

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

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

Chaired by Ms. Levy for Board Member Oaths and Election of Officers

Mr. Feldmann after the Election of Officers through the end of the meeting

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 public was provided access and was able to join the meeting on-line via Zoom. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.

A21-062 Board Member Oaths

Ms. Stone administered the oath of office to new Board member, Mr. Ross Dickinson. Mr. Dickinson signed the Oath of Office. Ms. Stone also administered the oath of office to existing Board member, Ms. Lauridsen Sand, for her second term. Ms. Lauridsen Sand signed the Oath of Office.

A21-063 Election of Officers

The Des Moines Airport Authority Bylaws require the election of officers as follows:

Election of Officers. The Board shall elect a Chairperson, Vice Chairperson, and Secretary/Treasurer from its membership at its regular meeting in July in every odd numbered year or as soon as practical thereafter. Officers will serve until their successors are elected and qualified. (11-1-11) (01-10-17)

Secretary/Treasurer

Ms. Levy nominated Ms. Lauridsen Sand to serve as Secretary/Treasurer. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

Vice Chair

Ms. Levy nominated Mr. Christensen to serve as Vice Chair. Mr. Dickinson seconded. Motion Carried: 4-0-1-0; Yeas: Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: Christensen; Absent: 0.

Chair

Ms. Levy nominated Mr. Feldmann to serve as Chair. Mr. Dickinson seconded. Motion Carried: 4-0-1-0; Yeas: Christensen, Dickinson, Lauridsen Sand, and Levy; Nays: 0; Abstained: Feldmann; Absent: 0.

Mr. Feldmann Chaired the remainder of the meeting stating he could not be prouder of the accomplishments made over the last four years when Ms. Ward and Ms. Levy were Board Chairs.

A21-064 Consider Minutes for June 8, 2021, Regular Board Meeting

Ms. Levy moved to approve the June 8, 2021, Regular Board Meeting minutes. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-065 Consider Acceptance of Two American Rescue Plan Act 2021 Grants (Public Law 117-2) (ARPA).

The Executive Director stated in response to the COVID-19 pandemic, the federal government passed the American Rescue Plan Act 2021 (ARPA). From a portion of the monies allocated through ARPA, the FAA will distribute grants under the new Airport Rescue Grant Program (ARGP). The purpose of these funds is to provide economic relief to airports in response to the COVID-19 pandemic.

The Executive Director stated the Des Moines Airport Authority has been approved for two grants. The first grant is in the amount of \$11,824,431.00. 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. A second grant has been approved to assist concessioners. The second grant award is in the amount of \$1,222,535.00. This grant will be issued to the Authority for distribution to those eligible concessioners operating in the Des Moines International Airport terminal.

The Executive Director recommended the Board:

A. Approve an American Rescue Plan Act Grant to be used for Airport operations in the amount of \$11,824,431.00, 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. Levy moved to approve an American Rescue Plan Act Grant to be used for Airport operations in the amount of \$11,824,431.00, 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: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

B. Approve an American Rescue Plan Act Grant to be used for concession relief in the amount of \$1,222,535.00, 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 American Rescue Plan Act Grant to be used for concession relief in the amount of \$1,222,535.00, 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: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-066 **Public Hearing** - Consider Amendment of Rental Car Concession Agreements

The Director of Finance stated the existing rental car concession agreement terminates on July 31, 2021. Due to the financial and operating condition of the rental car industry over the last 12 months, it is not an optimal time to negotiate a new rental car concession agreement. Alternatively, an extension of the existing agreement was negotiated through July 31, 2024. Minor adjustments have been made to the agreement terms.

The Director of Finance stated a new rental car concessionaire will also be signing the agreement to operate at DSM. American Rent A Car of Des Moines Iowa will assume the space previously occupied by Dollar Thrifty Group. American Rent A Car currently operates at a few other airports and expects to be operational in DSM by August 2021.

Mr. Feldmann opened the Public Hearing.

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

Mr. Feldmann closed the Public Hearing.

The Director of Finance recommended the Board approve the car rental concession agreements received from Enterprise and American Rent A Car and authorize the Executive Director to sign remaining amendments as received from Hertz and Avis.

Ms. Levy moved to approve the car rental concession agreements received from Enterprise and American Rent A Car and authorize the Executive Director to sign remaining amendments as received from Hertz and Avis. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-067 Consider the Relocate Building No. 7 Project

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for Relocate Building No. 7 Project

The Director of Engineering stated this contract is providing a contractor to physically pick up the existing Building No. 7 within East Quadrant and relocate it to

a new location in the South Quadrant. The contract is for moving the building only. The footings, slab and building finishes, currently under design, will be provided by a separate contractor once the building is placed in the new location. This project is within FY2021 budget.

The Engineer's estimate for this project is \$200,000.00.

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 Relocate Building No. 7 Project

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Relocate Building No. 7 Project.

Mr. Christensen moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Relocate Building No. 7 Project.

Ms. Levy 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 Relocate Building No. 7 Project to Their Moving Company in the amount of \$198,000.00

The Director of Engineering stated the lowest responsive, responsible bidder was Their Moving Company in the amount of \$198,000.00.

The Director of Engineering recommended the Board approve the contract with Their Moving Company in the amount of \$198,000.00 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 asked when the move will happen. The Director of Engineering stated the move will happen no later than December 1, 2021 and will take place after the last flight of the night.

Ms. Lauridsen Sand asked why there was only one bidder. The Director of Engineering stated the Authority needs a structural mover due to the size of the hangar. The Director of Engineering stated the Authority reached out to another structural mover in Indiana, but they declined to bid the job.

Mr. Christensen stated he moved a building in his business, and in his experience, this bid is similar in cost to his structural mover quote. Mr. Christensen suggested that

this move be publicized since it is part of the enabling projects for the new terminal and the public will see that the building is gone. Mr. Christensen also suggested that the move be recorded. Mr. Christensen stated when he moved his building, there was a large crowd of people who were there to watch the move.

Mr. Christensen moved to approve the contract with Thein Moving Company in the amount of \$198,000.00 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. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A21-068 Consider Reimbursable Agreement for Design and Implementation in support of relocating FAA Surface Weather Station and National Weather Service Automated Surface Observing Station Project with the Federal Aviation Administration

The Director of Engineering stated this agreement, AJW-FN-CSA-21-CE-004215, with the FAA Air Traffic Organization (ATO) is to support the site visits, preliminary design, engineering and onsite construction observation for the efforts on relocating the FAA Surface Weather Station (SWS) and the National Weather Service (NWS) Automated Surface Observing System (ASOS). These activities will occur during the Reconstruction of Runway 23 project. The project is preparing the midfield apron location to be free and clear of any equipment. The terminal apron will be expanded into this area and establish deicing pads for the future terminal. The Airport Authority will be responsible for funding the project prior to starting. Any unused funds will be returned to the Authority at the completion of the project.

The Director of Engineering recommended the Board approve the reimbursable agreement with Federal Aviation Administration in the amount of \$151,066.12 for the services 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 moved to approve the reimbursable agreement with Federal Aviation Administration in the amount of \$151,066.12 for the services and authorize the Director of Engineering and Planning to accept and close out this agreement 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.

A21-069 Presentation regarding Cowles Phase 2 Bridge/Portal configuration

The Director of Engineering stated as staff is progressing with the design of phase 2 Cowles Roadway project, there are some views that the Authority Directors would like to present to the Board for their input and approval. Like Phase 1 work, the design team looked to materials, patterns, and colors found in the area including the work being completed in Phase 1. As a continuation of the Phase 1 work, the

landscape patterns will extend into the site moving people towards the terminal and parking areas. Key to the entrance experience will be the structure (bridge) acting as a gateway or landmark inviting passengers as they turn the corner towards the new terminal. Familiar arch structures found on other bridges in the Des Moines area are replicated here, but in their own vernacular tying into future terminal with both colors, materials, and lighting. Walls mimicking 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 stated no Board approval is required at this time. The information is being provided for review and it will be brought back in August 2021 for Board approval. The Director of Engineering asked if there were any comments or questions.

Mr. Dickinson asked if the road under the bridge would go directly into the garage. The Director of Engineering answered yes.

Ms. Lauridsen Sand asked if the garage would be that tall. The Director of Engineering answered yes, the parking garage will be five stories so it will be much higher than the roadway.

Ms. Levy asked about bicycle parking. The Director of Engineering stated bicycles and motorcycles will have separate parking, not in the parking garage since the barrier arms would have difficulty detecting them properly and safety could be an issue.

Ms. Lauridsen Sand asked if there are any components that the Authority is unsure about. The Director of Engineering stated the Authority is looking at doing a pre-cast structure. It will be lifted off a truck and set on a pre-established foundation.

Ms. Lauridsen Sand stated she liked the conscientiousness of tying together local aspects.

Mr. Christensen asked who will be designing the parking ramp. The Director of Engineering stated Bolton & Menk, Inc. has the main contract; however, Walker Parking out of Minneapolis will be designing the parking structure.

The Executive Director stated the concept will be sent to the Board within the next month for their review.

A21-070

Financial Report

- Mr. Feldmann thanked the Director of Finance for the 2019 vs. 2021 financial comparison.
- The Finance Director reported:
 - Revenue
 - Parking
 - At 85% of 2019 revenue.
 - Food/Beverage
 - At approximately 100% of 2019 revenue.
 - Berk & Chesters' bar opened a couple of weeks ago from 10 a.m. to 6 p.m. to serve drinks. Also, will start offering sandwiches soon. Demand is being monitored to determine when full food service will be added.
- Ms. Lauridsen Sand asked if the Authority is keeping track of inflationary components in the airport environment. Ms. Lauridsen Sand asked if the Authority would increase parking prices as well as other prices in concert with inflation. The Finance Director stated right now the Authority implemented a discounted rate of \$4/day for the Grey Lot (formerly Economy 4) through the month of July 2021 to promote the Grey Lot since it is not as visible as the closed Red Lot (formerly Economy 1). The Executive Director added that passengers may park in competitors' lots if they see the visible airport parking lots as being full. The promotion of the Grey Lot will make them realize there is another less expensive option on airport property. The Finance Director stated once the garage fills up on a regular basis, pricing for the various parking options may be adjusted in Fall 2021. The Finance Director stated with reference to wage increases, the Authority is looking at hiring a firm to conduct a compensation/salary survey since salaries are on the rise in most industries.
- Mr. Feldmann stated he read the article about the decrease in travelers with TSA PreCheck and asked the Executive Director about it. The Executive Director stated with normal business travel, TSA PreCheck usually runs at approximately 40%, but with more leisure travelers, TSA PreCheck is running around 15%. The Executive Director stated there are more leisure travelers now which includes many first time and infrequent travelers. With fewer TSA PreCheck travelers, the wait time at the TSA checkpoint has increased, at times up to 25 minutes. The Authority will work with TSA to host periodic TSA PreCheck events at the airport as in the past. Ms. Levy stated Global Entry renewal appointments are difficult to make online right now. Ms. Levy suggested the Authority promote both Global Entry and TSA PreCheck to the community. Ms. Lauridsen Sand agreed with Ms. Levy's suggestion.

A21-071

Briefing

- Mr. Feldmann welcomed new Board Member, Mr. Ross Dickinson, to the Board. Mr. Dickinson introduced himself and shared information about himself. Mr. Dickinson is a broker with Robert W. Baird & Co.
- The Director of Operations reported on June 2021 taxi and passenger statistics as well as a year-over-year Covid-19 comparison.

- Mr. Christensen stated he received complaints regarding extended taxi pickup times sometimes in excess of 30 minutes. Ms. Lauridsen Sand stated she has received similar complaints with long wait times – one up to 1 ½ hours. The Executive Director stated all ground transportation companies are struggling to find drivers for taxis, shuttles, and transportation network companies. More applications have been submitted recently so hiring is slowly improving. Ms. Lauridsen Sand asked if it is time to reevaluate adding more taxi companies. The Executive Director stated it is the current taxicab company's responsibility to find more drivers to meet the Authority service standards, and that if they are unable to do that, the Authority will take steps to resolve the issues. Mr. Dickinson stated from his own personal experience of renting cars recently, a lot of employees are new and therefore it takes more time for them to complete their tasks. Mr. Dickinson stated he believes other employers are in the same situation.
- Mr. Christensen stated he received comments about the front curb being very busy again, including people double parking in the traffic lanes. The Executive Director stated both the airport police and Authority operations staff monitor the front curb during the busiest times of the day. The Executive Director stated the Authority will soon provide drivers with maps (that are being printed now) showing the cell phone parking lot since many passengers may not know where the cell phone lot is located. The Executive Director stated tickets will be issued as necessary by the airport police and the Authority is looking into allowing Authority operations staff to issue tickets as well. The Executive Director prefers having the airport police issue the tickets. Ms. Lauridsen Sand asked if the Authority could increase police efforts. The Executive Director stated the Authority has three police officers on each shift as part of the budget. The Authority will discuss increasing police staff at budget time. Ms. Lauridsen Sand stated complaints that are not related to safety are not as high of a priority as safety complaints. Mr. Christensen stated as things are getting back to some semblance of normalcy with less business travelers and more leisure travelers, it is good to teach the new client base about drop-off, pick-up, and parking options.
- The Executive Director reported:
 - A new car rental company will be at the airport in August 2021. The name of the company is American Rent A Car Des Moines Iowa.
 - The kick-off for three new Allegiant nonstop flights on July 1, 2021, went well. Allegiant added Portland, OR, Houston, TX, and San Diego, CA, nonstops and will add Fort Lauderdale, FL, in October 2021. American Airlines will add Miami, FL, as a daily flight in August 2021.
 - The grant for the last phase of Runway 23 Reconstruction (except the intersection) came through. It is a \$22 million grant. Some construction was delayed on this project this year on purpose, so part of the 2021 entitlement money could be carried forward (\$2 million) and allocated to this project. There is \$6.4 million of entitlement money for 2022. There is \$13.5 million of discretionary dollars from the FAA. Also, \$2.2 million will come from the Covid-19 relief package to cover the Airport's 2%. That means the Authority will not

have to put any money toward this grant. The \$2.2 million not spent on the runway can be put towards the new terminal.

- The Greater Des Moines Partnership Washington, DC, trip will resume in September 2021. The Executive Director plans to be part of this trip to ask for infrastructure funds. The Authority will host a breakfast prior to the flight and provide parking validations as in past years.
- Infrastructure Bill
 - The Senate is back on track. The number available for non-AIP projects (terminals) has changed frequently. It was \$25 billion but as of today, it is \$20 billion. There will be a lot of competition for those dollars if the bill is passed.
 - The Board contact list will be updated and distributed this week to the Board to reflect the addition of new Board Member, Mr. Dickinson, and the changes to officer positions.
 - Possible dates for the upcoming new terminal workshop will be sent out to the Board so a date/time can be set up. The workshop can be held before or after the August Board meeting. Ms. Levy stated early mornings work best for her.
- Mr. Feldmann presented Ms. Levy with a Des Moines International Airport framed print in appreciation of her service as Board Chair for the past two years. Ms. Levy stated it is a real pleasure and honor to serve on the Board.

A21-072 Next Meeting

- a. August 10, 2021, Regular Board Meeting**

A21-073 Adjourn

Ms. Levy moved to adjourn the meeting. Ms. Lauridsen Sand 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 10:11 a.m.

Respectfully Submitted:



Christine Lauridsen Sand
Secretary/Treasurer



Mary Benson
Board Clerk