

**DES MOINES AIRPORT AUTHORITY BOARD  
SUMMARY MINUTES OF MEETING  
Des Moines International Airport  
Board Room  
March 8, 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, Ms. Levy (via Zoom)

**This meeting was held in-person with a Zoom link also available. The public was provided access and was able to join 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.**

**A22-034 Consider Minutes for February 8, 2022, Regular Board Meeting**

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

**A22-035 Consider a Letter of Agreement between the Des Moines Airport Authority and the City of Indianola, Iowa**

The Executive Director stated the City of Indianola approved a resolution agreeing to contribute a total of \$250,000 toward a new Airport Terminal building made in five installments beginning July 1, 2022, and ending July 1, 2026, and contingent on the Airport Authority obtaining the remaining funding needed to complete construction. In addition, Indianola has requested that a Letter of Agreement be signed stating the same thing. In both documents, the Authority agrees to establish an advisory committee during design and construction of the new terminal and the City of Indianola is entitled to participate.

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

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

**A22-036**

**Consider Contract for Emergency Notification System Project with KOVA Corp.**

The Director of Engineering stated this contract will provide an upgrade to the Airport's emergency notification system. The upgrade will allow Airport Operations to communicate with multiple groups effectively. The project is included in the 2022 Capital Improvement Budget. Included in the agreement is a maintenance and support services agreement for two years.

The Director of Engineering stated a quote was received from KOVA Corp. only as this is the only firm Authority staff could locate that provided the complete system to Airports. 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 KOVA Corp., for good cause, in the amount of \$304,170.40 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. Lauridsen Sand moved to approve the noncompetitive contract with KOVA Corp., for good cause, in the amount of \$304,170.40 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. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

- B. Approve maintenance and support services agreement with KOVA Corp. for two-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 moved to approve maintenance and support services agreement with KOVA Corp. for two-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. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

**A22-037 Consider a Collective Bargaining Agreement with the Municipal Employees Association**

The Executive Director reported Airport Administration reached a collective bargaining agreement with representatives of the Municipal Employee Association. This Association represents eleven (11) Authority employees.

The Executive Director stated the term of the agreements is two years, beginning July 1, 2022, and ending June 30, 2024. It is agreed that each employee will be compensated in accordance with the Authority pay plan and all compensation adjustments will be effective January 1 each year.

The Executive Director recommended the Board approve a Collective Bargaining Agreement with the Municipal Employees Association.

Mr. Christensen moved to approve a Collective Bargaining Agreement with the Municipal Employees Association. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

**A22-038 Consider Contract for Asbestos Survey of Terminal and Concourses with Impact7G, Inc.**

The Director of Engineering stated when staff worked through the Terminal Programming Document update, one of the risk factors identified was the associated cost and duration of abating the current Terminal and Concourses. As this work will be required to be completed at some date, Authority staff would like to engage in an agreement to minimize the risk. The consultant will complete asbestos consulting services, which will include completing an asbestos containing materials survey, project design for asbestos abatement, and public bidding documents generated in accordance with federal, state, and local regulations.

The Director of Engineering recommended the Board approve an agreement with Impact7G, Inc. for the Asbestos Survey in the amount of \$83,970.00 and authorize the Director of Engineering and Planning to accept and close out this agreement when completed in accordance with the contract documents.

Mr. Christensen moved to approve an agreement with Impact7G, Inc. for the Asbestos Survey in the amount of \$83,970.00 and authorize the Director of Engineering and Planning to accept and close out this agreement when completed in accordance with the contract documents. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

**A22-039 Consider Purchase of Sweeper from MacQueen Equipment**

The Director of Operations stated Authority staff issued a request for proposal for the acquisition of a replacement sweeper unit. This item was budgeted for \$353,000.00 in the FY 2022 budget. Two bids were received from MacQueen Equipment and Truck Equipment Inc. The Truck Equipment Inc. proposal was invalidated due to failure to comply with the specification requirements; however, their bid was not the low bid. The lowest bid, from MacQueen Equipment, was for \$334,576.00 with a \$15,000.00 trade-in credit for a 2011 Elgin Crosswind for a net total of \$319,576.00.

The Director of Operations recommended the Board approve a purchase order for one (1) sweeper with a trade-in from MacQueen Equipment in the amount of \$319,576.00.

Ms. Lauridsen Sand moved to approve a purchase order for one (1) sweeper with a trade-in from MacQueen Equipment in the amount of \$319,576.00. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

**A22-040 Consider Purchase of Snow Blower from Tenco Inc.**

The Director of Operations stated an existing 1999 SnoGo Blower mechanically failed. This piece of equipment is one of the primary tools used in snow removal cleanup operations. Repairing this piece of equipment would result in costs exceeding its remaining value due to its condition. The replacement of this equipment was unbudgeted for FY 2022 but was planned for replacement in FY 2023. Authority staff received a quote from Tenco Inc. for a replacement RPM 36R T4 Snow Blower utilizing the Sourcewell Cooperative Purchasing program in the amount of \$219,528.00. Authority staff procured an independent secondary estimate of \$225,000.00 on a competing piece of equipment to verify the cooperative discount offered by Tenco Inc. The existing SnoGo Blower will be sold at auction.

The Director of Operations recommended the Board approve the purchase of one (1) snow blower from Tenco Inc. in the amount of \$219,528.00.

Mr. Dickinson moved to approve the purchase of one (1) snow blower from Tenco Inc. in the amount of \$219,528.00. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

**A22-041 Consider a Sublicense Agreement with Signature Flight Support**

The Director of Operations stated the Airport contracts with Indmex, Inc. for a surface vehicle management system which includes software and various hardware for operational purposes. This system allows movement of vehicles operating on the airfield to be tracked electronically. Signature Flight Support desires to utilize this Airport system for their operational needs and to enhance bilateral safety and operational awareness. Including Signature on the Airport's software agreement would be mutually beneficial to both parties and Signature has offered to pay 25% of the Airport's cost for subscribing to the software component of the service agreement in the amount of \$795.27 per month. Signature would be responsible for any hardware purchases directly with Indmex. Indmex has authorized a sublicense agreement based on these terms. This agreement would be on a month-to-month basis until terminated by either party.

The Director of Operations recommended the Board approve a sublicense agreement with Signature Flight Support, LLC.

Mr. Christensen moved to approve a sublicense agreement with Signature Flight Support, LLC. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

**A22-042 Consider a Third Amendment to the Air Service Incentive Program**

The Executive Director stated the Board approved an Air Service Incentive Program on May 12, 2015. It was developed to help entice airlines to provide new air service to the Airport. Many airports offer a similar incentive program, and in the highly competitive environment for airline service, an incentive program may tip the scales one way or the other as airlines focus on rebuilding their networks and look at opportunities to enter new markets. The program aims to entice new service by offsetting initial marketing and start-up costs. The existing policy allows for up to three incentive awards for new routes to be granted each calendar year.

The Executive Director stated the proposed Third Amendment would allow the Executive Director to approve an exception to the policy granting an additional incentive specifically to a new airline entrant if the three route incentives have been used. A maximum of two exceptions would be available in a calendar year.

The Executive Director recommended the Board approve Amendment Number 3 to the Air Service Incentive Program providing up to two incentives to be awarded as exceptions if the maximum awards have been met and a new entrant enters the market.

Ms. Lauridsen Sand moved to approve Amendment Number 3 to the Air Service Incentive Program providing up to two incentives to be awarded as exceptions if the maximum awards have been met and a new entrant enters the market. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

**A22-043 Consider an Independent Contractor Agreement for Professional Services with Crawford, Murphy & Tilly**

The Executive Director stated Authority staff negotiated an agreement with Crawford, Murphy & Tilly (CMT) to assist with defining, refining, and implementing a funding assistance strategy for maximized grant participation for the passenger terminal project. The services will be provided through a task order system and can be utilized in an a la carte manner. Task orders such as Opportunity Research, Grant Writing, Coordination with Federal Officials, etc. will be provided using hourly rates to invoice for these services with a not-to-exceed budget of \$88,250.00.

The Executive Director recommended the Board approve an Independent Contractor Agreement for Professional Services with Crawford, Murphy & Tilly with a not-to-exceed budget of \$88,250.00.

Mr. Christensen moved to approve an Independent Contractor Agreement for Professional Services with Crawford, Murphy & Tilly with a not-to-exceed budget of \$88,250.00. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

**A22-044 Consider a Contract for the Installation of New Underground Electrical Lines to serve the Parking Garage Expansion and Future Terminal with MidAmerican Energy Company**

The Director of Engineering stated within the construction contract of Cowles Drive Phase 2 & 3, pathways will be installed to feed an auto switch gear (Authority to provide and install in the future) associated with the future Terminal. Dual feed connections to MidAmerican Energy grid will be established along with the placing of primary enclosures, pathways, and cabling. This new service will service the garage and future terminal. The feeds will be established so that if either the North or South electrical feed is lost, it will automatically switch to the other. Authority staff is taking the opportunity with the Cowles Drive Phase 2 & 3 project occurring in 2022 to make the installation of pathways and equipment more efficient.

The Director of Engineering recommended the Board approve an Agreement with MidAmerican Energy Company that will extend electrical lines to Parking Garage Expansion and Future Terminal in the amount of \$68,059.58 and authorize the Director of Engineering and Planning to accept and close out this agreement when completed in accordance with the contract documents.

Ms. Lauridsen Sand moved to approve an Agreement with MidAmerican Energy Company that will extend electrical lines to Parking Garage Expansion and Future Terminal in the amount of \$68,059.58 and authorize the Director of Engineering and Planning to accept and close out this agreement when completed in accordance with the contract documents. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

**A22-045 Consider Contract for the Installation of Crane and Mezzanine in Building No. 44 with Bergstrom Construction, Inc.**

The Director of Engineering stated this project will install a mezzanine for use by Authority field maintenance staff while installing new bristles on cores of the brooms used for snow removal. The crane will be utilized to lift and rotate the core vertically onto a stand to allow the new bristles to be installed. The engineer's estimate for the project was \$93,250.00. The project is included in the 2022 Budget. With the project estimate falling under the State of Iowa bidding threshold, competitive quotes were opened on March 1, 2022, and the lowest responsive, responsible quote for the project was Bergstrom Construction in the amount of \$98,000.00.

The Director of Engineering recommended the Board approve the contract with Bergstrom Construction, Inc. in the amount of \$98,000.00 and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

Ms. Lauridsen Sand moved to approve the contract with Bergstrom Construction, Inc. in the amount of \$98,000.00 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 seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

**A22-046 Consider Amending the Rates and Charges by Increasing the Maximum Daily Vehicle Parking Rate in the Red Lot to Eight Dollars per Day**

The Executive Director stated the demand for parking increases each year as we approach spring break. The Red Lot remained closed for the greater duration of the pandemic to avoid shuttles crossing Fleur Drive. As we approach spring break this year, it appears the Red Lot will be necessary to accommodate the demand for parking. This will require an additional shuttle operated during the day. To offset those costs and encourage usage of the Grey Lot, Authority staff proposes differentiating the rates: increasing the daily rate in the Red Lot from six dollars per day to eight dollars per day which is the same rate as the Blue Lot.

The Executive Director recommended the Board approve the Rates and Charges by Increasing the Maximum Daily Vehicle Parking Rate in the Red Lot to Eight Dollars per Day.

Ms. Lauridsen Sand moved to approve the Rates and Charges by Increasing the Maximum Daily Vehicle Parking Rate in the Red Lot to Eight Dollars per Day. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

**A22-047 Financial Report**

- The Director of Finance stated there was nothing of significance to report.
- Mr. Dickinson asked a question about field maintenance expenses which the Director of Operations and the Director of Finance answered.
- The Director of Finance stated the yearly audit will start in approximately two weeks and be completed in April 2022. The Director of Finance asked for one more Board Member (in addition to Ms. Lauridsen Sand) to participate on the audit committee. Mr. Feldmann asked Mr. Dickinson if he would like to be part of the audit committee and Mr. Dickinson stated yes. An audit committee meeting with the auditors will take place prior to the May 10, 2022, Regular Des Moines Airport Authority Board Meeting.



**A22-048****Briefing**

- The Director of Operations reported:
  - February 2022 taxi statistics. February 2022 passenger statistics will be emailed to the Board once they are available.
  - Summary statistics for enplanements, seats, and load factor.
  - Year-over-year Covid-19 comparison.
- The Director of Operations and the Director of Finance presented the 2021 End of Year Report to the Board.
- The Executive Director reported:
  - The Construction Management-At-Risk Bill passed both Houses and is on the way to the Governor's desk.
  - Notice of Funding Opportunity was issued for the Bipartisan Infrastructure Law that was passed. There is now direction on how to apply for the competitive portion of the law for terminals. The application deadline is March 28, 2022. This is the first time in history that this type of legislation has been available specifically for terminals. Crawford, Murphy & Tilly is assisting with the application.
  - Allegiant has two new routes starting this spring: John Wayne Airport, Orange County (starting April 14, 2022) and Newark Liberty International Airport (starting May 20, 2022).
  - Runway 5/23 construction begins this month. Mr. Anderson asked for the completion date of this construction. Mr. Anderson stated the Mayor's office occasionally receives noise complaint calls when the airport uses different runways. The Executive Director stated November 2022 is the completion date. The Director of Operations stated there is noise complaint form on the airport's website, flydsm.com, that City staff could refer people to complete.
  - Board: please block May 4, 2022, for a celebration of the installation of Alice Aycock's sculpture, Liftoff. A dedication at the sculpture will be held with a reception following the dedication.
- Mr. Christensen congratulated Ms. Kayla Kovarna, the Airport Authority's communications, marketing, and air service development manager, for being selected as a Forty Under 40 honoree.

**A22-049****Next Meeting**


- a. **April 5, 2022, Board Workshop (10 a.m. to 12 p.m.)**
- b. **April 12, 2022, Regular Board Meeting**

**A22-050      Adjourn**


Mr. Dickinson 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 10:00 a.m.

**Respectfully Submitted:**

  
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**Christine Lauridsen Sand  
Secretary/Treasurer**

  
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**Mary Benson  
Board Clerk**