

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

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

Chaired by: Ms. Lauridsen Sand since Mr. Feldmann participated remotely

Present: Mr. Christensen (via Zoom), Mr. Dickinson, Mr. Feldmann (at 9:01 a.m. via Zoom), Ms. Lauridsen Sand, 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. Two Board members participated electronically, and three Board members participated in person. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.

The Executive Director introduced Ms. Ni Wagner, the Authority's new Director of Finance and Administration. The Executive Director stated Ms. Wagner started October 10, 2022.

A22-142 Consider Minutes for:

a. September 13, 2022, Regular Board Meeting

Ms. Levy moved to approve the minutes for the September 13, 2022, Regular Board Meeting. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

b. September 13, 2022, Board Workshop

Mr. Dickinson moved to approve the minutes for the September 13, 2022, Board Workshop. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-143 Consider Revised Task Order No. 2 for Terminal 10% Design Services with HNTB Corporation

The Director of Engineering stated on April 12, 2022, the Authority Board approved a Master Agreement with HNTB Corporation, Board reference No. A22-062, to provide design services for the future terminal and associated landside projects. On June 14, 2022, the Authority Board approved Task Order No. 1, Board reference No. A22-087, to validate a basis of design (BOD) from programming accomplished in the Program Definition Manual update. On August 9, 2022, the Authority Board approved Task Order No 2, Board reference No. A22-116, subject to IDOT review and approval since funding is provided by the State of Iowa Commercial Aviation Infrastructure Fund (ICAIF). From the review and audit by the IDOT, it was

recommended that the form of contract be changed from Lump Sum to Cost Plus Fixed Fee. The modification has been completed.

The Director of Engineering stated Task Order No 2 will provide terminal design services of phases 1A through 1C up to 10%. The schedule is to have the 10% design complete in January 2023. Task Order No. 2 has a value of \$3,253,339.00 not to exceed, with an additional 10% owner's contingency of \$298,441,26. Total for the task order is \$3,551,780.26.

The Director of Engineering recommended the Board approve Revised Task Order No. 2 for Terminal 10% Design Services with HNTB Corporation for \$3,551,780.26 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 Revised Task Order No. 2 for Terminal 10% Design Services with HNTB Corporation for \$3,551,780.26 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 seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-144 Consider Professional Services Agreement, Task Order No. 103 with Foth Infrastructure & Environment, LLC for Construct Terminal Building Phase 3, Apron B (Deicing Pads) Design Phase Services

The Director of Engineering stated through the future Terminal Program Definition update, it was determined that centralized deicing pads would be utilized for aircraft deicing operations and collection. Location of the passenger airlines deicing pads are parallel to Taxiway Papa. The scope of services to be performed by the Consultant includes detailed work, services, materials, equipment and supplies necessary to provide plans and specifications for the construction of a deicing apron in support of the new passenger terminal. The project is developed as a two-stage project, covering two different funding years. The design services will cover the full project, including two bidding packages. The task order is eligible for grant funding at normal 90/10 split. The grant approval associated with this design will be determined later.

The Director of Engineering recommended the Board, subject to FAA approval, approve the professional services agreement, Task Order No. 103 with Foth Infrastructure & Environment, LLC in the amount of \$1,552,708.00; authorize the Executive Director to sign the Task Order once FAA approval has been received; 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 FAA approval, approve the professional services agreement, Task Order No. 103 with Foth Infrastructure & Environment, LLC in the amount of \$1,552,708.00; authorize the Executive Director to sign the Task Order once FAA approval has been received; 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 seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-145 Consider Tabled Item from September 13, 2022, Regular Board Meeting: Project Management Committee Policy for New Terminal Design and Construction Requests

The Executive Director stated this item was tabled at the September 13, 2022, Regular Airport Authority Board meeting. The Policy in question was revised to exclude any Board Member from sitting on the ad-hoc Project Management Committee. The proposed limits were increased to one million (\$1,000,000), and language was added to clarify that the policy was an addendum to the established Purchasing Policy.

Section 4.2, Owner Designated Representative, of the CMR agreement between Weitz/Turner, a Joint Venture, and Des Moines Airport Authority states:

The Owner shall identify a representative to act on behalf of the Owner with respect to the Project. The Owner's Representative shall render decisions promptly and furnish information expeditiously, so as to avoid unreasonable delay in the services or Work of the Construction Manager. Except as otherwise provided in Section 4.2.1 of the General Conditions, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

The Executive Director stated in keeping with this section, the proposed Project Management Committee is anticipated to be an ad hoc committee which may be disbanded and reconvened as construction phases of the New Terminal Project are introduced. The purpose of the committee is to review requests generated by design and construction teams working on the New Terminal project. The structure of the proposed committee is set by the Des Moines Airport Authority Board. Members of the Committee may be added or removed as the Des Moines Airport Authority Board determines necessary, but initially consists of five Airport Authority staff members: the Executive Director, Assistant Executive Director, Director of Engineering and Planning, Director of Finance and Administration, and Director of Operations, and up to two ex-officio members from the Anser Advisory, LLC team. Committee responsibilities would be to review and act on requests as established within the limits of the Board's Project Management Committee Policy.

The Executive Director stated the policy provides the committee may only act when a quorum of members is present. All votes must be unanimous for all members present. The Policy gives the committee the authority to approve change order requests, and the use of Owner and/or CMR contingencies with a net value of \$1,000,000 or less. Change order requests, and the use of owner contingencies with a net value of more than \$1,000,000 must be submitted to the Des Moines Airport Authority Board with a committee recommendation for consideration. The Policy further provides that all Gross Maximum Price (GMP) amendments must be submitted to the Des Moines Airport Authority Board with a committee recommendation for consideration.

The Executive Director recommended the Board approve a Project Management Committee Policy for New Terminal project design and construction requests.

Mr. Dickinson moved to approve a Project Management Committee Policy for New Terminal project design and construction requests. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-146

Financial Report

- The Assistant Executive Director stated:
 - Revenue
 - Some of the concessions are lagging in revenue mostly due to staffing issues.
 - Rental car and parking revenue is strong.
 - Cash Position
 - In good shape.
 - Will be spending Authority-funded money for upcoming construction projects.
- Ms. Levy asked if a discussion with the food/beverage management company, Aero Service Group, had taken place with reference to implementing self-help and/or autonomous services since staffing issues may not go away. The Assistant Executive Director stated he hasn't had that specific discussion with Aero Service Group, but they did discuss self-serve coffee options as well as food/beverage and retail vending services. The Assistant Director stated the kitchen is very small, so there is a space issue. The Assistant Director stated more autonomous services will be considered for the new terminal. Ms. Lauridsen Sand asked if any vending used now could be moved to the new terminal and the Assistant Executive Director stated yes, that could be done. The Executive Director stated Aero Service Group would like to open Berk & Chesters again, but they are having a difficult time finding a short order cook.
- The Assistant Executive Director stated the FY 2023 proposed budget and a document reflecting proposed Rates and Charges were included in the Board packet. Regarding the parking rate adjustments, Ms. Levy stated available parking for all levels of income is important. The Executive Director stated a survey was completed to see how parking at Des Moines International Airport compared to other similar-sized airports. The proposed Rates and Charges,

except hourly parking, were in the same ballpark. The Assistant Executive Director stated approval of the final FY 2023 budget will be recommended at the November 8, 2022, Regular Board Meeting.

A22-147

Briefing

- The Director of Operations reported:
 - September 2022 taxi statistics.
 - September 2022 passenger and cargo statistics.
 - Summary statistics for enplanements, seats, and load factor.
 - Year-over-year Covid-19 comparison.
- Ms. Levy asked given our timeline for the new terminal, will we have to reduce the number of flights like other airports have recently done because of passenger capacity? The Executive Director replied no regarding passenger capacity, but it will be tight parking airplanes with limited gates and RONs. The airlines might have to tow their airplanes to the gates, or the Airport might have to bus passengers to board airplanes. This will result in slower operations.
- Ms. Lauridsen Sand asked if the towing equipment is expensive for the airlines to acquire. The Executive Director replied that the airlines need a tug. Contractors can all tow RJs, but they may not have the authority to tow the mainline aircraft. The Authority began talking to the airline business contacts several years ago about this issue. The airlines understand and will get this taken care of within the next year.
- The Executive Director reported:
 - The Des Moines International Airport's website was targeted by a pro-Russia hackactivist group on October 10, 2022. This resulted in the Des Moines International Airport's website being down from approximately 6:45 a.m. to 9:55 a.m. on October 10, 2022. Blue Compass, Des Moines International Airport's website provider, put a security filter in place to allow the website to be operational again. Board members asked questions about website security as well as security for the Airport Authority's operational systems. The Executive Director and Assistant Executive Director answered their questions.
 - An updated Board Member/Airport Authority contact list was included in the Board packet. Ni Wagner, the new Director of Finance, was added and a couple of other updates were made.
 - The Authority is in the process of applying for FY 2023 BIL Airport Terminal Program dollars. Congressional letters were sent to the entire Iowa delegation asking for their support for the Authority's application.

A22-148

Next Meeting

- a. November 8, 2022, Regular Board Meeting**
- b. Workshop to follow the Regular Board Meeting**

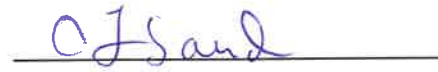
A22-149

Adjourn

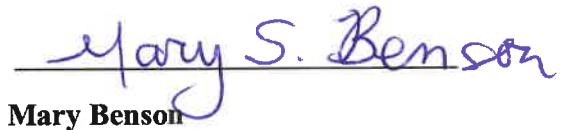
Ms. Levy moved to adjourn the meeting. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

The meeting adjourned at 9:44 a.m.

Respectfully Submitted:



Christine Lauridsen Sand
Secretary/Treasurer



Mary Benson
Board Clerk