

**DES MOINES AIRPORT AUTHORITY BOARD  
SUMMARY MINUTES OF ELECTRONIC MEETING  
Des Moines International Airport  
Board Room  
September 14, 2021**

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

**Chaired by** Mr. Feldmann

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

**Absent:** Mr. Dickinson

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

**A21-090a Consider Minutes for August 10, 2021, Terminal Project Workshop**

Ms. Lauridsen Sand moved to approve the August 10, 2021, Terminal Project Workshop minutes. Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

**A21-090b Consider Minutes for August 10, 2021, Regular Board Meeting**

Mr. Christensen moved to approve the August 10, 2021, Regular Board Meeting minutes. Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

**A21-091 Consider the Construct Building No. 55 Project**

**a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for Construct Building No. 55 Project**

The Director of Engineering stated this contract will provide for the footings, interior concrete slab, pavement connecting maintenance facility to apron, mechanical, electrical, plumbing, and architectural features for Building No. 55. The project is located within the South Quadrant of the Airport and upon completion the facility will be leased to Signature Flight Support to be used as a ground support equipment maintenance facility.

The Engineer's estimate for this project is \$1,636,494.00.

**Mr. Feldmann opened the Public Hearing.**

Mr. Feldmann invited public comment. There were no comments.

**Mr. Feldmann closed the Public Hearing.**

**b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Construct Building No. 55 Project**

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Construct Building No. 55 Project.

Ms. Levy moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Construct Building No. 55 Project.

Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

**c. Consider award of contract for the Construct Building No. 55 Project to Jensen Builders, Ltd. in the amount of \$1,695,575.00**

The Director of Engineering stated the lowest responsive, responsible bidder was Jensen Builders, Ltd. in the amount of \$1,695,575.00.

The Director of Engineering recommended the Board approve the contract with Jensen Builders, Ltd. in the amount of \$1,695,575.00 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 stated she noticed the other bidder was ATO Builders, LLC from Arizona and was surprised there weren't other local bidders. The Director of Engineering stated ATO Builders, LLC's home office is in Arizona; however, the bid from them came from their Omaha, Nebraska, office. The Director of Engineering stated the pre-engineered metal building design typically limits the number of bidders.

Mr. Christensen asked about the logistics of ordering the materials since he had heard even pre-engineered buildings are tough to obtain. The Director of Engineering stated the completion date of this project was pushed out to September 2022 due to lead time on steel.

Mr. Christensen moved to approve the contract with Jensen Builders, Ltd. in the amount of \$1,695,575.00 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. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

**d. Consider Professional Services Agreement, Task Order No. 85 with Foth Infrastructure & Environment, LLC for Construct Building No. 55 Project - Construction Phase Services**

The Director of Engineering stated during the Construct Building No. 55 Project, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$195,900.00.

The Director of Engineering recommended the Board approve the Professional Services Agreement No. 85 with Foth Infrastructure & Environment, LLC in the amount of \$195,900.00 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 moved to approve the Professional Services Agreement No. 85 with Foth Infrastructure & Environment, LLC in the amount of \$195,900.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

**A21-092**

**Consider an Iowa Department of Transportation Agreement for the Fiscal Year 2022 Air Service Development Program**

The Executive Director stated the Iowa Department of Transportation (IDOT) sponsors an annual program in which a grant is provided for the purpose of air service development. Through this grant, the Iowa DOT will reimburse the Airport for up to 80% of eligible program project costs not to exceed \$80,000.00. The Airport uses these funds for data mining software used to demonstrate a need for additional airline service, and promotion of air service route enhancements.

The Executive Director recommended the Board approve an Iowa Department of Transportation Agreement for the Fiscal Year 2022 Air Service Development Program.

Ms. Levy moved to approve an Iowa Department of Transportation Agreement for the Fiscal Year 2022 Air Service Development Program. Ms. Lauridsen Sand seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

**A21-093 Consider First Amendment to Custodial Services Agreement with Marsden Building Maintenance, LLC**

The Director of Engineering stated the contracted Custodial Services Agreement with Marsden Building Maintenance, LLC allows for an annual Employee Cost Index (ECI) adjustment to keep pace with wage inflation. Marsden did not request the allowable ECI increase in 2019 or 2020. Now Marsden has requested a labor rate increase greater than what the contracted ECI adjustment allows which requires an amendment to the agreement. The proposed First Amendment to Custodial Services Agreement adjusts the blended labor rate from \$18.98 to \$23.28 per hour, raising the overall annual contract value from \$939,394.56 to \$1,200,908.80.

The Director of Engineering recommended the Board approve the First Amendment to Custodial Services Agreement with Marsden Building Maintenance, LLC.

Ms. Levy asked if more than wages were discussed with Marsden, such as better working conditions for staff. The Director of Engineering stated Marsden is proactive in holding discussions with their employees to meet their needs. The Director of Engineering stated the biggest issue is the security requirement to work here. Employees don't want to complete the full badging process which is required to work on the secure side of the airport. Ms. Levy stated it is so competitive in the job market currently that we should be doing whatever is possible to attain and retain employees. Ms. Levy suggested Marsden visit with current staff to hear what would make their jobs more attractive to work here. The Director of Engineering stated Marsden does a great job at limiting turnover compared to the previous custodial services company. Ms. Lauridsen Sand asked how many people are on staff. The Director of Engineering stated there are seventeen employees total per day. Ms. Lauridsen Sand stated increasing the number of employees on the third shift might be a strategy to consider.

Ms. Lauridsen Sand moved to approve the First Amendment to Custodial Services Agreement with Marsden Building Maintenance, LLC. Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

**A21-094 Consider an Agreement between the City of Des Moines and the Des Moines Airport Authority Regarding Iowa Department of Transportation RISE Grant for Cowles Drive Phase 2 & 3**

The Director of Engineering stated the City of Des Moines applied for an addendum to a Revitalize Iowa's Sound Economy (RISE) grant on the Airport's behalf and seeks to avoid any costs or liability as a result of the City's action in and entering into the IDOT Agreement, or from the Cowles Drive Phase 2 & 3 Project. The City of Des Moines has requested that the Authority defend, indemnify, and hold the City, its elected and appointed officials, and its agents, employees and volunteers, harmless from and against all claims, demands, actions, suits, judgments, losses, or damages including attorney fees arising out of the IDOT Agreement for the Cowles Drive

Phase 2 & 3 Project. To date, the City has not incurred any costs for which it will seek reimbursement related to the Project. The City will not approve the addendum to the RISE Grant Agreement between the City of Des Moines, the Des Moines Airport Authority, and the Iowa Department of Transportation unless the Authority approves this Agreement.

The Agreement is very similar to the Agreement which the Authority and City approved for the Cowles Drive Phase 1 RISE grant.

The Director of Engineering recommended the Board approve the Agreement between the City of Des Moines and the Des Moines Airport Authority regarding the Iowa Department of Transportation RISE Grant for Cowles Drive, Phase 2 & 3.

Ms. Levy moved to approve the Agreement between the City of Des Moines and the Des Moines Airport Authority regarding the Iowa Department of Transportation RISE Grant for Cowles Drive, Phase 2 & 3. Ms. Lauridsen Sand seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

**A21-095**

**Financial Report**

- The Finance Director reported:
  - Revenue and Expenses
    - Nothing significant to report.
    - Revenue is doing well compared to budget.
  - Cash
    - Cash position continues to increase.
  - 2022 Budget
    - Will present the 2022 budget to the Board at the October 12, 2021, Regular Board Meeting. Will discuss at that meeting options for how to use cash to reduce debt.
  - The 2019 vs. 2021 comparison was not included with the financial report this month; however, it will be sent out soon. Mr. Feldmann said that report could wait until the October 12, 2021, Regular Board Meeting.

**Briefing**

- The Director of Operations reported:
  - August 2021 taxi statistics.
    - The Executive Director and he met with the head of Trans Iowa, the taxicab company that services the airport, to discuss wait times. Trans Iowa stated they implemented new procedures to reduce wait time such as: pulling more cabs from the city, adding vans for more passenger capacity, dedicating more taxis to the airport in the evenings, and offering driver bonuses/incentives. The Director of Operations reported he also spoke with Lyft and Uber about wait times. Both companies stated they are struggling to find drivers and some drivers were out due to Covid-19. The Director of Operations stated the number of drivers here in queue is about one half of what major airports show in queue. The Director of Operations stated Lyft and Uber can drop someone off and immediately pick up the next person without going back in queue. Ms. Lauridsen Sand asked if the cabs could do that as well. The Director of Operations stated yes.
  - August 2021 passenger statistics.
  - Year-over-year Covid-19 comparison.
  - How Des Moines International Airport compares to regional and similar size airports in Covid-19 recovery.
  - Number of Covid-19 tests administered at the airport by Exemplar Care in August 2021: 998.
- The Executive Director reported:
  - The Greater Des Moines Public Art Foundation held a meeting with the Authority last week regarding the shipment and installation of the “Lift Off” sculpture by Alice Aycock. It is tentatively scheduled to ship the week of November 15, 2021. A reception will most likely be held in the Cloud Room once it is installed, with a larger dedication ceremony outside near the sculpture in Spring or Summer 2022.
  - The launch of freight operations on the north side has been delayed. Silver Airways had to submit operating manuals to the FAA and is awaiting FAA approval. The initial launch was scheduled for September 28, 2021 and is now scheduled for November 4, 2021 (a tentative date).
  - There have been issues with turning charters in Des Moines recently. It is a ground service issue mainly due to airline staffing shortages. The Director of Operations is working on this issue with the airlines.
  - DC News
    - The Reconciliation Bill has been tied to the Infrastructure Bill. The deadline for passing the Infrastructure Bill is set for September 27, 2021.
    - Budget negotiation: without a continuing resolution or an approved budget, the government will cease to have funding at the end of this month.

- President Biden’s Covid-19 federal vaccine mandate doesn’t directly affect the Authority since the Authority has a staff of less than 100 employees. The Authority will wait to see how this mandate is implemented, as well as wait to see what the City of Des Moines does before deciding about possibly implementing the Covid-19 vaccine mandate for Authority staff. Ms. Lauridsen Sand asked about what other airports are doing. The Executive Director stated it depends on the number of employees each airport has. The Executive Director stated many airlines have issued employee vaccine mandates, and/or weekly negative Covid-19 testing and he thinks other airlines may follow suit.
- Assuming eventually an Infrastructure Bill is passed, the Director of Engineering and the Authority’s attorney, Ms. Stone, have been working on a request for qualification for architectural services. The Authority investigated it and decided an owner’s representative should be brought on board to assist Authority staff with the terminal project workload if the money does become available. The Authority will issue an RFQ for an owner’s representative to select a company in the next couple of weeks. Ms. Lauridsen Sand stated it seems wise to do this since other governmental entities may be looking for this type of position. Decision for the Board to think about: which Board Members would like to be on a selection committee. Ms. Levy asked when candidates would be available to be selected. The Director of Engineering stated it would most likely be at the end of October or early November 2021. Ms. Levy stated she would be happy to serve on the selection committee and suggested Mr. Christensen might want to as well due to his past dealings with owner representatives. Mr. Christensen stated he would be happy to serve on the committee; however, he will be out of town in early November, but he could participate virtually. Ms. Levy asked if the candidates would be flown here to interview in person or if the interviews would be held virtually and suggested virtual interviews might offer more candidates. The Director of Engineering stated he agreed virtual interviews would work well.

**A21-097 Grant Connie Fisher’s Request to Present to the Board**

Mr. Feldmann invited Ms. Fisher to address the Board regarding her concerns with the rotating navigation beacon.

Ms. Fisher stated her concerns regarding the impact of the light from the rotating navigation beacon in her house. Ms. Fisher stated she discussed possible solutions with the Executive Director, Director of Operations, and an interior designer. Ms.

Fisher stated the shutter option interested her, but all windows would need the shutters for a cohesive look.

Ms. Levy asked Ms. Fisher how many windows she has on her house. Ms. Fisher stated she has sixteen windows.

Mr. Feldmann asked if Ms. Fisher had any more information to share with the Board. Ms. Fisher stated no.

The Executive Director stated to Ms. Fisher that she is welcome to return to the Regular Board meeting after the closed session concludes.

**A21-098 Closed session, pursuant to Iowa Code § 21.5(1)(c), to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the Authority in that litigation**

Ms. Levy moved to go to closed session pursuant to Iowa Code § 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the Authority in that litigation. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

The closed session began at 9:44 a.m.

The closed session concluded at 9:55 a.m. and the regular session resumed.

**A21-099 Consider resolution to Connie Fisher's Rotating Navigation Beacon Complaint**

Mr. Feldmann asked the Board for a motion to remove Item No. 10 from the agenda.

Ms. Levy moved to go remove Item No. 10 on the agenda. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

Mr. Feldmann stated to Ms. Fisher the Board asks Ms. Fisher to continue to work with the Executive Director and Director of Operations on a mutually acceptable solution. Mr. Feldmann thanked Ms. Fisher for coming to the meeting today.

**A21-100 Closed session, pursuant to Iowa Code § 21.5(1)(c), to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the Authority in that litigation**

Ms. Lauridsen Sand moved to go to closed session pursuant to Iowa Code § 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or



disadvantage the position of the Authority in that litigation. Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

The closed session began at 9:57 a.m.

The closed session concluded at 10:07 a.m. and the regular session resumed.

**A21-101 Consider Resolution Approving a Global Release & Settlement Agreement of Roy Criss' claims in Roy Criss v. Des Moines Airport Authority and Kevin Foley, "Polk County Case. No. LACL147873"**

Ms. Levy moved to approve Resolution Approving a Global Release & Settlement Agreement of Roy Criss' claims in Roy Criss v. Des Moines Airport Authority and Kevin Foley, "Polk County Case. No. LACL147873". Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

**A21-102 Next Meeting**  
**a. October 12, 2021, Regular Board Meeting**

**A21-103 Adjourn**

Ms. Levy moved to adjourn the meeting. Ms. Lauridsen Sand seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

The meeting adjourned at 10:08 a.m.

**Respectfully Submitted:**



**Christine Lauridsen Sand**  
**Secretary/Treasurer**



**Mary Benson**  
**Board Clerk**