

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF MEETING
Des Moines International Airport
Board Room
January 11, 2022**

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

Chaired by: Mr. Feldmann

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

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. Three Board members participated electronically, and two Board members participated in person. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.

A22-001 Consider Minutes for December 14, 2021, Regular Board Meeting

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

A22- 002 Consider Two Letters of Agreement between the Des Moines Airport Authority and the City of Ankeny, Iowa, and the City of Urbandale, Iowa

The Executive Director stated when the Authority presented the Authority's need for new terminal funding to the various greater Des Moines area City Councils, the Authority gave them two draft documents: a Resolution and Letter of Agreement. Some cities chose to use the Letter of Agreement for the Board Chair's signature and others chose to use the Resolution document that does not require the Board Chair's signature.

The Executive Director stated the City of Ankeny signed a Letter of Agreement in which they have agreed to contribute a total of \$2,020,650.00 toward a new Airport Terminal building made in payments over a six-year period. The payments are contingent on the Authority obtaining funding to complete construction, and on the cities of Des Moines, West Des Moines, and Urbandale making requested payments to the Authority in the amounts of \$10 million, \$2 million, and \$1.3 million respectively.

The Executive Director stated the City of Urbandale signed a Letter of Agreement in which they have agreed to contribute \$1,331,370.00 toward a new terminal building made in payments over a six-year period contingent on the Authority obtaining the remaining funding needed to complete construction.

The Executive Director stated in both Letters of Agreement, the Authority agrees to establish an advisory committee during design and construction and both cities are entitled to participate.

The Executive Director stated the City of Des Moines passed their Resolution for funding, but it has yet to be sent to the Authority. West Des Moines, Waukee, Altoona, and Bondurant sent their Resolutions to the Authority. The City Council for Polk City votes at their meeting tonight. The Director of Finance is meeting with the Polk County Board of Supervisors today and the Executive Director meets with Grimes City Council tonight. Clive's City Council will vote on January 13, 2022.

The Executive Director recommended the Board approve a Letter of Agreement between the Des Moines Airport Authority and the City of Ankeny, Iowa, and a separate Letter of Agreement between the Des Moines Airport Authority and the City of Urbandale, Iowa.

Ms. Lauridsen Sand moved to approve a Letter of Agreement between the Des Moines Airport Authority and the City of Ankeny, Iowa, and a separate Letter of Agreement between the Des Moines Airport Authority and the City of Urbandale, Iowa. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-003 Consider a Contract for the Terminal Programming Study Update, Task Order No. 1 with Anser Advisory, LLC

The Director of Engineering stated the Authority issued a Request for Qualifications (RFQ) and selected Anser Advisory, LLC as the provider of Owner's Representative services on the New Terminal Project. On December 14, 2021, the Authority Board approved a master contract with Anser Advisory, LLC, Board reference No. A21-125, for the Owner's Representative Services. Task Order No. 1 will include an update to the Programming Definition Document (PDD) related to the new terminal. Anser will review and update specific parameters and criteria for the Terminal Development program. This service is included within FY2022 budget.

The Director of Engineering recommended the Board approve Task Order No. 1 for an update to the Program Definition Document with Anser Advisory, LLC for \$853,007.00.

Mr. Dickinson and Ms. Lauridsen Sand asked some questions which were answered by the Director of Engineering and the Executive Director. Ms. Lauridsen Sand thanked the Anser team for being at the meeting today.

Ms. Lauridsen Sand moved to approve Task Order No. 1 for an update to the Program Definition Document with Anser Advisory, LLC for \$853,007.00. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-004

Consider Contract for the Building 44 Door Install with Jensen Builders

The Director of Engineering stated Authority staff would like to modify the existing Building No. 44 to allow for the storage of our airstairs. The current overhead door does not allow for enough clearance to accept the airstairs. The airstairs are currently stored with Signature Flight support in a building that is scheduled to be demolished. This contract provides the structural review, design, stamped drawings from Chief (original building supplier), and overhead door (OHD) installation. Chief Buildings will be providing the stamped structural drawings and structural steel to modify the existing building that they originally furnish. Jensen Builders is their local distributor that will be modifying the existing building and installing the structural steel and OHD. This project is included within the FY2022 budget. Please note that a single quote was obtained for this project because of the need to obtain structural plans from the original building manufacturer. 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 approve the noncompetitive contract with Jensen Builders, for good cause, in the amount of \$68,626.00 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 Jensen Builders, for good cause, in the amount of \$68,626.00 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: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-005

Consider Supplemental Agreement No. 1 for Task Order No. 88 Gate 12 Underground Fuel Storage Tank Replacement project with Foth Infrastructure & Environment, LLC

The Director of Engineering stated Supplemental Agreement No. 1 for Task Order No. 88 will incorporate the design, engineering and construction documents for new fuel tanks located at Vehicle Gate 12. The project will remove the existing underground fuel tanks and associated piping and replace them with new above ground tanks and associated piping. This project is included within FY2022 budget.

The Director of Engineering recommended the Board approve Supplemental Agreement No. 1 for Task Order No. 88 with Foth Infrastructure & Environment, LLC for \$187,000.00.

Mr. Christensen moved to approve Supplemental Agreement No. 1 for Task Order No. 88 with Foth Infrastructure & Environment, LLC for \$187,000.00. . Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-006 Consider Management Staff (Directors) Salary Adjustment

Mr. Dickinson stated the Compensation Committee met on January 3, 2022, to discuss Management Staff salary adjustments. The Compensation Committee reviewed directors' salary data in relationship to other small airports. Due to the pandemic, it has been two years since the Management Staff has received any adjustment to their salaries, nor did the Directors participate in the one-time \$900 payment all other Authority staff received in the fall of 2021. Mr. Dickinson stated the Compensation Committee determined that a nine percent increase in salaries was justified and that this increase would keep the Authority even or slightly above the midpoint with the rest of the field. Mr. Dickinson stated it is important in the middle of the new terminal project to keep staff intact.

The recommendation was to approve the Compensation Committee's Recommendation for Management Staff (Directors) Salary Adjustment.

Ms. Lauridsen Sand moved to approve the Compensation Committee's Recommendation for Management Staff (Directors) Salary Adjustment. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-007 Financial Report

- The Executive Director reported:
 - Revenue
 - Compared to 2019, revenue is still down; however, the revenue was higher than budgeted for 2021.
 - Parking
 - Revenue down quite a bit from 2019. Anticipate as more business travel resumes, revenue should pick up.
 - Restaurants
 - Approximately \$200,000 less than 2019 revenue; however, the restaurants rebounded very well in 2021.
 - Cash Position
 - West Bank notes will be paid off January 14, 2022, using FAA grants (relief money). Ms. Lauridsen Sand asked if that exhausts the relief money. The Executive Director stated yes; however, there is still \$2 million to be used for concessionaire rent relief.
 - Will decide this spring about calling remaining bonds in June 2022.

Briefing

- The Director of Operations reported:
 - December 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 December 2021: 1646.
- The Director of Operations asked the Board if they would like to continue receiving the weekly Covid Impact Report he emails to them. The Board agreed the monthly report at the Board meeting is enough.
- Mr. Dickinson stated he heard from some airport clients that they love the new entrance road; however, they mentioned there is some confusion when it comes to turning left after the lanes decrease from two lanes to one lane. Sometimes people go straight instead of turning left. Mr. Dickinson asked if additional signage would improve that situation. Ms. Lauridsen Sand stated she has noticed that as well. The Director of Engineering stated it needs to remain how it is for now for safety purposes since delivery trucks use the same entrance; the truck's rear end could hit the vehicles turning from the other lane. The Director of Engineering stated signage was added approximately 25-30 feet before the left turn that directs them to turn left. The Executive Director stated construction starts on Phase 2 of Cowles Drive in April 2022. The Director of Engineering stated the single lane will go away as part of that construction.
- Ms. Levy stated there is another issue: the lanes get congested when lots of flights are scheduled at the same time. The Director of Operations stated he recently added two new people to his staff to assist with traffic control at the front curb.
- The Executive Director reported:
 - The new 2022 rates for the Authority's law firm, Ahlers & Cooney, P.C., were given to the Board. Ms. Stone, the Authority's attorney present at the Board meeting, explained that the parentheses around the numbers under the "Increase" column represent the increase in their fees even though parentheses represent decreases in financial reporting.
 - The spread of the omicron Covid variant has impacted Authority and Airport staff. Some of the restaurants have been closed due to staff illnesses.
 - Some City Council members mentioned they might call the Board with questions after hearing the presentation about the need for new terminal funding.
 - Some Airport employees are parking in the reserved parking spots for the Board. This is being monitored by Authority Operations. If a violation is found, Airport Operations issues a letter of violation to those parking in the reserved spots.
 - A Board 101 Session will be presented to the Board by Ms. Stone via Zoom on January 14, 2022.
- Mr. Christensen thanked the communities for supporting the new terminal funding and acknowledged their teamwork and efforts.

- Mr. Feldmann stated the Board and Authority staff should revisit and celebrate what has happened with the collaboration with the local governments on new terminal funding when the time comes. Mr. Christensen and the Executive Director concurred.


A22-009 **Next Meeting**
 a. February 8, 2022, Regular Board Meeting

A22-010 **Adjourn**

Mr. Christensen moved to adjourn the meeting. Ms. Lauridsen Sand 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 9:40 a.m.

Respectfully Submitted:



Christine Lauridsen Sand
Secretary/Treasurer



Mary Benson
Board Clerk