

**DES MOINES AIRPORT AUTHORITY BOARD
SUMMARY MINUTES OF REGULAR MEETING
Des Moines International Airport
Board Room
January 8, 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 (attended by phone), and Ms. Ward

A19-001 Consider Minutes for December 11, 2018, Meeting

Mr. Feldmann moved to approve the December 11, 2018, 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.

A19-002 Consider the Iowa Department of Transportation (IDOT) Revitalize Iowa's Sound Economy (RISE) Grant Application

The Director of Engineering and Planning stated in lieu of submitting a joint application with the City of Des Moines, Authority Staff is investigating whether the Iowa Department of Transportation (IDOT) will accept an application directly from the Authority for a Revitalize Iowa's Sound Economy (RISE) grant to help fund the extension of SW 28th Street. This roadway will service Fixed Based Operators, aviation maintenance facilities, general aviation hangars, and air cargo facilities. Currently SW 28th street is open to the public and maintained by the Authority. The extension of the roadway will not change its functionality or the Authority's responsibilities. Current project estimate is approximately \$2.8 million. As part of this grant application, the IDOT requires an Airport Authority Board resolution and/or endorsement of the project.

The Director of Engineering and Planning recommended the Board approve the IDOT RISE Grant Application, 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 accept and close out this grant when completed in accordance with the contract documents.

Mr. Christensen moved to approve the IDOT RISE Grant Application, 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 accept and close out this grant 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.

A19-003 Consider Commercial Development Request for Proposals

The Executive Director stated Authority Staff proposed soliciting proposals for commercial development on Authority property through an RFP process in the December 11, 2018, Board meeting. At the December 11, 2018, Board meeting, the Authority Board requested that the RFP be approved by the Board prior to its issuance. Authority Staff drafted an RFP considering the comments from the Board. The RFP, minus the maps, was included in the Board packet for approval.

The Executive Director stated the various aspects of the RFP and that the deadline for the proposals is March 29, 2019.

Ms. Ward stated the Board would like a committee to assist Authority Staff in evaluating the proposals. Ms. Ward stated Mr. Anderson from the City of Des Moines agreed to be a committee member. Ms. Ward appointed Mr. Feldmann to chair the committee. Ms. Levy stated she would like Mr. Feldmann to appoint another Board member to be on the committee. Mr. Feldmann asked Ms. Levy if she would like to be part of the committee and Ms. Levy stated she would be willing to be part of the committee. Mr. Feldmann stated he sees the evaluation committee as a screening committee to bring information to the Board for decisions.

Ms. Levy asked if the committee would have the ability to ask for additional information after reviewing the RFPs. Board attorney, Mr. Wainwright, said yes, additional information could be requested, and that all responders should be given the opportunity to respond to any additional information requests.

Ms. Lauridsen Sand suggested the following information be provided in the RFP responses:

- How can the company ensure consistency of economic returns?
- Describe all requirements for each part. Utilities, required space, and access.
- Perspective on key regulatory issues associated with putting development plan in place.
- Explain environmental implications: vehicles coming in and out and how that might affect area water usage.
- Describe any PR issues associated with the project and how they might be managed.
- Construction timing from approval to completion – who will perform, what are the costs, who will provide oversight, and what are the safety procedures?

The Executive Director recommended the Board approve the issuance of a Commercial Development Request for Proposals and appoint a committee to review the responses and make recommendations to the Board.

Mr. Christensen moved to approve the issuance of a Commercial Development Request for Proposals and appoint a committee to review the responses and make recommendations to the Board. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A19-004 Consider purchase of P25 standard digital radios programmed to operate on the Iowa Statewide Interoperable Communications System

The Director of Operations stated Authority Staff seeks to replace existing analog radios with P25 compliant digital radios that operate on the Iowa Statewide Interoperable Communications System (ISICS). This system allows public safety and public services, such as airports, hospitals, utilities, and street repair units, to directly communicate with each other through the use of 700/800 MHz radio equipment. There is no user fee to access the system infrastructure, but the Authority must purchase radios and make system enhancements to ensure coverage in all airport buildings. Through a proposal process, the City of Des Moines selected Motorola as a preferred vendor and authorized City Staff to negotiate pricing. This pricing was extended to the Authority.

Separately, Authority Staff negotiated with Electronic Engineering to upgrade existing APX Radio Consolettes to function on the ISICS system. Funding for the project in the amount of \$250,000 was included in the FY 2019 budget. Total cost of the project is \$304,740.19; however, Authority Staff recommends proceeding since the scope of the consolette upgrade was unknown at the time of budget development.

The Director of Operations recommended the Board:

- A. Approve purchase of P25 radios from Motorola Solutions in the amount of \$249,195.20 and authorize the Executive Director to sign the agreement upon receiving approval from the Iowa Interoperable Communications Board to join the Iowa Statewide Interoperable Communications System.
- B. Approve purchase of Motorola APX Radio Consolette upgrade from Electronic Engineering in the amount of \$55,544.99 and authorize the Executive Director to sign the agreement upon receiving approval from the Iowa Interoperable Communications Board to join the Iowa Statewide Interoperable Communications System.

Mr. Feldmann moved to approve the purchase of P25 radios from Motorola Solutions in the amount of \$249,195.20 and authorize the Executive Director to sign the agreement upon receiving approval from the Iowa Interoperable Communications Board to join the Iowa Statewide Interoperable Communications System. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

Mr. Feldmann moved to approve the purchase of Motorola APX Radio Console upgrade from Electronic Engineering in the amount of \$55,544.99 and authorize the Executive Director to sign the agreement upon receiving approval from the Iowa Interoperable Communications Board to join the Iowa Statewide Interoperable Communications System. Mr. Christensen seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A19-005 Consider purchase of Aircraft Boarding Staircase from Naturalene, Inc.

The Executive Director stated the Board approved the budget for the purchase of new aircraft boarding stairs to provide additional flexibility to accommodate charters and for use during irregular operations. The Authority Board's Purchasing Policy requires a formal competitive bidding or proposal procedure for purchases of goods or services in excess of \$50,000. However, no quotes, proposals, or bids are required for the purchase of used equipment due to the difficulty of obtaining them on equipment with similar specifications. Authority Staff did not utilize a formal competitive bidding or quotation process because Authority Staff did not expect to be able to purchase *new* boarding stairs in a timely manner. However, Authority Staff obtained three quotes for boarding stairs that meet operational requirements. Naturalene, Inc. submitted the lowest quote at \$99,533.00 and will deliver new aircraft boarding stairs within two weeks of receiving the order.

Authority Staff requests that the Board exempt this purchase from the requirements of the Authority's Purchasing Policy and authorize the Executive Director to execute a purchase order. Pursuant to Section 5 of the Purchasing Policy, the Board, where the estimated cost is more than \$50,000, may on a case-by-case basis exempt contracts or purchases for goods or services from this policy for good cause. It is within the sole discretion of the Authority to determine what constitutes good cause. Exemption of this purchase from the Purchasing Policy will facilitate delivery of the new aircraft boarding stairs before March 2019.

The Executive Director recommended the Board:

- A. Exempt the purchase of new aircraft boarding stairs from Naturalene, Inc. from the requirements of the Authority's Purchasing Policy.
- B. Authorize the Executive Director to execute a purchase order for new aircraft boarding stairs from Naturalene, Inc. in the amount of \$99,533.00.

Mr. Christensen moved to exempt the purchase of new aircraft boarding stairs from Naturalene, Inc. from the requirements of the Authority's Purchasing Policy. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

Ms. Lauridsen Sand moved to authorize the Executive Director to execute a purchase order for new aircraft boarding stairs from Naturalene, Inc. in the amount of \$99,533.00. Mr. Feldmann seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A19-006 Financial Report

The Director of Finance stated he will provide the Board with an in-depth review of the 2018 financials as well as a detailed investment review at the February Board meeting. The year finished with revenue well ahead of budget even though expenses were slightly over budget. Total cash for 2018 was around \$80 million with approximately \$51 million of that invested.

A19-007 Briefing

The Director of Operations reported

- December passenger statistics will be distributed later this week.
- The Director of Operations discussed the Taxi Statistics
 - December 2018 Report
 - The month of December 2018 was not as busy as previous months possibly due to less business travel the second half of the month.
 - Summary Report for mid-February through December 2018
 - Moved to one taxicab company in mid-February 2018.
 - Approximately 36,000 passenger pickups 2018 vs. just under 27,000 passenger pickups in 2017. Mr. Feldmann asked about possible causes for the increase. The Director of Operations said the increase could be attributed to more passengers in 2018 as well as better reporting since the installation of a commercial vehicle gate arm for the commercial vehicle lanes.
- The FAA's Air Traffic Control Division advised the Authority that the Des Moines International Airport has been selected to be part of a siting study for a new tower. Authority Staff will participate in a one-week siting exercise in Atlantic City, New Jersey in May 2019. The purpose of the siting exercise is to identify three possible locations for a new tower, or if the FAA determines a new tower is not warranted, recommendations regarding a remodel of the existing tower. A follow-up exercise will occur in fall 2019. This is a several year process.
- ISU Alamo Bowl
 - There was a charter for the ISU football team that departed from the Des Moines International Airport for the Alamo Bowl. Eight fan charters departed from here as well. The Executive Director stated the Berk & Chester's Kitchen and Bar established a tailgate environment prior to the fan charter departures. Ms. Ward reported that the Authority Staff did an excellent job of coordinating this event.

- The Executive Director reported that American Airlines cancelled a flight to Dallas on Thursday, December 27, 2018, due to severe turbulence in Dallas.

The Executive Director reported:

- Government Shutdown Impacts
 - TSA and Air Traffic Control
 - The government shutdown has not impacted TSA operations or air traffic control at the airport to-date.
 - U.S. Customs and Border Protection
 - A Global Entry event is scheduled to be held at the Des Moines International Airport February 5 – 7, 2019. U.S. Customs and Border Protection added Des Moines International Airport as an interview site. If the government shutdown continues, the February event may be cancelled.
 - U.S. Customs and Border Control plans to implement Global Entry interviews at the local office here at the Des Moines International Airport, but due to the continuing resolution and the current government shutdown, this has been delayed.
 - FAA
 - If the government shutdown continues, paperwork to process previously-approved grants may be affected. Applications for any new grants may be impacted as well.
- The Authority hasn't heard back from the FAA about the applications for approximately fifteen million dollars from the one billion dollars of additional discretionary money coming out of the general fund; however, the FAA awarded six million dollars of discretionary dollars out of the existing AIP fund to Des Moines for the construction of the aircraft ramp areas near the FBOs, FedEx, and cargo areas. That money may have been previously awarded, but other airports couldn't spend it so it was put back into the AIP pool of money.
- The Executive Director provided Iowa State Representative Gary Mohr (Bettendorf) a tour of the Airport last week. Rep. Mohr is the chair of the House Transportation and Infrastructure committee. The Executive Director emphasized the growing capacity challenges here at the Des Moines International Airport and that the Iowa Department of Transportation has identified an annual state-wide infrastructure funding need of approximately \$48 million.
- The two new employment positions previously authorized by the Board have been posted to the Authority website. They are: Communications, Marketing and Air Service Development Manager, and Project Engineer. Staff will also place the Project Engineer advertisement in various industry publications.
- The updated passenger leakage study and updated Authority employee compensation study, surveys previously approved by the Board in the budget, are underway. The leakage study will be presented to the Board in the March Board meeting. The previous compensation study will update the 2014 study.
- The Executive Director will be on vacation the last week of January.

Ms. Ward asked the Board if they had any conflicts with the March 12 Board meeting. Ms. Ward might have a conflict. None of the other Board members had a conflict as of today's date.

Mr. Feldmann said he read that TSA pre-check might allow people that currently have pre-check to extend their five years online. None of the Directors had heard about this, so the Director of Operations will check on it and get back to the Board.

A19-008 Adjourn

Mr. Christensen moved to adjourn the meeting. Ms. Lauridsen Sand 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 9:37 a.m.

Respectfully Submitted:

Mark Feldmann

Mark Feldmann
Secretary/Treasurer

Mary Benson

Mary Benson
Board Clerk