

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF MEETING
Des Moines International Airport
Board Room
July 12, 2022**

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 a Zoom link also available. The public was provided ability to monitor the meeting online via Zoom. All Board members participated in person. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.

Mr. Feldmann left the Board Room and asked Mr. Christensen to lead the meeting temporarily.

A22-105 Consider Minutes for June 14, 2022, Regular Board Meeting

Ms. Lauridsen Sand moved to approve the minutes for the June 14, 2022, Regular Board Meeting. Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Dickinson, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Feldmann.

A22-106 Consider DSM-CEG-3-19-0027-086-2022-Grant Agreement with the FAA in the amount of \$113,966.00 for the Updated Pavement Condition Index Study

The Executive Director stated in May 2022, the Board approved a contract with Foth Infrastructure and Environment, LLC to update the Airport Pavement Management System (APMS) which is required to be completed every 3-5 years. The expense for this update is eligible for the normal FAA grant funding at the 90/10 split and the grant agreement has been received from the FAA.

The Executive Director recommended the Board approve Grant Agreement DSM-CEG-3-19-0027-086-2022 with the FAA in the amount of \$113,966.00 for the Updated Pavement Condition Index Study and authorize the Executive Director to sign the grant.

Ms. Lauridsen Sand moved to approve Grant Agreement DSM-CEG-3-19-0027-086-2022 with the FAA in the amount of \$113,966.00 for the Updated Pavement Condition Index Study and authorize the Executive Director to sign the grant. Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Dickinson, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: Feldmann.

Mr. Feldmann returned to the Board Room and resumed leading the meeting at 9:03 a.m.

A22-107

Consider Task Order No. 100 for the East Cargo Area Programming Study with Foth Infrastructure & Environment, LLC

The Director of Engineering stated with the recent terminal planning efforts, and to prepare for the terminal construction, the current East Cargo/Green Automobile Parking Lot area has been identified for potential reconfiguration to support airside facility uses. The East Cargo Area Programming Study will look at these areas from the South edge of parking garage structures to Airfield Gate #5. Proposed airside uses include a ground service equipment (GSE) maintenance facility, a de-icing operations building, remote aircraft boarding positions, and de-icing fluid storage. Potential landside uses include a cell phone waiting lot, relocation of parking entrance canopies, an autonomous vehicle lane, realigning Leland Avenue, and conceptual layout of a roundabout at the Duck Pond Road and Leland Avenue intersection. Through this project, the Consultant will further refine the prior development plan and create a program for the orderly development of the East Cargo/Green Automobile Parking Lot that is in support of the overall Terminal Development Program.

The Director of Engineering recommended the Board approve Task Order No. 100 for East Cargo Area Programming Study with Foth Infrastructure & Environment, LLC for \$83,900.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Mr. Christensen moved to approve Task Order No. 100 for East Cargo Area Programming Study with Foth Infrastructure & Environment, LLC for \$83,900.00 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 seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-108

Consider an Updated Des Moines Airport Authority Purchasing Policy

The Executive Director stated a current Des Moines Airport Authority Purchasing Policy was approved in July of 2016. Since then, there have been several Authority staff changes and impacts from inflation that caused Authority staff to review the policy. A proposed revision to the policy that provides increased clarity and purchasing limits was drafted and is being submitted for Board consideration.

The Executive Director recommended the Board approve an Updated Des Moines Airport Authority Purchasing Policy.

Ms. Levy moved to approve an Updated Des Moines Airport Authority Purchasing Policy. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-109 Consider Resolution Authorizing Authority Staff to Negotiate a Contract with the selected Construction Manager-at-Risk Firm, such contract not to be binding on the Authority until approved by this Board

The Executive Director stated three firms submitted proposals in response to the Authority's RFQ for CMR Services on May 24, 2022. Authority staff then issued a Request for Proposals (RFP) to the three firms who responded to the RFQ. Proposals were received June 22, 2022, and interviews were held with the three responding firms on June 29, 2022. The Authority has evaluated and ranked each proposal in relation to the selection criteria established in the Notice of Intent, RFQ, and RFP. The proposal for the construction of certain public improvements described as the Future Terminal Construction Project submitted by Weitz/Turner was selected as the proposal that offers the best value to the Des Moines Airport Authority for the Project.

The Executive Director recommended the Board approve a Resolution Authorizing Authority staff to negotiate a contract with the selected Construction Manager-at-Risk firm, such contract not to be binding on the Authority until approved by this Board.

Mr. Christensen moved to approve a Resolution Authorizing Authority staff to negotiate a contract with the selected Construction Manager-at-Risk firm, such contract not to be binding on the Authority until approved by this Board.

Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feldmann, Lauridsen Sand, and Levy; Nays: 0; Abstained: 0; Absent: 0.

A22-110 Financial Report

- The Assistant Executive Director stated:
 - Revenue
 - 18% above budget for the first half of this year.
 - Within 1% of 2019 revenue for the first half of this year.
 - Cash Position
 - Paid off debt in June 2022.
 - Audit
 - The audit report was included with today's board packet.

Briefing

- The Director of Operations reported:
 - June 2022 taxi and passenger statistics.
 - Summary statistics for enplanements, seats, and load factor.
 - Year-over-year Covid-19 comparison.
 - Number of Covid-19 tests administered at the airport by Exemplar Care in June 2022: 398. Due to the lower demand for Covid-19 testing, Exemplar Care reduced their hours to exclude weekends.
- Board Members asked some questions about the taxi and ground transportation situations which the Director of Operations answered.
- The Executive Director reported:
 - The Des Moines International Airport received a \$5,000,000 grant as part of the Bipartisan Infrastructure Law. There were 650 applications from 582 airports for funds totaling \$14 billion dollars. One billion dollars was the total distribution amount, so it was very competitive.
 - Authority staff is working with the Authority attorney and the owner's representative on the formation of a project management committee for the new terminal. This item will be presented to the Board at one of the future Board meetings.
 - A letter was mailed to Signature Flight Support on July 8, 2022, advising them they must vacate Building 10 by August 15, 2022, so construction related to the new terminal project can proceed. Signature Flight Support is building a new building on the southside of the airport. In the interim, they can utilize one of the buildings the Authority built and is leased to Signature on the southside.
 - The initial search to fill the Director of Finance open position failed. A new game plan may be developed before posting the open position again.
- Mr. Feldmann stated some of the public may believe that the new terminal is being built when they see the construction that is happening now. Ms. Levy suggested signage explaining what construction is happening at the airport may be useful for the public. Ms. Lauridsen Sand concurred and stated parking is a concern to the public as well. The Executive Director and Ms. Kovarna, Deputy Director of Communications and Air Service Development, stated they have developed some communication plans to communicate what is happening to the public and media.
- Ms. Levy asked if a special Global Entry event could be held at the airport since it is very difficult to schedule an interview here. The Executive Director stated he would discuss this with the Port Director at the U.S. Customs and Border Protection Regional Office.
- The Director of Operations stated there will be a special event for TSA Pre-Check the week of August 15, 2022, here at the airport.
- Mr. Feldmann stated other airports offer reserved parking. The Assistant Executive Director stated the Authority is looking at implementing reserved parking, and possibly dynamic pricing, with the new parking garage.

A22-112 **Next Meeting**
 a. August 9, 2022, Regular Board Meeting

A22-113 **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 10:01 a.m.

Respectfully Submitted:



Christine Lauridsen Sand
Secretary/Treasurer



Mary Benson
Board Clerk