

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF MEETING
Des Moines International Airport
June 11, 2024**

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, but not participate in, 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.

A24-074 Consider Minutes for May 14, 2024, Regular Board Meeting

Ms. Lauridsen Sand moved to approve the minutes for the May 14, 2024, 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.

A24-075 Consider Food and Beverage Management Agreement with Aero Service Group

The Assistant Executive Director stated a Request for Qualifications process was completed this spring to select a Food and Beverage Management company that will operate the restaurants once the new terminal building opens. The purpose of conducting this process at this point is so staff can involve the eventual Operator in decision-making throughout the design process.

Three firms responded to the Request for Qualifications, and of the two that were considered qualified, Aero Service Group was selected. Aero Service Group has operated the Food and Beverage facilities at DSM under a management agreement since 2016. Aero Service Group proposed terms for a five-year and a ten-year agreement. The proposed agreement for consideration will begin on July 1, 2026, and go through June 30, 2036.

The Assistant Executive Director recommended the Board approve the Food and Beverage Management Agreement with Aero Service Group.

Mr. Feldmann moved to approve the Food and Beverage Management Agreement with Aero Service Group. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A24-076 Consider Agreement between the Des Moines Airport Authority and The Greater Des Moines Public Art Foundation for Artwork Related to the New Passenger Terminal Building

The Executive Director stated The Greater Des Moines Public Art Foundation expressed an interest in soliciting and funding artwork for the New Terminal Project. Working with Authority staff and the architectural team, four sites in the new terminal and two sites on the drive approaching the terminal were identified as potential art locations. The Greater Des Moines Public Art Foundation issued two RFPs for the sites and solicited private donations to fund art development and installation. A committee of seven individuals, including Authority representatives, Greater Des Moines Art Foundation representatives, and architectural team representatives have been reviewing the sites and artists' proposals. Donations have been generous, and funding is sufficient to pay for art development and installation in all the identified locations. As the process moves forward, it is necessary to codify the relationship that will exist between the Greater Des Moines Public Art Foundation, the Des Moines Airport Authority, and the selected artists.

The Executive Director recommended the Board approve the Agreement between the Des Moines Airport Authority and The Greater Des Moines Public Art Foundation for Artwork Related to the New Passenger Terminal Building.

Ms. Feeney moved to approve the Agreement between the Des Moines Airport Authority and The Greater Des Moines Public Art Foundation for Artwork Related to the New Passenger Terminal Building. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A24-077 Consider an Other Transaction Agreement for construction of an inline checked baggage inspection system for the New Terminal with the Department of Homeland Security, Transportation Security Administration

The Director of Engineering stated on February 14, 2023, agenda item A23-018, the Board approved Task Order No. 6 with HNTB for 100% design of the baggage handling system for the future terminal. On March 14, 2023, agenda item A23-030, the Board approved an Other Transaction Agreement (OTA) with the Department of Homeland Security, Transportation Security Administration (TSA) for the design of the system.

The Director of Engineering stated the Construction OTA incorporates the same terms and conditions that were included in the Design OTA, as well as establishes the respective cost-sharing obligations and responsibilities of the TSA and the Des Moines Airport Authority with respect to the construction necessary for an inline Checked Baggage Inspection System (CBIS) utilizing Explosive Detection Systems (EDS) for the future Terminal. The construction will occur in accordance with the published TSA Planning Design Guidelines and Design Standards (PGDS).

The Director of Engineering stated the construction will integrate Airport Terminal design required to incorporate the CBIS, including the baggage conveyor components and programming, mechanical, plumbing, electrical, architectural, and telecommunications, and infrastructure required for the installation and the integration of the Transportation Security Equipment (TSE) and associated hardware and software. The allocable portion of the project comes to a total of \$14,359,990.83. OTAs for small-hub airports have a 95/5% cost share applied to allocable costs, with TSA covering the 95% portion. With this, the expected construction OTA is estimated to be for $\$14,359,990.83 * 0.95 = \$13,641,991.29$.

The Director of Engineering recommended the Board approve the Construction Other Transaction Agreement (OTA) between U.S. Department of Homeland Security, Transportation Security Administration (TSA) and Des Moines Airport Authority, authorize the Executive Director to accept and sign the OTA, 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 moved to approve the Construction Other Transaction Agreement (OTA) between U.S. Department of Homeland Security, Transportation Security Administration (TSA) and Des Moines Airport Authority, authorize the Executive Director to accept and sign the OTA, and authorize the Director of Engineering and Planning to accept and close out this agreement 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.

A24-078

Consider Construct Terminal Deicing Apron-Bid Package No. 2 Project

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Construct Terminal Deicing Apron-Bid Package No. 2 Project

The Director of Engineering stated this project will include pavement removal, storm sewer, mass grading, subsurface drainage, subgrade, subbase, paving, snowmelter installation, electrical, seeding and erosion control. Once complete, four (4) deicing pads will be functional for both commercial and cargo aircraft.

The Engineer's Estimate for this project is \$15,259,398.00 and it is eligible for Federal Aviation Administration AIP grant funding at normal 90/10 split.

Mr. Christensen opened the Public Hearing.

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

Mr. Christensen closed the Public Hearing.

b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Construct Terminal Deicing Apron-Bid Package No. 2 Project

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Construct Terminal Deicing Apron-Bid Package No. 2 Project.

Ms. Lauridsen Sand moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Construct Terminal Deicing Apron-Bid Package No. 2 Project. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

c. Consider approval of Federal Aviation Administration Grant No. 98 associated with the Construct Terminal Deicing Apron-Bid Package No. 2 Project

The Director of Engineering recommended the Board authorize the Executive Director to accept and sign the grant agreement No. 98 with FAA for the improvement and authorize the Director of Engineering and Planning to accept and close out this grant when completed in accordance with the contract documents.

Ms. Lauridsen Sand moved to authorize the Executive Director to accept and sign the grant agreement No. 98 with FAA for the improvement and authorize the Director of Engineering and Planning to accept and close out this grant 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.

d. Consider award of contract for the Construct Terminal Deicing Apron-Bid Package No. 2 Project to Flynn Company, Inc. in the amount of \$12,276,103.60

The lowest responsive, responsible bidder was Flynn Company, Inc. in the amount of \$12,276,103.60. The bidding documents included a bid alternative for reconstruction of a segment on current Taxiway Papa. This segment is being reconstructed to meet grades that will tie into the future terminal apron. This reconstruction will push past the safety area to allow for the future apron to be installed without shutting down Taxiway Papa. Both the base bid and bid alternative are eligible for the FAA funding grant at the normal 90/10 split.

- Base Bid: \$10,883,418.35
- Bid Alternative Taxiway Papa: \$1,392,685.25 (recommended for approval)
- Total Bid: \$12,276,103.60

The Director of Engineering recommended the Board, subject to an FAA grant award, approve the contract with Flynn Company, Inc. in the amount of \$12,276,103.60 for the improvement, authorize the Executive Director to sign the contract with Flynn Company, Inc., 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, subject to an FAA grant award, approve the contract with Flynn Company, Inc. in the amount of \$12,276,103.60 for the improvement, authorize the Executive Director to sign the contract with Flynn Company, Inc., and authorize the Director of Engineering and Planning to accept and close out this project 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.

e. Consider Professional Services Agreement, Task Order No. 127, with Foth Infrastructure & Environment, LLC for Construct Terminal Deicing Apron-Bid Package No. 2 Project - Construction Phase Services

During the Construct Terminal Deicing Apron-Bid Package No. 2 Project, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$796,916.00. This task order is grant-funded at the normal 90/10 split.

The Director of Engineering recommended the Board, subject to an FAA grant award, approve the Professional Services Agreement, Task Order No. 127, with Foth Infrastructure & Environment, LLC in the amount of \$796,916.00, authorize the Executive Director to sign the contract upon receipt of the grant, 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 moved to, subject to an FAA grant award, approve the Professional Services Agreement, Task Order No. 127, with Foth Infrastructure & Environment, LLC in the amount of \$796,916.00, authorize the Executive Director to sign the contract upon receipt of the grant, 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 seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A24-079

Consider the Purchase of Snowmelting Unit from Trecan Combustion Limited for Terminal Deicing Apron-Bid Package No. 2 Project

The Director of Engineering stated Authority staff propose the purchase of one (1) new snowmelting unit for the new deicing apron. Snow contaminated with glycol will be pushed off the deicing apron during snow events. With limited storage on the apron for the contaminated snow, the requirement for the snowmelter is essential to melt snow and allow for continued operations. Snow will be melted and directed to our glycol storage detention tanks. Trecan is the only manufacturer of an inground snowmelting unit sized to handle the capacity of the deicing apron. As they are based out of Canada, the unit does not meet the buy American requirement of the FAA funding associated with Terminal Deicing Apron-Bid Package No. 2 project. With this, Authority staff will purchase the unit and turn it over to the awarded contractor of the Terminal Deicing Apron-Bid Package No. 2 project for installation and commissioning. Given this information, Authority staff believes there is good cause for a sole source purchase.

According to the Authority's purchasing policy, the Board may exempt contracts or purchases for goods or services from its normal purchasing procedures for good cause. It is within the sole discretion of the Authority to determine what constitutes good cause for purposes of this provision. Examples may include procurements having unique requirements that can only be satisfied by a specific vendor, or procurements where competition is determined inadequate.

The Director of Engineering recommended the Board approve a noncompetitive purchase order for one (1) new snowmelting unit for the Terminal Deicing Apron-Bid Package No. 2 project in the amount of \$793,700.00 from Trecan Combustion Limited 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 moved to approve a noncompetitive purchase order for one (1) new snowmelting unit for the Terminal Deicing Apron-Bid Package No. 2 project in the amount of \$793,700.00 from Trecan Combustion Limited and authorize the Director of Engineering and Planning to accept and close out this project 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.

A24-080

Consider Task Order No. 2 for the Commissioning Services for New Airport Terminal Construction Project with SystemWorks, LLC

The Director of Engineering stated at the January 10, 2023, Board meeting, agenda item A23-007, the Authority approved the Master Agreement for Commissioning Services related to the future Terminal. This task order under the Master Agreement includes the scope of services to be performed by the Consultant for detailed work, services, and supplies necessary to support the Mechanical (including Building Automation System (BAS)), Electrical, and Plumbing (MEP) and Building Envelope (BE) commissioning, testing and balancing of mechanical equipment and life safety

testing for the construction phase of New Passenger Terminal Phase 1A Project and existing Terminal demolition and renovation.

The Director of Engineering stated the Project Management Committee recommends the Board approve Task Order No. 2 for the Commissioning Services for the New Terminal Construction Project with SystemWorks, LLC in the amount of \$810,060.00 and authorize the Director of Engineering and Planning to accept and close out Task Order No. 2 when completed in accordance with the contract documents.

Mr. Feldmann moved to approve Task Order No. 2 for the Commissioning Services for the New Terminal Construction Project with SystemWorks, LLC in the amount of \$810,060.00 and authorize the Director of Engineering and Planning to accept and close out Task Order No. 2 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.

A24-081

Consider Task Order No. 14 for Cowles Phase 4 Design Services with HNTB Corporation

The Director of Engineering stated Task Order No. 14 includes the detailed work, services, and supplies necessary to progress Cowles Phase 4 roadway development program to a 100% design level. The project is being removed from the CMAR scope of work to meet funding requirements of the Iowa DOT Revitalize Iowa's Sound Economy (RISE) grant. The consultant will provide full design and bidding services to meet chapter 26 requirements. Scope of services will include:

- Maintenance of Traffic
- Cowles Dr Public Roadway
- Commercial Lanes
- Center Median including shelters, signage, communication and power, planters
- Site Utilities including Storm, Low Voltage/IT, Roadway Lighting, Irrigation
- Exterior Signage
- TNC/Taxi Plaza
- Canopies for the TNC/Taxi Plaza will be included as a bid alternate and
- Canopies for center median will be included as a bid alternate.

The Director of Engineering stated the schedule is from June 11, 2024, through July 1, 2025. The overall total for Task Order No. 14 is \$942,735.78.

The Director of Engineering stated the Project Management Committee recommends the Board approve Task Order No. 14 for Cowles Phase 4 Design Services with HNTB Corporation for \$942,735.78 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 Task Order No. 14 for Cowles Phase 4 Design Services with HNTB Corporation for \$942,735.78 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.

A24-082 Consider Task Order No. 15 for Future Terminal Phase 1B East 100% Design Services with HNTB Corporation

The Director of Engineering stated Task Order No. 15 includes the detailed work, services, and supplies necessary to progress the future terminal Phase 1B East development program to a 100% design level. Scope of services will include:

- A concourse level and apron level expansion and addition of gate 3 with a PBB direct connection to the building (approximately 45,600SF).
- One Service Elevator and Interior Egress stair located within Phase 1B East building.
- One Service Elevator added into the existing shaft in Phase 1A.
- Fully enclosed apron level of building with the following: one men's/one women's back of house bathroom, mechanical and electrical room, concession storage, DSM Staff Offices, other non-assigned space at apron level will be warm dark shell space with no slab on grade.
- Concourse Level to include the following: One restaurant/bar/seating area, family/unisex bathroom, men's and women's bathroom banks, white shell concession area, IDF/Telecom room, and hold rooms.
- Ground Service Equipment paving on airside.
- Expansion of Central Utility Plant equipment in Phase 1A to serve Phase 1B East new scope area.

The Director of Engineering stated the schedule is from June 11, 2024, through January 31, 2025. The negotiated amount not to exceed is \$2,948,702.45.

The Director of Engineering stated the Project Management Committee recommends the Board approve Task Order No. 15 for Future Terminal Phase 1B East 100% Design Services with HNTB Corporation for \$2,948,702.45 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 Task Order No. 15 for Future Terminal Phase 1B East 100% Design Services with HNTB Corporation for \$2,948,702.45 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.

A24-083 Consider Task Order No. 16 for Future Terminal Phase 2 100% Design Services with HNTB Corporation

The Director of Engineering stated Task Order No. 16 includes the detailed work, services, and supplies necessary to progress the future terminal Phase 2 development program to a 100% design level. Scope of services will include:

- Concourse level and apron level expansion and addition of gates 1 and 2 with a PBB direct connection to the building (approximately 20,700SF).
- Fully enclosed apron level of building as warm dark shell space with no slab on grade. Mechanical and electrical room to serve Phase 2 new scope area.
- Concourse Level to include hold rooms only.
- Ground Service Equipment paving on airside.

The Director of Engineering stated the schedule is from June 11, 2024, through January 31, 2025. The negotiated amount not to exceed is \$1,737,314.63.

The Director of Engineering stated the Project Management Committee recommends the Board approve Task Order No. 16 for Future Terminal Phase 2 100% Design Services with HNTB Corporation for \$1,737,314.63 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 moved to approve Task Order No. 16 for Future Terminal Phase 2 100% Design Services with HNTB Corporation for \$1,737,314.63 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.

A24-084 Consider Contract for Aircraft Rescue and Firefighting Services with Rural/Metro Fire Dept., Inc.

The Director of Operations stated Authority staff issued a Request for Proposals for Aircraft Rescue and Firefighting (ARFF) Services to be effective October 1, 2024. Two proposals were received, one by Rural/Metro Fire Dept., Inc. and one by the current incumbent operator, Pro-Tec Fire Services, Inc. A selection committee evaluated the proposals based on pre-determined criteria and is recommending the selection of Rural/Metro Fire Dept., Inc. Both firms provided solid proposals and have excellent reputations in the industry for providing effective ARFF services. Rural/Metro Fire Dept., Inc. submitted a highly competitive cost proposal of \$6,372,550.00 over five years compared to the Pro-Tec Fire Services, Inc. proposal of \$7,959,000.00. The proposed contract is for three years with a single two-year option for a total of five years.

The Director of Operations recommended the Board approve a Contract for Aircraft Rescue and Firefighting Services with Rural/Metro Fire Dept., Inc.

Mr. Feldmann moved to approve a Contract for Aircraft Rescue and Firefighting Services with Rural/Metro Fire Dept., Inc. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, and Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A24-085 Financial Report

- The Director of Finance reported:
 - An update on the Polk County Loan.
 - 2023 Year-End Audit results.
 - Expenses
 - Total expenses are 9% below budget and 8% above the same period from the previous year. The parking management company, SP+, has an over \$200K catchup invoice that hit June which is almost two months behind the scheduled billing. The pavement repair projects are expected to be done in summer. The overall expenses on building maintenance are below budget.
 - Cash
 - Total cash is down by \$8M from the prior month due to the terminal construction and design payments.
 - 120M Bond /Loan proceeds were received on 6/4/2024 as scheduled.

A24-086 Briefing

- The Director of Operations reported:
 - May 2024 taxi statistics.
 - May 2024 passenger statistics. Cargo statistics are not available yet.
 - May 2024 summary statistics for enplanements, seats, and load factor.
- The Executive Director reported:
 - Allegiant resumed their summer seasonal flight.
 - A special Global Entry interview event is being held this week at the Airport on June 11, 12, and 13, 2024, and is fully booked.
 - Anser May 2024 Report
 - Page 15 notable items
 - 6/11/24: Bid opening for fourteen packages. This will bring us to 80% bid out for Phase 1A.
 - 6/18/24: Pre-qualification information due for five bid packages.
 - 7/9/24: Presentation to the Board of GMP No. 6 for approval. There is potential there may be a need to hold a special Board meeting on July 23, 24, or 25. July 25, 2024, was agreeable to the Board.
 - 60% design on Phase 1B West was reviewed by Authority staff.

- The art committee for the new terminal meets June 14, 2024, to finalize recommendations to the Board. The recommendations will be sent to the Board for review.
- Cowles Drive was renamed. A new street sign with the street name, “Terminal Way”, was installed at the Fleur Drive entrance to the airport last week.
- The Communication, Marketing and Air Service Development Deputy Director’s last day with the Authority is June 14, 2024. The Board Chair thanked Ms. Kovarna and stated Ms. Kovarna did a great job.

A24-087 Next Meetings


- July 9, 2024, Regular Board Meeting
- July 25, 2024, Special Board Meeting

A24-088 Adjourn

Mr. Feldmann moved to adjourn the meeting. Mr. Dickinson 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 10:11 a.m.

Respectfully Submitted:



Ross Dickinson
Secretary/Treasurer



Mary Benson
Board Clerk