

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF ELECTRONIC MEETING
Des Moines International Airport
Board Room
May 11, 2021**

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

Chaired by Ms. Levy

Present: Mr. Christensen, Mr. Feldmann, Ms. Lauridsen Sand (present at 9:01 a.m.), 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.

A21-039 Consider Minutes for April 13, 2021, Regular Board Meeting

Ms. Lauridsen Sand moved to approve the April 13, 2021, Regular Board Meeting minutes. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent:0.

A21-040 Consider Acceptance of an Agreement between the Des Moines Airport Authority and the Greater Des Moines Public Art Foundation for Installation and Maintenance of Alice Aycock “Lift Off” Sculpture

The Executive Director reported an agreement was negotiated for the installation and maintenance of the art sculpture that was discussed at previous Board meetings. The Greater Des Moines Public Art Foundation will fund the sculpture and be responsible for installing it on a platform designed by the artist’s team and constructed through an Airport Authority construction agreement. Once installed, the Airport Authority will be responsible to insure and maintain the sculpture. Either party may request that the sculpture be relocated by providing 180 days’ notice.

The Executive Director stated part of the agreement, Exhibit D, is a Non-Exclusive Limited Copyright License that allows a royalty-free use of the Artwork for promotional purposes of the Airport and/or City of Des Moines but prohibits its use for commercial gain. Exhibit D is an agreement between the Artist, Alice Aycock, and the Airport Authority.

The Executive Director recommended the Board:

- a. Approve an agreement between the Des Moines Airport Authority and the Greater Des Moines Public Art Foundation for Installation and Maintenance of Alice Aycock “Lift Off” Sculpture.

Ms. Ward moved to approve an agreement between the Des Moines Airport Authority and the Greater Des Moines Public Art Foundation for Installation and Maintenance of Alice Aycock “Lift Off” Sculpture. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent:0.

- b. Approve Exhibit D, a Non-Exclusive Limited Copyright License for the Chairperson's signature.

Mr. Feldmann moved to approve Exhibit D, a Non-Exclusive Limited Copyright License for the Chairperson's signature. Ms. Ward seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent:0.

A21-041 Consider Change Order No. 5 with JBT AeroTech Corporation for the Passenger Boarding Bridge Replacement Project

The Director of Engineering stated the Airport Authority Board approved Resolution A20-058 at the May 12, 2020, Board meeting which approved the purchase and replacement of passenger boarding bridges (PBB). The bid documents for new passenger boarding bridges established pricing for the replacement of PBBs in FY2020, FY2021, and FY2022. The purchase of four additional bridges was included in the Airport Authority's FY2021 approved budget. The purchase of the last three PBBs was not included in the FY2021 approved budget, but Authority staff would like to proceed with their purchase for timing purposes. Authority staff would like to proceed with the purchase and replacement of PBBs at gates A1, C2, and C4. Total cost of the last three PBBs is \$1,888,734.00. Replacement of the PBBs is part of the Airport Terminal Project.

The Director of Engineering recommended the Board approve Change Order #5 with JBT AeroTech Corporation for the Passenger Boarding Bridge Replacement Project in the amount of \$1,888,734.00.

Mr. Feldmann moved to approve Change Order #5 with JBT AeroTech Corporation for the Passenger Boarding Bridge Replacement Project in the amount of \$1,888,734.00. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent:0.

A21-042 Consider Supplement No. 2 to Task Order No. 71, with Foth Infrastructure & Environment, LLC for Passenger Boarding Bridge Replacement Project - Construction Phase Services

The Director of Engineering stated during the Passenger Boarding Bridge Replacement Project to occur in 2021, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$73,500.00.

The Director of Engineering recommended the Board approve Supplement No. 2 to Task Order No. 71 with Foth Infrastructure & Environment, LLC in the amount of \$73,500.00 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 moved to approve Supplement No. 2 to Task Order No. 71 with Foth Infrastructure & Environment, LLC in the amount of \$73,500.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent:0.

A21-043 Consider Contract for Generator Redesign for Redundant Power Project to Waldinger Corporation

The Director of Engineering stated this project will reallocate an existing 750 kW generator to provide backup power to items/areas within the Terminal Concourse & Stem. This generator became available for use once the new Airfield Lighting Vault became operational, which includes a new generator. With the experience of the derecho behind us, the goal of Authority staff is to provide backup power to additional essential items identified to keep airlines, concessions, and life safety equipment functional during a power outage. The engineer's estimate for the project was \$129,771.51, below the bid threshold of \$139,000.00 for competitive bidding. Accordingly, Authority staff requested competitive quotes from three local electrical contractors. The lowest responsive, responsible quote received was \$130,991.21 from Waldinger Corporation.

The Director of Engineering recommended the Board approve a contract with Waldinger Corporation for Generator Redesign for Redundant Power Project in the amount of \$130,991.21 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 contract with Waldinger Corporation for Generator Redesign for Redundant Power Project in the amount of \$130,991.21 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 seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent:0.

A21-044

Consider U.S. Customs and Border Protection (CBP) Memorandum of Agreement to Reimburse CBP for Communications and Information Technology Equipment and Services

The Executive Director reported in 2015 the Airport Authority relocated the Customs and Border Protection (CBP) office and brought the new facilities up to CBP specifications. Included in that transaction was a zero-dollar lease, which terminates on March 31, 2039. In exchange for the Government's agreement to locate inspection services on the Airport, the Authority agreed to provide and pay for all services, utilities, maintenance, and communications and IT equipment necessary for the proper operation of the CBP facility.

The Executive Director stated CBP is now updating their communications and IT services as allowed in the lease and have requested a Memorandum of Agreement to Reimburse them for the purchase of equipment, not to exceed \$83,239.92, and estimated annual recurring costs of \$16,003.92 for services.

The Executive Director recommended the Board approve the U.S. Customs and Border Protection (CBP) Memorandum of Agreement to Reimburse CBP for actual costs of communications and information technology equipment in an amount not to exceed \$83,239.92, and annual service costs, estimated to be \$16,003.92, and authorize the Executive Director to sign the Memorandum of Agreement to Reimburse CBP.

Mr. Feldmann moved to approve the U.S. Customs and Border Protection (CBP) Memorandum of Agreement to Reimburse CBP for actual costs of communications and information technology equipment in an amount not to exceed \$83,239.92, and annual service costs, estimated to be \$16,003.92, and authorize the Executive Director to sign the Memorandum of Agreement to Reimburse CBP. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent:0.

A21-045

Consider Second Amendment to Signature Flight Services, LLC Lease

- a. **Public Hearing Regarding Second Amendment to Signature Flight Services, LLC Lease**

Ms. Levy opened the Public Hearing.

The Director of Finance stated the Authority plans to relocate Building # 7 to a site adjacent to the Signature leased ground. The Authority also plans to construct a 6,000 square foot building that Signature will use for Ground Service Equipment storage and maintenance. The proposed lease amendment has been negotiated to lease the additional land and both buildings for the existing term of Signature's ground lease in the south quadrant.

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

Ms. Levy closed the Public Hearing.

b. Consider approval of Second Amendment to Signature Flight Services, LLC Lease

The Director of Finance recommended the Board approve the second amendment to the Signature Flight Services, LLC lease.

Mr. Christensen moved to approve the second amendment to the Signature Flight Services, LLC lease. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent:0.

A21-046 Consider Supplement No. 2 to Task Order No. 65 with Foth Infrastructure and Environment, LLC for Ground Support Equipment Maintenance Facility Design for the Signature Flight Support Leasehold Area

The Director of Engineering stated this supplement to the agreement will provide design services to include detailed work, services, materials, equipment, and supplies necessary to provide plans and specifications for the construction of an estimated 6,000 square foot maintenance facility for ground support equipment (GSE). This facility will be leased to Signature Flight Support and located just to the south of their new Fixed Based Operator (FBO) hangar, located in the South Quadrant of the Airport. The negotiated amount of the agreement is \$134,500.00. The project is not listed in the Authority's FY2021 budget.

The Director of Engineering recommended the Board approve supplement No. 2 to Task Order No. 65, with Foth Infrastructure and Environment, LLC for a ground support equipment maintenance facility design in the amount of \$134,500.00 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 moved to approve supplement No. 2 to Task Order No. 65, with Foth Infrastructure and Environment, LLC for a ground support equipment maintenance facility design in the amount of \$134,500.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent:0.

Consider Reconstruct Runway 5/23 Phase 2 Project

- a. **Public Hearing** regarding the plans, specifications, form of contract, and estimated total cost for the Reconstruct Runway 5/23 Phase 2 Project

Ms. Levy opened the Public Hearing.

The Director of Engineering stated this contract is for the reconstruction of approximately 1,825 linear feet of Runway 5/23 between Taxiway D and the end of Runway 23. The project also includes the reconstruction of approximately 1,740 linear feet of Taxiway P between Taxiway D and Taxiway P1/Golf as well as relocating the existing taxiway connector of Taxiway Bravo between Taxiway P and the Terminal Apron. With this reconstruction, the Runway 23 end will be raised 2.5' to bring the runway closer to design standards and assist in the siting of the future Terminal.

The Engineer's estimate for this project is \$22,968,271.00 and it is eligible for Federal Aviation Administration Airport Improvement Project (AIP) grant funding at the normal 90/10 split.

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 Reconstruct Runway 5/23 Phase 2 Project**

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Reconstruct Runway 5/23 Phase 2 project.

Mr. Feldmann moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Reconstruct Runway 5/23 Phase 2 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 approval of Federal Aviation Administration Grant No. 80 associated with Reconstruct Runway 5/23 Phase 2 Project**

The Director of Engineering recommended the Board authorize the Executive Director to accept and sign the grant agreement No. 80 with FAA for the improvement 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 authorize the Executive Director to accept and sign the grant agreement No. 80 with FAA for the improvement 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: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent:0.

d. Consider award of contract for the Reconstruct Runway 5/23 Phase 2 Project to Flynn Company Inc. in the amount of \$21,432,564.58

The Director of Engineering stated the lowest responsive, responsible bidder was Flynn Company Inc. in the amount of \$21,432,564.58.

The Director or Engineering recommended the Board, subject to an FAA grant award, approve the contract with Flynn Company Inc. in the amount of \$21,432,564.58 for the improvement; authorize the Executive Director to sign the contract with Flynn Company Inc.; 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, subject to an FAA grant award, approve the contract with Flynn Company Inc. in the amount of \$21,432,564.58 for the improvement; authorize the Executive Director to sign the contract with Flynn Company Inc.; 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 seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent:0.

e. Consider Professional Services Agreement, Task Order No. 77 with Foth Infrastructure & Environment, LLC for Reconstruct Runway 5/23 Phase 2 Project - Construction Phase Services

The Director of Engineering stated 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 No. 77 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; 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, subject to an FAA grant award, approve the professional services agreement No. 77 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; and authorize the Director of Engineering and Planning to accept and close out this contract 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.

A21-048

Financial Report

- The Finance Director reported:
 - Total Cash
 - Total cash is at \$87.5 million which is up for the year. Will start using cash for heavier construction this season.
 - Have approximately \$8 million of the original CARES Act left to draw. Then will start using CRRSA and eventually the ARPA grant money.
 - Revenue
 - Starting to come back as passenger count increases.
 - Expenses
 - Staying within budget.
 - Audit
 - Audit was completed.
 - The audit committee met last week.
 - Audit financial statements were emailed to the Board on May 7, 2021.
 - Looking to possibly extend Plante-Moran's agreement. Their five-year agreement ended with the 2020 audit.
- Ms. Lauridsen Sand stated it was great to see parking revenue over projections. Ms. Lauridsen Sand also thanked the Authority for a good audit process and stated the audit went well with the Authority receiving a clean opinion.

A21-049

Briefing

- The Director of Operations reported on April 2021 taxi and passenger statistics as well as a year-over-year Covid comparison. The Director of Operations stated taxi stewards are onsite again as of May 1, 2021. The Director of Operations stated starting in July 2021 DSM will have 25 nonstop destinations. The Executive Director stated 25 nonstop destinations will be the most DSM has ever had.
- The Executive Director reported:
 - The Authority applied for two community-funded project grants and are waiting to hear if approved. They are:
 - Airport Improvement Program: applied for glycol tank repairs. This is in conjunction with the new terminal.
 - Roads, bridges, and public transportation: applied for Cowles Drive Phase 2/3 in 2022.
 - REAL ID
 - The deadline for REAL ID has been extended to May 3, 2023.
 - Mask Mandate in Airports
 - Extended to 9/13/2021.
 - Instagram
 - Someone set up an Instagram account that represents itself as the FlyDSM Instagram account. Nothing negative is on that account, but it is not the airport's Instagram account. The airport's attorney is pursuing a cease-and-desist order.
 - The Board can continue to hold Board meetings electronically if Board meetings are posted as being electronic meetings. This makes it easier for the Board since many of the Board Members travel frequently. The Executive Director stated the Board can decide if the June 8, 2021, Board Meeting will be held in person or electronically. Ms. Levy stated the Board will take this decision offline and let the Executive Director know.
 - Election of officers will take place at the June 8, 2021, Board Meeting. The new officers will take effect July 1, 2021. Ms. Levy stated she will talk to the Board about the officer positions.
 - The Executive Director would like to hold a workshop to bring the Board up-to-speed on the new terminal project this summer. Ms. Levy stated it would be good to include the new Board Member at the workshop.
- Ms. Levy stated Ms. Benson will send the Board possible dates for a social gathering in July 2021 to celebrate and say farewell to Ms. Ward since she will be retiring from the Board this summer.

A21-050

Next Meeting

a. June 8, 2021, Regular Board Meeting

- Ms. Levy will not be able to attend the June Board Meeting in person as she will be out of town. The Board Members will advise the Executive Director if they plan to attend in person or electronically.

A21-051 Adjourn

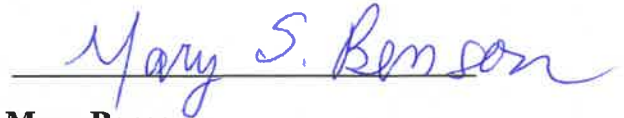
Mr. Feldmann moved to adjourn the meeting. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

The meeting adjourned at 9:54 a.m.

Respectfully Submitted:



Jake Christensen
Secretary/Treasurer



Mary Benson
Board Clerk