

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF MEETING
Des Moines International Airport
Board Room
February 14, 2023**

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

Chaired by: Mr. Feldmann

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

A23-014 Consider Minutes for January 10, 2023, Regular Board Meeting

Ms. Levy moved to approve the minutes for the January 10, 2023, Regular Board Meeting. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-015 Consider the Authority's Storm Water Pollution Prevention Plan

The Director of Engineering stated Authority staff prepared the Storm Water Pollution Prevention Plan (SWPPP) for the Des Moines International Airport. The SWPPP is compiled to maintain compliance with the Airport's National Pollutant Discharge Elimination System (NPDES) Permit # 77-27-0-08. The SWPPP is intended for use by the Authority and its tenants to provide consistent and effective management of storm water runoff. The SWPPP represents a description of the Airport facility, a discussion of potential pollution sources resulting from practices and activities at the Airport, and identifies storm water management controls and best management practices to eliminate or reduce pollutants entering the storm water system.

The Director of Engineering stated the Authority's NPDES Permit provides: "Storm Water Pollution Prevention Plans... shall be signed as follows: ...for a municipality, State, Federal, or other public facility by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes: 1) the chief executive officer of the agency, or 2) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency."

The Director of Engineering recommended the Board approve the Executive Director to sign and certify the SWPPP.

Mr. Christensen moved to approve the Executive Director to sign and certify the SWPPP. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-016 Consider Agreement for Contracted Custodial Services with Heritage Building Maintenance

The Director of Engineering stated the custodial services contract with Marsden Building Maintenance, LLC will terminate April 1, 2023. A Request for Proposals (RFP) was issued on December 5, 2022, with proposals being due January 13, 2023. A committee of four Authority staff reviewed and rated the eight proposals received based on the rating criteria outlined within the RFP. Ratings from highest to lowest were Heritage Building Maintenance, Flagship, Marsden Bld Maintenance, SMS, UBM, Kleen-Tech, Vonachen, and UG2. The proposed agreement is for a term of three years. The cost for the first year of the contract will be \$1,431,888.64 and will be adjusted annually for the next two years by an amount not to exceed the percentage change over the previous year in the Employment Cost Index published by the U.S. Department of Labor. The agreement does allow for two additional one-year extensions by the Authority.

The Director of Engineering recommended the Board approve an Agreement for Contracted Custodial Services with Bee-Clean US Holdings, LLC dba Heritage Building Maintenance for \$1,431,888.64.

Ms. Levy moved to approve an Agreement for Contracted Custodial Services with Bee-Clean US Holdings, LLC dba Heritage Building Maintenance for \$1,431,888.64. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-017 Consider Task Order No. 1 for the Commissioning Services for New Airport Terminal Design Project with SystemWorks, LLC

The Director of Engineering stated at the January 10, 2023, board meeting, agenda item A23-007, the Authority approved the Master Agreement for Commissioning Services related to future Terminal. This task order under the Master Agreement includes the scope of services to be performed by the Consultant for detailed work, services, and supplies necessary to support the Mechanical (including Building Automation System (BAS)), Electrical, and Plumbing (MEP) and Building Envelope (BE) commissioning for the design phase, preconstruction phase, and Bid Package 1 (BP1) of the New Passenger Terminal Phase 1A Project.

The Director of Engineering recommended the Board approve Task Order No. 1 related to commissioning services for the review of design documents in the amount of \$231,121.00 with SystemWorks, LLC and authorize the Director of Engineering and Planning to accept and close out Task Order No. 1 when completed in accordance with the contract documents.

Mr. Christensen moved to approve Task Order No. 1 related to commissioning services for the review of design documents in the amount of \$231,121.00 with SystemWorks, LLC and authorize the Director of Engineering and Planning to accept and close out Task Order No. 1 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.

A23-018 Consider Task Order No. 6 for 100% Design of Baggage Handling System for Future Terminal with HNTB Corporation

The Director of Engineering stated Task Order No. 6 includes the detailed work, services, and supplies necessary to progress the terminal development program of the baggage handling system, Checked Baggage Inspection System (CBIS) and Checked Baggage Resolution Area (CBRA), to a 100% design level. This task order for design will work in coordination with the Transportation Security Administration (TSA) and be funded through an Other Transaction Agreement (OTA). The negotiated amount not to exceed is \$1,095,790.00 and has been reviewed by TSA. This approved task order No. 6 will start the process of getting the OTA established, which could take up to three months to accomplish.

The Director of Engineering recommended the Board approve Task Order No. 6 for 100% Design of Baggage Handling System for Future Terminal with HNTB Corporation for \$1,095,790.00 and authorize the Director of Engineering and Planning to accept and close out Task Order No. 6 when completed in accordance with the contract documents.

Mr. Christensen moved to approve Task Order No. 6 for 100% Design of Baggage Handling System for Future Terminal with HNTB Corporation for \$1,095,790.00 and authorize the Director of Engineering and Planning to accept and close out Task Order No. 6 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.

A23-019 Consider Agreement for Rental Car Ready/Return Facility Programming & Planning with PGAL

The Director of Engineering stated to accommodate the Airport's Master Plan and ongoing terminal and landside development, preparation to relocate the car rental operations from the existing car rental areas that are located next to and within the existing terminal to the current Purple Lot adjacent to the existing RAC Quick Turnaround Area (QTA) is necessary. The proposed scope of work includes rental car programming, validation of facility needs, operational planning and conceptual design options for new rental car customer-facing operations. The negotiated amount

not to exceed for this planning is \$76,350.00. The duration of this planning effort is scheduled to take three months.

The Director of Engineering recommended the Board approve Agreement for Rental Car Ready/Return Facility Programming & Planning with PGAL for \$76,350.00 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 moved to approve an Agreement for Rental Car Ready/Return Facility Programming & Planning with PGAL for \$76,350.00 and authorize the Director of Engineering and Planning to accept and close out this contract 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.

A23-020 Consider Purchase of Mower from Van-Wall Equipment, Inc.

The Director of Operations stated Authority staff obtained pricing from Van-Wall Equipment, Inc. for a new John Deere 1585 mower utilizing the Sourcewell Cooperative Purchasing program in the amount of \$44,053.53. This item was originally budgeted for \$36,400.00 resulting in the need for an additional \$7,653.53. The existing 2012 John Deere 1565 mower will be sold at auction.

The Director of Operations recommended the Board approve the purchase of one (1) mower from Van-Wall Equipment, Inc. in the amount of \$44,053.53.

Ms. Levy moved to approve the purchase of one (1) mower from Van-Wall Equipment, Inc. in the amount of \$44,053.53. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-021 Consider Purchase of Compact Utility Tractor from Van-Wall Equipment, Inc.

The Director of Operations stated Authority staff obtained pricing from Van-Wall Equipment, Inc. for a new John Deere 4066R compact utility tractor and Landpride AFM4216 mower attachment utilizing the Sourcewell Cooperative Purchasing program in the amount of \$89,249.49. This item was originally budgeted for \$72,000.00 resulting in the need for an additional \$17,249.49. The existing 2007 Jacobsen 9016 mower will be sold at auction.

The Director of Operations recommended the Board approve the purchase of one (1) compact utility tractor from Van-Wall Equipment, Inc. in the amount of \$89,249.49.

Ms. Lauridsen Sand moved to approve the purchase of one (1) compact utility tractor from Van-Wall Equipment, Inc. in the amount of \$89,249.49. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-022 Consider Adjustment to 2023 Rates and Charges

The Assistant Executive Director stated to provide an additional payment option to airline crews, Authority staff is recommending an annual airline crew parking option which would provide a 20% discount on the monthly rates. This pre-paid annual parking option would be non-refundable. The 2023 aircrew parking rate was increased from \$25 to \$50 for 2023. With the pre-pay discount, aircrew would pay \$480 or \$40 per month equivalent.

The Assistant Executive Director recommended the Board approve an adjustment to the 2023 Rates and Charges.

Mr. Dickinson moved to approve an adjustment to the 2023 Rates and Charges. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-023 Consider Presentation regarding Parking Garage Expansion Façade and Fly Through Presentation

The Director of Engineering stated on November 8, 2022, Authority staff presented information and layouts related to the possible installation of façade on both the existing South Garage and the proposed Garage Expansion project. Authority staff provided examples of the material, along with installations within the City of Des Moines, showing weathered materials.

The Director of Engineering introduced Matt Ferrier with Bolton & Menk, Kris Orth with Farnsworth Group, and Scott Froemming with Walker Consultants. A fly through presentation of the parking garage expansion was presented to the Board.

The airport logo was brought up during the discussion about the signage on the parking garages. The Board discussed the possibility of changing the airport's logo and asked the Authority staff to present costs associated with changing the logo at the March 14, 2023, Regular Board Meeting.

The Director of Engineering stated there is no requested action by the Board at this time. Recommendation will be made when the bids are presented to the Board.

A23-024 Financial Report

- The Director of Finance reported:
 - Revenue
 - Parking revenue for January outperformed what was thought to be a somewhat aggressive budget. Parking revenue is expected to remain strong through spring break.
 - Expenses
 - Nothing significant to report.
 - Cash Position
 - Total cash is \$3.8M up from prior month due to approximately \$2M reimbursement from the State RISE grant and \$1.5M AIP grant.

A23-025 Briefing

- The Director of Operations reported:
 - January 2023 taxi statistics.
 - January 2023 passenger and cargo statistics.
 - January 2023 summary statistics for enplanements, seats, and load factor.
- The Executive Director reported:
 - The January 2023 Passenger Terminal Progress Report from Anser Advisory was sent to the Board last week and is included in today's Board packet.
 - The Executive Director pointed out certain items on pages 7 and 12 and stated there will most likely be a Board Workshop prior to the April 11, 2023, Regular Board Meeting. Authority staff will present an estimate for the first phase of the New Terminal Project at the April 11, 2023, Regular Board Meeting.
 - Project Management Committee
 - No action has been taken to-date at the weekly meetings.
 - A TSA PreCheck event will be held at the airport March 20, 2023, through March 24, 2023.
 - A Global Entry event will be held at the airport May 9, 2023, through May 11, 2023.
 - The FY22 Airport Terminal Program \$5,000,000 Grant was approved. Haven't heard about approval of the FY23 Airport Terminal Program Grant. Hope to hear by the end of this month.
 - The second rental car meeting went well.
 - The restaurant on the landside, Berk & Chesters, is open with a limited menu.
 - IPAA is hosting a legislative reception on March 14, 2023, from 5-7 p.m. at Bolton & Menk's office. The Board is invited to attend.

A23-026 **Next Meeting**
a. March 14, 2023, Regular Board Meeting

A23-027 **Adjourn**

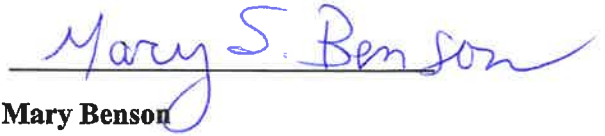
Mr. Dickinson moved to adjourn the meeting. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

The meeting adjourned at 10:11 a.m.

Respectfully Submitted:



Christine Lauridsen Sand
Secretary/Treasurer



Mary Benson
Board Clerk