

DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF MEETING
Des Moines International Airport
Board Room
June 13, 2023

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

Chaired by: Mr. Feldmann

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

A23-062 Consider Minutes for May 9, 2023, Regular Board Meeting

Ms. Lauridsen Sand moved to approve the minutes for the May 9, 2023, Regular Board Meeting. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-063 Receive a 30% Design update on the New Terminal Project from HNTB and BNIM

The new terminal 30% design was presented to the Board along with a timeline on next steps.

A23-064 Consider Construct Terminal Deicing Apron-Bid Package No. 1 Project

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Construct Terminal Deicing Apron-Bid Package No. 1 Project

The Director of Engineering stated this project will include installation of a new spent deicing fluid (glycol) storage tank including a diversion structure and controls for the tank. The project further includes installation of underground stormwater detention; trenchless installation of 36-inch storm sewer and 10-inch subdrain in casing pipe under taxiway pavement; 36-inch and 42-inch trenched storm sewer installation; airfield electric circuit home run duct bank relocation and DSM communication conduits relocation; and relocation of the primary wind cone. A bid alternate for the project is the reconstruction of 3,050 SY of Taxiway P mainline pavement between Taxiway D and Runway 13/31.

The Engineer's Estimate for this project is \$11,832,334.00.

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 Construct Terminal Deicing Apron-Bid Package No. 1 Project

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Construct Terminal Deicing Apron-Bid Package No. 1 Project.

Ms. Lauridsen Sand moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Construct Terminal Deicing Apron-Bid Package No. 1 Project. Ms. Levy 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. 91 and Grant No. 92 associated with the Construct Terminal Deicing Apron-Bid Package No. 1 Project

The Director of Engineering explained each Grant.

Grant 91:

- 03-19-0027-091-2023
- Construct Terminal Building Phase 3-Apron B (Deicing Pads) BP No. 1
- Approximately \$11,265,198
 - Cargo: \$162,652
 - Entitlement: \$4,457,035
 - Discretionary: \$6,645,511

Grant 92:

- 03-19-0027-092-2022
- Construct Terminal Building Phase 4-Apron B (Deicing Pads) BP No.1
- Approximately \$3,267,000 – Supplemental Discretionary

The Director of Engineering recommended the Board authorize the Executive Director to accept and sign grant agreements No. 91 and 92 with FAA for the improvement and authorize the Director of Engineering and Planning to accept and close out the grants when completed in accordance with contract documents.

Ms. Levy moved to authorize the Executive Director to accept and sign grant agreements No. 91 and 92 with FAA for the improvement and authorize the Director of Engineering and Planning to accept and close out the grants 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 Construct Terminal Deicing Apron-Bid Package No. 1 Project to Elder Corporation in the amount of \$14,394,147.50

The Director of Engineering stated the lowest responsive, responsible bidder was Elder Corporation in the amount of \$14,394,147.50. The bidding documents were broken up into two divisions.

Division No. 1 relates to work that must occur during the same timeframe as the Runway Intersection project. This scope of work (SOW) occurs within the safety area of both Runways 31 and 23 and both areas will be vacated during the intersection project. Division No. 1 is for the installation of a power and communications duct bank bored under Taxiways Delta and Papa intersection.

Division No. 2 of the bidding documents is for the rest of the site utilities (power, communications, sanitary and storm) modifications, underground storm water detention, underground glycol collection detention, and associated control building for glycol treatment. The Authority can deduct Division No. 2 SOW via a change order by August 25, 2023.

Both Divisions No. 1 & 2 are eligible for FAA funding/grant.

- Division No. 1: \$1,525,606.00
- Division No. 2: \$12,868,541.50
- Bid Alternative No. 1, Taxiway Papa paving: \$1,719,652.50 (not recommended for approval)

The Director of Engineering recommended the Board approve the contract with Elder Corporation in the amount of \$14,394,147.50; authorize the Executive Director to execute the deductive change order with Elder Corporation for the Division No. 2 SOW if FAA grant is not awarded; 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 \$14,394,147.50; authorize the Executive Director to execute the deductive change order with Elder Corporation for the Division No. 2 SOW if FAA grant is not awarded; and authorize the Director of Engineering and Planning to accept and close out this project 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.

e. Consider Professional Services Agreement, Task Order No. 112, with Foth Infrastructure & Environment, LLC for Construct Terminal Deicing Apron-Bid Package No. 1 Project - Construction Phase Services

The Director of Engineering stated during the Construct Terminal Deicing Apron-Bid Package No. 1 Project, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$614,199.00. This task order is grant-funded at normal 90/10 split.

The Director of Engineering recommended the Board approve the Professional Services Agreement, Task Order No. 112, with Foth Infrastructure & Environment, LLC in the amount of \$614,199.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Ms. Levy moved to approve the Professional Services Agreement, Task Order No. 112, with Foth Infrastructure & Environment, LLC in the amount of \$614,199.00 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 seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-065 Consider Construct Salt and Sand Storage Building Project

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Construct Salt and Sand Storage Building Project

The Director of Engineering stated this project will include installation of a new salt and sand storage building. The building is a prefabricated fabric construction, with cast in place concrete foundation and floor slab. The building will be 48' wide by 63' long, with the west end closed and the east end open.

The Engineer's Estimate for this project is \$255,000.00.

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 Construct Salt and Sand Storage Building Project

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Construct Salt and Sand Storage Building Project.

Mr. Christensen moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Construct Salt and Sand Storage Building 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 award of contract for the Construct Salt and Sand Storage Building Project to Jensen Builders, LTD in the amount of \$217,000.00

The Director of Engineering stated the lowest responsive, responsible bidder was Jensen Builders, LTD in the amount of \$217,000.00.

The Director of Engineering recommended the Board approve the contract with Jensen Builders, LTD in the amount of \$217,000.00 and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

Ms. Levy moved to approve the contract with Jensen Builders, LTD in the amount of \$217,000.00 and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-066

Consider Change Order No. 1 with Iowa Contracting Incorporated for Construct South RON & South Cargo Deicing Positions Project

The Director of Engineering stated the Construct South RON & South Cargo Deicing Positions Project was approved at the May 2023 Board meeting, agenda item A23-050. At the time of approval, the project was over the budgeted amount; however, it is a critical item to keep the future terminal project on schedule. To reduce the project cost, Authority staff reviewed the scope of work that could be removed to save costs while keeping the functionality of the project moving forward. Change Order No. 1 includes the removal of the following scope items:

- Pavement removal limits adjusted
 - Excavation, granular subbase, pavement adjusted accordingly
 - Traffic control/security reduced with pavement removal limits adjusted
- Future South Primary Electrical loop and equipment removal
- Ground Power units removed
- Preconditioned Air units removed

The Director of Engineering recommended the Board approve Change Order No. 1 with Iowa Contracting, Inc. in the amount of (\$1,085,354.00) for the South RON & South Cargo Deicing Positions project 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 moved to approve Change Order No. 1 with Iowa Contracting, Inc. in the amount of (\$1,085,354.00) for the South RON & South Cargo Deicing Positions project and authorize the Director of Engineering and Planning to accept and close out this project 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.

A23-067 Consider Change Order No. 1 with The Weitz Company, LLC for the Parking Garage Expansion Project

The Director of Engineering stated Authority staff and consultants originally missed the public notice required for the project approval at the April 2023 board meeting. The project was brought back to the May 2023 board meeting for approval with the proper public notification being given, Agenda item A23-049. With the delay in contract approval, an extension of the substantial and final completion dates is called for and should be extended by 29 days (includes holidays that fall within the schedule).

- Substantial Completion: December 14, 2024
- Final Completion: January 19, 2025

Change Order No. 1 has no costs associated with it, as the original construction duration will match that called out within the bidding documents.

The Director of Engineering recommended the Board approve Change Order No. 1 with The Weitz Company, LLC in the amount of \$0.00 for the Parking Garage Expansion Project 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 Change Order No. 1 with The Weitz Company, LLC in the amount of \$0.00 for the Parking Garage Expansion Project 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.

A23-068 Consider Task Order No. 8 for Passenger Boarding Bridge Relocation Design Services with HNTB Corporation

The Director of Engineering stated Task Order No. 8 includes the detailed work, services, and supplies necessary to develop a 100% level of design for Relocation of Passenger Boarding Bridges (PBB) on the existing concourse. This project will look at relocating PBB from gates C2, C4, and C6 to alternate locations on existing A & C Concourses. A new PBB will be added to hold room at Gate A5, which will provide a ground load PBB. The negotiated amount to perform the design came in a little lower than the amount stated on the agenda and is \$324,316.81.

The Director of Engineering recommended the Board approve Task Order No. 8 for Passenger Boarding Bridge Relocation Design Services with HNTB Corporation for \$324,316.81 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 moved to approve Task Order No. 8 for Passenger Boarding Bridge Relocation Design Services with HNTB Corporation for \$324,316.81 and authorize the Director of Engineering and Planning to accept and close out this contract 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.

A23-069 Consider Memorandum of Understanding to the Central Iowa Public Employee Council Labor Agreement

The Executive Director stated, at Authority staff's request, the Central Iowa Public Employee Business Manager has agreed to modify the times at which a Shift Differential is paid to employees that work shifts other than a standard 7:00 a.m. to 3:00 p.m. The reason for the requested change is to allow for four, 10-hour workdays to be worked without penalizing employees currently receiving a shift differential.

Building Engineers work shifts that provide coverage at the Airport on a 24 hour, seven days a week basis. For several years, it has been a struggle to hire Building Engineers for the 3:00 p.m. to 11:00 p.m. shift, even with a shift differential. Moving the Building Engineers to 10-hour workdays allows for three consecutive days off and enhances shifts that are less attractive and harder to fill.

Currently, the shift differential is eligible to employees whose shift starts between the hours of 2:30 p.m. and before 4:00 a.m. The MOU would change that to a shift that starts between the hours of 12:30 p.m. and 4:00 a.m.

The Executive Director recommended the Board approve a Memorandum of Understanding (MOU) to the Central Iowa Public Employee Council Labor Agreement changing the Shift Differential Eligibility Start Time from 2:30 p.m. to 12:30 p.m. and authorize the Executive Director to sign the MOU.

Ms. Lauridsen Sand moved to approve a Memorandum of Understanding (MOU) to the Central Iowa Public Employee Council Labor Agreement changing the Shift Differential Eligibility Start Time from 2:30 p.m. to 12:30 p.m. and authorize the Executive Director to sign the MOU. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-070

Consider Amendment No. 1 to Master Professional Services Agreement for Owner's Representative services for New Airport Terminal Project with Anser Advisory, LLC

The Director of Engineering stated Amendment No. 1 includes additional contract language to Section 3, Compensation, in the Master Professional Services Agreement (MSA). The additional language allows Anser Advisory, LLC to submit a Consultant's Standard Fee Schedule (Attachment No. 3 in the MSA) to the Authority, annually, for approval.

The Director of Engineering recommended the Board approve Amendment No. 1 to Master Professional Services Agreement for Owner's Representative services for New Airport Terminal Project with Anser Advisory, LLC 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 Amendment No. 1 to Master Professional Services Agreement for Owner's Representative services for New Airport Terminal Project with Anser Advisory, LLC 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, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-071

Consider Amendment No. 1 to Master Professional Services Agreement for Future Terminal Design Services with HNTB Corporation

The Director of Engineering stated Amendment No. 1 includes additional contract language to Section 3, Compensation, in the Master Professional Services Agreement (MSA). The additional language allows HNTB Corporation to submit a Consultant's Standard Fee Schedule (Attachment No. 3 in the MSA) to the Authority, annually, for approval.

The Director of Engineering recommended the Board approve Amendment No. 1 to Master Professional Services Agreement for Future Terminal Design Services with HNTB Corporation and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Ms. Levy moved to approve Amendment No. 1 to Master Professional Services Agreement for Future Terminal Design Services with HNTB Corporation 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 seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-072 Consider Amendment to Rules and Regulations

The Director of Operations stated proposed changes to the Rules and Regulations include addition of language allowing for recovery of parking fees from towing facilities when any vehicle is towed from an Airport Authority parking lot, the addition of language regarding airport worker screening requirements, and updated fine schedules to provide additional penalties for environmental, badge, and vehicle infractions. Both a redline and final version were provided to the Board for review.

The Director of Operations recommended the Board approve the Amendment to the Rules and Regulations.

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

A23-073 Consider Reimbursement Resolution

The Assistant Executive Director stated Bond Counsel has prepared a Reimbursement Resolution which will allow the Airport Authority to reimburse itself for tax-exempt projects with bond proceeds in the future. The resolution is specific to the new terminal and apron projects that will be completed between 2023 and 2027. Ms. Lauridsen Sand introduced and read the Resolution.

The Assistant Executive Director recommended the Board approve the Reimbursement Resolution.

Ms. Levy moved to approve the Reimbursement Resolution. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A23-074 Consider Approval of Federal Aviation Administration Grant No. 93 associated with the Runway 5 Temporary Extension Project, Reimbursable Agreement

The Director of Engineering stated Grant No. 93 is a grant for \$135,000 and will fund a Reimbursable Agreement with the FAA for work related to the Runway 5 Temporary Extension. The extension is needed to complete the intersection reconstruction later this year.

The Director of Engineering recommended the Board approve Grant 93, authorize the Executive Director to sign the grant, and authorize the Director of Engineering and Planning to accept and close out this grant when completed in accordance with the contract documents.

Ms. Lauridsen Sand moved to approve Grant 93, authorize the Executive Director to sign the grant, and authorize the Director of Engineering and Planning to accept and close out this grant 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.

A23-075

Financial Report

- The Director of Finance reported the auditor, Plante Moran, Authority staff, and two Board members, Ms. Lauridsen Sand and Mr. Dickinson, met to review the 2022 audit. Plante Moran issued clean opinions and no findings for 2022 financials. The Director of Finance gave kudos to the Authority staff and Accounting team.
- The Director of Finance reported:
 - Revenue
 - Total revenue is approximately 11% above budget and 23% above the same period in 2022.
 - Parking and concession revenue continued to perform well due to high demand, especially with the high traffic from Memorial Day weekend.
 - Interest income remained strong.
 - Expenses
 - Total expenses are right on budget.
 - Cash Position
 - Total cash is \$1.7M up from the prior month mainly from the state ICAIF reimbursement for the new terminal (10% and 30% design.)
 - A new bank account was opened for the new terminal project to track Municipal contributions. Received \$212K in May 2023.
 - \$45M CD with West Bank matures today, 6/13/23, and was replaced by a new one-year CD with West Bank, fixed rate of 4.85% without early withdrawal fees.

A23-076

Briefing

- The Director of Operations reported:
 - May 2023 taxi statistics.
 - The May 2023 passenger and cargo statistics are not available yet, so they will be sent out once the report is completed.
 - May 2023 summary statistics for enplanements, seats, and load factor.
- The Executive Director reported:
 - The FAA completed their annual Part 139 inspection at the airport this week. Overall, it was a very good inspection. The Director of Operations stated there were a couple of minor findings that would be resolved in a couple of weeks. The Director of Operations recognized the Authority staff from Operations and Field Maintenance for their dedication and hard work.

- Some items to highlight in the Anser Passenger Terminal Progress May 2023 report included in the Board packet:
 - Page 17
 - Anser Advisory included a chart titled “Cost Summary After Approved Savings”.
 - Mark with Anser explained work in May significantly progressed attainment of the targeted project cost reduction from ~\$465m to \$445 to \$440 million that was set out for the Board in April 2023.
 - Page 24
 - Added list of definitions of acronyms
 - Appendix
 - Minutes from Project Management Committee discussions?
 - Held a discussion on liquidated damages (LDs) to make sure they were reasonable. The LDs will be brought to the Board for approval at the July 20, 2023, special Board meeting.
- The special Global Entry event held at the airport May 9-11, 2023, went very well. Another special Global Entry event is tentatively scheduled for August 15-17, 2023. Awaiting confirmation from the Minneapolis U.S. Customs and Border Protection officers.
- There is a special Board meeting scheduled for July 20, 2023. There are several items on the agenda. Ms. Levy asked that the meeting be extended from a half hour to a full hour. The Executive Director stated Ms. Benson would send out a revised calendar invitation to the Board.
- Dates
 - 6/1/23
 - The cell phone parking lot was moved from the grey parking lot to its own lot west of the blue parking lot which is closer to the terminal.
 - 6/2/23
 - American Airlines launched a nonstop flight to LaGuardia Airport. This is the second airline with a nonstop flight to LaGuardia. Delta Air Lines was the first.
 - 7/1/23
 - Tenant employee parking moves from the green parking lot to a portion of the grey parking lot. Authority staff will continue to use the green parking lot.
 - 7/5/23
 - The hourly/short term surface lot north of the current parking garage will no longer be available for parking due to the construction of the new parking garage.

- The debt ceiling issue has been resolved. There is concentrated focus on FAA Reauthorization. Senate and House need to get together on this. No movement on increasing the Passenger Facility Charge.
- Mr. Feldmann thanked everyone working on the new terminal project team for their collaboration and quality of work.

A23-077 Next Meetings

- a. July 11, 2023, Regular Board Meeting
- b. July 20, 2023, Special Board Meeting

A23-078 Adjourn

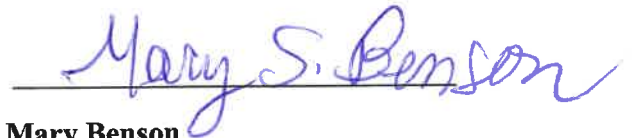
Mr. Christensen moved to adjourn the meeting. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

The meeting adjourned at 10:45 a.m.

Respectfully Submitted:



Christine Lauridsen Sand
Secretary/Treasurer



Mary Benson
Board Clerk