

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF REGULAR MEETING
Des Moines International Airport
Board Room
February 12, 2019**

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

Chaired by: Ms. Ward

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

A19-009 Consider Minutes for January 8, 2019, Meeting

Ms. Levy moved to approve the January 8, 2019, 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.

A19-010 Consider Contract with MidAmerican Energy for Electrical Distribution Loop on the Extension of SW 28th Street

The Director of Engineering stated the extension of SW 28th Street into the new FBO/GA complex requires the extension of all utilities to support the facilities. Authority Staff has worked with MidAmerican Energy (MAE) to design the electrical distribution for the site, to include redundant feeds. Under current design, the pathways and transformer pads will be installed by the Authority. MAE will then provide and install the primary electrical cables. The MAE installation application charge of \$173,302.02 is potentially refundable depending on electrical usage of the buildings within this area. Metered usage will be reviewed after the first year in service and the refund will be based on 3X each buildings' electrical usage.

The Director of Engineering recommended the Board approve the contract with MidAmerican Energy in the amount of \$173,302.02, 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 the contract with MidAmerican Energy in the amount of \$173,302.02, 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 seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A19-011 Consider award of contract 2018 Miscellaneous Pavement Repairs Project, bid alternative No. 1 Elliott Taxilane Reconstruction Project to Iowa Contracting Inc.

The Director of Engineering stated that at the April 10, 2018, Board meeting, agenda item A18-031, the Authority Board approved a contract with Hawkeye Paving Corp. for Miscellaneous Pavement Repairs. Hawkeye Paving Corp. provided the lowest responsive, responsible bid, to include a bid for alternate No. 1 scope of work. Project completion became questionable and by mutual agreement, both parties

agreed to remove the bid alternative scope of work from the contract. The Engineer's Estimate for bid alternate No. 1 was \$395,822.50. Hawkeye's base bid for alternative No. 1 was \$288,769. Change order No. 1 was executed on August 27, 2018, removing bid alternative No. 1 related to the Elliott Taxilane Reconstruction from Hawkeye Paving Corporation's contract. When the bids were opened in March of 2018, the Second lowest responsible bid for alternate No. 1 was \$362,352.50 from Iowa Contracting Inc. Iowa Contracting Inc. has agreed to honor that bid. A portion of this project is being funded via IDOT grant in the amount of \$154,384.00.

The Director of Engineering recommended the Board approve the contract with Iowa Contracting Inc. for the bid alternative No. 1 in the amount of \$362,352.50, and authorize the Director of Engineering and Planning to accept and close out this contract and grant when completed in accordance with both documents.

Mr. Christensen moved to approve the contract with Iowa Contracting Inc. for the bid alternative No. 1 in the amount of \$362,352.50, and authorize the Director of Engineering and Planning to accept and close out this contract and grant when completed in accordance with both documents. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A19-012 Consider Task Order No. 55 for design of Reconstructing South General Aviation Aprons with Foth Infrastructure & Environment, LLC

The Director of Engineering stated the Authority plans to reconstruct and expand the south cargo apron to support the relocation and expansion of general aviation operations that are currently located on the east general aviation apron. Relocation of the Signature Flight Support and Des Moines Flying Service facilities will allow the future development of a new passenger terminal. Through this task order, the Consultant will provide the necessary plans and specifications to produce construction documents for public bidding. The contract to provide this service is \$221,800.00 and is eligible for the normal 90/10 FAA allocation. FAA is providing additional discretionary funding in FY 2019 for this project. This task order is one of the responsibilities listed in the FAA approved Master General Engineering Services Agreement with Foth Infrastructure and Environmental, LLC.

The Director of Engineering recommended the Board approve Task Order No. 55 for design of Reconstructing South General Aviation Aprons with Foth Infrastructure and Environment, LLC for \$221,800.00, 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. 55 for design of Reconstructing South General Aviation Aprons with Foth Infrastructure and Environment, LLC for \$221,800.00, 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.

A19-013 Consider Task Order No. 57 for design of South Cargo Deicing Relocation with Foth Infrastructure & Environment, LLC

The Director of Engineering stated as part of the reconfiguration of the south cargo apron to support the relocation of Des Moines Flying Service and Signature Flight Support, the existing above and below ground facilities used for deicing of aircraft must be relocated. This includes deicing fluid storage tanks, water lines, electrical, sanitary lines, communications and deicing system control buildings, identified as buildings 52, 53, and 54. Relocation of control equipment will be performed during the non-deicing window between May and September. Through this task order, the Consultant will provide the necessary plans and specifications to produce construction documents for public bidding. The contract to provide this service is \$82,700.00.

The Director of Engineering recommended the Board approve Task Order No. 57 for design of South Cargo Deicing Relocation with Foth Infrastructure and Environment, LLC for \$82,700.00, 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. 57 for design of South Cargo Deicing Relocation with Foth Infrastructure and Environment, LLC for \$82,700.00, 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.

A19-014 Consider Supplemental Agreement No. 2 for construction phase services of Automated Parking Guidance System in parking garages with Lumin Advisors, LLC

The Director of Engineering stated at the August 14, 2018, Board meeting, agenda item A18-082, the Authority Board approved the Automated Parking Guidance System (APGS) for hourly and premium parking areas. The proof of concept has proceeded accordingly and with the acceptance of the system within these areas, Authority Staff recommends moving forward with the installation of the system in the rest of the parking garage structures.

Through this supplemental agreement No. 2, the Consultant will provide the necessary design (rooftop solution, submittal/technical reviews), construction administration and system commissioning services to assist Authority Staff in completion of the project. The contract to provide this service is \$64,425.00 and is included in the 2019 Operating Budget.

The Director of Engineering recommended the Board approve Supplemental Agreement No. 2 for construction phase services of Automated Parking Guidance System with Lumin Advisors, LLC for \$64,425.00, 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 Supplemental Agreement No. 2 for construction phase services of Automated Parking Guidance System with Lumin Advisors, LLC for \$64,425.00, 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.

A19-015 Consider Contract for Contracted Custodial Services with Marsden Bldg Maintenance, LLC)

The Director of Engineering stated the custodial services contract with Marsden Building Maintenance, LLC will terminate April 1, 2019. A Request for Proposals (RFP) was issued in December 2018, with proposals being due by January 11, 2019. A committee of three Authority Staff reviewed and rated the twelve proposals received based on the rating criteria outlined within the RFP. Ratings from highest to lowest were: ABM, Marsden, ISS Facility Group, Flagship, United Service, Pride Industries, Nationwide Office, UBM, Midwest Maintenance, HHS, Heritage Group, and Midwest Janitorial.

A contract with ABM could not be finalized. Authority Staff proceeded to the 2nd rated proposal received from Marsden. The proposed agreement is for a term of three years. The cost for the first year of the contract will be \$939,339.18, and will be adjusted annually for the next two years by an amount not to exceed the percentage change over the previous year in the Employment Cost Index published by the U.S. Department of Labor. The agreement does allow for two additional one-year extensions by the Authority.

The Director of Engineering recommended the Board approve the contract for Contracted Custodial Services with Marsden Bldg Maintenance, LLC for \$939,339.18, 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 contract for Contracted Custodial Services with Marsden Bldg Maintenance, LLC for \$939,339.18, 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.

A19-016 Consider Amendment Number One to Air Service Incentive Program

The Executive Director stated the Board adopted the policies for an Air Service Incentive Program in July of 2015. The airline industry has changed since that time. The Authority Staff proposed the first amendment to the program bringing it up to date.

The Executive Director recommended the Board approve Amendment Number One to the Air Service Incentive Program.

Ms. Levy moved to approve Amendment Number One to the Air Service Incentive Program. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A19-017 Financial Report

The Director of Finance reported:

- There were variances in the budget in the first month of the year due to Authority staff overtime and chemicals purchased for snow/ice events.
- The Authority had a strong performance in parking and food/beverage revenue in January.

The Director of Finance gave the Board a reformatted financial report handout in addition to the usual format. Based on positive response, the Director of Finance will provide the reformatted financial report at future meetings.

A19-018 Briefing

The Executive Director reported:

- A parking activity chart was included in the Board packet. Parking projections and actual usage were very similar. There is plenty of parking available even during peak periods such as Spring Break.
- A.J. Graff, the Director of Operations, submitted a letter of resignation (included in the Board packet). His last day with the Authority will be March 1, 2019. The open position has been posted and there has been a good response to-date. Applications will be accepted through February 12, 2019. The Executive Director and Director of Finance will interview selected candidates. The Board will have the opportunity to visit with the final candidates.

- Applications are being accepted for a new Project Engineer position. This position will report to the Director of Engineering.
- The Executive Director is in the process of interviewing viable candidates for a new Communications, Marketing, and Air Service Development Manager. This individual will report to the Executive Director.
- Passenger statistics for January 2019 reflect a 4% increase year-over-year.
- Taxi statistics for January 2019 reflect that the taxicab company continues to do a good job. The cold, snowy weather in January did have some impact to the timeliness of their service.
- The Executive Director will provide a full storm update for January at the next board meeting. One item of note: there were six divers to Des Moines from Minneapolis on February 7, 2019, due to weather.
- The Executive Director and the Director of Engineering attended a zoning workshop on February 4, 2019, with the Des Moines City Council and the owner of a piece of property that has relevance to the proposed runway. The property owner agreed to two things: residential zoning with restrictions that will comply with noise requirements per the FAA and aviation easements for noise and height.
- The Executive Director led a tour on February 11, 2019, for the Department of Transportation (DOT) commission. The DOT gave the airport 1.2 million dollars in grant dollars for FY19. The Executive Director showed them where the money is being spent and explained why Des Moines needs a new terminal. The DOT Commission Members observed some of the construction as well as congestion in the terminal.
- Allegiant announced a new non-stop destination: Destin, FL. The flight will be seasonal and starts twice weekly (Thursdays and Sundays) on May 16, 2019.
- Southwest will start their Saturday/Sunday non-stop seasonal flight to Phoenix earlier in 2019. It will start August 1, 2019.
- The Executive Director will travel with the Greater Des Moines Partnership to Dallas, TX, February 28 to March 1, 2019, to meet with American Airlines.
- The Executive Director will be in Washington, DC, on March 6-8, 2019, to participate in the Airports Council International (ACI)/AAAE legislative conference for airports to lobby for the PFC (passenger facility charge) fee.
- The Executive Director presented a 2018 year-end report to the Board.

A19-019 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 10:10 a.m.

Respectfully Submitted:



Mark Feldmann
Secretary/Treasurer



Mary Benson
Board Clerk