MINUTES OF THE POLK COUNTY AVIATION AUTHORITY (PCAA)
Thursday, February 9, 2023 - 5:00 PM
Ankeny Regional Airport, 3700 SE Convenience Blvd., Ankeny, Iowa

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Acting Chairman Todd Ashby joined the meeting electronically and called the meeting to order at 5:05 PM. Board Members Greg Johnson, William Gardner and Dr. Paul Novak were in attendance. Chairman Jeff Wangsness was absent. Dave Kalwishky (Exec 1) was in attendance. Jay Pudenz (McClure) was in attendance. 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 Gardner, 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 2/9/23 listing of bills.

Consent Agenda Items

1. Approval of January 5, 2023, minutes.
2. **RESOLUTION 2023-03** approving the lease agreements with the individuals and/or organizations detailed on the attached list.
3. **RESOLUTION 2023-04** authorizing a farm lease with Dennis Miller.
4. Payment #3 to McClure Engineering Company for services that include General On-Call Engineering Services in the amount of $2,333.75.
5. Payment #3 to McClure Engineering Company for services that include North Property Line Box Hangars in the amount of $8,093.00.
6. Payment #6 to McClure Engineering Company for services that include reconstruct/strengthen and extend Runway 18/36 in the amount of $13,973.25.
7. Payment #1 to HDR Engineering, Inc. for services that include General On-Call Planning Services in the amount of $7,961.07.
8. Approval of Bills and Transfer of Necessary Funds, $78,459.65.
9. Approval of February 2023 Financial Reports.

Approval of Consent Agenda Items

Board Member Gardner moved, second by Novak, to approve Consent Agenda Items CA-1 through CA-9. Ayes: Gardner, Novak, Ashby, Johnson.

New Business

1. Motion to approve Board Subcommittees as presented:
   A. Finance/Executive Committee: Bill Gardner-Chair, Todd Ashby, Jeff Wangsness.
   B. Land/Hangar Lease Committee: Bill Gardner-Chair, Todd Ashby, J.R. Boesen

C. Special Events Committee: Paul Novak-Chair, Greg Johnson
D. Land Acquisition Committee: Eliminate
E. Engineering Review Committee: Suspend until future need
F. Airport Security Committee: Greg Johnson-Chair, J.R. Boesen-FBO, Michael Current-Airport Tenant, Chief Darius Potts-APD, Makai Echer-APD, Deputy Chief Rob Chiappano-AFD, Paul Moritz-Airport Staff. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner.

2. **RESOLUTION 2023-05** authorizing the farm lease of 7.34 acres of crop land with Jeffrey Wangsness. Gardner moved, second by Johnson. Ayes: Gardner, Johnson, Ashby, Novak.
3. **RESOLUTION 2023-06** setting a Public Hearing on the Polk County Aviation Authority Revised Fiscal Year 2022-2023 Budget and the Proposed Fiscal Year 2023-2024 Budget. (date of hrg: 3/9/23 @ 5:00 p.m.). Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner.
4. **RESOLUTION 2023-07** authorizing the execution of Task Order No. 2 with HDR Engineering, Inc. to facilitate the required environmental assessment for the following three ACIP projects: 1. Reconstruction of Runway 18/36, 2. Extension of Runway 18, 3. Development of the South Terminal Area. Gardner moved, second by Novak. Ayes: Gardner, Novak, Ashby, Johnson.
5. Motion to approve the construction plans for the Bluewater/AllEnergy Box Hangar located on Phase 1 of the Taxiway D Box Hangar Development. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner.

Reports

A. Engineering Report – Pudenz
    a. Project Update: Runway 18/36 Preliminary Design and Report
    b. Project Update: North Row Box Hangars – Design, Site Planning and Building Improvements.
B. Staff Report – Moritz
    a. Meeting on January 9, 2023 with the Iowa National Guard – Master Planning
    b. Schedule and Attendance – Quarterly Meeting with Exec 1 Aviation
    c. Proposed Gang Mailbox Installation.
    d. Consider transition to paperless/electronic signatures using DocuSign.
    e. EAA Chapter #135 to host the “Berlin Express” B25 WWII Aircraft at the airport on July 13-16, 2023.
    f. Update on Temporary Construction Easement – Hubbell’s development of NGR West Property.
    g. Discussion: Scope of Airport Use/Benefit Study.
C. Legal Counsel Report - None
D. Board Report – None
E. Chair Report – None

Adjournment

The meeting was adjourned at 5:55 p.m.

Attest: _____ Signed: _____
Diane Klemme, Recording Secretary Todd Ashby, Acting Chairperson

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