

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF REGULAR MEETING
Des Moines International Airport
Board Room
March 10, 2020**

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

Chaired by Ms. Levy

Present: Mr. Christensen, Mr. Feldmann, Ms. Lauridsen Sand, Ms. Levy, Ms. Ward

A20-032 Consider Minutes for February 11, 2020, Meeting

Ms. Ward moved to approve the February 11, 2020, meeting minutes. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-033 Consider the Iowa Department of Transportation (IDOT) State Airport Improvement Program Grant Application for FY 2021

The Director of Engineering stated the award of an IDOT Airport Improvement Program Grant is determined by a point system similar to the FAA's system for awarding grants. The Authority staff is requesting a State Airport Improvement Program grant to assist on the following project:

Install General Aviation Taxi Lane – project cost estimated at \$1,039,800.

The Director of Engineering stated the Fiscal Year 2021 IDOT Airport Improvement Grant application is for \$363,930.00 which is approximately 35% of the project.

The Director of Engineering recommended the Board approve the IDOT State Airport Improvement Program Grant Application for FY 2021, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Engineering and Planning to close out this grant when completed in accordance with the contract documents.

Mr. Feldmann moved to approve the IDOT State Airport Improvement Program Grant Application for FY 2021, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Engineering and Planning to close out this grant when completed in accordance with the contract documents. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-034 Consider the Iowa Department of Transportation (IDOT) State Vertical Infrastructure Grant Application for FY 2021

The Director of Engineering stated the level of eligibility for Commercial Service Vertical Infrastructure Grant monies is based on the annual number of enplanements at commercial service airports. Currently, the Des Moines Airport Authority is eligible for an estimated \$714,634.00 annually. The fiscal year 2021 grant application will provide partial funding for the construction of a parking garage facility connecting to our existing structure. This project is part of the Terminal Development Project.

The Director of Engineering recommended the Board approve the IDOT Vertical Infrastructure Grant Application for FY 2021, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Engineering and Planning to close out this grant when completed in accordance with the contract documents.

Mr. Feldmann moved to approve the IDOT Vertical Infrastructure Grant Application for FY 2021, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Engineering and Planning to close out this grant when completed in accordance with the contract documents. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-035 Consider Change Order No. 5 for SW 28th Street Extension with Reilly Construction Co., Inc.

The Director of Engineering stated Change Order No. 5 adjusts the contract value for an additional scope of work relating to the future corporate hangar site. Authority staff would like to utilize excess soil from multiple projects and bring the future site up to grade. This will allow Authority staff to be more responsive to future requests for development opportunities. The work consists of the removal of an existing parking lot, associated utility installation, finishing phase 5 of the electrical distribution loop, and placing/compacting fill per specifications. Unit pricing from the existing SW 28th Street Extension contract is being utilized to incorporate this work. The contracted value per unit will not change, just the quantity performed.

The Director of Engineering recommended the Board approve Change Order No. 5 for SW 28th Street Extension with Reilly Construction Co., Inc. for \$247,480.77.

Ms. Ward moved to approve Change Order No. 5 for SW 28th Street Extension with Reilly Construction Co., Inc. for \$247,480.77. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-036 Consider Cowles Drive Programming Review

The Director of Engineering stated Terminal Project construction activities are now entering the East Quadrant of the Airport. The first project will be to reconfigure the current entry & exit of Cowles Drive, then redefine the layout as it approaches the future Terminal and finally loops around our parking structure core. As the overall program of Cowles Drive is laid out, we will be defining the appearance of the roadway through all phases. Authority staff has reviewed three concepts for entrance and exit road landscaping, parking structure façade, and signage. Authority staff has narrowed it to two concepts for Board review. The selected concept will be carried out on all phases of Cowles Drive and at various locations throughout the Airport campus as opportunities are identified.

The Director of Engineering introduced Mr. Chuck Stewart with the engineering firm, Kimley-Horn Associates, Inc. Mr. Stewart presented the two Cowles Drive concepts to the Board.

Board Chair Levy asked how the façade would hold up over time. Mr. Stewart stated it would be made of durable materials.

Board Vice Chair Feldmann questioned if the parking garage enhancements would flow with the new terminal since the design of the new terminal has yet to be decided. The Board discussed this aspect. The Board asked if there would be additional costs if not all of the items presented today were completed at the same time. The Director of Engineering stated there would be additional costs.

Board Secretary/Treasurer Christensen challenged the Board to consider having a conversation about incorporating artwork in the airport's new entrance.

The Director of Engineering recommended the Board approve landscaping, façade, and signage definitions to be carried forward on the Terminal Project.

The Board agreed it would be best to wait on the façade and break this project into phases. Phase I would include the following: roadway construction, construction of a knee wall on the parking garage, and landscaping.

Mr. Christensen moved to approve Phase I of the Cowles Drive project. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, Ward; Nays: 0; Abstained: 0; Absent: 0.

A20-037**Financial Report**

In the absence of the Finance Director, the Executive Director reported:

- The yearly audit conducted by Plante Moran will begin this month and be completed by early May 2020. Audit results will be presented to the Board at the May 12, 2020, Board Meeting.
- Revenue is ahead of budget by approximately \$350,000.
- Expenses are over budget by approximately \$35,000 due to winter expenses with snow/ice removal.
- The coronavirus will impact revenue.

A20-038**Briefing**

- The Director of Operations reported on February 2020 taxi statistics as well as January 2020 passenger statistics. The Director of Operations stated the February passenger statistics are not available yet.
- The Director of Operations reported on the impact of the coronavirus.
 - The Authority implemented the following safety precautions in the airport:
 - increased level of cleaning, especially in high-touch areas;
 - added more hand sanitizer throughout the terminal;
 - posted personal hygiene educational signage in the restrooms; and
 - advised employees to stay home if they are ill.
 - The airport has experienced decreased parking revenue.
 - The airlines have experienced decreased passenger counts.
 - No flights have been cancelled yet, but that may occur in the near future due to decreased passenger count.
- The Director of Operations reported Authority staff are reviewing the business continuity plan due to the coronavirus. The Executive Director stated part of this is determining the employees who can work from home and those that cannot.
- Board Vice Chair Feldmann asked the Director of Operations if the Director of Operations could track the real-time metric of passengers being screened at the TSA checkpoint and compare it year-over-year. The Director of Operations said he would compile that information and provide that information to the Board.
- Board Chair Levy asked the Executive Director to keep the Board abreast of any news regarding tensions between the airlines and administration regarding possible flight cancellations and quarantines.
- The Executive Director reported:
 - The Executive Director and Ms. Kovarna, Des Moines Airport Authority Communications, Marketing, and Air Service Development Manager, met with Alaska Airlines in late February 2020. Alaska Air is open to the idea of servicing the Des Moines International Airport, but it won't occur this year.
 - Ms. Kovarna met with American Airlines as well as Southwest Airlines last week regarding routes and air cargo.

- The Executive Director met with legislators in Washington, D.C. last week to discuss the importance of increasing the Passenger Facility Charge (PFC). With it being election year, it is not likely to pass this year; however, it is hopeful that it will pass next year. The Executive Director is composing a ghost letter about the need for a PFC increase to be sent to Senator Grassley. The Executive Director will share the letter with the Board.

A20-039 **Next Meeting**
April 14, 2020, Regular Board Meeting.

A20-040 **Adjourn**

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

The meeting adjourned at 10:02 a.m.

Respectfully Submitted:



Jake Christensen
Secretary/Treasurer



Mary Benson
Board Clerk