

**DES MOINES AIRPORT AUTHORITY BOARD  
SUMMARY MINUTES OF MEETING  
Des Moines International Airport  
March 12, 2024**

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

**Chaired by:** Mr. Christensen

**Present:** Mr. Christensen, Mr. Dickinson, Ms. Feeney (via Zoom at 9:01 a.m.), Mr. Feldmann, Ms. Lauridsen Sand (via Zoom)

**This meeting was held in-person with a Zoom link also available. The public was provided ability to monitor, but not participate in, the meeting online via Zoom. Three Board members participated in person. Two Board members participated via Zoom. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.**

**A24-027 Consider Minutes for February 13, 2024, Regular Board Meeting**

Mr. Feldmann moved to approve the minutes for the February 13, 2024, Regular Board Meeting. Mr. Dickinson seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Dickinson, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: Feeney.

Ms. Feeney joined the meeting at 9:01 a.m.

**A24-028 Consider a Resolution Authorizing the Approval of and Participation in a Joint Powers Agreement and Declaration of Trust for the Iowa Public Agency Investment Trust (IPAIT), Authorizing Investments through the Fixed Term Automated Investment Program of IPAIT and Authorizing IPAIT to Designate and Name Depositories**

The Director of Finance stated the Iowa Public Agency Investment Trust, or IPAIT, was created pursuant to Iowa Code Chapter 28E in 1987 to enable eligible Iowa public agencies to conveniently and effectively invest their available operating and reserve funds. IPAIT is governed by a nine-person Board of Trustees made up of eligible Participants of the Trust.

The Director of Finance stated participants can invest/withdraw funds on a daily basis without money movement charges from IPAIT, check balances or view transaction history, and create individual sub-accounts that post interest separately. IPAIT's S&P Pool Rating is AAAm, which is the highest principal stability fund rating assigned by S&P Global Ratings.

The Director of Finance recommended the Board approve a Resolution Authorizing the Approval of and Participation in a Joint Powers Agreement and Declaration of Trust for the Iowa Public Agency Investment Trust (IPAIT), Authorizing Investments through the Fixed Term Automated Investment Program of IPAIT and Authorizing IPAIT to Designate and Name Depositories.

Mr. Feldmann moved to approve a Resolution Authorizing the Approval of and Participation in a Joint Powers Agreement and Declaration of Trust for the Iowa Public Agency Investment Trust (IPAIT), Authorizing Investments through the Fixed Term Automated Investment Program of IPAIT and Authorizing IPAIT to Designate and Name Depositories. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A24-029 Consider a Gas Easement with MidAmerican Energy Company**

The Director of Engineering stated a gas easement will allow MidAmerican Energy Company (MAE) a route to continue its gas feed parallel to McKinley Ave. The easement allows for the transition from south ROW along McKinley to west ROW along Fleur Drive.

The Director of Engineering recommended the Board approve a Gas Easement with MidAmerican Energy Company.

Mr. Feldmann moved to approve a Gas Easement with MidAmerican Energy Company. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A24-030 Consider Contract for Concourse C Coffee Bar Relocation Project with Bergstrom Construction Inc.**

The Director of Engineering stated this project will address the relocation of the existing Concourse C Coffee Bar. The scope of work will include the demolition of the existing plumbing and electrical services at the current location and new plumbing and electrical services at the new location in gate C4. The existing Coffee Bar casement, countertop, seating, and equipment will be relocated to the new location. The Engineer's Estimate for the project is \$67,185.80. The project is included in the 2024 Budget. Quotes were opened on February 27, 2024, and the lowest responsive, responsible quote for the project was Bergstrom Construction Inc. in the amount of \$86,638.00.

The Director of Engineering recommended the Board approve a Contract for Concourse C Coffee Bar Relocation Project with Bergstrom Construction Inc. in the amount of \$86,638.00 and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

Mr. Feldmann moved to approve the Contract for Concourse C Coffee Bar Relocation Project with Bergstrom Construction Inc. in the amount of \$86,638.00 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, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A24-031

**Consider Concourse A&C Electric and Communications Feeder Relocation Project**

**a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Concourse A&C Electric and Communications Feeder Relocation Project**

The Director of Engineering stated this project will re-establish the primary electrical feed to existing Concourse A, Concourse C, and the bag claim area. Due to the new terminal and future demolition of the existing terminal, the primary electrical feed to Concourse A, Concourse C, and the bag claim area will need to be reestablished from the east side of Concourse A. New conduits will be required for the relocation. These conduits will need to be bored under the apron pavement. Pavement removal and replacement will be required to set bore bits and manholes. Additionally, new communications conduits will be installed between Runway 31 and the Duck Pond Rd/Leland Ave intersection.

The Engineer's Estimate for this project is \$569,800.

**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 Concourse A&C Electric and Communications Feeder Relocation Project**

The Director of Engineering recommended the Board approve a Resolution adopting plans, specifications, form of contract, and estimated total cost for the Concourse A&C Electric and Communications Feeder Relocation Project.

Mr. Feldmann moved to approve a Resolution adopting plans, specifications, form of contract, and estimated total cost for the Concourse A&C Electric and Communications Feeder Relocation Project. Mr. Dickinson 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 Concourse A&C Electric and Communications Feeder Relocation Project to The Waldinger Corporation in the amount of \$534,552.56**

The Director of Engineering stated the lowest responsive, responsible bidder was The Waldinger Corporation in the amount of \$534,552.56.

The Director of Engineering recommended the Board approve award of contract for the Concourse A&C Electric and Communications Feeder Relocation Project to The Waldinger Corporation in the amount of \$534,552.56 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 award of contract for the Concourse A&C Electric and Communications Feeder Relocation Project to The Waldinger Corporation in the amount of \$534,552.56 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 Supplemental Agreement No. 1 to Task Order No. 115 with Foth for Concourse A&C Electric and Communications Feeder Relocation Project - Construction Phase Services**

The Director of Engineering stated during the Concourse A&C Electric and Communications Feeder Relocation Project, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$34,360.00.

The Director of Engineering recommended the Board approve Supplemental No. 1 to Task Order No. 115, with Foth Infrastructure & Environment, LLC for Concourse A&C Electric and Communications Feeder Relocation Project - Construction Phase Services in the amount of \$34,360.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Mr. Feldmann moved to approve Supplemental No. 1 to Task Order No. 115, with Foth Infrastructure & Environment, LLC for Concourse A&C Electric and Communications Feeder Relocation Project - Construction Phase Services in the amount of \$34,360.00 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.

**A24-032 Consider Contract for Economy Lot Exit/Entry License Plate Reader Median Rehabilitation Project with Jensen Builders, Ltd**

The Director of Engineering stated this project will modify existing entrance and exit medians at the Blue, Red, and Grey Economy Lots to accommodate installation of license plate reader (LPR) equipment. The scope of work will include extending the current medians (or islands) to accommodate the installation of two (2) LPR cameras per lane, associated conduit for both power and communications from hand hole to ticket machine, barrier arm, LPR locations and loops. The Engineer's Estimate for the project is \$182,200.00. The project is included in the 2024 Budget. Quotes were opened on March 1, 2024, and the lowest responsive, responsible quote for the project was from Jensen Builders, Ltd in the amount of \$229,697.00.

The Director of Engineering recommended the Board approve the Contract for Economy Lot Exit/Entry License Plate Reader Median Rehabilitation Project with Jensen Builders, Ltd. in the amount of \$229,697.00 and authorize the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents.

Mr. Feldmann moved to approve the Contract for Economy Lot Exit/Entry License Plate Reader Median Rehabilitation Project with Jensen Builders, Ltd. in the amount of \$229,697.00 and authorize the Director of Engineering and Planning to accept and close out these projects 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.

**A24-033 Consider Consolidated Deicing Facility Project**

**a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Consolidated Deicing Facility Project**

This project consists of constructing a consolidated deicing facility for use by the Airport's selected aircraft deicing operator. The deicing facility includes a pre-engineered metal building for deicing vehicle maintenance (breakroom, restrooms, offices, utility storage, etc.). The site near the facility includes deicing vehicle storage (10 vehicles), deicing fluid tanks with future expansion and blending station. The facility is located north of Airport Building No. 5.

The Engineer's Estimate for this project is \$4,101,281.50.

**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 Consolidated Deicing Facility Project**

The Director of Engineering recommended the Board approve a Resolution adopting plans, specifications, form of contract, and estimated total cost for the Consolidated Deicing Facility Project.

Mr. Feldmann moved to approve a Resolution adopting plans, specifications, form of contract, and estimated total cost for the Consolidated Deicing Facility Project. Mr. Dickinson 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 Consolidated Deicing Facility Project to Jensen Builders, Ltd in the amount of \$3,598,361.80**

The Director of Engineering stated the lowest responsive, responsible bidder was Jensen Builders, Ltd in the amount of \$3,598,361.80.

The Director of Engineering recommended the Board approve the award of contract for the Consolidated Deicing Facility Project to Jensen Builders, Ltd in the amount of \$3,598,361.80, 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 award of contract for the Consolidated Deicing Facility Project to Jensen Builders, Ltd in the amount of \$3,598,361.80, 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. 121, with Foth Infrastructure & Environment, LLC for Consolidated Deicing Facility Project - Construction Phase Services**

The Director of Engineering stated during the Consolidated Deicing Facility Project, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$359,633.00.

The Director of Engineering recommended the Board approve the Professional Services Agreement, Task Order No. 121, with Foth Infrastructure & Environment, LLC for Consolidated Deicing Facility Project - Construction Phase Services in the amount of \$359,633.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Ms. Feeney moved to approve the Professional Services Agreement, Task Order No. 121, with Foth Infrastructure & Environment, LLC for Consolidated Deicing Facility Project - Construction Phase Services in the amount of \$359,633.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A24-034 Consider rejecting all bids associated with North General Aviation Apron Rehabilitation Project**

The Director of Engineering stated on March 5, 2024, the date fixed as the date for receiving bids on the project, all bidders did not meet the Targeted Small Business requirements set forth in the bidding documents.

The Director of Engineering recommended the Board reject bids associated with the North General Aviation Apron Rehabilitation project.

Mr. Dickinson moved to reject bids associated with the North General Aviation Apron Rehabilitation project. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A24-035 Consider Supplemental Agreement No. 3 to Task Order No. 103 for Design of Terminal Deicing Apron Bid Package No. 2 with Foth Infrastructure & Environment, LLC**

The Director of Engineering stated this supplemental agreement No. 3 will incorporate the design and engineering of Taxiway Papa reconfiguration for the future Terminal Apron. The scope of work is being transferred from the Terminal Apron BP1 project to be constructed within the Deicing Apron BP2 project. This allows for constructability between projects and reduces the time required to fully construct Terminal Apron BP1.

The Director of Engineering recommended the Board approve Supplemental Agreement No. 3 to Task Order No. 103 for Design of Terminal Deicing Apron Bid Package No. 2 with Foth Infrastructure & Environment, LLC for \$85,500.00.

Mr. Feldmann moved to approve Supplemental Agreement No. 3 to Task Order No. 103 for Design of Terminal Deicing Apron Bid Package No. 2 with Foth Infrastructure & Environment, LLC for \$85,500.00. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A24-036 Consider Supplemental Agreement No. 4 to design contract with PGAL, Inc. for Consolidated Service Building Project**

The Director of Engineering stated this supplemental agreement No. 4 will incorporate additional scope of work related to the design and engineering of the Consolidated Service Building (CSB) for rental car agencies.

The Director of Engineering stated additional design services for the CSB incorporate design change requests with Rental Car Agency operational coordination following the request for proposal process to determine allocated spaces within the CSB facility, along with parking allocation spaces. Includes multiple iterations of entry and exit plaza locations for each rental agency, EV charging scenarios, site lighting, back of house fit outs, site grading, geometrics and storm sewer modifications, electrical, mechanical, and plumbing alterations.

The Director of Engineering recommended the Board approve Supplemental Agreement No. 4 to design contract with PGAL, Inc for Consolidated Service Building Project in the amount of \$147,500.00.

Mr. Feldmann moved to approve Supplemental Agreement No. 4 to design contract with PGAL, Inc for the Consolidated Service Building Project in the amount of \$147,500.00. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A24-037 Consider Task Order No. 125 for Parking & Rental Car Master Planning Study with Foth Infrastructure & Environment, LLC**

The Director of Engineering stated this agreement will develop a near term parking capacity plan as well as a plan for future terminal effects on the passenger parking, consolidated rent-a-car facility, which includes both current quick turn area (QTA) and proposed customer service building (CSB) and required future infrastructure and operational needs. The evaluation will review existing conditions, validate current parking demand, and account for current development plans of the new terminal buildout. Similarly, near term and long-term rent-a-car parking demand shall be evaluated incorporating current growth projections. Shuttle bus operations for both public parking and rental car activities will be reviewed. Additionally, EV strategies and implementation shall be considered and projected for the various parking products. In concert with these evaluations, associated landside infrastructure shall be considered and planned to include future solar power, alternate parking sites, and parking operation and functions.

The Director of Engineering stated Authority staff entered into negotiations for this agreement with Foth Infrastructure & Environment, LLC as they currently hold one of two Landside Master Agreements. They will be teaming up with partners Walker Consultants, Brook Borg Skiles, and HGA. The overall fee for the study is in the amount of \$203,500.00.



The Director of Engineering recommended the Board approve Task Order No. 125 for Parking & Rental Car Master Planning Study with Foth Infrastructure & Environment, LLC in the amount of \$203,500.00 and authorize the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents.

Mr. Feldmann moved to approve Task Order No. 125 for Parking & Rental Car Master Planning Study with Foth Infrastructure & Environment, LLC in the amount of \$203,500.00 and authorize the Director of Engineering and Planning to accept and close out these projects 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.

**A24-038 Consider Airfield Marking Maintenance Contract with Hi-Lite Airfield Services, LLC**

The Director of Operations stated a request for quotes was issued for airfield marking maintenance services which includes the removal and application of paint markings on the airfield. A single response was received by Hi-Lite Airfield Services, LLC, which has provided airfield marking services to the airport for approximately the last five years. This is a one-year contract. Line-item costs have increased approximately 28% which will result in the airfield maintenance line covering marking expenses exceeding the annual budget of \$280,000. This contract is a task-based contract in which there is no guaranteed spend. The contractor and task orders are issued for necessary work as the work is identified.

The Director of Operations recommended the Board approve an Airfield Marking Maintenance Contract with Hi-Lite Airfield Services, LLC.

Mr. Feldmann moved to approve an Airfield Marking Maintenance Contract with Hi-Lite Airfield Services, LLC. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

**A24-039 Financial Report**

- The Director of Finance reported:
  - Revenue
    - Nothing significant to report.
  - Expenses
    - Total expenses are 8.7% below budget which is due to the timing and year-end accrual adjustment entries. Even though no net impact for the year, YTD balances are affected.
  - Cash
    - Total cash is down \$1.7M from the prior month, which is mainly driven by the construction and project design.

- A \$1.5M Treasury Bill matured on 3/7/2024. The Authority will reserve the liquidity for major expenditures before borrowing the loan from Polk County.
- Mr. Dickinson asked about the Passenger Facility Charges (PFCs) being off budget. The Director of Finance stated she would look at it further and follow up with the Board.

**A24-040 Briefing**

- The Director of Operations reported:
  - February 2024 taxi statistics.
  - February 2024 passenger and cargo statistics are not available yet.
  - February 2024 summary statistics for enplanements, seats, and load factor.
  - Parking update for Spring Break
    - The Grey Economy Lot was full as of yesterday afternoon.
    - The Purple Economy Lot was opened to the public yesterday afternoon.
- The Executive Director reported:
  - Highlights from Answer February 2024 Passenger Terminal Progress Report
    - 100% New Terminal Design is due in April 2024.
    - The look/feel and finishes of the new terminal will be reviewed one more time with Board members soon.
    - GMP No. 5 will be brought to the Board at the April 9, 2024, regular Board meeting.
    - The new airport terminal budget will be brought to the Board at the May 14, 2024, regular Board meeting.
  - A flythrough video of the new airport terminal was shown to the Board.

**A24-041 Next Meeting**

April 9, 2024, Regular Board Meeting

**A24-042 Adjourn**

Mr. Dickinson moved to adjourn the meeting. Mr. Feldmann 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 10:11 a.m.

Respectfully Submitted:



**Ross Dickinson**  
Secretary/Treasurer



**Mary Benson**  
Board Clerk