

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF MEETING
Des Moines International Airport
Board Room
May 10, 2022**

Call to Order and Roll Call: 9:03 a.m.

Chaired by: Mr. Feldmann

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

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.

**A22-071a Consider Minutes for
 a. April 5, 2022, Board Workshop**

Ms. Lauridsen Sand moved to approve the April 5, 2022, Board Workshop minutes. Mr. Dickinson seconded. Motion Carried: 4-0-0-1; Yeas: Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Christensen.

b. April 12, 2022, Regular Board Meeting

Mr. Dickinson moved to approve the April 12, 2022, Regular Board Meeting Minutes. Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Christensen.

**A22-072 Consider Task Order No. 95 with Foth Infrastructure and Environment, LLC
 for Airfield Pavement Maintenance Database Update**

The Director of Engineering stated the Federal Aviation Administration (FAA) grant assurances require airports to update their Airport Pavement Management System (APMS) every 3-5 years. Through this contract, the Consultant will provide the required field inspection and condition reporting. This task order is one of the responsibilities listed in the Master General Engineering Services Agreement with Foth Infrastructure and Environment, LLC and is eligible for the normal FAA grant funding at the 90/10 split.

The Director of Engineering recommended the Board, subject to an FAA grant award, approve Task Order No. 95 with Foth Infrastructure & Environment, LLC in the amount of \$126,629.00; authorize the Executive Director to sign Task Order No. 95 upon receipt of the grant; authorize the Executive Director to sign the grant upon receipt from the FAA; 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 approve, subject to an FAA grant award, approve Task Order No. 95 with Foth Infrastructure & Environment, LLC in the amount of \$126,629.00; authorize the Executive Director to sign Task Order No. 95 upon receipt of the grant; authorize the Executive Director to sign the grant upon receipt from the FAA; 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 seconded. Motion Carried: 4-0-0-1; Yeas: Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Christensen.

A22-073 Consider Terminal Office Lease Agreement with Signature Flight Support

The Director of Finance stated Signature Flight Support requested to lease a small office under gate C4 due to their future move to the south quadrant of the Airport. The lease is a month-to-month lease and pricing is set based on the current Rates and Charges document for similar space on the concourse ground level.

The Director of Finance recommended the Board approve the office space lease with Signature Flight Support.

Ms. Levy moved to approve the office space lease with Signature Flight Support. Mr. Dickinson seconded. Motion Carried: 4-0-0-1; Yeas: Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Christensen.

A22-074 Consider Change Order No. 2 for Emergency Notifications System with KOVA Corp

The Director of Engineering stated on March 8, 2022, the Authority Board approved a noncompetitive contract with KOVA Corp., for good cause, in the amount of \$304,170.40 for an upgrade to the Airport's Emergency Notification System, Board reference No. A22-036 A&B. The noncompetitive contract was approved because KOVA Corp. is the only firm Authority staff could locate that provides a complete system to airports. Change Order No. 2 adjusts the contract value to include 50% of the expense for the governmental immunity endorsement required in the insurance & indemnification requirements, paragraph 2, Section F. KOVA Corp. neglected to include that expense in their original quote.

The Director of Engineering recommended the Board approve Change Order No. 2 for Emergency Notifications System with KOVA Corp in the amount of \$8,063.68.

Ms. Lauridsen Sand moved to approve Change Order No. 2 for Emergency Notifications System with KOVA Corp in the amount of \$8,063.68.

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

A22-075 Consider the Future Terminal Definition Manual Supplemental Update produced by Anser Advisory, LLC

The Director of Engineering stated on January 11, 2022, the Authority Board approved Task Order No. 1 with Anser Advisory, LLC, Board reference No. A22-003, to update the current Future Terminal Program Definition Manual. A committee was established to review construction cost estimates, align plan to funding budget, review layout and location of future terminal, update forecast, and revisit schedule moving forward. Over a period of three months, the committee worked through four workshops and a Board Workshop on April 5, 2022, to develop a recommendation for the Program Definition Manual update.

The Director of Engineering recommended the Board approve the Future Terminal Program Definition Manual Supplemental Update produced by Anser Advisory, LLC in Task Order No. 1 of the Master Agreement with Anser Advisory, LLC.

Mr. Dickinson moved to approve the Future Terminal Program Definition Manual Supplemental Update produced by Anser Advisory, LLC in Task Order No. 1 of the Master Agreement with Anser Advisory, LLC. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-076 Consider a Contract for the design of Parking Access and Revenue Control System, Task Order No. 6 with Bolton & Menk, Inc.

The Director of Engineering stated the consultant will provide all services which include design, detailed work, services, materials, and equipment necessary to provide complete plans and specifications, bidding phase services, and construction administration phase services required for a new Parking Access & Revenue Control System (PARCS) serving the structured (parking garage) and surface parking areas. Current PARCS equipment and software was installed in 2009-2010 and it is reaching the end of its useful life. Authority staff recommends the design and procurement of new and updated PARCS equipment to be fully installed when the new parking garage expansion comes online.

The Director of Engineering recommended the Board approve Task Order No. 6 for the design of a Parking Access and Revenue Control System with Bolton & Menk, Inc. for \$169,940.00 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 Task Order No. 6 for the design of a Parking Access and Revenue Control System with Bolton & Menk, Inc. for \$169,940.00 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: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-077 Consider the Iowa Department of Transportation (IDOT) State Airport Improvement Program (AIP) Grant Application for FY 2023

The Director of Engineering stated the award of an IDOT State Airport Improvement Program Grant is determined by a point system like the FAA's system for awarding grants. The Authority is requesting a State Airport Improvement Program grant to assist on the following projects:

Runway 5 Temporary Extension – Runway Visual Aids

- i. Estimated project cost - \$7,888,791.00
- ii. Grant Application - \$400,000.00 (5%)

The Director of Engineering recommended the Board approve the IDOT State Airport Improvement Program Grant Application for FY 2023, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Engineering and Planning to close out this grant when completed in accordance with the contract documents.

Ms. Levy moved to approve the IDOT State Airport Improvement Program Grant Application for FY 2023, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Engineering and Planning to close out this grant 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.

A22-078 Consider the Iowa Department of Transportation (IDOT) Commercial Service Vertical Infrastructure (CSVI) Grant Application for FY 2023

The Director of Engineering stated the level of eligibility for the IDOT Commercial Service Vertical Infrastructure Grant monies is based on the annual number of enplanements at commercial service airports. Currently, Des Moines Airport Authority is eligible for an estimated \$710,748.00 annually, dependent on the level of appropriations by the Legislature. The fiscal year 2023 grant application will provide partial funding for the following project:

- Building No. 9 relocation to Field Maintenance complex
 - Estimated at \$544,500.00

This project is part of the Future Terminal Development Project. Remainder of CSVI FY23 funds will be carried forward to future projects.

The Director of Engineering recommended the Board approve the IDOT Commercial Service Vertical Infrastructure Grant Application for FY 2023, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Engineering and Planning to close out this grant when completed in accordance with the contract documents.

Mr. Christensen moved to approve the IDOT Commercial Service Vertical Infrastructure Grant Application for FY 2023, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Engineering and Planning to close out this grant 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.

A22-079 Consider Contract for Installation of Airfield Electric and Communications Pathways Project with Waldinger Corporation

The Director of Engineering stated this contract will provide for the following items to be furnished and installed on the Airport campus:

1. North Primary Power Loop
 - a. Electrical pathways will be bored from Building No. 70 to Air Traffic Control Tower.
 - b. This will allow for the North side of the campus to be looped for primary power.
 - c. MidAmerican Energy will provide and install the cabling (at no cost to Airport).
2. Communication pathways installed to Runway 31 Glideslope
 - (A) Pathway will be extended from existing communication structure to FAA glideslope.
3. South Cargo Apron Ground Power Unit (GPU) connection
 - (A) Install the power source and connection for GPU to be utilized on South Cargo Apron for air carriers.

With the original Engineer's estimate being \$123,700.00, quotes were requested from four electrical contractors. Three quotes were received, with the lowest, responsible quote from Waldinger Corporation.

The Director of Engineering recommended the Board approve a contract with Waldinger Corporation in the amount of \$103,324.00 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 moved to approve a contract with Waldinger Corporation in the amount of \$103,324.00 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 seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-080 Consider Notice of Redemption to Call Outstanding Series 2012 Bonds

The Director of Finance stated the remaining Series 2012 Bonds balance is \$7,810,000 at 5% interest. Current investment options for available cash are in the 1.95 - 2.30% range, depending on the duration of the investment. Over the remaining life of the bonds, interest costs would amount to \$1,422,500. Authority staff believes it is prudent to call the bonds now, saving the remaining interest costs. Funds necessary to call the bonds are available from the Authority's cash reserves.

The Director of Finance recommended the Board approve the call of Series 2012 Bonds in the principal amount of \$7,810,000 plus interest due through June 10, 2022.

Mr. Feldmann stated he owned some of the bonds, so he would abstain from the discussion and vote.

Ms. Levy moved to approve the call of Series 2012 Bonds in the principal amount of \$7,810,000 plus interest due through June 10, 2022. Mr. Dickinson seconded. Motion Carried: 4-0-1-0; Yeas: Christensen, Dickinson, Lauridsen Sand, and Levy; Nays: 0; Abstained: Feldmann; Absent: 0.

A22-081 Financial Report

- The Director of Finance stated:
 - Revenue
 - Enplanements are moving closer to 2019 levels.
 - Concession revenue is artificially depressed due to the ARPA Grant. Food and beverage revenue is more significantly behind budget. A lot of this is due to higher food costs. The restaurant management company, Aero Service Group, is looking at adjusting menu prices to compensate for the higher cost of food. Staffing is a challenge for all concessionaires and parking.
 - The Authority is at full staff.

A22-082

Briefing

- The Director of Operations reported:
 - April 2022 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 April 2022: 452.
- The Executive Director reported:
 - The Board packet contains a reminder email from the City of Des Moines for Board Members to complete cultural competency training.
 - BIL: the Authority applied for the competitive airport terminal grant. 650 applications were submitted totaling \$14 billion dollars competing for \$1 billion dollars. It will most likely be a couple of months before award announcements.
 - The Authority also applied for a community-funded grant through Representative Cindy Axne's office. This may be the last year this type of grant will be available. The Authority application is one of 15 applications submitted by Representative Axne.
 - Allegiant launches a new route to Newark, NJ, on May 20, 2022.
 - The Greater Des Moines Partnership Washington, DC trip takes place this week, May 11-13.
 - The Board packet contains a copy of the 132d Wing 2021 Economic Impact Report.
 - There is a potential lawsuit against the Authority regarding an alleged slip and fall in an Airport restroom.

A22-083

Next Meeting

- a. **June 14, 2022, Regular Board Meeting**

A22-084

Adjourn


Mr. Dickinson moved to adjourn the meeting. Ms. Levy 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 9:46 a.m.

Respectfully Submitted:



Christine Lauridsen Sand
Secretary/Treasurer



Mary Benson
Board Clerk