

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF REGULAR MEETING
Des Moines International Airport
Board Room
January 14, 2020**

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

Chaired by Ms. Levy

Present: Mr. Christensen, Mr. Feldmann, Ms. Lauridsen Sand (attended by telephone until 9:27 a.m.), Ms. Levy

Absent: Ms. Ward

A20-003 Consider Minutes for December 10, 2019, Meeting and January 6, 2020, Workshop

Mr. Christensen moved to approve the December 10, 2019, and January 6, 2020, meeting minutes. Mr. Feldmann seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy; Nays: 0; Abstained: 0; Absent: Ward.

A20-004 Consider Highview Development Group Response to Commercial Development Request for Proposal

The Executive Director stated the Airport issued a Request for Proposals for potential development of Airport properties that were not suitable for aeronautical use. Highview Development Group submitted a proposal and has requested an opportunity to present their proposal to the Authority Board. The proposal was from Rajendra Sinha, President of Sinha Strategies and High Development Group, and Tom Timmons, President and CEO of Wild Rose Entertainment.

The Executive Director introduced Rajendra Sinha who presented the proposal to the Board. Tom Timmons was not able to attend. Ms. Levy thanked Mr. Sinha for his proposal.

Mr. Feldmann suggested the Board table this item until the February 11, 2020, Board Meeting when the full Board will be present for Mr. Sinha's presentation. Mr. Sinha stated he welcomed the opportunity to present to the Board again.

Mr. Feldmann moved to table consideration of Highview Development Group's Commercial Development Proposal until the February 11, 2020, Board Meeting. Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy; Nays: 0; Abstained: 0; Absent: Ward.

Mr. Anderson, Deputy City Manager of the City of Des Moines, suggested that Mr. Wainwright work with Mr. Jeff Lester at the City of Des Moines to review and clarify for the Board an agreement the City has with the County and Prairie Meadows. Mr. Anderson stated his understanding is that the City will actively oppose any proposed casino in the city limits.

A20-005 Public Hearing Consider a Third Amendment to the Lease Agreement with Des Moines Flying Service

Ms. Levy opened the Public Hearing.

The Executive Director stated as part of the Terminal Project, Des Moines Flying Service must be relocated to the south quadrant of the Airport. The existing lease allows the Airport to move Des Moines Flying Service into a “comparable facility at the Airport’s sole expense”. However, a comparable facility does not exist and Des Moines Flying Service desires additional building space. An amendment to the lease has been negotiated with Des Moines Flying Service to occupy a newly constructed building, Building No. 36, once construction of the facility is completed. Rents will be increased based on the increase in land and building space as compared to the existing leased property.

Ms. Levy invited public comment. Mr. Jay, President of Des Moines Flying Service, thanked the Authority administration/staff, architects, engineers, and everyone that was a part of this process. Mr. Jay stated it has been an excellent product and process. Ms. Levy thanked Mr. Jay for his comments. **Ms. Levy closed the Public Hearing.**

The Executive Director recommended the Board approve the Third Amendment to the Lease Agreement with Des Moines Flying Service.

Mr. Christensen moved to approve the Third Amendment to the Lease Agreement with Des Moines Flying Service. Mr. Feldmann seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy; Nays: 0; Abstained: 0; Absent: Ward.

A20-006 Consider Des Moines Flying Service Relocation Project

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Des Moines Flying Service Relocation Project

Ms. Levy opened the Public Hearing.

The Director of Engineering stated this contract is for the relocation of the existing tenant, Des Moines Flying Service, from their current facility located within Building No. 7. A new facility will be constructed in the South Quadrant and is one of the enabling projects listed in the Terminal Project. The project includes office and hangar space, associated paving, storm water and communication structures, electrical and communication pathways, fencing, and subdrains within the area.

The Engineer's Estimate for this project is \$7,507,000.00.

Ms. Levy invited public comment. There were no public comments. **Ms. Levy closed the Public Hearing.**

Ms. Lauridsen Sand left the call at 9:27 a.m.

b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Des Moines Flying Service Relocation Project

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Des Moines Flying Service Relocation Project.

Mr. Feldmann moved to approve the Resolution adopting plans, specifications, form of contract, and estimated total cost for the Des Moines Flying Service Relocation Project. Mr. Christensen seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Feldmann, Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand, Ward.

c. Consider award of contract for the Des Moines Flying Service Relocation Project to Turner Construction Company in the amount of \$7,657,000.00

The Director of Engineering stated the lowest responsive, responsible bidder was Turner Construction Company in the amount of \$7,657,000.00.

The Director of Engineering recommended the Board approve the contract with Turner Construction Company in the amount of \$7,657,000.00 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. Feldmann moved to approve the contract with Turner Construction Company in the amount of \$7,657,000.00 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. Christensen seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Feldmann, Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand, Ward.

d. Consider Professional Services Agreement, Task Order No. 2 with Bolton & Menk for Des Moines Flying Service Relocation Project - Construction Phase Services

The Director of Engineering stated during the Des Moines Flying Service Relocation project, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$423,000.00.

The Director of Engineering recommended the Board approve the Professional Services Agreement, Task Order No. 2 with Bolton & Menk in the amount of \$423,000.00 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. 2, with Bolton & Menk in the amount of \$423,000.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents. Mr. Christensen seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Feldmann, Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand, Ward.

A20-007 Consider Cargo Deicing Equipment Relocation Project

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Cargo Deicing Equipment Relocation Project

Ms. Levy opened the Public Hearing.

The Director of Engineering stated this contract is for the relocation of the existing tenant equipment located on the Cargo apron. Equipment houses tanks, pumps, and small buildings utilized to store and dispense glycol utilized during deicing operations for cargo tenants. Project includes relocation of buildings and tanks, associated paving, storm water and sanitary structures, electrical and communication pathways, and subdrains within the area.

The Engineer's Estimate for this project is \$621,895.00.

Ms. Levy invited public comment. There were no public comments. **Ms. Levy closed the Public Hearing.**

b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Cargo Deicing Equipment Relocation Project

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Cargo Deicing Equipment Relocation Project.

Mr. Christensen moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Cargo Deicing Equipment Relocation Project. Mr. Feldmann seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Feldmann, Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand, Ward.

c. Consider award of contract for the Cargo Deicing Equipment Relocation Project to Iowa Contracting, Inc. in the amount of \$750,777.20

The Director of Engineering stated the lowest responsive, responsible bidder was Iowa Contracting, Inc. in the amount of \$750,777.20.

The Director of Engineering recommended the Board approve the contract with Iowa Contracting, Inc. in the amount of \$750,777.20 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. Christensen moved to approve the contract with Iowa Contracting, Inc. in the amount of \$750,777.20 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. Feldmann seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Feldmann, Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand, Ward.

A20-008 Public Hearing Consider Ground Lease with Signature Flight Support, LLC

Ms. Levy opened the Public Hearing.

The Director of Finance stated a ground lease has been negotiated with Signature Flight Support, LLC for their new location on SW 28th Street. Signature plans to construct a general aviation terminal building and an aircraft hangar.

Ms. Levy invited public comment. There were no public comments. **Ms. Levy closed the Public Hearing.**

The Director of Finance recommended the Board approve the ground lease with Signature Flight Support, LLC.

Mr. Feldmann moved to approve the ground lease with Signature Flight Support, LLC. Mr. Christensen seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Feldmann, Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand, Ward.

A20-009 Consider Agreement with Liz Lidgett Gallery and Design for the Installation and Maintenance of Artwork at Des Moines International Airport

The Executive Director stated Liz Lidgett Gallery and Design issued an RFP for art to be placed in the terminal. She received 20 responses. Those proposals were reviewed by Ms. Ward, Mr. Foley, and Ms. Kovarna and were narrowed down to one. Total cost of placing this art in the terminal is \$2,000.

The Executive Director stated the agreement is a five-year term. Either party has the right to demand removal of the art at any time. Since the artwork will be a painted mural on a wall, the removal of the artwork would be done by painting the wall. Ms. Lidgett maintains ownership of the artwork. The reason Ms. Lidgett has ownership: it is possible damage could occur to the wall with the amount of traffic through the terminal, so the agreement states Ms. Lidgett is responsible to bring the mural back to an appropriate condition. The artist provides a royalty-free, non-exclusive, non-transferrable license to display the artwork which means the Authority can display it

without fees and charges to the airport within some parameters. It can't be put on commercial t-shirts or those types of things; however, it can be photographed.

The Executive Director stated the mural will be painted on the wall where the photographs of the Des Moines Airport Authority Board were displayed. The Board photographs were placed on a different wall in the airport. The Executive Director shared a picture of the mural with the Board.

The Executive Director recommended the Board approve the Agreement with Liz Lidgett Gallery and Design for the Installation and Maintenance of Artwork at Des Moines International Airport.

Ms. Levy asked the Executive Director if this artwork was chosen because it fits with other like murals around the city and ties the city together. The Executive Director stated everything about the mural depicts something about Des Moines; however, tying it in with other city murals was not discussed.

Mr. Feldmann stated he reviewed the contract prior to the meeting. Mr. Feldmann explained his concerns with the agreement. Mr. Feldmann also expressed concerns about the business arrangement and that it was different from other Authority business agreements. It appears the artist has the right to sell the image to whomever they care to for any use. That image could show up in the gift shop on various items and the Authority basically has an ad for it in the terminal. Mr. Feldmann stated he doesn't understand the business proposition on why the Authority would provide approximately a million views of the artwork per year to something the Authority has no right to monetize. The Authority is adding the value with the views. Mr. Wainwright will look into these concerns and questions and get back to the Board. Mr. Wainwright advised the Board could table the item or reject the item. The Board decided to reject the item in its current form.

Mr. Christensen stated he believes that the airport, as a gateway to the state of Iowa, should take a more robust approach with reference to art acquisitions in the new terminal.

Mr. Feldmann moved to reject the Agreement with Liz Lidgett Gallery and Design for the Installation and Maintenance of Artwork at Des Moines International Airport. Mr. Christensen seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Feldmann, Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand, Ward.

A20-010

Consider Supplemental No. 1 to Task Order No. 62 for design of Runway 5 and Papa Taxiway Temporary Extension with Foth Infrastructure & Environment, LLC

The Director of Engineering stated on August 13, 2019, via Board Action No. A19-084, the Authority Board approved Task Order No. 62 for the functional programming design of Runway 5 Temporary Extension. The extension will be necessary when the intersection of the two runways is reconstructed. The scope of

work for Task Order No. 62 included the submission of a supplemental Airport Layout Plan, a topographic survey, and aircraft approach survey.

The Proposed Supplemental Agreement adds design plans and specification production for the Runway 5 and taxiway papa temporary extension, design for the temporarily shortened 23 end of Runway 5/23, and bidding services for the project. The negotiated price to provide this service is \$464,730.00 and is eligible for the normal 90/10 FAA allocation. The FAA has reviewed the contract and fees and approved the project. The FAA is providing additional discretionary funding in FY 2020 for this project. This task order is one of the responsibilities listed in the FAA approved Master General Engineering Services Agreement with Foth Infrastructure and Environmental, LLC.

The Director of Engineering recommended, subject to an FAA grant award, the Board approve Supplemental No. 1 to Task Order No. 62 for design of Runway 5 and Papa Taxiway Temporary Extension with Foth Infrastructure and Environment, LLC for \$464,730.00; authorize the Executive Director to sign Supplemental No. 1; and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Mr. Christensen moved to approve, subject to an FAA grant award, Supplemental No. 1 to Task Order No. 62 for design of Runway 5 and Papa Taxiway Temporary Extension with Foth Infrastructure and Environment, LLC for \$464,730.00; authorize the Executive Director to sign Supplemental No. 1; 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 seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Feldmann, Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand, Ward.

A20-011 Consider Change Order No. 2 for Runway 5/23 Reconstruction Phase I with Flynn Company, Inc.

The Director of Engineering stated Change Order No. 2 adjusts the contract value by adding in a permanent taxiway connector P3 that was originally called out to be temporary. After discussions with FAA Central Region engineers, local Air Traffic Control Tower, and Authority staff, it was determined that it would enhance safety when runway 5/23 is an active runway. Items in the change order have been reviewed and approved by the FAA and are eligible for reimbursement at a 90/10 split.

The Director of Engineering recommended the Board approve Change Order No. 2 for Runway 5/23 Reconstruction Phase I with Flynn Company, Inc. for \$938,691.80.

Mr. Feldmann moved to approve Change Order No. 2 for Runway 5/23 Reconstruction Phase I with Flynn Company, Inc. for \$938,691.80. Mr. Christensen seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Feldmann, Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand, Ward.

A20-012 Consider Sixth Amendment to the Airline Operating and Use Agreement

The Director of Finance stated the Sixth Amendment to the Airline Operating and Use Agreement has been provided to all passenger and cargo airlines. The amendment extends the end date of the agreement to December 31, 2020. Agreements from United Parcel Service, FedEx, and United Airlines have been returned to date.

The Director of Finance recommended the Board approve the Sixth Amendment to the Airline Operating and Use Agreement and authorize the Board Chairperson to sign remaining amendments as returned by the airlines.

Mr. Feldmann moved to approve the Sixth Amendment to the Airline Operating and Use Agreement and authorize the Board Chairperson to sign remaining amendments as returned by the airlines. Mr. Christensen seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Feldmann, Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand, Ward.

A20-013 Consider the Iowa Department of Transportation (IDOT) Revitalize Iowa's Sound Economy (RISE) Grant Application for Cowles Drive Reconstruction Phase I

The Director of Engineering stated Authority staff is working with the City of Des Moines on a joint application for the Iowa Department of Transportation (IDOT) Revitalize Iowa's Sound Economy (RISE) grant to help fund the reconstruction of Cowles Drive Phase I. This roadway will service the future Terminal, parking garage structures, and potential future developments along Fleur Drive. Currently Cowles Drive is open to the public and maintained by the Authority. The reconstruction of the roadway will not change its functionality or the Authority's responsibilities. Current project estimate is approximately \$2.9 million, with \$1.16 million estimated to be eligible for the RISE grant. As part of this grant application, the IDOT requires an Airport Authority Board resolution and/or endorsement of the project.

The Director of Engineering recommended the Board approve the IDOT RISE Grant Application; authorize the Executive Director to accept and sign the grant award once received from the IDOT; and authorize the Director of Engineering and Planning to accept and close out this grant when completed in accordance with the contract documents.

Mr. Christensen moved to approve the IDOT RISE Grant Application; authorize the Executive Director to accept and sign the grant award once received from the IDOT; and authorize the Director of Engineering and Planning to accept and close out this grant when completed in accordance with the contract documents. Mr. Feldmann seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Feldmann, Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand, Ward.

A20-014 Consider Task Order No. 68 for the design of Passenger Boarding Bridges with Foth Infrastructure & Environment, LLC

The Director of Engineering stated this task order will allow for the design, procurement and installation of (4) new passenger boarding bridges (PBB) on the concourse. Authority staff is looking at breaking up the purchase and installation of PBB replacement into three years:

- 2020 – qty (4)
- 2021 – qty (4)
- 2022 – qty (3)

Through this task order, the Consultant will provide the necessary plans and specifications to produce construction documents. The contract to provide this service is \$168,500.00. This task order is included in the FY 2020 budget.

The Director of Engineering recommended the Board approve Task Order 68 with Foth Infrastructure and Environmental, LLC in the amount of \$168,500.00 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. Christensen moved to approve Task Order 68 with Foth Infrastructure and Environmental, LLC in the amount of \$168,500.00 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. Feldmann seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Feldmann, Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand, Ward.

A20-015 Consider Task Order No. 6 for the design of Cowles Drive Reconstruction Phase 1 with Kimley-Horn & Associates, Inc.

The Director of Engineering stated this task order will allow for the design and reconstruction of a new entrance roadway into the Terminal. The new entrance will be located just north of the current exit of Cowles onto Fleur Drive. The new roadway will wrap around Duck Pond to the north, where it will terminate and tie into the current Duck Pond Road. This project is the first of three phases on 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 \$377,000.00. This task order is included in the FY 2020 budget.

The Director of Engineering recommended the Board approve Task Order No. 6 with Kimley-Horn & Associates, Inc. in the amount of \$377,000.00 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. Feldmann moved to approve Task Order No. 6 with Kimley-Horn & Associates, Inc. in the amount of \$377,000.00 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. Christensen seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Feldmann, Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand, Ward.

A20-016 Consider Op-Ed submission in support of PFC Increase from the Board

The Executive Director stated that with Congress back in session this week, Airport Council International-North America (ACI-NA) has suggested that as many airports as possible get op-eds in their local papers demonstrating the need for an increase in the passenger facility charge (PFC). Authority staff drafted an op-ed and thought it might be more beneficial if it came from the Board as opposed to the Executive Director.

The Executive Director recommended the Board approve the op-ed submission to be signed by the Authority Chair representing the Board.

Mr. Feldmann moved to approve the op-ed submission to be signed by the Authority Chair representing the Board. Mr. Christensen seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Feldmann, Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand, Ward.

A20-017 Financial Report

The Director of Finance reported:

- Expenses were right at budget for FY 2019.
- Revenue was well ahead of budget for FY 2019.
- Interest income was also well above budget for FY 2019.
- A synopsis of FY 2019 will be provided at the February 11, 2020, Board Meeting.

A20-018 Briefing

The Director of Operations reported on December 2019 taxi statistics, as well as December 2019 passenger, airline, and cargo statistics. There were 2,919,904 passengers in the Des Moines International Airport in 2019 which was a 5.3% increase in passenger count over 2018.

The Executive Director reported:

- Rate changes for the Authority's law firm, Ahlers & Cooney were included in the Board packet as required by the engagement letter.

- In a previous meeting, Authority staff mentioned making some changes for more control at the front curb. New fencing was added to the front curb which restricts pedestrian to three crosswalks. This new fencing has improved traffic flow by eliminating jaywalking. One crosswalk will be converted into an ADA loading/unloading area and there is a little more work to do next to the terminal. Ms. Levy suggested either swirling the paint on the sidewalk near the parking garage to make it easier for people to see the path they need to follow, or to re-do the curb in that area. Mr. Torp said signage is in the works. Mr. Belt said the Authority expects to have the signage in three weeks.
- The Fixing America's Surface Transportation Act (FAST Act) expires October 30, 2020. There is anticipation that a highway Bill will come out which most likely will include a clause for an increase in the Passenger Facility Charge (PFC). The PFC increase may or may not stay in the Bill.
- Shortly after the January 6, 2020, Board Terminal Project Workshop in which a discussion took place about the layout of aircraft around the bridges and how tight it is getting, United announced their plans to bring in larger airplanes to replace their RJs. This will change the previously planned layout.

Mr. Christensen suggested the Board think about how to convey information about the enabling projects and the new airport entrance to the general public to keep them informed. Mr. Anderson stated he receives frequent inquiries about the enabling projects and the feedback was positive. Ms. Levy suggested posting signage off of Fleur Drive relative to the new construction.


A20-019 **Next Meeting**
February 11, 2020, Regular Board Meeting.

A20-020 **Adjourn**


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

The meeting adjourned at 10:20 a.m.

Respectfully Submitted:



Jake Christensen
Secretary/Treasurer



Mary Benson
Board Clerk