

**DES MOINES AIRPORT AUTHORITY BOARD  
SUMMARY MINUTES OF REGULAR MEETING  
Des Moines International Airport  
Board Room  
February 13, 2018**

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

**Chaired by:** Ms. Ward

**Present:** Mr. Christensen, Mr. Feldmann, Ms. Lauridsen Sand, Ms. Levy, and Ms. Ward

**A18-011 Consider Minutes for January 9, 2018, Meeting**

Ms. Levy moved to approve the Minutes for the January 9, 2018 meeting. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

**A18-012 Consider Executive Director's Performance Evaluation Process**

The Executive Director stated that the board packet included a performance evaluation form for the Executive Director. Each board member would complete the form and give the form to the Chair. After its completion, the Board Chair will give the performance evaluation to the Executive Director. The board attorney, Mr. Wainwright, stated that the employee could decide if the evaluation would remain confidential or be available to the public.

The Executive Director recommended that the Board establish an annual evaluation review process to review the Executive Director's performance.

Mr. Feldmann moved to use an electronic form and establish an annual evaluation review process by having the Board submit individual forms to the Chair and have the Chair present the review to the Executive Director. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

**A18-013 Consider Amendment to the Rules and Regulations, Chapter 9, Taxicab, TNC, Limousine, Bus, and Courtesy Vehicle Operations**

The Director of Operations reported that the Authority revised the Des Moines Airport Authority Rules and Regulations document, primarily to modify Chapter 9. The revisions include the following:

- the operation of commercial ground transportation vehicles on the Airport require that taxicabs must operate pursuant to a current Airport Taxicab Services Agreement;
- the definition of limousine and limousine service preclude taxicabs from operating as limousines; and
- TNC regulations and definitions now harmonize with Iowa Code Chapter 321N.

The Director of Operations recommended approval of the amendment to the Rules and Regulations, Chapter 9, Taxicab, TNC, Limousine, Bus and Courtesy Vehicle Operations.

Ms. Lauridsen Sand moved to approve the amendment to the Rules and Regulations, Chapter 9, Taxicab, TNC, Limousine, Bus and Courtesy Vehicle Operations. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

**A18-014 Consider Crown Cab, LLC's appeal of Notice of Intent to Award a Taxicab Services Agreement**

The Executive Director reported that in November 2017, the Executive Director presented the Board with a list of taxicab issues at the airport and informed the Board that the Authority intended to issue an RFP. The Executive Director stated the various taxicab issues experienced at the airport.

The Executive Director reported that the Authority issued a Request for Proposals for Airport Taxicab Services on December 7, 2017. The Authority received four proposals. Scoring of proposals used the criteria outlined in the RFP.

On January 23, 2018, the Director of Operations mailed a Notice of Intent to Award to each of the proposers. This letter informed the proposers that the selection committee would recommend the Authority Board award a contract to Trans Iowa, LC at its February 13, 2018 meeting and advised the proposers of an opportunity to appeal the selection committee's recommendation by filing a written objection with the Authority within 7 days of the Notice of Intent to Award. On January 30, 2018, Crown Cab, LLC filed a written appeal of the Notice of Intent to Award. Crown Cab, LLC requested that they be heard orally with respect to their objections.

The Executive Director recommended that the Board receive comments from Crown Cab, LLC regarding its objections to the Notice of Intent to Award a Taxicab Services Agreement to Trans Iowa, LC, and receive comments from any other proposers who wish to speak regarding the Taxicab Services Agreement. The Authority Board agreed to this. Ms. Ward stated that it is an opportunity to express objections rather than ask questions. Ms. Ward also stated that the maximum time to speak was five minutes each.

Mr. Magarsa Jana with Crown Cab, 619 17<sup>th</sup> Ave NW, Altoona, IA 50009 addressed the Board. Mr. Jana stated his objections to the recommendation of one taxicab company.

Mr. Hassan Deer with City Cab, 100 E. Euclid Ave., Des Moines, IA 50313 addressed the Board. Mr. Deer stated his objections to the RFP process and recommendation.

Mr. Dan Williams with Cabtrans, 335 Pennsylvania St., Carlisle, IA 50047 addressed the Board. Mr. Williams stated that his company did not respond to the proposal since they are primarily a limousine company. Mr. Williams stated his objections to the recommendation.

Ms. Ward stated that the Board was very appreciative of their comments.

**A18-015 Consider staff recommendation for award of a Taxicab Services Agreement to Trans Iowa, LC**

The Director of Operations stated dates along with actions taken pertaining to the Taxicab Services RFP as follows:

- 12/9/17 Issued RFP
- 12/19/17 Held mandatory meeting with current taxicab providers
- 1/5/18 Provided responses to all questions regarding the RFP

The Director of Operations reported that the Des Moines Airport Authority received four RFP responses by the deadline of January 16, 2018. Scoring of the submitted proposals, completed by three Des Moines Airport Authority staff members, utilized the scoring criteria set forth in the RFP. Trans Iowa, LC received the highest score.

The Director of Operations stated that the recommendation from the Des Moines Airport Authority is to award the contract to Trans Iowa, LC for Taxicab Services.

The Director of Operations stated the following pertaining to the Agreement:

- The proposed Agreement with Trans Iowa, LC for Taxicab Services is an agreement awarded to a single taxi operator for all taxi trips that originate at the airport.
- The initial term of the agreement is for three years commencing on February 14, 2018 and ending on January 31, 2021.
- There are two additional one-year options.
- Trans Iowa, LC must provide taxis at the airport 15 minutes before the first arrival until 1 hour after the last arrival, in sufficient numbers that ensure minimal wait for a taxi.
- Trans Iowa will dedicate 15 taxis exclusively to the airport and has the ability to draw from the balance of their 80-vehicle fleet during periods of increased demand.

- Trans Iowa, LC must provide a taxi starter at its own cost.
- The Authority will receive a \$3 per trip fee - the same fee charged to TNCs.
- The proposed Agreement establishes maximum passenger rates that cannot increase without approval from the Executive Director.

The Director of Operations recommended approval of a Taxicab Services Agreement with Trans Iowa, LC.

Mr. Feldmann moved to approve a Taxicab Services Agreement with Trans Iowa, LC. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

**A18-016 Consider Task Order No. 42 with Foth Infrastructure and Environment, LLC for the Engineering Analysis of Runway 5/23**

The Director of Engineering reported that this task order to the Agreement for General Engineering Services with Foth Infrastructure and Environment, LLC would provide an engineering analysis and functional design report for the rehabilitation/reconstruction of Runway 5/23. The analysis will look at approximately 4,000 feet of runway, between P4 to the Runway 23 threshold. This scope of work is eligible for FAA funding at the normal 90/10 level. The engineering analysis and functional design report will provide the documentation required to justify necessary work to runway 5/23 over the next 3 to 4 years.

The Director of Engineering recommended the following:

- A. Approval of Task Order No. 42 for the Engineering Analysis of Runway 5/23 with Foth Infrastructure and Environment, LLC for \$217,200.00 and authorization for the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.
- B. Authorization for the Executive Director to accept and sign the grant agreement No. 71 with the Federal Aviation Administration associated with the Engineering Analysis of Runway 5/23 and authorization for the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Ms. Levy moved to approve both items A18-016A and A18-016B as stated above. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

**A18-017 Consider Supplemental Agreement No. 2 with Security Equipment, Inc. on the Support Services Agreement for ACS & VSS**

The Director of Engineering reported that Supplemental Agreement No. 2 to the agreement for support services relating to the Authority's Access Control System (ACS) and Video Surveillance System (VSS) extends the services from March 2018 to March 2021. Additionally it brings the amount of equipment (cameras, card readers, etc.) up-to-date and reflects current service rates. Yearly reimbursement rate is set at \$52,992.00. Total for three years is \$158,976.00.

The Director of Engineering recommended approval of Supplemental Agreement No. 2 with Security Equipment, Inc. for the ACS & VSS support services.

Ms. Lauridsen Sand moved to approve Supplemental Agreement No. 2 with Security Equipment, Inc. for the ACS & VSS support services. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

**A18-018 Consider Reimbursement Resolution**

The Director of Finance stated that the Reimbursement Resolution proposed for consideration would allow the Des Moines Airport Authority to issue debt in the future and apply proceeds towards capital expenditures made this year. This resolution does not obligate the Authority to issue debt, but preserves the ability to reimburse the operating funds used on the specific projects noted in the resolution.

The Director of Finance recommended approval of the Reimbursement Resolution.

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

**A18-019 Consider 2018 rates and charges for Ahlers & Cooney, P.C.**

The Executive Director reported that per the 2015 Legal Services Engagement Agreement, Ahlers & Cooney, P.C. agreed to notify the Board in writing of any rate changes and the amounts thereof prior to those rates becoming effective. Ahlers & Cooney, P.C. has provided its 2018 Rate Schedule to the Board.

When the Board approved the Legal Services Engagement Agreement in December 2015, Ahlers & Cooney, P.C. agreed to charge a reduced rate of \$225 per hour for calendar years 2015 and 2016 for one lawyer to attend all Board meetings as well as all Board committee meetings, subject to mutual agreement thereafter. Ahlers & Cooney, P.C. has charged the reduced rate for the 2015, 2016, and 2017 Board meetings. Ahlers & Cooney, P.C. also agreed it would not charge the Authority for

travel time to and from meetings at the Authority, including, but not limited to, attendance at Board meetings.

Ahlers & Cooney, P.C. has requested the following changes to the Legal Services Engagement Agreement:

- Authorization of the payment of Ahlers & Cooney, P.C.'s 2018 rates;
- Authorization of the payment of Ahlers & Cooney, P.C.'s 2018 standard hourly rate(s) for the lawyer(s) who attend all Board meetings as well as all Board committee meetings going forward.
- Authorization of the payment of Ahlers & Cooney, P.C.'s 2018 standard hourly rates for travel time to and from meetings at the Authority, including, but not limited to, attendance at Board meetings.

The Executive Director recommended authorization of Ahlers & Cooney, P.C.'s requested changes to the Legal Services Engagement Agreement.

Mr. Christensen moved to authorize Ahlers & Cooney, P.C.'s requested changes to the Legal Services Engagement Agreement. Ms. Levy seconded. Motion Carried: 4-0-1-0; Yeas: Christensen, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: Feldmann; Absent: 0.

#### **A18-020 Financial Report**

The Director of Finance reported that there are some variances in the budget and carryover from last year on some expense items. Some cost centers are over budget YTD. There was a lot of overtime in January for snow removal on weekends and holidays. February will look similar. There are no concerns at this time since it is still early in the year.

#### **A18-021 Briefing**

The Executive Director introduced a new lieutenant to the airport, Lieutenant Donahue. Her first day was February 12, 2018. Lieutenant Donahue stated that she has been on the police force for 27 years in a variety of capacities and is looking forward to working at the airport.

The Executive Director reported an update on continuing resolutions and PFCs. The Executive Director will send an email to the Board today from Cornerstone regarding the White House infrastructure plan. The plan does not do anything for AIP or an increase in PFCs. The continuing resolution goes through March 28, 2018. As long as we remain under the continuing resolution, the airport does not expect to see FAA grants issued this year for construction originally intended for this year until possibly early in the fall. Theoretically, once the continuing resolution passes, a review of the Omnibus bill will take place. The Omnibus bill includes an increase in PFCs. Presently, immigration issues overshadow the Omnibus bill. Most likely, nothing

will be done before March 28, 2018. The White House did issue their fiscal year 2019 proposal.

The White House budget keeps AIP levels where they are and does not include anything about PFCs.

The Executive Director reported that the annual legislative conference takes place in Washington, DC, on March 20, 2018. The timing is good since it is a week before the continuing resolution expires. The Executive Director will attend. One other director may attend as well. Cedar Rapids is attending and most likely Dubuque. The plan is to ask the Iowa delegation office to continue to support an increase in PFCs and explain what continuing resolutions do to the airport and economy.

The Executive Director reported a legislative reception took place at the airport on February 6, 2018. Twenty-two legislators attended. Four of the legislators are on the transportation committee. The legislators that attended asked for a tour of the tower another time. The Executive Director would like to continue to hold these events. Ms. Ward suggested that the Authority host a different type of event next year in the hopes of a higher turnout.

The Executive Director shared the following scheduled events:

- 3/6/18 Board Workshop
- 3/28/18 Public Outreach Meeting

The Board discussed different venues for the public outreach meeting. The venue has yet to be determined.

The Executive Director reported union negotiations began this week. The negotiations will take some time to complete.

The Executive Director reported that Emergency Response requested airport streets be re-named to align with surrounding streets. The Executive Director and Director of Engineering will attend the February 19, 2018 Des Moines City Council meeting to ask for approval of Des Moines City staff to work on street name changes.

The Executive Director shared January 2018 passenger statistics. There was an increase of 3% with only one additional flight. Southwest started their direct Phoenix flight on weekends on January 13, 2018.

The Executive Director reported on parking. Due to the demand last week, passengers utilized the overflow lot.

The Executive Director reported that Allegiant experienced an issue with passengers last weekend due to a delayed flight. Police at the airport responded to the issue.

**A18-022 Adjourn**

Mr. Christensen moved to adjourn the meeting. Ms. Levy 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 10:21 a.m.

**Respectfully Submitted:**

*Mark Feldmann*

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**Mark Feldmann**  
**Secretary/Treasurer**

*Mary Benson*

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**Mary Benson**  
**Board Clerk**