

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF REGULAR MEETING
Des Moines International Airport
Board Room
April 9, 2019**

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

A19-030 Consider Minutes for March 12, 2019, Meeting

Mr. Feldmann moved to approve the March 12, 2019, meeting minutes. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A19-031 Consider the Iowa Department of Transportation (IDOT) State Vertical Infrastructure Grant Application for FY 2020

The Director of Engineering stated the level of eligibility for Commercial Service Vertical Infrastructure Grant monies is based on the annual number of enplanements at commercial service airports. Currently, Des Moines Airport Authority is eligible for an estimated \$574,494.00 annually. The grant application provides partial funding for the construction of a facility to relocate Des Moines Flying Service. Their relocation is part of the Terminal Development Project.

The Director of Engineering recommended the Board approve the IDOT Vertical Infrastructure Grant Application for FY 2020, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Engineering and Planning to close out this grant when completed in accordance with the contract documents.

Ms. Levy moved to approve the IDOT Vertical Infrastructure Grant Application for FY 2020, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Engineering and Planning to close out this grant 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.

A19-032 Consider the Iowa Department of Transportation (IDOT) State Airport Improvement Program Grant Application for FY 2020

The Director of Engineering stated the award of an IDOT Airport Improvement Program Grant is determined by a point system similar to the FAA's system for awarding grants. The Authority is requesting a State Airport Improvement Program grant to assist on the following project:

- Install Airport Rotating Beacon – project cost estimated at \$138,500.

The Director of Engineering recommended the Board approve the IDOT State Airport Improvement Program Grant Application for FY 2020, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Engineering and Planning to close out this grant when completed in accordance with the contract documents.

Mr. Feldmann moved to approve the IDOT State Airport Improvement Program Grant Application for FY 2020, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Engineering and Planning to close out this grant when completed in accordance with the contract documents. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A19-033 Consider the Iowa Department of Transportation (IDOT) State Air Service Development Program Grant Application for FY 2020

The Executive Director stated the Board approved the purchase of a mobile air stair unit in the 2019 budget. In January, the Board approved a purchase agreement to purchase the air stair unit with the understanding that the unit would be delivered in time to be used during the NCAA Tournament in March. Delivery of the air stair unit could not be completed as represented and the order was canceled. Bids for a unit will now be taken. Air stairs are eligible for the Air Service Development Program grant of up to \$80,000.

The Executive Director recommended the Board approve the IDOT State Air Service Development Program Grant Application for FY 2020, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Finance to close out this grant when completed in accordance with the contract documents.

Mr. Christensen moved to approve the IDOT State Air Service Development Program Grant Application for FY 2020, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Finance to close out this grant when completed in accordance with the contract documents. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A19-034 a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the South Quadrant Demolition Project.

Ms. Ward opened the Public Hearing.

The Director of Engineering stated this contract is for the demolition of buildings 33, 34, and 35 with the removal of the associated paving, storm water and communication structures, electrical and communication pathways, fencing, and subdrains within the area.

The Engineer's Estimate for this project is \$1,505,190.50 and an Iowa Department of Transportation grant was accepted in the amount of \$392,800 to help fund the project.

Ms. Ward invited public comment. There were no public comments. **Ms. Ward closed the Public Hearing.**

b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the South Quadrant Demolition Project.

The Director of Engineering recommended the Board approve the Resolution adopting plans, specifications, form of contract, and estimated total cost for the South Quadrant Demolition project.

Ms. Levy moved to approve the Resolution adopting plans, specifications, form of contract, and estimated total cost for the South Quadrant Demolition project. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

c. Consider award of contract for the South Quadrant Demolition Project to LinnCo, Inc. in the amount of \$631,493.50.

The Director of Engineering stated the lowest responsive, responsible bidder was LinnCo, Inc. in the amount of \$631,493.50.

The Director of Engineering recommended the Board approve the contract with LinnCo, Inc. in the amount of \$631,493.50 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 LinnCo, Inc. in the amount of \$631,493.50 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. Mr. Feldmann seconded. Motion Carried: 4-0-1-0; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: Christensen; Absent: 0.

A19-035 Consider Union Agreement with Central Iowa Public Employee Council (CIPEC)

The Executive Director reported Union negotiations were completed with the Central Iowa Public Employees Council (CIPEC) on a new two-year agreement. CIPEC represents 27 Authority employees in Airfield Maintenance, the Electricians unit, and Building Maintenance. The current contract with CIPEC will terminate on June 30, 2019. This new agreement is a two-year agreement and will terminate on June 30, 2021.

The Executive Director recommended the Board approve the Union Agreement with Central Iowa Public Employee Council (CIPEC).

Ms. Levy moved to approve the Union Agreement with Central Iowa Public Employee Council (CIPEC). Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A19-036 Consider Union Agreement with Municipal Employees Association (MEA)

The Executive Director reported union negotiations were completed with the Municipal Employees Association (MEA) on a new two-year agreement. MEA represents 10 Authority employees to include the Electronic Technicians, Operations Center Attendants, and Accountants. The current contract with MEA will terminate on June 30, 2019. This new agreement will terminate on June 30, 2021. Through the agreement, MEA employees will receive a \$2 shift differential, follow the Authority pay plan starting July 1, 2019, and all other benefits are synchronized starting July 1, 2020.

The Executive Director recommended the Board approve the Union Agreement with Municipal Employees Association (MEA).

Mr. Feldmann moved to approve the Union Agreement with Municipal Employees Association (MEA). Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A19-037 Consider CBP Lease Agreement

The Director of Finance stated a \$0 lease agreement was written for the Customs and Border Protection (CBP) space in Building 5. The CBP does not pay for the space and the Authority is required to provide certain IT infrastructure, maintenance, and utilities. The agreement is renewable annually for 20 years, and the CBP can cancel with 120 days' notice.

The Executive Director stated the airport was approved for a second agent to work in the Customs office once the budget for CBP is approved. That will increase the amount of time that the office is open to serve the public.

The Director of Finance recommended the Board approve the lease with Customs and Border Protection.

Ms. Lauridsen Sand moved to approve the lease with Customs and Border Protection. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A19-038 Financial Report

The Director of Finance reported:

- Expenses are over budget due to winter expenses.
- Revenue is ahead of budget due to strong parking and concession income.
- Field work for the financial audit was completed. The Director of Finance will present audit results at the May Board meeting.

A19-039 Briefing

The Executive Director introduced Ms. Kayla Kovarna as the new Communications, Marketing, and Air Service Development Manager. Ms. Kovarna starts April 15.

The Executive Director reported:

- The Legislative breakfast was held March 27. The Executive Director thanked the Board members that attended.
- The IDOT's Commercial Airport Vertical Infrastructure Fund budget that came out of the House was increased from 1.5 million to 2.5 million for commercial service airports only. It still needs to get through the Senate.
- Breakfast meetings for business leaders and mayors in central Iowa will be held on two different dates: April 16 and April 26. The purpose of the breakfast meetings is two-fold: provide an update on the progress of the new terminal project and ask the business leaders and mayors for their help in urging legislators to pass an increase in the Passenger Facility Fee. The Executive Director stated it appears a bill addressing an increase in the Passenger Facility Fee will be coming out of the House by May or June of this year. Then it would need to go to the Senate.
- A lunch with the Board is scheduled for April 12 at 11:30 a.m. with the candidate for the Director of Operations.
- Taxi statistics for March were included in the Board packet. There was an improvement in the number of passengers waiting more than 10 minutes for a taxi.
- A parking chart was included in the Board packet. During Spring Break, the Economy 5 parking lot was utilized and parking increased approximately 20% over last year. Ms. Lauridsen Sand suggested that from a PR standpoint when advising passengers to be at the airport 90 minutes ahead of time, an emphasis be placed on the time it could take to park and use the shuttle, rather than on the time it could take to go through the TSA checkpoint. She stated passengers may be more focused on the time it takes to get through security rather than on the time it takes to park and arrive at the terminal. The Director of Finance stated shuttles are added when both Economy 1 and Economy 4 parking lots are open since it takes longer when the shuttles have to go to both of those lots.
- Passenger statistics will be released this week.
- Runway 13/31 closed last week and is in the last full phase of construction. Once that is done, construction on the intersection will take place. All traffic will be on 5/23.

- The Iowa Public Airport Association Conference will be held in Sioux City, IA, April 16-18. The Executive Director, Director of Engineering & Planning, and Airport Operations & Security Manager will be attending the conference.
- Partnership Day on the Hill is April 10. Since the Partnership made the terminal project a priority, the Executive Director will be attending the event.

A19-040 **Closed session pursuant to Iowa Code § 21.5(1)(c) to discuss strategy with counsel (Jim Wainwright) in a matter where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the Authority in that litigation.**

Ms. Benson took roll call to go into closed session: Christensen (yea), Feldmann (yea), Lauridsen Sand (yea), Levy (yea), and Ward (yea); Nays: 0; Abstained: 0; Absent: 0. Motion Carried: 5-0-0-0.

Ms. Benson took roll call to come out of closed session: Christensen (yea), Feldmann (yea), Lauridsen Sand (yea), Levy (yea), and Ward (yea); Nays: 0; Abstained: 0; Absent: 0. Motion Carried: 5-0-0-0.

A19-041 **Consideration of possible litigation against Naturalene, Inc. d/b/a Industrial Man Lifts, 1299 66th St. N., Suite 41694 St. Petersburg, FL 33710**

The Executive Director recommended the Board approve the filing of a lawsuit against Naturalene, Inc. d/b/a Industrial Man Lifts should they fail to refund the Authority in full in accordance with their proposed repayment schedule.

Mr. Feldmann moved to approve the filing of a lawsuit against Naturalene, Inc. d/b/a Industrial Man Lifts should they fail to refund the Authority in full in accordance with their proposed repayment schedule. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A19-042 **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 10:07 a.m.

Respectfully Submitted:



Mark Feldmann
Secretary/Treasurer



Mary Benson
Board Clerk