

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF ELECTRONIC MEETING
Des Moines International Airport
Board Room
June 8, 2021**

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

Chaired by Ms. Levy

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

This meeting was held in-person, with a majority of the board meeting at the Airport Board Room. Mr. Feldmann and Ms. Levy participated by Zoom. The public was provided access and was able to join the meeting on-line via Zoom. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.

A21-052 Consider Minutes for May 11, 2021, Regular Board Meeting

Ms. Ward moved to approve the May 11, 2021, Regular Board 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.

A21-053 Consider Acceptance of the Central Iowa Public Employees Council (CIPEC) Collective Bargaining Agreement

The Executive Director reported a three-year collective bargaining agreement has been negotiated and ratified by members of the CIPEC bargaining unit. CIPEC represents Airfield Maintenance Workers, Building Engineers, and Electricians. In total, 26 Airport Authority employees are represented by CIPEC. The agreement guarantees a three percent increase in the pay plan control point on January 1, 2022, and a market analysis update no later than January 1, 2023.

The Executive Director recommended the Board approve the Central Iowa Public Employees Council (CIPEC) Collective Bargaining Agreement.

Mr. Christensen moved to approve the Central Iowa Public Employees Council (CIPEC) Collective Bargaining Agreement. Ms. Ward seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent:0.

A21-054 Consider Extension of Audit Engagement Agreement with Plante & Moran, PLLC

The Director of Finance reported a proposal for a three-year extension to the audit engagement agreement with Plante & Moran, PLLC was received. Based on the quality of the work performed through the duration of the first agreement, and proposed rates that appear to be commensurate with the services to be provided, a three-year extension to the current agreement is recommended.

The Director of Finance stated the Authority is happy with the audit services received. The Director of Finance stated the Plante & Moran audit team is very responsive and much more efficient in their audits than previous CPA firms.

Mr. Christensen stated he concurs with the fee structure. Mr. Christensen stated the Plante & Moran, PLLC audit team is very professional.

Ms. Lauridsen Sand stated she appreciated their specialization in airports. The Director of Finance concurred.

The Director of Finance recommended the Board extend the Audit Engagement Agreement with Plante & Moran, PLLC for three years and include the pricing terms proposed by Plante & Moran, PLLC.

Ms. Ward moved to extend the Audit Engagement Agreement with Plante & Moran, PLLC for three years and include the pricing terms proposed by Plante & Moran, PLLC. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent:0.

A21-055

Consider Contract for Concourse A Coffee Bar Project to Lang Construction Group, Inc

The Director of Engineering reported this project will provide a new coffee bar at the end of Concourse A similar in size and scope to what was provided on Concourse C in 2019. The Authority's Food Service Operator, Aero Service Group, will operate the coffee bar. The construction will involve relocating the existing Gate A4 ticketing podium, some passenger seating in the area, and the rearrangement of the boarding queue at Gate A4. The engineer's estimate for the project was \$102,871.49, below the bid threshold of \$139,000.00 for competitive bidding. Accordingly, Authority staff requested competitive quotes from four local general contractors. The lowest responsive, responsible quote received was \$158,100.00 from Lang Construction Group, Inc.

The Director of Engineering recommended the Board approve a contract with Lang Construction Group, Inc. for Concourse A Coffee Bar Project in the amount of \$158,100.00 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 asked if new signage would be installed so passengers will know about the new A bar. The Director of Engineering said the signage at the bar will face the hallway so passengers should be able to see it when looking down the A concourse prior to the entrance to Portermill. The Director of Finance stated new signage may be placed right after the TSA checkpoint.

Ms. Lauridsen Sand asked if the bidders explained what made their bids higher than the engineer's estimate. The Director of Engineering stated the engineer's estimate was done in March 2021 and wood is more expensive now so that is mainly why the bids came in higher than the engineer's estimate. Ms. Lauridsen Sand asked if there is any repurposing of the bar that could be taken to the new terminal and could the Authority provide information to the architects about the success of these bars. The Director of Finance stated some coolers may be able to be used in the new terminal. The Director of Finance also stated yes, there is good information from these satellite bars that will be useful in the new terminal design.

Ms. Ward asked when the new bar would be completed. The Director of Finance stated the expected completion date is October 2021; however, the Authority is hoping to complete it ahead of schedule, specifically prior to the September 18, 2021, ISU vs. UNLV football game in Las Vegas since that event will bring in more passenger traffic.

Ms. Ward moved to approve a contract with Lang Construction Group, Inc. for Concourse A Coffee Bar Project in the amount of \$158,100.00 and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent:0.

A21-056

Consider Professional Services Agreement, Task Order No. 81, with Foth Infrastructure & Environment, LLC for Reconstruct Runway 5/23 Phase 2 Project – Construction Phase Services

The Director of Engineering reported at the May 11, 2021, Des Moines Airport Authority Board meeting, agenda item A21-047, item e, Task Order No. 77, for construction phase services was presented to the Board for approval. The task order was incorrectly numbered and should have been numbered Task Order No. 81. This item is being brought back to the Board for reapproval under the correct Task Order number. Nothing within the task order changed including the scope of work and costs and schedule. During the Reconstruct Runway 5/23 Phase 2 Project, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. These services are FAA AIP funded at the normal 90/10 split and will be reimbursed through grant No. 80. The negotiated amount of the agreement is \$1,277,238.00 and the agreement was reviewed for an independent fee estimate.

The Director of Engineering recommended the Board, subject to an FAA grant award, approve the Professional Services Agreement, Task Order No. 81, with Foth Infrastructure & Environment, LLC in the amount of \$1,277,238.00; authorize the Executive Director to sign the contract upon receipt of the grant; authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents; and rescind the prior incorrect approval of Task Order No. 77 for this scope of work.

Ms. Lauridsen Sand moved to, subject to an FAA grant award, approve the Professional Services Agreement, Task Order No. 81, with Foth Infrastructure & Environment, LLC in the amount of \$1,277,238.00; authorize the Executive Director to sign the contract upon receipt of the grant; authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents; and rescind the prior incorrect approval of Task Order No. 77 for this scope of work. Ms. Ward seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent:0.

A21-057 Consider the Rehabilitate SW 28th Street and Establish Employee Parking Lot Project

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for Rehabilitate SW 28th Street and Establish Employee Parking Lot Project

Ms. Levy opened the Public Hearing.

The Director of Engineering reported this contract is for a variety of pavement repairs on SW 28th Street from Army Post Road to the new portion of SW 28th Street. The project will also consist of curb island removal and parking lot striping to accommodate larger delivery trucks to the loading dock of Building 46. The project also includes work to convert a portion of the Blue Lot public parking to 220 Airport employee parking stalls.

The Engineer's estimate for this project is \$398,423.00.

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 Rehabilitate SW 28th Street and Establish Employee Parking Lot Project

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Rehabilitate SW 28th Street and Establish Employee Parking Lot Project.

Mr. Christensen moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Rehabilitate SW 28th Street and Establish Employee Parking Lot Project. Ms. Lauridsen Sand 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 Rehabilitate SW 28th Street and Establish Employee Parking Lot Project to Iowa Contracting, Inc. in the amount of \$340,206.00

The Director of Engineering reported the lowest responsive, responsible bidder was Iowa Contracting, Inc. in the amount of \$340,206.00.

The Director of Engineering recommended the Board approve the contract with Iowa Contracting, Inc. in the amount of \$340,206.00 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.

Ms. Ward moved to approve the contract with Iowa Contracting, Inc. in the amount of \$340,206.00 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. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent:0.

A21-058

Financial Report

- The Finance Director reported:
 - Revenue
 - Ahead of budget.
 - Expenses
 - Approximately 10% below budget.
- Mr. Feldmann asked if the Director of Finance would compile a financial recap of 2020 vs. 2019. The Director of Finance said he would do the comparison and provide it to the Board.
- Mr. Feldmann also asked if his recollection is correct that there are bonds that mature June 2022. The Director of Finance stated that Mr. Feldmann is correct and added there is a \$22 million dollar borrowing from West Bank that is due in June 2022. The Director of Finance stated the Authority is looking at different options. The Director of Finance stated no determination has been made yet about the allocation of the ARPA relief funds. That could impact the decisions on the Authority's debt.

A21-059

Briefing

- The Director of Operations reported on May 2021 taxi statistics as well as a year-over-year Covid comparison. The Director of Operations stated the May 2021 passenger statistics were not available yet.
- The Executive Director stated that the first three levels of the parking garage are filling up and business travel is starting to come back.

- Mr. Christensen asked how far out the Authority can see airline schedules. The Director of Operations said the booking window is about 331 days out and flight changes are happening within a shorter period (30-60 days) which is abnormal historically. The Director of Operations stated he expects flight schedules will stabilize in the near term. The Director of Operations stated ticket pricing has increased substantially with the increase in demand; however, that may change after the initial wave of increased passenger traffic.
- The Executive Director reported:
 - Ms. Kayla Kovarna, Communications, Marketing, & Air Service Development Manager, has been busy booking face-to-face meetings with the airlines.
 - The first meeting was with Delta and the Greater Des Moines Partnership in Atlanta, GA, on May 20, 2021. Both the Executive Director and Ms. Kovarna met with Delta. Delta is focused on Des Moines. Two issues: (1) it will take some time for Delta to bring planes back out of storage, and (2) there is also a concern about having a shortage of flight crews. Delta plans to bring the LaGuardia nonstop flight back this fall. The Salt Lake City nonstop flight is already back. Delta is focused on upgrading from the regional jets to narrow-bodied planes to gain more seats.
 - A visit with United Airlines is scheduled for July 20, 2021.
 - The Executive Director and Ms. Kovarna will participate in the face-to-face home office airline meetings and Ms. Kovarna will most likely participate in the speed-dating airline meetings on her own.
 - Instagram
 - Not much activity took place in May 2021 on an Instagram account the Executive Director reported on at the May 11, 2021, Board Meeting that represents itself as the FlyDSM Instagram account. The Authority's attorney sent a cease-and-desist letter. The first letter came back with a new address. A second letter was sent to the new address. An application for a trademark for the Fly DSM logo has also been filed. That application could take up to 90 days to finalize.
- Ms. Ward stated Ms. Kovarna is doing a great job making everything cohesive and said to thank her for her work.
- Ms. Ward stated she was sad to learn of Mr. David J. Fisher's recent passing. Ms. Ward stated he was a great friend of the airport even after his consultant work for the new terminal. The Executive Director agreed.
- Ms. Levy stated this is Ms. Ward's last Board meeting since she will be retiring from the Board this summer. Ms. Levy thanked Ms. Ward for her great work and service on the City of Des Moines Board and the Des Moines Airport Authority Board over the past 14 years. A celebration and farewell for Ms. Ward will take place at a private event in July 2021.


A21-060 **Next Meeting**
 a. July 13, 2021, Regular Board Meeting

A21-061 **Adjourn**


Mr. Christensen 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 9:43 a.m.

Respectfully Submitted:



~~Jake Christensen~~ *Christine*
Secretary/Treasurer *Lauridsen*
Sand



Mary Benson
Board Clerk