

**DES MOINES AIRPORT AUTHORITY BOARD  
SUMMARY MINUTES OF MEETING  
Des Moines International Airport  
Board Room  
December 12, 2023**

**Call to Order and Roll Call:** 9:00 a.m.

**Chaired by:** Mr. Christensen

**Present:** Mr. Christensen, Mr. Dickinson, Ms. Feeney, Mr. Feldmann, Ms. Lauridsen Sand

**This meeting was held in-person with a Zoom link also available. The public was provided ability to monitor, but not participate in, the meeting online via Zoom. All five Board members participated in person. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.**

**A23-163 Consider Minutes for November 14, 2023, Regular Board Meeting**

Ms. Lauridsen Sand moved to approve the minutes for the November 14, 2023, Regular Board Meeting. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23-164 Consider Approval of the Fiscal Year 2024 Rates and Charges Document**

The Director of Finance stated the Board approved the 2024 Budget at the November 14, 2023, Board meeting. The Rates and Charges document was reviewed in developing the 2024 Budget, but it is necessary for the Board to approve the document. The Board was previously provided a redlined document and a clean document for review.

The Director of Finance recommended the Board approve the Fiscal Year 2024 Rates and Charges Document.

Ms. Lauridsen Sand moved to approve the Fiscal Year 2024 Rates and Charges Document. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23- 165 Consider Resolution Appointing Des Moines Airport Authority Representation to the Des Moines Area Metropolitan Planning Organization**

The Executive Director stated the Des Moines Airport Authority is a nonvoting member of the Des Moines Area Metropolitan Planning Organization (MPO). The Des Moines Area MPO has requested its member governments appoint primary and alternate representatives to serve on its Policy Committee and Technical Committee for terms that will run from January 1, 2024, through December 31, 2024.

Authority staff recommends the following representatives be appointed to the Des Moines Area MPO Committees:

**Policy Committee Primary Representative:** Kevin Foley, Executive Director

**Policy Committee Alternate Representative:** Brian Mulcahy, Assistant Executive Director

**Technical Committee Primary Representative:** Bryan Belt, Director of Engineering

**Technical Committee Alternate Representative:** Clint Torp, Director of Operations

The Executive Director recommended the Board approve a Resolution Appointing Des Moines Airport Authority Representation to the Des Moines Area Metropolitan Planning Organization.

Mr. Feldmann moved to approve a Resolution Appointing Des Moines Airport Authority Representation to the Des Moines Area Metropolitan Planning Organization. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23-166**

**Consider Purchase of Property at Littell Avenue**

The Executive Director stated a residential property located at 2302 Littell Avenue is being sold. The property lies between property currently owned by the City of Des Moines and leased to the Airport Authority. The property is next to the Runway Protection Zone of runway 31 and is eligible to be sold as a residential home. Authority staff has had the property appraised as required by the FAA to keep the purchase eligible for a "look back" grant should the Authority find excess AIP funding available in the future. The appraised value of the property is \$253,000.00.

The Executive Director recommended the Board authorize the purchase of the property at 2302 Littell Avenue, Des Moines, Iowa 50321 in the amount of \$253,000.00 from the Joan Margaret Ahlberg Family Trust.

Mr. Dickinson moved to approve the purchase of the property at 2302 Littell Avenue, Des Moines, Iowa 50321 in the amount of \$253,000.00 from the Joan Margaret Ahlberg Family Trust. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23-167**

**Consider Supplemental Agreement No. 4 to Task Order No. 7 for Design of Future Terminal Phase 1B West with HNTB Corporation**

The Director of Engineering stated the scope of Supplemental Agreement No. 4 includes detailed work, service, materials, equipment and supplies necessary to complete the design services developing a standalone plan and specification package to include bidding services for a full plan set for a concourse section identified as Phase 1B West in the New Terminal Project. The design will include (2) two passenger boarding bridges/gates in addition to the design of 1A, along with relocation of a stinger from the east end of Phase 1A to the east end of Phase 1B West.

The Director of Engineering recommended the Board approve Supplemental Agreement No. 4 to Task Order No. 7 for Design of Future Terminal Phase 1B West with HNTB Corporation increasing the amount of the contract by \$2,290,578.37 and authorize the Director of Engineering and Planning to close out this Supplemental Agreement No. 4 when completed in accordance with the contract documents.

Board members asked numerous questions which the Directors answered.

Mr. Feldmann moved to approve Supplemental Agreement No. 4 to Task Order No. 7 for Design of Future Terminal Phase 1B West with HNTB Corporation increasing the amount of the contract by \$2,290,578.37 and authorize the Director of Engineering and Planning to close out this Supplemental Agreement No. 4 when completed in accordance with the contract documents. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23-168**

**Consider Supplemental Agreement No. 5 to Task Order No. 7 for Design of Garage TNC/Taxi Area and Future TNC/Taxi Plaza for Future Terminal with HNTB Corporation**

The Director of Engineering stated the scope of Supplemental Agreement No. 5 includes detailed work, service, materials, equipment and supplies necessary to complete the work for design services developing a standalone plan and specification package including bidding services for:

- A. **Garage TNC/Taxi area, \$176,065.44:** temporary location for functions during demolition phase of terminal and roadway construction.
- B. **Future TNC/Taxi Plaza, \$466,623.24:** ultimate design and location once roadway construction is complete.

The Director of Engineering recommended the Board approve Supplemental Agreement No. 5 to Task Order No. 7 for Design of Garage TNC/Taxi Area and Future TNC/Taxi Plaza for Future Terminal with HNTB Corporation increasing the amount of the contract by \$643,535.68 and authorize the Director of Engineering and Planning to close out Supplemental Agreement No. 5 when completed in accordance with the contract documents.

Mr. Dickinson moved to approve Supplemental Agreement No. 5 to Task Order No. 7 for Design of Garage TNC/Taxi Area and Future TNC/Taxi Plaza for Future Terminal with HNTB Corporation increasing the amount of the contract by \$643,535.68 and authorize the Director of Engineering and Planning to close out Supplemental Agreement No. 5 when completed in accordance with the contract documents. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23-169**

**Consider Passenger Boarding Bridge Relocations Project**

**a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Passenger Boarding Bridge Relocations Project**

The Director of Engineering stated this project involves the relocation of (3) existing passenger boarding bridges (PBB) from Gates C2, C4, and C6. The scope of work includes new mechanical and electrical to each location. New personal doors will be installed within the exterior of the concourse walls at each hold room. Existing gate counters and FIDS will be relocated from current positions to newly established gate areas. PBBs will be relocated to Gates C1, C5 and A4. Once each PBB is relocated, pavement markings will be updated shifting the aircraft parking positions around the concourse.

The Engineer's Estimate for this project is \$3,006,648.00.

**Mr. Christensen opened the Public Hearing.**

Mr. Christensen invited public comment. There were no comments.

**Mr. Christensen closed the Public Hearing.**

**b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Passenger Boarding Bridge Relocations Project**

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Passenger Boarding Bridge Relocations Project.

Ms. Lauridsen Sand asked when this project would begin. The Director of Engineering stated it will begin at the end of March 2024.

Ms. Lauridsen Sand moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Passenger Boarding Bridge Relocations Project. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**c. Consider award of contract for the Passenger Boarding Bridge Relocations Project to Breiholz Construction Co. in the amount of \$1,726,000.00**

The Director of Engineering stated the lowest responsive, responsible bidder was Breiholz Construction Co. in the amount of \$1,726,000.00.

The Director of Engineering recommended the Board approve the contract with Breiholz Construction Co. in the amount of \$1,726,000.00 for the improvement and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

Ms. Lauridsen Sand moved to approve the contract with Breiholz Construction Co. in the amount of \$1,726,000.00 for the improvement and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**d. Consider Professional Services Agreement, Task Order No. 13, with HNTB Corporation for Passenger Boarding Bridge Relocations Project - Construction Phase Services**

The Director of Engineering stated during the Passenger Boarding Bridge Relocations Project, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$113,871.32.

The Director of Engineering recommended the Board approve the Professional Services Agreement, Task Order No. 13, with HNTB Corporation in the amount of \$113,871.32 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Ms. Lauridsen Sand moved to approve the Professional Services Agreement, Task Order No. 13, with HNTB Corporation in the amount of \$113,871.32 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**Consider Award of Five Individual On-Airport Rental Car Concession Agreements****a. Consider American Rent-a-Car Bid Protest**

The Executive Director stated the Authority received a written bid protest from American Rent-A-Car on November 17, 2023, objecting to the manner in which the submitted proposals were evaluated and ranked for the Rental Car Concession RFP.

Mr. Mark Waad, a representative from American Rent-A-Car, addressed the Board regarding this item.

The Executive Director recommended the Board deny the bid protest submitted by American Rent-A-Car and consider the concession agreements consistent with the Authority's notice of intent to award.

Mr. Feldmann moved to deny the bid protest submitted by American Rent-A-Car and consider the concession agreements consistent with the Authority's notice of intent to award. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**b. Public Hearing regarding the award of five On-Airport Rental Car Concession Agreements**

The Executive Director stated on September 15, 2023, Authority staff issued a Request for Proposals (RFP) for Non-Exclusive On-Airport Rental Car Concession Agreements. The selection criteria provided in the RFP specified that "awards under this RFP are based solely on total MAG amount proposed, amongst qualified proposers. The Authority will evaluate proposals to determine that the proposer meets the qualifications and all proposal requirements to be considered a qualified proposer. Then the proposals submitted from qualified proposers will be ranked based on total MAG amount proposed, from highest to lowest. The top five proposals will be awarded a concession agreement."

Six proposals were received. The top five proposals were vetted for qualifications and a Notice of Intent to Award letter was sent to all six proposers. The top five proposers are listed in the letter.

**Mr. Christensen opened the Public Hearing.**

Mr. Christensen invited public comment. There were no comments.

**Mr. Christensen closed the Public Hearing.**



**c. Consider Award of Five Individual On-Airport Rental Car Concession Agreements**

The Executive Director recommended the Board approve five On-Airport Rental Car Concession Agreements, one each to the five highest Minimum Annual Guarantee proposers: Enterprise Rent-A-Car-Company - Midwest LLC for Alamo Rent A Car & National Car Rental brands; Enterprise Rent-A-Car-Company - Midwest LLC for Enterprise Rent-A-Car brand; Avis Rent A Car System, LLC for the Avis brand; Avis Rent A Car System, LLC for Budget & Payless brands; and The Hertz Corporation for the Hertz & Dollar Rent A Car brands.

Ms. Lauridsen Sand moved to approve five On-Airport Rental Car Concession Agreements, one each to the five highest Minimum Annual Guarantee proposers: Enterprise Rent-A-Car-Company - Midwest LLC for Alamo Rent A Car & National Car Rental brands; Enterprise Rent-A-Car-Company - Midwest LLC for Enterprise Rent-A-Car brand; Avis Rent A Car System, LLC for the Avis brand; Avis Rent A Car System, LLC for Budget & Payless brands; and The Hertz Corporation for the Hertz & Dollar Rent A Car brands. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23-171**

**Consider the First Amendment to the Lease Agreement with Seneca Tank, Inc and 3C LLC**

**a. Public Hearing regarding the First Amendment to the Lease Agreement with Seneca Tank Inc. and 3C LLC**

The Director of Finance stated Seneca Tank, Inc. and 3C LLC jointly rent building #40 for their corporate aircraft hangar. The current lease has been in a month-to-month (holdover) position since 2016. This proposed first amendment will change the duration of the lease to an annual automatic renewal and a 15% increase in the rental rate. It sets an additional 15% increase in rent in 2025 to match the market, with annual CPI adjustments thereafter.

**Mr. Christensen opened the Public Hearing.**

Mr. Christensen invited public comment. There were no comments.

**Mr. Christensen closed the Public Hearing.**

**b. Consider approval of First Amendment to the Lease Agreement with Seneca Tank Inc and 3C LLC**

The Director of Finance recommended the Board approve the First Amendment to the Lease Agreement with Seneca Tank, Inc and 3C LLC.

Mr. Dickinson moved to approve the First Amendment to the Lease Agreement with Seneca Tank, Inc and 3C LLC. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23-172 Consider the Third Amendment to the Lease Agreement with Signature Flight Support, LLC**

**a. Public Hearing regarding the Third Amendment to the Lease Agreement with Signature Flight Support, LLC**

The Director of Finance stated Signature Flight Support, LLC currently has a 30-year lease agreement with the Authority that began in January 2020. This third amendment will increase the land leased to Signature by 36,803 square feet allowing them to expand their available automobile parking to meet their parking demand. There are no changes to the other terms.

**Mr. Christensen opened the Public Hearing.**

Mr. Christensen invited public comment. There were no comments.

**Mr. Christensen closed the Public Hearing.**

**b. Consider the Third Amendment to the Lease Agreement with Signature Flight Support, LLC**

The Director of Finance recommended the Board approve the Third Amendment to the Lease Agreement with Signature Flight Support, LLC.

Mr. Feldmann moved to approve the Third Amendment to the Lease Agreement with Signature Flight Support, LLC. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23-173 Consider Purchase of RT3 Flight Continuous Friction Meter from Halliday Technologies**

The Director of Operations stated the airport utilizes friction measuring technology to monitor runway and taxiway pavements for safe friction values during winter operations. This technology is also utilized to measure pavement friction values in the summer for rubber buildup and associated slipperiness. \$132,000 was budgeted in 2024 for the acquisition of a new truck-mounted friction measuring device to replace current aging equipment. This particular equipment is only provided by a single manufacturer. Halliday Technologies has extended GSA pricing to the Authority for the purchase of an RT3 Flight Continuous Friction Meter for \$106,746.91.



According to the Authority's purchasing policy, the Board may exempt contracts or purchases for goods or services from its normal purchasing procedures for good cause. It is within the sole discretion of the Authority to determine what constitutes good cause for purposes of this provision. Examples may include procurements having unique requirements that can only be satisfied by a specific vendor, or procurements where competition is determined inadequate.

The Director of Operations recommended the Board approve the Noncompetitive Purchase of an RT3 Flight Continuous Friction Meter from Halliday Technologies in the amount of \$106,746.91.

Mr. Dickinson moved to approve the Noncompetitive Purchase of an RT3 Flight Continuous Friction Meter from Halliday Technologies in the amount of \$106,746.91. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

#### **A23-174 Consider Management Staff (Directors) Salary Adjustment**

The Executive Director stated Article VII, of the Airport Authority Bylaws, entitled Management Staff states, "Section 1. Management Staff Positions, The management staff of the Authority consists of: an Executive Director; an Assistant Executive Director; a Director of Operations; a Director of Finance; and a Director of Engineering and Planning; all of whom will serve at the pleasure of the Board. Collectively, they are defined as the Management Staff. (11-1-11) (01-10-17)."

The Executive Director stated Section 2. Staff Contracts, states "The Board shall enter into a written employment contract with the Executive Director, establishing his or her salary and term of tenure. The Executive Director shall set compensation levels for the Assistant Executive Director, Director of Finance, Director of Operations, and Director of Engineering and Planning, subject to final approval of the Board. (11-1-11) (01-10-17)."

The Executive Director stated he met a couple of times with the Compensation Committee which consisted of two Board members, Ms. Lauridsen Sand and Mr. Dickinson, and the Executive Director. The Executive Director stated, given the inflationary period we have been experiencing, and the overall workload of the Management Staff, the Compensation Committee proposes an average 5% raise when calculating all five Directors' salaries on an annualized basis, and a total of \$40,000.00 in bonuses.

Ms. Lauridsen Sand thanked the management team for their hard work. Ms. Lauridsen Sand stated there was a year during the Covid pandemic in which the Directors did not receive any raise; that information was taken into consideration when making this decision. Ms. Lauridsen Sand also thanked the Board for filling out the questionnaire regarding the Executive Director and providing their feedback. Ms. Lauridsen Sand stated the Board appreciates the Executive Director's great work.

Mr. Dickinson stated the bonuses are very reasonable considering the Directors' workload.

Mr. Christensen concurred with Ms. Lauridsen Sand's statements and thanked Ms. Lauridsen Sand and Mr. Dickinson for serving on the compensation committee.

The Executive Director recommended the Board approve the Compensation Committee's Recommendation for Management Staff (Directors) salary adjustment.

Mr. Feldmann moved to approve the Compensation Committee's Recommendation for Management Staff (Directors) salary adjustment. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

#### **A23-175**

##### **Financial Report**

- The Assistant Executive Director presented benchmarking information regarding the following items:
  - Food and Beverage
  - Retail
  - Airport Advertising
- The Director of Finance reported:
  - Revenue
    - Strong revenue partially due to Thanksgiving holiday.
  - Expenses
    - Nothing significant to report for expenses.
  - Cash Position
    - Rolled over a matured \$2M commercial paper (LLOYDS) to a 5-month Treasury Bill (T-Bill) for 5.28% matures on 4/11/2024.
    - Received \$5 million contribution from Prairie Meadows.
    - Received \$1.7 million in grant money.
    - Overall cash position is \$1.2 million lower than in October 2023.

#### **A23-176**

##### **New Terminal Project Presentation: 60% Design**

HNTB presented a PowerPoint to the Board reflecting 60% of the design for the new terminal.

The Executive Director recommended the Board approve the "Look and Feel" for the New Terminal Project.

Mr. Dickinson moved to approve the "Look and Feel" for the New Terminal Project. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23-177**

**Briefing**

- The Director of Operations reported:
  - November 2023 taxi statistics.
  - November 2023 passenger and cargo statistics are not available yet.
  - November 2023 summary statistics for enplanements, seats, and load factor.
- The Executive Director reported:
  - Received a \$5 million dollar check from Prairie Meadows as agreed to in the Prairie Meadows Legacy Grant Agreement for the New Terminal Project.
  - Received the signed Conflict of Interest Waiver allowing Ahlers & Cooney PC to prepare a loan agreement on behalf of Polk County related to County-issued general obligation debt in support of the New Terminal Project.
  - Runway 5/23 is open for visual approaches today. Flight check is scheduled for today.
  - Reminder: Business Record 20/40 Celebration will be held December 13, 2023, 4-6:30 p.m.
    - The Des Moines International Airport is nominated for a notable story of a company's, organization's, or business leader's success and achievements that have made a significant positive contribution to the region's economy.
    - A table for ten people is reserved for the Des Moines Airport Authority.
  - The Anser November 2023 Monthly Report was redesigned to make it easier to read.
- Mr. Christensen stated he hadn't heard from any Board members since the November 14, 2023, Board meeting about participating in the Greater Des Moines Public Art Foundation's committee to select art for the new terminal. He stated he volunteered to participate and asked if another Board member would like to participate as well. Mr. Feldmann stated he would serve on the committee.

**A23-178**

**Next Meeting**

January 9, 2024, Regular Board Meeting

**A23-179      Adjourn**

Ms. Lauridsen Sand moved to adjourn the meeting. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

The meeting adjourned at 10:56 a.m.

Respectfully Submitted:



**Ross Dickinson**  
Secretary/Treasurer



**Mary Benson**  
Board Clerk