



Polk County Aviation Authority Meeting

Thursday, March 6, 2025

5:00 PM

**Ankeny Regional Airport - Corporate/Terminal Hangar Building
3700 SE Convenience Blvd, Ankeny, Iowa**

INSTRUCTIONS TO JOIN ELECTRONIC MEETING:

Please join using this link:

<https://zoom.us/j/98294550961?pwd=MzdjTERQR1Y1SVNWOGhxWFd1b2FRUT09>

Or dial: +13126266799 Meeting ID: 982 9455 0961 Passcode: 5678

A. ROLL CALL

B. APPROVAL OF AGENDA

1. Consider motion to approve and accept the March 6, 2025 agenda without amendment.

C. PUBLIC FORUM

D. FBO REPORTS

- Fuel Report
- Inspection Report
- Hangar tenant waiting list report
- Tenant concerns and response report

1. FBO Report & Waiting List

E. FINANCE / BUDGET REPORTS

F. CONSENT AGENDA ITEMS

- CA - 1.** Consider motion to approve the February 6, 2025 minutes.

- CA - 2.** Consider motion to adopt **RESOLUTION** approving 2025 lease agreements.
- CA - 3.** Consider motion to approve Retainage Payment in the amount of \$3,006.08 to Eagle Sign Company for services that included construction of Monument Signs.
- CA - 4.** Consider motion to approve Task Order One-Payment #5 in the amount of \$849.27 to HDR Engineering, Inc. for services that include Professional Consulting Services.
- CA - 5.** Consider motion to approve Payment #15 in the amount of \$11,607.87 to McClure Engineering Company for services that includes Design & Bidding to Reconstruct Runway 18/36.
- CA - 6.** Consider motion to approve Payment #3 in the amount of \$16,350.00 to McClure Engineering Company for the Reconstruct Airport Entrance Roundabout and Terminal Building Parking Lot project.
- CA - 7.** Consider motion to approve Payment #5 in the amount of \$43,564.50 to McClure Engineering Company for Extend Runway 18: Design and Bidding Services.
- CA - 8.** Consider motion to approve Payment #4 in the amount of \$17,808.40 to McClure Engineering Company for Site Work & Vertical Infrastructure – Phase 2 – Design and Bidding for the North Property Line Box Hangars.
- CA - 9.** Consider motion to approve Payment #28 in the amount of \$2,556.25 to McClure Engineering Company for services that include General On-Call Engineering Services.
- CA - 10.** Consider motion to approve Bills and Transfer of Necessary Funds in the amount of \$120,981.12
- CA - 11.** Consider motion to approve March 2025 Financial Reports.

- **APPROVAL OF CONSENT AGENDA ITEMS**

- 1. Consent Agenda Items CA-1 through CA-11

Consider motion to approve the recommendations for Consent Agenda Items CA-1 through CA-11.

G. REMOVED CONSENT AGENDA ITEMS:

H. OLD BUSINESS

I. NEW BUSINESS

- 1. Consider motion to adopt **RESOLUTION** authorizing the Board Chairperson to sign the construction contract for the North Property Line Box Hangars - Phase 2 Project at the Ankeny Regional Airport.
- 2. Consider motion to adopt **RESOLUTION** authorizing the execution of Task Order No. 09 for construction services with McClure Engineering for the North Property Line Box Hangars - Phase 2 Project in an amount not to exceed \$87,279.00.

3. Consider motion to adopt **RESOLUTION** authorizing the execution of Task Order No. 10 with McClure Engineering for the design of the Instrument Landing System Relocation as part of the proposed Runway 18/36 Extension Project.
4. Consider motion to adopt **RESOLUTION** granting an electric easement to MidAmerican Energy Company for the installation of an electric service and transformer to serve the Rick's Landing Hangar at the Ankeny Regional Airport.
5. Consider motion to accept a proposal from Smith's Sewer Service in the amount of \$885.00 to video-inspect the three storm sewer pipes under Runway 4/22 at the identified dip in the runway pavement.
6. Consider motion to adopt **RESOLUTION** authorizing the execution of a Reimbursable Agreement with the Federal Aviation Administration for the design review of the Instrument Landing System Relocation as part of the proposed Runway 18/36 Extension.
7. Consider motion to adopt **RESOLUTION** setting a public hearing on the Polk County Aviation Authority revised Fiscal Year 2024-2025 Budget and the proposed Fiscal Year 2025-2026 Budget (date of hrg: 4/10/25 @ 5:00 p.m.).
8. Consider motion to adopt **RESOLUTION** fixing a date for the hearing on the plans, specifications, opinion of probable cost and form of contract, taking of bids and awarding the construction contract for the Reconstruct Airport Entrance Roundabout and Terminal Parking Lot Project. (date of hrg: 4/10/25 @ 5:00 p.m.)

J. REPORTS

1. Engineering Report

- a. Construct Monument Signs Project: Consider a change order to Eagle Signs to add graphics to the back side of the Interstate 35 sign.
- b. Update on the South Terminal Area Development - Preliminary Design by HDR.

2. Staff Report

- a. Tee Hangar Leases: Fire Extinguisher Requirement by Fire Marshal.
- b. Tee Hangar Leases: Possible Revision regarding fuel in portable cans.
- c. Tee Hangar Leases: Possible Revisions regarding Air-worthy Aircraft.
- d. 2025 Iowa Public Airports Association Annual Conference - April 15-17 in Okoboji.

3. Legal Counsel Report

4. Board Report

5. Chair Report

K. ADJOURNMENT