

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF MEETING
Des Moines International Airport
Board Room
December 13, 2022**

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

Chaired by: Mr. Feldmann

Present: Mr. Christensen, Mr. Dickinson, Mr. Feldmann, Ms. Lauridsen Sand (via Zoom), Ms. Levy

This meeting was held in-person with a Zoom link also available. The public was provided ability to monitor the meeting online via Zoom. One Board member participated electronically, and four Board members participated in person. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.

A22-165 Consider Minutes for:

a. November 8, 2022, Regular Board Meeting

Ms. Levy moved to approve the minutes for the November 8, 2022, Regular Board Meeting. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

b. November 8, 2022, New Terminal Design Workshop

Mr. Christensen moved to approve the minutes for the November 8, 2022, New Terminal Design Workshop. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-166 Consider Resolution Approving and Accepting Noise and Avigation Easement Agreement between TK Development, L.L.C. for Southwoods Estates Plat 3, the Des Moines Airport Authority, and the City of Des Moines

The Director of Engineering stated in July 2019 and September 2019 the Board approved a Noise and Avigation Easement agreement between TK Development, L.L.C., the Des Moines Airport Authority, and the City of Des Moines for Southwoods Estates Plat, lots 1-13 and for Southwoods Estates Plat 2, lots 1-27.

The Director of Engineering stated TK Development is now developing a subdivision entitled Southwoods Estates Plat 3, lots 1-22 located at Watrous Avenue and SW 56th Street, Des Moines, Iowa. The Southwoods Estates subdivision is located northeast of, but very near the runway protection zone of the proposed parallel 13R runway.

The Easement will protect both the airspace around the runway, and approach to the runway. It provides a liability release for both the Des Moines Airport Authority and the City of Des Moines. The Easement identifies the subdivision as a potential “noise impacted area” detailing both the potential for noise levels to change and when additional noise mitigation measures might be required and authorized.

The Director of Engineering recommended the Board approve the Resolution Approving and Accepting Noise and Avigation Easement Agreement between TK Development, L.L.C. for Southwoods Estates Plat 3, the Des Moines Airport Authority, and the City of Des Moines.

Ms. Levy moved to approve the Resolution Approving and Accepting Noise and Avigation Easement Agreement between TK Development, L.L.C. for Southwoods Estates Plat 3, the Des Moines Airport Authority, and the City of Des Moines. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-167 Consider Hertz Lease Amendment for Electric Vehicle Charging Station

The Assistant Executive Director stated Hertz plans to bring Electric Vehicles to the DSM market and would like to install one EV charger at the rental car facility. Hertz will be responsible for the installation and removal of the equipment if required by the Authority. Hertz will be responsible for all electricity cost related to the charging of vehicles.

The Assistant Executive Director recommended the Board approve a Hertz Lease Amendment for Electric Vehicle Charging Station.

Ms. Levy moved to approve a Hertz Lease Amendment for Electric Vehicle Charging Station. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-168 Consider Resolution Appointing Des Moines Airport Authority Representation to the Des Moines Area Metropolitan Planning Organization

The Executive Director stated the Des Moines Airport Authority is a nonvoting member of the Des Moines Area MPO. The Des Moines Area MPO has requested its member governments to appoint primary and alternate representatives to serve on its Policy Committee and Technical Committee for terms that will run from January 1, 2023, through December 31, 2023.

Authority staff recommends the following representatives be appointed to the Des Moines Area MPO Committees:

Policy Committee Primary Representative: Kevin Foley, Executive Director
Policy Committee Alternate Representative: Brian Mulcahy, Assist. Executive Director

Technical Committee Primary Representative: Bryan Belt, Director of Engineering
Technical Committee Alternate Representative: Clint Torp, Director of Operations

The Executive Director recommended the Board approve a Resolution Appointing Des Moines Airport Authority Representation to the Des Moines Area Metropolitan Planning Organization.

Mr. Christensen moved to approve a Resolution Appointing Des Moines Airport Authority Representation to the Des Moines Area Metropolitan Planning Organization. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-169 Consider Revised Credit Card Policy

The Director of Finance stated at the January 3, 2012, Authority Board meeting the Board approved a credit card policy. The Authority switched credit card companies recently which caused Authority Staff to review the credit card policy. Credit card limits were reviewed and are proposed to remain at \$5,000 per card except for the Executive Director, Assistant Executive Director, and Director of Finance cards which are proposed to increase to \$10,000. Occasionally, a card is needed with a greater line of credit and the \$10,000 lines of credit will provide that.

The Director of Finance recommended the Board approve a revised credit card policy.

Mr. Christensen moved to approve a revised credit card policy. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-170 Consider a Contract for the Grey Economy Parking Lot Expansion Project design, Task Order No. 107, with Foth Infrastructure & Environment, LLC

The Director of Engineering stated automobile parking spaces will be lost in the terminal area due to the planned parking garage expansion and terminal-related projects, which includes the expansion of the Remain Overnight aircraft parking area that will extend into the Green Economy Parking Lot and Rental Car Parking Lot Number 1. An expansion of the existing Grey Lot is proposed to provide additional surface parking to offset the loss of those parking spaces. It is estimated that approximately 750 additional parking spaces may be added to the existing Grey Lot. This project also includes a new entrance plaza and bus shelter.

The Director of Engineering stated Task Order No. 107 includes detailed work, services, materials, equipment and supplies necessary to provide complete plans and specifications and bidding services for construction of an expansion to the Grey Economy Parking Lot. The negotiated amount of the agreement is \$292,000.00. This service is included within the FY2023 budget.

Ms. Levy asked if in the future passengers will have the ability to pre-book/reserve a parking space. The Director of Operations stated the Authority is evaluating reserving parking spaces as part of a new parking control system that is being considered for implementation in mid-to-late 2023.

The Director of Engineering recommended the Board approve a Contract for the Grey Economy Parking Lot Expansion Project design, Task Order No. 107, with Foth Infrastructure & Environment, LLC for \$292,000.00.

Ms. Levy moved to approve a contract for the Grey Economy Parking Lot Expansion Project design, Task Order No. 107, with Foth Infrastructure & Environment, LLC for \$292,000.00. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-171 Consider a Contract for the South Cargo Deicing Pad Project design, Task Order No. 105, with Foth Infrastructure & Environment, LLC

The Director of Engineering stated, like the deicing pads included in the new Terminal Project, it is desirable and beneficial to reduce the area of cargo apron available for cargo and general aviation aircraft deicing operations. This reduction of the deicing area will result in lowering annual operating cost for the airport to treat glycol contaminated wastewater and will allow the reduction in the size of the terminal area contaminated fluid storage tank. As part of this project, the existing cargo apron will be configured in a manner that allows for two deicing positions for wide body aircraft.

The Director of Engineering stated Task Order No. 105 includes detailed work, services, materials, equipment and supplies necessary to provide complete plans and specifications and bidding services for construction of two wide body aircraft deicing positions on the South Cargo Apron. The negotiated amount of the agreement is \$103,500.00. This service is included within the FY2023 budget.

The Director of Engineering recommended the Board approve a Contract for the South Cargo Deicing Pad Project design, Task Order No. 105, with Foth Infrastructure & Environment, LLC for \$103,500.00.

Ms. Levy moved to approve a Contract for the South Cargo Deicing Pad Project design, Task Order No. 105, with Foth Infrastructure & Environment, LLC for \$103,500.00. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-172 Consider Supplemental Agreement No. 1 for Task Order No. 3, Airport Access Control System/Video Surveillance System Project, with HNTB Corporation

The Director of Engineering stated this proposed supplemental agreement No. 1 includes detailed work, services, materials, equipment and supplies necessary to provide complete plans and specifications and request for proposal services to upgrade the existing access control system (ACS), video surveillance system (VSS), and identity management system on the Airport campus. The newly installed system will be transitioned into the future Terminal. The negotiated amount of the agreement is \$325,525.00. This service is included in the FY2023 CIP budget.

The Director of Engineering recommended the Board approve Supplemental Agreement No. 1 for Task Order No. 3, Airport Access Control System/Video Surveillance System Project, with HNTB Corporation for \$325,525.00.

Mr. Christensen moved to approve Supplemental Agreement No. 1 for Task Order No. 3, Airport Access Control System/Video Surveillance System Project, with HNTB Corporation for \$325,525.00. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-173 Consider Task Order No. 4 for Future Terminal 30% Design Services with HNTB Corporation

The Director of Engineering stated Task Order No. 4 includes the detailed work, services, and supplies necessary to progress the future terminal development program to a 30% design level. The schedule is from February 1, 2023, through June 2, 2023. The negotiated amount not to exceed is \$4,756,821.00, with an additional \$421,698.19 in owner's contingency. The overall total for Task Order No. 4 is \$5,178,519.19. This service is included within the FY2023 budget.

The Director of Engineering recommended the Board, subject to IDOT review, approve Task Order No. 4 for Future Terminal 30% Design Services with HNTB Corporation for \$5,178,519.19, authorize the Executive Director to sign the Task Order, 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 moved to, subject to IDOT review, approve Task Order No. 4 for Future Terminal 30% Design Services with HNTB Corporation for \$5,178,519.19, authorize the Executive Director to sign the Task Order, 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 seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-174

Consider the First Amendment to the Management Agreement for Airport Parking Facilities

The Director of Operations stated the parking facility management agreement with ABM Aviation, Inc. expires on April 30, 2023. This expiration date coincides with the start of construction on the new parking garage expansion and associated upgrade of a new parking revenue control system. Additionally, in previous agreements the Authority provided the passenger shuttle buses. In the current agreement, ABM furnished the buses. It is desirable to return to the arrangement where the Authority furnishes the shuttle buses.

For continuity of operations during the start of construction and transition to an updated parking control system, as well as the purchase of new shuttle buses, it is advantageous to extend the current agreement by six months.

The Director of Operations recommended the Board approve the First Amendment to the Management Agreement for Airport Parking Facilities.

Ms. Levy moved to approve the First Amendment to the Management Agreement for Airport Parking Facilities. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-175

Consider Task Order No. 5 for Future Terminal Bid Package No. 1 Design Services with HNTB Corporation

The Director of Engineering stated Task Order No. 5 includes the detailed work, services, and supplies necessary to design and develop Bid Package No. 1 for the future Airport Terminal Project. The schedule is from December 13, 2022, through August 1, 2023. The negotiated amount not to exceed is \$1,492,669.09, with an additional \$149,426.00 in owner's contingency. The overall total for Task Order No. 5 is \$1,642,095.09. This service is included within the FY2023 CIP budget.

The Director of Engineering recommended the Board, subject to IDOT review, approve Task Order No. 5 for Future Terminal Bid Package No. 1 Design Services with HNTB Corporation for \$1,642,095.09, authorize the Executive Director to sign the Task Order, and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Mr. Dickinson moved to, subject to IDOT review, approve Task Order No. 5 for Future Terminal Bid Package No. 1 Design Services with HNTB Corporation for \$1,642,095.09, authorize the Executive Director to sign the Task Order, 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: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-176 Consider a Contract for the South Remain Overnight Positions & Duck Pond Relocation Project design, Task Order No. 106 with Foth Infrastructure & Environment, LLC

The Director of Engineering stated in support of the future terminal, Authority staff desires to construct four Remain Overnight (RON) / Remote Passenger Boarding positions which will require a portion of the Green Economy Parking Lot. New RON positions will include ground power unit (GPUs) power source, high mast lighting, and a passenger shuttle bus lane. With this project, the entrance to Rental Lot #1 along with a portion of Duck Pond Road will be relocated, electrical charging stations will be installed in the proposed future cell phone lot, and a shuttle bus parking area in the east end of Rental Lot #2 will be developed. Additionally, this project will include pathways and equipment for recircuiting the existing Airport Terminal 13.2 kV loop.

The Director of Engineering stated Task Order No. 106 includes the detailed work, services, materials, equipment and supplies necessary to provide complete plans and specifications and bidding services for construction of the Remain Overnight aircraft parking positions, along with the relocation of Duck Pond Road. The negotiated amount of the agreement is \$307,250.00. This service is included within the FY2023 CIP budget.

The Director of Engineering recommended the Board approve a Contract for the South Remain Overnight Positions & Duck Pond Relocation Project design, Task Order No. 106 with Foth Infrastructure & Environment, LLC for \$307,250.00.

Ms. Levy moved to approve a Contract for the South Remain Overnight Positions & Duck Pond Relocation Project design, Task Order No. 106 with Foth Infrastructure & Environment, LLC for \$307,250.00. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-177 Consider Approval of Airline Operating and Use Agreement Ninth Amendment

The Assistant Executive Director stated United Parcel Service (UPS) and Delta have returned the Airline Operating and Use Agreement Ninth Amendment. This amendment extends the term of the agreement through December 31, 2023. Authority staff requests that the Board Chair be authorized to execute remaining amendments as they are received from the Airlines.

The Assistant Executive Director recommended the Board approve the Ninth Amendment to the Airline Operating and Use Agreement and authorize the Board Chair to execute remaining amendments as they are received from the Airlines.

Mr. Christensen moved to approve the Ninth Amendment to the Airline Operating and Use Agreement and authorize the Board Chair to execute remaining amendments as they are received from the Airlines. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-178 Consider Amendment to Airport Rules and Regulations

The Director of Operations stated Authority staff performed a review of the existing Rules and Regulations which governs the operation of the Airport. The Rules and Regulations were previously fully rewritten and approved by the Board on May 12, 2020, and most recently amended on April 12, 2022. As part of Authority staff's review, there were several sections of the Rules and Regulations which required minor language changes, deletions, and insertions.

The Director of Operations stated a more substantial change is proposed which addresses the Taxicab Operations at the Airport. The existing exclusive Taxicab Services Agreement terminates on January 31, 2023. Rather than negotiate a new exclusive agreement, a permit process is proposed in Section 9.10 of the Rules and Regulations, which will allow the Executive Director to issue an Operating Permit to any Operator meeting the requirements as stated in the Permit. A summary of the sections changed is included on Page ix, Amendments of the Rules and Regulations. The Board was provided both a redline and clean copy for comparison along with a copy of the Taxicab Operating Permit prior to this Board meeting.

Both Ms. Levy and Mr. Christensen stated they have received taxicab wait time complaints. Ms. Levy asked if more taxis or other vehicles could be brought in to decrease wait time for passengers when there are big events going on in the Des Moines Metro Area. The Director of Operations stated the Authority does receive information from Catch Des Moines regarding upcoming events. The Assistant Executive Director stated even though the Authority receives that information from Catch Des Moines, it is a challenge to know when people arrive and leave. Mr. Christensen suggested we publicize the change to the Rule and Regulations pertaining to taxicab operations at the airport to encourage competition so more taxicabs are available.

The Director of Operations recommended the Board approve an amendment to the Airport Rules and Regulations.

Ms. Levy moved to approve an amendment to the Airport Rules and Regulations. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-179 Financial Report

- The Director of Finance reported:
 - Revenue
 - Approximately 16% above budget for 2022 and 4.6% above the same period in 2019.
 - Expenses
 - 6.3% below budget and 1% above the same period in 2019.
 - Cash Position
 - Nothing significant to report.

A22-180 Briefing

- The Director of Operations reported:
 - November 2022 taxi statistics.
 - November 2022 passenger and cargo statistics.
 - Summary statistics for enplanements, seats, and load factor.
- The Executive Director reported:
 - In the Board packet, there is an updated economic impact study done by the Iowa Department of Transportation. The Des Moines International Airport's economic impact rose from \$644 million to \$752 million dollars annually. The entire study is on the website that is listed on the PowerPoint slide.
 - Airport Infrastructure Grants (AIG) were announced. It is one of the BIL grants and is formula driven. The Des Moines International Airport will receive approximately \$5.4 million dollars. It is \$18,267 less than what was received in FY 2022. The ATP is the other BIL grant and is competitive. The Des Moines Airport Authority applied for approximately \$23 million dollars of ATP money. The Executive Director is concerned about how much will be received, so a spreadsheet was sent to Senator Grassley and will be sent to Senator Ernst as well regarding oversight on how the money will be awarded.
 - The Board packet contains a document from Anser Advisory: Passenger Terminal Progress Report. The intent in the future is for this to be sent to the Board the Friday before an upcoming Board meeting so the Board can ask questions at the Board meeting.
 - Please let Mary Benson, Administrative Assistant/Board Clerk, know when you change vehicles and/or license plates so she can keep the information updated for Operations to view when they are monitoring the reserved Board parking spaces. Additionally, please make sure the vehicle permits provided by the Authority are displayed in your vehicles.
 - Runway 5/23 opened last week.

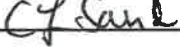
A22-181 Next Meeting
a. January 10, 2023, Regular Board Meeting

A22-182 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 10:00 a.m.

Respectfully Submitted:



Christine Lauridsen Sand
Secretary/Treasurer



Mary Benson
Board Clerk