

**DES MOINES AIRPORT AUTHORITY BOARD  
SUMMARY MINUTES OF MEETING  
Des Moines International Airport  
October 8, 2024**

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

**Chaired by:** Mr. Christensen

**Present:** Mr. Christensen, Mr. Dickinson, Ms. Feeney

**Absent:** 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. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.**

**A24-133 Consider Minutes for September 10, 2024, Regular Board Meeting**

Mr. Dickinson moved to approve the minutes for the September 10, 2024, Regular Board Meeting. Ms. Feeney seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Dickinson, Feeney; Nays: 0; Abstained: 0; Absent: Feldmann, Lauridsen Sand.

**A24-134 Consider Professional Services Agreement, Task Order No. 17, with HNTB Corporation for New Terminal Phase 1B West Construction Administration and Construction Observation - Construction Phase Services**

The Director of Engineering stated during the New Terminal Phase 1B West Project, the consultant will provide contract management, construction administration, and construction observation for the project. The negotiated amount of the agreement is \$1,560,780.69.

The Project Management Committee recommended the Board approve the Professional Services Agreement, Task Order No. 17, with HNTB Corporation in the amount of \$1,560,780.69 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Mr. Dickinson moved to approve the Professional Services Agreement, Task Order No. 17, with HNTB Corporation in the amount of \$1,560,780.69 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: 3-0-0-2; Yeas: Christensen, Dickinson, Feeney; Nays: 0; Abstained: 0; Absent: Feldmann, Lauridsen Sand.

**A24-135**

**Consider Change Order No. Two for New Terminal Construction Project between the Des Moines Airport Authority and Weitz/Turner, a Joint Venture**

The Director of Engineering introduced Mr. Mark Atkinson with Anser Advisory to present the details regarding the Change Order.

Mr. Atkinson stated a Change Order has been prepared to add additional scope to include the early procurement of equipment associated with long lead times for Phase 1B West. The Change Order is based on negotiated pricing based on the bidding process for Terminal Construction Phase 1A. The amount of the Change Order is \$1,436,953.00.

The Project Management Committee recommended the Board approve Change Order No. Two in the amount of \$1,436,953.00 for New Terminal Construction Project between the Des Moines Airport Authority and Weitz/Turner, a Joint Venture.

Ms. Feeney moved to approve Change Order No. Two in the amount of \$1,436,953.00 for New Terminal Construction Project between the Des Moines Airport Authority and Weitz/Turner, a Joint Venture. Mr. Dickinson seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Dickinson, Feeney; Nays: 0; Abstained: 0; Absent: Feldmann, Lauridsen Sand.

**A24-136**

**Consider the Iowa Department of Transportation Agreement for Fiscal Year 2025 Air Service Development Program**

The Communications, Marketing, and Air Service Development Manager stated the Airport Authority applies annually for funds through the Iowa DOT Bureau of Aviation Air Service Development Program. The FY25 application has been approved to use the funds for air service software and marketing strategies to support local air service growth. The airline data and software system will be used to build business cases for existing and prospective airlines to meet commercial service demands in our catchment area. The Airport Authority will implement marketing campaigns to promote the airport, build brand awareness and loyalty, and to be used for targeted marketing to support existing and newly announced nonstop service. The Iowa DOT will reimburse the Authority for 80% of eligible project costs not to exceed \$80,000.

The Communications, Marketing, and Air Service Development Manager recommended the Board approve the Iowa Department of Transportation Agreement for the Fiscal Year 2025 Air Service Development Program.

Mr. Dickinson moved to approve the Iowa Department of Transportation Agreement for the Fiscal Year 2025 Air Service Development Program. Ms. Feeney seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Dickinson, Feeney; Nays: 0; Abstained: 0; Absent: Feldmann, Lauridsen Sand.

**Consider Chiller Condenser Piping Modifications Project**

**a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Chiller Condenser Piping Modifications Project**

The Director of Engineering stated this project is associated with the Terminal Project and will make the current chiller condenser piping arrangement more efficient. The existing chiller plant and cooling towers are currently piped with each chiller and associated condenser water pump dedicated to its own cooling tower. The chiller/tower configurations can be switched with manual valves, but not while the chiller plant is enabled and operating. Authority Facilities staff desire to have flexibility in operating any chiller with any cooling tower, and to be able to modify this while the plant is in operation. This arrangement will require that the condenser water piping be manifolded ahead of the tower connections in lieu of the current arrangement which has each chiller and condenser water pump tied directly to a single cooling tower.

The Engineer's Estimate for this project is \$338,000.00.

**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 Chiller Condenser Piping Modifications Project**

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Chiller Condenser Piping Modifications Project.

Ms. Feeny moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Chiller Condenser Piping Modifications Project. Mr. Dickinson seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Dickinson, Feeny; Nays: 0; Abstained: 0; Absent: Feldmann, Lauridsen Sand.

**c. Consider award of contract for the Chiller Condenser Piping Modifications Project to Manning-Seivert Mechanical Contractors, Inc. in the amount of \$327,563.00**

The Director of Engineering stated the lowest responsive, responsible bidder was Manning-Seivert Mechanical Contractors, Inc. in the amount of \$327,563.00.

The Director of Engineering recommended the Board approve the contract with Manning-Seivert Mechanical Contractors, Inc. in the amount of \$327,563.00 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 moved to approve the contract with Manning-Seivert Mechanical Contractors, Inc. in the amount of \$327,563.00 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. Feeney seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Dickinson, Feeney; Nays: 0; Abstained: 0; Absent: Feldmann, Lauridsen Sand.

**A24-138 Consider Task Order No. 18 for Future Terminal Service Road Relocation 100% Design Services with HNTB Corporation**

The Director of Engineering stated Task Order No. 18 includes the detailed work, services, and supplies necessary to progress the future terminal service road relocation to a 100% design level including bidding services. Scope of services will include utility relocations and structure adjustments, street lighting, maintenance of traffic while active and roadway realignment by shifting closer to Fleur Drive.

The schedule is from October 8, 2024, through May 2, 2025. The negotiated amount not to exceed is \$313,306.86.

The Project Management Committee recommended the Board approve Task Order No. 18 for Future Terminal Service Road Relocation 100% Design Services with HNTB Corporation for \$313,306.86 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 moved to approve Task Order No. 18 for Future Terminal Service Road Relocation 100% Design Services with HNTB Corporation for \$313,306.86 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents. Mr. Dickinson seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Dickinson, Feeney; Nays: 0; Abstained: 0; Absent: Feldmann, Lauridsen Sand.

**A24-139 Consider Amendments to the Airport Authority Rules and Regulations**

The Director of Operations stated proposed changes to the Rules and Regulations include:

- Miscellaneous language cleanup and housekeeping.
- Language addressing new parcel locker administrative fines.
- Defining trespass timeframe of validity.
- Requirement for cones to be placed underneath parked aircraft tails near vehicle service roads.
  - Specifies motorcycle parking requirements.
  - Define active pushback operations.
  - Specifies safe operation of vehicles around aircraft.
  - Prohibits posting of pictures of airport ID badges.
  - Limits TNC staging in the Airport Cell Lot beyond 20 minutes.

- Provides ability to perform door closed aircraft refueling.

The Director of Operations stated a current version, a redline version, and a clean version of the amended Rules and Regulations were provided to the Board for review.

The Director of Operations recommended the Board approve Amendments to the Airport Authority Rules and Regulations.

Ms. Feeney moved to approve Amendments to the Airport Authority Rules and Regulations. Mr. Dickinson seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Dickinson, Feeney; Nays: 0; Abstained: 0; Absent: Feldmann, Lauridsen Sand.

**A24-140 Consider Purchase Order for a Truck-Mounted Airfield Paint Machine**

The Director of Operations stated due to increasing contractor costs for airfield marking services and the desire to better control the remarking process, Authority staff is recommending the purchase of a truck-mounted striping machine. This machine would allow for all airfield marking to be performed utilizing internal staffing providing a more consistent, timely, efficient, and cost-effective solution. A quote was received by EZ Liner of Orange City, Iowa utilizing the Sourcewell competitive bidding consortium. The equipment was quoted at \$511,040.00 and would be delivered by June of 2025. A contingency of 5% plus estimated shipping costs is requested in the amount of \$27,552.00. The purchase of the machine will be requested in the 2025 capital improvement budget, but due to long lead times, Authority staff request approval to purchase it prior to budget approval. Three additional airfield workers will be added to Authority staff for painting operations.

The Director of Operations recommended the Board approve submission of a Purchase Order for Truck-Mounted Airfield Painting Machine in the amount of \$538,592.00.

The Board asked numerous questions which the Director of Operations answered.

Mr. Dickinson moved to approve submission of a Purchase Order for Truck-Mounted Airfield Painting Machine in the amount of \$538,592.00. Ms. Feeney seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Dickinson, Feeney; Nays: 0; Abstained: 0; Absent: Feldmann, Lauridsen Sand.

**A24-141 Financial Report**

- The Director of Finance reported:
  - Revenue, Expenses, and Cash Position
    - Nothing significant to report.
- The Director of Finance reviewed the 2025 preliminary budget with the Board and answered their questions. The 2025 final budget will be brought to the Board for approval at the November 12, 2024, Board Meeting.

At approximately 9:35 a.m. during the 2025 preliminary budget review, the Zoom meeting ended due to an issue with the Internet. The rest of the meeting continued, but it was not recorded on Zoom.

**A24-142 Briefing**

- The Director of Operations reported:
  - September 2024 taxi statistics.
  - September 2024 passenger statistics are not ready yet.
  - September 2024 summary statistics for enplanements, seats, and load factor.
  - The Authority expects a 6% increase in seats in first quarter 2025.
  - The transition to Rural Metro Fire Dept. Inc. as the new aircraft rescue and firefighting (ARFF) company occurred October 1, 2024. All existing ARFF staff prior to October 1, 2024, are now with Rural Metro Fire Dept. Inc.
  - The agreement with Integrated Deicing Services was effective October 1, 2024. The Director of Engineering stated the new deicing facility is anticipated to be completed in mid-to-late July 2025 (six months ahead of schedule).
- The Executive Director reported:
  - Two Board Members are requested to serve on the 2025 compensation committee. Mr. Dickinson, Secretary/Treasurer, will serve on the committee. One more Board Member is needed.
  - The Greater Des Moines Public Art Foundation is at 94% of the budget for donations for new terminal art. Contracts were signed by the artists and will be included as exhibits in the agreement the Authority has with The Greater Des Moines Public Art Foundation for artwork related to the new passenger terminal building.
  - Mr. Feldmann was not in attendance at today's meeting since he is attending an event this morning for his wife, Dr. Teri Wahlig, CEO at ChildServe. She is receiving an Excellence in Leadership Award presented to an Iowa hospital or health system CEO who has demonstrated notable achievement in administration of the organization and who has contributed to the broader areas of health care or health policy.
- The Director of Engineering shared photos of the new terminal construction. The Director of Engineering stated he will email the Board links to time lapse videos of the new terminal construction.
- Mr. Christensen requested a tour be set up for the Board to view the new terminal construction. The Director of Engineering stated he would coordinate that with Weitz/Turner.

**A24-143      Next Meeting**

- November 12, 2024, Regular Board Meeting

**A24-144      Adjourn**

Mr. Dickinson moved to adjourn the meeting. Ms. Feeney seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Dickinson, Feeney; Nays: 0; Abstained: 0; Absent: Feldmann, Lauridsen Sand.

The meeting adjourned at 9:54 a.m.

**Respectfully Submitted:**



**Ross Dickinson**  
Secretary/Treasurer



**Mary Benson**  
Board Clerk