

MINUTES OF THE POLK COUNTY AVIATION AUTHORITY (PCAA)
Thursday, January 4, 2023 - 5:00 PM
Ankeny Regional Airport, 3700 SE Convenience Blvd., Ankeny, Iowa

Chairman Jeff Wangsness joined the meeting electronically and called the meeting to order at 5:00 PM. Board Member Dr. Paul Novak was in attendance. Board Members Greg Johnson and Bill Gardner joined the meeting electronically. Board Member Todd Ashby was absent. Dave Kalwishky (Exec 1) was in attendance. Airport Board Manager Paul Moritz, Jay Pudenz (McClure), Administrative Services Director Jennifer Sease and Recording Secretary Diane Klemme were also present. City Attorney Amy Beattie, joined the meeting electronically.

Approval of Agenda

Board Member Novak 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

Sease reported on the 1/4/24 listing of bills.

Consent Agenda Items

1. Approval of December 7, 2023, minutes.
2. **RESOLUTION 2024-01** authorizing the execution of a farm lease with DRA Properties, LLC.
3. **RESOLUTION 2024-02** authorizing the execution of farm lease with Todd Volz.
4. Receive and file the Audited Financial Statements and Required Supplementary Information for the Years Ended June 30, 2023 & 2022.
5. Environmental Assessment Task Order Two-Payment #8 to HDR Engineering, Inc. in the amount of \$3,023.85 for IFE for Runway 18/36 Reconstruction Design & Bidding Services.
6. Payment #2 with Jensen Builders, Ltd. for services that include the North Property Line Box Hangars project in the amount of \$424,792.74.
7. Payment #14 to McClure Engineering for General On-Call Engineering Services in the amount of \$2,302.50.
8. Payment #5 to McClure Engineering for Site Work & Vertical Infrastructure – Construction Mgmt. Administration & Observation Service for the North Property Line Box Hangars in the amount of \$29,471.76.
9. Payment #2 to McClure Engineering Company for services that include Taxiway D Apron and Access Roadway Paving – Phase 4 in the amount of \$15,362.00.
10. Payment #1 to McClure Engineering Company for services that include Design & Bidding for Runway 18/36 in the amount of \$105,428.50.
11. Approval of Bills and Transfer of Necessary Funds, \$605,537.37.
12. Approval of January 2024 Financial Reports.

Approval of Consent Agenda Items

Board Member Gardner moved, second by Novak, to approve Consent Agenda Items CA-1 through CA-12. Ayes: Novak, Gardner, Johnson, Wangsness.

New Business

1. Motion to approve election of Chairperson, Secretary and Treasurer for terms expiring December 31, 2025. It was moved by Novak and seconded by Johnson for Wangsness to remain as Chairperson, for Ashby to remain as Secretary and for Gardner to remain as Treasurer through the end of 2024. Ayes: Novak, Gardner, Johnson, Wangsness.
2. Motion to approve a Cooperative Services Agreement with the United States Department of Agriculture APHIS Wildlife Services for wildlife damage management at the Ankeny Regional Airport 2024. Novak moved, second by Gardner. Ayes: Novak, Gardner, Johnson, Wangsness.
3. **RESOLUTION 2024-03** 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.) Novak moved, second by Gardner. Ayes: Novak, Gardner, Johnson, Wangsness.
4. **RESOLUTION 2024-04** approving the lease agreements with the individuals and/or organizations detailed on the attached list. Novak moved, second by Gardner. Ayes: Novak, Gardner, Johnson, Wangsness.
5. 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. Novak moved, second by Gardner. Ayes: Novak, Gardner, Johnson, Wangsness.

Reports

1. Engineering Report – Moritz and Pudenz
 - 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 – Moritz
 - a. Runway 4 Runway End Identifier Light Replacements – Voltmer, Inc.
 - b. Aircraft Hangar Lease Rate Survey
3. Legal Counsel Report - None
4. Board Report – None
5. Chair Report – None

Adjournment

The meeting was adjourned at 5:34 p.m.

Attest: _____
Diane Klemme, Recording Secretary

Signed: _____
Jeff Wangsness, Chairperson

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