

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF MEETING
Des Moines International Airport
Board Room
October 10, 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.

A23-135 Consider Minutes for September 12, 2023, Regular Board Meeting

Ms. Lauridsen Sand moved to approve the minutes for the September 12, 2023, Regular Board Meeting. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-136 Wayne Ford Request to address the Airport Authority Board

Mr. Ford was not present at the meeting or via Zoom to address the Board.

A23- 137 Consider an Easement with MidAmerican Energy Company for Gas Line shift related to Gate 12 Underground Fuel Storage Tank Replacement

The Director of Engineering stated the easement will allow an existing gas line that is currently installed and functional to be shifted to the south, outside of the Gate 12 Underground Fuel Storage Tank Replacement project footprint. This will allow for the installation of footings for the transition to above ground fuel tanks to be installed close to the vicinity of Gate 12.

The Director of Engineering recommended the Board approve an easement for Gas Line Shifting with MidAmerican Energy related to Gate 12 Underground Fuel Storage Tank Replacement.

Mr. Feldmann moved to approve an easement for Gas Line Shifting with MidAmerican Energy related to Gate 12 Underground Fuel Storage Tank Replacement. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-138 Consider Guaranteed Maximum Price Amendment No. 3, Exhibit A-1, to AIA Document A133-2019 between the Des Moines Airport Authority and Weitz/Turner, a Joint Venture

The Executive Director introduced Mr. Mark Atkinson, Anser Advisory, to present this item. Mr. Atkinson stated this is the third of most likely four early bid packages. Proposed Guaranteed Maximum Price Amendment No. 3 includes GMP No's 1 and 2 in their entirety. The Authority needed to re-bid for New Terminal escalators and elevators. Five bids were received. The lowest, responsible, responsive bid was \$6,404,236.00 and when added to GMP Amendments No's 1 and 2 will bring the current cumulative "not to exceed" GMP to \$53,722,442.00.

In addition, it is proposed that Exhibit A-1 of the AIA Document A133-2019, Standard Form of Agreement between the Des Moines Airport Authority and Weitz/Turner, a Joint Venture is further amended with statements of insurance requirements and applicability of Federal bidding requirements.

The Executive Director stated the Project Management Committee recommended the Board approve the Guaranteed Maximum Price Amendment No. 3, Exhibit A-1, to AIA Document A133-2019 between the Des Moines Airport Authority and Weitz/Turner, a Joint Venture.

Mr. Feldmann moved to approve the Guaranteed Maximum Price Amendment No. 3, Exhibit A-1, to AIA Document A133-2019 between the Des Moines Airport Authority and Weitz/Turner, a Joint Venture. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-139 Consider Authorizing the Executive Director to Accept and Sign Federal FAA and TSA Grants that become Available as Discretionary Grants and Require action in between Scheduled Board Meetings

The Executive Director stated occasionally grant dollars issued to airports go unspent and become available for reallocation as Discretionary Grants to other airports that are positioned to utilize the funds. Generally, these are much smaller grant amounts as compared to preplanned grant values and may require quick acceptance when offered. Authority staff propose authorizing the Executive Director to accept and sign grant documents when necessary and report to the Board at the following scheduled Board meeting.

The Executive Director recommended the Board approve the Executive Director to Accept and Sign Federal FAA and TSA Grants that become Available as Discretionary Grants and Require action in between Scheduled Board Meetings.

Ms. Lauridsen Sand moved to approve the Executive Director to Accept and Sign Federal FAA and TSA Grants that become Available as Discretionary Grants and Require action in between Scheduled Board Meetings. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-140 Consider Supplemental Agreement No. 1 for GeoTechnical Services and MSE Retaining Wall Design for Consolidated Rental Car Facility with PGAL, Inc.

The Director of Engineering stated on July 11, 2023, the Authority Board approved a design contract for the Consolidated Rental Car Facility, Board No. A23-083. This Supplemental Agreement No. 1 will incorporate geotechnical field exploration, laboratory testing, engineering, project review and design of mechanically stabilized earth (MSE) retaining wall for the project. Finalization of site layout to maximize site layout has been completed within the programming phase of design. Authority staff would like to incorporate an overall site layout and requirements into the project.

The Director of Engineering recommended the Board approve Supplemental Agreement No. 1 with PGAL, Inc. for \$90,022.00.

Mr. Dickinson moved to approve Supplemental Agreement No. 1 with PGAL, Inc. for \$90,022.00. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-141 Consider Change Order No. 2 with The Weitz Company, LLC for Parking Garage Expansion Project

The Director of Engineering stated this change order adjusts final costs associated with allowances included within the specifications and bidding documents. Following items within the contract are being updated to final costs:

- Airport Parking Guidance System (APGS)
- Structured Cabling
- Video Management System (VMS)

The Director of Engineering recommended the Board approve Change Order No. 2 with The Weitz Company, LLC in the amount of \$168,781.51 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. Feldmann moved to approve Change Order No. 2 with The Weitz Company, LLC in the amount of \$168,781.51 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. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-142 Consider the Purchase of a Used Passenger Boarding Bridge and Installation at Gate A5B with JBT AeroTech Corporation

The Director of Engineering stated Authority staff has been negotiating with JBT for the purchase and installation of a used passenger boarding bridge (PBB) at current gate A5B. Installation of the apron grade PBB is in correlation with the future terminal construction scheduled to commence in April 2024. The purchase and installation of this PBB would enhance the operational efficacy of the current gates at existing A&C Concourse during construction. This PBB project is in conjunction with the project to relocate existing PBB from Gates C2 and C4 to C1 and C5.

The Director of Engineering stated the Authority’s purchasing policy provides competitive quotes or proposals are not required for used equipment purchases “due to the difficulty of obtaining them on equipment with similar specifications.”

The Director of Engineering recommended the Board approve a purchase agreement for a used passenger boarding bridge and installation with JBT AeroTech Corporation in the amount of \$933,889.00 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 various questions which were answered by the Authority Directors.

Ms. Lauridsen Sand moved to approve a purchase agreement for a used passenger boarding bridge and installation with JBT AeroTech Corporation in the amount of \$933,889.00 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.

A23-143 Consider Iowa Department of Transportation Agreement for Fiscal Year 2024 Air Service Development Program

The Executive Director stated the Des Moines Airport Authority applies annually for funds through the Iowa DOT Bureau of Aviation Air Service Development Program. The FY24 application has been approved to use the funds for air service software and marketing strategies to support local air service growth. The airline data and software system will be used to build business cases for existing and prospective airlines to meet commercial service demands in our catchment area. The Des Moines Airport Authority will implement a marketing strategy using print, digital, video, and radio advertising to continue building traveler confidence while growing the retention of passengers in our catchment area. Marketing campaigns will promote the airport building brand awareness and loyalty and be used for targeted marketing to support existing and newly announced nonstop service. The Iowa DOT will reimburse the Authority for 80% of eligible project costs not to exceed \$80,000.

The Executive Director recommended the Board approve the Iowa Department of Transportation Agreement for the Fiscal year 2024 Air Service Development Program.

Mr. Dickinson moved to approve the Iowa Department of Transportation Agreement for the Fiscal year 2024 Air Service Development Program. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-144 Consider Conflict Waiver allowing Ahlers & Cooney PC to prepare an agreement with the City of Des Moines for the Provisions of City Services

The Executive Director stated the Agreement Between the City of Des Moines and the Des Moines Airport Authority for the Provisions of City Services has terminated. As general counsel for the Airport Authority, Ahlers & Cooney has been asked to prepare a new City Services Agreement between the City of Des Moines and the Authority. The Authority understands the City will be represented by one of its assistant City attorneys in this matter and will not rely on Ahlers & Cooney for any legal advice or representation regarding the Agreement. Should the City seek Ahlers & Cooney advice regarding the Agreement, they will not be able to provide it.

The Executive Director stated since the City is a current client of Ahlers & Cooney, any work they perform for the Authority that would be adverse to the City will create a conflict of interest. Therefore, Ahlers & Cooney cannot represent the Authority in this matter unless the Authority Board and the Des Moines City Council agree to waive the conflict.

The Executive Director recommended the Board approve the Conflict Waiver allowing Ahlers & Cooney PC to prepare an agreement with the City of Des Moines for the Provisions of City Services.

Mr. Feldmann moved to approve the Conflict Waiver allowing Ahlers & Cooney PC to prepare an agreement with the City of Des Moines for the Provisions of City Services. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-145 Consider Operating Agreement for Consolidated Deicing Services with Integrated Deicing Services

The Director of Operations stated Authority staff issued a Request for Qualifications for the selection of a consolidated deicing operator to serve airlines, cargo, and general aviation operators. Four proposals were received and three were determined to be responsive and responsible. A selection committee consisting of four Authority staff members reviewed the proposals and scored them based on four criteria. Airline and cargo operator input was also requested during the scoring process.

The Director of Operations stated a follow-up interview was conducted with Integrated Deicing Services (IDS) and a final determination was made to recommend IDS as the selected proposer. The Operating Agreement will provide IDS the exclusive right to provide deicing services to the airlines and cargo operators. Existing deicing providers, such as Signature Flight Support, will retain the ability to provide deicing services to general aviation customers.

An amendment codifying deicing rules and limitations to the Airport Rules and Regulations will be presented to the Board later. This agreement does not provide any financial payments or guarantees from the Airport Authority; all fees for services will be provided directly from the airline and cargo operators to IDS. The term of this agreement is six years with two two-year extension options. Deicing services provided by this agreement will commence October 1, 2024. IDS will be responsible for purchasing, installing, and operating consolidated deicing and anti-icing fluid storage and dispensing systems.

The Director of Operations recommended the Board approve an Operating Agreement for Consolidated Deicing Services with Integrated Deicing Services. Board members asked various questions which were answered by the Authority Directors.

Mr. Dickinson moved to approve an Operating Agreement for Consolidated Deicing Services with Integrated Deicing Services. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-146

Financial Report

- The Director of Finance reported:
 - Revenue and Expenses
 - Nothing significant to report.
 - Cash Position
 - A total of approximately \$14M paid for construction-related projects consisted of runway intersection, new terminal, and deicing projects. \$2.2M paid for design related work.
 - Requested \$15M grant reimbursements from FAA for \$12.7M (AIP-\$10M, ATP-\$2.7M) and State for \$2.3M.
 - Approximately \$7M receivable outstanding at the end of September 2023.
- 2024 Budget
 - The Director of Finance presented the 2024 preliminary budget to the Board.
 - The Director of Finance stated a meeting will be held with the airlines next week.

- The Director of Finance stated the final budget will be brought to the Board for approval at the November 14, 2023, Regular Board Meeting.

A23-147 Briefing

- The Director of Operations reported:
 - September 2023 taxi statistics
 - September 2023 passenger and cargo statistics are not available yet, so they will be sent to the Board later.
 - September 2023 summary statistics for enplanements, seats, and load factor.
- The Executive Director reported:
 - Federal Government
 - Congress passed a short-term continuing resolution that continues to fund the federal government until the middle of November 2023.
 - The Director of Finance anticipates that refunds on grants may be slower than usual.
 - ACI sent out an alert to all commercial service airports concerning some questions FAA has asked airports concerning housing immigrants in excess facilities. Through its national emergency powers the federal government has the right to take facilities back if they put funding into the facilities.
 - TSA Pre-Check
 - A special TSA Pre-Check event will be held at the airport October 16-20, 2023.
 - Runway Intersection
 - The Executive Director and Director of Engineering recognized and complimented all parties involved in the successful planning and completion of the runway intersection project.

A23-148 Next Meeting

November 14, 2023, Regular Board Meeting

A23-149 Adjourn

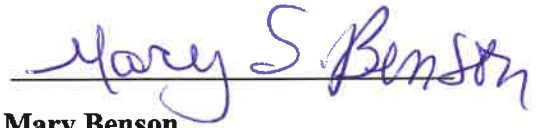
Mr. Dickinson moved to adjourn the meeting. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeny, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

The meeting adjourned at 10:09 a.m.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Ross Dickinson", written over a horizontal line.

Ross Dickinson
Secretary/Treasurer

A handwritten signature in blue ink, appearing to read "Mary S. Benson", written over a horizontal line.

Mary Benson
Board Clerk