

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF REGULAR MEETING
Des Moines International Airport
Board Room
April 10, 2018**

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

Chaired by: Ms. Ward

Present: Mr. Feldmann, Mr. Christensen, Ms. Lauridsen Sand (by phone), Ms. Levy (arrived at 9:02 a.m.), and Ms. Ward

A18- 030 Consider Minutes for March 13, 2018, Meeting

Mr. Feldmann moved to approve the Minutes for the March 13, 2018 meeting. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Ward; Nays: 0; Abstained: 0; Absent: Levy (arrived at 9:02 a.m. after this vote took place).

A18-031 Public Hearing - Consider the plans, specifications, form of contract, estimated total cost for the 2018 Miscellaneous Pavement Repairs Project; Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the 2018 Miscellaneous Pavement Repairs Project; Consider award of contract to Hawkeye Paving Corp.

The project is included in the 2018 Capital Improvement Budget. A variety of pavement repairs on both the airside and landside pavements will be completed as part of this project. The Airport Authority asked bidders to provide a base bid for miscellaneous pavement repairs throughout the Airport campus and bid alternative No. 1 for repairs to the north FBO taxi lane. The base bid work is funded through general Authority funds. The bid alternative No. 1 work will not be authorized unless the Authority receives a grant from the IDOT.

The Engineer's Estimate was \$530,740.50 for the base bid and \$395,822.50 for bid alternate No. 1. The Director of Engineering opened bids on March 29, 2018. Hawkeye Paving Corp. provided the lowest responsive, responsible bid. Hawkeye's base bid was \$493,071 and their bid for alternative No. 1 was \$288,769.

- A. Public hearing on approving the plans, specifications, form of contract and engineer's estimated total cost for the 2018 Miscellaneous Pavement Repairs project.

The Director of Engineering recommended approval of the Resolution adopting plans, specifications, form of contract, and estimated total cost for the 2018 Miscellaneous Pavement Repairs Project.

Ms. Ward invited public comment. No comments were received. **Public Hearing was closed.**

Mr. Christensen moved to approve the Resolution adopting plans, specifications, form of contract, and engineer's estimated total cost for the 2018 Miscellaneous Pavement Repairs project. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

- B. Consider award of contract to Hawkeye Paving Corp. in the amount of \$493,071 for the base bid work for the 2018 Miscellaneous Pavement Repairs project and authorize the Executive Director to award bid alternative No. 1 in the amount of \$288,769 contingent upon the Authority's receipt of a grant from the IDOT for payment of that amount.

The Director of Engineering recommended the following:

- approval of the contract with Hawkeye Paving Corp. for the base bid work in the amount of \$493,071;
- authorization for the Executive Director to award bid alternative No. 1 in the amount of \$288,769 contingent upon the Authority's receipt of a grant from the IDOT for payment of that amount; and
- authorization for the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

Ms. Levy moved to approve the contract with Hawkeye Paving Corp. for the base bid work in the amount of \$493,071; authorize the Executive Director to award bid alternative No. 1 in the amount of \$288,769 (contingent upon the Authority's receipt of a grant from the IDOT for payment of that amount); and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A18-032 Consider the Iowa Department of Transportation (IDOT) State Vertical Infrastructure Grant Application for FY 2019

The level of eligibility for Commercial Service Vertical Infrastructure Grant monies is based on the annual number of enplanements at commercial service airports. Currently, Des Moines International Airport is eligible for an estimated \$593,616.00 annually. The grant application provides partial funding for a future fixed base operator (FBO) facility.

The Director of Engineering recommended approval of the IDOT Vertical Infrastructure Grant Application for FY 2019 and authorization for the Executive Director to accept and sign the grant award once received from the IDOT.

Mr. Feldmann moved to approve the IDOT Vertical Infrastructure Grant Application for FY 2019 and authorize the Executive Director to accept and sign the grant award once received from the IDOT. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A18-033 Consider the Iowa Department of Transportation (IDOT) State Airport Improvement Program Grant Application for FY 2019

The award of an IDOT Airport Improvement Program Grant is determined by a point system similar to the FAA's system for awarding grants. The Authority is requesting a State Airport Improvement Program grant to assist on the following projects:

- Fixed Based Operator Taxi lane repair
- General Aviation Site Development in the South Quadrant

The Director of Engineering recommended approval of the IDOT State Airport Improvement Program Grant Application for FY 2019 and authorization for the Executive Director to accept and sign the grant award once received from IDOT.

Ms. Levy moved to approve the IDOT State Airport Improvement Program Grant Application for FY 2019 and authorize the Executive Director to accept and sign the grant award once received from IDOT. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A18-034 Consider Change Order No. 3 for the T Hangar project with Jensen Builders, Ltd.

On August 8, 2017, the Airport Authority Board approved a contract with Jensen Builders, Ltd. to construct new T Hangars in the South Quadrant of the Airport. Construction of the concrete apron near the T Hangars and the future Hangar No. 42 was included in the scope of work. Jensen Builders, Ltd. provided a unit price for the construction of the concrete apron. The future tenant of Hangar No. 42 will require an additional 80' x 100' of concrete apron. Change order No. 3 authorizes Jensen Builders, Ltd. to install the additional 80' x 100' concrete apron for Hangar No. 42 at the unit price bid for the T Hangar project. Both the T Hangar project and Hangar No. 42 project are included in the Terminal Project Plan.

The Director of Engineering recommended approval of change order No. 3 with Jensen Builders, Ltd. in the amount of \$93,819.58.

Mr. Christensen moved to approve change order No. 3 with Jensen Builders, Ltd. in the amount of \$93,819.58. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A18-035 Consider Contract for the Terminal Environmental Assessment Study with RS&H Iowa, P.C.

The Authority issued a Request for Qualifications (RFQ) to select an Airport Planning, Architectural and Engineering firm to complete an environmental assessment study for the Terminal Project. Seven firms submitted proposals. Airport staff reviewed and rated the proposals based on qualifications established and published in the RFQ. The three-member Airport Committee is recommending that RS&H Iowa, P.C. be awarded a Master Professional Services Agreement to provide an environmental assessment of the future Terminal site location and corresponding enabling projects.

Task Order No. 1 of the proposed contract requires that RS&H Iowa, P.C. review the data and locations for a terminal building, general aviation facilities, cargo facilities, parking facilities, roadway access, and information generated during the Terminal Programming Study for any environmental impediments. Funding is included in the FY 2018 budget and is funded by Passenger Facility Charges (PFC).

The Director of Engineering recommended the following:

- A. Approval of a Master Professional Services Agreement with RS&H Iowa, P.C. that allows individual task orders to be developed for various scopes of work related to an Environmental Assessment Study and authorization for the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents.

Ms. Levy moved to approve a Master Professional Services Agreement with RS&H Iowa, P.C. that allows individual task orders to be developed for various scopes of work related to an Environmental Assessment Study and authorize the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

- B. Approval of Task Order No. 1 for the Environmental Assessment Study directing RS&H Iowa, P.C. to perform the Environmental Assessment for the replacement terminal and enabling projects at Des Moines International Airport in the amount of \$654,955.

Ms. Levy moved to approve Task Order No. 1 for the Environmental Assessment Study directing RS&H Iowa, P.C. to perform the Environmental Assessment for the replacement terminal and enabling projects at Des Moines International Airport in the amount of \$654,955. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A18-036 Consider Maintenance Hangar Lease Agreement with Delta Air Lines

This item was removed from the agenda with no action taken. The Director of Finance stated the Airport staff did not have the final agreement for signature yet. Once the staff has the final agreement, they will include it on a future board meeting agenda.

A18-037 Consider Cargo Building Lease Agreement with Worldwide Flight Services

The Director of Finance explained that the United Parcel Service (UPS) currently leases a portion of Building 32 (the FedEx building) to perform obligations under a contract they have with the United States Postal Service (USPS). The USPS notified the Authority on April 3, 2018, that they have now contracted with Worldwide Flight Services, Inc. to perform those services beginning on April 30, 2018. A new lease agreement with Worldwide Flight Services, Inc. is necessary for the space UPS previously leased and is being negotiated with similar terms.

The Director of Finance recommended approval of the Cargo Building Lease Agreement with Worldwide Flight Services, Inc.

Mr. Feldmann moved to approve the Cargo Building Lease Agreement with Worldwide Flight Services, Inc. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A18-038 Financial Report

The Director of Finance reported that total income is slightly above budget year-to-date. Expenditures are also slightly above budget due to expenses associated with snow/ice events. Concessions are not at budget yet; however, the concessions have only been 100% operational for three months. Airport staff will meet with the restaurant management company, Aero Service Group, on April 12, 2018. Hudson News/Gift income is below budget; however, there is a minimum annual guarantee in that contract that is reconciled at the end of the year.

A18-039 Briefing

The Executive Director reported the following:

- The FAA performed a Part 139 safety inspection and found no deficiencies. A copy of the letter was included in the board packet given to each board member.
- Taxi statistics
 - 3,443 total trips in March 2018
 - 92.6% of taxi passengers loaded immediately
 - 98.2% loaded within 10 minutes
 - 0% waited over 15 minutes
 - The Airport staff have received no complaints.

- Board members stated that they have received positive comments about the taxi service.
- Passenger Statistics
 - Traffic increased 3.1% in March 2018.
 - Traffic increased 3.3% for the year.
- Washington, DC Trip
 - An increase in PFC (passenger facility charge) was pulled at the last moment from the Omnibus Bill. A billion dollar increase in AIP funding was included in the Omnibus Bill, however. Distribution of the AIP funding is still in process.
 - The FAA Reauthorization Bill is under discussion. There is a chance to get the PFC increase in the FAA Reauthorization Bill. There is some hope that Congress will pass the bill by August 1, 2018. Two issues have delayed passage - the privatization of air traffic control and the 1500-hour rule for pilots to fly. Legislators may be backing off on these issues. Support for an increase in PFCs from the Iowa delegation is still very important.
- Dallas Trip
 - The Executive Director along with the Greater Des Moines Partnership met with American Airlines and Southwest Airlines in Dallas last week to discuss current and future flights.
 - American Airlines will launch their inaugural direct flight to Philadelphia on May 4, 2018. American management will be here to kick off that inaugural flight.
- Upcoming Chicago Trip
 - The Executive Director will be going to Chicago with the Greater Des Moines Partnership the week of May 14, 2018.
 - The Executive Director requested a face-to-face meeting with United during this trip.
- IPAA Conference
 - The IPAA (Iowa Public Airports Association) Conference will be in Des Moines April 25-27, 2018. The Executive Director invited the Board to attend. If board members would like to attend, they can contact Mary Benson to register them for the conference. The Executive Director will email the agenda to the Board.
- A full-scale emergency drill will be held at the airport on August 25, 2018. The Executive Director invited the Board if they are interested in seeing the drill.
- Another Global Entry event at the airport is scheduled for June 12-14, 2018 since the first one held in January 2018 was very successful.

Board members suggested Staff undertake additional efforts to advise the public about the importance of arriving at the airport 90 minutes ahead of flights to allow time to park, check in and go through the TSA checkpoint.

Board members suggested Staff consider installing additional signage after the TSA checkpoint about the restaurant, Arugula & Rye, so people realize there is another restaurant choice available in addition to Portermill.

A18-040

Adjourn

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

The meeting adjourned at 10:02 a.m.

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read 'Mark Feldmann', written over a horizontal line.

Mark Feldmann
Secretary/Treasurer

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

Mary Benson
Board Clerk