

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

Mr. Feldmann announced that due to the fact that a Board member would need to leave the meeting at 9:30 a.m., agenda items may be taken out of order so that the full Board may participate in those items.

A23-001 Consider Minutes for December 13, 2022, Regular Board Meeting

Ms. Levy moved to approve the minutes for the December 13, 2022, 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.

A23-011 Briefing (partial report)

- The Executive Director reported after Agenda Item #1 to accommodate an early departure of Board Member Lauridsen-Sand:
 - A December 2022 Passenger Terminal Progress Report from Anser Advisory was sent to the Board last week. Items to note:
 - Commissioning
 - RFP was released and interviews were done in 2022
 - Asking for approval of master agreement at this meeting
 - Community engagement meetings
 - Plan to engage the community once 10% design is done
 - Key Dates
 - 10% design due 1/31/23
 - Base budget wrapped up by 3/15/23 – will take to Board for approval at the 4/11/23 Board meeting
 - Project Management Committee
 - Meets every Wednesday
 - No action has been taken to-date

A23-005 Consider Management Staff (Directors) Salary Adjustment

The Executive Director stated Article VII, of the Airport Authority Bylaws, entitled Management Staff states, “Section 1. Management Staff Positions, The management staff of the Authority consists of: an Executive Director; an Assistant Executive Director; a Director of Operations; a Director of Finance; and a Director of Engineering and Planning; all of whom will serve at the pleasure of the Board. Collectively, they are defined as the Management Staff. (11-1-11) (01-10-17).”

The Executive Director stated Section 2. Staff Contracts, states “The Board shall enter into a written employment contract with the Executive Director, establishing his or her salary and term of tenure. The Executive Director shall set compensation levels for the Assistant Executive Director, Director of Finance, Director of Operations, and Director of Engineering and Planning, subject to final approval of the Board. (11-1-11) (01-10-17).”

The Executive Director stated, given the inflationary period we are experiencing, the Compensation Committee proposes an average 5.87% percent raise when calculating all five Directors’ salaries on an annualized basis.

The Executive Director recommended the Board approve the Compensation Committee’s Recommendation for Management Staff (Directors) Salary Adjustment.

Ms. Levy 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.

A23-008 Consider Amendment to Rules and Regulations for Customer Facility Charge

The Assistant Executive Director stated the original Customer Facility Charge (CFC) Resolution was approved in 2008 to support the construction of the Rental Auto Facility (RAC). Authority staff proposes to incorporate the CFC in the Authority’s Rules and Regulations and expressly allow for the use of these funds towards the new terminal construction. This action will replace and supersede City of Des Moines’ resolution no. A08-143.

The Assistant Executive Director recommended the Board approve the Rules and Regulation amendment to include Customer Facility Charge language.

Ms. Levy moved to approve the Rules and Regulation amendment to include Customer Facility Charge language. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-002

Consider Sixth Amendment to the Real Estate Lease and Asset Transfer Agreement with City of Des Moines

The Director of Engineering stated on April 12, 2022, agenda item A22-057, the Board approved a Fifth Amendment to the Real Estate Lease and Asset Transfer Agreement with City of Des Moines to exclude excess property adjoining Fleur Drive between Highview Drive and McKinley Avenue due to the relocation of the Airport entrance on Cowles Drive. A new turning lane was constructed for the new entrance and is excluded from the lease. Subsequently, the turning lanes associated with the old entrance were vacated and removed and are added back into the lease.

The Director of Engineering stated this sixth amendment will amend Exhibit B of the agreement to exclude the excess real estate, and all associated assets located on such real estate, legally as follows:

A. PARCEL 2022-1218 DESCRIPTION:

A PARCEL OF LAND LOCATED IN THE WEST HALF OF SECTION 29, TOWNSHIP 78 NORTH, RANGE 24 WEST OF THE FIFTH PRINCIPAL MERIDIAN, CITY OF DES MOINES, POLK COUNTY, IOWA. SAID TRACT CONTAINS 525 SQUARE FEET OR 0.01 ACRES MORE OR LESS.

B. PARCEL 2022-1219 DESCRIPTION:

A PARCEL OF LAND LOCATED IN THE WEST HALF OF SECTION 29, TOWNSHIP 78 NORTH, RANGE 24 WEST OF THE FIFTH PRINCIPAL MERIDIAN, CITY OF DES MOINES, POLK COUNTY, IOWA. SAID TRACT CONTAINS 529 SQUARE FEET OR 0.01 ACRES MORE OR LESS.

The Director of Engineering stated this Sixth Amendment updates Exhibit B of the Real Estate Lease and Asset Transfer Agreement to reflect this change and bring it up to date.

The Director of Engineering recommended the Board approve the Sixth Amendment to Real Estate Lease and Asset Transfer Agreement between City of Des Moines and Des Moines Airport Authority.

Ms. Levy moved to approve the Sixth Amendment to Real Estate Lease and Asset Transfer Agreement between City of Des Moines and Des Moines Airport Authority. Mr. Christensen seconded. Motion Carried: 5-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-003

Consider a Conflict-of-Interest Waiver for Ahlers & Cooney, P.C. to review an Irrigation System Agreement between the Des Moines Airport Authority and the City of Des Moines

The Executive Director stated as general counsel for the Authority, Ahlers & Cooney was asked to assist with reviewing an Agreement for the transferring of ownership of irrigation system between the City of Des Moines and the Des Moines Airport Authority on behalf of the Authority. The Agreement will outline the rights and responsibilities of each party as it relates to the irrigation system. Ahlers & Cooney's representation in this regard will include, but not be limited to, reviewing the terms and conditions of the Agreement. Ahlers & Cooney understands the City will be represented by one of its assistant city attorneys in this matter and will not rely on Ahlers & Cooney for any legal advice or representation regarding either for the Agreement. Should the City seek Ahlers & Cooney's advice regarding the Agreement, they will not be able to provide it.

The Executive Director stated since the City is a current client of Ahlers & Cooney, any work that they perform for the Authority that would be adverse to the City will create a conflict of interest. Therefore, they cannot represent the Authority in this matter unless the Authority Board and the Des Moines City Council agree to waive the conflict.

The Executive Director recommended the Board approve a Conflict-of-Interest Waiver for Ahlers & Cooney, P.C. to review an Irrigation System Agreement between the Des Moines Airport Authority and the City of Des Moines.

Mr. Dickinson moved to approve a Conflict-of-Interest Waiver for Ahlers & Cooney, P.C. to review an Irrigation System Agreement between the Des Moines Airport Authority and the City of Des Moines. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-004

Consider Irrigation System Agreement between the City of Des Moines and Des Moines Airport Authority

The Director of Engineering stated the City of Des Moines has scheduled the Fleur Drive Reconstruction, Phase 3 from Watrous Avenue to McKinley Avenue Project which will install irrigation in the existing planters in the medians of Fleur Drive from Watrous Avenue to Army Post Road. The Des Moines Airport Authority has an existing irrigation system for landscaping located at the intersection of McKinley Avenue and Fleur Drive which the Authority no longer wants to keep or maintain. In mutual agreement, the Authority would like to transfer ownership of the irrigation system over to the City of Des Moines. In return, the City of Des Moines will remove the current landscaping at both the NW and NE corners of McKinley Ave and Fleur Drive and replace it with grass.

The Director of Engineering recommended the Board approve the Irrigation System Agreement between the Des Moines Airport Authority and the City of Des Moines.

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

A23-006 Consider Supplemental Agreement No. 2 for Task Order No. 9, 2021 Cowles Drive Reconstruction Phase 2 & 3 project with Kimley-Horn & Associates, Inc.

The Director of Engineering stated on November 8, 2022, the Board approved Change Order No. 8 of the Cowles Drive Phase 2 & 3 project which adjusts and extends the contractual completion date to May 15, 2023. Contract management, construction administration, construction testing, and construction observation services for the project must also be extended to provide the necessary oversight of the project. This supplemental agreement No. 2 will extend the duration of the contract management, construction administration, construction testing, and construction observation services. The negotiated amount of the agreement is \$103,000.00.

The Director of Engineering recommended the Board approve Supplemental Agreement No. 2 for Task Order No. 9 with Kimley-Horn & Associates, Inc. for \$103,000.00.

Ms. Levy moved to approve Supplemental Agreement No. 2 for Task Order No. 9 with Kimley-Horn & Associates, Inc. for \$103,000.00. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-007 Consider Contract for the Commissioning Services for New Airport Terminal Project with SystemWorks, LLC

The Director of Engineering stated the Authority issued a Request for Qualifications (RFQ) to select a firm for Commissioning Services (Cx) for the New Airport Terminal project. Four firms submitted proposals for Mechanical Electrical Plumbing Commissioning (MEPCx) while three firms submitted proposals for Building Envelope Commissioning (BECx). Each proposal was reviewed and rated based on qualifications established in the RFQ. Of these, two firms that provided both MEPCx and BECx responses, SystemWorks, LLC and FST-HEA, LLC, were selected to be interviewed. Based on the combined ratings from the five-member Airport Committee, SystemWorks, LLC is being recommended. The Commissioning Services' agent role is to act as a bridge between the Authority, the design and construction team, and other technical advisors, and to provide technical support and oversight during design and construction. The Commissioning Services' agent will provide effective leadership and management to ensure the successful completion and commissioning of the construction of a new terminal.

The Director of Engineering recommended the Board approve a master agreement that allows for individual task orders to be developed and contracted with SystemWorks, LLC for various scopes of Commissioning Services related to the New Airport Terminal Project.

Mr. Christensen moved to approve a master agreement that allows for individual task orders to be developed and contracted with SystemWorks, LLC for various scopes of Commissioning Services related to the New Airport Terminal Project. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-009

Consider South RON Positions, Early Bid Package Electrical Project

a. Public Hearing regarding the plans, specifications, form of contract, and estimated cost for the South RON Positions, Early Bid Package Electrical Project

The Director of Engineering stated this contract includes the supply of electrical equipment to be installed under the South RON (remain overnight) positions project. Due to long lead times on the following equipment, Authority staff is looking at purchasing this equipment early to save time while the rest of the project is being designed. Equipment includes a 13.2kV-480Y/277V pad mount transformer, 480Y/277V switchboard, 480V-208Y/120V step down transformer, and a 208Y/120V switchboard. Additional electrical equipment and devices as specified.

The Engineer's estimate for this portion of the project is \$469,500.00.

Mr. Feldmann opened the Public Hearing.

Ms. Lauridsen Sand departed the meeting at 9:30 a.m.

Mr. Feldmann invited public comment. There were no comments.

Mr. Feldmann closed the Public Hearing.

b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the South RON Positions, Early Bid Package Electrical Project

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the South RON Positions, Early Bid Package Electrical project.

Ms. Levy moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the South RON Positions, Early Bid Package Electrical project. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Dickinson, Feldmann, and Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

c. Consider award of contract for the South RON Positions, Early Bid Package Electrical Project to Van Maanen Electric, Inc. in the amount of \$332,000.00

The Director of Engineering stated the lowest responsive, responsible bidder was Van Maanen Electric, Inc. in the amount of \$332,000.00.

The Director of Engineering recommended the Board approve the contract with Van Maanen Electric, Inc. in the amount of \$332,000.00 for the improvement 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 contract with Van Maanen Electric, Inc. in the amount of \$332,000.00 for the improvement 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: 4-0-0-1; Yeas: Christensen, Dickinson, Feldmann, and Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

A23-010 Financial Report

- The Assistant Executive Director introduced to the Board Ms. Sheri Ernico with Jacobs Engineering (previously with LeighFisher). The Assistant Executive Director stated Ms. Ernico is here to work on a rate model for the new terminal. Ms. Ernico put together the original rate model for the Des Moines Airport Authority in 2012.
- The Director of Finance reported:
 - Revenue
 - Approximately 14% above budget for 2022 and 4% above the same period in 2019.
 - Expenses
 - 4.7% below budget.
 - Cash Position
 - Down \$3M from prior month due to construction payment of Cowles Drive.
- The Director of Finance asked the Board if they still would like to see a financial comparison to 2019 and the Board stated it was no longer necessary.

A23-011 Briefing (continued report)

- The Director of Operations reported:
 - December 2022 taxi statistics.
 - December 2022 passenger and cargo statistics.
 - December 2022 summary statistics for enplanements, seats, and load factor. There were 73 canceled flights for the last fifteen days of December due to the winter storm.
- The Executive Director reported:
 - In the Board packet, there is a list of updated attorney rates effective January 1, 2023, from the Airport Authority's law firm, Ahlers & Cooney, P.C.
 - December 2022 winter storm financial impact to the Airport Authority.

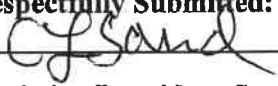
A23-012 **Next Meeting**
 a. February 14, 2023, Regular Board Meeting

A23-013 **Adjourn**

Ms. Levy moved to adjourn the meeting. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Dickinson, Feldmann, and Levy; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

The meeting adjourned at 9:52 a.m.

Respectfully Submitted:



Christine Lauridsen Sand
Secretary/Treasurer



Mary Benson
Board Clerk