

MINUTES OF THE POLK COUNTY AVIATION AUTHORITY (PCAA)
Thursday, October 9, 2025 - 5:00 PM
Ankeny Regional Airport, 3700 SE Convenience Blvd., Ankeny, Iowa

Chairman Jeff Wangsness called the meeting to order at 5:00 PM. Board Members William Gardner and Dr. Paul Novak were in attendance. Todd Ashby joined the meeting electronically at 5:03. Greg Johnson was absent. Dave Kalwishky (Exec 1), Jay Pudenz (McClure), City Attorney Erin Clanton, Airport Board Manager Paul Moritz, Administrative Services Director Jennifer Sease and Recording Secretary Diane Klemme were present.

Approval of Agenda

Board Member Novak moved, second by Gardner, to approve the agenda without amendment. Ayes: 3.

FBO Report

Dave Kalwishky reviewed his FBO Report with the Board.

Finance / Budget Report

Gardner reported on the 10/9/25 listing of bills.

Consent Agenda Items

1. Approval of September 4, 2025 minutes.
2. Payment #2 to Jensen Builders Ltd for services that include the Reconstruction of the Entrance Roundabout & Terminal Parking Lot project in the amount of \$261,833.30.
3. Payment #34 to McClure Engineering Company for services that include General On-Call Engineering Services in the amount of \$3,440.00.
4. Payment #2 to McClure Engineering Company for services that includes Construction Administration and Observation Services to Reconstruct Runway 18/36 in the amount of \$24,608.19.
5. Payment #2 to McClure Engineering Company for Construction Administration, Observation & Closeout Services for the Reconstruct Airport Entrance Roundabout and Terminal Building Parking Lot project in the amount of \$12,552.35.
6. Payment #6 to McClure Engineering Company for Site Work & Vertical Infrastructure – Phase 2 – Construction Management, Administration & Observation Service for the North Property Line Box Hangars in the amount of \$6,858.85.
7. Approval of October 2025 Financial Reports.
8. Approval of Bills and Transfer of Necessary Funds, \$525,681.93.

Approval of Consent Agenda Items

Board Member Novak moved, second by Gardner, to approve Consent Agenda Items CA-1 through CA-8. Ayes: Novak, Gardner, Ashby, Wangsness.

New Business

1. Motion to approve the invoice from Controlled Access of the Midwest, LLC for the yearly protection plan from 9/01/25 – 8/31/26 for the amount of \$1,966.00. Novak moved, second by Gardner. Ayes: Novak, Gardner, Ashby, Wangsness.
2. Motion to approve the Special Event Application for Rick's Landing, LLC for an October 21, 2025 reception to be held in the evening within their private hangar. Novak moved, second by Gardner. Ayes: Novak, Gardner, Ashby, Wangsness.
3. Motion to approve the leasing of the two new box hangars upon completion, and awarding them to the #3 option (listed on the attached memo in the agenda packet) to the two aviators who currently own an aircraft that needs a hangar of this size, and acceptance of the Phase 2 – North Property Line Box Hangars project. Ashby moved, second by Novak. Ayes: Ashby, Novak, Gardner, Wangsness.
4. **RESOLUTION 2025-40** ratifying the signing by staff of two Federal Aviation Administration grants for the runway construction costs and the replacement of the ILS system on the Reconstruct and Extend Runway 18/36 project. Novak moved, second by Gardner. Ayes: Novak, Gardner, Ashby, Wangsness.
5. **RESOLUTION 2025-41** providing final payment to Nehring Construction and accepting the public improvements associated with the "Concrete Paving of Infill Areas – Tee Hangar Taxilanes" project at the Ankeny Regional Airport. Gardner moved, second by Novak. Ayes: Gardner, Novak, Ashby, Wangsness.
6. Motion to approve two change orders to Jensen Builders, Ltd. on the "Reconstruct Airport Entrance Roundabout and Terminal Parking Lot" project in the total amount of \$6,948.00 for curb repairs at the museum pedestrian access and pavement replacement on the access drive just north of the project limits. Novak moved, second by Gardner. Ayes: Novak, Gardner, Ashby, Wangsness.
7. North Property Line Box Hangars: Consider motion to approve: a) Project Engineer's Statement of Completion; b) **RESOLUTION 2025-42** accepting the public improvements with Jensen Builders Ltd. in the final contract amount of \$633,661.10; c) Payment #4 (Final) in the amount of \$98,114.10/Release of 5% Retainage in the amount of \$31,683.06 thirty days after project acceptance. Novak moved, second by Gardner. Ayes: Novak, Gardner, Ashby, Wangsness.
8. Motion to approve the proposal from Pye-Barker Fire and Safety, LLC doing business as Iowa Fire Equipment Company, for providing, installing and completing annual inspections for 88 fire extinguishers to be installed within the tee hangars and box hangars at a total cost of \$11,131.00 for a three-year period. Gardner moved, second by Novak. Ayes: Gardner, Novak, Ashby, Wangsness.
9. Motion to approve revised revisions of the annual Tee Hangar Lease Agreement and Box Hangar Lease Agreement with said revised versions to go into effect January 1, 2026. Ashby moved, second by Novak. Ayes: Ashby, Novak, Gardner, Wangsness.
10. Motion to approve revising the annual Tee Hangar Lease amount for the 84 tee hangars from \$200.00 per month to \$210.00 per month effective January 1, 2026. Novak moved, second by Gardner. Ayes: Novak, Gardner, Ashby, Wangsness.
11. Motion to approve a revision to the annual Tie-Down Lease Agreement to establish the start of the lease period, with said revision to go into effect on January 1, 2026. Novak moved, second by Gardner. Ayes: Novak, Gardner, Ashby, Wangsness.

Reports

- A. Engineering Report – Pudenz
 - a. South Terminal Area Development – Update on Grant Application.
 - b. Runway 18/36 Reconstruction – Preconstruction Conference
 - c. Construction Schedule: Reconstruct Airport Entrance Roundabout and Terminal Parking Lot

- B. Staff Report - Moritz
 - a. September 15, 2025 Tee Hangar Inspections – violation letters to be mailed.
 - b. North Property Line Box Hangars – Remaining Hangar Pad Availability.
 - c. Tour of Airport with Representative Zach Nunn on October 6, 2025.
 - d. Emergency Cable Repair for the Obstruction Lights on SE Corporate Woods Drive
 - e. FFY 2027 Airport Capital Improvements Program – Draft for Review.
- C. Legal Counsel Report
- D. Board Report
- E. Chair Report

Adjournment

The meeting was adjourned at 6:09 p.m.

Attest: _____
Diane Klemme, Recording Secretary

Signed: _____
Jeff Wangsness, Chairperson

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