

**DES MOINES AIRPORT AUTHORITY BOARD**  
**SUMMARY AMENDED MINUTES OF REGULAR MEETING**  
**Des Moines International Airport**  
**Board Room**  
**June 12, 2018**

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

**Chaired by:** Ms. Ward

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

**Absent:** Ms. Levy

**A18- 057      Consider Minutes for May 8, 2018 Meeting**

Mr. Feldmann moved to approve the May 8, 2018 meeting minutes. Ms. Lauridsen Sand seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Ward; Nays: 0; Abstained: 0; Absent: 1.

**A18-058      Consider Professional Services Agreement, Task Order No. 47 with Foth Infrastructure & Environment, LLC for Runway 13/31 Phase III Reconstruction - Construction Phase Services**

The Director of Engineering and Planning stated during Phase III reconstruction of Runway 13/31, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. These services are FAA AIP funded at the normal 90/10 split and reimbursed through grant No. 70. The negotiated amount of the agreement is \$605,331.00.

The Director of Engineering and Planning recommended the Board:

- Approve the professional services agreement with Foth Infrastructure & Environment, LLC for \$605,331.00 (subject to an FAA grant award).
- Authorize the Executive Director to sign the contract upon receipt of the grant.
- Authorize the Director of Engineering and Planning to accept and close out the contract when completed in accordance with the contract documents.

Mr. Christensen moved to:

- Approve the professional services agreement with Foth Infrastructure & Environment, LLC for \$605,331.00 (subject to an FAA grant award).
- Authorize the Executive Director to sign the contract upon receipt of the grant.
- Authorize the Director of Engineering and Planning to accept and close out the contract when completed in accordance with the contract documents.

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

**A18-059      Consider adopting the Program Definition Manual produced from the HNTB Iowa, Incorporated Terminal Programming Study**

The Director of Engineering and Planning reported on April 12, 2016 the Authority Board approved a contract with HNTB Iowa, Incorporated to perform a study updating the location for a future terminal building, general aviation facilities, cargo facilities, parking facilities, roadway access, and to perform a Terminal Programming study. On March 6, 2018, HNTB presented an overview of the Terminal Programming study and plan. Following that meeting, the Authority provided the Board with a printed Terminal Programming Study document for review.

The Director of Engineering and Planning recommended the adoption of the Program Definition Manual produced from the HNTB Iowa, Inc. Terminal Programming Study.

Mr. Christensen moved to approve the adoption of the Program Definition Manual produced from the HNTB Iowa, Inc. Terminal Programming Study. Ms. Lauridsen Sand seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Ward; Nays: 0; Abstained: 0; Absent: 1.

**A18-060      Consider Contract for Building No. 64 Pavement and Drainage Improvement Project with Iowa Contracting, Incorporated**

The Director of Engineering and Planning stated this project would provide corrective maintenance on the exterior west side of building No. 64 leased to Elliott Aviation. Elliott Aviation is responsible for exterior site improvements. The Authority is responsible for the building shell. Both parties have identified maintenance items created by poor water drainage around the facility. The Authority will provide design drawings for the removal of deteriorated asphalt, installation of a waterproofing membrane around the foundation, and sub drain installation with roof down spouts tied into the sub drain. New concrete and surface drainage inlets will be installed. Elliott has agreed to reimburse the Authority for the removal of the asphalt and installation of concrete. The engineer's estimate for the maintenance work is \$127,195.00. The project is included in the 2018 Budget; however, the scope has expanded. On June 7, 2018, the Director of Engineering and Planning opened quotes and the lowest responsive, responsible quote for the project was Iowa Contracting, Incorporated for \$149,308.00.

The Director of Engineering and Planning recommended approval of the contract with Iowa Contracting, Incorporated for \$149,308.00 and authorization for the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents.

Mr. Feldmann moved to approve the contract with Iowa Contracting, Incorporated for \$149,308.00 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: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Ward; Nays: 0; Abstained: 0; Absent: 1.

**A18-061 Consider Grant No. 71 with Federal Aviation Administration for Runway 5/23 Rehabilitation Project**

The Director of Engineering and Planning stated in February 2018, the Authority Board approved an engineering analysis agreement with Foth Infrastructure & Environment, LLC for the rehabilitation/reconstruction of Runway 5/23. An agreement for the design of Runway 5/23 reconstruction, phase I, was negotiated. This grant will provide for both the engineering analysis and phase one design of the Runway 5/23 rehabilitation project. The total engineer's estimate for the engineering analysis and design is \$928,800.00 and is included in the 2018 Capital Improvement Budget. Total negotiated value of both agreements is \$841,292.00. The Federal Aviation Administration will reimburse 90% of the total cost: a current value of \$757,163.00.

**Grant Items Included:**

Runway 5/23 Engineering Analysis, Task Order No. 41/42:	\$293,292.00
Runway 5/23 Design Phase I, Task Order No. 50:	<u>\$548,000.00</u>
Total:	\$841,292.00

The Director of Engineering and Planning recommended the Board:

- Approve grant No. 71 with the Federal Aviation Administration for \$757,163.00.
- Authorize the Executive Director to sign the grant for the improvement.
- Authorize the Director of Engineering and Planning to accept and close out this grant when completed.

Ms. Lauridsen Sand moved to:

- Approve grant No. 71 with the Federal Aviation Administration for \$757,163.00.
- Authorize the Executive Director to sign the grant for the improvement.
- Authorize the Director of Engineering and Planning to accept and close out this grant when completed.

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

**A18-062      Consider Task Order No. 50 for design of Runway 5/23 Reconstruction program phase II with Foth Infrastructure & Environment, LLC**

The Director of Engineering and Planning stated this design would allow for reconstruction of approximately 1,785 linear feet of Runway 5/23. The project extends from the intersection of the runways to Taxiway P4. Through this task order, the consultant will provide the necessary plans and specifications to produce construction documents. The contract to provide this service is \$548,000.00. This contract is eligible for the normal 90/10 FAA allocation. This task order is one of the responsibilities listed in the FAA-approved Master General Engineering Services Agreement with Foth Infrastructure and Environmental, LLC and is included in the FY 2018 budget.

The Director of Engineering and Planning recommended the Board:

- Approve Task Order No. 50 for design of Runway 5/23 Reconstruction program phase I with Foth Infrastructure and Environment, LLC, subject to FAA approval, for \$548,000.00.
- Authorize the Executive Director to sign the contract.
- Authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Mr. Christensen moved to:

- Approve Task Order No. 50 for design of Runway 5/23 Reconstruction program phase I with Foth Infrastructure and Environment, LLC, subject to FAA approval, for \$548,000.00.
- Authorize the Executive Director to sign the contract.
- 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: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Ward; Nays: 0; Abstained: 0; Absent: 1.

**A18-063      Consider Agreement for Insurance Broker Services with Arthur J. Gallagher Risk Management Services, Inc.**

The Director of Finance reported staff completed a Request for Proposals for Insurance Broker Services. Two firms submitted proposals. Authority staff interviewed both firms. Authority staff selected Arthur J. Gallagher Risk Management, Inc. to provide insurance broker services.

The Director of Finance recommended approval of an agreement with Arthur J. Gallagher Risk Management Services, Inc. to provide insurance broker services.

Mr. Feldmann moved to approve an agreement with Arthur J. Gallagher Risk Management Services, Inc. to provide insurance broker services. Ms. Lauridsen Sand seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Ward; Nays: 0; Abstained: 0; Absent: 1.

**A18-064      Consider Task Order No. 51 for design of South Service Road around Runway 13/31 Construction with Foth Infrastructure & Environment, LLC**

The Executive Director stated this design would allow for construction of interior service/access roadway around the south end of Runway 13/31. Currently this roadway is gravel and utilized by Authority staff only. The FBO providing fueling services to Commercial Services aircraft will relocate to the South Quadrant. Fuel trucks will utilize the roadway. The design of the paved roadway would allow access for these fuel trucks. Through this task order, the consultant will provide the necessary plans and specifications to produce construction documents. The contract to provide this service is \$45,200.00. This contract is eligible for the normal 90/10 FAA allocation. This task order is one of the responsibilities listed in the FAA-approved Master General Engineering Services Agreement with Foth Infrastructure and Environmental, LLC. This project is not included in the FY 2018 budget.

The Director of Engineering and Planning recommended the Board:

- Approve Task Order No. 51 for design of South Service Road around Runway 13/31 construction with Foth Infrastructure and Environment, LLC for \$45,200.00.
- Authorize the Executive Director to sign the FAA grant upon receipt.
- 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. 51 for design of South Service Road around Runway 13/31 construction with Foth Infrastructure and Environment, LLC for \$45,200.00.
- Authorize the Executive Director to sign the FAA grant upon receipt.
- 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, Lauridsen Sand, and Ward; Nays: 0; Abstained: 0; Absent: 1.

**A18-065 Consider Task Order No. 52 for design of Terminal Apron Reconstruction program at Gate A5 with Foth Infrastructure & Environment, LLC**

The Executive Director stated this design would allow for reconstruction of existing terminal apron located south of Concourse A, close to gates A4 & A5. This pavement, shown on the Pavement Condition Index mapping, requires replacement. Through this task order, the consultant will provide the necessary plans and specifications to produce construction documents. The contract to provide this service is \$49,982.00. This contract is eligible for the normal 90/10 FAA allocation. This task order is one of the responsibilities listed in the FAA-approved Master General Engineering Services Agreement with Foth Infrastructure and Environmental, LLC. This project is not included in the FY 2018 budget.

The Director of Engineering and Planning recommended the Board:

- Approve Task Order No. 52 for design of Terminal Apron Reconstruction program at Gate A5 with Foth Infrastructure and Environment, LLC for \$49,982.00.
- Authorize the Executive Director to sign the FAA grant upon receipt.
- 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. 52 for design of Terminal Apron Reconstruction program at Gate A5 with Foth Infrastructure and Environment, LLC for \$49,982.00.
- Authorize the Executive Director to sign the FAA grant upon receipt.
- 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: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Ward; Nays: 0; Abstained: 0; Absent: 1.

**A18-066 Consider Airport Tagline**

The Executive Director reported one element of Weber Shandwick's recommendations for the Des Moines Airport Authority (DMAA) following immersion sessions was to add a tagline to the Des Moines International Airport (DSM) logo. The rationale for a tagline is that it provides an easy way to update messaging without undertaking a major rebrand project. The recommended tagline, "Iowa to Anywhere", underscores the key role DSM plays in Iowa's economy and travel industry. It also communicates that Des Moines International Airport provides a convenient, global service to all of Iowa. It speaks not only to the fact that DSM is Iowa's main airport, but also conveys that it enables Iowans to see the world, broaden their horizons, and ultimately participate in the state and global economies.

The Executive Director recommended approval of the recommended airport tagline, “Iowa to Anywhere”, and authorization for its use.

Ms. Lauridsen Sand moved to approve the recommended airport tagline, “Iowa to Anywhere”, and authorize its use. Mr. Christensen seconded. Motion Carried: 3-1-0-1; Yeas: Christensen, Feldmann, and Lauridsen Sand; Nays: Ward Abstained: 0; Absent: 1.

**A18-067 Consider Wrap Design for Airport Shuttle Buses**

The Director of Finance reported that, as part of the Parking Management Agreement with ABM, ABM is required to purchase new shuttle buses. Several of the buses were delivered. ABM obtained three designs for the wrap to achieve the Authority goal: a distinct look from the other parking and hotel shuttles operating at the airport. Wrap “A” stands out because of the prominent orange color.

Mr. Christensen recommended that the word, “SHUTTLE”, on wrap “A” be in blue vs. white so it stands out more.

The Director of Finance recommended approval of wrap design “A” for the parking shuttle buses.

Mr. Feldmann moved to approve wrap design “A” for the parking shuttle buses with a possible color adjustment to the word, “SHUTTLE”, (left to the discretion of the directors). Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Lauridsen Sand, and Ward; Nays: 0; Abstained: 0; Absent: 1.

**A18-068 Financial Report**

The Director of Finance reported:

- Expenses are a little above budget; however, revenue is also above budget.
- Cash position is up to 75.8 million; however, on June 1, the Authority made a 2.7 million dollar debt payment, so it will decrease the cash balance in the June statements.

**A18-069 Briefing**

The Executive Director reported:

- We advertise in three magazines: *dsm Magazine*, *Innovation Iowa*, and *Iowa Economic Development Guide* because they are economic in nature. The Authority publishes the airport ads annually.
- Taxi statistics for May were included in the Board packet. Passenger wait time improved.

- Passenger statistics are due on the 10<sup>th</sup> of each month. One airline had some staff turnover, so they have yet to provide their statistics. Once they do, we will distribute passenger statistics.
- Artist on the Curb program. To greet arrivals for certain events, musical artists will perform on the curb at the airport:
  - 7/17/18 - Association of Chamber of Commerce Executive Convention
  - 7/18/18 - National Alliance of Preservation Commissions
- On June 20, Allegiant plans to celebrate 15 years of service to Des Moines with a Las Vegas-themed event, which Allegiant will hold downtown.
- The Executive Director included two business plans he presented at the JumpStart meetings in the Board packets. The Executive Director presented the business plans to Southwest Airlines and United Airlines. The Executive Director asked Southwest for a Denver connection and United for a San Francisco connection. Both airlines were receptive; however, there is a shortage of aircraft. There is potential for additional connections in 2019.
- A Global Entry event at the airport started June 12 and runs through Thursday. The schedule is full. It is possible another event will be held later this year.
- Authority employees started summer hours a couple of weeks ago.
- A Federal Aviation Authority (FAA) letter received this morning approved the Airport Layout Plan (ALP). After adjusting a couple of items, the Authority will sign the plan and send it back to the FAA.

The Executive Director invited Board members to visit the old control tower at the conclusion of the meeting to observe the runway 13/31 construction in progress.

Mr. Feldmann asked for a master calendar of runway work, specifically closings and openings. The Executive Director stated there is a master calendar of projects. If construction is taking place on runways, the runways close for the entire construction season. The Director of Engineering and Planning will provide the Board with a generic calendar and diagram.

**A18-070      Adjourn**

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

The meeting adjourned at 10:02 a.m.

**Respectfully Submitted:**

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**Mark Feldmann**  
Secretary/Treasurer

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**Mary Benson**  
Board Clerk