

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

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

**Chaired by:** Mr. Feldmann

**Present:** Mr. Christensen, Mr. Feldmann, Ms. Lauridsen Sand (via Zoom), Ms. Levy (via Zoom at 9:01 a.m.)

**Absent:** Mr. Dickinson

**This meeting was held electronically via Zoom due to Board travel. The public was provided ability to monitor the meeting online via Zoom. Two Board members participated electronically, and two Board members participated in person. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.**

Upon the recommendation of the Executive Director, the Board voted to defer agenda item #7 (Board number A23-034) to the next Board meeting.

Mr. Christensen moved to defer agenda item #7 to the next Board meeting. Mr. Feldmann seconded. Motion Carried: 3-0-0-2; Yeas: Christensen, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: Dickinson and Levy.

Ms. Levy joined the meeting via Zoom at 9:01 a.m.

**A23-028 Consider Minutes for February 14, 2023, Regular Board Meeting**

Ms. Lauridsen Sand moved to approve the minutes for the February 14, 2023, Regular Board Meeting. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

**A23-029 Consider Borrow Agreement between Elder Corporation and Des Moines Airport Authority**

The Executive Director stated the proposed Agreement outlines the rights and responsibilities of each party as it relates to the Authority's borrow site. Elder Corporation has an estimated need of 9,000 Cubic Yards (CY) of borrow for a project to be completed in 2023. The Airport's borrow site is located at area "G" as depicted in the Airport Development Plan. To be developed for aeronautical use, Area "G" requires soil to be removed to establish grades that correspond to Taxiway Papa elevations. Once down to appropriate grades, the site becomes more attractive for development. The proposed Borrow Site Agreement with Elder establishes a rate of \$1.00/CY for the borrow, with an approximated total of \$9,000. Actual totals of borrow utilized will be established via survey both prior and after completion.

The Executive Director recommended the Board approve a Borrow Site Agreement between Elder Corporation and the Des Moines Airport Authority.

Ms. Lauridsen Sand asked if this was for work that was already lined up to do. The Executive Director stated it is for an offsite job, not Authority work. Mr. Anderson, Deputy City Manager at the City of Des Moines, stated it may be for City of Des Moines levy work.

Mr. Christensen moved to approve a Borrow Site Agreement between Elder Corporation and the Des Moines Airport Authority. Ms. Lauridsen Sand seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

**A23-030 Consider Other Transaction Agreement for design services of inline checked baggage inspection system for Future Terminal with Department of Homeland Security, Transportation Security Administration**

The Executive Director stated on February 14, 2023, agenda item A23-018, the Board approved Task Order No. 6 with HNTB for 100% design of the baggage handling system for the future terminal. This task order and its associated scope of work was a requirement to assist in establishing an Other Transaction Agreement (OTA) with the Department of Homeland Security, Transportation Security Administration (TSA).

The OTA is to set forth the terms and conditions, as well as establish the respective cost-sharing obligations and responsibilities of the TSA and the Des Moines Airport Authority with respect to the design services necessary to construct an inline Checked Baggage Inspection System (CBIS) utilizing Explosive Detection Systems (EDS) for the future terminal. The design services will be submitted in accordance with the published TSA Planning Design Guidelines and Design Standards (PGDS).

The design services project requires Des Moines Airport Authority to provide the architect and engineering services to develop the design and construction specifications to install the inline Checked Baggage Inspection System (CBIS). The design will address Airport Terminal modifications required to incorporate the CBIS, including required changes to the baggage conveyor components and programming, mechanical, plumbing, electrical, architectural, and telecommunications, or other infrastructure required for the installation and the integration of the Transportation Security Equipment (TSE) and associated hardware and software.

The Executive Director recommended the Board approve the Other Transaction Agreement (OTA) between U.S. Department of Homeland Security, Transportation Security Administration (TSA) and Des Moines Airport Authority, authorize the Executive Director to accept and sign the OTA with TSA, 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 asked if there was a risk of the project not being reimbursed by TSA. The Executive Director stated there is some risk, but it is a minimal risk. The Executive Director states this system has been around since the Department of Homeland Security was implemented.

Ms. Levy moved to approve the Other Transaction Agreement (OTA) between U.S. Department of Homeland Security, Transportation Security Administration (TSA) and Des Moines Airport Authority, authorize the Executive Director to accept and sign the OTA with TSA, 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: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

**A23-031 Consider a Services Agreement with G2 Secure Staff, L.L.C.**

The Director of Operations stated the existing services agreement with G2 Secure Staff, L.L.C. expired on May 31, 2022, and was not renewed due to the COVID-19 pandemic. This service agreement provides personnel for baggage hygiene services in addition to TSA checkpoint queue guidance services. Terms of the agreement will remain the same as before with an adjusted hourly rate at \$27.86 per hour for services provided. It is estimated the airport will utilize a maximum of 11 hours per day for a total annual expense of \$111,858.00.

The Director of Operations recommended the Board approve a Services Agreement with G2 Secure Staff, L.L.C. and authorize the Executive Director to sign the Agreement.

Mr. Christensen moved to approve a Services Agreement with G2 Secure Staff, L.L.C. and authorize the Executive Director to sign the Agreement. Ms. Lauridsen Sand seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Dickinson.

**A23-032 Financial Report**

- The Director of Finance reported:
  - Revenue
    - Total revenue is approximately 7% above budget.
    - Parking revenue and interest income again remained strong in February.
  - Expenses
    - Total expenses are 9% above budget driven by seasonally related utilities and supplies such as deicing chemicals.

- Cash Position
  - No significant changes from January in total cash.
  - Mr. Feldmann asked questions about the safety of the Authority's cash given Silicon Valley Bank's recent failure. The Director of Finance and Assistant Executive Director stated they have had recent discussions with West Bank where the Authority cash is, and they both feel there is minimal risk to the Authority's cash since banks must secure public money first based on Iowa's state code. The Director of Finance stated the Authority is closely monitoring the situation. The Assistant Executive Director stated the Authority will be spending a lot of Authority cash this year. The Assistant Executive Director stated he feels confident Authority cash is protected since West Bank has procedures in place to ensure that they won't be in situations like those where other banks have failed. The Assistant Executive Director stated banks must report quarterly to the Iowa State Treasurer indicating how much they have in public funds and how their tier one funding can cover all their public funds. Mr. Feldmann asked what the Authority's cash balance is at West Bank. The Assistant Executive Director stated it totals approximately \$85 million. The Director of Finance stated in her opinion, it is safer to leave the cash where it is now, especially since the Authority will be using some of the cash soon. Ms. Lauridsen Sand stated she agreed with the Director of Finance and Ms. Levy stated she agreed with Ms. Lauridsen Sand. The Assistant Executive Director and Director of Finance will consider possibly moving some cash later to other financial institutions after researching other financial institutions. Ms. Lauridsen Sand thanked the Assistant Executive Director and Finance Director for monitoring the situation and discussing it with West Bank so quickly. Mr. Feldmann asked the Director of Finance and the Assistant Executive Director to obtain more information for the Board. The Assistant Executive Director will clarify tier one deposits and their collateralization with West Bank and report back to the Board. Mr. Anderson stated the Assistant Executive Director and Director of Finance may want to reach out to financial staff from the City of Des Moines about the bank they use. The Assistant Executive Director stated he would do that in addition to calling contacts at other businesses about their financial institutions.
- The Executive Director stated the annual Authority financial audit will be conducted next week.

**Briefing**

- The Executive Director introduced Ms. Kovarna, Deputy Director of Communications, Marketing, and Air Service Development, to present information at the request of the Board about a possible new logo for the Des Moines International Airport.
  - Ms. Kovarna presented to the Board information about a possible new logo, including estimated costs for the various pieces of the project. Ms. Kovarna suggested if the Board opted to move forward, that the Board try to think of the new logo not as a change of symbol, but instead leveraging it as a symbol of change representing a new experience and new terminal. The Board discussed the possible new logo, made suggestions, and asked questions. One question was how long the current logo has been used. The Executive Director stated the current logo has been around since 2004.
  - The Executive Director stated there is no Authority staff recommendation nor action appropriate by the Board since the item was not on the agenda.
  - The Board asked the Authority staff to move forward with pursuing an agreement for the first piece which is creative development of a new logo. The Board will then decide next steps after that piece of the project is completed. The Executive Director stated an agreement for creative development will be presented to the Board at the April 11, 2023, Regular Board Meeting.
- The Director of Operations reported:
  - February 2023 taxi statistics.
  - February 2023 passenger and cargo statistics.
  - February 2023 summary statistics for enplanements, seats, and load factor.
  - 2022 year-end statistics.
  - Parking – especially busy with spring break travel.
    - Opened all snow dump parking spots.
    - Opened two thirds of the Purple Lot.
    - Expect parking demand to peak on March 15, 2023.
- The Executive Director reported:
  - The February 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 in addition to the following dates in the report:
      - 5/1/23 – early bid package deliverable for site work, foundation, utilities, and steel.
      - 6/2/23 – 30% design deliverable.
      - 3/15/23 – 10% design estimate presented by Weitz/Turner to Anser Advisory.
      - 4/1/23 – reconciliation of the 10% design estimate completed.
      - 4/11/23 – reconciled 10% design estimate presented to the Board at a Board Workshop.

- 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. Those who have been conditionally approved for a Global Entry interview can try to schedule an interview beginning March 31, 2023. Appointments are expected to fill up quickly.
- Runway 5/23 closes April 3, 2023, for runway intersection work and will be closed throughout the summer. The airport will be down to one runway during this time.
- The Board was copied on the Board vacancy letter sent to the City of Des Moines in early March 2023.
- The Executive Director will be at a legislative conference in Washington, DC, March 20-23, 2023.

**A23-034      Closed Session, pursuant to Iowa Code § 21.5(1)(c), to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the Authority in that litigation.**

Deferred to the next Board meeting.

**A23-035      Next Meeting**

- a. April 11, 2023, Regular Board Meeting
- b. April 11, 2023, Board Workshop
  - The Workshop will take place after the April 11, 2023, Regular Board Meeting.


**A23-036      Adjourn**

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

The meeting adjourned at 10:15 a.m.

**Respectfully Submitted:**

  
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**Christine Lauridsen Sand**  
 Secretary/Treasurer

  
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**Mary Benson**  
 Board Clerk