

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF MEETING
Des Moines International Airport
Board Room
November 8, 2022**

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

Chaired by: Mr. Feldmann

Present: Mr. Christensen, Mr. Dickinson, Mr. Feldmann, Ms. Lauridsen Sand, 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. All Board members participated in person. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.

A22-150 Consider Minutes for October 11, 2022, Regular Board Meeting

Ms. Levy moved to approve the minutes for the October 11, 2022, Regular Board Meeting. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-151 Consider Master Airport Service Agreement with ARINC Incorporated

The Assistant Executive Director stated the Authority staff negotiated a revised Master Airport Service Agreement with ARINC Incorporated. ARINC Incorporated is the sole source supplier of the Airport's common use system. This agreement provides the license and support for the common use software that is currently in use to include:

- Third level support for MUSE, CUSS and LDCS on eighty-eight (88) MUSE workstations and thirty-four (34) kiosks as well as the applicable Collins' core room hardware and software.
- Third level support includes Account Management, Airline Application Management, Remote 24x7x365 phone and email software support, as well as updates, patches, and bug fixes.
- Collins shall provide reasonable assistance in the coordination of support efforts between the Customer and the third-party software vendor.

The Assistant Executive Director stated the term of the Agreement is three years at a rate of \$112,116.65 per year. If additional common use services or software are needed in the future, they could be added under this Master Airport Service Agreement through an additional Statement of Work.

The Assistant Executive Director recommended the Board approve the Master Airport Service Agreement with ARINC Incorporated.

Mr. Christensen moved to approve the Master Airport Service Agreement with ARINC Incorporated. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-152 Consider Borrow Agreement between the City of Des Moines and Des Moines Airport Authority

The Director of Engineering stated at the September 13, 2022, Board meeting, agenda item A22-134, the Board approved a conflict-of-interest waiver with Ahlers & Cooney, P.C. to draft a zero-dollar Borrow Site Agreement between the City of Des Moines and the Des Moines Airport Authority. The proposed Agreement outlines the rights and responsibilities of each party as it relates to the Authority's borrow site. The City has an estimated (5) five possible levee projects requiring an estimated 250,000 CY of soil. 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 helps accomplish this at no cost to the Airport and financially benefits both the Des Moines Airport Authority and the City of Des Moines.

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

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

A22-153 Consider Change Order No. 8 for 2021 Cowles Drive Reconstruction Phase 2 & 3 Project with Elder Corporation

The Director of Engineering stated at the February 8, 2022, Board meeting, agenda item A22-013C, a contract was awarded to Elder Corporation for the 2021 Cowles Drive Reconstruction Phase 2 & 3. The contract established a completion date of November 23, 2022. Proposed Change Order No. 8 adjusts the contractual completion date of the Cowles Phase 2 & 3 project to May 15, 2023. There are no liquidated damages or other cost associated with the proposed change order. The following items were taken into consideration for amending the completion date:

- Primary power feed running thru the middle of the construction span was delayed in being relocated.
- Six (6) private communication lines were found and determined to be within the footprint of major structures within the project. Coordinating and relocating them appropriately took additional time.
- Current tenant in Building No. 10 was not able to relocate in a timely manner. Working around the building and reconnecting utilities to keep them up and functional took additional time.

The Director of Engineering recommended the Board approve Change Order No. 8 for 2021 Cowles Drive Reconstruction Phase 2 & 3 with Elder Corporation.

Mr. Christensen moved to approve Change Order No. 8 for 2021 Cowles Drive Reconstruction Phase 2 & 3 with Elder Corporation. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-154 Consider Change Order No. 9 for 2021 Cowles Drive Reconstruction Phase 2 & 3 Project with Elder Corporation

The Director of Engineering stated on October 26, 2022, it was determined that an existing concrete reinforced storm pipe started to collapse. The current pipe runs under the new retaining walls for the relocated Cowles Drive project. Repairs to the pipe have been completed; however, after camera inspection of the pipe it was determined that it should be rerouted, and the existing pipe grouted in solid. This storm pipe is planned to accept storm piping from the parking garage expansion project. The solution to reroute it was developed in collaboration between both the Cowles Drive and Garage Expansion design firms and Authority staff. Costs associated with this change order total \$318,337.98.

The Director of Engineering recommended the Board approve Change Order No. 9 for 2021 Cowles Drive Reconstruction Phase 2 & 3 with Elder Corporation.

Mr. Christensen moved to approve Change Order No. 9 for 2021 Cowles Drive Reconstruction Phase 2 & 3 with Elder Corporation. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-155 Consider Reimbursable Agreement for Design and Implementation in support of relocating FAA Navigation Equipment related to the Runway 5 Temporary Extension Project with the Federal Aviation Administration

The Director of Engineering stated this agreement, AJW-FN-CSA-20-CE-003631, with the FAA Air Traffic Organization (ATO) funds the labor, travel, and expenses required to perform limited technical and engineering support, design, and installation and construction services for the temporary extension of Rnwy 05, and the temporary displaced thresholds of Rnwy 05 and Rnwy 23, which impacts FAA NAS facilities. The NAS facilities impacted include:

- RWY 05 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR).
- Localizer (LOC).
- Glideslope (GS).
- FAA cabling and infrastructure.

This project and associated reimbursable agreement are components of the runway intersection reconstruction project. The Des Moines Airport Authority is responsible for funding the project prior to starting. Any unused funds will be returned to the Authority at the completion of the project.

The Director of Engineering recommended the Board approve the reimbursable agreement with Federal Aviation Administration in the amount of \$258,032.59 for the services and authorize the Director of Engineering and Planning to accept and close out this agreement when completed in accordance with the contract documents.

Ms. Levy moved to approve the reimbursable agreement with Federal Aviation Administration in the amount of \$258,032.59 for the services and authorize the Director of Engineering and Planning to accept and close out this agreement 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.

A22-156 Consider Terminal Site Preparation Project

a. Public Hearing regarding the plans, specifications, form of contract, and estimated cost for the Terminal Site Preparation Project

The Director of Engineering stated this contract includes demolition of existing aircraft hangar (DSM Building #10); demolition and relocation of aircraft hangar Building #9; site preparation; roof coating; overhead doors; building automation for relocated Building #9; demolition of concrete slabs for Building #9, Building #10, and former Building #7; demolition and removal of 27,000 SY of airfield and parking lot pavement; installation of 2,250 LF of relocated perimeter security fencing; approximately 90,000 CY of embankment construction for the future terminal building; 1,100 LF of relocated storm and sanitary sewer; 1,750 LF of 2 – 4” communication conduits; installation of 1,000 LF of 48 inch storm sewer; installation of 1,400 LF of 10 inch sanitary sewer; and relaying power to Building #8 from a new Mid-American transformer.

The Engineer's estimate for this portion of the project is \$5,486,299.00.

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 Terminal Site Preparation Project

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Terminal Site Preparation project.

Mr. Christensen moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Terminal Site Preparation project. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

c. Consider approval of Federal Aviation Administration Grant No. 89 associated with the Terminal Site Preparation Project

The Director of Engineering recommended the Board authorize the Executive Director to accept and sign grant agreement No. 89 with FAA for the improvement and authorize the Director of Engineering and Planning to accept and close out the grant when completed in accordance with contract documents.

Ms. Levy moved to authorize the Executive Director to accept and sign grant agreement No. 89 with FAA for the improvement and authorize the Director of Engineering and Planning to accept and close out the grant when completed in accordance with contract documents. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

d. Consider award of contract for the Terminal Site Preparation Project to Elder Corporation in the amount of \$5,900,000.00

The Director of Engineering stated the lowest responsive, responsible bidder was Elder Corporation in the amount of \$5,900,000.00.

The Director of Engineering recommended the Board, subject to a FAA grant award, approve the contract with Elder Corporation in the amount of \$5,900,000.00 for the improvement; authorize the Executive Director to sign the contract with Elder Corporation; 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 Elder Corporation in the amount of \$5,900,000.00 for the improvement subject to a FAA grant award; authorize the Executive Director to sign the contract with Elder Corporation; 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: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

e. Consider Professional Services Agreement, Task Order No. 104 with Foth Infrastructure & Environment, LLC for Terminal Site Preparation Project - Construction Phase Services

The Director of Engineering stated during the Terminal Site Preparation project, the consultant will provide contract management, construction administration, construction testing, and construction observation services for the project. The negotiated amount of the agreement is \$391,013.00.

The Director of Engineering recommended the Board, subject to a FAA grant award, approve the contract for the professional services agreement, Task Order No. 104 with Foth Infrastructure & Environment, LLC in the amount of \$391,013.00; authorize the Executive Director to sign the Task Order with Foth Infrastructure & Environment, LLC; and authorize the Director of Engineering and Planning to accept and close out this Task Order when completed in accordance with the contract documents.

Ms. Levy moved to approve the contract for the professional services agreement, Task Order No. 104 with Foth Infrastructure & Environment, LLC in the amount of \$391,013.00 subject to a FAA grant award; authorize the Executive Director to sign the Task Order with Foth Infrastructure & Environment, LLC; and authorize the Director of Engineering and Planning to accept and close out this Task Order when completed in accordance with the contract documents. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-157 Consider Presentation regarding Façade related to Parking Garage Expansion Project

The Director of Engineering stated the Board previously discussed the possibility of adding a façade to the existing garage and new garage extension. The architects provided several renderings that Authority staff presented for consideration. The various possibilities were presented for later consideration. The design submitted to the City of Des Moines Permit and Development will include the façade but may be removed during their review.

Board members asked questions and offered suggestions.

The Director of Engineering stated there is no recommendation for a decision to be made at this time. The information provided was for review. This item will be brought to the Board for a decision in the December 13, 2022, Regular Board Meeting.

A22-158 Consider Fiscal Year 2023 Operation and Maintenance Budget and Capital Improvement Budget

The Assistant Executive Director recommended the Board approve the Fiscal Year 2023 Operation and Maintenance Budget and Capital Improvement Budget.

Ms. Levy moved to approve the Fiscal Year 2023 Operation and Maintenance Budget and Capital Improvement Budget. Mr. Christensen seconded. Motion Carried: 5-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-159 Financial Report

- The Assistant Executive Director stated there was nothing significant to report.
- Expenses
 - Only 1% more than the 2019 budget.

A22-160 Briefing

- The Director of Operations reported:
 - October 2022 taxi statistics.
 - Passenger and cargo statistics will be emailed to the Board this week after the information has been received and compiled.
 - Summary statistics for enplanements, seats, and load factor.
- The Executive Director asked Ms. Kovarna, Deputy Director of Communications, Marketing, and Air Service Development to update the Board on an addition to the Airport's website called "Lift DSM."
 - Ms. Kovarna stated the Board previously suggested establishing a place on the Airport's website where the public can read about the new terminal project. Ms. Kovarna stated in response to that request, Lift DSM was added to the Airport's website. Ms. Kovarna stated Lift DSM, with its own distinct logo, will inform and excite Iowans about projects that will transform and heighten the travel experience at the Des Moines International Airport. Ms. Kovarna stated messaging will focus on project outcomes related to elevating the passenger experience, creating growth opportunities, and enhancing operational efficiency and safety.
- The Executive Director reported:
 - Southwest Airlines announced a new Saturday flight to Orlando, FL. Southwest Airlines also added one daily flight to their Denver schedule; they will offer three daily Denver flights.
 - The Executive Director and the Director of Engineering met in person with the FAA last week. The Executive Director stated the meeting went very well and the FAA is very supportive of the Des Moines International Airport's new terminal project.

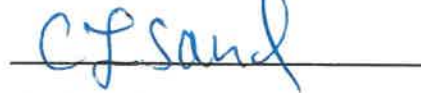
A22-161 Next Meeting
a. December 13, 2022, Regular Board Meeting

A22-162 Adjourn

Mr. Christensen moved to adjourn the meeting. Ms. Levy 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 10:10 a.m.

Respectfully Submitted:



Christine Lauridsen Sand
Secretary/Treasurer



Mary Benson
Board Clerk