

MINUTES OF THE POLK COUNTY AVIATION AUTHORITY (PCAA)
Thursday, March 6, 2025 - 5:00 PM
Ankeny Regional Airport, 3700 SE Convenience Blvd., Ankeny, Iowa

Acting Chairman Todd Ashby joined the meeting electronically and called the meeting to order at 5:00 PM. Board Members Dr. Paul Novak, Bill Gardner and Greg Johnson were in attendance. Chairman Jeff Wangsness was absent. Ryan Day (Exec 1) was in attendance. Jay Pudenz (McClure) was in attendance. Airport Board Manager Paul Moritz, City Attorney Erin Clanton, Administrative Services Director Jennifer Sease, and Recording Secretary Diane Klemme were also present.

Approval of Agenda

Board Member Gardner moved, second by Novak, to approve the agenda without amendment. Ayes: 4.

FBO Report

Ryan Day reviewed the FBO Report with the Board.

Finance / Budget Report

Gardner reported on the 3/6/24 listing of bills.

Consent Agenda Items

1. Approval of February 6, 2025 minutes.
2. **RESOLUTION 2025-08** approving 2025 lease agreements.
3. Retainage Payment to Eagle Sign Company for services that included construction of Monument Signs in the amount of \$3,006.08.
4. Task Order One-Payment #5 to HDR Engineering, Inc. for services that include Professional Consulting Services in the amount of \$849.27.
5. Payment #15 to McClure Engineering Company for services that includes Design & Bidding to Reconstruct Runway 18/36 in the amount of \$11,607.87.
6. Payment #3 to McClure Engineering Company for the Reconstruct Airport Entrance Roundabout and Terminal Building Parking Lot project in the amount of \$16,350.00.
7. Payment #5 to McClure Engineering Company for Extend Runway 18: Design and Bidding Services in the amount of \$43,564.50.
8. Payment #4 to McClure Engineering Company for Site Work & Vertical Infrastructure – Phase 2 – Design and Bidding for the North Property Line Box Hangars in the amount of \$17,808.40.
9. Payment #28 to McClure Engineering Company for services that include General On-Call Engineering Services in the amount of \$2,556.25.
10. Approval of Bills and Transfer of Necessary Funds, \$120,981.12.
11. Approval of March 2025 Financial Reports.

Approval of Consent Agenda Items

Board Member Gardner moved, second by Johnson, to approve Consent Agenda Items CA-1 through CA-11. Ayes: Gardner, Johnson, Ashby, Novak.

New Business

1. **RESOLUTION 2025-09** authorizing the Board Chairperson to sign the construction contract for the North Property Line Box Hangars – Phase 2 Project at the Ankeny Regional Airport. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner.
2. **RESOLUTION 2025-10** 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. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner.
3. **RESOLUTION 2025-11** 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. Gardner moved, second by Novak. Ayes: Gardner, Novak, Ashby, Johnson.
4. **RESOLUTION 2025-12** 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. Novak moved, second by Johnson. Ayes: Novak, Johnson, Ashby, Gardner.
5. 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. Gardner moved, second by Johnson. Ayes: Gardner, Johnson, Ashby, Novak.
6. **RESOLUTION 2025-13** 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. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner.
7. **RESOLUTION 2025-14** 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.). Gardner moved, second by Johnson. Ayes: Gardner, Johnson, Ashby, Novak.
8. **RESOLUTION 2025-15** 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. Novak moved, second by Gardner. Ayes: Novak, Gardner, Ashby, Johnson.

Reports

- A. Engineering Report – Pudenz
 - 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
- B. Staff Report – Moritz
 - 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
- C. Legal Counsel Report
- D. Board Report
- E. Chair Report

Adjournment

The meeting was adjourned at 5:51 p.m.

Attest: _____
Diane Klemme, Recording Secretary

Signed: _____
Todd Ashby, Acting Chairperson

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