

**DES MOINES AIRPORT AUTHORITY BOARD**  
**SUMMARY MINUTES OF MEETING**  
**Des Moines International Airport**  
**Board Room**  
**August 8, 2023**

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

**Chaired by:** Ms. Lauridsen Sand

**Present:** Mr. Christensen (via Zoom), 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 the meeting online via Zoom. Four Board members participated in person. One Board member participated via Zoom. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.**

Ms. Lauridsen Sand recognized Mr. Feldmann's leadership and contributions to the Des Moines Airport Authority Board as the previous Board Chair and presented Mr. Feldmann with a framed print of the Des Moines International Airport layout.

**A23-100 Consider Minutes**

**a. July 11, 2023, Regular Board Meeting**

Mr. Dickinson moved to approve the minutes for the July 11, 2023, Regular Board Meeting. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**b. July 20, 2023, Special Board Meeting**

Mr. Dickinson moved to approve the minutes for the July 20, 2023, Special Board Meeting. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23-101 Consider Professional Services Agreement, Task Order No. 7, with Anser Advisory LLC for Program Management during Construction - Construction Phase Services**

The Director of Engineering stated the scope of services to be performed by the Consultant includes detailed work, services, materials, equipment and supplies necessary to provide general Program Management oversight activities including Architect/Engineering (A/E) Management, Construction Management, Financial Support Services, Testing and Inspection Services for the construction, close-out, and opening of Phase 1A of the New Terminal Project. This scope of services will include management support services for the various consultants providing professional and technical services in support of the New Terminal Project and LIFT

DSM Program, including but not limited to, the A/E design team, the Construction Manager at Risk (CMAR), the Building Envelope (BE) and Mechanical, Electrical, Plumbing (MEP) Commissioning team (Cx). The scope of this Task Order also includes various financial and compliance advisory services in support of the LIFT DSM Program as well as individual project components and some cost estimating and reconciliation efforts. The Consultant will continue to manage the A/E design team, Cx team, and CMAR. The negotiated amount of the agreement is \$6,776,150.00. This task order goes to December 2027.

The Director of Engineering recommended the Board approve the Professional Services Agreement, Task Order No.7, with Anser Advisory LLC in the amount of \$6,776,150.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Mr. Dickinson asked what the dollar amount consists of, such as: a percentage of the overall project, projected hours, or not-to-exceed price. The Director of Engineering stated the dollar amount is based on hourly rates with a not-to-exceed price, and it is approximately 2.2% of the overall construction project which falls in line with other national averages.

Mr. Feldmann moved to approve the Professional Services Agreement, Task Order No.7, with Anser Advisory LLC in the amount of \$6,776,150.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23- 102      Consider Amendment No. 1 to the Project Management Committee Policy**

The Executive Director stated Section 4.2, Owner Designated Representative, of the CMR agreement between Weitz/Turner, a Joint Venture, and Des Moines Airport Authority states:

The Owner shall identify a representative to act on behalf of the Owner with respect to the Project. The Owner's Representative shall render decisions promptly and furnish information expeditiously, so as to avoid unreasonable delay in the services or Work of the Construction Manager. Except as otherwise provided in Section 4.2.1 of the General Conditions, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

The Executive Director stated in keeping with this section, the Airport Authority Board approved a Project Management Committee (PMC) Policy for New Terminal Design and Construction Requests at the October 11, 2022, Board meeting, Resolution A22-145. The purpose of the committee is to review requests generated by design and construction teams working on the New Terminal project. Committee

responsibilities are to review and act on requests as established within the limits of the Board's Project Management Committee Policy.

The Executive Director stated on July 20, 2023, at a Special Airport Authority Board meeting, the Board approved a budget for the New Terminal Project Phase 1A at \$445,374,080.00. The budget includes Owner's contingency and Construction Manager's contingency of \$35,500,000.00 and \$15,335,463 respectively. These contingencies are in the approved budget to accommodate any unknown construction variations that arise. Monies flow in and out of line-item contingencies when there are savings or increases in construction without changing the overall budget.

The Executive Director stated the current policy restricts action by the PMC to "change order requests, and the use of Owner and/or CMR contingencies with a net value of \$1,000,000 or less..." Authority staff propose an amendment to the policy that would allow action that does not require an increase to the overall budget. A clean version of the proposed changes was provided to the Board.

The Executive Director recommended the Board approve Amendment No. 1 to the Project Management Committee Policy.

Board members asked various questions which were answered by the Executive Director.

Mr. Feldmann moved to approve Amendment No. 1 to the Project Management Committee Policy. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23-103**

**Consider Master Professional Services Agreement for Airside General Engineering Services with Foth Infrastructure & Environment, LLC**

The Director of Engineering stated the Authority issued a Request for Proposal (RFP) to select an Engineering firm to work with the Airport on Federal Aviation Administration (FAA) funded projects occurring on the Airside of the Airport. One firm entered a proposal: Foth Infrastructure & Environment, LLC. The proposal was reviewed making sure it followed the requirements of the RFP. Based on that review, and a review of Foth's previous work history and accomplishments at the Airport, the three-member Authority Committee is recommending Foth Infrastructure & Environment, LLC be awarded the services agreement. The term of the agreement will be for five years.

The Director of Engineering recommended the Board approve Master Professional Services Agreement for Airside General Engineering Services with Foth Infrastructure & Environment, LLC.

Mr. Dickinson moved to approve Master Professional Services Agreement for Airside General Engineering Services with Foth Infrastructure & Environment, LLC. Ms.

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

**A23-104 Consider Master Professional Services Agreement for Landside General Engineering Services with AECOM Technical Services, Inc**

The Director of Engineering stated the Authority issued a Request for Proposal (RFP) to select two Engineering firms to work with the Airport on Landside funded projects. Five firms entered a proposal: Foth Infrastructure & Environment, LLC, Bolton & Menk, AECOM, Kimley Horn, and McClure Engineering Co. Each proposal was reviewed and rated based on six areas of qualifications. Based on the combined ratings from the three-member Authority Committee, AECOM Technical Services, Inc. is recommended as one of two agreements. The term of the agreement will be for five years.

The Director of Engineering recommended the Board approve Master Professional Services Agreement for Landside General Engineering Services with AECOM Technical Services, Inc.

Mr. Dickinson moved to approve Master Professional Services Agreement for Landside General Engineering Services with AECOM Technical Services, Inc. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23-105 Consider Master Professional Services Agreement for Landside General Engineering Services with Foth Infrastructure & Environment, LLC**

The Director of Engineering stated the Authority issued a Request for Proposal (RFP) to select two Engineering firms to work with the Airport on Landside funded projects. Five firms entered a proposal: Foth Infrastructure & Environment, LLC, Bolton & Menk, AECOM, Kimley Horn, and McClure Engineering Co. Each proposal was reviewed and rated based on six areas of qualifications. Based on the combined ratings from the three-member Authority Committee, Foth Infrastructure & Environment, LLC. is recommended as one of two agreements. The term of the agreement will be for five years.

The Director of Engineering recommended the Board approve Master Professional Services Agreement for Landside General Engineering Services with Foth Infrastructure & Environment, LLC.

Mr. Dickinson moved to approve Master Professional Services Agreement for Landside General Engineering Services with Foth Infrastructure & Environment, LLC. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23-106 Consider Infrastructure for Parking Access & Revenue Control System (PARCS) Project**

The Director of Engineering stated a request for bids was issued for infrastructure necessary to support an upgraded Parking Access & Revenue Control System. Only one bid was received, and it is generally the policy of the Authority to reject a singular bid for projects. Temporary arrangements to accommodate the system can be made until the infrastructure can be rebid and competitive bids received.

The Director of Engineering recommended the Board reject the Infrastructure for Parking Access & Revenue Control System bid.

Mr. Dickinson moved to reject the Infrastructure for Parking Access & Revenue Control System bid. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23-107 Consider Contract with Associated Time Instruments for a new Parking Access and Revenue Control System**

The Director of Operations stated a request for proposals was issued for a replacement Parking Access and Revenue Control System (PARCS) to provide revenue control processing at all airport parking lots. Four proposals were received: Associated Time Instruments (TIBA), SkiData, Hub Parking Technology USA, and Flash. Each proposal was reviewed and rated based on five areas of qualifications. Based on the combined ratings from the four-member Authority committee, Associated Time Instruments' proposal installing TIBA Parking Systems' equipment was recommended in the amount of \$1,242,905.00.

The Director of Operations recommended the Board approve a contract with Associated Time Instruments for a new parking access and revenue control system in the amount of \$1,242,905.00 and authorize the Director of Operations to accept and close out this contract when completed in accordance with the contract documents.

Ms. Feeney asked if this could be implemented without the infrastructure. The Director of Operations stated they can make the system fully functional, then lift and place it back on the new infrastructure.

Mr. Feldmann asked if the Board could meet the representative from Associated Time Instruments since the representative was present in the boardroom. The Director of Operations introduced Mr. Jeremy Farris with Associated Time Instruments. Mr. Farris stated they are very excited about this project and asked if the Board had any questions. Ms. Lauridsen Sand asked which other airports they are located at. Mr. Farris stated they are at Houston, Shreveport, Austin, Alexandria, Lafayette, and Laredo airports. Mr. Farris stated TIBA Parking Systems, the manufacturer of the Parking Access and Revenue Control Systems, is at many other airports as well.

Ms. Lauridsen Sand asked if the new parking lot is included in this contract. The Director of Operations stated most of it is included; however, there will be two additional lanes that will be added when the new garage is completed.

Mr. Dickinson moved to approve a contract with Associated Time Instruments for a new parking access and revenue control system in the amount of \$1,242,905.00 and authorize the Director of Operations to accept and close out this contract 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.

**A23-108 Consider Lease Agreement with Alvest Equipment Services**

The Director of Finance stated Alvest Equipment Services (AES) provides ground support equipment maintenance for airport tenants. They previously rented Building 8 which will eventually be razed for the new terminal. AES has moved to Building 57, effective August 1<sup>st</sup>, 2023, and will rent half of the building. The term of the lease is three years and rent escalates annually based on CPI.

The Director of Finance recommended the Board approve the Alvest Equipment Services lease of Building 57.

Ms. Feeney asked if Building 57 is new. The Director of Finance stated yes, it is new.

Mr. Feldmann moved to approve the Alvest Equipment Services lease of Building 57. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23-109 Consider First Amendment to Services Agreement with G2 Secure Staff, L.L.C.**

The Director of Operations stated to meet the requirements of the TSA mandate to provide random employee screening, three additional Authority Operation Staff have been hired. This screening requires both a male and a female to be present at various locations and various times of a 24-hour day. In addition to the three Authority employees, contracted staff will be necessary to meet the requirements. G2 Secure Staff has agreed to provide the additional staff; however, an amendment to Schedule A of our current G2 Secure Staff, LLC agreement is necessary to allow for the contracted staffing for a 'random employee screening' program. This amendment includes an overtime rate due to the various staffing and hours that may be required to meet the need on behalf of the contractor.

The Director of Operations recommended the Board approve the First Amendment to Service Agreement with G2 Secure Staff, L.L.C.

Mr. Feldmann moved to approve the First Amendment to Service Agreement with G2 Secure Staff, L.L.C. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A23-110 Financial Report**

- The Director of Finance reported:
  - Revenue
    - Total revenue is 13% above budget and approximately 23% above the same period in 2022.
    - Due to the high travel demand this summer:
      - Overall concession revenue year to date has exceeded the budget by 14%.
      - Parking revenue increased 15%.
      - Food and beverage increased 20%.
    - Interest income had a significant YTD increase due to the matured \$45M CD from last month as well as the current market condition.
  - Expenses
    - Consumable expenses (utilities and supplies) and an unbudgeted insurance payment of \$378K related to terminal and garage construction last month exceeded the budget; however, they were offset by the items managed by the Authority such as administration, repair and maintenance, and travel.
    - Total expenses are 1.6% above budget.
  - Cash Position
    - Total of approximately \$6M was transferred from PFC to General Operating account for reimbursement: \$3.7M for Runway 5 project and \$2.3M for Cowles Drive project.
    - Opened a new bank account as the Authority started the Partial Self-Funding option for Employee Medical Benefits during the renewal in July 2023.
    - The contributions from various Municipal entities increased from \$713K last month to \$1M in July.

**A23-111 Briefing**

- The Executive Director reported:
  - July 2023 passenger and cargo statistics are not available until August 10, so they will be sent to the Board once ready.
- The Director of Operations reported:
  - July 2023 taxi statistics
  - July 2023 summary statistics for enplanements, seats, and load factor
- The Executive Director reported:
  - Some items for consideration will be brought to the Board in September 2023 with reference to existing artwork, plaques, and Board member photographs: should they be moved to the new terminal?

- Reminder: another special Global Entry event will be held at the airport August 15-17, 2023. All appointments available for the event have been filled.
- Work on the runway intersection is scheduled to begin August 30, 2023, and will continue through the month of September 2023.
- The temporary parking garage entrance opened July 24, 2023. This temporary entrance will remain in place until the new parking garage is completed in 2025.
- FAA Grants No. 95 and No. 96 are in.
- Reminder: Authority staff would like to take Board members on a bus tour around the airport following the September 12, 2023, Regular Board Meeting so the Board can see the construction going on at the airport.
- Some items to highlight in the Anser Passenger Terminal Progress July 2023 Report included in the Board packet:
  - Page 8
    - Last set of bullets
      - The Authority met July 24, 2023, with the Des Moines Public Art Foundation to discuss how art can be integrated into the new terminal.
      - A community engagement meeting was held on July 25, 2023, to update the community leaders. Minutes from this meeting are on page 9.
  - Key dates
    - 60% design for the new terminal is due 11/3/2023.
    - 75% design for baggage handling system is due 11/17/2023.
  - Page 17
    - Receipt of bid packages for GMP 2 is due 8/10/23.
  - Page 25
    - Look at PowerPoint slides of the new terminal renderings.

**A23-112      Next Meeting**

September 12, 2023, Regular Board Meeting

- Airport tour for Board to follow the Regular Board Meeting.



**A23-113**

**Adjourn**

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

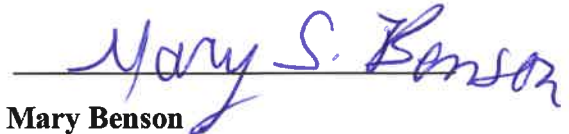
The meeting adjourned at 9:50 a.m.

**Respectfully Submitted:**



---

**Ross Dickinson**  
**Secretary/Treasurer**



---

**Mary Benson**  
**Board Clerk**