

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF REGULAR MEETING
Des Moines International Airport
Board Room
February 11, 2020**

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

Chaired by Ms. Levy

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

A20-021 Consider Minutes for January 14, 2020, Meeting

Ms. Ward moved to approve the January 14, 2020, meeting minutes. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-022 Consider Highview Development Group Response to Commercial Development Request for Proposal

The Executive Director stated there was a presentation given by Mr. Reggie Sinha at the January 14, 2020, Board Meeting presenting Highview Development Group's Response to the Commercial Development Request for Proposal. The Board tabled the item at the January 14, 2020, Board Meeting and requested Mr. Sinha present his proposal to the full Board at the February 11, 2020, Board Meeting.

The Executive Director introduced Mr. Sinha, President, Sinha Strategies LLC/Highview Development Group, to present Highview Development Group's proposal. Mr. Sinha reviewed their proposal and acknowledged the potential legal challenges to obtaining the necessary approvals to proceed with the project.

Mr. Sinha requested that the Board authorize Executive Director Foley to proceed with drafting a lease agreement between the Authority and Highview Development Group.

Mr. Feldmann asked whether Highview Development Group was seeking an option to lease. Mr. Sinha agreed the lease obligation would be contingent on Highview Development Group's obtaining the approvals of the Racing and Gaming Commission, the City of Des Moines, Polk County, and Prairie Meadows. Ms. Lauridsen Sand asked whether the Authority would be able to obtain building permits if the City actively opposed the siting of a hotel / casino. Mr. Sinha suggested that the Authority could act, pursuant to its statutory authority, without City approval.

Board members expressed concern that Highview Development Group's proposal was contingent on several unresolved questions. Board Members did not make or consider a motion to authorize the Executive Director to negotiate a lease agreement with Highview Development Group.

Mr. Sinha thanked the Board for the opportunity to present Highview Development Group's proposal.

A20-023 Consider Contract with MidAmerican Energy Company for Gas Main installation on the SW 28th Street Extension Project

The Director of Engineering stated the extension of SW 28th Street into the new FBO/GA complex requires the extension of all utilities to support the facilities. Authority Staff has worked with MidAmerican Energy (MAE) to design the gas distribution for the site. MAE will provide and install the primary gas lines in connection with the SW 28th Street project this spring/summer. The MAE application charge for installation of \$54,638.89 is potentially refundable depending on gas usage in the buildings within this area. Metered usage will be reviewed after the first year in service and the refund will be based on 3X each buildings' gas usage. The refund period lasts for a ten-year period.

The Director of Engineering recommended the Board approve the contract with MidAmerican Energy in the amount of \$54,638.89 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 contract with MidAmerican Energy in the amount of \$54,638.89 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: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-024 Consider an Easement Letter of Intent with MidAmerican Energy Company for the Gas and Electrical line installation for the SW 28th Street Extension Project

The Director of Engineering stated a request for an easement will be forthcoming once a gas main and electrical line installation and survey are completed along the SW 28th Street extension. The easement will delineate and protect the new gas and electrical line installed thirteen feet off back of the curb, running parallel to SW 28th Street Extension. MidAmerican Energy has requested a Letter of Intent to enter into an Easement Agreement prior to making the installation.

The Director of Engineering recommended the Board approve the Easement Letter of Intent with MidAmerican Energy Company for the Gas and Electrical line installation along SW 28th Street Extension.

Ms. Ward moved to approve the Easement Letter of Intent with MidAmerican Energy Company for the Gas and Electrical line installation along SW 28th Street Extension. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-025 Consider an Easement with MidAmerican Energy Company for the Gas line South of Runway 31

The Director of Engineering stated the easement will delineate and protect the new gas line installed from Fleur Drive, running parallel to the South Frontage Road. This new, enlarged gas line was required to provide increased flow to the South Quadrant for current and future development.

The Director of Engineering recommended the Board approve an Easement with MidAmerican Energy Company for the Gas line South of Runway 31.

Ms. Lauridsen Sand moved to approve an Easement with MidAmerican Energy Company for the Gas line South of Runway 31. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-026 Consider First Amended and Restated Management Agreement with DSM Concessions, LLC

The Director of Finance reported DSM Concessions, LLC has managed the Food and Beverage operations at Des Moines International Airport since July 1, 2017. The first amended and restated management agreement is proposed in order to extend the term of the agreement through June 30, 2026, or until the existing terminal building closes, whichever first occurs. The Director of Finance stated the Authority has been very happy with DSM Concessions' execution of the agreement as well as their performance.

The Director of Finance recommended the Board approve the First Amended and Restated Management Agreement with DSM Concessions, LLC.

Ms. Ward moved to approve the First Amended and Restated Management Agreement with DSM Concessions, LLC. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-027 Consider the Authority's Storm Water Pollution Prevention Plan

The Director of Engineering reported the Authority Staff has prepared the Storm Water Pollution Prevention Plan (SWPPP) for the Des Moines International Airport. The SWPPP is compiled to maintain compliance with the Airport's National Pollutant Discharge Elimination System (NPDES) Permit # 77-27-0-08. The SWPPP is intended for use by the Authority and its tenants to provide consistent and effective management of storm water runoff. The SWPPP represents a description of the Airport facility, a discussion of potential pollution sources resulting from practices and activities at the Airport, and identifies storm water management controls and best management practices to eliminate or reduce pollutants entering the storm water system.

The Authority's NPDES Permit provides: "Storm Water Pollution Prevention Plans... shall be signed as follows: ...for a municipality, State, Federal, or other public facility by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes: 1) the chief executive officer of the agency, or 2) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency."

The Director of Engineering recommended the Board approve the Authority's Storm Water Pollution Prevention Plan and authorize the Executive Director to sign and certify the Authority's Storm Water Pollution Prevention Plan.

Mr. Christensen moved to approve the Authority's Storm Water Pollution Prevention Plan and authorize the Executive Director to sign and certify the Storm Water Pollution Prevention Plan. Ms. Ward seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-028

Financial Report

The Director of Finance reported:

- January was a strong month for parking revenue.
- Snow/ice storms in January resulted in Authority Staff overtime as well as chemical expense to keep the airfield open.

A20-029

Briefing

The Executive Director presented a 2019 Year-in-Review PowerPoint to the Board.

The Executive Director reported:

- The processing of outbound Iowa Caucus passengers on Tuesday, February 4, 2020, went very smoothly. Approximately 2,100 passengers went through the airport in the early morning on February 4th. The Director of Operations held meetings ahead of time with Authority Staff and various tenants of the airport, such as TSA, the rental car companies, and the airlines, to discuss the need for additional staff on February 4th to accommodate the influx of outbound passengers. Larger airplanes were utilized and United added a nonstop flight to Newark. There were also four charters.
- The Authority has an infectious disease plan which is being reviewed in light of the coronavirus outbreak. The Director of Operations is closely monitoring the coronavirus outbreak to see how it might impact us locally. The Director of Operations stated major international airports that have direct flights to China and affected regions are performing investigative measures, screening potentially ill passengers coming through their airports. The Director of Operations stated there is a potential order being issued that states airlines will have to report data on passengers coming in from international destinations to the federal government. That will help on a local response level. The Director of Operations is working with the county and state health departments to review the infectious disease plan. The Director of Operations

will be holding a tabletop exercise with Authority Staff and tenants of the airport in the next month to practice some of the procedures.

- The Director of Operations reported on January 2020 taxi statistics and stated the January passenger statistics were not available yet.
- An electronic screen will be placed on the wall that was previously used to display Authority Board Members' photographs. The screen will display updates about airport construction for the public to view.
- Board Member Ward inquired about Global Entry interviews. The Executive Director stated Des Moines is a location on the Global Entry website, but appointments are not available in Des Moines at this time. A U.S. Customs and Border Protection officer was here on February 10, 2020, and he held a few interviews as a test. At this point, there is no set date on when the interviews will be held on a regular basis.

A20-030

Next Meeting

March 10, 2020, Regular Board Meeting.


A20-031

Adjourn


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

The meeting adjourned at 10:02 a.m.

Respectfully Submitted:



Jake Christensen
Secretary/Treasurer



Mary Benson
Board Clerk