

**DES MOINES AIRPORT AUTHORITY BOARD  
SUMMARY MINUTES OF MEETING  
Des Moines International Airport  
February 13, 2024**

**Call to Order and Roll Call:** 9:02 a.m.

**Chaired by:** Mr. Feldmann

**Present:** Mr. Christensen (via Zoom), Mr. Dickinson (via Zoom at 9:10 a.m.), Ms. Feeney (via Zoom), Ms. Lauridsen Sand (via Zoom)

**This meeting was held electronically due to Board member scheduling conflicts which made it impractical to conduct the meeting in person. The public was provided ability to monitor, but not participate in, the meeting online via Zoom. One Board member participated in person. Four Board members participated via Zoom. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.**

**A24-013 Consider Minutes for:**

**a. January 9, 2024, Regular Board Meeting**

Ms. Lauridsen Sand moved to approve the minutes for the January 9, 2024, Regular Board Meeting. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: Dickinson.

**b. January 25, 2024, Special Board Meeting**

Ms. Lauridsen Sand moved to approve the minutes for the January 25, 2024, Special Board Meeting. Ms. Feeney seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: Dickinson.

**A24-014 Consider Contract for Chiller Rehabilitation with Trane US, Inc.**

The Director of Engineering stated the scope of services includes the rehabilitation of existing chillers No. 1 & 3. The units supply chilled water to a loop feeding Concourses A & C, along with the existing bag claim area that will be remodeled for the future Administration/Operations offices. The units are 25 years old, and rehabilitation is recommended to extend the life of these units versus replacement of the units.

The Director of Engineering stated Trane US, Inc. is the manufacturer of these chillers. Parts required for their rehabilitation will come directly from Trane US, reducing the lead time and costs. Installation technicians are trained by the manufacturer and will warranty their work. With certified technicians performing the work, Trane will provide an extended warranty on the units. With this information, Authority staff believes there is good cause for a sole source purchase.

The Director of Engineering stated, according to the Authority's purchasing policy, the Board may exempt contracts or purchases for goods or services from its normal purchasing procedures for good cause. It is within the sole discretion of the Authority to determine what constitutes good cause for purposes of this provision. Examples may include procurements having unique requirements that can only be satisfied by a specific vendor, or procurements where competition is determined inadequate.

The Director of Engineering recommended the Board approve the Noncompetitive Purchase for Chiller Rehabilitation with Trane US, Inc. in the amount of \$421,224.00 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 moved to approve the Noncompetitive Purchase for Chiller Rehabilitation with Trane US, Inc. in the amount of \$421,224.00 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 seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: Dickinson.

**A24-015      Consider a Collective Bargaining Agreement between Des Moines Airport Authority and Central Iowa Public Employees Council (CIPEC)**

The Executive Director stated a one-year union agreement was negotiated with the Central Iowa Public Employees Council (CIPEC). The term of the agreement is from July 1, 2024, through June 30, 2025. The agreement has been ratified by members of the CIPEC bargaining unit. CIPEC represents Airfield Maintenance Workers, Building Engineers, and Electricians. In total, 29 Airport Authority employees are represented by CIPEC. The agreement guarantees an adjustment in the Authority pay plan control points on January 1, 2025, by the greater of 3%, or an amount determined by Airport Authority management based on an independent compensation consultant study.

The Executive Director recommended the Board approve the Collective Bargaining Agreement between Des Moines Airport Authority and Central Iowa Public Employees Council.

Ms. Lauridsen Sand moved to approve the Collective Bargaining Agreement between Des Moines Airport Authority and Central Iowa Public Employees Council. Ms. Feeney seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: Dickinson.

Mr. Dickinson joined the meeting at 9:10 a.m.

**A24-016 Consider a Collective Bargaining Agreement Between Des Moines Airport Authority and the Municipal Employee Association (MEA)**

The Executive Director stated a three-year union agreement has been negotiated with the Municipal Employee Association (MEA). The term of the agreement is from July 1, 2024, through June 30, 2027. The Agreement has been ratified by the members of the MEA bargaining unit. MEA represents IT department employees, Accountants, and Operations Duty Officers. In total, 11 Airport Authority employees are represented by MEA.

The Executive Director recommended the Board approve the Collective Bargaining Agreement between Des Moines Airport Authority and the Municipal Employee Association.

Ms. Lauridsen Sand moved to approve the Collective Bargaining Agreement between Des Moines Airport Authority and the Municipal Employee Association. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A24-017 Consider the Iowa Department of Transportation (IDOT) Commercial Service Terminal Program Grant**

The Assistant Executive Director stated in September 2023, the Board approved an application to the Iowa Department of Transportation for the Commercial Service Terminal Program. The Authority was awarded a \$10 million grant funded through the Iowa Legislature's Rebuild Iowa Infrastructure Fund in 2023. The Authority must provide a 90% match and may not use federal funds to provide the required match.

The Assistant Executive Director recommended the Board approve the IDOT Commercial Service Terminal Program grant and authorize the Executive Director to close out this grant when completed in accordance with the contract documents.

Mr. Christensen moved to approve the IDOT Commercial Service Terminal Program grant and authorize the Executive Director 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, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A24-018 Consider the Authority's Storm Water Pollution Prevention Plan**

The Director of Engineering stated Authority staff updated 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 includes a description of the Airport facility, a discussion of potential pollution sources resulting from practices and activities on the

Airport, and it 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 that: "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. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A24-019 Consider Parking Garage Maintenance 2024 Project**

**a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Parking Garage Maintenance 2024 Project**

The Director of Engineering stated this project consists of the replacement of floor drain bodies, associated piping, and concrete repairs. Work is to be completed within both the North and South Garages.

The Director of Engineering stated the Engineer's Estimate for this project is \$176,690.00.

**Mr. Feldmann opened the Public Hearing.**

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 Parking Garage Maintenance 2024 Project**

The Director of Engineering recommended the Board approve a Resolution adopting plans, specifications, form of contract, and estimated total cost for the Parking Garage Maintenance 2024 Project.

Ms. Lauridsen Sand moved to approve a Resolution adopting plans, specifications, form of contract, and estimated total cost for the Parking Garage Maintenance 2024 Project. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**c. Consider award of contract for the Parking Garage Maintenance 2024 Project to MTS Contracting, Inc. in the amount of \$187,576.00**

The Director of Engineering stated the lowest responsive, responsible bidder was MTS Contracting, Inc. in the amount of \$187,576.00.

The Director of Engineering recommended the Board approve the contract with MTS Contracting, Inc. in the amount of \$187,576.00 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 MTS Contracting, Inc. in the amount of \$187,576.00 and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A24-020 Consider a Three-Month Waiver to the Des Moines Airport Authority Minimum Standards for Epic Sky Flight School**

The Assistant Executive Director stated Epic Sky flight school has operated at DSM for approximately 18 months. They met the Authority's Minimum Standards space requirements through a lease agreement with Signature Flight Services. Signature is no longer leasing space to Epic Sky, so they no longer qualify to hold an operating permit.

The Assistant Executive Director stated Epic Sky is in the process of designing a hanger with office space in the south quadrant of the Airport. Authority staff propose a temporary waiver to the minimum standards to allow the flight school to continue operating for three months while the land lease is negotiated, and their building is being designed. If a land lease is not presented for Board consideration at or before the May 14, 2024, Board Meeting, the waiver will expire. If a land lease is executed, a new waiver will be proposed that would be in effect until completion of the hangar and office space.

The Assistant Executive Director recommended the Board approve a Three-Month Waiver to the Des Moines Airport Authority Minimum Standards for Epic Sky Flight School.

Ms. Lauridsen Sand moved to approve a Three-Month Waiver to the Des Moines Airport Authority Minimum Standards for Epic Sky Flight School. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A24-021 Consider Logo Designs for Future Use with Implementation to Correspond with the New Terminal**

Ms. Kovarna stated in June 2023, work began on a project to design a new logo for consideration as the Airport transitions into a new, modern facility. A committee was formed to guide the direction of logo design. The Committee reviewed and tweaked many designs and narrowed the new design options down to two. The proposed options were previously provided to the Board for review.

Ms. Kovarna stated there are three logo options to consider: two new logos and the existing logo. The brand palette that is proposed is like the colors used on the Airport's website today; however, they have been adjusted to have more classic, earthy tones and the proposed navy is less purple in tonality. This palette, if selected, is a strong look for the brand now and into the future and would offer a smooth transition and integration with existing applications (i.e. the website, Park DSM signage, and the Lift DSM logo while still in use.) For the existing logo, the color palette that is used today is provided.

The Ad hoc Logo Committee recommended the Board approve logo number one for future use with implementation to correspond with the opening of the New Terminal.

Mr. Christensen moved to approve logo number one for future use with implementation to correspond with the opening of the New Terminal. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A24-022 Consider Amendment to Des Moines Airport Authority Rules and Regulations**

The Director of Operations stated proposed changes to the Rules and Regulations include:

- additional language for deicing and anti-icing operations to support the Authority's move to a consolidated de-icing operator;
- additional language for aircraft towing operations to support remote aircraft parking requirements; and
- some general clean-up.

The Director of Operations stated a redline version and a final version of the Rules and Regulations were provided to the Board for review prior to today's Board meeting.

The Director of Operations recommended the Board approve an Amendment to the Des Moines Airport Authority Rules and Regulations.

Ms. Feeney moved to approve an Amendment to the Des Moines Airport Authority Rules and Regulations. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A24-023 Financial Report**

- The Director of Finance reported:
  - Revenue
    - Total revenue is approximately 16% above budget and 20% above the same period in 2023. The high traveling demand is mainly driven by the strong economy and consumer spending, especially in the service sector. The Authority's concession revenue has reflected that continued growth. The earned interest rate is still above 5%.
  - Expenses
    - The monthly service invoice of \$105K from Aircraft Rescue & Fire Fighting (ARFF) will not be received until February 2024.
  - Cash
    - Total of approximately \$2M is transferred from PFC to General Operating account for reimbursement. Outstanding receivable of \$4.5M federal grants (AIP-\$1.9M, AIG-\$1.2M, ATP-\$1.4M) are related to deicing and new terminal projects.

**A24-024 Briefing**

- The Director of Operations reported:
  - January 2024 taxi statistics.
  - January 2024 passenger and cargo statistics are not available yet.
  - January 2024 summary statistics for enplanements, seats, and load factor.
  - January 2024 snow event summary. The Director of Operations gave kudos to Airport staff for their work throughout the two major snow events in January.
  - 2024 Spring Break parking analysis.
  - 2023 End-of-Year Report.
- The Executive Director reported:
  - 90% New Terminal Design will be reviewed internally this week and then will most likely be presented to the Board at the March 12, 2024, Regular Board Meeting.
- The Executive Director presented the Director of Engineering, Mr. Belt, with a framed Business Record article about Mr. Belt's work over a period of 13 years on the runway intersection project.

**A24-025 Next Meeting**

March 12, 2024, Regular Board Meeting

**A24-026 Adjourn**

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

The meeting adjourned at 10:06 a.m.

**Respectfully Submitted:**



**Ross Dickinson  
Secretary/Treasurer**



**Mary Benson  
Board Clerk**