

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF ELECTRONIC MEETING
Des Moines International Airport
Board Room
August 10, 2021**

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

Chaired by Mr. Feldmann

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

This meeting was held in-person, with all board members present at the board meeting in the Airport Board Room. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.

A21-076 Consider Minutes for July 13, 2021, Regular Board Meeting

Ms. Lauridsen Sand moved to approve the July 13, 2021, Regular Board Meeting minutes. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-077 Request from Connie Fisher, 2015 Payton Avenue, Des Moines, to address the Airport Authority Board concerning the Navigational Rotating Beacon

The Executive Director stated the beacon was relocated from the top of the terminal closer to the electrical vault. The flashing light is affecting one of Ms. Fisher's rooms in her house.

Mr. Feldmann asked Ms. Fisher to state her request at the podium.

Ms. Fisher stated the Executive Director has been very good about discussing her issue and invited her to talk to the Board. Ms. Fisher stated she has lived in her home for 50 years and has been a Southsider her whole life. Ms. Fisher stated she hasn't had any issues with the airport until the beacon was moved. Ms. Fisher stated the flashing/rotating light is shining in her bedroom window and it is not acceptable. Ms. Fisher stated it is better than it was since an LED light was installed and it was checked for brightness; however, it still flashes in her bedroom window and she is unable to sleep due to this. Ms. Fisher asked if it can be moved. Ms. Fisher stated she has spoken with Mr. Larry Scott from the Holiday Inn and stated that he had intended to attend the meeting. Mr. Scott was not at the meeting, but Ms. Fisher stated the Holiday Inn also had issues with the light on the west side of the hotel.

Mr. Feldmann asked Ms. Fisher if there was any other information the Board should have. Ms. Fisher stated no.

Ms. Lauridsen Sand moved that the Board schedule a closed session discussion on this item at the September 14, 2021, regular Board meeting to discuss this issue with legal counsel, and in the meantime, have the Executive Director and Ms. Fisher continue to work on ways to come to a mutually acceptable resolution. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-078

Consider the Construct Building No. 56 Project

- a. **Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for Construct Building No. 56 Project**

The Director of Engineering stated this contract will provide the footings, interior slab, pavement connecting hangar to apron, mechanical, electrical, plumbing and architectural features for the relocated hangar, Building No. 7, which will become Building No. 56. The project is located within the South Quadrant of the Airport and upon completion the facility will be leased to Signature Flight support to be used as an itinerant aircraft hangar. This project is within FY2021 budget.

The Engineer's estimate for this project is \$2,092,915.00.

Mr. Feldmann opened the Public Hearing.

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

Mr. Feldmann closed the Public Hearing.

- b. **Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Construct Building No. 56 Project**

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Construct Building No. 56 Project.

Ms. Lauridsen Sand moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Construct Building No. 56 Project. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

- c. **Consider award of contract for the Construct Building No. 56 Project to Jensen Builders, Inc. in the amount of \$2,090,750.00**

The lowest responsive, responsible bidder was Jensen Builders, Inc. in the amount of \$2,090,750.00.

The Director of Engineering recommended the Board approve the contract with Jensen Builders, Inc. in the amount of \$2,090,750.00 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. Christensen moved to approve the contract with Jensen Builders, Inc. in the amount of \$2,090,750.00 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, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

d. Consider Professional Services Agreement, Task Order No. 84 with Foth Infrastructure & Environment, LLC for Construct Building No. 56 Project - Construction Phase Services

The Director of Engineering stated the consultant will provide contract management, construction administration, construction testing, and construction observation for the Construct Building No. 56 Project. The negotiated amount of the agreement is \$198,600.00.

The Director of Engineering recommended the Board approve the professional services agreement No. 84 with Foth Infrastructure & Environment, LLC in the amount of \$198,600.00 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 moved to approve the professional services agreement No. 84 with Foth Infrastructure & Environment, LLC in the amount of \$198,600.00 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: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-079

Consider Supplemental Agreement No. 3 with Security Equipment, Inc. on the Support Services Agreement for ACS & VSS

The Director of Engineering stated Supplemental Agreement No. 3 to the Agreement for Support Services with Security Equipment, Inc. for the Authorities Access Control System (ACS) and Video Surveillance System (VSS) extends the services from August 2021 to August 2024. Additionally, it brings the amount of equipment (cameras, card readers, etc.) up to date and reflects current service rates. Yearly reimbursement rate is set at \$52,992.00. Total for three years is \$158,976.00.

The Director of Engineering recommended the Board approve Supplemental Agreement No. 3 with Security Equipment, Inc. (SEI) for the ACS & VSS support services for a total of \$158,976.00.

Ms. Levy asked if SEI makes recommendations on a yearly basis as to what could possibly go wrong. The Director of Engineering stated the Authority does have a yearly meeting with Authority Operations to discuss security items and meets regularly with SEI.

Ms. Levy moved to approve Supplemental Agreement No. 3 with Security Equipment, Inc. for the ACS & VSS support services for a total of \$158,976.00. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-080 Consider Contract for the Installation of New Electrical Lines underground and Transformer to serve Building No. 11 with MidAmerican Energy Company

The Director of Engineering stated Building No. 11 is the Airport's Storm Water Control facility. This contract will install a new 4/0 para loop and new 75kva transformer to serve Building No. 11. This new service will service our glycol collection system, remote processing unit #1 which serves our pavement sensors on runway 23, and midfield cameras. Currently these items have power supplied from our old electrical vault located under the concourse. Authority staff is taking the opportunity with the reconstruction of runway 23 in 2022 to make the installation more efficient and safer. The agreement is a refundable advance of funds for construction. MAE will provide refunds for the next six years at a rate of 50% of the annual metered electrical service bill.

The Director of Engineering recommended the Board approve an agreement with MidAmerican Energy Company that will extend electrical lines and transformer to building No. 11 in the amount of \$72,065.16 and authorize the Director of Engineering and Planning to accept and close out this agreement when completed in accordance with the contract documents.

Mr. Christensen moved to approve an agreement with MidAmerican Energy Company that will extend electrical lines and transformer to building No. 11 in the amount of \$72,065.16 and authorize the Director of Engineering and Planning to accept and close out this agreement when completed in accordance with the contract documents. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-081 Consider Proposed Design for Cowles Phase 2 Bridge/Portal and Retaining Wall configuration

The Director of Engineering stated this item is a continuation of the July 13, 2021, agenda # 8 related to aesthetics of the retaining walls and portal with the design of phase 2 Cowles Roadway project. An updated presentation was given in the Terminal Workshop held today prior to this meeting. The presentation showed the overall look of the structures in relation to the parking garage expansion. These items mimic the granite forms from Phase 1, tie the project together, and where walls get tall, vertical reveals remind visitors of the patterns we see across the state and in the striated native stone found in the local area.

The Director of Engineering recommended the Board approve the proposed design for the retaining walls and portal/bridge related to Cowles Drive Phase 2 project.

Mr. Dickinson asked if this would be revisited again. The Director of Engineering stated no.

Mr. Christensen moved to approve the proposed design for the retaining walls and portal/bridge related to Cowles Drive Phase 2 project. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-082 Consider a Third Amendment to the Fixed Base Operator Lease and Operating Agreement with Signature Flight Support, LLC

The Executive Director stated the Fixed Base Operator Lease and Operating Agreement with Signature Flight Support terminates on February 28, 2022. One of the facilities Signature leases, Building No. 8, is underutilized. The Airport Authority has an opportunity to engage a new business entrant to the Airport and is negotiating a lease with the new entrant for the underutilized space in Building No. 8, which first requires an amendment to the Signature Fixed Base Operator Lease and Operating Agreement. Additionally, Signature is constructing a new facility on the south side of the Airport and will not have that facility completed by the time the current lease expires. The proposed Third Amendment will extend the Signature lease providing additional time for their new facility to be completed.

The Executive Director recommended the Board approve a Third Amendment to the Fixed Base Operator Lease and Operating Agreement with Signature Flight Support, LLC and authorize the Executive Director to sign the Third Amendment once Signature Flight Support has signed.

Mr. Dickinson moved to approve a Third Amendment to the Fixed Base Operator Lease and Operating Agreement with Signature Flight Support, LLC and authorize the Executive Director to sign the Third Amendment once Signature Flight Support has signed. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-083 Consider a Ground Support Lease and Operating Agreement with Trego-Dugan Aviation

The Executive Director stated Trego-Dugan Aviation is a third-party ground support service provider that has been contracted to provide ground support for a cargo operation flown by Silver Airways. This is a PILOT program and a six-month lease for a portion of Building No. 8, previously leased to Signature Flight Support, has been negotiated.

Mr. Dickinson asked if this party was new to the airport. The Executive Director stated yes.

The Executive Director recommended the Board approve a Ground Support Lease and Operating Agreement with Trego-Dugan Aviation and authorize the Executive Director to sign the agreement once Trego-Dugan signs.

Ms. Levy moved to approve a Ground Support Lease and Operating Agreement with Trego-Dugan Aviation and authorize the Executive Director to sign the agreement once Trego-Dugan signs. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-084 Consider Change Order #8 with Reilly Construction Co. Inc. for Cowles Drive Phase 1 project

The Director of Engineering stated the proposed change order includes some quantity adjustments related to exterior modifications to Building No. 8. Bid items within the Cowles Drive Phase 1 project will be extended to the similar scope of work at Building No. 8. This will include pavement removal, site grading, sub grade preparation, concrete and asphalt installation and retaining wall construction for loading dock. These costs will be broken out and tracked by Division 3 codes within the project. Engineer's estimate for this scope of work based off the bid unit pricing was \$175,000.00.

The Director of Engineering recommended the Board approve Change Order #8 with Reilly Construction Co. Inc. in the amount of \$175,468.00.

Ms. Levy moved to approve Change Order #8 with Reilly Construction Co. Inc. in the amount of \$175,468.00. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-085 Consider a One-Time Retention Payment to Des Moines Airport Authority Employees

The Executive Director stated when preparing the Airport Authority Operating Budget last fall, the uncertainties of the Coronavirus Pandemic caused Authority staff to recommend, and the Airport Authority Board to approve, a very conservative increase in employee salaries for fiscal year 2021. Federal grants to help support Airport operations have been received throughout the year and passenger traffic has now rebounded to levels very near those experienced in 2019. The coronavirus will continue to have a direct impact on passenger levels, and while no one can predict with any certainty how the coronavirus may affect the Airport Authority's future financial stability, today, the Airport Authority is financially in a much better place than expected. Airport Authority employees have risen to the challenges of the pandemic and helped bring us successfully to this point in time.

The Executive Director stated as a nation we are experiencing a period of rapid inflation and a highly competitive labor market. A salary study has been launched to ensure the Airport Authority pay scale keeps pace with this market environment; however, the current successes of the Airport should be recognized and shared with the employees that helped bring us here.

The Executive Director recommended the Board approve a one-time Retention Payment of \$900.00 to the Airport Authority managers and employees.

Mr. Christensen moved to approve a one-time Retention Payment of \$900.00 to the Airport Authority managers and employees. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-086

Financial Report

- The Finance Director reported:
 - Revenue
 - Parking
 - Crossed the \$1,000,000 mark in parking for the month of July which puts it back to the same level prior to the start of the pandemic.
 - ABM Parking is facing challenges in hiring cashiers for the cashier booths. They will start with filling daytime hours and hopefully they will hire enough to fill at least two shifts.
 - Revenue is slightly better than 2/3 of 2019 revenue. Revenue lags by approximately 1 1/2 months.
 - Cash
 - Continues to be strong.
 - Still processing various grants.
- Ms. Levy asked how Des Moines International Airport's recovery compares to other small airports. The Director of Operations stated the Des Moines International Airport is doing better than average.
- Ms. Levy asked if there are any trends with the Delta Covid variant. The Director of Operations stated the Authority expects the mask mandate to be extended past September 13, 2021. There is a slight softening of bookings for fall. It's a fluid event. The Executive Director stated there is some positive news. Canada opened their borders to U.S. citizens yesterday with proof of vaccination and a negative Covid test. Also, Allegiant added a nonstop flight to Palm Springs. The Executive Director stated less bookings in the fall is normal after the start of school.

A21-087

Briefing

- The Director of Operations reported on July 2021 taxi and statistics as well as a year-over-year Covid-19 comparison. The Director of Operations stated the July 2021 passenger statistics will be emailed to the Board this week.

- Mr. Christensen asked if airlines are adding seats. Mr. Christensen stated he noticed from personal experience that flight costs have increased. The Director of Operations stated airlines are adding seats. The Director of Operations stated airlines are still struggling with staffing issues. The Director of Operations stated industry-wide with the Delta Covid variant, ticket prices may come back down. Mr. Christensen stated it would be good to see at the next Board meeting how the Des Moines International Airport compares to regional competitor airports and make the public aware of this. The Director of Finance stated fare data lags by approximately three to six months. The Director of Operations stated seat availability data can be obtained sooner.
- The Executive Director reported:
 - FAA Letter
 - The FAA sent letters to all airports asking for assistance with unruly passengers.
 - Alcohol is a big part of the problem. The Des Moines International Airport hasn't experienced many issues in that area. The Authority made Aero Service Group, the Des Moines International Airport's restaurant management company, aware of the alcohol issue to make sure they do not overserve passengers.
 - Wearing masks is also an issue. Some people do not comply with wearing them in terminals and on planes. Fines and/or arrests can occur if passengers refuse to comply with wearing masks.
 - The new entrance to the airport opens September 2, 2021. The ability to install the new art piece at the airport entrance is ready now; however, the installers have until the end of December 2021 to complete the work. The current entrance to the airport will be demolished by mid-October 2021.


A21-088 Next Meeting
 a. September 14, 2021, Regular Board Meeting

A21-089 Adjourn

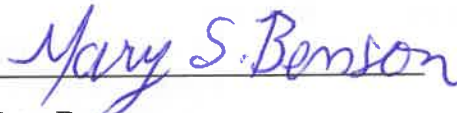
Mr. Christensen moved to adjourn the meeting. Ms. Levy seconded.
 Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

The meeting adjourned at 9:44 a.m.

Respectfully Submitted:



Christine Lauridsen Sand
Secretary/Treasurer



Mary Benson
Board Clerk