



## **Polk County Aviation Authority Meeting**

**Thursday, October 5, 2023**

**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 October 5, 2023 Agenda

**Action# B1-1. Consider motion to approve and accept the October 5, 2023 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 September 7, 2023, minutes.

**CA - 2** Consider motion to approve Environmental Assessment Task Order Two-Payment #5 in the amount of \$35,846.50 to HDR Engineering, Inc. for services that include

Professional Consulting for Runway 18/36.

- CA - 3** Consider motion to approve Payment #11 in the amount of \$2,283.75 to McClure Engineering for General On-Call Engineering Services
- CA - 4** Consider motion to approve Payment #2 in the amount of \$6,219.31 to McClure Engineering for Site Work & Vertical Infrastructure – Construction Mgmt, Administration & Observation Service for the North Property Line Box Hangars
- CA - 5** Consider motion to approve Payment #11 in the amount of \$2,792.00 to McClure Engineering for AIP Site Work & GAVI Vertical Infrastructure for the North Property Line Box Hangars
- CA - 6** Consider motion to approve Bills and Transfer of Necessary Funds in the amount of \$113,681.61
- CA - 7** Consider motion to approve October 2023 Financial Reports.

- **APPROVAL OF CONSENT AGENDA ITEMS**

1. Consent Agenda Items CA-1 through CA-7.

**Action# F1-1. Consider motion to approve the recommendations for Consent Agenda Items CA-1 through CA-7.**

**G. REMOVED CONSENT AGENDA ITEMS**

**H. OLD BUSINESS**

**I. NEW BUSINESS**

1. Consider motion to adopt **RESOLUTION** accepting the Iowa DOT Grant Agreement for partial funding of the Taxiway D Apron and Access Roadway Paving - Phase 4 Project.
2. Consider motion to approve the completion of an Independent Fee Estimate (IFE) of McClure Task Order No. 4 - Runway 18/36 Reconstruction Design/Bidding Services by Foth Engineering.
3. Consider motion to approve the proposal from 818 Design Services in the amount of \$5,250.00 for the design, specifications and installation oversight for the large signs on the Airport Signing and Entry Improvements Project.

**J. REPORTS**

1. **Engineering Report**
  - a. North Property Line Box Hangars Project: Construction Schedule and Storage Change Order.
  - b. Tee Hangar Gutter Replacements: Specifications and Estimate by McClure.
2. **Staff Report**
  - a. Tee Hangar Inspections - completed September 12, 2023.
  - b. Quarterly Exec 1/PCAA Coordination Meeting.

- c. Land Lease for Beekeeping: Chad Chiocine.
- d. Additional Emergency Patching of Runway 18/36 -October 3, 2023.
- e. Pavement Markings on Parking Lots and Tie Downs by Spec USA.
- f. 2025 Airport Capital Improvements Program - Schedule

3. **Legal Counsel Report**

4. **Board Report**

5. **Chair Report**

**K. ADJOURNMENT**

1. Request for Executive Session under Code Section 21.5.1 (c)

Following adjournment of the Executive Session, Council may take action on any matter discussed during the Executive Session.

**Action# K1-1.**

**Consider motion to go into Executive Session, pursuant to the provisions of Iowa Code Section 21.5, subparagraph (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”.**

2. Adjournment



ANKENY CITY COUNCIL  
POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

 Print

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?? ORIGINATING DEPARTMENT:

COUNCIL GOAL:

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ACTION REQUESTED:

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LEGAL:

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SUBJECT:

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EXECUTIVE SUMMARY:

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FISCAL IMPACT: ??No

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STAFF RECOMMENDATIONS:

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PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

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PUBLIC OUTREACH EFFORTS:

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ACTION REQUESTED:

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ADDITIONAL INFORMATION:

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ATTACHMENTS:

<b>Click to download</b>
No Attachments Available



ANKENY CITY COUNCIL

POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
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 **Print**

?? ORIGINATING DEPARTMENT:

COUNCIL GOAL:

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ACTION REQUESTED:

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LEGAL:

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SUBJECT:

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

EXECUTIVE SUMMARY:

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FISCAL IMPACT: ??No

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STAFF RECOMMENDATIONS:

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PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

PUBLIC OUTREACH EFFORTS:

ACTION REQUESTED:

ADDITIONAL INFORMATION:

ATTACHMENTS:

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 [FBO Report](#)

 [Waiting List](#)

## FBO REPORT October 5<sup>th</sup>, 2023

### FUEL SALES

08/26 - 09/25	2023 Gallons		2022 Gallons	Last Month
100LL	11,189.5		-	11,777.8
JET-A	33,060.0		-	36,204.0
Total Gallons	44,249.5		-	47,981.8
44,249.5 x \$.09/gallon=		\$ 3,982.46		

Self-Serve 100LL fuel sales: 3,360.7 gallons equaling 30% of total sales.

### T-HANGARS

**ACCOUNTS RECIEVABLE:** Nothing to report.

**LEASES:** Nothing to report.

**INSURANCE RENEWALS:** Nothing to report.

**WAITING LIST:** There are 69 people on the list, 27 of those on the list don't have an airplane, are building or restoring a plane or live out of state but will be moving back at some point.

**VIOLATIONS:** There were 14 violations during the hangar inspection, two have already been mitigated.

**REPAIRS:** Nothing to report.

**MISC:** Nothing to report.

### AIRFIELD

**LIGHTING:**  
Nothing to report.

**MOWING:**  
In full swing.

**SNOW REMOVAL:**  
Done for the season.

**WILDLIFE:**  
One of our Beechjets had a bird strike on departure, the bird that was hit was a hawk. The remains were found and given to Ernie (USDA).

# EXEC1

— AVIATION —

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We are still receiving reports of a Doe on the field, she has moved from the North East part of the airport to the South East part, Ernie is aware and has been trying to remove her.

**MISC:**

Nothing to report.

**SPECIAL:**

Nothing to report.

## Waiting List

(Note on Garage restriction: Per Amy Beattie: No hangar = no car storage. If they have a hangar we would not prohibit car storage for use coming and going from airport)

27 people do not have a plane to put in a hangar or now live out of state but may return to Iowa.

Pos	Date Added	Name	Plane	Phone	E-Mail	Notes	Passes
T HANGAR							
1	12/6/2018	Derek Meyer	Looking	515-240-1077	meyer.derek3@gmail.com	11/5/21 Dave K - e-mailed Derek asking if he is still interested and what type of plane he has. 11/12/21 no plane, would like to stay on the list. 05/05/23 Dave K emailed Derek to see if he was still interested in being on the list and that if his name comes up and he doesn't have a plane the hangar will be offered to the next person in line. 05/08/23 Derek emailed back asking to see the lease to make sure he can comply with it. He did not indicate whether or not he has acquired a plane. 05/09/23 Dave K notified Derek that he is next on the list. Dave & Derek had a phone conversation and I explained that typically there is no subleasing to a friend. He will decide what to do when a hangar becomes available. 05/11/23 Derek emailed back and won't have a plane until next year, he would like to remain on the list.	1
2	7/17/2019	Jeff Davis	Looking	515-444-7673	jeffreypaulhomes@gmail.com	11/5/21 Dave K talked to Jeff, he'd like to stay on the list as he may buy a plane in a year. 05/08/23 Dave K emailed Jeff to see if he was still interested in being on the list and that if his name comes up and he doesn't have a plane the hangar will be offered to the next person in line. 05/11/23 Jeff called Dave and said he doesn't have a plane yet but would like to remain on the list.	1
3	8/28/2019	Dan Stull	Looking	515-447-2339	dan@Stullcompanies.com	05/08/23 Dave K emailed Dan to see if he was still interested in being on the list and that if his name comes up and he doesn't have a plane the hangar will be offered to the next person in line. 05/10/23 Dan e-mailed back and said he doesn't have a plane and may not have one by late summer, he would like to stay on the list.	1
4	6/7/2017	Mike Hubbell	Phoenix motor glider	515-988-3646	mchubbell@gmail.com	11/5/21 Dave K - e-mailed Mike asking if he is still interested and what type of plane he has. 11/7/21 Dave K texted Mike the e-mail that was sent. 11/7/21 he emailed back and would like to stay on the list. He has an SR22 and is thinking about adding a smaller plane, a car and a project in this hangar. 05/09/23 Dave K emailed Mike to let him know he was number four on the list and if he still wanted a hangar. 05/09/23 Mike emailed back, he sold his SR22, the motor glider will be here in July or August. I let him know if he's not ready to move in when his name comes up we move to the next person on the list. 05/22/23 Dave K e-mailed Mike to let him know a hangar will be available July 1st. 06/26/23 Dave K e-mailed Mike that he is next up on the list and I should have a hangar available at the end of July. I told him if he has a firm delivery date on his plane we may be able to do something. 08/04/23 Dave K - I emailed Mike to see if he has an ETA on his plane as I may have a hangar opening soon. 08/07/23 Mike called (Kappy spoke to him) and said the plane has been shipped and will be here in 30 days, he can produce a BOL if needed. Dave emailed Mike that a BOL would be fine once a hangar come open and that I have one that should open this month. 08/28/23 Dave K emailed Mike to see if his plane was close to arriving and that the hangar he will be offered should open in the next 30 days or so. 09/25/23 Mike called Dave - He was expecting to take delivery in August or September but the delivery has been delayed until November. The plane is on the water or in customs waiting to be released, that was unclear to me. Mike has sent me the BOL so it seems legit, I don't doubt anything he is saying. He wanted to know if that was going to be an issue for him getting a hangar since he won't have the plane to put into it immediately. The plane will spend 4 - 5 months in Arizona (he goes there in the winter time). He is looking to purchase a second plane so eventually something will be here all year round. I've asked Paul Moritz for his thoughts.	1
5	10/31/2019	Mike Callison	Cessna 172 (N6922X)	515-505-9111	mlcallison8@gmail.com	11/5/21 Dave K - Called Mike, he wants to stay on the list. 08/07/23 Mike said they have a 172 that will go into the hangar once it becomes available. They plane was donated and needs assembled.	1

6	1/14/2020	James (Skip) Clark	Restoring a Long EXZ N989LE	224-420-1400	S2244201400@gmail.com	11/5/21 Dave K - texted asking if he is still interested. 11/5/21 He said to keep him on the list. 06/12/23 Dave K - Skip called while I was gone to see where he was on the list. I called him today and let him know. 06/22/23 Dave K notified Skip that a hangar may be available in the next 30 days. 06/25/23 Dave K e-mailed Skip that the guy ahead of him hasn't made a decision on the hangar so if we offered it to him would he be ready to move right away? 06/26/23 Skip called and updated me on his situation, he is spending time between Iowa and Michigan (parental health issues) plus the plane is not airworthy yet, anticipated that it will be at the end of the year. I told him he'd retain his current spot.
7	4/20/2020	Scott Hogue	RV7 - N174MT Purchasing Saratoga	515-779-2447	rshogue12@gmail.com	Found this request in wrong file 05/28/2020. 11/5/21 Dave K - emailed asking if he is still interested. 11/22/21 Dave K texted to see if he's still interested. 11/22/21 He texted back that he'd like to remain on the list. 06/27/23 Dave K e-mailed Scott to see if he's interested in a hangar if one opens up in the next 30 days. 07/03/23 Dave K texted Scott to see if he received my e-mail and to respond to it. 07/03/23 Scott texted Dave back, the e-mail address was wrong. Dave resent the e-mail.
8	4/22/2020	Kurt Wendl	Looking	515-883-0566	kurtwendl@gmail.com	05/28/20 Found this request in wrong file. 11/02/21 Dave K texted with Kurt, he will be moving back to DSM in 3 - 4 years asked be moved to bottom of the list. 05/16/23 Dave spoke with Kurt today, he will be back in Iowa in July 2025.
9	2/16/2016	Tom Burghardt	Cessna 340, RV7	515-418-2028	tlburghardt@stineseed.com	Has a Cessna 340, tail height to and plane too long for anything but a G Hangar. But also too deep. 11/5/21 Dave K - emailed asking if he is still interested. 11/22/21 Dave K texted Tom to see if he is interested. I never heard back from the email I sent. 11/22/21 Tom called, the 340 won't fit in the T hangars however he also has an RV7 that will fit. He'd like to remain on the list.
10	3/21/2016	CAP - Darrel Mullins	Saratoga or Motor glider	515-490-6779	darrelmullins@me.com	Dan: Passed 05/05/2020. 11/05/21 Dave K - emailed asking if he is still interested. 11/05/21 wants to stay on list.
11	5/7/2020	Todd Freeland	Additional Plane	515-208-0819	todd@innovative-me.com	11/5/21 Dave K - emailed asking if he is still interested. 11/5/21 emailed back and asked to remain on the list.
12	4/8/2016	Tom Kielty	Cessna 150	515-480-0313	tkielty73@gmail.com	11/5/21 Dave K - texted asking if he is still interested. 11/5/21 Tom texted back to keep him on the list.
13	5/28/2020	Nick Wynen	Bonanza	515-965-9568	nixkiks1@gmail.com	11/5/21 Dave K - Nick wants to remain on the waiting list.
14	6/10/2020	Kayode Fajingbesi	Cessna 182	713-825-8262	Kay.Faji@yahoo.com	11/5/21 Dave K - emailed asking if he is still interested. 11/5/21 He emailed back that he would like to stay on the list.
15	6/10/2020	Darby Bauer	Looking	515-306-9465	darby.bauer@gmail.com	11/5/21 Dave K - emailed asking if he is still interested. 11/5/21 He emailed back that he would like to stay on the list. He is going to buy a second plane for cross country travel.
16	8/3/2020	John Paszek	N615BJ	619-876-8164	paszekj@gmail.com	11/5/21 Dave K - emailed asking if he is still interested. 11/5/21 emailed back asking to remain on the list. May be moving to Denver in a year but unsure if that will be long term.
17	9/2/2020	Nate Booth	Looking	515-802-2385	nate@otis8.com	11/5/21 Dave K texted, he would like to remain on the list.
18	10/9/2020	Brooks Woolson	looking	515-559-6875	brooks.woolson@gmail.com	11/6/21 Dave K talked to him, he'd like to stay on the list.
19	11/2/2017	Andy Rowland	Cessna	515-210-2452	andy@arowland.com	10/20/20 Passed on the available hangar - Dan Stull. 11/5/21 Dave K - emailed asking if he is still interested. 11/5/21 He wants to remain on the list.
20	11/5/2020	James Stogdill	Looking for Bonanza	515-240-7700	revjames.stog@gmail.com	12/07/21 - Dave K He called checking on his place on the list. He e-mailed back on 11/05/21 but never got added. I added him.
21	11/12/2020	Nate Schneider	SR22 N223TF	319-383-3206	nathan_schneider@msn.com	11/5/21 Dave K - emailed asking if he is still interested. 11/5/21 He wants to remain on the list.
22	11/20/2020	Todd Lenig	Looking	515-664-2451	tlenig@icloud.com	11/5/21 Dave K - emailed asking if he is still interested. 11/5/21 Wrote back to keep him on the list.
23	4/5/2021	Jacob Greenfield	Building Sonex B	(319)-573-9763	greenfj17@gmail.com	11/5/21 Dave K - emailed asking if he is still interested. 11/5/21 He wants to remain on the list.
24	5/1/2021	Mike Hannam	Cessna Cardinal N2829X	515-556-7290	bigyellowjeep@msn.com	11/5/21 Dave K - emailed asking if he is still interested. 11/5/21 He emailed back that he wants to stay on the list.
25	5/14/2021	Clay Wright	V Tail Bonanza	515-669-8969	claytonwright01@gmail.com	11/5/21 Dave K - emailed asking if he is still interested. 11/22/21 Dave k texted to see if he wanted to remain on the list. 11/22/21 He texted back and would like to remain on the list.
26	5/24/2021	Matt Ver Steeg	1946 Ercoupe 415-C	515-333-8787	mattversteeg@gmail.com	11/5/21 Dave K - emailed asking if he is still interested. 11/5/21 He emailed back, he wants to stay on the list. He also has a Titan Tornado II SS.
27	6/8/2021	Paul Peterson	C180	651-336-2041	fr8tdog@juno.com	11/5/21 Dave K - emailed asking if he is still interested. 11/5/21 He emailed back, he wants to stay on the list.

28	8/12/2021	David Hogan	RV6	949-410-5823	rv709rw@gmail.com	Called in, I told him to email me. Have not received email - Dan 11/22/21 Called Walter Aviation and spoke with Gretchen, she knows David. I asked her to pass my number along and for him to call me or I'll have to remove him from the list. 11/24/21 He replied back to stay on the list.
29	8/16/2021	Todd Anderson	N714AT	515-419-9142	todd@4andersons.com	11/5/21 Dave K - emailed asking if he is still interested.
30	8/23/2021	Kurt Wegge	LongEZ - N85LD	225-456-6092	123kwegge@gmail.com	11/5/21 Dave K - emailed asking if he is still interested. 11/5/21 He emailed back, he wants to stay on the list.
31	8/31/2021	Sam Marcsisak	looking	515-208-7946	Sam@midioewelectric.com	11/5/21 Dave K - emailed asking if he is still interested. 11/08/21 emailed back asking to stay on list.
32	8/31/2021	Chad Larson	PA32	515-202-2394	CDLChadmark@hotmail.com	Dave K - Chad sent Dave an e-mail per Jeff Wagsness. Dave e-mailed Chad back letting him know he's been added to the list. 11/5/21 Dave K - emailed asking if he is still interested. 11/5/21 he emailed back to stay on the list.
33	9/7/2021	Larry Plathe	looking - Malibu	515-508-1290	plathelarry@mchsi.com	11/5/21 Dave K - emailed asking if he is still interested.
34	10/4/2021	Kolbe Stenoien	Looking C172 or A36	515-201-6542	stenoien2@gmail.com	11/5/21 Dave K - emailed asking if he is still interested. 11/5/21 He emailed back that he wants to remain on the list.
35	8/6/2018	Ben Sweet	Looking	515-231-9062	ben.sweet_84@yahoo.com	11/3/21 Dave K - e-mailed Ben asking if he is still interested and what type of plane he has. He e-mailed right back asking to be moved to the bottom on the list.
36	11/29/2021	Nile Ackerman	RV-6	515-848-8075	nile.ackerman@gmail.com	11/29/21 Dave K - Request received. Previous T Hangar customer, lives in Colorado now. Will be moving back to Iowa.
37	1/11/2022	Tom Drew	Looking	515-490-4555	tdrew@drewlawfirm.com	01/11/22 - Dan Stull e-mailed Dave K asking to add Tom to the list. I sent Tom an e-mail that he has been added and his position on the list.
38	1/26/2022	Solar Flying Club	Looking	515-240-5272	jvimage@msn.com	01/26/22 - Dave K - Jeneanne e-mailed me asking to have Solar added to the list, I sent her their position on the list.
39	1/28/2022	Paul Reinke	RANS S21 - Building	515-201-4762	preinke@energycontroltechnologies.com	01/28/22 - Dave K - Paul e-mailed asking to be put on the list.
40	2/3/2022	Dalton Headlee	Looking	515-975-3314	dalton.headlee@gmail.com	02/03/22 - Dave K - Dalton e-mailed asking to be put on the list.
41	3/3/2022	Ken King	Looking	515-350-6201	kennethscottking@gmail.com	03/03/22 - Dave K - Ken e-mailed asking to be put on the list.
42	3/16/2022	Adam Obrecht	Looking	515-224-7849	aobrecht@aowealthadvisory.com	03/16/22 - Dave K - Adam e-mailed asking to be put on the list.
43	4/21/2022	Austin Lanphier	Looking	641-295-3058	lanphierproduce@gmail.com	04/21/22 - Dave K - Austin e-mailed asking to be put on the list.
44	4/28/2022	Marc Broer	Stinson 108	515-249-8511	skycoupe318@gmail.com	04/28/22 - Dave K - Marc e-mailed asking to be put on the list.
45	5/31/2022	John Kolbo	Bellanca Viking	402-681-0976	johnkolbo18@gmail.com	05/31/22 - Dave K - John e-mailed asking to be put on the list.
46	6/2/2022	Bill Bergren	Cessna 182	515-669-6331	bbergren1728@gmail.com	06/02/22 - Dave K - Bill e-mailed asking to be put on the list.
47	6/17/2022	Jeremy Sikes	Cessna 182	505-934-3244	flyabq@yahoo.com	06/17/22 - Dave K - Jeremy e-mailed asking to be put on the list.
48	6/17/2022	Chris Foster	Cherokee 160	515-505-5612	fosterlimo@aol.com	06/21/22 - Dave K - Chris e-mailed asking to be put on the list.
49	7/10/2022	Harold Petro	Cessna 140	515-402-1558	harleyguydsm@gmail.com	07/10/22 - Dave K - Harold e-mailed asking to be put on the list.
50	7/11/2022	Greg Jensen	Cherokee 235	515-291-3909	gregj@jcorpsdesignbuild.com	07/11/22 - Dave K - Greg e-mailed asking to be put on the list.
51	7/19/2022	Raymond Kingery	Looking	515-450-7467	Raymond.Kingery@uss.s.dhs.gov	07/19/22 - Dave K - Raymond e-mailed asking to be put on the list. Won't be in the area until 2023/2024
52	8/26/2022	Shaune Osborne	Looking	515-473-8903	leigh.osborne@mchsi.com	08/26/22 - Dave K - Shaune e-mailed asking to be put on the list.
53	9/6/2022	Nichole Needs	Cessna 150	515-518-7356	nichole.triplett@gmail.com	09/06/22 - Dave K - Nichole e-mailed asking to be put on the list.
54	9/7/2022	Gravis Alger	Cirrus SR22	515-650-1620	gravis.alger@gmail.com	09/07/22 - Dave K - Gravis e-mailed asking to be put on the list.
55	9/7/2022	David Switzer	Lancair 360	772-332-2016	davefromcoulee@comcast.net	09/07/22 - Dave K - David e-mailed asking to be put on the list.
56	2/14/2023	Dave Seybert	Piper Cherokee	515-313-5585	daves@exec1aviation.com	02/14/23 - Dave K - Dave e-mailed asking to be put on the list.
57	2/14/2023	Aaron Hopkins	Cessna 172	515-732-4133	aahopkins@gmail.com	02/14/23 - Dave K - Aaron e-mailed asking to be put on the list.
58	3/7/2023	Gabe Roth	Citabria	515-201-8569	groth9421@gmail.com	03/07/23 - Gabe e-mailed asking to be put on the list.
59	3/14/2023	Bob Folkestad	Citabria	515-314-2424	bobf@creativeworksinc.com	03/14/23 - Bob e-mailed asking to be put on the list.

60	4/6/2023	Jeff Vosberg	PA28-235 Pathfinder	515-351-0066	vosbergj@hotmail.com	04/06/23 - Jeff e-mailed asking to be put on the list.
61	4/11/2023	Joe Kirby	Cirrus SR22	319-270-9631	jokirby@bellevue.edu	04/11/23 - Joe e-mailed asking to be put on the list.
62	4/24/2023	Mark Barnett	Cirrus SR22	319-310-2783	sharp11blade@gmail.com	04/14/23 - Mark e-mailed asking to be put on the list.
63	10/24/2018	Todd Slezak	Arrow III	319-210-3793	slezc corp@gmail.com	11/3/21 Dave K - email sent asking if he was still interested in a hangar. 11/5/21 Dave K sent a text asking about his interest. 11/5/21 texted back to stay on list. 09/22/22 Dave K e-mailed that he was next up and to verify that he wants to remain on the list. 05/05/23 Dave K emailed Todd letting him know he is next up and to verify he still wants a hangar. 05/08/23 Dave K texted Todd to see if he saw my email, he would like moved to the bottom of the list as he has a partnership in Ames. I asked him to send that back to me as an e-mail. 05/13/23 Todd email and said to move him to the back of the list.
64	6/12/2023	Corbin McClavy	Looking	515-612-5125	cbinmc@gmail.com	06/12/23 - Corbin e-mailed asking to be put on the list.
65	1/10/2020	Andy Maysent	Looking	515-231-1422	amaysent@mecresults.com	11/05/21 Dave K - texted asking if he is still interested. 11/06/21 texted back to remain on list. 06/13/23 Dave K - Andy emailed that he won't be buying a plane for 2 - 3 years and that I could move him to the bottom of the list.
66	12/23/2019	Ben Welch	Lancair, Robinson, C172	217-443-4992	bwelch54@msn.com	11/05/21 Dave K - emailed asking if he is still interested. 11/05/21 He emailed back that he wants to stay on the list. 06/13/23 Dave K e-mailed Ben to see if he wanted to take a hangar when one becomes available. 06/22/23 Dave K notified Ben that J-05 is available starting July 1st. 06/22/23 Ben e-mailed back asking questions about the hangar. 06/23/23 Dave K sent an e-mail answering the questions. 06/24/23 Dave K sent a follow-up e-mail to see if he has any additional questions. 06/25/23 Ben e-mailed back and will pass this time, they will be in NV for the next three years as his son and wife attend medical school. I told him I'd keep him on the list and move him to the bottom. Dave K found Ben was on the list two other times, those have been removed.
67	7/11/2023	Ryan White	Cessna	515-707-0124	ryanwhite72@gmail.com	07/11/23 Dave K received an e-mail from Ryan to be added to the list.
68	8/10/2023	Ryan Brosz	Building RV-14	641-420-2700	rbrosz@gmail.com	08/10/23 Dave K received an e-mail from Ryan to be added to the list.
69	9/20/2023	Patrick Murphy	Commander 114 N4722W	518-817-6847	22wcarpediem@gmail.com	09/20/23 Dave K received an e-mail from Patrick to be added to the list.

SOUTH HANGAR						
1	2/17/2020	Jeff Brandt	D8 - C172	515-321-0155	brandtjd67@gmail.com	06/22/23 Dave K e-mailed Jeff to see if he's interested in the B-04 if it becomes available. 06/23/23 Jeff emailed back wanting to know who was going to fix the insulation and leaking roof. I told him I brought the issue to the airport manager and it's now out of my hands. I asked him to let me know if he wants it or not, if he doesn't I'll move to the next person on the list. 06/23/23 Jeff has decided he'll take the hangar when it becomes available. 08/28/23 Brant spoke to Dave, he's not quite ready to move to a South facing hangar, after speaking with Dan Stull we saw no reason we couldn't swap Jeff and Scott Wallace who is currently number 2).
2	9/27/2017	Scott Wallace	A6 - C150	515-991-6943	wallacets@msn.com	05/10/20 Dan: Passed on C4, stuck in Colorado. 06/22/23 Dave K e-mailed to see if he's still interested in a South facing hangar when on becomes available. 06/22/23 Scott e-mailed back that he is still interested. 08/28/23 Dave K e-mailed Scott to see if he's interested in moving to B-04 when it opens up in the next 60 days. Scott called right away, he'll take the hangar.
3	11/11/2020	Ken Ashley	E8 - RV7	515-782-2803	malibuf16@gmail.com	06/22/23 Dave K e-mailed to see if he's still interested in a South facing hangar when on becomes available. 06/22/23 Ken emailed back and said he's ready to move when one becomes available.
4	1/27/2022	Scott Biller	E6 - Dakota	515-240-0858	Scott.Biller1@gmail.com	06/22/23 Dave K e-mailed to see if he's still interested in a South facing hangar when on becomes available. 06/22/23 Scott emailed back that he's still interested.
5	2/15/2016	Paul Reinke	E4 - Mooney 201	515-201-4762	preinke@energycontroltechnologies.com	Paul is building a plane that will eventually go in the hangar. 06/22/23 Dave K e-mailed to see if he's still interested in a South facing hangar when on becomes available.

6	12/27/2016	Dave Kalwishky	E10 - C182	515-314-7060	dave@kalwishky.com	Dianna: Declined A-2 on 12/16 and asked to stay on the list, but move to the bottom. / Dave K: passed on 06/28/22, asked to stay on list. 06/22/23 Dave K asked himself if he wanted to stay on the South facing list and he said yes.
7	1/30/2017	Tony Palmer	A9 - C182	515-681-0446	onfinalflying@icloud.com	Dave K: contacted Tony to see if he's interested, he will get back to me tomorrow. Tony declined the hangar and asked to stay on the list. 06/22/23 Dave K e-mailed to see if he's still interested in a South facing hangar when one becomes available.
8	7/11/2023	Ryan White	A10 - RV6	515-707-0124	ryanwhite72@gmail.com	07/11/23 Dave K received an e-mail from Ryan to be added to the list.

BOX HANGAR - The numbers do not represent any kind of order. They exist so we know how many pilots are interested.						
1	6/26/2022	JR Boesen	Cirrus			JR mentioned he might be interested in one of these.
2	6/26/2022	Ken Ashley	E8 - RV7	515-782-2803	malibuf16@gmail.com	Looking for a second plane, said he'd be interested in one of these hangars.
3	6/26/2022	Marty Jorgensen	F8 - C310R			I mentioned to Kirk Enos about the new hangars, let them know when the time comes.
4	7/9/2022	Paul Novak	Archer	515-240-3982	phnovak@aol.com	07/07/22 Dave K: Paul texted Dave asking to be put on the list.
5	2/17/2023	Mike Hubbell	SR 22 / Motor glider	515-988-3646	mchubbell@gmail.com	02/17/23 Dave K: Mike called in asking about his position on the T hangar list, we talked about these hangars and he asked to be put on the list.

GARAGE SPACE						
1	10/24/2018	Todd Slezak		319-210-3793	toddslezak@aol.com	
2	8/12/2019	Bob Folkestad		515-645-5902	bobf@creativewerksinc.com	
3	8/18/2019	Dan Stull		515-447-2339	dan@stullcompanies.com	
4	10/28/2020	Marc Broer			skycoupe318@gmail.com	Only wants B-SE
5	10/28/2020	Ken Anderson				Will Pass on all others. Only wants G-NW - For door size
6	11/17/2020	Nic Rupiper		515-564-9715	nicholasrupiper@yahoo.com	
7	4/6/2020	Jacob Greenfield	Building A/C	319-573-9783	greenfj17@gmail.com	
8	7/7/2020	Todd Freeland		515-208-0819	todd@innovative-me.com	
9	2/3/2022	Dalton Headlee		515-975-3314	dalton.headlee@gmail.com	
10	4/21/2022	Lisa Reilly		515-661-4553		

COMMUNITY HANGAR						
1	9/8/2021	Darrel Mullins	Saratoga	515-490-6779	darrelmullins@me.com	Dave K added him to the list from a phone call. 02/13/22 Sent email with his position on the list and if he wants to stay on it. 02/14/22 He e-mailed back and wants to stay on the list. 11/26/22 Dave K e-mailed and asked if he'd like to stay on the list. 11/28/22 Darrel emailed back and would like to stay on the list.
2	11/8/2021	Nate Schneider	SR22 N223TF	319-383-3206	nathan_schneider@msn.com	02/13/22 Sent email with his position on the list and if he wants to stay on it. 02/14/22 He e-mailed back and wants to stay on the list. 11/26/22 Dave K e-mailed and asked if he'd like to stay on the list.
3	2/7/2022	Craig Davidson	Piper Super Cub	515-393-7203	craigmel13@yahoo.com	02/07/22 - Request received. 02/13/22 Sent email with his position on the list and if he wants to stay on it. 11/26/22 Dave K e-mailed and asked if he'd like to stay on the list. 12/4/22 Craig emailed back and would like to stay on the list.
4	4/11/2023	Joe Kirby	Cirrus SR22	319-270-9631	josefkirby@gmail.com	04/01/23 - Joe called in, he is interested in space in a few months.



ANKENY CITY COUNCIL  
POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

??

 **Print**

?? ORIGINATING DEPARTMENT:  
City Clerk

COUNCIL GOAL:  
Exercise Financial Discipline

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ACTION REQUESTED:  
Motion

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LEGAL:  
No Review Required

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SUBJECT:  
Consider motion to approve the September 7, 2023, minutes.

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EXECUTIVE SUMMARY:

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FISCAL IMPACT: ??No

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STAFF RECOMMENDATIONS:

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PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

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PUBLIC OUTREACH EFFORTS:

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ACTION REQUESTED:

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ADDITIONAL INFORMATION:

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ATTACHMENTS:

Click to download
 <a href="#">Minutes</a>

MINUTES OF THE POLK COUNTY AVIATION AUTHORITY (PCAA)  
Thursday, September 7, 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 5:00 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) joined the meeting electronically. 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 Novak moved, second by Johnson, to approve the agenda without amendment. Ayes: 4.

### **Public Forum**

Chad Chiocine addressed the Board regarding beekeeping.

### **FBO Report**

Dave Kalwishky reviewed his FBO Report with the Board.

### **Finance / Budget Report**

Gardner reported on the 9/7/23 listing of bills.

### **Consent Agenda Items**

1. Approval of August 10, 2023, minutes.
2. Payment #10 to McClure Engineering for AIP Site Work & GAVI Vertical Infrastructure for the North Property Line Box Hangars in the amount of \$5,858.00.
3. Payment #1 to McClure Engineering Company for Site Work & Vertical Infrastructure – Construction Mgmt. Administration & Observation Service for the North Property Line Box Hangars in the amount of \$6,988.75.
4. Payment #10 to McClure Engineering Company for General On-Call Engineering Services in the amount of \$3,568.75.
5. Task Order Two-Payment to HDR Engineering, Inc. for Environmental Assessment services in the amount of \$10,079.50.
6. **RESOLUTION** 2023-21 approving the lease termination and lease agreement with the individuals detailed on the attached.
7. Approval of September 2023 Financial Reports.
8. Approval of Bills and Transfer of Necessary Funds, \$98,785.05.

### **Approval of Consent Agenda Items**

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

### **New Business**

1. **RESOLUTION 2023-22** accepting the quotation for the replacement of the Rotating Beacon at the Ankeny Regional Airport from Van Maanen Electric in the amount of \$22,753.00. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner.
2. Motion to approve the proposal from Speck USA in the amount of \$1,759.23 for the 2023 Pavement Markings program at the Ankeny Regional Airport. Gardner moved, second by Novak. Ayes: Gardner, Novak, Ashby, Johnson.
3. **RESOLUTION 2023-23** authorizing the execution of Task Order No. 3 for design services with McClure Engineering Company for the Taxiway D Apron and Access Roadway Paving – Phase 4 Project. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner.
4. **RESOLUTION 2023-24** authorizing the execution of Amendment No. 1 to Task Order No. 2 for Environmental Assessment Services with HDR Engineering for the Runway 18/36 Extension Project. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner.
5. Motion to approve property, electronic data processing and boiler/equipment breakdown insurance with Cincinnati Insurance Companies for policy year 9/20/23 – 9/19/24 and authorize premium payment in the amount of \$39,742. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner.
6. Motion to approve airport liability insurance with Ace Property and Casualty Insurance Company for policy year 9/20/23 – 9/19/26 and authorize premium payment in the amount of \$8,325. Novak moved, second by Johnson. Ayes: Novak, Johnson, Ashby, Gardner.
7. Motion to approve public officials' liability insurance with Hudson Insurance Company for policy year 9/20/23 – 9/19/24 and authorize premium payment in the amount of \$1,500. Johnson moved, second by Novak. Ayes: Johnson, Novak, Ashby, Gardner.

## Reports

- A. Engineering Report – Moritz & Pudenz
  - a. Meeting with FAA: Possible Schedule and Funding for Runway 18/36 Reconstruction
  - b. North Property Line Box Hangar Project: Wetland Mitigation and Project Schedule
  - c. Airport Signing and Entry Improvements: Meeting with City
- B. Staff Report – Moritz
  - a. Update on Gutter Replacements – Six Tee Hangar Buildings
  - b. Update on Emergency Patching of Runways
- C. Legal Counsel Report - None
- D. Board Report – None
- E. Chair Report – None

## Executive Session

- A. At 6:06 p.m. Novak moved, second by Gardner, 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: Novak, Gardner, Ashby, Johnson. The Board adjourned the Executive Session and reconvened to regular session at 6:28 p.m.

## Adjournment

The meeting was adjourned at 6:28 p.m.

Attest: \_\_\_\_\_  
Diane Klemme, Recording Secretary

Signed: \_\_\_\_\_  
Todd Ashby, Acting Chairperson

Published in the Des Moines Register on the 15<sup>th</sup> day of September, 2023.



ANKENY CITY COUNCIL  
POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

??

 **Print**

?? ORIGINATING DEPARTMENT:  
Finance

COUNCIL GOAL:  
Exercise Financial Discipline

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ACTION REQUESTED:  
Motion

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LEGAL:  
No Review Required

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SUBJECT:  
Consider motion to approve Environmental Assessment Task Order Two-Payment #5 in the amount of \$35,846.50 to HDR Engineering, Inc. for services that include Professional Consulting for Runway 18/36.

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EXECUTIVE SUMMARY:

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FISCAL IMPACT: ??No

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STAFF RECOMMENDATIONS:

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PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

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PUBLIC OUTREACH EFFORTS:

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ACTION REQUESTED:

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ADDITIONAL INFORMATION:

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ATTACHMENTS:

Click to download
 <a href="#">HDR Engineering - Invoice 5 for Professional Consulting Services</a>

## APPLICATION FOR PARTIAL PAYMENT OF CONTRACT



**Project Title:** PCAA - Environmental Assessment (EA) Task Order Two  
**Contractor:** HDR Engineering Inc.  
**Address:** 300 East Locust Street, Suite 210, Des Moines, IA 50309  
**Finance Budget Code:** 644 **Finance Project Code:** N/A  
**Vendor Project or Invoice #:** 1200551625 **PO #:** N/A  
**Original Contract Date:** February 9, 2023 **Vendor #:** N/A

**Date of Board Meeting** 9/7/2023 **PAYMENT REQUEST #** Five (5)  
**PAYMENT PERIOD:** From: 07/02/23 through: 08/26/23

### Contract Summary

Original Contract Amount:	\$	221,304.00	
Net change by Change Orders:	\$	-	
Contract Amount to Date: (line 1 ± 2)	\$	221,304.00	
Total completed and stored to date:	\$	70,116.80	
Retainage: 0 % of Completed Work:	\$	-	
Total Earned less Retainage:	\$	70,116.80	
Less previous applications for payment:	\$	34,270.30	
SUBTOTAL	\$		35,846.50

OTHER CHARGES (Please attach an itemized list) \$ -

**CURRENT PAYMENT DUE** \$ 35,846.50

Balance to finish, including retainage: \$ 151,187.20

Contract Time Remaining (If applicable) N/A ##

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all the amounts have been paid by the Contractor for work for which previous Certificate(s) for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**Engineer/Consultant Approval:** HDR Engineering Inc.  
Firm Name

Jerry Searle 6-Sep-23  
Signature Date

**PCAA Approval:**  
Signature Date

**City of Ankeny Staff Approval:**  
Signature Date

Work completed:

**Submit to:** Paul Moritz; cc: Jennifer Sease, Terri Havens

**Email:** pmoritz@ankenyiowa.gov; jsease@ankenyiowa.gov; **Phone:** 515-965-6428 **Fax:** 515-965-6416  
thavens@ankenyiowa.gov



HDR Engineering Inc.  
Omaha NE 68106-2973  
Phone: (402) 399-1000

Bill To:  
Polk County Aviation Authority  
410 West 1st Street  
ANKENY, IA 50023

## Invoice

Reference Invoice Number with Payment

HDR Invoice No. 1200551625  
Invoice Date August 31, 2023  
Invoice Amount Due \$35,846.50  
Payment Terms 30 NET

Remit to PO Box 74008202  
Chicago, IL 60674-8202  
ACH/EFT Payments Bank of America ML US  
ABA # 081000032  
Account # 355004076604

Environmental Assessment (EA) for the Ankeny  
Regional Airport

For Professional Services  
From: July 2, 2023 To: August 26, 2023

Professional Services	Fee	Percent Complete	Fee Earned To Date	Previous Fee Invoiced	Current Fee Invoiced
Environmental Assessment	\$201,590.00	32.00%	\$64,508.80	\$34,270.30	\$30,238.50
Conduct Public Hearing	\$14,106.00	0.00%	\$0.00	\$0.00	\$0.00
Cultural Resources Survey	\$5,608.00	100.00%	\$5,608.00	\$0.00	\$5,608.00
	<b>\$221,304.00</b>	<b>31.68%</b>	<b>\$70,116.80</b>	<b>\$34,270.30</b>	<b>\$35,846.50</b>

Fee Amount	\$221,304.00
Fee Invoiced to Date	\$70,116.80
Fee Remaining	\$151,187.20

Total Invoice	35,846.50
Amount Due this Invoice(USD)	35,846.50



ANKENY CITY COUNCIL

POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

??

 **Print**

?? ORIGINATING DEPARTMENT:

Finance

COUNCIL GOAL:

Exercise Financial Discipline

??

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ACTION REQUESTED:

Motion

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LEGAL:

No Review Required

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SUBJECT:

Consider motion to approve Payment #11 in the amount of \$2,283.75 to McClure Engineering for General On-Call Engineering Services

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EXECUTIVE SUMMARY:

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FISCAL IMPACT: ??No

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STAFF RECOMMENDATIONS:

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PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

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PUBLIC OUTREACH EFFORTS:

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ACTION REQUESTED:

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ADDITIONAL INFORMATION:

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ATTACHMENTS:

Click to download
 <a href="#">McClure Engineering Invoice #11 for General On-Call Engineering Services</a>

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT



**Project Title:** General On-Call Engineering Services  
**Contractor:** McClure Engineering Company  
**Address:** 1360 NW 121st St, Suite A, Clive, IA 50325  
**Finance Budget Code:** 644 **Finance Project Code:** N/A  
**Vendor Project or Invoice #:** 2022001042-000 **PO #:** N/A  
**Original Contract Date:** October 6, 2022 **Vendor #:** N/A

**Date of Board Meeting** 5-Oct-23 **PAYMENT REQUEST #** 11  
**PAYMENT PERIOD:** From: 07/30/23 through: 08/26/23

## Contract Summary

Original Contract Amount: \$ -  
Net change by Change Orders: \$ -  
Contract Amount to Date: (line 1 ± 2) \$30,644.75  
  
Total completed and stored to date: \$30,644.75  
Retainage: 0 % of Completed Work: \$ -  
Total Earned less Retainage: \$30,644.75  
Less previous applications for payment: \$28,361.00  
SUBTOTAL \$ 2,283.75

OTHER CHARGES (Please attach an itemized list) \$ -

**CURRENT PAYMENT DUE** \$ 2,283.75

Balance to finish, including retainage: -

Contract Time Remaining (If applicable) N/A ##

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all the amounts have been paid by the Contractor for work for which previous Certificate(s) for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**Engineer/Consultant Approval:** McClure Engineering Company  
Signature: [Signature] Date: 9/19/2023

**PCAA Approval:**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Ankeny Staff Approval:**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Work completed:

- Coordinated with Jensen Builders and MidAmerican on needed easement for Acme from MidAmerican for Phase 3 electric
- Completed site visit for gutter replacement project for north T-hangars
- Began putting together exhibit and project request for proposal for potential gutter replacement project for north T-hangars

### Paul Moritz, cc:Jennifer Sease  
Email: PMoritz@Ankenyiowa.gov; jsease@ankenyiowa.gov Phone: 515-965-6420 Fax: 515-965-6416

Date Printed: 9/19/2023



1360 NW 121st Street  
Clive, IA 50325

Paul Moritz  
Polk County Aviation Authority  
410 West First St  
Ankeny, IA 50023

August 31, 2023  
Project No: 2022001042-000  
Invoice No: 11  
Due Date: September 30, 2023

Project 2022001042-000 Ankeny Regional Airport - General On-Call Services

**Professional Services from July 30, 2023 to August 26, 2023**

Phase 163 General On-Call Services

	Hours	Rate	Amount	
Engineer I	6.50	125.00	812.50	
Professional Land Surveyor	2.50	180.00	450.00	
Project Manager III	4.00	230.00	920.00	
Project Coordinator	.75	135.00	101.25	
Totals	13.75		2,283.75	
<b>Total Labor</b>				<b>2,283.75</b>
		<b>Total this Phase</b>		<b>\$2,283.75</b>
		<b>Total Due this Invoice</b>		<b>\$2,283.75</b>

**Outstanding Invoices**

Number	Date	Balance
10	7/31/2023	3,568.75
<b>Total</b>		<b>3,568.75</b>



ANKENY CITY COUNCIL

POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

??

 **Print**

?? ORIGINATING DEPARTMENT:

Finance

COUNCIL GOAL:

Exercise Financial Discipline

??

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ACTION REQUESTED:

Motion

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LEGAL:

No Review Required

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SUBJECT:

Consider motion to approve Payment #2 in the amount of \$6,219.31 to McClure Engineering for Site Work & Vertical Infrastructure – Construction Mgmt, Administration & Observation Service for the North Property Line Box Hangars

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EXECUTIVE SUMMARY:

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FISCAL IMPACT: ??**No**

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STAFF RECOMMENDATIONS:

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PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

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PUBLIC OUTREACH EFFORTS:

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ACTION REQUESTED:

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ADDITIONAL INFORMATION:

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ATTACHMENTS:

Click to download
 <a href="#">McClure Engineering Invoice #2 Box Hangars</a>

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT



**Project Title:** Ankeny - North Property Line Box Hangars  
(Site Work and Vertical Infrastructure):  
**Contractor:** McClure Engineering Company  
**Address:** 1360 NW 121st St, Suite A, Clive, IA 50325  
**Finance Budget Code:** 644 **Finance Project Code:** N/A  
**Vendor Project or Invoice #:** 2022001042-002 **PO #** N/A  
**Original Contract Date:** July 10, 2023 **Vendor #** N/A

**Date of Board Meeting** 5-Oct-23 **PAYMENT REQUEST #** 2  
**PAYMENT PERIOD:** From: 07/30/23 through: 08/26/23

## Contract Summary

Original Contract Amount:	\$	125,162.00	
Net change by Change Orders:	\$	-	
Contract Amount to Date: (line 1 ± 2)	\$	125,162.00	
Total completed and stored to date:	\$	13,208.06	
Retainage: 0 % of Completed Work:	\$	-	
Total Earned less Retainage:	\$	13,208.06	
Less previous applications for payment:	\$	6,988.75	
SUBTOTAL	\$		6,219.31

OTHER CHARGES (Please attach an itemized list) \$ -

**CURRENT PAYMENT DUE** \$ 6,219.31

Balance to finish, including retainage: \$ 111,953.94

Contract Time Remaining (If applicable) N/A ##

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all the amounts have been paid by the Contractor for work for which previous Certificate(s) for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**Engineer/Consultant Approval:** McClure  
Firm Name



Signature

9/19/2023

Date

**PCAA Approval:**

Signature

Date

**City of Ankeny Staff Approval:**

Signature

Date

Work Completed: See attached Progress Report.

Submit to: Paul Moritz, cc: Alexia Grgurich

Email: pmoritz@ankenyiowa.gov; AGrgurich@Ankenyiowa.gov Phone: 515-965-6420 Fax: 515-965-6416

Date Printed: 9/19/2023



Paul Moritz  
Polk County Aviation Authority  
410 West First St  
Ankeny, IA 50023

August 31, 2023  
Project No: 2022001042-002  
Invoice No: 2  
Due Date: September 30, 2023

Project 2022001042-002 Ankeny - North Property Line Box Hangars (Site Work and Vertical Infrastructure): Construction Management, Administration, and Observation Services

**Professional Services from July 30, 2023 to August 26, 2023**

Phase 1 Part IA: Construction Administration/Observation Services - AIP Services

**Total Labor** 21.25 **895.57**

Overhead 207.09 % of 895.57 1,854.64 **1,854.64** **1,854.64**

Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Fixed Fee	8,100.00	12.00	972.00	567.00	405.00
Total Fee	8,100.00		972.00	567.00	405.00
<b>Total Fee</b>					<b>405.00</b>

Mileage (.655/.50 p/mile) **24.57**

	Current	Prior	To-Date
Total Billings	3,179.78	3,916.55	7,096.33
Contract Limit (not-to-exceed)			63,209.00
Contract Limit Remaining			56,112.67
<b>Total this Phase</b>			<b>\$3,179.78</b>

Phase 2 Part IB: Construction Administration/Observation Services - GAVI Services

**Total Labor** 19.75 **852.43**

Overhead 207.09 % of 852.43 1,765.30 **1,765.30** **1,765.30**

Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Fixed Fee	7,030.00	12.00	843.60	421.80	421.80
Total Fee	7,030.00		843.60	421.80	421.80
<b>Total Fee</b>					<b>421.80</b>
		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings		3,039.53	3,072.20	6,111.73	
Contract Limit (not-to-exceed)				55,753.00	
Contract Limit Remaining				49,641.27	
<b>Total this Phase</b>					<b>\$3,039.53</b>

Phase	3	Part IB: Construction Administration/Observation Services - GAVI Services: Subconsultant			
		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings		0.00	0.00	0.00	
Contract Limit (not-to-exceed)				6,200.00	
Contract Limit Remaining				6,200.00	
<b>Total this Phase</b>					<b>0.00</b>
<b>Total Due this Invoice</b>					<b>\$6,219.31</b>

#### Outstanding Invoices

Number	Date	Balance
1	7/31/2023	6,988.75
<b>Total</b>		<b>6,988.75</b>



## PROGRESS REPORT

PROJECT # **2022001042-002**

PROJECT	<b>ANKENY REGIONAL AIRPORT – NORTH PROPERTY LINE BOX HANGARS (SITE WORK AND VERTICAL INFRASTRUCTURE): CONSTRUCTION MANAGEMENT, ADMINISTRATION, AND OBSERVATION SERVICES</b>
---------	---

PRJ MNGR **JAY PUDENZ, P.E., LEED AP**

CLIENT **POLK COUNTY AVIATION AUTHORITY**  
**410 WEST 1ST STREET**  
**ANKENY, IOWA 50021**

Phone **515.965.6420**

Fax

Email: [pmoritz@ankenyiowa.gov](mailto:pmoritz@ankenyiowa.gov)

REPORT BY **JAY PUDENZ, P.E., LEED AP**  
Email: [jpudenz@mcclurevision.com](mailto:jpudenz@mcclurevision.com)

REPORTING PERIOD **AUGUST 2023**

NEXT REPORT      **SEPTEMBER 2023**

### SUMMARY OF WORK DONE LAST PERIOD

- ✓ Discussed items to be included in Change Order #1 (change to building to remove 1 bathroom and any other potential door add ons)
- ✓ Continued review of submittals
- ✓ Coordination with Army Corps of Engineers on potential wetland mitigation (awaiting response from Corps)

**Part 1A: CA/Obs. Services-AIP Services**

## Construction Administration

[illegible]

Resident Project Representative

[illegible]

## Construction Staking

[illegible]

## Project Closeout

[illegible]

## Project Management and Coordination

[illegible]

### FORECAST OF ACTIVITIES FOR NEXT PERIOD

- Finalize Change Order #1 (change to building to remove 1 bathroom and any other potential door add ons)
- Continued review of submittals
- Anticipated construction start – mid-September

## VALUE ADDED SERVICES

- 

### INPUT NEEDED

- N/A

### **Part 1B: CA/Obs. Services- GAVI Services**

Construction Administration

[illegible]Resident Project Representative[illegible]

## Construction Staking

[illegible]

## Project Closeout

[illegible]

## Project Management and Coordination

[illegible]

### **Part 1B: CA/Obs. Services- GAVI Services - Subconsultant**

## Project Management and Coordination

[illegible]



ANKENY CITY COUNCIL

POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

??

 **Print**

?? ORIGINATING DEPARTMENT:

Finance

COUNCIL GOAL:

Exercise Financial Discipline

??

---

ACTION REQUESTED:

Motion

---

LEGAL:

No Review Required

---

SUBJECT:

Consider motion to approve Payment #11 in the amount of \$2,792.00 to McClure Engineering for AIP Site Work & GAVI Vertical Infrastructure for the North Property Line Box Hangars

---

EXECUTIVE SUMMARY:

---

FISCAL IMPACT: ??No

---

STAFF RECOMMENDATIONS:

---

PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

PUBLIC OUTREACH EFFORTS:

ACTION REQUESTED:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Click to download

📎 [McClure Engineering Invoice #11 Box Hangars](#)

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT



**Project Title:** Ankeny Airport - North Property Line Box Hangars  
(AIP Site Work and GAVI Vertical Infrastructure)  
**Contractor:** McClure Engineering Company  
**Address:** 1360 NW 121st St, Suite A, Clive, IA 50325  
**Finance Budget Code:** 644 **Finance Project Code:** N/A  
**Vendor Project or Invoice #:** 2022001042-001 **PO #:** N/A  
**Original Contract Date:** October 6, 2022 **Vendor #:** N/A

**Date of Board Meeting** 5-Oct-23 **PAYMENT REQUEST #** 11  
**PAYMENT PERIOD:** From: 07/30/23 through: 08/26/23

## Contract Summary

Original Contract Amount:	\$	163,360.00	
Net change by Change Orders:	\$	-	
Contract Amount to Date: (line 1 ± 2)	\$	163,360.00	
Total completed and stored to date:	\$	160,260.00	
Retainage: 0 % of Completed Work:	\$	-	
Total Earned less Retainage:	\$	160,260.00	
Less previous applications for payment:	\$	157,468.00	
SUBTOTAL	\$		2,792.00

OTHER CHARGES (Please attach an itemized list) \$ -

**CURRENT PAYMENT DUE** \$ 2,792.00

Balance to finish, including retainage: \$ 3,100.00

Contract Time Remaining (If applicable) N/A ##

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all the amounts have been paid by the Contractor for work for which previous Certificate(s) for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**Engineer/Consultant Approval:** McClure  
Firm Name

Signature: [Signature] Date: 9/19/2023

**PCAA Approval:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Ankeny Staff Approval:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Work Completed: See attached Progress Report.

Submit to: Paul Moritz, cc: Alexia Grgurich

Email: pmoritz@ankenyiowa.gov; AGrgurich@AnkenyIowa.gov Phone: 515-965-6420 Fax: 515-965-6416

Date Printed: 9/19/2023



1360 NW 121st Street  
Clive, IA 50325

Paul Moritz  
Polk County Aviation Authority  
410 West First St  
Ankeny, IA 50023

August 31, 2023  
Project No: 2022001042-001  
Invoice No: 11  
Due Date: September 30, 2023

Project 2022001042-001 Ankeny: North Property Line Box Hangars (AIP Site Work and GAVI Vertical Infrastructure)

**Professional Services from July 30, 2023 to August 26, 2023**

Phase 1 Part I: Design and Bidding Services for both AIP and GAVI Services

Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Existing Conditions	1,240.00	100.00	1,240.00	1,240.00	0.00
AIP Grant Administration	1,370.00	30.00	411.00	0.00	411.00
Preliminary Design	5,740.00	100.00	5,740.00	5,740.00	0.00
Soil Boring Coordination	920.00	100.00	920.00	920.00	0.00
30% Design	5,990.00	100.00	5,990.00	5,990.00	0.00
Sanitary Sewer /Lift Station Des IF NEED	3,470.00	100.00	3,470.00	3,470.00	0.00
Fire Flow Eval/Water Main Des IF NEEDED	2,520.00	100.00	2,520.00	2,520.00	0.00
90% Design	24,890.00	100.00	24,890.00	24,890.00	0.00
Sanitary Sewer /Lift Station Des IF NEED	4,060.00	85.00	3,451.00	2,436.00	1,015.00
Fire Flow Eval/Water Main Des IF NEEDED	3,820.00	85.00	3,247.00	2,292.00	955.00
Issued for Bid (100%)	6,220.00	100.00	6,220.00	6,220.00	0.00
Construction Permits	5,700.00	100.00	5,700.00	5,700.00	0.00
Advertise, Bidding, Contract Award	6,030.00	100.00	6,030.00	6,030.00	0.00
Topographic Survey	2,980.00	100.00	2,980.00	2,980.00	0.00
Project Management and Coordination	5,070.00	100.00	5,070.00	5,070.00	0.00
Total Fee	80,020.00		77,879.00	75,498.00	2,381.00
Total Fee					2,381.00
Total this Phase					\$2,381.00

Phase 2 Part II: GAVI Vertical Infrastructure Design and Bidding Services

Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing
---------------	-----	------------------	--------	------------------	-----------------

Project	2022001042-001	Ankeny: North Property Line Box Hangars				Invoice	11
Existing Conditions		1,240.00	100.00	1,240.00	1,240.00	0.00	
AIP Grant Administration		1,370.00	30.00	411.00	0.00	411.00	
Preliminary Design		5,640.00	100.00	5,640.00	5,640.00	0.00	
Soil Boring Coordination		920.00	100.00	920.00	920.00	0.00	
30% Design		4,450.00	100.00	4,450.00	4,450.00	0.00	
90% Design		22,670.00	100.00	22,670.00	22,670.00	0.00	
Issued for Bid (100%)		5,670.00	100.00	5,670.00	5,670.00	0.00	
Construction Permits		5,700.00	100.00	5,700.00	5,700.00	0.00	
Advertise, Bidding, Contract Award		6,030.00	100.00	6,030.00	6,030.00	0.00	
Topographic Survey		2,980.00	100.00	2,980.00	2,980.00	0.00	
Project Management and Coordination		5,070.00	100.00	5,070.00	5,070.00	0.00	
Subconsultants-Bluestone Eng & SVPA Arch		21,600.00	100.00	21,600.00	21,600.00	0.00	
Total Fee		83,340.00		82,381.00	81,970.00	411.00	
		<b>Total Fee</b>					<b>411.00</b>
		<b>Total this Phase</b>					<b>\$411.00</b>
		<b>Total Due this Invoice</b>					<b>\$2,792.00</b>

#### Outstanding Invoices

Number	Date	Balance
10	7/31/2023	5,858.00
<b>Total</b>		<b>5,858.00</b>



## ***PROGRESS REPORT***

---

PROJECT #	<b>2022001042-001</b>		
PROJECT	<b>ANKENY REGIONAL AIRPORT – NORTH PROPERTY LINE BOX HANGARS (AIP SITE WORK AND GAVI VERTICAL INFRASTRUCTURE)</b>		
PRJ MNGR	<b>JAY PUDENZ, P.E., LEED AP</b>		
CLIENT	<b>POLK COUNTY AVIATION AUTHORITY 410 WEST 1ST STREET ANKENY, IOWA 50021</b>	Phone Fax Email:	<b>515.965.6420</b>  <b>pmoritz@ankenyiowa.gov</b>

---

REPORT BY	<b>JAY PUDENZ, P.E., LEED AP</b> Email: <a href="mailto:jpudenz@mcclurevision.com">jpudenz@mcclurevision.com</a>		
REPORTING PERIOD	<b>AUGUST 2023</b>	NEXT REPORT	<b>SEPTEMBER 2023</b>

---

### SUMMARY OF WORK DONE LAST PERIOD

- ✓ Coordinated with Iowa DNR on water and sewer permits

### FORECAST OF ACTIVITIES FOR NEXT PERIOD

- Move into Construction Phase portion of contract
- This contract will remain open until completion of due to Grant Administration task being a part of this contract

### VALUE ADDED SERVICES

- 

### INPUT NEEDED

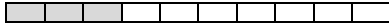
- N/A

## **Part I: AIP Site Work Design and Bidding-Services**

### Phase 200 – Existing Conditions



### Phase 300 – AIP Grant Administration



### Phase 400 – Preliminary Design



### Phase 435 – Soil Boring Coordination



### Phase 500.A – 30% Design



### Phase 500.A1 – Sanitary Sewer/Lift Station Design, IF NEEDED



### Phase 500.A2 – Fire Flow Evaluation/Water Design, IF NEEDED



### Phase 500.B – 90% Design



### Phase 500.B1 – Sanitary Sewer/Lift Station Design, IF NEEDED



### Phase 500.B2 – Fire Flow Evaluation/Water Design, IF NEEDED



### Phase 500.C – Issued for Bid (100%)



### Phase 504 – Construction Permits



### Phase 602 – Advertise, Bidding and Contract Award



### Phase 700 – Topographic Survey



### Phase 850 – Project Management and Coordination

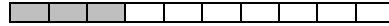


## **Part II: GAVI Vertical Infrastructure Design and Bidding Services**

### Phase 200 – Existing Conditions



### Phase 300 – AIP Grant Administration



### Phase 400 – Preliminary Design



### Phase 435 – Soil Boring Coordination



### Phase 500.A – 30% Design



### Phase 500.B – 90% Design



### Phase 500.C – Issued for Bid (100%)



### Phase 504 – Construction Permits



### Phase 602 – Advertise, Bidding and Contract Award



### Phase 700 – Topographic Survey



### Phase 850 – Project Management and Coordination



### Phase 960 – Subconsultants (Bluestone Engineering, LLC and SVPA Architects)





ANKENY CITY COUNCIL  
POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

??

 **Print**

?? ORIGINATING DEPARTMENT:

Finance

COUNCIL GOAL:

Exercise Financial Discipline

??

---

ACTION REQUESTED:

Motion

---

LEGAL:

No Review Required

---

SUBJECT:

Consider motion to approve Bills and Transfer of Necessary Funds in the amount of \$113,681.61

---

EXECUTIVE SUMMARY:

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FISCAL IMPACT: ??No

---

STAFF RECOMMENDATIONS:

---

PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

---

PUBLIC OUTREACH EFFORTS:

---


ACTION REQUESTED:

---

ADDITIONAL INFORMATION:

---

ATTACHMENTS:

Click to download
 <a href="#">Listing of Bills</a>

POLK COUNTY AVIATION AUTHORITY  
LISTING OF BILLS TO BE APPROVED  
FOR THE OCTOBER 5, 2023 BOARD MEETING

Vendor	Amount	Date of Invoice	Description
Coleman Moore Company	5,346.00	09/14/23	Runway Fast Patch - pallet - 36 units @ \$148.50/each
Des Moines Register	134.54	08/31/23	August A/P, minutes
Eide Bailly	2,700.00	08/31/23	Interim audit work through August 31, 2023 for the June 30, 2023 financial statements
Exec 1 Aviation	5,000.00	09/30/23	On-site management fee
McClure Engineering	2,283.75	08/31/23	Professional services through 8/26/23
MidAmerican Energy	480.51	09/11/23	Lift station; Runway lights
Perficut	1,348.00	09/25/23	Aquatic Herbicide Application & spot treatment of weeds of wetlands on 9/18/23
Perficut	850.00	09/19/23	Fenceline Weed Control on 9/15/23
Ridnour Construction	915.00	09/06/23	Fast Patch 5000 applied to 2 large holes in the runway, hauled away debris
Special event deposit refund	200.00	09/25/23	Above & Beyond Cancer - 9/14/23
TrueNorth Companies, LC	49,566.00	09/26/23	Property, electronic data, boiler/equipment, public officials and general liability
Total Airport Operations Fund	\$ 68,823.80		
McClure Engineering	2,792.00	08/31/23	North Property Line Box Hangers 07/30/23 - 08/26/23
McClure Engineering	6,219.31	08/31/23	North Property Line Box Hangers 07/30/23 - 08/26/23
HDR Engineering	35,846.50	08/31/23	Task Order Two: Environmental Assessment services 07/02/23 - 08/26/23
Total Capital Improvements Fund	\$ 44,857.81		
Grand Total	\$ 113,681.61		



ANKENY CITY COUNCIL  
POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

??

 **Print**

?? ORIGINATING DEPARTMENT:

Finance

COUNCIL GOAL:

Exercise Financial Discipline

??

---

ACTION REQUESTED:

Motion

---

LEGAL:

No Review Required

---

SUBJECT:

Consider motion to approve October 2023 Financial Reports.

---

EXECUTIVE SUMMARY:

---

FISCAL IMPACT: ??**No**

---

STAFF RECOMMENDATIONS:

---

PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

---

PUBLIC OUTREACH EFFORTS:

---


ACTION REQUESTED:

---

ADDITIONAL INFORMATION:

---

ATTACHMENTS:

Click to download
 <a href="#">October Financial Reports</a>

**POLK COUNTY AVIATION AUTHORITY****Balance Sheet**

As of September 30, 2023

Sep 30, 23

**ASSETS**

## Current Assets

## Checking/Savings

102 · FIRST NATIONAL BANK

5,844,213.35

## Total Checking/Savings

5,844,213.35

## Accounts Receivable

112 · ACCOUNTS RECEIVABLE

5.88

## Total Accounts Receivable

5.88

## Other Current Assets

113 · PRE-PAID EXPENSES

48,269.57

114 · LEASE RECEIVABLE

747,148.49

## Total Other Current Assets

795,418.06

## Total Current Assets

6,639,637.29

## Fixed Assets

140 · NON-DEPRECIABLE ASSETS

6,956,965.27

141 · DEPRECIABLE ASSETS

26,159,214.02

180 · CONSTRUCTION IN PROGRESS

1,159,103.39

181 · ACCUMULATED DEPRECIATION

(18,654,624.06)

## Total Fixed Assets

15,620,658.62

**TOTAL ASSETS**

22,260,295.91

**LIABILITIES & EQUITY**

## Liabilities

## Current Liabilities

## Accounts Payable

202 · ACCOUNTS PAYABLE

113,001.10

## Total Accounts Payable

113,001.10

## Other Current Liabilities

206 · DEFERRED REVENUE

9,451.18

207 · HANGAR/LEASE ADVANCE DEPOSITS

15,755.00

209 · DEFERRED LEASE REVENUE

727,756.69

## Total Other Current Liabilities

752,962.87

## Total Current Liabilities

865,963.97

## Total Liabilities

865,963.97

## Equity

3000 · INVESTED IN CAPITAL ASSETS

15,541,825.02

3001 · UNRESTRICTED NET ASSETS

5,923,558.81

3003 · RESTRICTED FOR AIRPORT IMPROVE

(71,051.89)

## Total Equity

21,394,331.94

**TOTAL LIABILITIES & EQUITY**

22,260,295.91

**POLK COUNTY AVIATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
July through September 2023

	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
400 · MEMBER GOVERNMENT ASSESSMENTS	0.00	1,326,932.00	(1,326,932.00)	0.0%
401 · LEASE AND LICENSE FEE INCOME	56,727.55	246,000.00	(189,272.45)	23.1%
403 · FUEL FEE INCOME	9,587.82	51,000.00	(41,412.18)	18.8%
404 · INTEREST INCOME	(5,417.93)			
407 · OTHER REVENUE	100.00	0.00	100.00	100.0%
<b>Total Income</b>	<b>60,997.44</b>	<b>1,623,932.00</b>	<b>(1,562,934.56)</b>	<b>3.8%</b>
<b>Gross Profit</b>	<b>60,997.44</b>	<b>1,623,932.00</b>	<b>(1,562,934.56)</b>	<b>3.8%</b>
Expense				
601 · OFFSITE MANAGEMENT SERVICES	0.00	66,300.00	(66,300.00)	0.0%
602 · POSTAGE & OFFICE SUPPLIES	270.89	900.00	(629.11)	30.1%
603 · ONSITE MANAGEMENT SERVICES	15,000.00	60,000.00	(45,000.00)	25.0%
609 · FINANCIAL SERVICES	1.40	100.00	(98.60)	1.4%
610 · ADVERTISING & PROMOTION	66.49	700.00	(633.51)	9.5%
611 · PUBLICATIONS	260.45	2,500.00	(2,239.55)	10.4%
612 · CONFERENCES AND SEMINARS	1,154.01	4,000.00	(2,845.99)	28.9%
613 · LEGAL SERVICES	3,045.00	23,000.00	(19,955.00)	13.2%
614 · AUDIT SERVICES	2,700.00	13,900.00	(11,200.00)	19.4%
616 · GENERAL INSURANCE	1,679.30	6,600.00	(4,920.70)	25.4%
617 · PROPERTY INSURANCE	9,093.32	38,400.00	(29,306.68)	23.7%
618 · PUBLIC OFFICIALS INSURANCE	356.30	1,500.00	(1,143.70)	23.8%
630 · SNOW REMOVAL & MOWING	3,958.00	102,000.00	(98,042.00)	3.9%
631 · REPAIRS & MAINTENANCE (General)	60,205.69	101,000.00	(40,794.31)	59.6%
640 · UTILITIES	1,410.91	6,900.00	(5,489.09)	20.4%
644 · AIRPORT PLANNING & ENGINEERING	5,852.50	75,000.00	(69,147.50)	7.8%
645 · MISCELLANEOUS	0.00	100.00	(100.00)	0.0%
703 · NORTH PROPERTY LINE BOX HANGARS	35,205.39	0.00	35,205.39	100.0%
721 · TAXIWAY D ACCESS ROAD	0.00	1,200,000.00	(1,200,000.00)	0.0%
729 · STRENGTHEN & EXTEND RW 18/36	35,846.50	920,000.00	(884,153.50)	3.9%
736 · REMOVE & REPLACE PAVEMENT	0.00	1,041,000.00	(1,041,000.00)	0.0%
<b>Total Expense</b>	<b>176,106.15</b>	<b>3,663,900.00</b>	<b>(3,487,793.85)</b>	<b>4.8%</b>
<b>Net Ordinary Income</b>	<b>(115,108.71)</b>	<b>(2,039,968.00)</b>	<b>1,924,859.29</b>	<b>5.6%</b>
<b>Other Income/Expense</b>				
Other Income				
402 · INVESTMENT INCOME	40,255.02	27,000.00	13,255.02	149.1%
504 · FAA GRANT REIMBURSEMENT	0.00	1,791,460.00	(1,791,460.00)	0.0%
505 · STATE GRANT REIMBURSEMENT	0.00	600,000.00	(600,000.00)	0.0%
<b>Total Other Income</b>	<b>40,255.02</b>	<b>2,418,460.00</b>	<b>(2,378,204.98)</b>	<b>1.7%</b>
<b>Net Other Income</b>	<b>40,255.02</b>	<b>2,418,460.00</b>	<b>(2,378,204.98)</b>	<b>1.7%</b>
<b>Net Income</b>	<b>(74,853.69)</b>	<b>378,492.00</b>	<b>(453,345.69)</b>	<b>(19.8)%</b>

POLK COUNTY AVIATION AUTHORITY  
A/R Aging Summary

As of September 30, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
MILLER, DENNIS (FARM LEA...	0.00	0.00	0.00	0.00	5.88	5.88
TOTAL	0.00	0.00	0.00	0.00	5.88	5.88

Sheet	Project Name	Contractors	Grant Eligible?	Original Contract Amount	Change orders & Non-Contract	Total Project Cost	Expenditures to date	Remaining Obligation	Retainage	Expected Grant Receipts	Grant Funds Received to date:	FY Completed
Sheet01	General Engineering - 2022 Agreement	McClure Engineering	EXP	30,644.75	-	30,644.75	30,644.75	-	-	-	-	-
Sheet08	General Planning - 2022 Agreement	HDR Engineering	EXP	42,000.00	-	42,000.00	12,692.01	29,307.99	-	-	-	-
Sheet09	Wildlife Exclusion Fence	McClure & Minturn	FAA	1,734,213.00	39,286.51	1,773,499.51	1,773,499.51	-	-	1,560,177	1,560,177	FY18
Sheet02	IKV Grading & Drainage Plan	HDR Engineers	EXP	43,304.00	-	43,304.00	43,304.00	-	-	-	-	FY19
Sheet10	Protect RW18 Land Acquisition-LGI	Snyder & Associates	FAA	18,900.00	743,119.59	762,019.59	762,019.59	-	-	685,653	685,653	FY19
Sheet17	3-Year Vegetation Control Agreement	Perficut ('17-'19)	EXP	28,445.00	(13,710.00)	14,735.00	14,735.00	-	-	-	-	FY20
Sheet15	Drainage Channel Improvements	McClure & RW Excavating	laDOT	191,633.80	11,925.19	203,558.99	203,558.99	-	-	76,950	76,950	FY20
Sheet16	Taxiway D Apron Access Road & Utilities - Phase 1	McClure & Sternquist	laDOT	633,250.00	54,844.02	688,094.02	688,094.02	-	-	225,000	225,000	FY20
Sheet06	Taxiway Rehab & Reconstruction-2018	McClure & Con-Struct	FAA	1,635,735.05	7,406.00	1,643,141.05	1,643,141.05	-	-	1,393,240	1,393,240	FY21
Sheet14	Bi-Fold Hangar Door Replacement	Jensen Builders	laDOT	130,075.00	9,900.00	139,975.00	139,975.00	-	-	75,000	75,000	FY21
Sheet05	SE Convenience Blvd Extension	City of Ankeny	EXP/RISE	877,279.79	115,104.30	992,384.09	991,544.82	-	-	-	-	FY21
Sheet04	Taxiway D Access Road & Utilities - Phase 2	McClure, SandStone	EXP	746,334.00	(19,963.60)	726,370.40	726,370.40	-	-	-	-	FY22
Sheet21	Taxiway D Apron and Access Roadway Paving-Phase 2	McClure, Concrete Tech	EXP	682,393.50	6,027.81	688,421.31	685,371.31	3,050.00	-	-	-	FY22
Sheet12	Protect RW18 Land Acquisition-Clark	Various	TBD	-	897,154.77	897,154.77	897,154.77	-	-	-	-	FY23
Sheet19	Protect RW18 Land Acquisition-Disposal	Various	EXP	-	29,955.00	29,955.00	29,955.00	-	-	-	-	FY23
Sheet18	3-Year Vegetation Control Agreement	Perficut ('20-'22)	EXP	47,586.00	-	47,586.00	47,066.00	520.00	-	-	-	FY22
Sheet03	Wildlife Hazard Mitigation	USDA, APHIS, General	EXP	39,000.00	-	39,000.00	30,643.07	8,356.93	-	-	-	-
Sheet20	Runway 18/36 Rehabilitation	McClure & Fahrner	FAA	631,380.24	18,270.99	649,651.23	649,651.23	-	-	584,686	584,686	-
Sheet07	Taxiway D Apron and Access Roadway Paving-Phase 3	McClure, Concrete Tech	laDOT	736,490.90	41,046.73	777,537.63	775,208.03	2,329.60	-	312,682	312,682	-
Sheet11	Strengthen & Extend RW 18/36	McClure & HDR	EXP	212,717.00	221,304.00	434,021.00	252,106.85	181,914.15	-	-	-	-
Sheet22	North Property Line Box Hangars	McClure & CMT	IDOT	288,522.00	6,520.00	295,042.00	179,400.06	115,641.94	-	-	-	-
Sheet23	3-Year Vegetation Control Agreement	Perficut ('23-'25)	EXP	47,586.00	-	47,586.00	14,514.00	33,072.00	-	-	-	-
Sheet24	Taxiway D Apron and Access Roadway Paving-Phase 4	McClure	EXP	-	-	-	-	-	-	-	-	-
Grayed out = Completed items, no new charges expected												-
				8,797,490.03	2,168,191.31	10,965,681.34	10,590,649.46	374,192.61	-	4,913,388	4,913,388	-
									\$ -	\$ -		
									^= 204 Retainage Pay		^= 110 Grant AR	



ANKENY CITY COUNCIL

POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

??

 **Print**

?? ORIGINATING DEPARTMENT:  
City Manager

COUNCIL GOAL: ??  
Upgrade Essential Infrastructure

---

ACTION REQUESTED:  
Resolution

---

LEGAL:  
No Review Required

---

SUBJECT:  
Consider motion to adopt **RESOLUTION** accepting the Iowa DOT Grant Agreement for partial funding of the Taxiway D Apron and Access Roadway Paving - Phase 4 Project.

---

EXECUTIVE SUMMARY:

---

FISCAL IMPACT: ??**No**

---

STAFF RECOMMENDATIONS:

---

PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

PUBLIC OUTREACH EFFORTS:

ACTION REQUESTED:

ADDITIONAL INFORMATION:

ATTACHMENTS:

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📎 [Resolution](#)

📎 [Agreement](#)

📎 [DOT Letter](#)

**RESOLUTION 2023-**

**RESOLUTION ACCEPTING THE IOWA DOT GRANT AGREEMENT FOR  
PARTIAL FUNDING OF THE TAXIWAY D APRON AND ACCESS ROADWAY  
PAVING – PHASE 4 PROJECT**

**WHEREAS**, the Polk County Aviation Authority (PCAA), as the owner and operator of the Ankeny Regional Airport, has determined that there is a need to complete Phase 4 of the Taxiway D Apron and Access Roadway Paving, which is the final phase of the paving extensions to serve the privately-developed box hangars, and

**WHEREAS**, the PCAA has directed staff to undertake the design of said Phase 4 project as this time; and

**WHEREAS**, staff previously submitted a grant application to the Iowa Department of Transportation (DOT) for FY 2024 State Aviation Program funding to facilitate the financing and construction of the proposed project; and

**WHEREAS**, the Iowa DOT subsequently approved the grant application to the PCAA and, pending approval of the instruments, has agreed to reimburse 45% of the project costs up to a maximum of \$400,000.00 in accordance with the attached grant agreement; and

**WHEREAS**, the Polk County Aviation Authority believes that it is in the best interest of the airport to accept said grant agreement with the Iowa DOT.

**NOW, THEREFORE, BE IT RESOLVED** that the Polk County Aviation Authority accepts the grant agreement between the Polk County Aviation Authority and the Iowa Department of Transportation for the partial funding of Taxiway D Apron and Access Roadway Paving – Phase 4 Project, Project No. 9I240IKV100, and authorizes the Aviation Authority Chairperson to execute the grant agreement.

Passed and approved this 5<sup>th</sup> day of October, 2023.

\_\_\_\_\_  
Jeff Wangsness, PCAA Chairperson

Attest \_\_\_\_\_  
Diane Klemme, Recording Secretary

**IOWA DEPARTMENT OF TRANSPORTATION  
AGREEMENT  
FOR THE FISCAL YEAR 2024  
Airport Improvement Program**

This AGREEMENT is made between the Iowa Department of Transportation called the “Iowa DOT” and **Polk County Aviation Authority**, hereafter the “SPONSOR”.

**1.00 PURPOSE:** The purpose of this agreement is to set forth terms, conditions and obligations for accomplishment of certain improvements at the **Ankeny Regional Airport** hereafter the “Airport.”

Improvements shall consist of: **Taxiway D Apron and Access Roadway Paving- Phase 4**, as more clearly defined in the project application.

It shall be referred to as the “Project” and shall be identified by  
Project number: **9I240IKV100**  
Contract number: **CNTRT-00005780**

**2.0 GENERAL PROVISIONS**

2.01 The SPONSOR shall have 90 days to sign and return this agreement or the Iowa DOT reserves the right to revoke this grant.

2.02 The SPONSOR shall have the project under contract no later than 12 months after the date of the agreement or the Iowa DOT reserves the right to revoke this grant.

2.03 The Iowa DOT agrees to reimburse the SPONSOR **45%** of the eligible project costs, not to exceed the maximum amount payable of **\$400,000**, incurred according to the terms of this agreement. Reimbursement will be made in whole dollar amounts only, rounded down. Final payment request may include documentation of unreimbursed amounts due to rounding, and final reimbursement will be made up to the contract amount in whole dollars.

2.04 All projects meeting the definition of public improvements shall follow the competitive bid and competitive quotation procedures for vertical infrastructure as identified in Chapter 26 of the Code of Iowa and 761 Iowa Administrative Code Chapter 180.

<https://www.legis.iowa.gov/docs/iac/chapter/761.180.pdf>

- Competitive bid procedures for all projects greater than \$196,000.
- Competitive quotation procedures for airport authorities and city sponsors with populations greater than 50,000 for projects between \$109,000 and \$196,000
- Competitive quotation procedures for airport authorities and city sponsors with population of 50,000 or less for projects between \$81,000 and \$196,000,
- Informal local procedures for projects less than the thresholds identified for competitive quotations.

The SPONSOR shall follow requirements of the Iowa Code Section 544A.18, 193B Iowa Administrative Code Chapter 5, Chapter 542B of the Code of Iowa, and 193C Administrative Code Chapter 1 to determine when professional engineering or architectural plans and

specifications must be used. The SPONSOR shall submit any plans, specifications and other contract documents to the Iowa DOT for its files.

- 2.05 Should the SPONSOR fail to comply with any Condition or Assurance provided herein, the Iowa DOT may withhold further payment and may require reimbursement of any or all payments made by the Iowa DOT toward accomplishment of the Project.
- 2.06 The Iowa DOT shall not waive any right of authority by making payments pursuant to this agreement, and such payments shall not constitute approval or acceptance of any part of the Project.
- 2.07 Neither the Department nor the Sponsor intend to create rights in, and shall not be liable to, any third parties by reason of this agreement.
- 2.08 If any provision of this agreement is held invalid, the remainder of this agreement shall not be affected thereby if such remainder would then continue to conform to applicable law and the intent of this agreement.
- 2.09 The Iowa DOT shall determine what costs charged to the project account are eligible for participation under the terms of this agreement and the SPONSOR shall bear all additional costs accepted and paid. Only those eligible costs incurred after this agreement is executed shall be reimbursed, unless the SPONSOR receives written notice from the Iowa DOT that the Sponsor has authority to incur costs.
- 2.10 Notwithstanding any other provisions of this agreement, the Iowa DOT shall have the right to enforce, and may require the SPONSOR to comply with, any and all Conditions and Assurances agreed to herein.
- 2.11 The Iowa DOT's obligations hereunder shall cease immediately, without penalty of further payment being required, in any year for which the General Assembly of the State of Iowa fails to make an appropriation or reappropriation to pay such obligations, and the Iowa DOT's obligations hereunder shall cease immediately without penalty of further payment being required at any time where there are not sufficient authorized funds lawfully available to the Iowa DOT to meet such obligations. The Iowa DOT shall give the SPONSOR notice of such termination of funding as soon as practicable after the Iowa DOT becomes aware of the failure of funding. In the event the Iowa DOT provides such notice, the SPONSOR may terminate this agreement or any part thereof.
- 2.12 The SPONSOR is the contracting agent and, as such, retains sole responsibility for compliance with local, state and federal laws and regulations related to accomplishment of the Project. The sponsor shall ensure compliance with Title VI of the Civil Rights Act of 1964, 78 STAT. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4, and all requirements imposed by or pursuant to the end that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving financial assistance from the Iowa DOT.

In accordance with Iowa Code Chapter 216, the SPONSOR shall not discriminate against any

person on the basis of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability.

- 2.13 Funding will be available for reimbursement of the project for three years after the date of the agreement, unless appropriations are withdrawn under 2.10. Assurances in this agreement remain in full force and effect for a period of 20 years from the date of the agreement.
- 2.14 The SPONSOR agrees to indemnify, defend, and to hold the Iowa DOT harmless from any action or liability out of the design, construction, maintenance and inspection or use of this project. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Iowa DOT's application review and approval process, plan and construction reviews, and funding participation.
- 2.15 In the case of any dispute concerning the terms of this agreement, the parties shall submit the matter to arbitration pursuant to the Iowa Code Chapter 679A. Either party has the right to submit the matter to arbitration after 10 days notice to the other party of the intent to seek arbitration. The written notice must include a precise statement of the dispute. The Iowa DOT and the SPONSOR agree to be bound by the decision of the appointed arbitrator. Neither party may seek any remedy with the State or Federal courts absent exhaustion of the provisions of this paragraph for arbitration.
- 2.16 Infrastructure and/or work products developed through this grant become the property of the SPONSOR and the SPONSOR's responsibility to maintain.
- 2.17 The attached Exhibit(s) will apply and are hereby made a part of this agreement:
- Exhibit A, "Utilization of Targeted Small Business (TSB) Enterprises on Non-Federal Aid Projects (Third-Party State Assisted Projects)"

### **3.00 PROJECT CONDITIONS**

- 3.01 The SPONSOR Agrees to:
- (a) Let contracts according to provisions of Chapter 26 of the Iowa Code and preside at all public hearings occasioned by the Project.
  - (b) Contract for all professional and construction services as needed, submitting a copy of any engineering/consultant contract to the Iowa DOT. If the engineering/consultant agreement is more than \$150,000 and the sponsor will request state reimbursement for the engineering/consultant services, the agreement must be submitted to the Iowa DOT for pre-audit prior to execution of the agreement.
  - (c) Establish and maintain a project schedule and provide the schedule to the Iowa DOT.
  - (d) Obtain and provide the sales tax exemption certificates through the Iowa Department of Revenue and Finance to the successful bidder and any subcontractors to enable them to purchase qualifying materials for the project free of sales tax.
  - (e) Submit to the Iowa DOT a Request for Reimbursement form, copies of invoices, and proof of payment for reimbursement. Progress payments are allowed.

- (f) Inspect work and equipment, test materials, and control construction to ensure that the design intent of the plans and specifications is achieved.
- (g) Inform the Iowa DOT of construction completion and allow the Iowa DOT access to review the completed project.
- (h) Certify satisfactory completion of the Project by resolution or signed final acceptance form and provide a copy to the Iowa DOT.
- (i) Retain all records relating to project cost, including supporting documents, for a period of three (3) years following final payment by the Iowa DOT, and to make such records and documents available to Iowa DOT personnel for audit.
- (j) Ensure that applicable General Provisions and Project Conditions are included in any agreement between the SPONSOR and Engineer/Consultant.

#### **4.00 SPECIAL PROVISIONS**

4.01 None

#### **5.00 SPONSOR ASSURANCES**

By authorizing execution of this agreement the SPONSOR hereby certifies that:

- 5.01 It will not enter into any transaction which would operate to deprive it of any of the rights and powers necessary to perform any or all of the assurances made herein, unless by such transaction the obligation to perform all such covenants are assumed by another public agency found by the Iowa DOT to be eligible under the laws of the State of Iowa to assume such obligations and to have the power, authority, and financial resources to carry out all such obligations. If an arrangement is made for the management or operation of the Airport by any agency or person other than the SPONSOR or an employee of the SPONSOR, the SPONSOR will reserve sufficient rights and authority to insure that the Airport will be operated and maintained in accordance with these assurances. The SPONSOR retains responsibility for compliance with these assurances and all other provisions of this agreement, regardless of any arrangement for management or operation of the airport.
- 5.02 It will not dispose of or encumber its title or other interests in the site and facilities during the 20-year period of this agreement.
- 5.03 It will operate and maintain in a safe and serviceable condition the Airport and all facilities thereon and connected therewith which are necessary to service the aeronautical users of the Airport and will not permit any activity thereon which would interfere with its use for airport purposes.
- 5.04 Insofar as it is within its power and reasonable, the Sponsor will, either by the acquisition and retention of easements or other interests in or rights for the use of land or airspace and by the adoption and enforcement of zoning regulations, prevent the construction, erection, alteration, or growth of any structure, tree, or other object in the approach areas of the runways of the Airport, which would constitute an obstruction to air navigation according to the criteria or standards prescribed in Section 77.23 as applied to Section 77.25, Part 77, of the Federal Aviation Regulations. In addition, the Sponsor will not erect or permit the erection of any

permanent structure or facility which would interfere materially with the use, operation, or future development of the Airport, or any portion of a runway approach area in which the Sponsor has acquired, or hereafter acquires.

- 5.05 It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the Iowa DOT for the maintenance and operation of such facilities as identified in the Iowa Administrative Code 761-Chapter 720.10
- 5.06 It will operate the Airport as such for the use and benefits of the public. In furtherance of this covenant (but without limiting its general applicability and effect), the SPONSOR specifically agrees that it will keep the Airport open to all types, kinds, and classes of aeronautical use on fair and reasonable terms without unlawful discrimination between such types, kinds, and classes. The SPONSOR may establish such fair, equal, and not unjustly discriminatory conditions to be met by all users of the Airport as may be necessary for the safe and efficient operation of the airport. The SPONSOR may also prohibit or limit any given type, kind, or class of aeronautical use of the Airport if such action is necessary for the safe operation of the Airport or necessary to serve the civil aviation need of the public. It will operate the Airport on fair and reasonable terms, and without unjust discrimination.
- 5.07 The SPONSOR will keep up-to-date and provide to the Iowa DOT an airport layout plan. The SPONSOR will not make or permit the making of any changes or alterations in the Airport or any of its facilities other than in conformity with the airport layout plan, if such changes or alterations might adversely affect the safety, utility, or efficiency of the Airport.

**6.00 EXECUTION OF THE AGREEMENT.** By resolution made a part of this agreement the SPONSOR authorized the undersigned to execute this agreement.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on behalf of the SPONSOR.

By: \_\_\_\_\_ Attested: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on behalf of the Iowa Department of Transportation.

By: \_\_\_\_\_  
Tamara Nicholson  
Director  
Modal Transportation Bureau

# **Exhibit A**

## **CONTRACT PROVISION**

### **Targeted Small Business (TSB) Affirmative Action Responsibilities** on Non-Federal Aid Projects (Third-Party State-Assisted Projects)

September 2020

**CONTRACT PROVISION**  
**Targeted Small Business (TSB) Affirmative Action Responsibilities on**  
**Non-Federal-aid Projects (Third-party State-Assisted Projects)**

**1. TSB DEFINITION**

A TSB is a small business, as defined by Iowa Code Section 15.102(10), which is 51% or more owned, operated and actively managed by one or more women, minority persons, service-disabled veterans or persons with a disability provided the business meets all of the following requirements: is located in this state, is operated for profit and has an annual gross income of less than 4 million dollars computed as an average of the three preceding fiscal years.

**2. TSB REQUIREMENTS**

In all State-assisted projects made available through the Iowa Department of Transportation, local governments have certain affirmative action requirements to encourage and increase participation of disadvantaged individuals in business enterprises. These requirements are based on Iowa Code Section 19B.7. These requirements supersede all existing TSB regulations, orders, circulars and administrative requirements.

**3. TSB DIRECTORY INFORMATION**

Available from: Iowa Economic Development Authority Targeted  
Small Business Certification Program 1963 Bell  
Avenue, Suite 200

Des Moines, IA 50315 Phone:  
(515-348-6159)

Website: <https://iowaeconomicdevelopment.com/tsb>

**4. THE CONTRACTOR'S TSB POLICY**

The contractor is expected to promote participation of disadvantaged business enterprises as suppliers, manufacturers and subcontractors through a continuous, positive, result-oriented program. Therefore, the contractor's TSB policy shall be:

It is the policy of this firm that Targeted Small Business (TSB) concerns shall have the maximum practical opportunity to participate in contracts funded with State-assisted funds which are administered by this firm (e.g. suppliers, manufacturers and subcontractors). The purpose of our policy is to encourage and increase the TSB participation in contracting opportunities made available by State-assisted programs.

**5. CONTRACTORS SHALL APPOINT AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICER**

The contractor shall designate a responsible person to serve as TSB officer to fulfill the contractor's affirmative action responsibilities. This person shall have the necessary statistics, funding, authority and responsibility to carry out and enforce the firm's EEO policy. The EEO officer shall be responsible for developing, managing and implementing the program on a day-to-day basis. The officer shall also:

- A. For current TSB information, contact the Iowa Economic Development Authority (515-348-6159) to identify potential material suppliers, manufacturers and contractors.

## TSB Affirmative Action Responsibilities

- A. Make every reasonable effort to involve TSBs by soliciting quotations from them and incorporating them into the firm's bid.
- B. Make every reasonable effort to establish systematic written and verbal contact with those TSBs having the materials or expertise to perform the work to be subcontracted, at least two weeks prior to the time quotations are submitted. Maintain complete records of negotiations efforts.
- C. Provide or arrange for assistance to TSBs in seeking bonding, analyzing plans/specifications or other actions that can be viewed as technical assistance.
- D. Ensure the scheduled progress payments are made to TSBs as agreed in subcontract agreements.
- E. Require all subcontractors and material suppliers to comply with all contract equal opportunity and affirmative action provisions.

### 6. COUNTING TSBs PARTICIPATION ON A PROJECT

TSBs are to assume actual and contractual responsibilities for provision of materials/supplies, subcontracted work or other commercially useful function.

- A. The bidder may count:
  - 1) Planned expenditures for materials/supplies to be obtained from TSB suppliers and manufacturers; or
  - 2) Work to be subcontracted to a TSB; or
  - 3) Any other commercially useful function.
- B. The contractor may count:
  - 1) 100% of an expenditure to a TSB manufacturer that produces/supplies goods manufactured from raw materials.
  - 2) 60% of an expenditure to TSB suppliers that are not manufacturers; provided the suppliers perform a commercially useful function in the supply process.
  - 3) Only those expenditures to TSBs that perform a commercially useful function in the work of a contract, including those as a subcontractor.
  - 4) Work the Contracting Authority has determined that it involves a commercially useful function. The TSB must have a necessary and useful role in the transaction of a kind for which there is a market outside the context of the TSB program. For example, leasing equipment or purchasing materials from prime contractor would not count.

### 7. REQUIRED DATA, DOCUMENTS AND CONTRACT AWARD PROCEDURES FROM BIDDERS/CONTRACTORS FOR PROJECTS WITH ASSIGNED GOALS

#### A. Bidders

Bidders who fail to demonstrate reasonable positive efforts may be declared ineligible to be awarded the contract. Bidders shall complete the bidding documents plus a separate form called "TSB Pre-Bid Contact Information". This form includes:

- 1) Name(s) of the TSB(s) contacted regarding subcontractable items.
- 2) Date of the contract.
- 3) Whether or not a TSB bid/quotation was received.
- 4) Whether or not the TSB's bid/quotation was used.
- 5) The dollar amount proposed to be subcontracted.

**B. Contractors Using Quotes From TSBs**

Use those TSBs whose quotes are listed in the "Quotation Used in Bid" column along with a "yes" indicated on the Pre- BID Contract Information Form.

**C. Contractors NOT Using Quotes From TSBs**

If there are no TSBs listed on the Pre-bid Contact Information Form, then the contractor shall document all efforts made to include TSB participation in this project by documenting the following:

- 1) What pre-solicitation or pre-bid meetings scheduled by the contracting authority were attended?
- 2) Which general news circulation, trade associations and/or minority-focused media were advertised concerning the subcontracting opportunities?
- 3) Were written notices sent to TSBs that TSBs were being solicited and was sufficient time allowed for the TSBs to participate effectively?
- 4) Were initial solicitations of interested TSBs followed up?
- 5) Were TSBs provided with adequate information about the plans, specifications and requirements of the contract?
- 6) Were interested TSBs negotiated with in good faith? If a TSB was rejected as unqualified, was the decision based on an investigation of their capabilities?
- 7) Were interested TSBs assisted in obtaining bonding, lines of credit or insurance required by the contractor?
- 8) Were services used of minority community organization, minority contractors' groups; local State and Federal minority business assistance offices or any other organization providing such assistance.

The above documentation shall remain in the contractor's files for a period of three (3) years after the completion of the project and be available for examination by the Iowa Economic Development Authority.

**8. POSITIVE EFFORT DOCUMENTATION WHEN NO GOALS ARE ASSIGNED**

Contractors are also required to make positive efforts in utilizing TSBs on all State-assisted projects which are not assigned goals. Form 730007, "TSB Pre-bid Contact Information" is required to be submitted with bids on all projects. If there is no TSB participation, then the contractor shall comply with section 7C of this document prior to the contract award. Form 730007 can be found here: <https://forms.iowadot.gov/FormsMgt/External/730007.doc>

Contractor \_\_\_\_\_

Page# \_\_\_\_\_

Project# \_\_\_\_\_

TARGETED SMALL BUSINESS (TSB)  
PRE-BID CONTACT INFORMATION

County \_\_\_\_\_

City \_\_\_\_\_

(To Be Completed By All Bidders per the Current Contract Provision)

In order for your bid to be considered responsive, you are required to provide information on this form showing your Targeted Small Business contacts made with your bid submission. This information is subject to verification and confirmation.

In the event it is determined that the Targeted Small Business goals are not met, then before awarding the contract, the Contracting Authority will make a determination as to whether or not the apparent successful low bidder made good faith efforts to meet the goals.

**NOTE:** Every effort shall be made to solicit quotes or bids on as many subcontractable items as necessary to achieve the established goals. If a TSB's quote is used in the bid, it is assumed that the firm listed will be used as a subcontractor.

TABLE OF INFORMATION SHOWING BIDDERS PRE-BID  
TARGETED SMALL BUSINESS (TSB) CONTACTS

SUBCONTRACTOR	TSB	DATES CONTACTED	QUOTES RECEIVED		QUOTATION USED IN BID	
			YES/ NO	DATES CONTACTED	YES/ NO	DOLLAR AMT. PROPOSED TO BE SUBCONTRACTED

Total dollar amount proposed to be subcontracted to TSB on this project \$\_\_\_\_\_.

List items by name to be subcontracted:

**UTILIZATION OF TARGETED SMALL BUSINESS (TSB) ENTERPRISES  
ON NON-FEDERAL AID PROJECTS  
(THIRD-PARTY STATE-ASSISTED PROJECTS)**

In accordance with Iowa Code Section 19B.7, it is the policy of the Iowa Department of Transportation (Iowa DOT) that Targeted Small Business (TSB) enterprises shall have the maximum practicable opportunity to participate in the performance of contracts financed in whole or part with State funds.

Under this policy the Recipient shall be responsible to make a positive effort to solicit bids or proposals from TSB firms and to utilize TSB firms as contractors or consultants. The Recipient shall also ensure that the contractors or consultants make positive efforts to utilize TSB firms as subcontractors, subconsultants, suppliers, or participants in the work covered by this agreement.

The Recipient's "positive efforts" shall include, but not be limited to:

1. Obtaining the names of qualified TSB firms from the Iowa Economic Development Authority (515-725-3132) or from its website at: <https://www.iowa.gov/tsb/index.php/home>.
2. Notifying qualified TSB firms of proposed projects involving State funding. Notification should be made in sufficient time to allow the TSB firms to participate effectively in the bidding or request for proposal (RFP) process.
3. Soliciting bids or proposals from qualified TSB firms on each project, and identifying for TSB firms the availability of subcontract work.
4. Considering establishment of a percentage goal for TSB participation in each contract that is a part of this project and for which State funds will be used. Contract goals may vary depending on the type of project, the subcontracting opportunities available, the type of service or supplies needed for the project, and the availability of qualified TSB firms in the area.
5. For construction contracts:
  - a) Including in the bid proposals a contract provision titled "TSB Affirmative Action Responsibilities on Non-Federal Aid Projects (Third-Party State-Assisted Projects)" or a similar document developed by the Recipient. This contract provision is available on-line at:  
  
[http://www.dot.state.ia.us/local\\_systems/publications/tsb\\_contract\\_provision.pdf](http://www.dot.state.ia.us/local_systems/publications/tsb_contract_provision.pdf)
  - b) Ensuring that the awarded contractor has and shall follow the contract provisions.
6. For consultant contracts:
  - a) Identifying the TSB goal in the Request for Proposal (RFP), if one has been set.
  - b) Ensuring that the selected consultant made a positive effort to meet the established TSB goal, if any. This should include obtaining documentation from the consultant that includes a list of TSB firms contacted; a list of TSB firms that responded with a subcontract proposal; and, if the consultant does not propose to use a TSB firm that submitted a subcontract proposal, an explanation why such a TSB firm will not be used.

The Recipient shall provide the Iowa DOT the following documentation:

1. Copies of correspondence and replies, and written notes of personal and/or telephone contacts with any TSB firms. Such documentation can be used to demonstrate the Recipient's positive efforts and it should be placed in the general project file.
2. Bidding proposals or RFPs noting established TSB goals, if any.
3. The attached "Checklist and Certification." This form shall be filled out upon completion of each project and forwarded to: Iowa Department of Transportation, Civil Rights Coordinator, Office of Employee Services, 800 Lincoln Way, Ames, IA 50010.

**CHECKLIST AND CERTIFICATION**  
**For the Utilization of Targeted Small Businesses (TSB)**  
**On Non-Federal-aid Projects (Third-Party State-Assisted Projects)**

Recipient: \_\_\_\_\_ Project Number: \_\_\_\_\_

County: \_\_\_\_\_ Agreement Number: \_\_\_\_\_

1. Were the names of qualified TSB firms obtained from the Iowa Department of Inspections and Appeals? ☐ YES ☐ NO

If no, explain \_\_\_\_\_

2. Were qualified TSB firms notified of project? ☐ YES ☐ NO

If yes, by ☐ letter, ☐ telephone, ☐ personal contact, or ☐ other (specify) \_\_\_\_\_

If no, explain \_\_\_\_\_

3. Were bids or proposals solicited from qualified TSB firms? ☐ YES ☐ NO

If no, explain \_\_\_\_\_

4. Was a goal or percentage established for TSB participation? ☐ YES ☐ NO

If yes, what was the goal or percentage? \_\_\_\_\_

If no, explain why not: \_\_\_\_\_

5. Did the prime contractor or consultant use positive efforts to utilize TSB firms on subcontracts? ☐ YES ☐ NO

If no, what action was taken by Recipient? \_\_\_\_\_

Is documentation in files? ☐ YES ☐ NO

6. What was the dollar amount reimbursed to the Recipient  
from the Iowa Department of Transportation?

\$ \_\_\_\_\_

What was the final project cost?

\$ \_\_\_\_\_

What was the dollar amount performed by TSB firms?

\$ \_\_\_\_\_

Name(s) and address(es) of the TSB firm(s) \_\_\_\_\_

(Use additional sheets if necessary)

Was the goal or percentage achieved? ☐ YES ☐ NO

If no, explain \_\_\_\_\_

As the duly authorized representative of the Recipient, I hereby certify that the Recipient used positive efforts to utilize TSB firms as participants in the State-assisted contracts associated with this project.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature



September 5, 2023

Ankeny Regional Airport  
Paul Moritz  
410 W First Street  
Ankeny, IA 50023

Dear Paul:

Congratulations! The FY 2024 Airport Development Application you submitted with the Iowa DOT was approved for funding by the Iowa Transportation Commission on August 8, 2023. The grant award is for **45%** of eligible costs up to a maximum state share of **\$400,000** for the following project: **Taxiway D Apron and Access Roadway Paving-Phase 4**.

Attached is a grant agreement between the airport sponsor and the Iowa DOT. The airport sponsor should review, sign, and email a signed copy to me. Hard copies are not required. **The airport sponsor has 90 days to sign the grant and return it to the Iowa DOT for our signature.** Any contracts not returned within the 90-day window may be canceled. Once received, the Iowa DOT will sign and return a fully executed contract to the sponsor. The airport sponsor is authorized to begin the project **after** receiving the contract with both Iowa DOT and Sponsor signatures in place.

Please review the agreement and note the Airport's responsibilities and assurances, required affirmative action, targeted small business and audit requirements. If the sponsor will be requesting reimbursement for engineering services, a copy of the agreement will need to be provided to the Iowa DOT. The Iowa DOT recommends that engineering agreements are either lump sum, or cost plus with fixed overhead rate and maximum dollar amount. Any engineering agreement more than \$150,000 must have a pre-audit completed by the Iowa DOT. All engineering agreements that are paid with state funds are subject to a final audit. Please include state related nondiscrimination and targeted small business clauses in your agreements.

A few important reminders as you prepare to get underway with the project:

- The project must be under obligation within 12 months.
- Please note that only expenses incurred on or after the Iowa DOT signature date on the agreement are eligible for reimbursement.
- Submit claims for reimbursement with copies of invoices, canceled checks or other documentation that the bills have been paid.

- Reimbursement requests should be made in the same fiscal year that the work is completed. Reimbursement for work done near the end of a state fiscal year (June 30) must be requested by August 1.
- A final acceptance form must be completed and submitted with the final claim for reimbursement. Required forms can be downloaded from the Aviation Web site at <https://iowadot.gov/aviation/airport-managers-and-sponsors/forms>.

If you have any questions regarding this information, please call me at 515-239-1048.

Good luck with your airport project!

Sincerely,

Shane Wright, C.M.  
Program Manager



ANKENY CITY COUNCIL

POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

??

 **Print**

?? ORIGINATING DEPARTMENT:  
City Manager

COUNCIL GOAL:  
Exercise Financial Discipline

??

---

ACTION REQUESTED:  
Motion

---

LEGAL:  
No Review Required

---

SUBJECT:  
Consider motion to approve the completion of an Independent Fee Estimate (IFE) of McClure Task Order No. 4 - Runway 18/36 Reconstruction Design/Bidding Services by Foth Engineering.

---

EXECUTIVE SUMMARY:

---

FISCAL IMPACT: ??No

---

STAFF RECOMMENDATIONS:

---

PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

PUBLIC OUTREACH EFFORTS:

ACTION REQUESTED:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Click to download

 [Proposal by Foth](#)



8191 Birchwood Court, Suite L  
Johnston, IA 50131  
(515) 254-1642  
foth.com

September 28, 2023

Mr. Paul Moritz, PE  
Airport Manager  
Polk County Aviation Authority  
410 West 1<sup>st</sup> Street  
Ankeny, IA 50023

Re: Proposal for Independent Fee Estimate for Runway 18/36 Reconstruction, Construction Services

Dear Mr. Moritz:

Thank you for the opportunity to perform an Independent Fee Estimate (IFE) for the above referenced project. We propose to complete the IFE for a lump sum of \$3,800, to be completed no later than close of business October 20, 2023, as long as the acceptance and/or notice-to-proceed is issued prior to close of business on October 3, 2023.

If this is acceptable, please fill out the information below and return a copy to my attention, or communicate acceptance via electronic mail response. Thank you again for the opportunity, and we look forward to working with you and IKV

Sincerely,

Foth Infrastructure & Environment, LLC

Andrew Snyder, PE  
*Project Manager*

cc: File

Accepted By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



ANKENY CITY COUNCIL  
POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

 **Print**

??

?? ORIGINATING DEPARTMENT:  
City Manager

COUNCIL GOAL:  
Enhance Quality of Life

??

---

ACTION REQUESTED:  
Motion

---

LEGAL:  
No Review Required

---

SUBJECT:  
Consider motion to approve the proposal from 818 Design Services in the amount of \$5,250.00 for the design, specifications and installation oversight for the large signs on the Airport Signing and Entry Improvements Project.

---

EXECUTIVE SUMMARY:

---

FISCAL IMPACT: ??No

---

STAFF RECOMMENDATIONS:

---

PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

---

PUBLIC OUTREACH EFFORTS:

---


ACTION REQUESTED:

---

ADDITIONAL INFORMATION:

---

ATTACHMENTS:

Click to download
 <a href="#">Sign Design Proposal</a>



**818**  
440 E Grand Ave Ste E  
Des Moines, IA 50309  
+1 5158658665  
design@818iowa.com

**Estimate 0923-  
06-2**

**ADDRESS**

Jay Pudenz, Team Leader  
McClure  
1360 NW 121st Street  
Clive, IA 50325  
D: (515) 303-8146  
Jpudenz@mcclurevision.com  
Paul Moritz, Airport Manager  
PMoritz@AnkenyIowa.gov

DATE  
09/27/2023

TOTAL  
\$5,250.00

ACTIVITY	QTY/HRS	RATE	AMOUNT
<b>Design/Revisions</b> Signage design for 1 interstate sign and 1 roundabout sign.	20	125.00	2,500.00
<b>Final Files</b> Creation of final sign production files with specifications for fabricator	12	125.00	1,500.00
<b>Consultation</b> Oversight of fabrication & installation	10	125.00	1,250.00

**SIGNAGE REQUIREMENT DETAILS**  
(continues on pg 2):

- Signs on airport property do not require a formal permit but need to follow the sign ordinance requirements (Code Chapter 195).
- The maximum size of the logo/lettering area of the interstate sign is 150 SF.
- The maximum height of the interstate sign is 30 feet.
- The maximum size of the logo/lettering area for a sign in the roundabout is 100 SF.

ACTIVITY	QTY/HRS	RATE	AMOUNT
----------	---------	------	--------

• Pole signs are not allowed. For a monument sign, the width of the base/pedestal of the sign must be at least 35% of the width of the sign.

• Client to check with DOT for permitting along Interstate 35 or on the interstate ramps.

#### BUDGET NUMBERS ONLY:

##### **Fabricate/Install**

Monument 4' x 12', Double Sided,  
Internally illuminated: \$30,000-\$40,000

Monument 4' x 12', Double Sided, Non-  
illuminated: \$23,000-\$33,000

\*Variations depend on material selection, structural & footing needs, lighting, and lettering size.

Projects include 2 design concepts, option for revisions on the selected concept up to hours stated, and approved dimensioned design files provided for fabrication/install vendor. Estimate does not include (as applicable) stock photography, font licenses, printing, or fabrication & installation. Requires \$1,000 downpayment before work begins. Remainder to be billed on a monthly basis according to % complete with 15 day payment terms. At phase and payment completion, the client will own and have access to design files.

TOTAL

**\$5,250.00**

THANK YOU.

We look forward to working with you!  
Melissa Carlson

818 - A tiny design empire  
440 E Grand Ave, Ste E  
Des Moines, Iowa 50309  
p: 515-720-3895  
e: melissa@818iowa.com  
w: 818iowa.com

Accepted By

Accepted Date



ANKENY CITY COUNCIL

POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

??

 **Print**

?? ORIGINATING DEPARTMENT:  
City Manager

COUNCIL GOAL: ??  
Upgrade Essential Infrastructure

---

ACTION REQUESTED:

---

LEGAL:  
No Review Required

---

SUBJECT:  
North Property Line Box Hangars Project: Construction Schedule and Storage Change Order.

---

EXECUTIVE SUMMARY:

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FISCAL IMPACT: ??No

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STAFF RECOMMENDATIONS:

---

PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

---

PUBLIC OUTREACH EFFORTS:

---


ACTION REQUESTED:

---

ADDITIONAL INFORMATION:

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ATTACHMENTS:

Click to download
 <a href="#">Storage Area Sketch</a>

STA. 13+94.  
OS 78.5'L  
905.93 \ \

9'-wide garage door

31' by 9'  
Storage Area

## Bathroom

0.00%

STA. 13+80.44  
05 27 51

STA. 13+94.44  
OS 32.5'L  
and 02.



ANKENY CITY COUNCIL

POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

??

 **Print**

?? ORIGINATING DEPARTMENT:  
City Manager

COUNCIL GOAL: ??  
Upgrade Essential Infrastructure

---

ACTION REQUESTED:

---

LEGAL:  
No Review Required

---

SUBJECT:  
Tee Hangar Gutter Replacements: Specifications and Estimate by McClure.

---

EXECUTIVE SUMMARY:

---

FISCAL IMPACT: ??No

---

STAFF RECOMMENDATIONS:

---

PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

---

PUBLIC OUTREACH EFFORTS:

---




ACTION REQUESTED:

---


ADDITIONAL INFORMATION:

---

ATTACHMENTS:

Click to download
 <a href="#">Plan View</a>
 <a href="#">Proposal Form</a>
 <a href="#">Cost Estimate</a>






**McCLURE™**  
1360 NW 121st Street  
Clive, Iowa 50325  
PH. 515-964-1229

Ankeny, IA | Carroll, IA | Clive, IA  
Cedar Rapids, IA | Fort Dodge, IA  
North Liberty, IA | Sioux City, IA  
Macon, MO | Columbia, MO  
North Kansas City, MO  
Lenexa, KS

**NOTICE:**  
McClure Engineering Co., is not responsible or liable for any issues, claims, damages, or losses (collectively, "Losses") which arise from failure to follow these Plans, Specifications, and the engineering intent they convey, or for Losses which arise from failure to obtain and/or follow the engineers' or surveyors' guidance with respect to any alleged errors, omissions, inconsistencies, ambiguities, or conflicts contained within the Plans and Specifications.




**Ankeny Regional AIRPORT**  
Central Iowa's Business Connector

REVISIONS		

PROJECT INFO		
202200540		
ENGINEER	DRAWN BY	CHECKED BY
AJM	TMD	JAP

**ANKENY REGIONAL AIRPORT  
ANKENY, IOWA  
T-HANGARS GUTTER REPLACEMENT  
SITE PLAN**



0 30 60 120  
GRAPHIC SCALE

N:\Projects\ANK 20517008\2023-T-Hangar Gutter Replacement\Exhibit\ANK 20517008.dwg 9/8/2023 11:00 AM

**BID PROPOSAL FORM**

---

**T-Hangars Gutter Replacement  
ANKENY REGIONAL AIRPORT  
ANKENY, IOWA**

---

\_\_\_\_\_, 2023  
Date

Mr. Paul Moritz, P.E.  
Polk County Aviation Authority  
Airport Board Manager  
401 West First Street  
Ankeny, IA 50023

Dear Sir/Madam:

We the undersigned, doing business as \_\_\_\_\_ (Official Name of Business) and hereinafter known as the Bidder, have examined the project documents and the site of the proposed work, and are familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor. We hereby propose to enter into an agreement with the Polk County Aviation Authority, to furnish all labor, materials, equipment, skills and facilities for the complete construction of **"Ankeny Regional Airport, T-Hangar Gutter Replacement"** within the time set forth herein, all in accordance with the drawings and specifications and addenda thereto, as prepared by the Polk County Aviation Authority, including all applicable taxes and fees (**excluding Iowa Sales Tax**) for the TOTAL BID PRICE of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_).

Company Name: \_\_\_\_\_  
*Please Print*

**Return this bid form to a representative of the Polk County Aviation Authority by  
2:00 p.m. Friday, June 23, 2023.**

**Bids to be returned by the following methods:**

**Email:** jpudenz@mcclurevision.com

Questions? Call Jay Pudenz at 515-346-9312

## **SCHEDULE OF PRICES**

### **T-Hangars Gutter Replacement – Ankeny Regional Airport**

Item No.	SUDAS Section	Description	Unit	Quantity	Unit Prices	Extension
1	C-105-1	Mobilization	LS	1		
2	SP-01	6" Aluminum Industrial Box Gutter, 24 gauge, Furnish and Install	LF	2,940		
3	SP-02	Aluminum Downspout Replacements, 3"x4", 12' Length	EA	24		
4	SP-03	Aluminum Downspout Rectangular Offset, to Existing Drain Tile, 3"x4"	EA	12		
5	SP-04	Aluminum Downspout Elbows, 75°, 3"x4", Type A or B	EA	12		

#### Notes

- 1) Lengths of gutter and other quantities estimated based on site visit to inspect T-hangars (visit made on 8/28/2023)
- 2) Six (6) Type A Elbows and Six (6) Type B Elbows, depending on direction of flow
- 3) Items 3, 4, and 5 shall include furnishing and installing
- 4) Item 1 shall include any required traffic control
- 5) All unit prices shall include removal and disposal of existing, by the contractor

**BID TOTAL\$** \_\_\_\_\_

All bids shall NOT include Iowa Sales Tax for materials used in the project. Upon award, the successful bidder shall immediately provide a listing of subcontractors and associated Federal ID or Social Security Numbers for both the contractor and subcontractors. The Polk County Aviation Authority will register the contractor and subcontractors with the Iowa Department of Revenue and will provide appropriate certificates to the contractor for distribution and use.

#### Notes:

Gutters and downspouts shall be installed to industry standards, in a neat and workman-like manner. Gutters and gutter/downspout connections shall be installed watertight and leak-proof. Gutters shall be properly sloped (not less than 1/8 inch per foot), with positive drainage toward downspouts.

T-Hangars A through F are in need of gutter replacement. The Contractor shall be responsible for coordinating with the FBO regarding the temporary closure of hangar taxilanes. The Contractor is responsible for coordinating the work with the FBO to minimize the length of time that any taxilane is closed.

Traffic control, if necessary, is to be provided by the Contractor for temporary closure of any taxilane, including installation of traffic cones. Traffic control shall be incidental to Mobilization.

Bid quantities are estimates for bidding purposes only. Actual quantities may vary by up to 25% depending on the locations and types of work performed, as may be marked out by the Engineer.

A Performance Bond and Payment Bond will be required from the successful low bidder if the bid exceeds \$25,000.

### **AWARD OF PROJECT**

The Aviation Authority will receive and consider bids on the project and will award the project to the lowest responsive, responsible, qualified bidder.

This Bid Proposal Form is submitted after careful study of the Project Documents and from personal knowledge of the conditions to be encountered at the construction site, which knowledge was obtained from the undersigned's own sources of information and not from any official or employee of the Polk County Aviation Authority.

By submission of this Bid Proposal Form, the Bidder certifies, and in the case of a joint Bid Proposal form, each party thereto certifies, that this Bid Proposal Form has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid Proposal Form with any other Bidder or with any competitor.

If a discrepancy appears between the written and the numerical, the written words will be used as the quoted price. If an error appears in an extension or the addition of terms, the corrected extension or total of the parts shall govern.

It is understood and agreed that a Bid Proposal Form cannot be withdrawn within thirty (30) days without the consent of the Polk County Aviation Authority and that the said Authority has the right to accept or reject any or all Bid Proposal Forms and to waive any irregularities and informalities.

## **COMPLETION TIME**

If this Bid Proposal Form is accepted and the Project awarded, the Bidder agrees to the following completion times based upon the notice to proceed, all subject to the provisions of the Project Documents.

The work under the proposed project shall be completed **before July 14, 2023.**

## **ADDENDUM RECEIPTS**

Receipt of the following addenda to the Specifications is acknowledged:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

The foregoing prices are the basis upon which the undersigned will accept the project and thereafter complete the work.

**Respectfully submitted,**

\_\_\_\_\_  
**Contractor**

**By** \_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
**Address**

**Title** \_\_\_\_\_

**OPINION OF PROBABLE PROJECT COST****PROJECT:** T-HANGARS GUTTER REPLACEMENT**AIRPORT:** ANKENY REGIONAL AIRPORT**DATE:** SEPTEMBER 2023

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	COST/UNIT	COST
<b>BASE BID</b>					
1	MOBILIZATION	1.0	LS	\$ 3,000.00	\$3,000.00
2	6" ALUMINUM INDUSTRIAL BOX GUTTER, 24 GAUGE, FURNISH AND INSTALL	2,940.0	LF	\$ 10.00	\$29,400.00
3	ALUMINUM DOWNSPOUT REPLACEMENTS, 3"x4", 12' LENGTH	24.0	EA	\$ 100.00	\$2,400.00
4	ALUMINUM DOWNSPOUT RECTANGULAR OFFSET, TO EXISTING DRAIN TILE, 3"x4"	12.0	EA	\$ 40.00	\$480.00
5	ALUMINUM DOWNSPOUT ELBOWS, 75°, 3"x4", TYPE A OR B	12.0	EA	\$ 30.00	\$360.00
<b>TOTAL ESTIMATE OF PROBABLE CONSTRUCTION COST BASE BID:</b>					<b>\$34,800.00</b>



ANKENY CITY COUNCIL  
POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

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 **Print**

?? ORIGINATING DEPARTMENT:  
City Manager

COUNCIL GOAL:  
Deliver Exceptional Service

??

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ACTION REQUESTED:

---

LEGAL:  
No Review Required

---

SUBJECT:  
Tee Hangar Inspections - completed September 12, 2023.

---

EXECUTIVE SUMMARY:

---

FISCAL IMPACT: ??No

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STAFF RECOMMENDATIONS:

---

PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

---

PUBLIC OUTREACH EFFORTS:

---



ACTION REQUESTED:

---

ADDITIONAL INFORMATION:

---

ATTACHMENTS:

Click to download
 <a href="#">Violation List</a>
 <a href="#">Violation Letter</a>

**September 12, 2023**

**Hangar Inspections by Moritz and Vander Leest**

<u>Hangar</u>	<u>Violation</u>
A5	There are numerous aerosol cans of lubricants, solvents, etc. These need to be stored in a metal (flame-resistant) cabinet. The oxygen tank needs to be strapped/secured so that it is not a tipping hazard.
B-1	It appears that the aircraft in the hangar is being sanded and painted. Painting operations are prohibited within the hangar. There are numerous aerosol cans of lubricants, solvents, etc. These need to be stored in a metal (flame-resistant) cabinet.
B4	Remove the five 5-gallon buckets of used oil from the hangar.
C1	Remove the open 5-gallon buckets of used oil from the hangar.
C7	Per FAA regulations, the aircraft within the hangar needs to be air-worthy within 90 days. Remove this currently non-flying aircraft, unless special arrangements can be made with Exec 1 and the PCAA Board.
D5	This hangar currently houses an airplane frame that appears to be under construction. Per FAA regulations, the aircraft within the hangar needs to be air-worthy within 90 days. Special arrangements will need to be made with Exec 1 and the PCAA Board to keep this plane in the hangar if it can't be completed within 90 days.
D7	There are numerous aerosol cans of lubricants, solvents, etc. These need to be stored in a metal (flame-resistant) cabinet.
D8	There are numerous aerosol cans of lubricants, solvents, etc. These need to be stored in a metal (flame-resistant) cabinet. The open-flame heater needs to be removed.
E1	Remove the 3-way electrical plug that is located near the walk-in door. Replace it with a power strip equipped with surge protection.
E4	There is a large crate that partially blocks the walk-in door opening. Move/remove this crate. Per FAA regulations, the aircraft within the hangar needs to be air-worthy within 90 days. Remove this currently non-flying aircraft, unless special arrangements can be made with Exec 1 and the PCAA Board.
E5	There are numerous aerosol cans of lubricants, solvents, etc. These need to be stored in a metal (flame-resistant) cabinet.

I2                    There is a large quantity of quart oil cans in the hangar. These should be removed or stored in a metal (flame-resistant) cabinet.

J3                    There is an empty green drum that contained mineral spirits or some other solvent. This needs to be removed.

Garage SE Cor. Bldg. J - There are numerous aerosol cans of lubricants, solvents, etc. These need to be stored in a metal (flame-resistant) cabinet.



**ADDRESS**

3700 SE Convenience Blvd  
Ankeny, IA 50021

**PHONE**

(515) 965-1020

**FAX**

(515) 965-5954

September XX, 2023

Tenant Name

Tenant Address

XXXXXXX, IA 500XX

**RE: Ankeny Regional Airport**

**Inspections of Leased Hangars on September 12, 2023**

Hangar Tenants:

On behalf of the Polk County Aviation Authority and Exec 1 Aviation, I wanted to express our appreciation of your continued rental of your hangar at the Ankeny Regional Airport.

The City of Ankeny Fire Marshal and I complete annual inspections of the leased hangars and garages in the tee hangar buildings. This is to ensure that the hangar spaces follow FAA regulations, and meet the requirements listed in your hangar lease document. This year's inspections were completed on September 12, 2023. Generally, the following items were checked for compliance:

- Vehicles parked in stalls or within the hangars only when flying aircraft.
- Airplanes must be air-worthy within 90 days.
- No flight instruction, air charters, fuel sales or oil sales.
- No storage of fuel except within the aircraft.
- No more than two cases of oil stored on-site.
- No open flame heaters.
- No signs on premises.
- No personal locks, only airport-issued.
- Electricity to be used only for lights, heater or similar small appliances.
- Interiors of hangars in clean and orderly manner free of litter, etc.

A violation was found within your hangar or garage space. It is listed on Page 2 of this letter. Please address this violation as soon as possible. When you have, please call Exec 1 Aviation at 965-1020 so that they can re-inspect your hangar. Failure to correct violations may prohibit your lease from being renewed.



**ADDRESS**

3700 SE Convenience Blvd  
Ankeny, IA 50021

**PHONE**

(515) 965-1020

**FAX**

(515) 965-5954

If you have questions or comments, please feel free to contact me at (515) 965-6428 or Exec 1 Aviation at (515) 965-1020. Thank you.

Sincerely,

Paul Moritz, P.E.  
*Airport Board Manager*

HANGAR A1

Remove the two fuel cans that contain gasoline. Also remove the open-flame kerosene heater.



Ankeny Regional  
**AIRPORT**

*Central Iowa's Business Connection*

**ADDRESS**

3700 SE Convenience Blvd  
Ankeny, IA 50021

**PHONE**

(515) 965-1020

**FAX**

(515) 965-5954

September XX, 2023



ANKENY CITY COUNCIL  
POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

 **Print**

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?? ORIGINATING DEPARTMENT:  
City Manager

COUNCIL GOAL:  
Exercise Financial Discipline

??

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ACTION REQUESTED:

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LEGAL:  
No Review Required

---

SUBJECT:  
Quarterly Exec 1/PCAA Coordination Meeting.

---

EXECUTIVE SUMMARY:

---

FISCAL IMPACT: ??No

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STAFF RECOMMENDATIONS:

---

PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

---

PUBLIC OUTREACH EFFORTS:

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ACTION REQUESTED:

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ADDITIONAL INFORMATION:

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ATTACHMENTS:

Click to download
 <a href="#">Summary of Agreements - Maintenance</a>
 <a href="#">Funding to PCAA</a>
 <a href="#">Mowing Map</a>

## Responsibilities - Ankeny Regional Airport

According to the Amended and Substituted License Agreement for Fixed Base Operator dated October 10, 2013  
and the 2023 Management Agreement between the PCAA and Exec 1 Aviation II LLC

Document	Page	Category	Item	Description	Responsible per Agreement	Notes
License	4	General	Trash Disposal	Refuse generated by FBO's operation.	FBO	
License	3	Buildings	Publicly-owned Facilities	Runways, ramps, taxiways, parking lots, drives, roadways.	PCAA	Plow snow and mow grass as needed. See map areas. FBO does this work and is compensated.
License	3	Buildings	Building Maintenance	Including drainage, HVAC, interior and exterior items.	FBO	
License	3	Lighting	Airport Aviation Lighting	Runway lighting, taxiway and ramp lighting, wind sock, radio beacon and rotating beacon.	PCAA	Maintain these and pay for electricity to operate the runway and taxiway lights. PCAA pays the monthly MidAm bills.
License	2	Utilities	Utility Services	Public sewers, water electric and gas service lines.	PCAA	PCAA provided for the installation of all cables and service connections.
License	4	Utilities	Building Utility Costs	For utilities used by FBO.	FBO	FBO pays electricity within buildings including the tee hangars.
License	3	Fuel	Fuel Farm	Permanent fueling facility.	FBO	FBO runs fuel farm and recently added self-serve pumping. FBO recently purchased new fueling trucks.
License	5	Fuel	Fuel Sales Fees	Pay \$4,500 annually plus \$0.09/ gallon sold.	FBO	FBO retains proceeds except for a \$4,500 payment and \$0.09/gallon which is paid to the PCAA monthly.
Exhibit C of License	13	General	Flying Lessons	Provide FAA certified flight instructors each day.	FBO	
Exhibit C of License	13	General	Provide small engine aircraft	For rentals, charter, school.	FBO	
Exhibit C of License	13	General	Aircraft Maintenance	Certified A & P Mechanics.	FBO	FBO recently expanded their maintenance facility.
Exhibit C of License	15	General	Unicom Radio System	Provide and maintain.	FBO	

Management Agreement	1	Leases	Leasing Agent	For leasing tee hangars, tie-downs and garages.	FBO	Collect all rents, renew leases, lease compliance.
Management Agreement	3	General	NOTAMS	Issue as needed.	FBO	
Management Agreement	1	Buildings	Manager of Real Property	Applies to the property owned by the PCAA.	FBO	Excludes runways and farm ground.
Management Agreement	1	Buildings	Tee Hangar and Garage Maintenance	Day-to-day upkeep of tee hangars	FBO	Except major structural work, which is covered by the PCAA. PCAA also inspects tee hangars annually.
Management Agreement	2	Buildings	Daily Inspections, Cleaning, Mowing and Day-to Day Maintenance	Of airport facilities and grounds.	FBO	Includes regular inspections of runways.
Management Agreement	4	Land	Runways	Major repairs and issues.	PCAA	PCAA responsible for all patching, projects and emergency repairs. Exec 1 has recently assisted with emergency patching.
Management Agreement	4	Land	Farm Ground	Leasing and upkeep.	PCAA	PCAA leases cultivated ground and hay ground on an annual basis.
Management Agreement	4	Land	Wetlands	Control growth/expansion.	PCAA	PCAA hires Perficut to spray/maintain wetlands using a 3-year agreement.
Management Agreement	4	Land	Perimeter Fence	Includes vegetation control and maintenance.	PCAA	PCAA hires contractors on annual basis to mow/spray fenceline. FBO monitors gates.
Management Agreement	2	Lighting	Above-Ground Runway Light Repairs		FBO	Includes fixture replacements. Transformers and below-ground facilities are the responsibility of the PCAA.
Management Agreement	2	Lighting	Underground Runway Lighting Cable Repairs		PCAA	Generally using Baker Electric on an as-needed basis. PCAA also maintains the obstruction lights, rotating beacon and other specialty fixtures.
Management Agreement	4	Lighting	Runway Light System	Includes light system"change-out".	PCAA	PCAA does lighting projects and covers all repairs of underground facilities.
Management Agreement	4	Lighting	Instrument Approach System		PCAA	
Management Agreement	1	Utilities	Utility Bills for Buildings	Gas, electric, water, sewer for tee-hangars, garages, terminal and office buildings.	FBO	Electric for runway lights, overhead obstruction lights and other outdoor facilities are paid by the PCAA.
Management Agreement	2	Snow	Snow Removal	FBO responsible for parking lots, sidewalks, hangar access. PCAA responsible for runways/taxiways.	PCAA/FBO	Elder and FBO do the PCAA's snow removal per separate agreements. Equipment provided by Elder and FBO. Ice treatment trailer provided by PCAA.
Management Agreement	2	Snow	Snow chemicals (liquid and granular)	Totes of liquid and bags of granular.	PCAA	PCAA purchases chemicals, FBO and Elder apply them.

ANNUAL COMPENSATION FOR THE MAINTENANCE AGREEMENT SERVICES LISTED ABOVE				
RECEIPT		AMOUNT	DESCRIPTION	DOCUMENT/DESCRIPTION
EXEC 1		\$130,127	T-Hangar Lease Income	Mangt. Agree. Pg. 4. 2/3 of monthly rentals goes to FBO.
EXEC 1		\$18,090	Garage Lease Income	Mangt. Agree. Pg. 4. 2/3 of monthly rentals goes to FBO.
EXEC 1		??	Tie-down Lease Income	Mangt. Agree. Pg. 4. 2/3 of monthly rentals goes to FBO.
EXEC 1		\$24,000	Flat Monthly Fees for Tee Hangars	Mangt. Agree. Pg. 4. \$5,000 to FBO minus \$3,000 back to PCAA.
		<b>\$172,217</b>	<b>TOTAL ESTIMATED FBO INCOME</b>	
PCAA		\$73,003	Annual Lease Income	Mangt. Agree. Pg. 4. 1/3 of monthly rentals goes to PCAA.
PCAA		-\$24,000	Flat Monthly Fees for Tee Hangars	Mangt. Agree. Pg. 4. PCAA pays \$5,000 to FBO minus \$3,000 back to PCAA.
PCAA		??	Tie-down Lease Income	Mangt. Agree. Pg. 4. 2/3 of monthly rentals goes to FBO.
		<b>\$49,003</b>	<b>TOTAL ESTIMATED PCAA INCOME</b>	

Notes: The above amounts are generated by the tee and garage leases. Tie-downs not included and assumed negligible.  
Annual fuel sales are not included above. Per the Mangt. Agreement Pg. 4, Exec 1 pays the PCAA \$4,500/year plus \$0.09/gallon sold.  
The FBO compensation per the Management Agreement was determined in 2012/2013 based on two full-time positions being needed.

### Additional Areas of Concern:

New area to mow around the new Taxiway D Box Hangars  
Ditch along the Casey's Fence  
Cleanout of channels and keep culvert ends open  
Install traffic control as needed.  
Run FOD Commander on runways.  
Who does the ice treatments?  
South Terminal Area to develop, need additional maintenance.  
New North Property Line Box Hangars to be leased, need to revise agreement to include leasing, compensation.  
FBO expends labor on the larger special events at the airport.

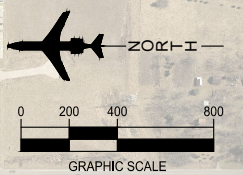
	Units	Rates	Months	FY 2024
T-hanger lease income	83	195	12	\$ 194,220
Garage lease income	18	125	12	27,000
Tie down lease income	0	50	12	-
Management fee	1	5,000	12	<u>60,000</u>
Exec 1 income				281,220
Owner fee - per month	1	3,000	12	36,000
Owner fee - % of lease income		33%		<u>73,003</u>
PCAA income				<u>109,003</u>
Exec 1 net income				<u><u>172,217</u></u>
PCAA net income				<u><u>49,003</u></u>

N:\Projects\ANK 251406102-Wildlife Fence Design\Plans\Lease Exhibit\revised scale.dwg, 11/19/2022 10:53 AM, mhwida

- AIRPORT PROPERTY (POWERPOLLEN LEASE) (110.97 AC)
- AIRPORT PROPERTY (DRA PROPERTIES, LC LEASE) (2.77 AC)
- AIRPORT PROPERTY (DENNIS MILLER LEASE) (1.18 AC)
- AIRPORT PROPERTY (TODD VOLZ LEASE) (32.69 AC)
- AIRPORT PROPERTY (JEFFERY WANGSNESS LEASE) (9.88 AC)
- AIRPORT PROPERTY (JOHN G. JENSEN LEASE) (3.35 AC)
- AIRPORT PROPERTY (FUTURE UNNAMED LEASE) (8.05 AC)

Review of Exec 1/PCAA  
Management Agreement

Mowing areas include all open  
areas except colored farm  
leases, blue dashed wetlands  
and red dashed new areas at  
Taxiway D.



ANKENY REGIONAL AIRPORT  
FARM LEASE AREA EXHIBIT  
NOVEMBER 2022





ANKENY CITY COUNCIL  
POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

 **Print**

??

?? ORIGINATING DEPARTMENT:  
City Manager

COUNCIL GOAL: ??  
Strengthen Community Engagement

---

ACTION REQUESTED:

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LEGAL:  
No Review Required

---

SUBJECT:  
Land Lease for Beekeeping: Chad Chiocine.

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EXECUTIVE SUMMARY:

---

FISCAL IMPACT: ??**No**

---

STAFF RECOMMENDATIONS:

---

PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

---

PUBLIC OUTREACH EFFORTS:

---



ACTION REQUESTED:

---

ADDITIONAL INFORMATION:

---

ATTACHMENTS:

Click to download
 <a href="#">Draft Lease Agreement</a>
 <a href="#">Draft Lease Agreement</a>

## LEASE

THIS LEASE ("Lease") is made between Polk County Aviation Authority ("Landlord"), whose address for the purpose of this Lease is 410 West 1st Street, Ankeny, Iowa 50021 and Chad Chiocine ("Tenant"), whose address for the purpose of this Lease is \_\_\_\_\_.

### THE PARTIES AGREE AS FOLLOWS:

1. **PREMISES AND TERM.** Landlord leases to Tenant the following real estate situated in Polk County, Iowa (the "Real Estate"):

See Exhibit "A" attached

and containing approximately 1.0 total acres, more or less, with possession by Tenant for a term of one year to commence on the date that this Lease has been signed by both parties, and end on February 28, 2025. The Tenant has had or been offered an opportunity to make an independent investigation as to the acres and boundaries of the premises.

2. **RENT.** Tenant shall pay to Landlord as rent for the Real Estate (the "Rent") for the 2024-2025 crop year, total cash rent of \$175.00 per acre. Rent shall be payable on the 1<sup>st</sup> day of November 2023.

All Rent is to be paid to Landlord at the address above or at such other place as Landlord may direct in writing. Rent must be in Landlord's possession on or before the due date.

3. **PROPER HUSBANDRY; HARVESTING OF CROPS; CARE OF SOIL, TREES, SHRUBS AND GRASS.** Tenant shall utilize the Real Estate in a manner consistent with the care and upkeep of bees located in bee hives on the property. Tenant shall properly care for the ground vegetation within the lease area to control grass and weed growth and to provide proper access to the lease area. Said vegetation shall be kept at a mowed height not to exceed 6".

4. **TERMINATION OF LEASE.** This Lease shall automatically renew upon expiration from year-to-year, upon the same terms and conditions unless either party gives due and timely written notice to the other of an election not to renew this Lease. If not renewed, the tenancy shall terminate on March 1<sup>st</sup> of the year following, provided that the tenancy shall not continue because of an absence of notice in the event there is a default in the performance of this Lease. All notices of termination of this Lease shall be as provided by law.

5. **LANDLORD'S RIGHT OF ENTRY AND INSPECTION.** Landlord may enter upon the Real Estate at any reasonable time for the purpose of viewing or seeding or making repairs, or for other reasonable purposes.

6. **VIOLATION OF TERMS OF LEASE.** If Tenant or Landlord violates the terms of this Lease, the other may pursue the legal and equitable remedies to which each is entitled. Tenant's failure to pay any Rent when due shall cause all unpaid Rent to become immediately due and payable, without any notice to or demand upon Tenant.

7. **EXPENSES INCURRED WITHOUT CONSENT OF LANDLORD.** No expense shall be incurred for or on account of the Landlord without first obtaining Landlord's written authorization. Tenant shall take no actions that might cause a mechanic's lien to be imposed upon the Real Estate.

8. **INSURANCE AND INDEMNIFICATION.** Tenant shall be responsible for securing and maintaining insurance at its own expense for Tenant's property/equipment located within the lease area. The PCAA assumes no responsibility for loss of use, damage or destruction of personal property or injuries to persons occasioned by Tenant's use of the Property. Tenant's signature below is a waiver of any liability on the part of the PCAA to the Tenant arising out of the use of the PCAA Property.

9. **NO AGENCY.** Tenant is not an agent of the Landlord.

9. **ATTORNEY FEES AND COURT COSTS.** If either party files suit to enforce any of the terms of this Lease, the prevailing party shall be entitled to recover court costs and reasonable attorneys' fees.

10. **CHANGE IN LEASE TERMS.** The conduct of either party, by act or omission, shall not be construed as a material alteration of this Lease until such provision is reduced to writing and executed by both parties as addendum to this Lease.

11. **CONSTRUCTION.** Words and phrases herein, including the acknowledgment, are construed as in the singular or plural and as the appropriate gender, according to the context.

12. **NOTICES.** The notices contemplated in this Lease shall be made in writing and shall either be delivered in person, or be mailed in the U.S. mail, certified mail to the recipient's last known mailing address, except for the notice of termination set forth in Section 4, which shall be governed by the Code of Iowa.

13. **ASSIGNMENT.** Tenant shall not assign this Lease or sublet the Real Estate or any portion thereof without prior written authorization of Landlord.

14. **ADDITIONAL PROVISIONS.** None

Dated: \_\_\_\_\_

**Tenant:**

\_\_\_\_\_  
Chad Chiocine

**Landlord: Polk County Aviation Authority**

By: \_\_\_\_\_  
Jeff Wangsness, Chairperson

By: \_\_\_\_\_  
Diane Klemme, Recording Secretary



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14. **ADDITIONAL PROVISIONS.** None

Dated: \_\_\_\_\_

**Tenant:**

\_\_\_\_\_  
Chad Chiocine

**Landlord: Polk County Aviation Authority**

By: \_\_\_\_\_  
Jeff Wangsness, Chairperson

By: \_\_\_\_\_  
Diane Klemme, Recording Secretary





ANKENY CITY COUNCIL  
POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

 **Print**

??

?? ORIGINATING DEPARTMENT:  
City Manager

COUNCIL GOAL: ??  
Upgrade Essential Infrastructure

---

ACTION REQUESTED:

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LEGAL:  
No Review Required

---

SUBJECT:  
Additional Emergency Patching of Runway 18/36 -October 3, 2023.

---

EXECUTIVE SUMMARY:

---

FISCAL IMPACT: ??No

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STAFF RECOMMENDATIONS:

---

PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

---

PUBLIC OUTREACH EFFORTS:

ACTION REQUESTED:

ADDITIONAL INFORMATION:

ATTACHMENTS:

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ANKENY CITY COUNCIL  
POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

 **Print**

??

?? ORIGINATING DEPARTMENT:  
City Manager

COUNCIL GOAL:  
Deliver Exceptional Service

??

---

ACTION REQUESTED:

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LEGAL:  
No Review Required

---

SUBJECT:  
Pavement Markings on Parking Lots and Tie Downs by Spec USA.

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EXECUTIVE SUMMARY:

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FISCAL IMPACT: ??No

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STAFF RECOMMENDATIONS:

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PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

---

PUBLIC OUTREACH EFFORTS:

ACTION REQUESTED:

ADDITIONAL INFORMATION:

ATTACHMENTS:

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ANKENY CITY COUNCIL  
POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

??

 **Print**

?? ORIGINATING DEPARTMENT:  
City Manager

COUNCIL GOAL: ??  
Strengthen Community Engagement

---

ACTION REQUESTED:

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LEGAL:  
No Review Required

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SUBJECT:  
2025 Airport Capital Improvements Program - Schedule

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EXECUTIVE SUMMARY:

---

FISCAL IMPACT: ??**No**

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STAFF RECOMMENDATIONS:

---

PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

---

PUBLIC OUTREACH EFFORTS:

ACTION REQUESTED:

ADDITIONAL INFORMATION:

ATTACHMENTS:

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 [2024 ACIP Document](#)

Ankeny Regional Airport

Proposed 2024 Airport Capital Improvements Program

December 8, 2022

	Funding	FY 2023	FY 2024	FY 2025	FY 2026	
	Federal	\$ 282,600	\$ 1,791,460	\$ 10,802,500	\$ 166,500	
	State	\$ 565,000	\$ 600,000	\$ -	\$ 350,000	
	Local	\$ 793,400	\$ 769,540	\$ 1,172,500	\$ 733,000	
	Total	\$ 1,641,000	\$ 3,161,000	\$ 11,975,000	\$ 1,249,500	
Project Description						Notes
Airport Brand Signing and Entry Improvements	Federal	\$ -				Consider new airport name and branding. Entry signs, destination signs, and possibly entry landscape features. Project scope to be developed based on budgeted funding.
	State	\$ -				
	Local	\$ 200,000				
	Total	\$ 200,000				
Reconstruct Runway 18/36	Federal	\$ 282,600	\$ 828,000	\$ 10,327,500		McClure completing the Pav't Determination in FY 23. HDR to do Environmental in FY 23. Final Design in FY 24. Construction in FY 25. Utilize entitlement and discretionary FAA funding.
	State	\$ -	\$ -	\$ -		
	Local	\$ 31,400	\$ 92,000	\$ 1,147,500		
	Total	\$ 314,000	\$ 920,000	\$ 11,475,000		
North Property Line Box Hangars - Phase 1	Federal	\$ -				Single row of box hangars along north property line. Received DOT GAVI Grant and AIP Grant. Under design now (FY 23). Bid in early 2023.
	State	\$ 565,000				
	Local	\$ 562,000				
	Total	\$ 1,127,000				
Remove and Replace Pavement - Entrance Drive and Roundabout	Federal		\$ 504,640			Replace roundabout and entrance drive to the west. BIL - ATP Competitive Grant Application - 95% FAA funding. Project will proceed only if grant awarded.
	State		\$ -			
	Local		\$ 26,560			
	Total		\$ 531,200			
Remove and Replace Pavement - Terminal Building Parking Lot	Federal		\$ 458,820			Will be done now if above entrance drive project receives ATP grant. Repair pavement deterioration. Utilize the \$295,000 BIL annual discretionary funding for the majority of the project.
	State		\$ -			
	Local		\$ 50,980			
	Total		\$ 509,800			
Taxiway D Apron and Access Roadway Paving - Phase 4	Federal		\$ -			Schedule depends upon Phases 1-3 being filled with new privately constructed hangars. Assumes Iowa DOT grant for 50% of the project costs.
	State		\$ 600,000			
	Local		\$ 600,000			
	Total		\$ 1,200,000			
Terminal Building Elevator/Lobby Addition	Federal			\$ 475,000		To provide board meeting room with elevator for ADA compliance, and to upgrade terminal building access. BIL - ATP Competitive Grant Application - 95% FAA funding. Project will proceed only if grant awarded.
	State			\$ -		
	Local			\$ 25,000		
	Total			\$ 500,000		
Extend Runway 18 Design (FY 2026)	Federal				\$ 166,500	Includes a 500' extension of RW 18 to a total of 6,000'. Environmental to be completed with 18/36 Replacement project. Design in FY 26, Constrtuct in FY 27.
	State				\$ -	
	Local				\$ 18,500	
	Total				\$ 185,000	
Rehabilitate Maintenance Building Parking Lot	Federal				\$ -	Schedule to be dictated by continued pav't deterioration. Completed full-depth patchng of center section in 2017. Consider this project after terminal lot paving.
	State				\$ -	
	Local				\$ 239,500	
	Total				\$ 239,500	
North Property Line Box Hangars - Phase 2	Federal				\$ -	Single row of box hangars along north property line. Possible GAVI grant of \$300,000 max. Possible small AIP grant for flatwork, assume \$50,000. Possible switch with Ph. 4 Taxiway D project pending need.
	State				\$ 350,000	
	Local				\$ 475,000	
	Total				\$ 825,000	

	Funding	FY 2027	FY 2028	FY 2029	FY 2030	
	Federal	\$ 1,734,300	\$ 1,980,000	\$ 675,000	\$ 405,000	
	State	\$ 825,000	\$ 200,000	\$ 405,000	\$ 405,000	
	Local	\$ 1,025,000	\$ 520,000	\$ 820,000	\$ 1,290,000	
	Total	\$ 3,584,300	\$ 2,700,000	\$ 1,900,000	\$ 2,100,000	
Project Description						Notes
Extend Runway 18 Construction (FY 2027)	Federal	\$ 1,734,300				Includes a 500' extension of RW 18 to a total of 6,000'. Environmental to be completed with 18/36 Replacement project. Design in FY 26, Constrtuct in FY 27.
	State	\$ -				
	Local	\$ 950,000				
	Total	\$ 1,927,000				
Phase 1 South Terminal Tee Hangars	Federal	\$ -				Two 10-unit bays of tee hangars as an initial phase of the South Corporate Terminal Development. Possible special Iowa DOT funding for tee hangars, assume 50%.
	State	\$ 475,000				
	Local	\$ 475,000				
	Total	\$ 950,000				
North Property Line Box Hangars - Phase 3	Federal	\$ -				Single row of box hangars along north property line. Possible GAVI grant of \$300,000 max. Possible small AIP grant for flatwork, assume \$50,000.
	State	\$ 350,000				
	Local	\$ 475,000				
	Total	\$ 825,000				
South Corporate Terminal - Phase 1 Grading, Drainage and Paving Improvements	Federal		\$ 1,980,000			Provide FAA Apron Calculator Spreadsheet to justify new apron. Need recorded annual ops. Environmental clearance to be done with the 18/36 Reconstruction. Placeholder estimate pending preliminary design.
	State		\$ -			
	Local		\$ 220,000			
	Total		\$ 2,200,000			
Taxiway D and E Lighting Replacment	Federal		\$ -			Only remaining lights that have direct-buried wiring. Utilize either state or federal funding. Placeholder estimate pending preliminary design.
	State		\$ 200,000			
	Local		\$ 300,000			
	Total		\$ 500,000			
Taxiway C Pavement Replacement	Federal			\$ 675,000		Based on Iowa DOT 2021 Pavement Condition Index - PCI = 48. Assumes FAA grant for 90% of the construction costs.
	State			\$ -		
	Local			\$ 75,000		
	Total			\$ 750,000		
South Corporate Terminal - Phase 2 Grading and Drainage	Federal			\$ -		Additional site work needed to develop terminal area. Need recorded annual ops. Assumes Iowa DOT grant for 45% of construction costs. Placeholder estimate pending preliminary design.
	State			\$ 405,000		
	Local			\$ 495,000		
	Total			\$ 900,000		
Main Apron Pavement Rehabilitation	Federal			\$ -		Large apron area south of Terminal and west of Taxiway C. Joint and crack sealing, minor patching. Schedule dictated by continued deterioration of apron pavement. 2021 PCI = 61 and pav't will continue to deteriorate.
	State			\$ -		
	Local			\$ 250,000		
	Total			\$ 250,000		
Future Runway and Taxiway Lighting Upgrades	Federal				\$ 405,000	Need based on anticipated deterioration of fixtures over time. Placeholder estimate pending preliminary design.
	State				\$ 45,000	
	Local				\$ 450,000	
	Total				\$ 900,000	
South Corporate Terminal - Phase 3 Grading and Drainage	Federal				\$ -	Balance of site work needed to develop terminal area. Need recorded annual ops. Need environmental clearance. 45% DOT and 55% local funding.
	State				\$ 405,000	
	Local				\$ 495,000	
	Total				\$ 900,000	
MALSR for Runway 36	Federal					MALSR installation must pass a Benefit / Cost Determination. Analysis to be included in the ACIP funding.
	State					
	Local				\$ 750,000	
	Total				\$ 750,000	

- Projects targeted for FAA Funding Participation
- Projects targeted for Iowa DOT Funding Participation
- Projects funded with only Local PCAA Funding
- Projects possibly funded by BIL ATP Grants



ANKENY CITY COUNCIL  
POLK COUNTY AVIATION AUTHORITY MEETING

October 5, 2023  
5 : 00 PM

 **Print**

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?? ORIGINATING DEPARTMENT:  
City Manager

COUNCIL GOAL:

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ACTION REQUESTED:  
Motion

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LEGAL:

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SUBJECT:  
Request for Executive Session under Code Section 21.5.1 (c)

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EXECUTIVE SUMMARY:

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FISCAL IMPACT: ??No

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STAFF RECOMMENDATIONS:

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PREVIOUS COUNCIL/COMMISSION/BOARD ACTION(S):

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## PUBLIC OUTREACH EFFORTS:

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### ACTION REQUESTED:

**Action:** Consider motion to go into Executive Session, pursuant to the provisions of Iowa Code Section 21.5, subparagraph (c) &ldquo;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&rdquo;.

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### ADDITIONAL INFORMATION:

Following adjournment of the Executive Session, Council may take action on any matter discussed during the Executive Session.

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### ATTACHMENTS:

<b>Click to download</b>
No Attachments Available