

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF ELECTRONIC MEETING
Des Moines International Airport
Board Room
February 9, 2021**

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

Chaired by Ms. Levy

Present: Mr. Christensen (joined at 9:05 a.m.), Mr. Feldmann, Ms. Lauridsen Sand, Ms. Levy, and 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.

A21-010 Consider Minutes for January 12, 2021, Regular Board Meeting

Mr. Feldmann moved to approve the January 12, 2021, Regular Board Meeting minutes. Ms. Ward seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

A21-011 Consider Fourth Amendment to the Des Moines Flying Service, Inc. Lease assigned to DMFS Acquisition, LLC

The Executive Director stated on January 1, 2021, the Des Moines Flying Service Lease was assigned to DMFS Acquisition, in compliance with an Assignment, Assumption and Guaranty Agreement authorized by the Board on September 8, 2020. DMFS Acquisition now wishes to amend the Lease to add DMFS Leasing as a named Tenant under the Lease. DMFS Leasing is a wholly owned subsidiary of DMFS Acquisition who intends to conduct aircraft sales out of the leased premises. This Fourth Amendment will amend the lease such that DMFS Acquisition LLC, an Indiana limited liability company, and DMFS Leasing LLC, an Indiana limited liability company, are each named Tenants under the Lease. References in the Lease to “Tenant” shall refer to both DMFS Acquisition LLC, and DMFS Leasing LLC.

The Executive Director recommended the Board approve the Fourth Amendment to the Des Moines Flying Service, Inc. Lease assigned to DMFS Acquisition, LLC.

Ms. Ward moved to approve the Fourth Amendment to the Des Moines Flying Service, Inc. Lease assigned to DMFS Acquisition, LLC. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A21-012 Consider a First Amendment to the Fixed Base Operator Lease and Operating Agreement with Signature Flight Support, LLC

The Director of Finance stated on January 14, 2020, the Des Moines Airport Authority Board approved a Fixed Base Operator Lease and Operating Agreement with Signature Flight Support. This agreement provides a land lease to Signature for construction of new facilities on the south side of the Airport. Signature has requested an amendment to the Agreement to remove the four-year maintenance bond obligation on private improvements to be constructed by Signature. Instead, Signature has requested to provide the insurance required by Section 1070, Part 3 – Bonds and Insurance, of the Statewide Urban Design and Specifications (SUDAS), through the period covered by this contract until final acceptance by the Authority. Signature will defend, indemnify, and hold harmless the Authority and its officers, agents, and employees in accordance with Section 1070, 3.03 Contractor’s Indemnity - Contractual Liability Insurance. In addition, Signature will provide a Performance and Payment Bond in the full amount of the Construction Contract and in a form acceptable to the Authority, and that includes the Authority as an Obligee under the Bond.

The Director of Finance recommended the Board approve the First Amendment to the Fixed Base Operator Lease and Operating Agreement with Signature Flight Support, LLC.

Mr. Christensen moved to approve the First Amendment to the Fixed Base Operator Lease and Operating Agreement with Signature Flight Support, LLC.
Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A21-013 Consider Task Order No. 77, with Foth Infrastructure and Environment, LLC, for ASOS and SWS Relocation Design

The Director of Engineering stated the National Weather Service’s Automated Surface Observing System (ASOS) and the FAA’s Surface Weather Station (SWS) must be relocated prior to construction of the expanded Terminal Apron which is part of the Terminal Project and currently scheduled for calendar year 2025. As design for the reconstruction of Runway 23 progresses, it has become evident that relocating these facilities should occur at the same time taking advantage of efficiencies gained with the installation of pathways while the runway reconstruction takes place. Per a recently completed siting study for the ASOS and SWS relocation, the ASOS and SWS will be relocated to the infield area between Taxiway D, Taxiway P, and Taxiway B. The scope of services to be performed by the Consultant with Task Order No. 77 includes detailed work, services, materials, equipment and supplies necessary to provide plans, specifications, and construction services for the relocation of the ASOS and SWS. Letting services are not included as it is anticipated that the construction required for the ASOS and SWS relocation will be added through a change order to the Runway 23 project.

The Director of Engineering recommended the Board approve Task Order No. 77 for the design of ASOS and SWS relocation with Foth Infrastructure and Environment, LLC in the amount of \$55,495.00 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. 77 for the design of ASOS and SWS relocation with Foth Infrastructure and Environment, LLC in the amount of \$55,495.00 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: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A21-014 Consider the Authority’s Storm Water Pollution Prevention Plan

The Director of Engineering stated Authority staff 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 Director of Engineering stated 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 SWPPP and authorize the Executive Director to sign and certify the SWPPP.

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

A21-015 Consider the Purchase of Pre-Conditioned Air Units from JBT Aerotech/Jetway Systems for Passenger Boarding Bridges

The Director of Engineering stated Authority staff proposes the purchase and installation of three (3) new pre-conditioned air (PCA) units. PCA units provide cooling and heating to parked aircraft and Passenger Boarding Bridges (PBBs). With the approval to purchase four new PBBs, the expectation was to install existing PCA units on the new PBBs. However, existing units have been discontinued and the Authority is experiencing maintenance issues and delays in obtaining replacement parts affecting airlines utilizing the PBBs. The goal is to remove 3 units and salvage what parts we can to keep other 4 units up and functional.

The Director of Engineering stated the units will be installed on existing PBBs. The model being purchased will fit the existing infrastructure on the PBBs. This includes integration of the controls to the PBB in that both will be provided by JBT (both new and current PBB). If the Authority were to buy a different model from a different manufacturer, modifications to the PCA & PBBs would be required for the PCA to function properly.

The Director of Engineering recommended the Board approve a purchase order for three (3) pre-conditioned air units with JBT Aerotech/Jetway Systems in the amount of \$235,692.00 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 moved to approve a purchase order for three (3) pre-conditioned air units with JBT Aerotech/Jetway Systems in the amount of \$235,692.00 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: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A21-016 Financial Report

- The Finance Director reported:
 - Revenue
 - January 2021 revenue was \$1.7 million less than January 2020.
 - Audit
 - Authority staff is preparing for the yearly audit conducted by Plante Moran during the week of March 22, 2021.
- Ms. Levy asked the Finance Director if he expected actual income might exceed projected income in 2021. The Finance Director stated he doesn't expect actual income to exceed projections at this time.

Briefing

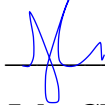
- The Executive Director congratulated Mr. Mulcahy, Director of Finance, for becoming an Accredited Airport Executive and presented Mr. Mulcahy with a plaque. The Board congratulated Mr. Mulcahy as well. The Executive Director stated there are now two Authority directors that are Accredited Airport Executives: Mr. Mulcahy and Mr. Torp, Director of Operations.
- The Executive Director stated the Authority would like to present the 2020 Year-End Report and turned it over to the Director of Operations and the Director of Finance to present the report. The Director of Operations and the Finance Director presented their respective pieces of the report.
- The Director of Operations reported on January 2021 taxi statistics. The Executive Director stated the January 2021 passenger statistics were not yet available.
- The Executive Director reported:
 - A meeting was held with the Greater Des Moines Public Art Foundation, the artist, architects, and engineers to discuss installation details for Ms. Aycock's sculpture to be placed near the new entrance to the airport. The landscaping presented to the Board previously will need to be adjusted slightly. The updated landscape design will be brought to the Board for approval.
 - Washington, DC, Activity
 - A federal mask mandate is in effect for 100 days from its issue date requiring masks to be worn in airports. Information about the mandate is on the Airport website and social media sites. In addition, there is a message that plays frequently over the intercom. Free cloth masks provided by FEMA are available in the airport entrances. The FEMA-provided masks are going quickly and may be gone within 3-4 weeks.
 - There has been some discussion about mandatory Covid-19 testing for domestic travel. If that is mandated, it could be detrimental to the industry since it could add \$60-\$150 in cost per passenger. Ms. Levy stated if testing is mandatory for domestic travel, people could opt to have their Covid-19 tests done by Test Iowa for free. The Executive Director stated that was correct but warned it must be a negative test within 72 hours of the flight.
 - The Authority is looking into providing temporary Covid-19 passenger testing for a fee at the airport for Spring Break. The Authority reached out to one company and has been approached by three other companies to administer the tests.
 - Second relief package
 - There was \$2 billion awarded to the airport industry as part of this relief package. Airports are awaiting information from FAA on allocations per airport. Also, there is no information yet on the \$200 million for concession relief.

A21-019 Adjourn

Mr. Feldmann moved to adjourn the meeting. Ms. Ward 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 9:57 a.m.

Respectfully Submitted:



Jake Christensen
Secretary/Treasurer



Mary Benson
Board Clerk