

DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF MEETING
Des Moines International Airport
Board Room
November 14, 2023

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 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.

A23-150 Consider Minutes for October 10, 2023, Regular Board Meeting

Mr. Dickinson moved to approve the minutes for the October 10, 2023, Regular Board Meeting. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-151 Consider Approval of the 2024 Budget

The Director of Finance stated the Fiscal Year 2024 Budget was provided to the Board at the October 10, 2023, Airport Authority Board meeting. The Airline budget consultation meeting, which is required by the Airline Operating and Use Agreement, was held on October 20, 2023. Several updates to the budget were made as information used to develop the budget was further clarified.

The Assistant Executive Director shared information regarding the terminal financing timeline pertaining to Polk County issuing up to \$350 million in bonds for the airport's terminal expansion project.

The Director of Finance recommended the Board approve the Fiscal Year 2024 Operating and Capital Improvement Budget.

Board members asked questions which were answered by the Director of Finance and Assistant Executive Director.

Ms. Lauridsen Sand moved to approve the Fiscal Year 2024 Operating and Capital Improvement Budget. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

Consider Change Order No. 3 for Runway Intersection Reconstruction with Flynn Company, Inc.

The Director of Engineering stated Change Order No. 3 adjusts the contract value for:

- A. Final reconciliation of quantities (FAA grant eligible)
- B. PWL incentives (FAA grant eligible)
- C. Enhancement of payment (airport funded)

Item A. Final reconciliation of quantities outlined within the contract's schedule of values has been completed. Quantities of items installed throughout the project were tracked and recorded by the engineering firm engaged by the Authority for construction observation and administration. This change order adjusts the contract for actual units used and installed. The contracted value per unit did not change; the estimated number of units is being adjusted for the actual number of units used. Items within the change order are reimbursable by the FAA at 90%.

Item B. PWL (Percentage Within Limits) incentives allowed through the contract are based on pavement strength and thickness. Pavements were tested throughout the progress of the project by an independent firm and Flynn exceeded the minimum standards making them eligible to receive the contracted incentives. Items within the change order are reimbursable by the FAA at 90%.

Item C. Enhancement of payment was included within this contract pursuant to Iowa Code sec. 26.9. An incentive of \$110,000/day with a maximum number of five (5) days was established for early completion. The contractor achieved the full five (5) day incentive. Enhancement of payment was funded through Airport funds.

The Director of Engineering recommended the Board approve Change Order No. 3 to the Runway Intersection Reconstruction contract with Flynn Company, Inc. increasing the amount of the contract by \$768,302.26, authorize the Executive Director to sign Change Order No. 3 after receiving FAA's approval, and authorize the Director of Engineering and Planning to close out this grant when completed in accordance with the contract documents.

Mr. Christensen asked when the bid package went out to market, did the Authority set anticipated quantities and then reconcile them? The Director of Engineering answered yes, and added the contractors provided unit pricing.

Mr. Feldmann stated it was an outstanding project, everyone who played a role should be congratulated, and the money on the incentive was very well spent. The Director of Engineering thanked Mr. Feldmann and stated Authority Staff agreed with him.

Mr. Feldmann moved to approve Change Order No. 3 to the Runway Intersection Reconstruction contract with Flynn Company, Inc. increasing the amount of the contract by \$768,302.26, authorize the Executive Director to sign Change Order No. 3 after receiving FAA's determination letter, and authorize the Director of Engineering and Planning to close out this grant 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.

A23-153 Consider Passenger Boarding Bridge Foundation Project

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Passenger Boarding Bridge Foundation Project

The Director of Engineering stated this project involves the relocation of (3) existing passenger boarding bridges (PBB) from Gates C2, C4, and C6 to new locations on the existing concourses as well as an additional PBB purchased on Gate A5. The scope of work includes new foundations for rotundas and fixed walkways at the new locations. Foundations will be installed at Gates C1, C5, A4, and A5.

The Engineer's Estimate for this project is \$450,000.00.

Mr. Feldmann asked when this would happen. The Director of Engineering stated by March 7, 2024.

Mr. Christensen opened the Public Hearing.

Mr. Christensen invited public comment. There were no comments.

Mr. Christensen closed the Public Hearing.

b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Passenger Boarding Bridge Foundation Project

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Passenger Boarding Bridge Foundation Project.

Mr. Feldmann moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Passenger Boarding Bridge Foundation Project. Ms. Lauridsen Sand 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 Passenger Boarding Bridge Foundation Project to Jensen Builders, Ltd. in the amount of \$496,603.00

The Director of Engineering stated the lowest responsive, responsible bidder was Jensen Builders, Ltd. in the amount of \$496,603.00.

The Director of Engineering recommended the Board approve the contract with Jensen Builders, Ltd. in the amount of \$496,603.00 for the improvement and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

Mr. Feldmann moved to approve the contract with Jensen Builders, Ltd. in the amount of \$496,603.00 for the improvement 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, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

d. Consider Professional Services Agreement, Task Order No. 12, with HNTB Corporation for Passenger Boarding Bridge Foundation Project - Construction Phase Services

The Director of Engineering stated during the Passenger Boarding Bridge Foundation Project, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$75,951.38.

The Director of Engineering recommended the Board approve the Professional Services Agreement, Task Order No. 12, with HNTB Corporation in the amount of \$75,951.38 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Mr. Feldmann moved to approve the Professional Services Agreement, Task Order No. 12, with HNTB Corporation in the amount of \$75,951.38 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: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-154

Consider the Purchase of Fixed Walkways from JBT Aerotech Corporation for Passenger Boarding Bridge Relocations

The Director of Engineering stated Authority staff propose the purchase of three (3) fixed walkway units for Passenger Boarding Bridges (PBB) relocated to Gates C1 and A4. The fixed walkways are necessary to extend the reach of the PBBs. The units proposed for purchase are from the same corporation as the PBBs and will fit the existing infrastructure of the PBBs being relocated and exterior face of existing A or C concourses. Procurement of the fixed walkways from the same vendor as our current PBBs will assist in a timely and efficient install and a single quote was obtained for this project because of this functionality.

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 a noncompetitive purchase order for three (3) fixed walkways in the amount of \$578,500.00 with JBT Aerotech Corporation and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

Board members asked questions which were answered by the Director of Engineering.

The Executive Director reminded the Board that the passenger boarding bridges that are being relocated were originally going to be used for the new terminal, but now new boarding bridges will have to be purchased for the new terminal.

Mr. Dickinson moved to approve a noncompetitive purchase order for three (3) fixed walkways in the amount of \$578,500.00 with JBT Aerotech 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. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-155

Consider Automated Teller Machine Agreement

The Director of Finance stated the current Automated Teller Machine (ATM) services agreement with Mobile Money terminates on November 30, 2023. The Airport Authority issued a Request for Proposal (RFP) for ATM services beginning December 1, 2023. Mobile Money, DMAA's current concessionaire, is the only company that submitted a proposal. There are no changes from the existing agreement regarding fees charged to the customers which allows DMAA to provide the essential services as part of a great passenger experience. Mobile Money is one of the largest privately held ATM companies in the U.S.

The Director of Finance recommended the Board approve an Automated Teller Machine Agreement with Mobile Money.

Ms. Lauridsen Sand moved to approve an Automated Teller Machine Agreement with Mobile Money. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-156

Consider the First Amendment to the Lease Agreement with Delta Air Lines, Inc. Building 29 Lease

a. Public Hearing regarding the First Amendment to the Lease Agreement with Delta Air Lines, Inc. Building 29 Lease

The Director of Finance stated Alvest Equipment Services (AES) was forced to relocate from Building 8 in August of 2023 to accommodate the New Terminal Project. The Authority constructed Building 57 on the south side of the Airport for the AES relocation. Delta Air Lines, Inc. has been leasing Building 29 to provide maintenance for their CRJ900 regional jets since 2018. The construction of Building 57 encroached on Delta's leasehold requiring the amount of leased property to be reduced. This First Amendment reflects a reduction of 5,382 Sq. Ft. and the Authority will credit \$1,749.15 to Delta Air Lines, Inc.

Mr. Christensen opened the Public Hearing.

Mr. Christensen invited public comment. There were no comments.

Mr. Christensen closed the Public Hearing.

b. Consider the First Amendment to the Lease Agreement with Delta Air Lines, Inc. Building 29 Lease

The Director of Finance recommended the Board approve the First Amendment to the Lease Agreement with Delta Air Lines, Inc. Building 29 Lease.

Mr. Feldmann moved to approve the First Amendment to the Lease Agreement with Delta Air Lines, Inc. Building 29 Lease. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-157

Consider Task Order No. 119 for the North General Aviation Apron Rehabilitation Design with Foth Infrastructure & Environment, LLC

The Director of Engineering stated there are areas of pavement within the North General Aviation apron which are deteriorating due to age and loading failures. The area also includes an existing trench drain requiring modifications to grade. These areas will be removed and replaced with new concrete pavement of sufficient strength and thickness to accommodate larger aircraft. This project is partially funded by Iowa DOT grant, project # 9I240DSM100.

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 an engineering analysis, functional design, final design drawings and specifications and bidding assistance for the North General Aviation Apron Rehabilitation project.

The Director of Engineering recommended the Board approve Task Order No. 119 for North General Aviation Apron Rehabilitation Design with Foth Infrastructure & Environment, LLC for \$70,000.00 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 moved to approve Task Order No. 119 for North General Aviation Apron Rehabilitation Design with Foth Infrastructure & Environment, LLC for \$70,000.00 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.

A23-158 Consider Conflict Waiver allowing Ahlers & Cooney PC to prepare a loan agreement on behalf of Polk County related to County-issued general obligation debt in support of the New Terminal Project

The Executive Director stated as bond counsel to Polk County, Ahlers & Cooney has been asked to help prepare a Loan Agreement between Polk County and the Authority on behalf of the County. The Loan Agreement will outline the rights and responsibilities of each party as it relates to a loan of the proceeds from the general obligation bonds Polk County may issue on behalf of the terminal project. The Authority will engage its own separate legal counsel to represent the Authority's interests in the Loan Agreement.

The Executive Director stated Ahlers & Cooney will also perform the role of Lender Counsel for Polk County. Since Polk County and the Authority are both current clients of Ahlers & Cooney, any work they perform for the Authority that would be adverse to the County, and vice versa, will create a conflict of interest. Therefore, Ahlers & Cooney cannot represent the County in this matter, unless the Authority Board and the Polk County Supervisors agree to waive the conflict.

The Executive Director recommended the Board approve a Conflict Waiver allowing Ahlers & Cooney PC to prepare a loan agreement on behalf of Polk County related to County-issued general obligation debt in support of the New Terminal Project and authorize Mr. Christensen to sign it later once the document is ready.

Mr. Feldmann moved to approve a Conflict Waiver allowing Ahlers & Cooney PC to prepare a loan agreement on behalf of Polk County related to County-issued general obligation debt in support of the New Terminal Project and authorize Mr. Christensen to sign it later once the document is ready. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-159 Financial Report

- The Director of Finance reported:
 - Revenue and Expenses
 - Parking and food/beverage income almost at budgeted amount for full year after ten months.
 - Cash Position
 - Total cash is up \$8.3M from prior month. Received approximately \$8.1M grant reimbursements (FAA for \$4.6M and State for \$3.5M). \$7M out of the total cash received is requested from Sept 2023.
 - Rolled over a matured \$1.5M commercial paper (NATIXIS) to a 6-mth Treasury Bill (T-Bill) for 5.5% matures on 3/7/2024.
 - Rolled over a matured \$2M T-Bill to another 6-mth T-Bill for 5.51% matures on 4/18/2024. 2024 Budget

Board members asked questions which were answered by the Director of Finance, Assistant Executive Director, and Executive Director.

A23-160 Briefing

- The Executive Director reported:
 - Passenger statistics as of the end of October 2023 show that the airport is 5.3% over 2019 year-end passenger traffic. Expect to exceed 3 million passengers by the end of this calendar year. Ms. Kovarna suggested a celebration once that happens. It was 2012 when the airport exceeded 2 million passengers.
- The Director of Operations reported:
 - October 2023 taxi statistics.
 - October 2023 passenger and cargo statistics.
 - October 2023 summary statistics for enplanements, seats, and load factor.
- The Executive Director reported:
 - December 12, 2023
 - The 60% New Terminal Design presentation will take place at the end of the regular December 12, 2023, Board Meeting.
 - New terminal art
 - RFP was issued by the Greater Des Moines Public Art Foundation.
 - The Executive Director asked Mr. Christensen if he would like to appoint a couple of Board Members to work with the Greater Des Moines Public Art Foundation committee on reviewing the submitted portfolios and selecting the artwork.
 - Board Members asked some questions which were answered by the Executive Director.
 - Mr. Christensen stated he would let the Board Members think about it and reach out to him if they would be interested in participating in the review and selection of artwork. Mr. Christensen stated he will volunteer.

- Runway Intersection
 - The runway is not open yet. Needs navigational aids and a flight check first which is scheduled for December 2023.
- Answer October 2023 Monthly Report
 - The Executive Director pointed out certain items in this report to the Board.
- Business Record 20/40 Celebration on December 13, 2023, 4-6:30 p.m.
 - The Des Moines International Airport is nominated for a notable story of a company's, organization's, or business leader's success and achievements that have made a significant positive contribution to the region's economy.
 - A table for ten people is reserved for the Des Moines Airport Authority. The Executive Director invited Board members to attend and asked Board members to contact Ms. Kovarna about their attendance at the event.

Mr. Christensen thanked voters and the Polk County Board of Supervisors for their overwhelming support of the \$350 million bond for the new terminal project.

Mr. Feldmann recognized Mr. Tom Mahoney for his work on the \$350 million bond for the new terminal project. The Executive Director concurred and stated Ms. Christine Hensley was a tremendous help working on this project as well.

Mr. Dickinson thanked the Assistant Executive Director for doing a great job working with Polk County Board of Supervisors on the \$350 million bond for the new terminal project.

Mr. Christensen acknowledged the Authority staff for keeping things flowing as smoothly as possible despite the constraints in the existing terminal as the passenger count increases.

A23-161 Next Meeting

December 12, 2023, Regular Board Meeting

A23-162

Adjourn

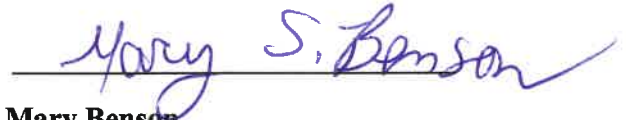
Mr. Feldmann moved to adjourn the meeting. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

The meeting adjourned at 10:08 a.m.

Respectfully Submitted:



Ross Dickinson
Secretary/Treasurer



Mary Benson
Board Clerk