

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF ELECTRONIC MEETING
Des Moines International Airport
Board Room
October 12, 2021**

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

Chaired by: Mr. Feldmann

Present: Mr. Christensen, Mr. Dickinson, Mr. Feldmann, Ms. Lauridsen Sand, Ms. Levy

This meeting was held in-person, with all Board Members present at the board meeting in the Airport Board Room. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.

A21-104a Consider Minutes for September 14, 2021, Regular Board Meeting

Ms. Levy moved to approve the September 14, 2021, Regular Board Meeting minutes. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-104b Consider Minutes for September 14, 2021, Two Separate Closed Sessions

Ms. Lauridsen Sand moved to approve the minutes for the two closed sessions held September 14, 2021. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-105 Consider an Extension of a Farm Lease with Tenant Gary Van Ryswyk

The Executive Director stated the existing farm lease was approved last year as a one-year lease with Gary Van Ryswyk. Both parties seek to extend the lease for an additional year with rental rates updated to the Iowa State University Extension and Outreach Office average rental rate. A one-year lease agreement has been negotiated with Gary Van Ryswyk beginning on March 1, 2022 and terminating on February 28, 2023. The lease will continue year-to-year thereafter unless either party gives written notice to the other party by September 1st as specified by Iowa law. The rental rate will adjust each year based on the most recent annual "Cash Rental Rates for Iowa" survey computed by the Iowa State University Extension and Outreach Office.

The Executive Director recommended the Board approve an extension of the farm lease with tenant Gary Van Ryswyk beginning March 1, 2022.

Ms. Lauridsen Sand moved to approve an extension of the farm lease with tenant Gary Van Ryswyk beginning March 1, 2022. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-106 Consider Contract for Window Cleaning Services with Marsden Bldg Maintenance, LLC

The Director of Engineering stated this contract will provide for the cleaning of windows on the Airport campus. The request for proposals went to three firms, with Marsden Bldg Maintenance, LLC being the lowest, responsible bid received. The contract calls for specific areas to be washed, along with the frequency of cleaning. The contract will be for a three-year period with options to renew, at the Authority's option, for two consecutive one-year periods. The first-year cost is \$47,968.00 and is included in the budget. The cost for subsequent years may change based on changes in a Department of Labor Employment Cost Index.

The Director of Engineering recommended the Board approve the contract for window cleaning services with Marsden Bldg Maintenance, LLC and authorize the Executive Director to approve any subsequent renewals consistent with the contract language.

Mr. Dickinson asked why there was such a large difference in the bids. The Director of Engineering stated he believes it is due to a labor shortage.

Mr. Christensen moved to approve the contract for window cleaning services with Marsden Bldg Maintenance, LLC and authorize the Executive Director to approve any subsequent renewals consistent with the contract language. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-107 Consider Approval of Purchase Agreement for the Purchase of Real Estate from Mr. David A. Denison

The Director of Engineering stated Authority staff has been working on purchasing property that lies/falls within the Runway Protection Zones (RPZ) for both runways. An RPZ is required to be free of development of any kind with very limited exceptions. One of the areas within the RPZ lies in a parcel owned by Mr. David A. Denison. The small triangle portion of the RPZ in his property was appraised and an offer was made to Mr. Denison. Mr. Denison accepted the offer contingent on relocation of the current property line fence to the newly established property line and the addition of some shrubs at the Airport's expense.

The Director of Engineering recommended the Board approve the Purchase Agreement for the purchase of real estate with Mr. David A. Denison.

Ms. Levy moved to approve the Purchase Agreement for the purchase of real estate with Mr. David A. Denison. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-108**Financial Report**

- The Finance Director reported:
 - Revenue
 - Ahead of budget for 2021. Approximately 23% below budget from 2019.
 - Food/beverage is back to the 2019 level.
 - Parking and other concessions are still lagging 2019 by 20-30%.
 - Expenses
 - Within 2021 budget. Approximately 9% below budget from 2019.
 - One example of inflation: natural gas prices. The Authority has 75% of natural gas contracted with 25% at risk at market. Ms. Lauridsen Sand asked to which date 75% is contracted out. The Finance Director stated the contract at 75% goes through September 2022. The Finance Director signed a contract this past spring for three years after that for 100% at \$2.70.
 - Ms. Levy asked if food/beverage prices increased. The Finance Director stated Aero Service Group, the restaurant management company, raised some prices approximately two months ago. No feedback from passengers has been received to-date. Aero Service Group's president stated that in their Minneapolis Airport operations some food distribution companies are canceling deliveries to customers due to labor shortages.
 - 2022 Proposed Budget
 - The Finance Director presented the proposed 2022 budget to the Board.
 - The Finance Director will ask for Board approval of the 2022 budget at the November 9, 2021, Board Meeting.
 - Ms. Lauridsen Sand thanked the Finance Director for the 2020 budget comparison. Ms. Lauridsen Sand stated it looks like it was a good process.
 - Mr. Feldmann stated the Finance Director has done a remarkable job throughout the turmoil of the Covid-19 pandemic.

A21-109**Briefing**

- The Director of Operations reported:
 - September 2021 taxi statistics.
 - September 2021 passenger statistics.
 - Year-over-year Covid-19 comparison.
 - Number of Covid-19 tests administered at the airport by Exemplar Care in September 2021: 1,241.

- The Executive Director reported:
 - Global Entry
 - The Port Director of U.S. Customs and Border Protection informed the Authority that they are booked out three months for interview appointments.
 - Ms. Kayla Kovarna, Communications, Marketing, and Air Service Development Manager, attended an Allegiant conference in Las Vegas. The Executive Director asked Ms. Kovarna to report on the conference.
 - Ms. Kovarna stated it was a significant meeting since it was the first one since the Airport became an Allegiant base.
 - Ms. Kovarna stated she met with Allegiant's network planners and the regional airport sales manager to discuss overall performance of Allegiant at the Des Moines International Airport. Allegiant stated the base here is doing very well. Discussed individual routes since July 2021. Houston met expectations. San Diego and Portland exceeded expectations. Discussed extending the season for service to San Diego since there is high demand for San Diego. Launched service to Fort Lauderdale last week. Will launch service to Palm Springs November 18, 2021.
 - Ms. Kovarna stated Allegiant presented four awards out of 133 airports. The Des Moines International Airport received one award for marketing support and engagement as well as media coverage.
 - Event dates
 - October 13, 2021
 - The Taxpayers Association of Central Iowa is celebrating 100 years in business at Prairie Meadows. The Authority will have a booth at the event focusing on the past, present, and future. The Executive Director will do a short presentation as well.
 - October 20, 2021
 - The Authority is hosting a luncheon for the City Managers' Committee in the Airport Cloud Room to bring them up to speed on the new terminal project.
 - November 1, 2021
 - The Authority is hosting a celebration of the Authority's 10-year anniversary for business leaders at Berk & Chesters in the Airport.
 - November 4, 2021
 - Trego-Dugan's cargo operations launches. A press release will be sent out for this event. If their launch is delayed, it will be on November 11, 2021, instead.

- The Executive Director and Ms. Stone discussed holding a one-hour session for the Board about the legal arrangement of the Board and ethics requirements. Ms. Lauridsen Sand asked if it could be held via Zoom. Ms. Stone stated yes. The Executive Director stated Ms. Benson will contact the Board for available dates for this session.
- Mr. Christensen complimented the Authority for the great work on the new airport entrance. Mr. Christensen said it is starting to come together and represents a taste of what's to come. The Board agreed.
- Mr. Dickinson asked when the Alice Aycock sculpture would be installed at the new airport entrance. The Executive Director stated it is scheduled to be done the week of November 15, 2021. The Greater Des Moines Public Art Foundation is looking at holding a private reception in the Airport Cloud Room in December 2021 to celebrate the installation.

A21-110

Next Meeting

- a. **November 9, 2021, Regular Board Meeting**


A21-111

Adjourn

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

The meeting adjourned at 9:41 a.m.

Respectfully Submitted:



Christine Lauridsen Sand
Secretary/Treasurer



Mary Benson
Board Clerk