

**DES MOINES AIRPORT AUTHORITY BOARD  
SUMMARY MINUTES OF ELECTRONIC MEETING  
Des Moines International Airport  
Board Room  
October 13, 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. Board members participated electronically. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.**

**A20-114 Consider Minutes for September 8, 2020, Meeting**

Ms. Ward moved to approve the September 8, 2020, meeting minutes.

Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

**A20-115 Consider Change Order No. 2 for Cowles Drive Phase I project with Reilly Construction Company, Inc.**

The Director of Engineering stated Change Order No. 2 to the Cowles Drive Phase I project adjusts the contract value for two items related to the project:

**1. Retaining wall construction**

- As the plan set progressed through the City of Des Moines' permit and development center, it was determined that the three-tier retaining wall would be considered as one unit. This required structural calculations to be determined, along with additional materials and methods utilized to install the wall.

**2. Performance, Payment & Maintenance Bond**

- This bond was required to be modified from the original 2 years of coverage to 4 years of coverage for items located within the city ROW (right of way).

The Director of Engineering recommended the Board approve Change Order No. 2 for Cowles Drive Phase I with Reilly Construction Company, Inc. in the amount of \$130,335.20.

Ms. Ward moved to approve Change Order No. 2 for Cowles Drive Phase I with Reilly Construction Company, Inc. in the amount of \$130,335.20. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

**A20-116 Consider Change Order No. 3 for 2020 Miscellaneous Pavement Repairs & Beacon Relocation project with Iowa Contracting, Inc.**

The Director of Engineering stated Change Order No. 3 to the project will adjust the quantity of bid items (and associated unit costs from bidding) utilized on the Miscellaneous Pavement project to incorporate taxi lane modifications leading to the Principal Hangar, Building No. 60. Principal reached out to Authority staff and indicated that they will be changing aircraft sometime during the months of December 2020, or January 2021. With a larger aircraft, the turning radius at the corner of the taxi lane and approach to their apron will need to be enlarged. To accomplish the necessary work yet this fall, and with Iowa Contracting still on the field, Authority staff proposes completing this work under their existing agreement. However, the design and construction for this work will be reimbursed by Principal.

The Director or Engineering recommended the Board, subject to an agreement for reimbursement from tenant, approve Change Order No. 3 for 2020 Miscellaneous Pavement Repairs & Beacon Relocation Project with Iowa Contracting, Inc. in the amount of \$171,957.65, authorize the Executive Director to accept and sign a reimbursement agreement with Principal Life Insurance Company and Change Order No. 3 with Iowa Contracting, Inc., and authorize the Director of Engineering and Planning to accept and close out this change order when completed in accordance with the contract documents.

Ms. Lauridsen Sand moved to approve Change Order No. 3 for 2020 Miscellaneous Pavement Repairs & Beacon Relocation Project with Iowa Contracting, Inc. in the amount of \$171,957.65, authorize the Executive Director to accept and sign a reimbursement agreement with Principal Life Insurance Company and Change Order No. 3 with Iowa Contracting, Inc., and authorize the Director of Engineering and Planning to accept and close out this change order 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.

**A20-117 Consider New Farm Lease Agreement**

The Director of Finance reported the existing farm tenant provided notice that he was exercising his right to terminate the farm lease agreement effective February 28, 2021. Another farmer who has worked with the existing tenant and has experience on the Authority's farmland is interested in assuming the lease. A one-year lease agreement has been negotiated with Gary Van Ryswyk beginning on March 1, 2021.

The Director of Finance recommended the Board approve the lease of Authority agricultural land to Gary Van Ryswyk for farm operations beginning March 1, 2021.

Mr. Christensen moved to approve the lease of Authority agricultural land to Gary Van Ryswyk for farm operations beginning March 1, 2021. Ms. Ward seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

## **A20-118**

### **Financial Report**

- The Finance Director reported:
  - Accounts Receivable is coming back in line with a traditional normal balance since some of the airlines paid down their payables to the Authority. Some airlines didn't take advantage of the 90-day term.
  - Revenue: well below budget.
  - Expenses: cutting as many expenses as possible.
  - Requested additional CARES Grant money. Total requested to-date is \$3.6 million. Expect to draw another \$3.5 million in 2020.
  - The October 1, 2020, insurance policies have been renewed. There was a 12% overall premium increase. Most of this was due to property and aviation liability insurance.
  - 2021 Budget
    - The proposed 2021 budget was presented to the Board. Board members asked some questions which were answered by the Finance Director.
    - A consultation meeting with the airlines regarding 2021 rates and charges will be held October 14, 2020.
    - The final 2021 budget will be presented to the Board at the November 10, 2020, Board Meeting.

## **A20-119**

### **Briefing**

- The Executive Director reported:
  - A campaign rally for President Trump will be held on the airport cargo apron on Wednesday evening. Board members asked questions which were answered by the Executive Director except the number of attendees since the final number of attendees was not known yet. The Executive Director will check on the attendee number and get back to the Board.
  - Cowles Drive Project
    - The airport is pushing ahead on the work for this project.
    - The Director of Engineering stated it will take two to three more weeks to complete this phase.
    - The next phase will begin in Spring 2021.
  - A new airport website launched in early October 2020. Many compliments about the new website were received. The Executive Director gave credit to Kayla Kovarna, Communications, Marketing and Air Service Development Manager, and Kevin Wilson, Technical Services Manager, for their work on this project.

- Now that the new website is in place, the Authority is considering changing the names of the parking lots to colors rather than numbers since all bus shelters in the parking lots have different colors. Another reason to change to colors in place of numbers is that once the closed parking lots are reopened, the Authority plans to make the Economy 4 lot be a primary lot vs. Economy 1. Economy 1 would then be used as the overflow lot. This change will reduce the number of times the shuttles will need to cross Fleur Drive to get to the Economy 1 (overflow) lot.
- Greater Des Moines Public Art Foundation Update
  - The Executive Director reported that he visited recently with Ms. Ward and Mr. Christensen about the art update. No meeting with the Greater Des Moines Art Foundation has taken place yet.
  - Ms. Rowe with the Greater Des Moines Public Art Foundation emailed the Executive Director that they are in the process of wrapping up a contract with the artist, Alice Aycock, an American sculptor and installation artist. Ms. Aycock has 60 days to provide a budget and layout of her artwork to the Greater Des Moines Public Art Foundation. Ms. Rowe said in her email that it would be December 2020 before anything will be brought back to the Board.
- The Red Cross Blood Drive at the airport in September 2020 was very successful with 72 units of blood collected.
- Parking Garage Design
  - The Executive Director suggested that a separate meeting or workshop be held with the Board to review what was approved for the parking garage design. The Board decided to meet about this at 8 a.m. before the beginning of the 9 a.m. November 10, 2020, board meeting.
- The Executive Director presented Clinton Torp, the Director of Operations, with a plaque from the American Association of Airport Executives and congratulated him for earning his title as an Accredited Airport Executive (A.A.E.). The Board congratulated Mr. Torp.
- The Director of Operations reported on September 2020 taxi and passenger statistics.

**A20-120**

**Next Meeting**

**a. November 10, 2020, Regular Board Meeting**

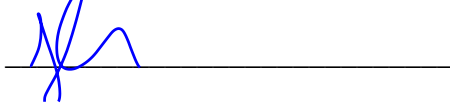
- The Board agreed to hold a workshop regarding the parking garage design at 8 a.m. prior to the Regular Board Meeting which commences on November 10, 2020, at 9 a.m.

**A20-121      Adjourn**

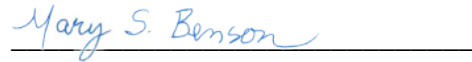
Ms. Ward moved to adjourn the meeting. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

The meeting adjourned at 10:07 a.m.

**Respectfully Submitted:**



**Jake Christensen  
Secretary/Treasurer**



**Mary Benson  
Board Clerk**