

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF MEETING
Des Moines International Airport
November 12, 2024**

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

Chaired by: Mr. Christensen

Present: Mr. Christensen, Mr. Dickinson, Ms. Feeney, Mr. Feldmann, Ms. Lauridsen Sand

This meeting was held in-person with a Zoom link also available. The public was provided ability to monitor, but not participate in, the meeting online via Zoom. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.

A24-145 Consider Minutes for October 8, 2024, Regular Board Meeting

Mr. Feldmann moved to approve the minutes for the October 8, 2024, Regular Board Meeting. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A24-146 Consider Change Order No. 4 with Henkel Construction Co. for ConRAC Facility Project

The Director of Engineering stated on September 10, 2024, agenda item A24-125, change order No. 1 was presented to the Board related to a mechanically stabilized earth (MSE) wall and storm water piping improvements. Change order No. 4 removes the portion of change order No. 1 related to the MSE improvements and adds additional scope of work related to the MSE wall for the ConRAC Facility project. As the subcontractor was working through final design of the MSE wall (design assist is called out for MSE walls), some questions were asked about a GeoTechnical report that had already been finalized. With these concerns, GeoTech reviewed the items and updated their report and recommendations to be utilized for finalizing the MSE wall design.

The Director of Engineering stated the following items within the contract are being updated to final costs:

- Additional excavation for foundation of wall.
- Additional granular material for foundation.
- Addition of geogrid to the foundation installation.
- Sheet piling to protect existing 16" Des Moines Water Works main running parallel to Army Post Road and MSE wall.

The Director of Engineering recommended the Board approve Change Order No. 4 with Henkel Construction Co. in the amount of \$641,245.14 for the ConRAC Facility Project.

Mr. Feldmann moved to approve Change Order No. 4 with Henkel Construction Co. in the amount of \$641,245.14 for the ConRAC Facility Project. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A24-147 Consider Approval of the Fiscal Year 2025 Operating and Capital Improvement Budget

The Director of Finance stated the Fiscal Year 2025 preliminary budget was provided to the Board at the October 8, 2024, Des Moines Airport Authority Board meeting. The Airline budget consultation meeting, which is required by the Airline Operating and Use Agreement, was held on October 11, 2024. Several updates to the budget were made as information used to develop the budget was further clarified.

The Director of Finance clarified on page 7 under Capital Expenditures that the Terminal Paging Replacement and Terminal Flight Information Display Replacement line items were stated in the preliminary budget provided to the Board as Terminal Paging Upgrade and Terminal Flight Information Display Upgrade. The word "Upgrade" was changed to "Replacement" since both items will be new.

The Director of Finance recommended the Board approve the Fiscal Year 2025 Operating and Capital Improvement Budget.

Ms. Lauridsen Sand stated it has been a while since the Director of Finance provided the Board with a comparison of cost per enplanement (CPE) for various small airports. The Director of Finance stated she would provide the Board with an updated comparison.

Mr. Feldmann moved to approve the Fiscal Year 2025 Operating and Capital Improvement Budget. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A24-148 Consider Approval of the Fiscal Year 2025 Rates and Charges Document

The Director of Finance stated the Rates and Charges document was reviewed in developing the 2025 Budget and it is necessary for the Board to approve the document. The Board was provided with a redlined document and a clean document for review.

The Director of Finance recommended the Board approve the Fiscal Year 2025 Rates and Charges Document.

Mr. Feldmann moved to approve the Fiscal Year 2025 Rates and Charges Document. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A24-149**Financial Report**

- The Director of Finance reported:
 - Revenue
 - Nothing significant to report.
 - Expenses
 - SP+ has delayed its August and September 2024 parking invoices (\$197K + \$119K) due to a regional manager change and detailed billing process.
 - ARFF has delayed its October 2024 invoice of \$107K due to a switch to a new vendor, Rural Metro.
 - The total YTD expenses would have been about 1.8% above budget.

A24-150**Briefing**

- The Director of Operations reported:
 - October 2024 taxi statistics.
 - October 2024 passenger statistics are not ready yet.
 - October 2024 summary statistics for enplanements, seats, and load factor.
- The Executive Director reported:
 - Redlined and clean copies of the updated Des Moines Airport Authority By-Laws were included in the board packets. Changes of note include: (1) accommodating virtual attendance of Board members at official public meetings, and (2) adding one director position to management staff: Director of Information Technology. The Des Moines Airport Authority By-Laws will be brought to the December 10, 2024, Regular Board Meeting for Board approval.
 - A press conference will be held December 2, 2024, with the Alzheimer's Association and ChildServe regarding the Hidden Disabilities Sunflower Program. Sunflower lanyards purchased through this program and worn by passengers allow TSA, airline, and Authority staff to easily identify someone with a hidden disability. This program is currently in place at 16 airports in the United States and is more prevalent in Canada.

A24-151 Closed Session, pursuant to Iowa Code § 21.5(1)(i), to discuss and evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session

Mr. Feldmann moved to go to Closed Session to discuss and evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

The closed session began at 9:25 a.m.

The closed session concluded at 9:53 a.m. and the regular session resumed.

A24-152 Consider Action on Executive Director Position

Mr. Feldmann moved to offer the Executive Director position to Mr. Mulcahy, Assistant Executive Director, and follow through with the normal process for Mr. Mulcahy's contract. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

Mr. Mulcahy will become Executive Director after Kevin Foley, Executive Director, retires in April 2024.

Mr. Christensen requested Ms. Hoodjer, Communications, Marketing, and Air Service Development Manager, send a press release about Mr. Mulcahy's promotion. Mr. Christensen stated the Board will appropriately honor and celebrate Executive Director Foley's retirement and Assistant Executive Director Mulcahy's promotion.

A24-153 Next Meeting

- December 10, 2024, Regular Board Meeting

A24-150 Additional Briefing

The Executive Director pointed out the budget in the October Passenger Terminal Progress Report for Phase 1A and Phase 1B West to the Board.

The Board and Executive Director discussed funding for the New Terminal Project. It was suggested that a letter be sent to the Governor thanking her for the state's contributions to the project thus far and inviting her to take a tour of the project.

Mr. Feldmann asked if there was any word on the appointment of a new Secretary of Transportation. The Executive Director stated no.

A24-154 Adjourn

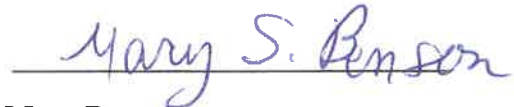
Mr. Feldman moved to adjourn the meeting. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

The meeting adjourned at 10:08 a.m.

Respectfully Submitted:



Ross Dickinson
Secretary/Treasurer



Mary Benson
Board Clerk