

MINUTES OF THE POLK COUNTY AVIATION AUTHORITY (PCAA)
Thursday, November 9, 2023 - 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 William Gardner, Dr. Paul Novak and Greg Johnson were in attendance. Chairman Jeff Wangsness was absent. Dave Kalwishky (Exec 1), Jay Pudenz (McClure), Airport Board Manager Paul Moritz, City Attorney Amy Beattie, Administrative Services Director Jennifer Sease, and Recording Secretary Diane Klemme were also present.

Approval of Agenda

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

FBO Report

Dave Kalwishky reviewed his FBO Report with the Board.

Finance / Budget Report

Gardner reported on the 11/9/23 listing of bills.

Consent Agenda Items

1. Approval of October 5, 2023, minutes.
2. Payment #12 to McClure Engineering for General On-Call Engineering Services in the amount of \$4,095.00.
3. Environmental Assessment Task Order Two-Payment #6 to HDR Engineering, Inc. for services that include Professional Consulting for Runway 18/36 in the amount of \$24,190.80.
4. Payment #3 to McClure Engineering for Site Work & Vertical Infrastructure – Construction Mgmt. Administration & Observation Service for the North Property Line Box Hangars in the amount of \$9,097.03.
5. Approval of Bills and Transfer of Necessary Funds, \$84,525.83.
6. Approval of November 2023 Financial Reports.

Approval of Consent Agenda Items

Board Member Johnson moved, second by Novak, to approve Consent Agenda Items CA-1 through CA-6. Ayes: Johnson, Novak, Ashby, Gardner.

New Business

1. **RESOLUTION 2023-26** approving Garage, Hangar and Tie-Down Lease documents for Calendar Year 2024. Gardner moved, second by Novak. Ayes: Gardner, Novak, Ashby, Johnson.
2. Motion to approve the proposal from Construction Materials Testing in the amount of \$7,500.00 for the geotechnical services required to support the Taxiway D Apron and Access Roadway Paving – Phase 4 Design Services. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner.

3. Motion to approve the proposal from Smith's Sewer Service, Inc. in the amount of \$1,660.11 for the televising of the large diameter storm sewers under Runway 18/36 to support the design of the Runway 18/36 Reconstruction. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner.
4. **RESOLUTION 2023-27** authorizing the execution of Supplemental Agreement No. 1 to Task Order 01 with McClure Engineering for wetland mitigation on the North Property Line Box Hangars – Phase 1 Project. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner.
5. Motion to approve Payment #12 in the amount of \$8,100.00 to McClure Engineering for wetland mitigation credits for the North Property Line Box Hangars (Site Work and Vertical Infrastructure) project. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner.
6. Taxiway D Apron and Access Roadway – Phase 3 Project: Motion to approve: a) Statement of Completion; b) **RESOLUTION 2023-28** accepting the public improvements in the amount of \$629,755.40; and d) Payment #7 Final/Retainage Release in the amount of \$1,800.00 thirty days after project acceptance. Gardner moved, second by Johnson. Ayes: Gardner, Johnson, Ashby, Novak.
7. Motion to approve a rezoning petition for Old Dominion Freight Lines to support the addition of a parking lot to their facility. Gardner moved, second by Novak. Ayes: Gardner, Novak, Ashby, Johnson.
8. **RESOLUTION 2023-29** authorizing the execution of Professional Services Agreement with McClure Engineering for the final design and bidding services required for the Runway 18/36 Reconstruction Project-McClure Task Order No. 4. Gardner moved, second by Novak. Ayes: Gardner, Novak, Ashby, Johnson.
9. Motion to approve the completion of an Independent Fee Estimate (IFE) by Bolton & Menk, Inc. of HDR Engineering – Task Order No. 2 – Environmental Assessment of current ACIP projects. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner.

Reports

1. Engineering Report – Pudenz - Moritz
 - a. Review of the Proposed FFY 2025 Capital Improvements Program
 - b. Review of the South Corporate Terminal Area Concept Plan
 - c. North Property Line Box Hangars Project – Construction Update
2. Staff Report – Moritz
 - a. Additional Emergency patching on Runway 18/36 by Ridnour Construction
 - b. Advertisement for Taxiway D Box Hangar Land Leases
3. Legal Counsel Report - None
4. Board Report – None
5. Chair Report – None

Adjournment

The meeting was adjourned at 5:56 p.m.

Attest: _____
Diane Klemme, Recording Secretary

Signed: _____
Todd Ashby, Acting Chairperson

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