

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

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

**Chaired by:** Ms. Ward

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

**Absent:** Mr. Christensen

**A18-023 Consider Minutes for February 13, 2018, Meeting**

Mr. Feldmann moved to approve the Minutes for the February 13, 2018 meeting. Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

**A18-024 Consider Amendment Number One to the Executive Director's Employment Agreement**

The Executive Director thanked the Board for their evaluation of his performance. The Compensation Committee recommended a 2% increase in salary for the Executive Director. This increase is in line with increases provided to other management staff.

In addition, the Executive Director stated that an Authority-owned vehicle is provided to him to commute and use in compliance with the Des Moines Airport Authority Handbook. The Compensation Committee recommended the Executive Director receive a monthly vehicle stipend for use of a personal vehicle in lieu of the Authority-owned vehicle. If approved, this change needs to be in the Employment Agreement.

The Executive Director recommended approval of Amendment Number One to the Executive Director's Employment Agreement to reflect the change to a monthly vehicle stipend for use of a personal vehicle in lieu of the Authority-owned vehicle.

Mr. Feldmann moved to approve Amendment Number One to the Executive Director's Employment Agreement. Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

**A18-025 Consider Iowa Department of Transportation Agreement for the Air Service Development Program Grant**

The Executive Director reported that the Iowa Department of Transportation's Office of Aviation manages an Air Service Development - Sustainment Program to sustain or increase the passenger traffic of an area through marketing and educational efforts. Des Moines Airport Authority established an incentive program for airlines providing new flights or routes in the Des Moines Airport market. Part of the incentive program provides up to \$50,000 of assistance in matching funds for expenses incurred in advertising and marketing new air service. To help offset out of pocket advertising costs for the new PHL- DSM route, Staff applied for the Air Service Development - Sustainment Grant. The Airport received up to \$28,000.

The Executive Director recommended approval of the Iowa Department of Transportation Agreement for Air Service Development Program Grant.

Ms. Levy moved to approve the Iowa Department of Transportation Agreement for Air Service Development Program Grant. Ms. Lauridsen Sand seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

**A18-026 Consider Parking Management Agreement with ABM Aviation, Inc.**

The Director of Finance reported that the existing parking management agreement with ABM Parking Management Services expires on April 30, 2018. Staff issued a Request for Proposal for parking management services and received five responses to the RFP. After scoring the proposals, Airport Staff interviewed the top three firms and selected ABM Aviation, Inc. as the best candidate.

The Director of Finance recommended approval of the Parking Management Agreement with ABM Aviation, Inc.

Ms. Levy moved to approve the Parking Management Agreement with ABM Aviation, Inc. Ms. Lauridsen Sand seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

**A18-027 Financial Report**

The Director of Finance reported the following:

- Total operating expenses are slightly higher than budget through February, primarily due to the number of snow events experienced so far this winter, with many snow events occurring overnight and on weekends. This shows up primarily in the salaries and supply lines of Field Maintenance.

- Trends from January statements of lower than budgeted landing and apron fees have continued in February. The Director of Finance completed analysis of the landed weights and the expectations for the rest of the year. He stated that he expects the revenue will correct itself over time.
- Revenue for food and beverage concessions is not meeting the budget yet; however, February is in better shape. The Director of Finance expects March to be on target. The Director of Finance will meet with Jeff Garver, Aero Service Group's Director of Operations, to discuss ideas to increase revenue.

**A18-028 Briefing**

The Executive Director reported the following:

- Installation of a third bag screener in the TSA bag screening is scheduled. The Executive Director provided a tour of the bag screening area to the Board after the meeting.
- Taxi activity for the first two weeks of the new contract effective February 14 with TransIowa showed a 21% increase in passengers in the same two-week period over last year. Four percent of passengers waited longer than ten minutes for a taxi (after 10 p.m.). TransIowa is hiring more drivers to resolve this issue. A number of compliments were received about TransIowa's taxi service.
- February passenger statistics show a 3.8% increase in passenger traffic year-over-year. Allegiant and Frontier added flights and United brought in some larger aircraft. The Executive Director expects to see a similar increase in March.
- Parking statistics do not show the anticipated increase in parking based on increased passenger traffic. There is an increase in revenue and a slight increase in number of parkers, but not as great as originally anticipated. Increased taxi activity may have affected parking activity.
- Weber Shandwick will implement a media report weekly for the Board on March 23. They created a new magazine ad for the Authority in "Innovation Iowa"; promoted Spring Break travel preparation; interviewed and hired a communications intern from Drake to assist with their work; and are assisting staff's preparation for the March 28 public outreach meeting.
- The Executive Director will be in Washington, DC for the annual legislative conference on March 20-21, 2018. The current continuing resolution expires on March 23. It is likely that Congress will authorize another continuing resolution. PFCs are still in the Omnibus Bill. The Executive Director will meet with the Iowa delegation with access to leaders of key committees.
- The Executive Director will be in Dallas with the Greater Des Moines Partnership on April 5-6, 2018 visiting with the home offices of Southwest and American. The Partnership will talk about the economic strength of the area and the Executive Director will speak about the routes we need and why.
- The 132<sup>nd</sup> Wing Iowa Air National Guard published their annual report. A copy was included in the board packet.

**A18-029      Adjourn**

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

The meeting adjourned at 9:33 a.m.

**Respectfully Submitted:**

*Mark Feldmann*

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**Mark Feldmann**  
Secretary/Treasurer

*Mary Benson*

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**Mary Benson**  
Board Clerk