DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF MEETING
Des Moines International Airport
October 14, 2025

Call to Order and Roll Call: 9:00 a.m.
Chaired by: Ms. Lauridsen Sand
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. The Airport Board Room, 2nd Floor, Airport Terminal, was also open to the public.

A25-113 Consider Minutes for September 9, 2025, Regular Board Meeting

Mr. Christensen moved to approve the minutes for the September 9, 2025, Regular Board Meeting. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A25-114 Consider First Amendment to Contract Between the Des Moines Airport Authority and Associated Time Instruments

The Chief Operations Officer stated the Authority required RFP submissions for the new Parking and Revenue Control System (PARCS) to include a full two-year warranty. This initial warranty will expire on April 30, 2026. The RFP also required proposers to provide pricing for ongoing support for an additional eight years beyond the original warranty period. This amendment incorporates that eight-year support period in accordance with the RFP. The total cost of this support is $961,310, with a graduated schedule of annual fees as outlined in Attachment 2 of the agreement.

The Chief Operations Officer recommended the Board approve the First Amendment to the Contract between the Des Moines Airport Authority and Associated Time Instruments.

Mr. Dickinson moved to approve the First Amendment to the Contract between the Des Moines Airport Authority and Associated Time Instruments. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A25-115 Consider the Iowa Department of Transportation Agreement for Fiscal Year 2026 Air Service Development Program

The Communications, Marketing, and Air Service Development Manager stated the Authority applies annually for funds through the Iowa DOT Bureau of Aviation Air Service Development Program. The FY26 application has been approved to use the funds for air service software and marketing strategies to support local air service growth. The airline data and software system will be used to build business cases for existing and prospective airlines to meet commercial service demands in our catchment area. The Authority will implement marketing campaigns to promote the airport, build brand awareness and loyalty, and conduct targeted marketing to support existing and newly announced nonstop service. The Iowa DOT will reimburse the Authority for 80% of eligible project costs not to exceed $80,000.

The Communications, Marketing, and Air Service Development Manager recommended the Board approve the Iowa Department of Transportation Agreement for the Fiscal Year 2026 Air Service Development Program.

Mr. Feldmann moved to approve the Iowa Department of Transportation Agreement for the Fiscal Year 2026 Air Service Development Program. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A25-116 Consider Existing Terminal Signage Upgrades Project

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Existing Terminal Signage Upgrades Project

The Chief Development Officer stated this project includes the installation of new signage and wayfinding systems to meet a newly developed design standard for the Terminal and surrounding facilities. This includes upgrading existing signage throughout the Airport Campus, such as the terminal and concourses. The project will involve replacing directional signs and updating gate signage. The contractor will remove and replace all existing directional signage within the terminal and concourses with new signage in coordination with the new terminal.

The Engineer's estimate for this project is $142,080.

Ms. Lauridsen Sand opened the Public Hearing.

Ms. Lauridsen Sand invited public comment. There were no comments.

Ms. Lauridsen Sand closed the Public Hearing.

b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Existing Terminal Signage Upgrades Project

The Chief Development Officer recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Existing Terminal Signage Upgrades Project.

Mr. Dickinson moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Existing Terminal Signage Upgrades Project. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

c. Consider award of contract for the Existing Terminal Signage Upgrades Project to Latimer Associates, Inc. (dba Latitude Signage + Design) in the amount of $119,688.00

The Chief Development Officer stated two bids were received. The lowest responsive, responsible bidder was Latimer Associates, Inc. in the amount of $119,688.00.

The Chief Development Officer recommended the Board approve the contract with Latimer Associates, Inc., in the amount of $119,688.00, and authorize the Chief Development Officer to accept and close out this project when completed in accordance with the contract documents.

Mr. Feldmann moved to approve the contract with Latimer Associates, Inc. in the amount of $119,688.00 and authorize the Chief Development Officer to accept and close out this project when completed in accordance with the contract documents. Ms. Feeney seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A25-117 **Consider Airport Authority Rules and Regulations Amendments**

The Chief Operations Officer stated Authority staff performed a comprehensive review of the Airport Rules and Regulations to include formatting, general language cleanup, definition modification and consistency, and updates to executive team titles. Additional updates were reviewed in anticipation of the upcoming new terminal opening to ensure the Rules and Regulations are valid at that time.

The Chief Operations Officer recommended the Board approve Amendments to the Airport Authority Rules and Regulations.

Mr. Feldmann moved to approve Amendments to the Airport Authority Rules and Regulations. Mr. Dickinson seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Dickinson, Feeney, Feldmann, Lauridsen Sand; Nays: 0; Abstained: 0; Absent: 0.

A25-118 **Financial Report**

- The Chief Financial Officer reported:
    - 2026 Preliminary Budget
        - The Authority met with the airlines on October 10, 2025. The meeting went well.
        - The 2026 preliminary budget was included in today's board packet. Final approval of the 2026 budget will be sought at the November 11, 2025, Board Meeting.
        - Board members asked various questions which the Chief Financial Officer answered.
    - Revenue
        - 2% above budget.
    - Expenses

- 3.3% below budget but haven't received SP Plus expenses yet. Otherwise, 2.5% below budget.

A25-119 Briefing

- The Chief Executive Officer reported:
  - Recognized Chief Information Officer Kevin Wilson for obtaining TSA approval of the Airport Authority's Cyber Security Plan.
  - Two new non-stop flights launched this month.
    - Gulf Shores on Allegiant Airlines
    - Los Angeles on American Airlines
  - FAA Revenue Audit Last Year
    - A letter from FAA was received 30 days ago. Two issues were cited: City of Des Moines PILOT fee and Air National Guard lease. Working on a written response which is due by November 15, 2025.
    - Board members asked questions which were answered by the Chief Executive Officer.
  - A special electronic board meeting may be scheduled for next week to seek approval of a contract for the Public Address and Electronic Information Display System Replacement.
  - A video was shown to the Board showing the various phases of the new terminal. A voiceover to the video will be added, then the video will be put on the airport's website. Mr. Christensen asked if it could be put on the airport lobby screen and the Chief Executive Officer answered yes.
  - Risk Register
    - The Apron BP No. 1 project is no longer red on the risk register. The Chief Development Officer provided an update on the project and gave kudos to The Reilly Company for the extra time they put in on this project.
- Ms. Lauridsen Sand stated she will serve on the compensation committee. She asked for another Board member to serve on it as well and recommended Mr. Dickinson since he is the Vice Chair. Mr. Dickinson agreed to serve on the committee. The meeting will be scheduled prior to the November 11, 2025, board meeting.
- The Chief Operations Officer reported:
  - September 2025 taxi statistics.
  - September 2025 passenger statistics
  - September 2025 summary statistics.

A25-120 Next Meeting

- November 11, 2025, Regular Board Meeting

A25-121 **Adjourn**

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

The meeting adjourned at 9:46 a.m.

Respectfully Submitted:

Jessica Feeney
Secretary/Treasurer

Mary S. Benson

Mary Benson
Board Clerk