

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

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

Chaired by: Ms. Ward

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

A19-067 Oath of Office – Reappointed Board Member(s)

Mr. Wainwright stated three current Board Members were reappointed for four-year terms. They are: Mr. Christensen, Mr. Feldmann, and Ms. Levy. Mr. Wainwright administered the oath of office. Mr. Christensen, Mr. Feldmann, and Ms. Levy affirmed they will faithfully perform the duties of the office of Board Member of the Des Moines Airport Authority. Each of them signed the Oath of Office.

A19-068 Consider Minutes for June 11, 2019, Meeting

a. Consider Minutes of Regular Meeting for June 11, 2019

Mr. Feldmann moved to approve the minutes of the Regular Meeting held June 11, 2019. 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. Consider Minutes of Closed Session Meeting for June 11, 2019

Mr. Feldmann moved to approve the minutes of the Closed Session Meeting held June 11, 2019. Ms. Lauridsen Sand seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A19-069 Consider Economy Parking Lot No. 4 Expansion Project

- a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Economy Parking Lot No. 4 Expansion Project**

Ms. Ward opened the Public Hearing.

The Director of Engineering stated this project consists of the expansion of existing Economy Lot No. 4 by approximately 1,050 stalls located in the South Quadrant. Major elements of the project include: paved parking area(s), access drive(s) for ingress and egress, necessary site utilities and grading, storm water management facilities, and perimeter fencing. A bus travel lane will be included internal to the lot.

The Engineer's Estimate for this project is \$3,594,870.75 and was not included within the FY2019 budget.

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 Economy Parking Lot No. 4 Expansion Project

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Economy Parking Lot No. 4 Expansion project.

Mr. Feldmann moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Economy Parking Lot No. 4 Expansion project. Ms. Levy 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 Economy Parking Lot No. 4 Expansion Project to Elder Corporation in the amount of \$2,760,000.00.

The Director of Engineering stated the lowest responsive, responsible bidder was Elder Corporation in the amount of \$2,760,000.00.

The Director of Engineering recommended the Board approve the contract with Elder Corporation in the amount of \$2,760,000.00 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 moved to approve the contract with Elder Corporation in the amount of \$2,760,000.00 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: 4-0-1-0; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: Christensen; Absent: 0.

d. Consider Professional Services Agreement, Task Order No. 5 with Kimley-Horn & Associates, Inc. for Economy Parking Lot No. 4 Expansion project - Construction Phase Services

The Director of Engineering stated during the expansion of Economy Parking Lot No. 4, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$249,700.00.

The Director of Engineering recommended the Board approve the professional services agreement, Task Order No. 5, with Kimley-Horn & Associates, Inc. in the amount of \$249,700.00 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 the professional services agreement, Task Order No. 5, with Kimley-Horn & Associates, Inc., in the amount of \$249,700.00 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.

A19-070 Consider Noise and Avigation Easement Agreement between TK Development, L.L.C., the Des Moines Airport Authority, and the City of Des Moines

The Executive Director stated TK Development is developing a subdivision entitled Southwoods Estates located at 3800 SW 56th Street, Des Moines, Iowa. The Southwoods Estates subdivision is located northeast of, but very near, the runway protection zone of the proposed parallel 13R runway. The Easement will protect both the airspace around the runway and approach to the runway. It provides a liability release for both the Des Moines Airport Authority and the City of Des Moines. The Easement identifies the subdivision as a potential “noise impacted area” detailing both the potential for noise levels to change and when additional noise mitigation measures might be required and authorized.

The Executive Director recommended the Board approve the Resolution approving and accepting Noise and Avigation Easement granted by TK Development, L.L.C.

Mr. Christensen moved to approve the Resolution approving and accepting Noise and Avigation Easement granted by TK Development, L.L.C. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

A19-071 Consider Purchase & Installation of Parking Control Revenue Equipment for Economy Lot No. 4

The Director of Engineering stated there is one (1) entry and one (1) exit lane equipped with revenue control equipment in Economy Lot No. 4. Utilization of Economy Lot No. 4 is increasing throughout the entire year (not just during peak events). With the proposed expansion of the Economy Lot No. 4 and the ever-increasing usage, additional equipment at the second entry and exit lanes will provide a redundancy. The goal is to have this equipment installed and functional prior to enlarging the economy lot by 1,050 stalls. This equipment was not included within the FY2019 budget.

The Director of Engineering recommended the Board approve the purchase order with Baker Group in the amount of \$95,055.00 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 purchase order with Baker Group in the amount of \$95,055.00 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.

A19-072 Financial Report

The Director of Finance reported:

- Revenue continues to be in a good position compared to the budget for the year.
- Expenses are below budget and are expected to remain that way through the end of the year.
- Cash position
 - The Authority's cash position will continue to decrease through the year as construction continues to occur. Approximately \$6M of construction related to the FedEx building was budgeted in 2018, but is occurring in 2019, so the actual reduction of reserves in 2019 will be closer to \$8M.
 - We had approximately \$15M of investment maturities in June. Due to the low interest rates available on government agency paper, \$10M was invested into a 12 month CD at West Bank at the current Fed Funds rate – 2.5%.
- Construction Projects
 - The Director of Finance changed the title of one of the columns on the Capital Improvement Program page of the Financial Report from “Spent to Date” to “Contracted to Date.” The amounts will show in bold print once the projects are completed.

- Mr. Christensen suggested adding an asterisk by the projects that are part of the overall new terminal project. The Director of Finance stated he would separate out the new terminal projects and place them at the bottom of the Capital Improvement Program page of the Financial Report.

A19-073

Briefing

- The Director of Operations reported the highlights of June 2019 taxi statistics. The Director of Operations stated the passenger statistics are not completed yet, so he will report on those in the August 13, 2019, board meeting. Ms. Levy stated she received a comment from a traveler about the signage for Uber and Lyft pick-ups. Ms. Levy stated the signs are small. The Director of Operations stated his team is working on new signage inside and outside of the terminal for ride share.
- The Executive Director reported:
 - The Airport Authority installed new kiosks by the airline ticket counters that allow passengers to self-bag tag if the airlines chose to implement that feature. United Airlines implemented self-bag tagging in June 2019 and American Airlines is in the test phase for implementation. Other airlines may implement self-bag tagging as well.
 - There are many construction projects going on at this time. The Executive Director asked the Director of Engineering to provide an update to the Board on the various projects. The Director of Engineering reported:
 - **Terminal Apron Rehabilitation Project**
 - In the last phase of three phases for this project
 - Expect to complete the project by the end of next week
 - **Interior Service Road Project**
 - Will be utilized by future fuel trucks after the fixed based operator moves to the south side of the airport.
 - Paving next week.
 - Expect to complete this project in August 2019.
 - **Runway 13/31 Construction Project**
 - All mainline paving is in.
 - Expect to complete paving by the end of this week.
 - Expect to complete the rest of this project in mid-August 2019.

- **Cargo Facility (Building 32)**
 - The structure is mostly complete.
 - Waiting on permanent power, then can finish the building.
 - FedEx equipment is arriving and FedEx is coordinating their own vendors to install the equipment.
 - A meeting with the contractor will be held July 11, 2019, to determine an exact schedule for completion.
- **SW 28th Street Extension Project**
 - Work has begun on this project.
- **South Quad Demolition (Buildings 34 and 35) Project**
 - Will be completed this month.
- The RISE grant application for the SW 28th Street Project was submitted. The Authority will apply for a second RISE grant for the new entrance road.
- The Authority filed a lawsuit in June 2019 against Naturalene, Inc., dba Industrial Manlift.
- The U.S. Customs office located at the airport added two new positions: one full-time port director and one part-time administrative assistant. Once a permanent budget is in place, the Customs staff will begin conducting Global Entry interviews.

A19-074 Election of Officers

Ms. Ward stated the Board shall elect a Chairperson, Vice Chairperson, and Secretary/Treasurer from its membership at its regular meeting in July in every odd numbered year or as soon as practical thereafter. Officers will serve until their successors are elected and qualified.

Ms. Ward nominated Ms. Levy for Chairperson, Mr. Feldmann for Vice Chair, and Mr. Christensen for Secretary/Treasurer.

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

A19-075 Adjourn

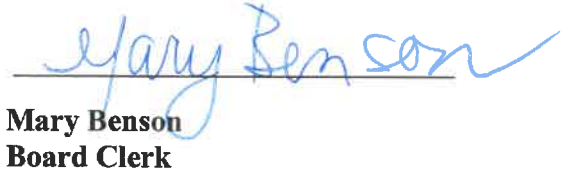
Ms. Christensen moved to adjourn the meeting. Ms. Levy seconded. Motion Carried: 5-0-0-0; Yeas: Christensen, Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: 0.

The meeting adjourned at 9:35 a.m.

Respectfully Submitted:



**Jake Christensen
Secretary/Treasurer**



**Mary Benson
Board Clerk**