

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF REGULAR MEETING
Des Moines International Airport
Board Room
January 9, 2018**

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

Chaired by: Ms. Ward

Present: Mr. Christensen, Mr. Feldmann (attended by phone), Ms. Levy, and Ms. Ward

Absent: Ms. Lauridsen Sand

A18-001 Consider Minutes for December 12, 2017, Meeting

Ms. Levy moved to approve the Minutes for the December 12, 2017 meeting. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

A18-002 Consider City of Des Moines Quit Claim Deed for the sale of property, Tract 8E, Parcel "A" to John P. Braswell

The Director of Engineering reported the Board recommended the Des Moines City Council proceed with the sale of a specific property, Tract No. 8E, Parcel A, 0.69 acres, to John P. Braswell for \$40,000.00, on December 12, 2017. Since that date, the City of Des Moines modified the Quit Claim Deed to include a consent signature block for the Authority.

The Director of Engineering recommended approval of the form of the Quit Claim Deed for the parcel.

Ms. Levy moved to approve the form of the Quit Claim Deed for the parcel. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

A18-003 Consider Agreement between the City of Des Moines and Des Moines Airport Authority for the Provision of City Services

The Executive Director reported that the current agreement between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services had a termination date of October 31, 2016. The Airport Authority Board approved a series of amendments extending the termination date to January 31, 2018. The Executive Director and the City Manager have negotiated a tentative agreement between the City and the Authority for the provision of City Services. The tentative agreement provides for the City's continued provision of law enforcement services at the Airport and Authority employees' participation in City of Des Moines group benefit plans. The Des Moines City Council will consider the tentative agreement at its January 22, 2018 Council meeting.

The Executive Director recommended approval of the tentative Agreement between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services and authorization for the Executive Director to sign the final Agreement pending the Des Moines City Council's approval of the Agreement.

Mr. Christensen moved to approve the tentative Agreement between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services and to authorize the Executive Director to sign the final Agreement pending the Des Moines City Council's approval of the Agreement.

Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

A18-004 Consider Memorandum of Understanding between the City of Des Moines and the Des Moines Airport Authority

The Executive Director reported that the Airport Authority staff and City of Des Moines staff have negotiated a Memorandum of Understanding (MOU) to clarify rights and obligations of each party regarding personal property owned by the City that is located at the Airport. Much of the personal property is collocated with Airport property and the MOU provides an understanding for access to the property by the City and delineates cost allocations for expenses incurred by either party.

The Executive Director recommended approval of the MOU between the City of Des Moines and the Des Moines Airport Authority and authorization for the Executive Director to sign the MOU pending approval and signature by the Des Moines City Council.

Ms. Levy moved to approve the MOU between the City of Des Moines and the Des Moines Airport Authority and to authorize the Executive Director to sign the MOU pending approval and signature by the Des Moines City Council. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

A18-005 Consider Task Order No. 43 with Foth Infrastructure and Environment, LLC for Airfield Pavement Maintenance Database Update

The Director of Engineering reported that the Federal Aviation Administration (FAA) grant assurances require airports to update their Airport Pavement Management System (APMS) every 3-5 years. Through this contract, the Consultant provides the required field inspection and condition reporting. This task order is one of the responsibilities listed in the Master General Engineering Services Agreement with Foth Infrastructure and Environment, LLC.

The Director of Engineering recommended approval of a contract with Foth Infrastructure and Environment, LLC for \$114,750.00 and authorization for the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Ms. Levy moved to approve a contract with Foth Infrastructure and Environment, LLC for \$114,750.00 and to authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

A18-006 Consider Second Amendment to the Agreement with Pro-Tec Fire Services, Ltd for Security Services

The Director of Operations reported that Transportation Security Administration (TSA) regulations require airports to perform various security functions at airport access points. Through this amendment, Pro-Tec Fire Services, Ltd. will provide security services to fulfill TSA requirements. Pro-Tec will provide trained personnel scheduled 35 hours each week for an additional fee of \$52,500. After 90 days, the fee will drop to \$42,500 if costs are less than expected due to contractor's employee(s) not electing health insurance coverage. Additional hours may be authorized by the Authority at a rate of \$25 per hour. The current agreement is in Agreement Year 4 of 5. The annual fee for Security Services will be prorated for Agreement Year 4, which runs from October 1, 2017 through September 30, 2018. The Authority may terminate Security Services by providing 30 days' notice to the contractor.

The Director of Operations recommended approval of the Second Amendment to the Agreement with Pro-Tec Fire Services, Ltd. for Security Services.

Mr. Christensen moved to approve the Second Amendment to the Agreement with Pro-Tec Fire Services, Ltd. for Security Services. Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

A18-007 Consider Resolution Authorizing Purchase of Certificates of Deposit from Peoples Trust and Savings Bank

The Director of Finance reported that he requested the Certificate of Deposit rates from seven financial institutions. The highest rate proposed was from Peoples Trust and Savings Bank of Clive, IA. The 12-month rate of 2.05% is a better rate than what is currently available by investing in government agencies.

The Director of Finance recommended approval of the Resolution Authorizing Purchase of Certificates of Deposit from Peoples Trust and Savings Bank.

Mr. Christensen moved to approve the Resolution Authorizing Purchase of Certificates of Deposit from Peoples Trust and Savings Bank. Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

A18-008 Financial Report

The Director of Finance reported that 2017 income was approximately 9% above budget driven primarily by higher than budgeted landed weights, enplanements, and parking revenue. Expenses were approximately 2% below budget. The contribution to reserves was slightly less than budgeted; however, when the budget was prepared last year, the new economy parking lot was not part of the budget.

The Director of Finance reported that the 2017 audit began in the fall of 2017. It will be completed in the spring of 2018.

A18-009 Briefing

The Executive Director reported that Mr. Feldmann asked the Authority to report on what redundancies are in place at the airport in case of an electrical failure. Mr. Feldmann's request stemmed from a recent fire that resulted in electrical failure in the Hartsfield-Jackson Atlanta International Airport. The Director of Engineering explained the airport redundancies in place today to prevent a full electrical failure with the caveat that there is not a 100% guarantee that a catastrophic failure could not occur.

The Executive Director reported that there were some fuel disruptions during the period of extreme cold temperatures over the New Year's weekend. The Airport Authority does not control or handle the fueling operations. Fueling operations are a function of the airlines. The airlines outsource fueling operations to Signature Flight Support. The Executive Director met with Signature Flight Support to discuss the fuel disruption. Signature said they are already working on a corrective action to prevent this from happening again.

The Executive Director reviewed the RFQ process with the Board since there are two upcoming RFQs. One RFQ will be for the environmental assessment for the terminal project and the other will be for extension of the 5-year agreement. Executive Director Foley explained the following:

- The RFQ is an FAA process. Selection is based on qualifications only. Costs cannot be considered during this process. A five-year term is allowed.
- RFQ lists which future projects are being considered. This eliminates the need for an RFQ for each project.
- Airport staff rates all proposals. Normally the top 2-3 firms are interviewed.

- Once a firm is selected, a master agreement is signed. It establishes Task Orders, insurance requirements, Authority requirements, standard hourly rates, and includes federal clauses and any other provisions necessary.
- As projects are initiated, both the scope and fee of the Task Orders listed in the master agreement are negotiated. An independent review is performed on all Task Orders, then the FAA reviews and approves or rejects the project.

The Executive Director reported that approval was received for a third TSA bag screener. The timeline for installation has not been established yet since some belt design work needs to be done first.

The Executive Director reported that the scheduling for a January Global Entry event at the airport has been very successful. Forty more interviews were added to the schedule due to its popularity. Another Global Entry event will be held at the airport in April 2018.

The Executive Director reported that the taxicab services RFP responses are due January 16, 2018. There was a good turnout at the mandatory meeting held in December 2017.

The Executive Director reported that the airport's public relations firm, Weber Shandwick, promoted the Global Entry event, facilitated the Des Moines Register's review of the airport's restaurant, Portermill, and began the execution of the media event for the grand opening of the new concessions at the airport today. Weber Shandwick is currently working on the February 6 legislative reception.

The Executive Director stated that the distribution of the year-end airport traffic statistics would occur within the next week.

The Executive Director reported that the press covered the research Iowa State University is doing with two heated concrete panels. The press interviewed Bryan Belt, Director of Engineering. The Today Show picked up the feed and scheduled a live remote for January 16, 2018.

The Executive Director reported that the Tax Bill passed. Private activity bonds were not changed by the Bill; however, the Bill removed authorization for advanced refunding of public debt.

On the PFC front, the infrastructure plan may bump the Omnibus Bill (where the increase in PFCs lies right now), however, the continuing resolution that was passed only funds the government to January 19. They anticipate extending that for 30 days. Within the 30 days, the Omnibus Bill should pass. Since there are twelve issues in the Bill, there is a very good chance the PFC item will stay in the bill.

A18-010 Adjourn

Ms. Levy moved to adjourn the meeting. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Lauridsen Sand.

The meeting adjourned at 9:46 a.m.

Respectfully Submitted:



Mark Feldmann
Secretary/Treasurer



Mary Benson
Board Clerk