



Polk County Aviation Authority Meeting

Thursday, January 4, 2024

5:00 PM

3700 SE Convenience Blvd, Ankeny, Iowa

INSTRUCTIONS TO JOIN ELECTRONIC MEETING:

Please join using this link: <https://zoom.us/j/98294550961?pwd=MzdjTERQR1Y1SVNWOGhxWFd1b2FRUT09>

Or dial: +13126266799 Meeting ID: 982 9455 0961 Passcode: 5678

A. ROLL CALL

B. APPROVAL OF AGENDA

1. Approval of the January 4, 2024 Agenda

Action# B1-1. Consider motion to approve and accept the January 4, 2024 agenda without amendment.

C. PUBLIC FORUM

D. FBO REPORTS

- Fuel Report
- Inspection Report
- Hangar tenant waiting list report
- Tenant concerns and response report

E. FINANCE / BUDGET REPORTS

F. CONSENT AGENDA ITEMS

CA - 1 Consider motion to approve the December 7, 2023, minutes.

CA - 2 Consider motion to adopt **RESOLUTION** authorizing the execution of a farm lease with DRA Properties, LLC.

- CA - 3** Consider motion to adopt **RESOLUTION** authorizing the execution of a farm lease with Todd Volz.
- CA - 4** Consider motion to receive and file the Audited Financial Statements and Required Supplementary Information for the Years Ended June 30, 2023 & 2022.
- CA - 5** Consider motion to approve Environmental Assessment Task Order Two-Payment #8 in the amount of \$3,023.85 to HDR Engineering, Inc. for services that include Professional Consulting for Runway 18/36.
- CA - 6** Consider motion to approve Payment #2 in the amount of \$424,792.74 to Jensen Builders Ltd for services that include North Property Line Box Hangars.
- CA - 7** Consider motion to approve Payment #14 in the amount of \$2,302.50 to McClure Engineering for General On-Call Engineering Services
- CA - 8** Consider motion to approve Payment #5 in the amount of \$29,471.76 to McClure Engineering for Site Work & Vertical Infrastructure – Construction Mgmt, Administration & Observation Service for the North Property Line Box Hangars
- CA - 9** Consider motion to approve Payment #2 in the amount of \$15,362.00 to McClure Engineering Company for services that include Taxiway D Apron and Access Roadway Paving – Phase 4.
- CA - 10** Consider motion to approve Payment #1 in the amount of \$105,428.50 to McClure Engineering Company for services that includes Design & Bidding for Runway 18/36.
- CA - 11** Consider motion to approve Bills and Transfer of Necessary Funds in the amount of \$605,537.37
- CA - 12** Consider motion to approve January, 2024 Financial Reports.

- **APPROVAL OF CONSENT AGENDA ITEMS**

1. Consent Agenda Items CA-1 through CA-12.

Action# F1-1. Consider motion to approve the recommendations for Consent Agenda Items CA-1 through CA-12.

G. REMOVED CONSENT AGENDA ITEMS

H. OLD BUSINESS

I. NEW BUSINESS

1. Consider motion to approve election of Chairperson, Secretary and Treasurer for terms expiring December 31, 2025.
2. Consider motion to approve a Cooperative Service Agreement with the United States Department of Agriculture APHIS Wildlife Services for wildlife damage management at the Ankeny Regional Airport for 2024.
3. Consider motion to adopt **RESOLUTION** fixing a date for a hearing on the plans, specifications,

opinion of probable cost and form of contract, taking of bids and awarding the construction contract for the Taxiway D Apron and Access Roadway Paving (Phase 4) Project. (date of bid opening: 1/30/24 @ 10:30 a.m./date of hrg: 2/8/24 @ 5:00 p.m.)

4. Consider motion to adopt **RESOLUTION** approving the lease agreements with the individuals and/or organizations detailed on the attached list.
5. Consider motion to approve Change Order #2 with Jensen Builders increasing the contract amount by \$15,490.30 on the North Property Line Box Hangars - Phase 1 project for water main relocation.

J. REPORTS

1. Engineering Report

- a. T-Hangars Gutter Replacement Project: Schedule
- b. Airport Signing Improvements: Update
- c. North Property Line Box Hangars - Phase 1 Project: Update
- d. Environmental Assessment for Runway 18/36 Reconstruction/Extension and South Corporate Terminal Development: Submittal to FAA

2. Staff Report

- a. Runway 4 Runway End Identifier Light Replacements - Voltmer Inc.
- b. Aircraft Hangar Lease Rate Survey

3. Legal Counsel Report

4. Board Report

5. Chair Report

K. ADJOURNMENT