

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF ELECTRONIC MEETING
Des Moines International Airport
Board Room
July 14, 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

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. All Board members participated electronically. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.

A20-084 Consider Minutes for June 9, 2020, Meeting

a. Consider Minutes of Regular Meeting for June 9, 2020

b. Consider Minutes of Closed Session Meeting for June 9, 2020

Ms. Ward moved to approve the minutes of the Regular Meeting and the Closed Session Meeting held June 9, 2020. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-085 Consider Minutes for June 11, 2020, Special Board Meeting

Mr. Christensen moved to approve the minutes of the Special Board Meeting held June 11, 2020. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-086 Consider an Agreement between the City of Des Moines and the Des Moines Airport Authority Regarding Iowa Department of Transportation RISE Grant for Cowles Drive Phase 1

The Director of Engineering stated the City of Des Moines has requested that the Authority defend, indemnify, and hold the City, its elected and appointed officials, and its agents, employees and volunteers, harmless from and against all claims, demands, actions, suits, judgments, losses, or damages including attorney fees arising out of the IDOT Agreement for the Cowles Drive Phase 1 Project. To date, the City has not incurred any costs for which it will seek reimbursement related to the Project. The City seeks to avoid any costs or liability as a result of the City's action in applying for the grant and entering into the IDOT Agreement, or from the Cowles Drive Phase 1 Project. The City will not approve the RISE Grant Agreement between the City of Des Moines, the Des Moines Airport Authority, and the Iowa Department of Transportation unless the Authority approves this Agreement.

The Agreement is very similar to the Agreement which the Authority and City approved for the SW 28th Street RISE project. Because a portion of the Cowles Drive work will occur within City right-of-way, additional terms have been included to identify how that work will occur. The City, the Authority, and the construction contractor will enter into a private construction agreement for that portion of the work.

The Director of Engineering recommended the Board approve the Agreement between the City of Des Moines and the Des Moines Airport Authority regarding the Iowa Department of Transportation RISE Grant for Cowles Drive, Phase 1.

Mr. Christensen moved to approve the Agreement between the City of Des Moines and the Des Moines Airport Authority regarding the Iowa Department of Transportation RISE Grant for Cowles Drive, Phase 1. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-087 Consider Cowles Drive Phase 1 Project

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Cowles Drive Phase 1 Project

Ms. Levy opened the Public Hearing.

The Director of Engineering stated this contract is for the installation of the new entry into the Airport Terminal Area, Phase 1. Multiple phases of the new entry will need to occur. This is the first project in the East Quadrant and is one of the enabling projects listed in the Terminal Project. The project includes associated paving, storm water, communication structures, electrical and communication pathways, landscaping and sub-drains within the construction area.

The Engineer's Estimate for this project is \$4,354,214.00.

Ms. Levy invited public comment. There were no comments.

Ms. Levy closed the Public Hearing.

b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Cowles Drive Phase 1 Project

The Director of Engineering recommended the Board approve the Resolution adopting plans, specifications, form of contract, and estimated total cost for the Cowles Drive Phase 1 Project.

Ms. Ward moved to approve the Resolution adopting plans, specifications, form of contract, and estimated total cost for the Cowles Drive Phase 1 Project. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

c. Consider award of contract for the Cowles Drive Phase 1 Project to Reilly Construction Co., Inc. in the amount of \$3,964,546.30

The Director of Engineering stated the lowest responsive, responsible bidder was Reilly Construction Co., Inc. in the amount of \$3,964,546.30.

The Director of Engineering recommended the Board approve the contract with Reilly Construction Co., Inc. in the amount of \$3,964,546.30 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 Reilly Construction Co., Inc. in the amount of \$3,964,546.30 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: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

d. Consider Professional Services Agreement, Task Order No. 7 with Kimley Horn & Associates for Cowles Drive Phase 1 Project - Construction Phase Services

The Director of Engineering stated during the Cowles Drive Phase 1 project, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$378,852.00.

The Director of Engineering recommended the Board approve the Professional Services Agreement, Task Order No. 7 with Kimley Horn & Associates in the amount of \$378,852.00 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. 7 with Kimley Horn & Associates in the amount of \$378,852.00 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: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-088 Consider Suspension of Minimum Standards and Approval of an Operator's Permit with AJF Enterprises LLC

The Director of Operations stated AJF Enterprises LLC, doing business as 'Fly KDSM', has requested to operate an aircraft rental and flight instruction business through a sublease agreement with Signature Flight Support. They have submitted all required documentation to be considered for an agreement but are requesting suspension of the Minimum Standards requirement to own or lease two aircraft during the initial twelve-month period of the agreement. Per the Minimum Standards, the Board may authorize a temporary suspension of the standards. Approval of this suspension will allow AJF Enterprises LLC to build their flight instruction customer numbers prior to adding the second aircraft.

The Director of Operations recommended the Board approve the suspension of the Minimum Standards requirement to own or lease two aircraft for the purpose of aircraft rental or flight instruction for a twelve-month period and approve an Operator's Permit with AJF Enterprises LLC.

Ms. Lauridsen Sand moved to approve the suspension of the Minimum Standards requirement to own or lease two aircraft for the purpose of aircraft rental or flight instruction for a twelve-month period and approve an Operator's Permit with AJF Enterprises LLC. Ms. Ward seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-089 Consider Change Order No. 26 for Air Cargo Relocation with Jensen Builders, LTD

The Director of Engineering stated Change Order No. 26 adjusts the contract value for final reconciliation of quantities outlined within the contract's schedule of values 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.

The Director of Engineering recommended the Board approve Change Order No. 26 for Air Cargo Relocation with Jensen Builders, LTD in the amount of \$150,937.58.

Ms. Ward moved to approve Change Order No. 26 for Air Cargo Relocation with Jensen Builders, LTD in the amount of \$150,937.58. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-090 Consider a Minimum Standards Update

The Director of Operations stated a current copy of the Minimum Standards as last amended on November 1, 2011, was furnished to the Board along with the final version of the proposed update. The purpose of the Minimum Standards is to promote safety in all airport activities, protect airport users from unlicensed and unauthorized products and services, maintain and enhance the availability of adequate services for all airport users, to promote the orderly development of airport land, and to ensure efficiency of operations. The FAA recommends occasional review and updates to the Minimum Standards. This update modernizes the entire document while ensuring current operators are not negatively impacted. Signature Flight Services and Elliott Aviation were provided an opportunity for comment on the proposed Minimum Standards.

Section 3 of the document provides for the issuance of permits by the Executive Director for periods of up to five years so long as the permit complies with the requirements of the Minimum Standards.

The Director of Operations recommended the Board approve the Minimum Standards update.

Mr. Christensen moved to approve the Minimum Standards update. Ms. Ward seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-091 Consider an Easement with MidAmerican Energy Company

The Director of Engineering stated the easement will allow MidAmerican Energy Company (MAE) a route to continue its primary feed south from the existing expanded Fleur Drive R.O.W. and will assist MAE to provide two feeds to the future terminal location, providing a reliable redundant power source.

The Director of Engineering recommended the Board approve an Easement with MidAmerican Energy Company.

Ms. Ward moved to approve an Easement with MidAmerican Energy Company. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-092**Financial Report**

- The Finance Director reported:
 - COVID-19 Recovery
 - June enplanements ended up very close to the best-case scenario, but enplanements will most likely level out in the coming months due to the lack of business travel.
 - Made first draw of \$1.2 million in CARES Grant money in June.
 - Food and beverage came out on the positive side for income in June after suffering losses in April and May.
 - Revenue for June was better than April and May; however, it is down 2 million from the projected June budget. Currently 25% below YTD budget.
 - Accounts Receivable: Stable.
 - Expenses: there was one error on the financial report in the Salary/Benefits' portion. The revised financial report will be distributed to the Board.
 - Total cash is approximately \$80 million. Completed private placement in early July 2020. Paid off the 2010 bonds and now have a loan with West Bank.

A20-093**Briefing**

- The Director of Operations reported on June 2020 taxi statistics as well as June 2020 passenger statistics.
- The Director of Operations reported that both concourses are open again.
- The Executive Director reported:
 - There was an aircraft accident on July 3, 2020, outside the airport's security fence. A helicopter crashed; fortunately, the only person in the helicopter was the pilot and he was able to walk away from the accident without serious injury.
 - U.S. Customs and Border Protection extended their hold on Global Entry interviews until August 10, 2020.
 - A new bar on the C concourse will open July 15, 2020. Coffee and alcoholic beverages will be available for purchase by passengers. Passengers can also order sandwiches and have them delivered to them in the C concourse.
 - Ms. Kovarna, Communications, Marketing, & Air Service Development Manager, will be coordinating a Red Cross blood drive for Authority employees in September 2020. Antibody tests for COVID-19 will be done as part of the donation process.
- Mr. Christensen stated he thinks the information video board installed in the main terminal (close to the airline ticket counters) is a dynamic addition to the airport to keep the public informed about airport construction and other important airport updates.

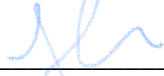
A20-094 Next Meeting
a. August 11, 2020, Regular Board Meeting

A20-095 Adjourn

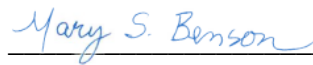
Ms. Ward moved to adjourn the meeting. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, Ward; Nays: 0; Abstained: 0; Absent: 0.

The meeting adjourned at 9:30 a.m.

Respectfully Submitted:



Jake Christensen
Secretary/Treasurer



Mary Benson
Board Clerk