

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF ELECTRONIC MEETING
Des Moines International Airport
Board Room
April 13, 2021**

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

Chaired by Ms. Levy

Present: Mr. Christensen, Mr. Feldmann (joined via Zoom at 9:33 a.m.), Ms. Lauridsen Sand, Ms. Levy, and Ms. Ward

This meeting was held electronically due to the social distancing requirements associated with the COVID-19 pandemic. The public was provided access and was able to join the meeting on-line via Zoom. Board members participated electronically. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.

A21-029 Consider Minutes for March 9, 2021, Regular Board Meeting

Mr. Christensen moved to approve the March 9, 2021, Regular Board Meeting minutes. Ms. Lauridsen Sand seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Feldmann.

A21-030 Consider the Iowa Department of Transportation (IDOT) State Airport Improvement Program Grant Application for FY 2022

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

- a. Pave N.E. Perimeter Road
 - i. Project cost estimated at \$570,000.00
 - ii. Grant Application at \$285,000.00 (50%)

- b. Relocate the Automated Surface Observing System (ASOS) & Surface Weather System (SWS) Equipment
 - i. Project cost estimated at \$85,000.00
 - ii. Grant Application at \$59,500.00 (70%)

The Director of Engineering recommended the Board approve the IDOT State Airport Improvement Program Grant Application for FY 2022, 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 moved to approve the IDOT State Airport Improvement Program Grant Application for FY 2022, 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: 4-0-0-1; Yeas: Christensen, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Feldmann.

A21-031 Consider the Iowa Department of Transportation (IDOT) State Commercial Service Vertical Infrastructure Grant Application for FY 2022

The Director of Engineering stated the level of eligibility for IDOT State Commercial Service Vertical Infrastructure Grant monies is based on the annual number of enplanements at commercial service airports. Currently, Des Moines Airport Authority is eligible for an estimated \$705,019.00 annually, dependent on the level of appropriations by the Legislature. The fiscal year 2022 grant application will provide partial funding for the design 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 State Commercial Service Vertical Infrastructure Grant Application for FY 2022, 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 moved to approve the IDOT State Commercial Service Vertical Infrastructure Grant Application for FY 2022, 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: 4-0-0-1; Yeas: Christensen, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Feldmann.

A21-032 Consider the Construct Future Corporate Hangar Taxilane Project

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Construct Future Corporate Hangar Taxilane Project

Ms. Levy opened the Public Hearing.

The Director of Engineering stated this contract is for the construction of 500 linear feet of taxilane pavement adjacent to Building 37. This taxilane will provide access for corporate aircraft, up to 100 ft wingspan (Gulfstream G-650) to an undeveloped area of the South Quadrant that is reserved for corporate aviation hangars.

The Engineer's Estimate for this project is \$1,116,328.00.

Ms. Levy invited public comment. There were no comments.

Ms. Levy closed the Public Hearing.

b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Construct Future Corporate Hangar Taxilane Project

The Director of Engineering recommended the Board approve the Resolution adopting plans, specifications, form of contract, and estimated total cost for the Construct Future Corporate Hangar Taxilane project.

Ms. Ward moved to approve the Resolution adopting plans, specifications, form of contract, and estimated total cost for the Construct Future Corporate Hangar Taxilane project. Ms. Lauridsen Sand seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Feldmann.

c. Consider award of contract for the Construct Future Corporate Hangar Taxilane project to Reilly Construction Co., Inc. in the amount of \$1,114,504.50

The Director of Engineering stated the lowest responsive, responsible bidder was Reilly Construction Co., Inc. in the amount of \$1,114,504.50.

The Director of Engineering recommended the Board approve the contract with Reilly Construction Co., Inc. in the amount of \$1,114,504.50 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.

Ms. Ward moved to approve the contract with Reilly Construction Co., Inc. in the amount of \$1,114,504.50 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. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Feldmann.

d. Consider Professional Services Agreement, Task Order No. 80 with Foth Infrastructure & Environment, LLC for Construct Future Corporate Taxilane Project - Construction Phase Services

The Director of Engineering stated during the Construct Future Corporate Hangar Taxilane project, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$70,000.00.

The Director of Engineering recommended the Board approve the professional services agreement No. 80 with Foth Infrastructure & Environment, LLC in the amount of \$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 the professional services agreement No. 80 with Foth Infrastructure & Environment, LLC in the amount of \$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. Ward seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Feldmann.

A21-033 Consider Acceptance of Airport Coronavirus Response Grants (ACRGP)

The Executive Director reported in response to the COVID-19 pandemic the federal government has passed the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) which includes an Airport Coronavirus Response Grant Program (ACRGP) for commercial service airports. The Des Moines Airport Authority has been approved for two grants.

The Executive Director stated the first grant award is in the amount of \$5,031,860.00. These funds may be used for costs related to airport operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments.

The Executive Director stated a second grant has been approved and will be issued to assist concessioners. The second grant award is in the amount of \$305,634.00. That grant will be issued to the Authority for distribution to those eligible concessioners operating in Des Moines to include News and Gift concessions, Food and Beverage concessions, car rental operations, and several smaller concessioners.

The Executive Director recommended the Board:

A. Approve an Airport Coronavirus Response Grant in the amount of \$5,031,860.00, authorize the Executive Director to sign the grant, and authorize the Director of Finance to close out the grant when all applicable dollars have been expended.

Mr. Christensen moved to approve an Airport Coronavirus Response Grant in the amount of \$5,031,860.00, authorize the Executive Director to sign the grant, and authorize the Director of Finance to close out the grant when all applicable dollars have been expended. Ms. Lauridsen Sand seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Feldmann.

The Executive Director recommended the Board:

B. Approve an Airport Coronavirus Response Grant in the amount of \$305,634.00, authorize the Executive Director to sign the grant, and authorize the Director of Finance to close out the grant when all applicable dollars have been expended.

Ms. Lauridsen Sand moved to approve an Airport Coronavirus Response Grant in the amount of \$305,634.00, authorize the Executive Director to sign the grant, and authorize the Director of Finance to close out the grant when all applicable dollars have been expended. Ms. Ward seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Feldmann.

A21-034 Consider Task Order No. 2 with Bolton & Menk, Inc. for the design of Parking Garage Expansion Project

The Director of Engineering stated as part of the Terminal Development Plan projects, the expansion of the North parking garage was identified as a requirement. This expansion will extend the parking ramp to the North, creating a five-story parking facility. The scope of services to be performed by the Consultant includes detailed work, services, materials, equipment and supplies necessary to provide design services including five story ramp, entrance plaza, road relocations, façade improvements, utility relocations and vertical circulation. This project is included in the Master Agreement for Non-AIP projects with Bolton & Menk, Inc. Design and construction documents will be developed and issued for bidding purposes.

The Director of Engineering recommended the Board approve Task Order No. 2 with Bolton & Menk, Inc. for \$2,153,287.00 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 and Mr. Christensen asked some questions about this project and the Director of Engineering answered their questions.

Ms. Ward moved to approve Task Order No. 2 with Bolton & Menk, Inc. for \$2,153,287.00 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 seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Feldmann.

A21-035**Financial Report**

- The Finance Director reported:
 - Revenue
 - Slightly ahead of budget.
 - Parking revenue is recovering a little faster than projected.
 - Expenses
 - Expect more parking expense this summer since the Authority anticipates primarily leisure travelers using economy parking. This equates to more shuttle usage. Also, shuttle costs will increase due to the entrance road construction. The construction prevents the shuttles from using the road by the pond. There may be more shuttles needed to keep to contractual shuttle times.
 - Accounts Receivable
 - In very good shape. Airlines are keeping up with payments and other receivables are also coming into the Authority.
 - Accounts receivable information may not be included in the financial report each month, but the Finance Director will continue to monitor it.
 - Grants
 - Will continue to draw money from the CARES Act and then from the grant approved today. After that there will be a third grant for the Board to approve once received from the FAA.

A21-036**Briefing**

- The Director of Operations reported on March 2021 taxi and passenger statistics as well as Covid-19 testing at the airport.
- The Executive Director reported:
 - A UnityPoint Covid-19 vaccination clinic will be held April 22, 2021, at the airport for Authority staff, Authority Board Members, airport staff and tenants, as well as airport contractors. UnityPoint will be administering the Pfizer vaccine. As of today, 149 people have scheduled an appointment. With the latest news about halting the J&J vaccine, more people who were invited to sign up, but had not signed up yet, expressed interest in getting their Covid-19 shot as part of the UnityPoint vaccination clinic at the airport. If UnityPoint can provide more vaccine, then more appointments may be scheduled.
 - Covid-19 testing is still available at the airport for passengers.
 - The rental car companies informed the Authority that there will be a rental car shortage this summer since many rental car companies sold vehicles throughout the pandemic. This is a national issue. The Authority's main concern is passengers being stranded at the airport. Ms. Lauridsen Sand asked if the Authority informed the airport's taxi company partner about this to see if they can increase their capacity. The Executive Director answered yes. The Executive Director stated the Authority has already received some comments about less Uber and Lyft availability due to the pandemic.

- Since Coffee & Bar on the C concourse has been very successful, the Authority is looking at installing a bar on the A concourse. It is in the design phase. Once the Authority has an estimate for this project the Executive Director may bring this item to the Board for approval depending on the cost. The Authority hopes to open the bar on the A concourse in October 2021. Mr. Feldmann stated he had an occasion to visit Coffee & Bar on the C concourse and thought it was a delightful addition.
- At this point in time, the Authority anticipates bringing all Authority staff back to work in the office full time June 1, 2021. That could change based on the fluidity of the pandemic.

A21-037

Next Meeting

a. May 11, 2021, Regular Board Meeting

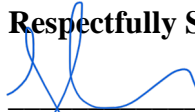
- The Board held a discussion about continuing to conduct board meetings electronically. The Executive Director stated the Authority's bylaws allow for electronic meetings if they are following Iowa code 21.8. The Executive Director stated he asked the Authority's attorney, Ms. Stone, to speak to electronic meetings and what makes them available or not available. Ms. Stone stated the Iowa code under the open meetings chapter does allow for electronic meetings. Ms. Stone stated the Attorney General gave an opinion that an electronic meeting occurs when a majority of Board Members appear electronically. If a majority of Board Members appear in person, then the meeting is not an electronic meeting. Ms. Stone stated the Board minutes must include the need for an electronic meeting. Ms. Stone stated electronic meetings are only allowed when it is impossible or impractical to hold the meeting in person. Mr. Feldmann asked Ms. Stone to clarify "impossible and impractical" and asked for examples. Ms. Stone stated there is no exact definition of "impossible and impractical" and then provided a few examples that might fit those conditions. Ms. Levy stated one advantage of holding the board meetings electronically is greater access to the public. The Board will hold the May 11, 2021, board meeting electronically and discuss the details for future meetings at the May 11, 2021, board meeting.
- Mr. Feldmann asked the Executive Director if plans are being made to modify the boardroom to accommodate for social distancing and safety measures due to the pandemic, such as having fewer chairs at the boardroom table and having plexiglass installed between the chairs at the table. The Executive Director stated no plans have been made yet, but adjustments can be made to the boardroom. The Executive Director stated the addition of plexiglass may make things too cluttered considering the size of the boardroom table. The Executive Director stated the technology in the boardroom was enhanced to align with holding electronic meetings.

A21-038 Adjourn

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

The meeting adjourned at 9:55 a.m.

Respectfully Submitted:



Jake Christensen
Secretary/Treasurer



Mary Benson
Board Clerk