

MINUTES OF THE POLK COUNTY AVIATION AUTHORITY (PCAA)

Thursday, May 7, 2026, 5:00 p.m.

Ankeny Regional Airport, 3700 SE Convenience Blvd., Ankeny, Iowa

Chairman Jeff Wangsness called the meeting to order at 5:00 PM. Board Members Todd Ashby, Bill Gardner, Greg Johnson and Dr. Paul Novak were in attendance. Austin Moran (McClure), City Attorney Erin Clanton, Airport Board Manager Dave Kalwishky, Administrative Services Director Jennifer Sease and Recording Secretary Diane Klemme were present.

Approval of Agenda

Board Member Johnson moved, second by Novak, to approve the agenda without amendment. Ayes: 5.

Finance / Budget Report

Gardner reported on the 5/7/26 listing of bills.

Consent Agenda Items

1. Approval of April 9, 2026 minutes.
2. Payment #1 to Manatt's for construction services for the Reconstruct Runway 18/36 project in the amount of \$369,648.72.
3. Payment #40 to McClure Engineering Company for services that include General On-Call Engineering Services in the amount of \$2,475.00.
4. Payment #9 to McClure Engineering Company for services that include Construction Administration and Observation Services to Reconstruct Runway 18/36 in the amount of \$51,342.21.
5. Payment #4 to McClure Engineering Company for the Construct Maintenance Storage Facility, Design and Bidding Services in the amount of \$45,242.50.
6. Payment #7 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 \$3,803.02.
7. Approval of Bills and Transfer of Necessary Funds, \$611,359.53.
8. Approval of May 2026 Financial Reports.

Approval of Consent Agenda Items

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

New Business

1. Motion to approve the Letter of Agreement for Broker/Agent of Record for Insurance Services with TrueNorth Companies, L.C. of Cedar Rapids, Iowa, and authorize the Chairperson to sign the Letter of Agreement. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner, Wangsness.
2. Motion to approve the construction plans for the 5842, LLC Hangar on the phase 3 box hangar development at the Ankeny Regional Airport, contingent on approval by the City of Ankeny Building and Planning Department and building standards set forth by the airport authority. Johnson moved, second by Ashby. Ayes: Johnson, Ashby, Gardner, Novak, Wangsness.
3. Reconstruction of the Airport Entrance Roundabout and Terminal Parking Lot Project at the Ankeny Regional Airport: motion to approve: a) Change Order #5, which adds \$851.87 to the contract amount to match the final pay quantities with the field-measured final quantities; b) Statement of Completion as submitted by McClure Engineering; c) **RESOLUTION 2026-21** accepting the public improvements as completed by Jensen Builders in the amount of \$14,811.27 and d) Pay Application No. 5 to McClure Engineering authorizing the release of the retainage on the project in the amount of \$5,020.13 thirty days after project acceptance. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner, Wangsness.

Reports

1. FBO Update
2. Engineering Report – Moran
 - a. Runway 18/36 Update
 - b. Maintenance Building Update
 - c. Terminal Building Parking Lot Update
3. Staff Report - Kalwishky
 - a. Fuel Sales
 - b. T-Hangar Waiting List
 - c. Terminal Building Repairs Update
 - d. Taxiway D Phase Four Hangar Update
 - e. Airport Monitoring Systems Update
 - f. IPAA Conference Update
 - g. Polk County Communications Tower Update
 - h. Ankeny Fire Department Airport Visit Update
4. Legal Counsel Report - City Attorney Erin Clanton
 - a. T-Hangar Lease Update
 - b. Beech 18 parked along taxiway D
5. Board Report
6. Chair Report

Adjournment

The meeting was adjourned at 6:17 p.m.

Attest: _____
Diane Klemme, Recording Secretary

Signed: _____
Jeff Wangsness, Chairperson

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