

DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF MEETING
Des Moines International Airport
Board Room
September 12, 2023

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

Chaired by: Mr. Christensen

Present: Mr. Christensen, Mr. Dickinson, Ms. Feeney, 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. All five Board members participated in person. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.

A23-114 Consider Minutes for August 8, 2023, Regular Board Meeting

Ms. Lauridsen Sand moved to approve the minutes for the August 8, 2023, Regular Board Meeting. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-115 Consider Professional Services Agreement, Task Order No. 9, with HNTB Corporation for New Terminal Phase 1A Construction Administration and Construction Observation - Construction Phase Services

The Director of Engineering stated during the New Terminal Phase 1A Project, the consultant will provide contract management, construction administration and construction observation for the project. The negotiated amount of the agreement is \$7,150,144.97.

The Director of Engineering recommended the Board approve the Professional Services Agreement, Task Order No. 9, with HNTB Corporation in the amount of \$7,150,144.97 and authorize the Director of Engineering and Planning 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. 9, with HNTB Corporation in the amount of \$7,150,144.97 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, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23- 116 Consider a Contract for Maintenance and Support of the Building Automation System with Siemens Industry, Inc.

The Director of Engineering stated on July 31, 2023, the Des Moines International Airport’s current maintenance and support agreement for the building automation system with Siemens Industry, Inc. expired. The building automation system is a proprietary system and Authority staff does not have access or the expertise to maintain the system in its entirety. Authority staff negotiated a new three-year service agreement on similar terms as the current agreement to assist in supporting our building automation system. Annual costs under the current agreement are \$63,900.09/YR, or \$186,170.98 for 3 years. Services provided through this contract are:

- Onsite Directed Support
- Emergency Phone Response 24/7
- Emergency Onsite Response
- Preventative Maintenance
- Data Protection & Recovery
- Software Maintenance
- Network Maintenance
- Software Updates

Annual costs associated with the extension as provided through a Sourcewell Contract, ID#: 151912, are as follows:

- Aug 1, 2023, to July 31, 2024: \$62,543.52
- Aug 1, 2024, to July 31, 2025: \$65,794.39
- Aug 1, 2025, to July 31, 2026: \$69,224.07

- A total of \$197,561.98 for three years

During the term of the agreement, a Siemens Technician is required to be on site two days per month.

The Director of Engineering recommended the Board approve a Contract for Maintenance and Support of the Building Automation System with Siemens Industry, Inc. for a total price of \$197,561.98.

Mr. Dickinson asked what was included in the building automation system in addition to HVAC. The Director of Engineering stated it includes HVAC, various alarms for high and low limits, carbon dioxide monitoring, and exhaust fan monitoring.

Mr. Dickinson moved to approve a Contract for Maintenance and Support of the Building Automation System with Siemens Industry, Inc. for a total price of \$197,561.98. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-117 Consider Supplemental Agreements to Airside and Landside Master Professional Services Agreements with Foth Infrastructure & Environment, LLC

The Director of Engineering stated the following supplemental agreement No 1, for both the Airside and Landside master professional services agreements with Foth Infrastructure & Environment, LLC, modifies Attachment 2 in the agreements, insurance, and indemnification requirements. Professional liability insurance limits will be adjusted from \$5,000,000 to \$2,000,000 per claim and aggregate.

The Director of Engineering recommended the Board:

- A. Approve Supplemental Agreement No. 1 to Airside Master Professional Services Agreement with Foth Infrastructure & Environment, LLC.
- B. Approve Supplemental Agreement No. 1 to Landside Master Professional Services Agreement with Foth Infrastructure & Environment, LLC.

Mr. Feldmann moved to approve Supplemental Agreement No. 1 to Airside Master Professional Services Agreement with Foth Infrastructure & Environment, LLC and Supplemental Agreement No. 1 to Landside Master Professional Services Agreement with Foth Infrastructure & Environment, LLC. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-118 Consider Prairie Meadows Legacy Grant Agreement for the New Terminal Project

The Executive Director stated Prairie Meadows Board of Directors has approved a legacy grant to help with the construction of the new terminal. The agreement requires that the Legacy Grant be used for the stated project, and that any modification of the project, as presented in the Legacy Grant application, be submitted in writing to Prairie Meadows for approval. A final report on the accomplishments of the project is required and Prairie Meadows will provide the report and indicate the date on which it is to be completed. Also required for the grant are naming opportunities to be agreed upon by the Prairie Meadows Community Relations Department and the recipient organization. The naming will remain intact for the duration of the facility and no other financial donation is needed to keep the above naming in place outside of the Legacy Grant.

The Executive Director recommended the Board approve a Prairie Meadows Legacy Grant Agreement for \$5,000,000.00 to be used for the New Terminal Project.

Mr. Feldmann asked if there was more detail on what the naming might look like. The Executive Director stated it will be a plaque on the wall. The Authority is still working on the details for the plaque. The Executive Director will bring the details to the Board.

Ms. Feeney asked if Prairie Meadows agreed that the plaque would be on the bridge connecting the new and existing concourses. The Executive Director stated yes.

Mr. Christensen asked if it would be helpful to the Executive Director if the Board established parameters for expectations of the plaque size. The Executive Director stated yes.

Mr. Feldmann asked if the plaque was internal to the bridge and the Executive Director stated yes.

Mr. Feldmann moved to approve a Prairie Meadows Legacy Grant Agreement for \$5,000,000.00 to be used for the New Terminal Project. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-119 Consider Task Order No. 1 for the Parking Garage Exit Plaza Reconfiguration Design with AECOM Technical Services, Inc.

The Director of Engineering stated the scope of services to be performed by the Consultant includes detailed work, services, materials, equipment and supplies necessary to provide an engineering analysis, functional design report, final design drawings and specifications and bidding assistance for the Parking Garage Exit Plaza Reconfiguration.

As part of the terminal project, the parking garage exit plaza will be shifted to the west to allow for up to six (6) exit lanes with covered canopy with one (1) exit plaza booth. The exit lanes will be designed for installation of the parking lot access and revenue control system manufactured by TIBA Parking Systems including the license plate recognition system. Construction will be completed in phases to allow for a minimum of three (3) exit lanes to be available during the project.

The Director of Engineering recommended the Board approve Task Order No. 1 for Parking Garage Exit Plaza Reconfiguration Design with AECOM Technical Services, Inc. for \$158,400.00 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 Task Order No. 1 for Parking Garage Exit Plaza Reconfiguration Design with AECOM Technical Services, Inc. for \$158,400.00 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.

A23-120

Consider Task Order No. 116 for the Consolidated Deicing Facility Design with Foth Infrastructure & Environment, LLC

The Director of Engineering stated a facility to allow one vendor to provide deicing functions for both commercial and cargo airlines carriers is necessary for the consolidated deicing operations. The proposed facility will provide offices, break room, maintenance bays, storage tanks and blending equipment for the operator.

The scope of services to be performed by the Consultant includes detailed work, services, materials, equipment and supplies necessary to provide an engineering analysis, functional design, final design drawings and specifications and bidding assistance for the Consolidated Deicing Facility.

The Director of Engineering recommended the Board approve Task Order No. 116 for Consolidated Deicing Facility Design with Foth Infrastructure & Environment, LLC for \$509,700.00 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 asked how the deicing process currently works. The Director of Operations stated each airline handles their own deicing right now with their own trucks. The new operation will be more efficient and environmentally friendly.

Mr. Christensen asked if the Authority plans to lease the facility to the operator. The Director of Operations stated yes, and that the operator will have separate agreements with each carrier. Mr. Christensen also asked how the glycol mixing works. The Director of Operations explained how the glycol mixing works.

Ms. Lauridsen Sand asked if there is an airport size where this is best practice. The Director of Operations stated he visited various airports that implemented this. A lot of the larger airports and some smaller ones implemented this, even those with approximately 300,000 enplanements. The Director of Operations stated the Des Moines International Airport is at the cusp of the size where it makes financial sense to implement this.

Ms. Feeney asked if the facility would need to be larger in the future. The Assistant Executive Director stated no, the facility is for maintenance vs. storage of the deicing trucks.

Mr. Feldmann moved to approve Task Order No. 116 for Consolidated Deicing Facility Design with Foth Infrastructure & Environment, LLC for \$509,700.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-121 Consider Banking & Custodial Services Agreement

The Director of Finance stated the current Banking and Custodial Services agreement with West Bank terminates on September 30, 2023. The Airport Authority issued a Request for Proposal (RFP) for banking & custodial services beginning October 1, 2023. Four banks submitted proposals. Each proposal was reviewed and rated based on five areas of qualifications. Based on the combined ratings from the Authority staff selection committee, West Bank is recommended to provide the Authority's Banking and Custodial Services.

Ms. Feeney asked what five areas were used to rate the various financial institutions. The Director of Finance stated the five areas were: fees and interest earned, quality of services, bank stability, technology innovation, and cost of conversion.

The Director of Finance recommended the Board approve a Banking & Custodial Services Agreement with West Bank.

Ms. Lauridsen Sand moved to approve a Banking & Custodial Services Agreement with West Bank. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-122 Consider the Second Amendment to the Lease Agreement with Worldwide Flight Services, Inc.

The Director of Finance stated Worldwide Flight Services, Inc. (WFS) provides airmail sorting services for the United States Postal Service (USPS). They have been renting a portion of Building 32 since 2018. FedEx rents most of the building. The WFS agreement allows for a two-year extension which WFS has requested. This second amendment extends the expiration date to April 30, 2025, and allows for a CPI adjustment to rents.

The Director of Finance recommended the Board approve the Second Amendment to the Lease Agreement with Worldwide Flight Services, Inc. in Building 32.

Ms. Feeney moved to approve the Second Amendment to the Lease Agreement with Worldwide Flight Services, Inc. in Building 32. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-123 Consider Guaranteed Maximum Price Amendment No. 2, Exhibit A-1, to AIA Document A133-2019 between the Des Moines Airport Authority and Weitz/Turner, a Joint Venture

The Executive Director stated on July 20, 2023, the Authority Board approved Guaranteed Maximum Price (GMP) Amendment No. 1 for \$41,722,718.00, agenda item A23-095. The proposed GMP Amendment No. 2 is for Exterior Glazing System valued at \$5,595,488.00. With this amendment, the progressive cumulative GMP is

\$47,318,206.00. The GMP Amendment includes a “not to exceed” GMP, which includes the Construction Manager’s (CM) fee plus the cost of work for GMP Packages No. 1 & 2. Subcontractor bids have been received and reviewed.

Mr. Christensen asked why the allowances are a larger percentage of this component compared to the prior one and what’s included. Mr. Atkinson with Anser Advisory provided an explanation.

The Project Management Committee recommended the Board approve the Guaranteed Maximum Price Amendment No. 2, Exhibit A-1, to AIA Document A133-2019 between the Des Moines Airport Authority and Weitz/Turner, a Joint Venture.

Mr. Feldmann moved to approve the Guaranteed Maximum Price Amendment No. 2, Exhibit A-1, to AIA Document A133-2019 between the Des Moines Airport Authority and Weitz/Turner, a Joint Venture. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-124 Consider Purchase of Two Parking Shuttle Buses from Masters Transportation

The Director of Operations stated to continue meeting demand for parking transportation which includes remote employee parking, and to prepare for the remote transportation of car rental customers, larger shuttle buses are needed to ensure quality service levels. Two additional gasoline powered shuttle buses with a capacity of 23 passengers each are recommended to enhance the six existing 13/14 passenger shuttle buses.

The Director of Operations stated an RFP was issued with two proposals received. The low bid proposal from Masters Transportation for both shuttle buses was \$327,187.00. Delivery would be expected in Q3 of 2024. An additional cost of \$18,000.00 is expected to wrap both shuttle buses.

The Director of Operations recommended the Board approve the purchase of two parking shuttle buses from Masters Transportation with vehicle wrapping in the amount of \$345,187.00.

Ms. Lauridsen Sand moved to approve the purchase of two parking shuttle buses from Masters Transportation with vehicle wrapping in the amount of \$345,187.00. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-125 Consider Management Agreement for Airport Parking Facilities with SP Plus Corporation

The Director of Operations stated the current management agreement for parking with ABM Aviation, Inc. expires on January 31, 2024. An RFP was issued with three responsive and responsible proposals received. A selection committee consisting of

three Authority staff members reviewed the proposals and scored them based on five criteria. The selection committee unanimously ranked SP Plus Airport Services as the preferred proposer. A follow-up interview was conducted with SP Plus Airport Services and a final determination was made to recommend SP Plus Airport Services as the selected proposer. SP Plus Airport Services provided a five-year management fee cost of \$1,401,134.00 for the agreement term of February 1, 2024, through January 31, 2029.

The Director of Operations recommended the Board approve a Management Agreement for Airport Parking Facilities with SP Plus Corporation.

Mr. Feldmann moved to approve a Management Agreement for Airport Parking Facilities with SP Plus Corporation. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-126 Consider Task Order No. 8, with Bolton & Menk for Parking Access and Revenue Control System Administrative Services

The Director of Operations stated at the August 8, 2023, Board meeting, the Board approved a Contract with Associated Time Instruments for a new parking access and revenue control system in the amount of \$1,242,905.00, agenda item A23-107. During the Parking Access and Revenue Control System 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 \$95,748.00.

The Director of Operations recommended the Board approve the Professional Services Agreement, Task Order No. 8, with Bolton & Menk in the amount of \$95,748.00 and authorize the Director of Operations 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. 8, with Bolton & Menk in the amount of \$95,748.00 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.

A23-127 Consider Purchase of EmBarkIT Video Storage System

The Director of Operations stated in conjunction with the Security System Replacement project approved in July, Authority staff has identified the need to update and replace the existing video storage system to ensure video storage is available for current and planned future video surveillance installations including the upcoming parking garage project and terminal project. Replacing the video storage system while performing the security system replacement will provide redundancy

during the transition and reduce operational impacts. The Deputy Director of Information Technology evaluated several options and pricing through the Iowa State Contract and recommended a proposal by EmBarkIT in the amount of \$227,510.22.

The Director of Operations recommended the Board approve the purchase of EmBarkIT Video Storage System in the amount of \$227,510.22.

Ms. Lauridsen Sand moved to approve the purchase of EmBarkIT Video Storage System in the amount of \$227,510.22. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-128 Consider Lease of Area off SW 42nd Street for crush site with Reilly Construction Company, Inc.

The Director of Engineering stated a lease agreement with Reilly will provide a crushing site and clean-up area for contractor materials currently located just to the East of SW 42nd Street. The contractor is currently engaged with Airport on Runway 5 Temporary Extension project. The asphalt and subbase (rock) installed for this project will be removed during October and November and placed within this area. The lease allows Reilly to stage materials within the leased area and requires them to have all materials hauled off and cleaned up by April 1, 2024.

The Director of Engineering recommended the Board approve the lease for an area of crushing operations with Reilly Construction Company, Inc. in the amount of \$1,005.00 and authorize the Director of Engineering to accept and close out this contract when completed in accordance with the contract documents.

Mr. Feldmann moved to approve the lease for an area of crushing operations with Reilly Construction Company, Inc. in the amount of \$1,005.00 and authorize the Director of Engineering 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, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-129 Consider Conflict Waiver allowing Ahlers & Cooney PC to prepare an agreement with the City of Des Moines authorizing Authority employees to write parking violation tickets

The Executive Director stated Ahlers & Cooney, as general counsel for the Airport Authority, has been asked to prepare a 28E Agreement between the City of Des Moines and the Authority on behalf of the Authority. The Agreement will outline the rights and responsibilities of each party as it relates to the issuance of parking citations on Airport grounds by Authority employees. Ahlers & Cooney's representation in this regard will include, but not be limited to, preparing and revising the terms and conditions of the Agreement. The Authority understands the City will be represented by one of its assistant City attorneys in this matter and will not rely on

Ahlers & Cooney for any legal advice or representation regarding the Agreement. Should the City seek Ahlers & Cooney advice regarding the Agreement, they will not be able to provide it.

The Executive Director stated since the City is a current client of Ahlers & Cooney, any work they perform for the Authority that would be adverse to the City will create a conflict of interest. Therefore, Ahlers & Cooney cannot represent the Authority in this matter unless the Authority Board and the Des Moines City Council agree to waive the conflict.

The Executive Director recommended the Board approve the Conflict Waiver allowing Ahlers & Cooney PC to prepare an agreement with the City of Des Moines authorizing Authority employees to write parking violation tickets.

Mr. Feldmann moved to approve the Conflict Waiver allowing Ahlers & Cooney PC to prepare an agreement with the City of Des Moines authorizing Authority employees to write parking violation tickets. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-130 Consider the Iowa Department of Transportation (IDOT) Commercial Service Terminal Program Grant Application

The Assistant Executive Director stated during the 2023 legislative session, the Iowa Legislature approved Senate File 577 that included Rebuild Iowa Infrastructure Fund appropriations. The bill included a special \$10M vertical infrastructure appropriation to be used for awarding grants to commercial service airports within the state for commercial service airport terminal improvements. To be eligible for the Commercial Service Terminal Program, airports must provide a 90% match and may not use federal funds to provide the required match. Board approval is required to submit the application.

The Assistant Executive Director recommended the Board approve the Iowa Department of Transportation (IDOT) Commercial Service Terminal Program Grant Application and authorize the Executive Director to sign it.

Ms. Lauridsen Sand moved to approve the Iowa Department of Transportation (IDOT) Commercial Service Terminal Program Grant Application and authorize the Executive Director to sign it. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A23-131 Financial Report

- The Director of Finance reported:
 - Revenue and Expenses
 - Nothing significant to report.
 - Cash Position
 - Total of approximately \$7M paid for construction-related projects consisted of new terminal, garage expansion, RON & Cargo Deicing and runway intersection projects.
 - \$2.2M paid for design-related work.
 - Received \$3.5M grant reimbursements with 50/50 split between FAA grants and ICAIF grants.
 - 2024 Budget
 - Will present preliminary budget to the Board at the October 10, 2023, Regular Board Meeting.

A23-132 Briefing

- The Director of Operations reported:
 - August 2023 taxi statistics
 - August 2023 passenger and cargo statistics are not available yet, so they will be sent to the Board later.
 - August 2023 summary statistics for enplanements, seats, and load factor.
- The Executive Director reported:
 - Airport Logo
 - The Executive Director asked Ms. Kovarna, the Deputy Director of Communications and Air Service Development, to present information on a possible new airport logo.
 - The Deputy Director of Communications and Air Service Development asked the Board to reach out to her with their feedback.
 - Mr. Christensen suggested a committee of Board members be formed to work on this project. Mr. Feldmann and Ms. Feeney volunteered to serve on the committee.
 - Global Entry
 - Another Global Entry event may be held at the airport with five U.S. Customs and Border Protection officers instead of two officers conducting interviews in November 2023. Waiting for confirmation on dates.
 - The Executive Director asked that two Board members serve on the compensation committee. Mr. Dickinson and Ms. Lauridsen Sand volunteered to serve on the compensation committee.

A23-133 Next Meeting

October 10, 2023, Regular Board Meeting

A23-134

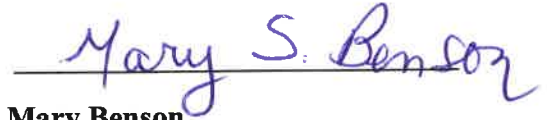
Adjourn

The meeting adjourned at 10:02 a.m.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Ross Dickinson", written over a horizontal line.

Ross Dickinson
Secretary/Treasurer

A handwritten signature in blue ink, appearing to read "Mary S. Benson", written over a horizontal line.

Mary Benson
Board Clerk