

MINUTES OF THE POLK COUNTY AVIATION AUTHORITY (PCAA)
Thursday, September 5, 2024 - 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 Greg Johnson were in attendance. Todd Ashby joined the meeting electronically and left the meeting at 5:44 PM. Dr. Paul Novak arrived at 5:45 PM. Austin Moran (McClure), Dave Kalwishky (Exec 1), Airport Board Manager Paul Moritz, City Attorney Amy Beattie and Recording Secretary Diane Klemme were also present.

Approval of Agenda

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

Public Hearing – PH 2024-05

1. Chairman Wangsness announced that this is the time and place for a public hearing on the matter of authorizing the execution of a land lease agreement with Iowa Department of Administrative Services for purposes of the construction of an aircraft hangar. Notice of this hearing was published in the Des Moines Register on the 23rd day of August, 2024. Chairman Wangsness then asked for any public comment regarding the proposed lease, and there were none. Board Member Johnson moved to close public hearing 2024-05, Gardner seconded. Ayes: 4

2. **RESOLUTION 2024-35** authorizing the execution of a land lease agreement with Iowa Department of Administrative Services for purposes of the construction of an aircraft hangar. No action was taken.

Public Hearing – PH 2024-06

1. Chairman Wangsness announced that this is the time and place for a public hearing on the matter of authorizing the execution of a land lease agreement with Rick's Landing, LLC for purposes of the construction of an aircraft hangar. Notice of this hearing was published in the Des Moines Register on the 23rd day of August, 2024. Chairman Wangsness then asked for any public comment regarding the proposed lease, and there were none. Board Member Johnson moved to close public hearing 2024-06, Gardner seconded. Ayes: 4

2. **RESOLUTION 2024-36** authorizing the execution of a land lease agreement with Rick's Landing, LLC for purposes of the construction of an aircraft hangar. Board Member Johnson moved to close public hearing 2024-06, Gardner seconded. Ayes: 4

FBO Report

Dave Kalwishky reviewed his FBO Report with the Board.

Finance / Budget Report

Gardner reported on the 9/5/24 listing of bills.

Consent Agenda Items

1. Approval of August 8, 2024 minutes.
2. Payment #4 to 818, LLC for the fabrication and installation of the new airport sign in the amount of \$437.50.
3. Payment #12 to McClure Engineering Company for Site Work & Vertical Infrastructure for the North Property Line Box Hangars in the amount of \$655.62.
4. Payment #9 to McClure Engineering Company for services that includes Design & Bidding for Runway 18/36 in the amount of \$31,792.35.
5. Payment #6 to McClure Engineering Company for Taxiway D Apron and Access Roadway Paving, Construction Management – Phase 4 in the amount of \$4,731.08.
6. Payment #5 to McClure Engineering Company for Construction of Monument Signs in the amount of \$2,618.00.
7. Payment #1 to McClure Engineering Company for Extend Runway 18: ADIP/Aeronautical Survey, Airspace Analysis and Data in the amount of \$6,180.20.
8. Payment #22 to McClure Engineering Company for services that include General On-Call Engineering in the amount of \$3,137.79.
9. Approval of Bills and Transfer of Necessary Funds, \$143,616.63.
10. Approval of September 2024 Financial Reports.

Approval of Consent Agenda Items

Board Member Johnson moved, second by Gardner, to approve Consent Agenda Items CA-1 through CA-10. Ayes: Johnson, Gardner, Ashby, Wangsness.

New Business

1. Motion to approve property insurance with Cincinnati Insurance Company for the policy year 9/20/24 – 9/19/25 and authorize premium payment in the amount of \$51,202.00. Gardner moved, second by Johnson. Ayes: Gardner, Johnson, Ashby, Wangsness.
2. Motion to approve public officials' liability insurance with Indian Harbor Insurance Company for the policy year 9/20/24 – 9/19/25 and authorize premium payment in the amount of \$2,878.00. Gardner moved, second by Johnson. Ayes: Gardner, Johnson, Ashby, Wangsness.
3. **RESOLUTION 2024-37** authorizing the Chairperson to execute the construction contract for the Construct Monument Signs Project at the Ankeny Regional Airport. Gardner moved, second by Johnson. Ayes: Gardner, Johnson, Ashby, Wangsness.
4. **RESOLUTION 2024-38** authorizing the execution of Task Order No. 6B with McClure Engineering Company for the Runway 18 Extension – Design and Bidding Services. Gardner moved, second by Johnson. Ayes: Gardner, Johnson, Ashby, Wangsness.
5. **RESOLUTION 2024-39** authorizing a Box Hangar Lease Agreement with Craig Ellingson. Johnson moved, second by Gardner. Ayes: Johnson, Gardner, Ashby, Wangsness.
6. **RESOLUTION 2024-40** authorizing a Box Hangar Lease Agreement with Nicholas Ashton. No action was taken.

Reports

- A. Engineering Report – Moran/Moritz
 - a. Project Update – Taxiway D Phase 4 Apron and Access Roadway Construction.
 - b. Project Update – Runway 18/36 Reconstruction and Extension Design/Coordination.
 - c. Runway 18/36 Reconstruction and Extension – Status of ILS Relocation.
- B. Staff Report - Moritz

- a. Aviation Management Consulting Group Financial Analysis - Update.
 - b. Runway 4 PAPI – Failed Control Boards.
 - c. Exterior Columns on Terminal Building South Entry: Needed Repairs.
 - d. Additional Emergency Patching within the Runway Intersection.
 - e. Taxiway D Concrete Channel Cleanout by Dave's Dozing – Extra Work.
 - f. Possible Leasing of Storage Rooms – North Box Hangars Phase 1.
- C. Legal Counsel Report
 - D. Board Report
 - E. Chair Report

Executive Session

1. At 5:45 p.m. Gardner moved, second by Johnson, to go into Executive Session pursuant to the provisions of Iowa Code Section 21.5(1)(c) “to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation”. Ayes: Gardner, Johnson, Novak, Wangsness. The Board adjourned the Executive Session and reconvened to regular session at 6:02 p.m. Moved by Johnson, seconded by Novak, to Enter into an Engagement Letter with Attorney, Jason Palmer with Lamson Dugan & Murray LLP in an event further services are needed. Ayes: Johnson, Novak, Gardner, Wangsness.

Adjournment

The meeting was adjourned at 6:10 p.m.

Attest: _____
Diane Klemme, Recording Secretary

Signed: _____
Jeff Wangsness Chairperson

Published in the Des Moines Register on the 13th day of September, 2024.