) Project at the Ankeny regional Airport.

It was moved by Bill Gardner and seconded by John Barber to approve Resolution 2019-13, authorizing submittal of an Iowa DOT Grant Application to provide possible State of Iowa Aviation Program funding for the construction of the South Apron Access Road Relocation (Phases 2-4) and Utilities (Phase 2) Project at the Ankeny regional Airport. VOTE: YEA: GARDNER, BARBER, GARRISON, NILLES, WANGSNESS

Item 13) REPORTS

Item 13A) Engineering Report

a. Drainage Improvements Project – Construction

Andy Maysent, McClure Engineering reported this project began March 18 with expected completion May 9.

b. South Apron Paving / Utilities Project – Construction

Maysent reported this project will begin March 25. Extra dirt will be moved from this project area to the terminal ramp area for a future project.

c. Reconstruct Taxiways A & C North – Construction

Maysent reported the t-hangar taxi lanes will be closed July 22 to July 31. The primary runway 18/36 will be closed September 9th through October 8th. There will be multiple contractors working at one time to keep the closure time to a minimum.

d. Rehabilitate Runway 18/36 – Design / Bidding

Maysent reported the Bid Letting will be held April 30, 2019 with the Public Hearing on May 9, 2019.

e. Wildlife Fence Project – FAA Final Closeout / Gates

Maysent stated the contractor will have all the gates fixed by April 12, 2019.

f. SE Convenience Blvd. Extension Project – DOT Reimbursement

Item 13B) STAFF REPORT

a. Airport Zoning Board Appointments

Paul Moritz stated the City of Ankeny will reappoint Ted Rapp, Ron Fisher and Steve Odson to the Airport Zoning Board.

b. Central Iowa Air Show Meeting on March 25, 2019

Moritz reported there was a meeting March 25 and they are meeting again following tonight's PCAA meeting, discussing City Permits and parking decisions.

c. Second Appraisal – 16 Acre Parcel

Moritz reported the second appraisal has been completed on the 16 acre parcel owned by the Authority. The FAA will value the property following the third appraisal.

d. Casey's Proposed Fiber Optic Cable on Airport Property

See Audience with Visitors.

Item 13C) LEGAL COUNSEL REPORT: NONE

Item 13D) BOARD REPORT:

Chairperson, Jeff Wangsness welcomed the new Board Member, Dave Garrison. Jennifer Sease stated the B17 Bomber Event will need a special event application completed. The airshow event application will need to be approved at the May 9, 2019 meeting. Paul Moritz stated JDA is to start the demolition at the Clark property the week of April 8th with completion May 10, 2019. John Barber stated it is time to treat the fence line with weed control. Paul Moritz said he talk to Jay Pudenz, McClure Engineering, about following up on the Perficut contract.

Item 13E) CHAIR REPORT: NONE

Item 14) ADJOURN

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

The meeting adjourned at 5:51 p.m.

Attest: _____ Signed: _____
Margaret Waldschmitt Jeff Wangsness
Recording Secretary Chairperson

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