

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF ELECTRONIC MEETING
Des Moines International Airport
Board Room
December 8, 2020**

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

Chaired by Ms. Levy

Present: Mr. Feldmann, Ms. Lauridsen Sand, Ms. Levy, Ms. Ward

Absent: Mr. Christensen

This meeting was held electronically due to the social distancing requirements associated with the COVID-19 pandemic. The public was provided access and was able to join the meeting on-line via Zoom. Board members participated electronically. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.

- A20-131 Consider Minutes for:**
- a. November 10, 2020, Board Meeting**
 - b. November 10, 2020, Board Workshop**

Mr. Feldmann moved to approve the November 10, 2020, Board Meeting minutes. Ms. Lauridsen Sand seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

Mr. Feldmann moved to approve the November 10, 2020, Board Workshop minutes. Ms. Lauridsen Sand seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

- A20-132 Consider Programming for the Expansion of the Terminal Parking Garage provided by Kimley-Horn & Associates, Inc.**

The Executive Director stated a presentation on the potential expansion of the Terminal Parking Garage was given to the Board at the November 8, 2020, Authority Board Workshop. Programming provides direction for potential expansion of the current parking garage structure in correlation with the future Terminal. Programming is the basis for design of the expansion.

The Executive Director recommended the Board approve programming associated with the expansion of the Terminal Parking Garage as provided by Kimley-Horn & Associates, Inc.

Ms. Ward moved to approve programming associated with the expansion of the Terminal Parking Garage as provided by Kimley-Horn & Associates, Inc. Mr. Feldmann seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

A20-133 Consider Professional Services Agreement, Task Order No. 73, with Foth Infrastructure and Environment, LLC, for Runway 13/31 & Runway 5/23 Intersection Reconstruction Design

The Director of Engineering stated this project will provide design services to include plans and specifications for the reconstruction of runway mainline pavement and runway shoulder pavement located within the intersection of both Runway 5/23 and Runway 13/31. The negotiated amount of the agreement is \$393,750.00 and is eligible for the normal 90/10 FAA grant allocation. The FAA reviewed the contract and fees and provided their approval. FAA funding for the project will be included in FAA AIP Grant 81. The project is included in the Airport Authority's approved FY2021 budget.

The Director of Engineering recommended the Board approve the professional services agreement, Task Order No. 73, with Foth Infrastructure and Environment, LLC for Runway 13/31 & Runway 5/23 Intersection Reconstruction Design, in the amount of \$393,750.00; authorize the Executive Director to sign FAA AIP Grant 81 when issued; and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Mr. Feldmann moved to approve the professional services agreement, Task Order No. 73, with Foth Infrastructure and Environment, LLC for Runway 13/31 & Runway 5/23 Intersection Reconstruction Design, in the amount of \$393,750.00; authorize the Executive Director to sign FAA AIP Grant 81 when issued; and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents. Ms. Ward seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

A20-134 Consider Task Order No. 8 for the design of Cowles Drive Reconstruction Phase 2 with Kimley-Horn & Associates, Inc.

The Director of Engineering stated Phase One construction of a new entrance road was approved by the Board on July 14, 2020. This task order will provide the design for Phase Two reconstruction and continuation of the new entrance roadway into the new Terminal area. The new entrance is located just north of the current exit of Cowles onto Fleur Drive. The new roadway will continue from where Phase One terminates, extending through Duck Pond to the North, and wrapping around in front of the future Terminal where it will terminate and tie into the current Cowles Drive, just north of the existing terminal. This project is the second of three phases for the reconstruction of Cowles Drive. Through this task order, the Consultant will provide the necessary plans and specifications to produce construction documents.

The contract to provide this service is \$1,060,600.00. This task order is included in the Airport Authority's FY 2021 budget.

The Director of Engineering recommended the Board approve Task Order No. 8 for the design of Cowles Drive Reconstruction Phase 2 with Kimley-Horn & Associates, Inc. in the amount of \$1,060,600.00 and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

Ms. Ward moved to approve Task Order No. 8 for the design of Cowles Drive Reconstruction Phase 2 with Kimley-Horn & Associates, Inc. in the amount of \$1,060,600.00 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 seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

A20-135 Consider Change Order No. 2 with JBT AeroTech Corporation for the Passenger Boarding Bridge Replacement Project

The Director of Engineering stated the Board approved Resolution A20-058 at the May 12, 2020, Board meeting, which approved the purchase and replacement of four passenger boarding bridges (PBB). Within the bid documents for these bridges, pricing was provided for the replacement of PBB in FY2020, FY2021, and FY2022. Purchase of four additional PBB was included in the Airport Authority's FY2021 approved budget. Authority staff would like to proceed with the purchase and replacement of PBB's at gates A2, A3, A4, and C6.

The Director of Engineering recommended the Board approve Change Order #2 with JBT AeroTech Corporation for the Passenger Boarding Bridge Replacement Project in the amount of \$2,476,296.00.

Ms. Ward moved to approve Change Order #2 with JBT AeroTech Corporation for the Passenger Boarding Bridge Replacement Project in the amount of \$2,476,296.00. Mr. Feldmann seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

A20-136 Consider Supplement No. 1 to Task Order No. 71, with Foth Infrastructure & Environment, LLC for Passenger Boarding Bridge Replacement Project - Construction Phase Services

The Director of Engineering stated during the Passenger Boarding Bridge Replacement Project to occur in 2021, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$108,000.00.

The Director of Engineering recommended the Board approve Supplement No. 1 to Task Order No. 71 with Foth Infrastructure & Environment, LLC in the amount of \$108,000.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Mr. Feldmann moved to approve Supplement No. 1 to Task Order No. 71 with Foth Infrastructure & Environment, LLC in the amount of \$108,000.00 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 seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

A20-137 Consider Change Order No. 5 for Reconstruct Runway 5/23 Phase I with Flynn Company, Inc.

The Director of Engineering stated the Proposed Change Order No. 5 adjusts the contract value for final reconciliation of quantities outlined within the contract's schedule of values along with incentives (PWL's – percentage within limits) provided in the contract. Quantities of items installed throughout the project were tracked and recorded by the engineering firm engaged by the Authority for construction observation and administration. This change order adjusts the contract for actual units used and installed. The contracted value per unit did not change; the estimated number of units is being adjusted for actual number of units used. Incentives allowed through the contract are based on pavement strength and thickness. Pavements were tested throughout project installation by an independent firm and Flynn exceeded the minimum standards making them eligible to receive the contracted incentives. Items within the change order are reimbursable by the FAA at 90%.

The Director of Engineering recommended the Board approve Change Order No. 5 for Reconstruct Runway 5/23 Phase I with Flynn Company, Inc. in the amount of \$296,356.78.

Ms. Lauridsen Sand moved to approve Change Order No. 5 for Reconstruct Runway 5/23 Phase I with Flynn Company, Inc. in the amount of \$296,356.78. Ms. Ward seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

A20-138 Consider Professional Services Agreement, Task Order No. 75, with Foth Infrastructure and Environment, LLC for Taxi Lane Design into the Future Corporate Hangar Area

The Director of Engineering stated this contract will provide design services to include detailed work, services, materials, equipment and supplies necessary to provide plans and specifications for the construction of a taxi lane & shoulder pavement leading to the development area designated for future corporate hangars located in the South Quadrant of the Airport. This pavement is located to the East of building 37, the older T-hangars. The negotiated amount of the agreement is

\$59,000.00. The construction of the project has been awarded an IDOT grant which will provide approximately 35% of the construction costs. The project is listed in the Authority's FY2021 budget.

The Director of Engineering recommended the Board approve the professional services agreement, Task Order No. 75, with Foth Infrastructure and Environment, LLC for taxi lane design into the future corporate hangar area in the amount of \$59,000.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Mr. Feldmann moved to approve the professional services agreement, Task Order No. 75, with Foth Infrastructure and Environment, LLC for taxi lane design into the future corporate hangar area in the amount of \$59,000.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents. Ms. Ward seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

A20-139 Consider Supplement No. 1 to Task Order No. 65, with Foth Infrastructure and Environment, LLC for Building No. 7 Relocation Design

The Director of Engineering stated this contract will provide design services to include detailed work, services, materials, equipment, and supplies necessary to provide plans and specifications for the relocation of existing building No. 7 (the current Des Moines Flying Service facility) from the East quadrant of the Airport to the South Quadrant. Building No. 7 will have the offices removed, then it will be lifted and transported to new footings and slab located in the South Quadrant. This project is listed as one of the Terminal enabling projects. The negotiated amount of the agreement is \$156,000.00. The project is listed in the Airport Authority's FY2021 budget.

The Director of Engineering recommended the Board approve Supplement No. 1 to Task Order No. 65, with Foth Infrastructure and Environment, LLC for Building No. 7 Relocation Design in the amount of \$156,000.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Ms. Ward moved to approve Supplement No. 1 to Task Order No. 65, with Foth Infrastructure and Environment, LLC for Building No. 7 Relocation Design in the amount of \$156,000.00 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 seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

A20-140 Consider Approval of Airline Operating and Use Agreement Seventh Amendment

The Director of Finance stated United Parcel Service (UPS) has returned the Airline Operating and Use Agreement Seventh Amendment. This amendment extends the term of the agreement through December 31, 2021. Authority staff requests that the Board Chair be authorized to execute remaining amendments as they are received from the Airlines.

The Director of Finance recommended the Board approve the Seventh Amendment to the Airline Operating and Use Agreement and authorize the Board Chair to execute remaining amendments as they are received from the Airlines.

Ms. Lauridsen Sand moved to approve the Seventh Amendment to the Airline Operating and Use Agreement and authorize the Board Chair to execute remaining amendments as they are received from the Airlines. Mr. Feldmann seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

A20-141 Financial Report

- The Finance Director stated:
 - There was nothing of significance to report for November 2020 revenue and expenses.
 - The Authority will do another CARES Act draw before year-end.
 - The Authority made the first debt service payment to West Bank on December 1, 2020, for the private placement done earlier in the year.
 - The Authority will begin year-end work and preparation for the financial audit.

A20-142 Briefing

- The Director of Operations reported on November 2020 taxi statistics. The Director of Operations stated the November 2020 passenger statistics will be emailed to the Board later this week.
- The Executive Director reported:
 - The Executive Director met with the Director of Finance, Director of Operations, and Director of Engineering and Planning and suggested that none of them receive salary raises for 2020 due to the COVID-19 pandemic. They all agreed with the Executive Director's suggestion. Ms. Levy stated the Board will provide written performance feedback for 2020 to the Executive Director as is customary.
 - The Executive Director will send the Board a development plan document with the primary objective to evaluate nine areas (approximately 200 acres) of Authority-controlled land for new development opportunities (other than aeronautical). The Authority has received numerous proposals for property development from external parties. The development plan document can be given to external parties so they have some initial information about the properties. The document analyzes the utilities and property size. The

Authority ran the document by the City of Des Moines as well as the Greater Des Moines Partnership's Economic Development team. The Authority will seek approval of the development plan at the January 12, 2021, Board Meeting.

- The naming switch of airport parking lot names from numbers to colors is close to completion. More signage is in process. During the transition period, the names and colors of the parking lots will be used in tandem. The Authority has already received positive feedback regarding the change.
- As the Director of Engineering reported, the next new passenger boarding bridge from the 2020 budget will be installed in January 2021.
- The Des Moines Flying Service's acquisition by Muncie Aviation Company has been delayed until the end of December 2020 or the first part of January 2021.
- The COVID-19 Relief Bill may come out this month. Amounts allotted to aviation were reduced tremendously from the original proposal to 17 billion for airlines and four billion for airports.
- Another continuing resolution for the omnibus budget bill to fund the government for the rest of the fiscal year may be passed this week to extend the December 11, 2020, deadline for another week.

A20-143 Closed session, pursuant to Iowa Code § 21.5(1)(c), to discuss strategy with counsel in a litigation matter where its disclosure would be likely to prejudice or disadvantage the position of the Authority in that litigation

Mr. Feldmann moved to go to closed session pursuant to Iowa Code § 21.5(1)(c) to discuss strategy with counsel in a litigation matter where its disclosure would be likely to prejudice or disadvantage the position of the Authority in that litigation. Ms. Ward seconded. Ms. Benson took roll call: Feldmann (yea), Lauridsen Sand (yea), Levy (yea), and Ward (yea); Nays: 0; Abstained: 0; Absent: Christensen; Motion Carried: 4-0-0-1.

The Board went into closed session at 9:35 a.m.

The closed session concluded at 10:11 a.m. and the regular session resumed.

A20-144 Potential action regarding Proposed Cure Related to Rental Concession and Lease Agreement between the Hertz Corporation and Des Moines Airport Authority – Chapter 11 Case No. 20-11218

No action was taken by the Board on this item.

A20-145 Potential action regarding Notice of Rejection of Rental Concession and Lease Agreement between DTG Operations, Inc (d/b/a Dollar Rent A Car and Thrifty Car Rental) and Des Moines Airport Authority – Chapter 11 Case No. 20-11218

No action was taken by the Board on this item.

A20-146 **Next Meeting**
 a. January 12, 2021, Regular Board Meeting

A20-147 **Adjourn**

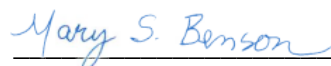
Ms. Lauridsen Sand moved to adjourn the meeting. Ms. Ward seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

The meeting adjourned at 10:12 a.m.

Respectfully Submitted:



Jake Christensen
Secretary/Treasurer



Mary Benson
Board Clerk