

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

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

Chaired by: Ms. Ward

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

A18-100 Consider Minutes for September 11, 2018 Meeting

Mr. Feldmann moved to approve the September 11, 2018 meeting minutes. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A18-101 Consider Lease Agreement with Aeronautical Radio, Inc. (ARINC) for space in the Terminal Building Room 26A IDF room and in the South Cargo IDF room

The Director of Finance stated ARINC currently leases an entire IDF room (Room 26A) in the basement of the Terminal Building on a month-to-month basis for \$155.83 that houses a single rack of technical equipment for its ground radio operation at the Airport. ARINC wishes to install redundant equipment in the South Cargo building to further support that operation.

The new lease will:

- replace the old one, allowing the Authority to regain control of Room 26A for future use by only leasing space for a single rack in that room;
- add the redundant equipment in the South Cargo IDF room; and
- increase monthly rent to \$805/month for both areas together.

The agreement is for a term of three (3) years effective November 1, 2018.

The Director of Finance recommended the Board approve the Lease Agreement with ARINC for space in the Terminal Building Room 26A IDF room and the South Cargo IDF room.

Mr. Feldmann moved to approve the Lease Agreement with ARINC for space in the Terminal Building Room 26A IDF room and the South Cargo IDF room. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A18-102 Terminal Apron Rehabilitation Gate A4/A5 Project

The Director of Engineering and Planning stated that at the August 14, 2018 Board meeting, the Board approved this project subject to an FAA grant award. Staff applied for a discretionary grant through the Supplemental Appropriation (FY 2018-2020) Program, but the grant was not awarded for FY 2018. The Director of Engineering and Planning stated that the reasons to move forward with this project are: the bid for this project was significantly below the Engineer's estimate since the contractor will already be on site for another project and it will also decrease operational disruptions to complete the project next spring as planned. Staff is reapplying for a discretionary project grant in FY 2019. If awarded, all contract amounts are eligible for the 90/10 split. Staff will submit a PFC application to recover the expense if a grant is not awarded.

a. Reconsider award of contract for the Terminal Apron Rehabilitation Gate A4/A5 Project to Flynn Company, Inc. for \$607,027.38.

The lowest responsive, responsible bidder was Flynn Company, Inc. at \$607,027.38.

The Director of Engineering and Planning recommended the Board approve the contract with Flynn Company, Inc. for \$607,027.38 for the improvement and authorize 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 Flynn Company, Inc. for \$607,027.38 for the improvement and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

b. Reconsider Supplemental No. 1 to Task Order No. 52 with Foth Infrastructure & Environment, LLC for the Terminal Apron Rehabilitation Gate A4/A5 project – Construction Phase Services for \$90,100.00.

During the Terminal Apron Rehabilitation Gate A4/A5 project, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$90,100.00.

The Director of Engineering and Planning recommended the Board approve the professional services agreement with Foth Infrastructure & Environment, LLC for \$90,100.00 and authorize 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 the professional services agreement with Foth Infrastructure & Environment, LLC for \$90,100.00 and 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: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A18-103 Consider Task Order No. 1 with Bolton & Menk, Inc. for the design of Des Moines Flying Service Hangar & Offices

The Director of Engineering and Planning stated that as part of the Terminal Development Plan enabling projects, the relocation of Des Moines Flying Service (DMFS) to the south quadrant is required. The current agreement with DMFS allows the Authority to relocate them to a "like facility." There is no like facility in the south quadrant, so the design of a new facility is necessary. Additionally, DMFS has requested space to accommodate their Honda Jet Dealership, which will be included in the design. This project is included in the Master Agreement for Non AIP projects with Bolton & Menk, Inc. Bolton & Menk will coordinate requirements of DMFS related to office and hangar space. Design and construction documents will be developed and issued for bidding purposes.

The Director of Engineering and Planning recommended the Board approve Task Order No. 1 with Bolton & Menk, Inc. for \$529,587.00 and 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. 1 with Bolton & Menk, Inc. for \$529,587.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A18-104 Consider Task Order No. 1 with Kimley-Horn & Associates, Inc. for the design of SW 28th Street Extension

The Director of Engineering and Planning stated that as part of the Terminal Development Plan enabling projects in the South Quadrant, the existing SW 28th Street is required to be extended up into the Fixed Base Operator (FBO) area.

This project is included in the Master Agreement for Non AIP projects with Kimley-Horn & Associates, Inc. Kimley-Horn will coordinate requirements with FBO layouts, site utilities, and Airport infrastructure. Design and construction documents will be developed and issued for bidding purposes.

The Director of Engineering and Planning recommended the Board approve Task Order No. 1 with Kimley-Horn & Associates, Inc. for \$464,900.00 and authorize 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 Task Order No. 1 with Kimley-Horn & Associates, Inc. for \$464,900.00 and 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: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A18-105 Consider Proposed 2019 Budget

The Director of Finance shared the proposed 2019 Budget with the Board for their review. If the Board has questions about the proposed budget, they can contact the Director of Finance. The Director of Finance stated he would present the final 2019 budget at the November board meeting for action by the Board.

A18-106 Financial Report

The Director of Finance stated there was nothing significant to report on the September 2018 Financial Report.

The Director of Finance updated the Board on the details of the airport's insurance renewal.

A18-107 Briefing

The Executive Director reported:

- Mr. Bill Konkol, Technical System Manager, plans to retire in early 2019 after 30 years with the airport. Mr. Konkol's replacement, Mr. Kevin Wilson, was hired recently to allow time for the transfer of knowledge from Mr. Konkol to Mr. Wilson. Mr. Wilson worked with the school district prior to joining the Authority. The Executive Director and Board welcomed Mr. Wilson to the Authority.
- The Executive Director and the Director of Engineering and Planning attended the October 8, 2018 Des Moines City Council meeting to support the City staff's recommendation to rezone properties in the general vicinity of Southwest 56th Street and Southwest McKinley Avenue which is off the approach end of the proposed parallel runway 13R. The City Planning and Zoning Commission did not agree with the City staff's recommendation. The Des Moines City Council will plan a work session to consider the recommendations. The Executive Director will advise the Board of the date for the work session once known.
- The Executive Director will attend the Allegiant conference in Savannah, GA, this week to ask for more service to Florida.
- The Executive Director wrote letters requesting local support for the applications the Authority plans to submit to the FAA for discretionary dollars. The total amount the Authority is asking for is 12.5 million dollars. The Executive Director reached out to the Greater Des Moines Partnership to join him in DC with the applications and letters in hand. The trip needs to take place before the October 31, 2018 deadline.
- Taxi statistics for September were included in the board packet. Mr. Randy Sackett, Trans Iowa, now has access to the Convention and Visitors Bureau calendar so he knows what events are happening and when.
- September 2018 passenger statistics are due tomorrow and will be distributed once ready.
- The ad for the Des Moines International Airport is in the magazine, *ia*. The Executive Director shared copies of the magazine with the Board at the meeting.
- Allegiant Government Affairs will be here October 29-30, 2018. They would like to get more involved with the community. They would like to meet with various community leaders as well as Board members.
- The Executive Director attended a meeting with the U.S. Customs and Border Control in Minneapolis on September 27, 2018. The other attendees at the meeting were from the Rochester and Minneapolis airports. They discussed the use of facial recognition for TSA and Customs.

A18-108 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 9:50 a.m.

Respectfully Submitted:



Mark Feldmann
Secretary/Treasurer



Mary Benson
Board Clerk