

Minutes of the  
POLK COUNTY AVIATION AUTHORITY  
ANKENY, IOWA

The Polk County Aviation Authority held a regular meeting on Thursday, June 6, 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:** ASHBY, GARDNER, NILLES, NOVAK  
**MEMBERS ABSENT:** BARBER, GARRISON, WANGSNESS  
Acting Chairperson, Todd Ashby, 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 Bill Gardner to approve the agenda without amendment. VOTE: YEA: NOVAK, GARDNER, ASHBY, NILLES
- Item 3) AUDIENCE WITH VISITORS**  
**Item 3A) “Flying Low” Corvette Club Event, Dave Vance.**  
Dave Vance expressed appreciation on behalf of the Corvette Club for use of the airport to host their event that took place on May 25 – 27. He stated the event was well attended.
- Joel Wilson, Director of the Ottumwa Airshow, stated the committee has found the task of cleaning up the Expo grounds to be a larger job than anticipated. Wilson stated they received a bid from two companies to clear the area, the most competitive bid was for \$8,000.00. Wilson asked if the Board would authorize covering this expense. Attorney, Amy Beattie, stated the PCAA funding is for aeronautical purposes and not to be used for independent events. Beattie also stated that since this item was not on this agenda, a decision could not be made at this meeting. Todd Ashby asked that they bring back a firm proposal to the July 11<sup>th</sup> meeting for the Board to review. Wilson stated that would not be soon enough. Wilson also asked that the hay farmer be contacted to harvest his crop, so the airshow volunteers can have better access to the Expo grounds. Wilson stated the airshow committee would reimburse the farmer for four bales of hay, estimating that would be the amount of crop the farmer will lose due to airshow interference.
- Item 4) FBO REPORT**  
**Fuel Report**  
**Inspection Report**  
**Hangar tenant waiting list report**  
**Tenant concerns and response report**  
Dan Stull, EXEC 1, stated six tenants attended the informational meeting regarding the upcoming runway projects that was held on May 21. Stull stated there is also a poster in the lobby for visual clarity. Paul Moritz stated the beacon light had been shut off. Stull confirmed there is now a pad lock on the door for the beacon light switch.
- Item 5) FINANCE / BUDGET REPORT**  
Dr. Paul Novak stated there were no out of the ordinary expenses. Novak reported the second appraisal was received for the 16.06 acres of ground the Authority has for sale.

Novak stated a new appraisal will be required every six months until the ground is sold. Attorney, Amy Beattie, stated she is waiting for a price confirmation from the FAA.

**Item 6)**

**CONSENT AGENDA ITEMS**

**CA-1 Approval of May 9, 2019 minutes.**

**CA-2 Consider motion to approve Payment #10 to McClure Engineering Co., for construction administration services on the Drainage Channel Improvements / Terminal Building Drainage Improvements Project in the amount of \$1,551.25.**

**CA-3 Consider motion to approve payment #15 to McClure Engineering Co., for services that include General On-Call Engineering Services in the amount of \$2,832.50.**

**CA-4 Consider motion to approve Payment #2 to RW Excavating Solutions for construction services on the Drainage Channel Improvements / Terminal Building Drainage Improvements Project in the amount of \$83,034.75.**

**CA-5 Consider motion to approve Payment #9 to McClure Engineering Co., for construction administration services on the South Apron Access Road and Utilities – Phase 1 in the amount of \$6,822.50.**

**CA-6 Consider motion to approve Payment #6 to McClure Engineering Co., for construction administration services on the Reconstruct Taxiways A & C North, Rehab Taxiways B, C and T-hangar Taxilanes project in the amount of \$3,135.69.**

**CA-7 Consider motion to approve Payment #6 to McClure Engineering Co., for design and bidding services on the Rehabilitate Runway 18/36 project in the amount of \$10,725.00.**

**CA-8 Consider motion to approve Payment #2, to Sternquist Construction for construction services on the South Apron Access Road & Utilities Phase 1 project in the amount of \$132,688.52**

**CA-9 Consider motion to approve Payment #1, to JDA Construction Company for Site Demolition and Disposal – 2108 SE Oralabor Road project in the amount of \$17,250.00.**

**CA-10 Approval of Bills and Transfer of Necessary Funds, \$665,746.73.**

**CA-11 June 2019 Financial Reports**

**CA-12 Accounts Receivable Aging Summary**

**Motion to approve consent agenda items CA-1 to CA-12**

It was moved by Bill Gardner and seconded by Jake Nilles to approve consent agenda items CA-1 through CA-12. VOTE: YEA: GARDNER, NILLES, ASHBY, NOVAK

**Item 7)**

**REMOVED CONSENT AGENDA ITEMS: NONE**

**Item 8)**

**OLD BUSINESS:**

**Item 8A)**

**Consider motion to approve rescheduling of the July 4, 2019 PCAA meeting to July 11, 2019.**

It was moved by Dr. Paul Novak and seconded by Jake Nilles to approve rescheduling of the July 4, 2019 PCAA meeting to July 11, 2019. VOTE: YEA: NOVAK, NILLES, ASHBY, GARDNER

**Item 9) NEW BUSINESS**

**Item 9A) Resolution 2019-15, authorizing the execution of Task Order No. 6 with McClure Engineering for construction administration, observation services and project closeout services related to the Rehabilitate Runway 18/36 project.**

It was moved by Jake Nilles and seconded by Bill Gardner to adopt Resolution 2019-15, authorizing the execution of Task Order No. 6 with McClure Engineering for construction administration, observation services and project closeout services related to the Rehabilitate Runway 18/36 Project. VOTE: YEA: NILLES, GARDNER, ASHBY, NOVAK

**Item 9B) Resolution 2019-16, authorizing the application of FAA Grant Application AIP 3-19-0132-026 for the Rehabilitate Runway 18/36 project.**

It was moved by Bill Gardner and seconded by Jake Nilles to adopt Resolution 2019-16, authorizing the application of FAA Grant Application AIP 3-19-0132-026 for the Rehabilitate Runway 18/36 project. VOTE: YEA: GARDNER, NILLES, ASHBY, NOVAK

**Item 9C) Resolution 2019-17, authorizing the Chairperson to sign the construction contract, bonds and insurance certificate for the Rehabilitate Runway 18/36 Project.**

It was moved by Jake Nilles and seconded by Dr. Paul Novak to adopt Resolution 2019-17, authorizing the Chairperson to sign the construction contract, bonds and insurance certificate for the Rehabilitate Runway 18/36 Project. VOTE: YEA: NILLES, NOVAK, ASHBY, GARDNER

**Item 10) REPORTS**

**Item 10A) Engineering Report**

**a. Drainage Improvements Project – Construction**

Jay Pudenz, McClure Engineering, reported Monday they will be seeding for erosion control, aware that it is outside the seeding window.

**b. South Apron Paving / Utilities Project – Construction**

Pudenz reported the utilities are in. This project's expected completion is July 15.

**c. Reconstruct Taxiways A & C North – Construction**

**d. Rehabilitate Runway 18/36 – Bidding/Construction**

Pudenz reported reconstruction of Taxiways A & C North will start on July 22, 2019.

That project will coincide with the rehabilitation of Runway 18/36.

**e. SE Convenience Blvd. Extension Project – Restoration**

Paul Moritz reported they replaced the concrete in two areas where water was ponding.

**Item 10B) Staff Report**

**a. Contamination Plume – Casey's Property**

Paul Moritz stated he sent a letter asking for reimbursement for the additional expense on the utilities project due to the underground contamination from Casey's.

**b. Clark Property Demolition**

Moritz reported JDA removed the septic tank last week.

**c. Perficut Treatments**

Jay Pudenz, McClure Engineering, stated the fence line has been mowed and herbicide has been applied.

**d. Central Iowa Air Show**

Covered under Audience with Visitors.

**e. Casey's Fiber Optic Cable Easement**

Moritz placed an easement on the table for the Board to review. This easement was submitted to Casey's for follow up.

Jennifer Sease stated we were notified by Webspec that the Ankeny Regional Airport website had been hacked. The website is also on an old server and will need to be moved. It was the consensus of the Board to get the website functional as soon as possible.

**10C) LEGAL COUNSEL REPORT:**

**a. Review Appraisal for 16 acres.**

Attorney, Amy Beattie, stated the second appraisal was received for the 16.06 acres of ground the Authority has for sale. Beattie stated she submitted the second appraisal to the FAA and is waiting for a response. The Review appraisal went with the lower appraisal amount.

**10D) BOARD REPORT: NONE**

**10E) CHAIR REPORT:**

Todd Ashby stated his flight was delayed, so Steve VanOort represented the PCAA at the Greater Des Moines Partnership trip in DC. Todd reported that the FAA likes the brochure layout and appreciates the work done on behalf of the airport.

**Item 12) ADJOURN**

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

The meeting adjourned at 5:40 p.m.

Attest: \_\_\_\_\_ Signed: \_\_\_\_\_  
Dr. Paul Novak Todd Ashby  
Treasurer Acting Chairperson

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