

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

Call to Order and Roll Call: 9:01 a.m.

Chaired by: Mr. Feldmann

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

Absent: Ms. Lauridsen Sand

This meeting was held in-person. The Airport Board Room, 2nd Floor, Airport Terminal, was open to the public.

A21-120 Consider Minutes for November 9, 2021, Regular Board Meeting

Ms. Levy moved to approve the November 9, 2021, Regular Board Meeting minutes. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Dickinson, Feldmann, and Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

A21-121 Consider Resolution Appointing Representatives to the Des Moines Area Metropolitan Planning Organization's Policy Committee and Technical Committee

The Executive Director stated the Des Moines Airport Authority is an associate, non-voting member of the Des Moines Area Metropolitan Planning Organization (MPO). The MPO has requested a resolution appointing primary and alternate representatives to their Policy Committee and Technical Committee for terms that will run from January 1, 2022, through December 31, 2022. Recommended representatives are as follows:

Policy Committee Primary Representative:	Kevin Foley
Policy Committee Alternate Representative:	Brian Mulcahy
Technical Committee Primary Representative:	Bryan Belt
Technical Committee Alternate Representative:	Clint Torp

The Executive Director recommended the Board approve a Resolution Appointing Representatives to the Des Moines Area Metropolitan Planning Organization's Policy Committee and Technical Committee.

Ms. Levy moved to approve a Resolution Appointing Representatives to the Des Moines Area Metropolitan Planning Organization's Policy Committee and Technical Committee. Mr. Dickinson seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Dickinson, Feldmann, and Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

A21-122 Consider Approval of Airline Operating and Use Agreement Eighth Amendment

The Director of Finance stated United Parcel Service (UPS) returned the Airline Operating and Use Agreement Eighth Amendment. This amendment extends the term of the agreement through December 31, 2022. Authority staff requests that the Board Chair be authorized to execute remaining amendments as they are received from the Airlines.

The Director of Finance recommended the Board approve an Eighth Amendment to the Airline Operating and Use Agreement and authorize the Board Chair to execute remaining amendments as they are received from the Airlines.

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

A21-123 Consider Amendment to ATM Concession Agreement

The Director of Finance stated a concession agreement was entered on October 3, 2016, with MobileMoney for Automated Teller Machine service in the terminal. The original agreement was a five-year agreement terminating on November 30, 2021. MobileMoney has agreed to extend the agreement for an additional two-year period through November 30, 2023.

The Director of Finance recommended the Board approve the first amendment to the ATM Concession Agreement with MobileMoney.

Ms. Levy asked what the user service fee is in the agreement. The Director of Finance stated it remains at \$3.50 per transaction as it has been for the past five years.

Mr. Dickinson moved to approve the first amendment to the ATM Concession Agreement with MobileMoney. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Dickinson, Feldmann, and Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

A21-124 Consider Approval of Airline Operating and Use Agreement with Silver Airways, LLC

The Director of Finance stated Silver Airways, LLC is the cargo airline operating in Des Moines on behalf of Amazon Air. They have signed an Airline Operating and Use Agreement and approval of the agreement by the Authority Board will make them a signatory airline at DSM.

The Director of Finance recommended the Board approve the Operating and Use Agreement with Silver Airways, LLC.

Ms. Levy moved to approve the Operating and Use Agreement with Silver Airways, LLC. Mr. Dickinson seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Dickinson, Feldmann, and Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

A21-125 Consider Contract for the Owner's Representative for New Airport Terminal Project with Anser Advisory, LLC

Mr. Feldmann stated Mr. Christensen and Ms. Lauridsen Sand served on the selection committee for an Owner's Representative along with the Authority Directors.

The Director of Engineering asked the two Board Members who served if they had any comments to share. Mr. Christensen stated he was extremely impressed by the caliber of the respondents and the interviews were very informative. Mr. Christensen stated he was very pleased with the short list the Authority staff created.

The Director of Engineering stated the Authority issued a Request for Qualifications (RFQ) to select an Owner's Representative (OR) for the New Airport Terminal project. Five firms submitted proposals. Each proposal was reviewed and rated based on qualifications established in the RFQ. Of these, three were selected to be interviewed: Landrum & Brown, Anser Advisory, and Paslay Management Group. Based on the combined ratings from the six-member Airport Committee, The Director of Engineering stated Anser Advisory was being recommended.

The Director of Engineering stated the OR role is to act as a bridge between the Authority and the design and construction team, other technical advisors, and various stakeholders, and to provide technical support and oversight during the selection, design, construction, and initial operation of the new terminal. The OR will be responsible for the development and professional staffing necessary to complete the scope of services requirements, subject to the approval by the Authority. The OR will provide effective leadership and management to ensure the successful completion and commissioning of the design and construction of a new terminal. The OR will collaborate with Authority staff daily during the process to ensure that decisions are made based on the needs and desires of the Authority.

The Director of Engineering recommended the Board approve a master agreement that allows for individual task orders to be developed and contracted with Anser Advisory, LLC for various scopes of work related to new Airport Terminal Project.

Mr. Feldmann stated he thinks this is a great move since it is a full-time job to run the airport and extra people are needed to build the new terminal.

Mr. Christensen moved to approve a master agreement that allows for individual task orders to be developed and contracted with Anser Advisory, LLC for various scopes of work related to the new Airport Terminal Project. Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Dickinson, Feldmann, and Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

A21-126 Consider Contract for Integrated Dispatch Console Project with Motorola Solutions, Inc.

The Director of Engineering stated this contract will provide for an upgrade to the Airport's existing dispatch consoles and be directly connected to the State of Iowa Interoperable Communications Systems (ISICS). A quote was received from Motorola only since the existing dispatch equipment is from Motorola. The console will allow Airport Operations to communicate with multiple groups effectively.

The Director of Operations stated the upgrade resolves the following issues:

- i. Ability to broadcast to multiple groups
- ii. Provide for dual positions within the Operations Center
- iii. Provide more robust dependability on the network

The Director of Engineering stated this project is included in the 2022 Capital Improvement Budget. Included in the agreement is a maintenance and support services agreement for four years. The initial first year is included with the contract. This support agreement is from April 1, 2023, to March 31, 2027.

- 2nd year, 2023: \$27,036.00
- 3rd year, 2024: \$27,594.00
- 4th year, 2025: \$28,170.00
- 5th year, 2026: \$28,768.00

According to the Authority's purchasing policy, the Board may exempt contracts or purchases for goods or services from its normal purchasing procedures for good cause. It is within the sole discretion of the Authority to determine what constitutes good cause for purposes of this provision. Examples may include procurements having unique requirements that can only be satisfied by a specific vendor, or procurements where competition is determined inadequate.

The Director of Engineering recommended the Board:

- A. Approve the noncompetitive contract with Motorola Solutions, Inc., for good cause, in the amount of \$425,897.00 for the equipment 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 moved to approve the noncompetitive contract with Motorola Solutions, Inc., for good cause, in the amount of \$425,897.00 for the equipment 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, Dickinson, Feldmann, and Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

The Director of Engineering recommended the Board:

- B. Approve maintenance and support services agreement with Motorola Solutions, Inc., for a four-year duration 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 moved to approve maintenance and support services agreement with Motorola Solutions, Inc., for a four-year duration 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: 4-0-0-1; Yeas: Christensen, Dickinson, Feldmann, and Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

A21-127

The Director of Engineering stated on December 6, 2021, Des Moines City Council approved the following items related to Cowles Drive Phase 1 project which occurred next to and within Fleur Drive:

- A. Council Item 21-1848 vacating Right of Way related to removal of North and South bound old entry lanes off Fleur Drive.
- B. Council Item 21-1850 dedicating new additional Right of Way for new entry turning lanes off Fleur Drive and onto Cowles Drive.

This amendment updates Lease Exhibit B to reflect these changes.

The Director of Engineering recommended the Board approve the fourth lease amendment to Real Estate Lease and Asset Transfer agreement between City of Des Moines and Des Moines Airport Authority.

Mr. Dickinson moved to approve the fourth lease amendment to Real Estate Lease and Asset Transfer agreement between City of Des Moines and Des Moines Airport Authority. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Dickinson, Feldmann, and Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

A21-128 Financial Report

- The Director of Finance reported:
 - Revenue and Expenses
 - Within budget.
 - Cash Position
 - West Bank notes will be paid off in early January 2022 using the remaining FAA grants.
 - May call remaining bonds in June 2022.
 - Infrastructure Bill
 - Notice of funding opportunity should be coming out soon.
 - The Executive Director stated he received an email last night from Senator Grassley's office about the last American Rescue Plan Act Grant. It was awarded to Des Moines International Airport in the amount of \$1.2 million. It will be used to offset losses of the airport's concessionaires. The Director of Finance will begin implementation of some rent relief for concessionaires in January 2022.

A21-129 Briefing

- The Director of Operations reported:
 - November 2021 taxi and passenger statistics.
 - Summary statistics for enplanements, seats, and load factor.
 - Year-over-year Covid-19 comparison.
 - Number of Covid-19 tests administered at the airport by Exemplar Care in November 2021: 905.
 - The U.S. Customs and Border Protection office reported that they are experiencing a high demand for Global Entry. Bookings are three months out. The U.S. Customs and Border Protection officers are trying to provide additional interviews by working more into their schedules.
 - A pop-up TSA PreCheck event was held the week of November 29, 2021, at the airport. There were approximately 200 applicants. Two more pop-up events at the airport will be held in 2022.
 - Ms. Levy asked about the health of the airlines.
 - The Executive Director stated some airlines are testifying to Congress this week about their payment system plan regarding employment of staff when passenger traffic increased.
 - The Executive Director also stated some airlines are showing a loss in the third quarter of 2021; however, some losses are less than what was predicted.
 - The Director of Operations stated some airlines have increased their capital investments.
 - The Executive Director stated business travel is not expected to return to pre-pandemic levels until 2024.

- The Executive Director reported:
 - The installation at the new entrance of the airport of Alice Aycock's sculpture, *Lift Off*, was completed December 10, 2021. The Greater Des Moines Public Art Foundation commissioned Alice Aycock to design and craft a signature piece of work to be installed at the Des Moines International Airport through the support of generous art foundation donors.
 - Mr. Christensen stated the Greater Des Moines Public Art Foundation was very happy with the work involved in delivering this project.
 - Infrastructure Bill
 - Doesn't have to go through appropriations. Expect mid-January 2022 is the earliest the Authority may get the FAA funds (equation side of the bill). For the competitive side of the bill, it may be February 2022 or later before the Authority knows about the status of that money.
 - An article submitted by the Finance Director about the success of our restaurant food and beverage management agreement was published in *Airport Magazine*. A copy of the magazine was included in today's packets for the Board Members. Additional copies of the magazine are available as well.
 - Ms. Levy stated the Finance Director did a nice job on the article.
 - Calendar update on new airport terminal funding discussions:
 - 12/6/21 – presented to the Ankeny City Council.
 - 12/9/21 – met with one Polk County Supervisor and requested to be on their agenda in the beginning of 2022.
 - 12/13/21 – presented to the Waukee City Council.
 - 12/13/21 or 12/14/21 - Bondurant may take a resolution to vote (either happened last night or will happen tonight).
 - 12/16/21 – present for three minutes at Governor Reynolds' budget Zoom meeting.
 - 12/20/21 – present to Des Moines City Council in the morning and present to Johnston City Council in the evening.
 - 12/20/21 – Des Moines, West Des Moines, and Ankeny communities will take a resolution to vote.
 - 12/21/21 – present to Pleasant Hill City Council.
 - The Pleasant Hill City Council asked that some Board Members be present if possible. Mr. Christensen stated he could be there. Ms. Levy stated she wouldn't be able to be there in person; however, she might be able to participate via Zoom. The Executive Director stated he didn't know if they used Zoom, but he would check on that.
 - 1/11/22 – present to Grimes City Council.
 - 1/18/22 – present to Windsor Heights' City Council.
 - 1/26/22 – present to Warren County and communities.
 - A few more presentations have yet to be scheduled.

- Two Board Members are needed for the directors' salaries' compensation committee. Mr. Feldmann stated Ms. Levy and Mr. Dickinson will serve on that committee.

A21-130 Next Meeting
a. January 11, 2022, Regular Board Meeting

A21-131 Adjourn

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

The meeting adjourned at 9:33 a.m.

Respectfully Submitted:



Christine Lauridsen Sand
Secretary/Treasurer



Mary Benson
Board Clerk