

DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF MEETING
Des Moines International Airport
Board Room
July 11, 2023

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

Chaired by: Mr. Feldmann before the election of officers, then chaired by Mr. Christensen

Present: Mr. Christensen, Mr. Dickinson, Ms. Feeney (via Zoom), Mr. Feldmann, Ms. Lauridsen Sand

This meeting was held in-person with a Zoom link also available. The public was provided ability to monitor the meeting online via Zoom. Four Board members participated in person. One Board member participated via Zoom. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.

Mr. Feldmann asked the Executive Director to introduce Ms. Jessica Feeney (who joined this meeting via Zoom) as a new Board member on the Des Moines Airport Authority Board effective July 1, 2023. The Executive Director introduced Ms. Feeney and stated Ms. Feeney was sworn in by him on July 5, 2023, so she can participate in the voting today. Mr. Feldmann welcomed Ms. Feeney to the Board.

Mr. Feldmann stated he would like to recognize Ms. Levy's contributions to the Des Moines Airport Authority Board and he invited Mayor Frank Cownie to speak. Mayor Cownie thanked Ms. Levy for her twelve years of service on the Des Moines Airport Authority Board and presented her with a certificate recognizing her dedication and service. Mr. Feldmann thanked Ms. Levy on behalf of the Des Moines Airport Authority and presented her with a framed print of the new terminal rendering.

A23-079 Swearing In of Reappointed Board Members

Mayor Cownie swore in Mr. Feldmann and Mr. Christensen respectively for new terms on the Des Moines Airport Authority Board.

A23-080 Election of Officers

Mr. Feldmann moved to appoint Mr. Dickinson as Board Secretary/Treasurer. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

Mr. Feldmann moved to appoint Ms. Lauridsen Sand as Board Vice Chairperson. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

Mr. Feldmann moved to appoint Mr. Christensen as Board Chairperson.
Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

Mr. Feldmann turned the Board Chairperson duties over to Mr. Christensen who led the meeting from this point forward.

A23-081 Consider Minutes for June 13, 2023, Regular Board Meeting

Mr. Dickinson moved to approve the minutes for the June 13, 2023, Regular Board Meeting. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-082 Consider Professional Services Agreement with Leibowitz & Horton for Rental Car Request for Proposal Services

The Assistant Executive Director stated the Authority's current concession agreement with rental car companies expires on July 31, 2024. Due to the changes that will occur with the operations of rental cars at DSM during the next contract period, Authority staff has determined that a Request for Proposal process will be the best approach for negotiating the next contract.

To assist with the RFP and ultimately the agreement, Authority staff has negotiated a professional services agreement with Leibowitz & Horton, Airport Management Consultants, Inc. The firm regularly develops Request for Proposals and Rental Car Operating Agreements on behalf of airports throughout the country. The professional services' fees for completion of this project are \$76,760.00 (plus out of pocket expenses) which are estimated to be \$6,000.00 and will be billed based on actual expenses occurred.

The Assistant Executive Director recommended the Board approve a professional services agreement in the amount of \$76,760.00 plus expenses with Leibowitz & Horton, Airport Management Consultants, Inc.

Ms. Lauridsen Sand moved to approve a professional services agreement in the amount of \$76,760.00 plus expenses with Leibowitz & Horton, Airport Management Consultants, Inc. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-083

Consider Professional Services Agreement with PGAL, Inc. for the Design of the Rental Car Facility

The Director of Engineering stated on February 14, 2023, Agenda No. A23-019, the Board approved a programming & planning agreement with PGAL, Inc. for a remote consolidated rental car facility (RCF). PGAL is highly recommended as a planning and architectural firm by the rental car companies conducting business at Des Moines International Airport. PGAL designed the rental car Quick Turn Facility for the Airport in 2009. This agreement will provide design services to include plans, specifications and bidding services related to new remote facilities based on consensus of layout established within the programming phase.

The Director of Engineering recommended the Board approve the contract with PGAL, Inc. in the amount of \$841,770.00 and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

Ms. Lauridsen Sand moved to approve the contract with PGAL, Inc. in the amount of \$841,770.00 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, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-084

The Assistant Executive Director stated the Authority continues to experience ongoing operational cost increases related to the parking operation. Coupled with the reduction of parking available in the terminal area due to various construction projects, it has become necessary to increase rates to offset expenses and control the availability of short-term parking. Changes would be effective with the opening of the temporary entrance plaza of the parking garage. The names for hourly/short-term and long-term parking will be changed as well to “Garage Hourly Parking” and “Garage Daily Parking”.

The Assistant Executive Director recommended the Board adjust the parking rates as follows: Garage Hourly parking changes to \$2 per hour with no daily cap, Garage Daily (ramp) parking daily cap to \$20, and Blue Lot parking daily cap to \$12.

Ms. Lauridsen Sand moved to adjust the parking rates as follows: Garage Hourly parking changes to \$2 per hour with no daily cap, Garage Daily (ramp) parking daily cap to \$20, and Blue Lot parking daily cap to \$12. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-085 Consider Purchase of F350 Pickup

The Director of Operations stated a replacement F350 Pickup for field maintenance use was budgeted for \$51,200.00 in the 2023 capital equipment budget. When budgeting for this replacement equipment, the increase for a diesel engine was not factored in. Combined with an overall price increase in the State Contract, this proposed purchase increased to \$59,551.00. An additional \$3,000 is estimated for additional vehicle up-fitting.

The Director of Operations recommended the Board approve the purchase of a F350 Pickup from Stivers Ford of Waukee in the amount of \$59,551.00 and authorize an additional \$3,000.00 for vehicle up-fitting.

Mr. Feldmann moved to approve the purchase of a F350 Pickup from Stivers Ford of Waukee in the amount of \$59,551.00 and authorize an additional \$3,000.00 for vehicle up-fitting. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-086 Consider Contract for the Installation of New Electrical Line Underground Extension and Transformer to serve Deicing Building with MidAmerican Energy Company

The Director of Engineering stated on June 13, 2023, agenda No. A23-064, the board awarded the Terminal Deicing Apron Bid Package No 1. Within this project, Building No. 11 (deicing control building) will be reconstructed in a new location outside the footprint of the future Terminal apron. This building is the Airport's Storm Water Control facility. The contract will install a new cabling and 300 kVa transformer. The new service will provide power to our glycol collection system, remote processing unit #1 (which serves our pavement sensors on runway 23), and future snow melters on the deicing apron. Currently these items have power supplied from our old electrical vault located under the concourse. The agreement is a refundable advance of funds for construction. MidAmerican Energy Company 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 Agreement with MidAmerican Energy Company that will extend electrical lines and transformer to deicing building in the amount of \$138,205.18 and authorize the Director of Engineering and Planning to accept and close out this agreement when completed in accordance with the contract documents.

Mr. Dickinson moved to approve the Agreement with MidAmerican Energy Company that will extend electrical lines and transformer to deicing building in the amount of \$138,205.18 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, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-087 Consider Professional Services Agreement, Task Order No. 115, with Foth Infrastructure and Environment, LLC, for Power & Communications Realignment Design

The Director of Engineering stated this project will provide design services to include plans and specifications for the realignment of both power and communications feeding the existing A & C Concourses. Currently our electrical and communication distribution loops come into the existing Terminal, loop thru the A & C Concourses and then back out to Fleur Drive. The Terminal and part of the Stem are to be demolished once the future Terminal goes live, necessitating a new electrical alignment to provide these services. The negotiated amount of the agreement is \$50,000.00. The project is not included in the Airport Authority's approved FY2023 budget.

The Director of Engineering recommended the Board approve the professional services agreement, Task Order No. 115, with Foth Infrastructure and Environment, LLC for Power & Communications Realignment Design, in the amount of \$50,000.00 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, Task Order No. 115, with Foth Infrastructure and Environment, LLC for Power & Communications Realignment Design, in the amount of \$50,000.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

Consider Contract for Security System Replacement

a. Consider award of contract for Security System Replacement Project to Communications Innovators in the amount of \$1,373,074.00

The Director of Operations stated a Request for Proposals was issued for the replacement of the Airport's current Physical Access Control System (PACS), Video Surveillance System (VSS), and Identity Management System (IDMS). This RFP also included alternates for the procurement of a physical key inventory system and physical key management system. The Airport received five responsive proposals. The highest scoring proposer was Communication Innovators with a base proposal of \$1,309,309.00 and combined alternate proposal of \$63,765.00. This project was budgeted at \$2,472,078.00. Two additional alternates were removed during the RFP process by addendum due to the amount of time needed to determine costs, these alternates include integration into the Airport Building Automation System (BAS) and Fire Alarm System (FAS). These items will be priced later with an amendment returned to the Board for approval.

The Director of Operations recommended the Board approve a Contract for Security System Replacement with Communication Innovators in the amount of \$1,373,074.00 and authorize the Director of Operations to accept and close out this contract when completed in accordance with the contract documents.

Mr. Dickinson moved to approve a Contract for Security System Replacement with Communication Innovators in the amount of \$1,373,074.00 and authorize the Director of Operations to accept and close out this contract when completed in accordance with the contract documents. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

b. Consider Professional Services Agreement, Task Order No. 11, with HNTB Corporation, for Security System Replacement Project – Administrative Services

The Director of Operations stated during the Security System Replacement Project, the consultant will provide contract management, administration, system testing assistance/coordination, and administrative observation for the project. The negotiated amount of the agreement is \$189,998.01. Total compensation for administrative services is \$182,092.89, plus an estimated \$7,905.12 for expenses.

The Director of Operations recommended the Board approve the Professional Services Agreement, Task Order No. 11, with HNTB Corporation in the amount of \$189,998.01 and authorize the Director of Operations to accept and close out this contract when completed in accordance with the contract documents.

Mr. Feldmann moved to approve the Professional Services Agreement, Task Order No. 11, with HNTB Corporation in the amount of \$189,998.01 and authorize the Director of Operations to accept and close out this contract when completed in accordance with the contract documents. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-089 Consider Terminal Advertising Concession Agreement

The Assistant Executive Director stated a Request for Proposal process has been completed for the terminal advertising concession. The current agreement with Clear Channel Airports expires on October 31, 2023. Authority staff has selected Departure Media as the best proposal for the Airport Authority.

The Assistant Executive Director recommended the Board approve an advertising concession agreement with Departure Media.

Mr. Dickinson moved to approve an advertising concession agreement with Departure Media. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-090 Financial Report

- The Assistant Executive Director reported (The Director of Finance was absent):
 - Revenue
 - Continue to do well on revenue.
 - Expenses
 - There was a significant expense for insurance costs for the new terminal and new garage projects.
 - Cash Position
 - A CD with West Bank matured in June 2023 and was replaced by a new one-year CD with West Bank, fixed rate of 4.85% without early withdrawal fees.

A23-091 Briefing

- The Director of Operations reported:
 - June 2023 taxi statistics
 - June 2023 passenger and cargo statistics
 - June 2023 summary statistics for enplanements, seats, and load factor
- The Executive Director reported:
 - Grants
 - FY23 grants are coming in for the new terminal project.
 - 11 million
 - 1 million
 - 7 million
 - Waiting on FY22 grant. None have been awarded yet. This would be for the deicing tank project.

- Parking Garage Project
 - A temporary entrance is scheduled to open July 24, 2023.
- Amazon
 - Ms. Kovarna sent notice to the Board that Amazon will no longer have cargo operations at DSM. Amazon was not unhappy with the airport; they were unhappy with the airline they worked with here and at other airports. The Authority will work to bring Amazon back under a different situation if possible.
- On July 8, 2023, there was an alert 3 at the airport. A single engine aircraft landed gear up (on its belly) with everyone able to walk away unharmed. There was a two-hour shutdown of the runway to clean it up. The airport was down to one runway since the other runway is under construction. There were nine delays due to this incident.
- Some items to highlight in the Anser Passenger Terminal Progress June 2023 report included in the Board packet:
 - Page 7
 - 60% design for the new terminal will be presented to the Board in November 2023
 - 90% design for the new terminal will be presented to the Board in February 2024
 - 100% design for the new terminal will be presented to the Board in April 2024
 - Page 16
 - 7/20/23 Special Board Meeting for Board consideration of Gross Maximum Price (GMP)
 - Pages 17-19
 - Look at these pages as to what is going on with the budget.
 - Page 24
 - Project Management Committee (PMC) limits
 - An approximate \$994,000 item was approved in June 2023 for Tenant Coordination Services.
- Authority staff would like to take Board members on a bus tour around the airport following the September 12, 2023, Board meeting so they can see what is happening at the airport with all of the construction.
- There will be another special Global Entry event held at the airport August 15-17, 2023. People who have been conditionally approved can try to get an appointment now through the Trusted Traveler Program website.

A23-092 Next Meetings

- a. July 20, 2023, Special Board Meeting
- b. August 8, 2023, Regular Board Meeting

Mr. Christensen welcomed Ms. Feeney to the Board and stated the Board is looking forward to getting to know her and working with her.

Mr. Christensen thanked Mr. Feldmann for his two-year term as Board Chair and stated there would be a more appropriate thank you soon.

A23-093 Adjourn

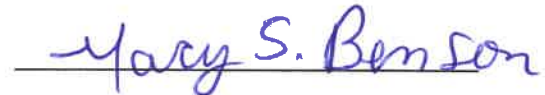
Mr. Dickinson moved to adjourn the meeting. Ms. Lauridsen Sand seconded.
Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

The meeting adjourned at 10:02 a.m.

Respectfully Submitted:



Ross Dickinson
Secretary/Treasurer



Mary Benson
Board Clerk