

**DES MOINES AIRPORT AUTHORITY BOARD  
SUMMARY MINUTES OF REGULAR MEETING  
Des Moines International Airport  
Board Room  
June 11, 2019**

**Call to Order by Mary Benson, Board Clerk (the Board Chair and the Vice Chair were not physically present at the meeting) and Roll Call by Ms. Benson: 9:00 a.m.**

This was an electronic meeting.

- Ms. Ward, Board Chair, attended by phone due to a medical issue.
- Ms. Levy, Vice Chair, attended by phone due to being out of the country.
- Mr. Christensen, Board Member, did not attend the meeting due to being on an airplane at the time of the meeting.

Ms. Benson asked for a motion to appoint a presiding officer for today's meeting. Ms. Ward moved to have Mr. Feldmann chair the meeting. Ms. Lauridsen Sand seconded. Motion Carried: 3-0-0-2; Yeas: Feldmann, Lauridsen Sand, and Ward; Nays: 0; Abstained: 0; Absent: Christensen and Levy.

**Chaired by:** Mr. Feldmann

**Present:** Mr. Feldmann, Ms. Lauridsen Sand, Ms. Levy (joined the meeting via telephone at 9:07 a.m.), and Ms. Ward (attended via telephone)

**Absent:** Mr. Christensen

**A19-057 Consider Minutes for May 14, 2019, Meeting**

**a. Consider Minutes of Regular Meeting for May 14, 2019**

Ms. Lauridsen Sand moved to approve the minutes of the Regular Meeting held May 14, 2019. Ms. Ward seconded. Motion Carried: 3-0-0-2; Yeas: Feldmann, Lauridsen Sand, and Ward; Nays: 0; Abstained: 0; Absent: Christensen and Levy.

**b. Consider Minutes of Closed Session Meeting for May 14, 2019**

Ms. Lauridsen Sand moved to approve the minutes of the Closed Session Meeting held May 14, 2019. Ms. Ward seconded. Motion Carried: 3-0-0-2; Yeas: Feldmann, Lauridsen Sand, and Ward; Nays: 0; Abstained: 0; Absent: Christensen and Levy.

**A19-058 Consider Reconstruct South General Aviation Apron Project**

**a. Public Hearing** regarding the plans, specifications, form of contract, and estimated total cost for the Reconstruct South General Aviation Apron Project

**Mr. Feldmann opened the Public Hearing.**

The Director of Engineering stated this project consists of the reconstruction of approximately 25,400 square yards of apron pavement located in the South Quadrant. Major elements of the project include demolition of existing apron pavements, storm sewer installation, grading, aggregate base, drainable base, PCC paving, traffic control, perimeter fence installation, and seeding/site restoration.

The Engineer's Estimate for this project is \$4,817,148.00 and it is eligible for Federal Aviation Administration Airport Improvement Project (AIP) grant funding at the normal 90/10 split.

Mr. Feldmann invited public comment. There were no public comments. **Mr. Feldmann closed the Public Hearing.**

**b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Reconstruct South General Aviation Apron Project**

The Director of Engineering recommended the Board approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Reconstruct South General Aviation Apron project.

Ms. Lauridsen Sand moved to approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Reconstruct South General Aviation Apron project. Ms. Ward seconded. Motion Carried: 3-0-0-2; Yeas: Feldmann, Lauridsen Sand, and Ward; Nays: 0; Abstained: 0; Absent: Christensen and Levy.

**c. Consider approval of Federal Aviation Administration Grant No. 75 associated with Reconstruct South General Aviation Apron Project**

The Director of Engineering recommended the Board authorize the Executive Director to accept and sign the grant agreement No. 75 with FAA for the improvement 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 moved to authorize the Executive Director to accept and sign the grant agreement No. 75 with FAA for the improvement and authorize the Director of Engineering and Planning to accept and close out this grant when completed in accordance with the contract documents. Ms. Ward seconded. Motion Carried: 3-0-0-2; Yeas: Feldmann, Lauridsen Sand, and Ward; Nays: 0; Abstained: 0; Absent: Christensen and Levy.

**d. Consider award of contract for Reconstruct South General Aviation Apron Project to Flynn Company, Inc. in the amount of \$5,199,169.91**

The Director of Engineering stated the lowest responsive, responsible bidder was Flynn Company, Inc. in the amount of \$5,199,169.91.

The Director of Engineering recommended the Board, subject to an FAA grant award, approve the contract with Flynn Company, Inc., in the amount of \$5,199,169.91 for the improvement; authorize the Executive Director to sign the contract with Flynn Company, Inc.; and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

Ms. Ward moved to approve the contract, subject to an FAA grant award, with Flynn Company, Inc., in the amount of \$5,199,169.91 for the improvement; authorize the Executive Director to sign the contract with Flynn Company, Inc.; 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: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

**e. Consider Professional Services Agreement, Task Order No. 61 with Foth Infrastructure & Environment, LLC for Reconstruct South General Aviation Apron - Construction Phase Services**

The Director of Engineering stated during the Phase I reconstruction of South GA Aprons, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. These services are FAA AIP funded at the normal 90/10 split and will be reimbursed through grant No. 75. The negotiated amount of the agreement is \$468,175.00.

The Director of Engineering recommended the Board, subject to an FAA grant award, approve the professional services agreement, Task Order No. 61 with Foth Infrastructure & Environment, LLC in the amount of \$468,175.00; authorize the Executive Director to sign the contract upon receipt of the grant; and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Ms. Ward moved to approve the professional services agreement, Task Order No. 61, with Foth Infrastructure & Environment, LLC, subject to an FAA grant award, in the amount of \$468,175.00; authorize the Executive Director to sign the contract upon receipt of the grant; 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: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

**A19-059 Consider rejecting all bids associated with Cargo Deicing Equipment Relocation Project**

The Director of Engineering stated on May 30, 2019, the date fixed as the date for receiving bids on the Cargo Deicing Equipment Relocation Project, only one bid was submitted and exceeded the engineer's estimate of cost.

The Director of Engineering recommended the Board reject the bid associated with the Cargo Deicing Equipment Relocation Project.

Ms. Lauridsen Sand moved to reject the bid associated with the Cargo Deicing Equipment Relocation Project. Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

**A19-060 Consider Reimbursable Agreement for Design and Implementation in support of Runway 5/23 Reconstruction Project with the Federal Aviation Administration**

The Director of Engineering stated this agreement with the FAA Air Traffic Organization (ATO) is to support the efforts on the Reconstruction of Runway 5/23. The project will affect the existing Precision Approach Path Indicators (PAPI), Navigational Aids (NAVAIDS) and Approach Lighting System (ALS) on the 23 end of the runway due to grading issues and elevation adjustments. The Airport Authority will fund the project initially and then will be reimbursed through FAA Grant No. 74. The project is eligible for FAA Airport Improvement Project (AIP) grant funding at the normal 90/10 split.

**a. Approve Reimbursable Agreement with Federal Aviation Administration in the amount of \$84,742.30**

The Director of Engineering recommended the Board, subject to an FAA grant award, approve the reimbursable agreement with Federal Aviation Administration in the amount of \$84,742.30 for the services; authorize the Executive Director to sign the agreement with the Federal Aviation Administration; 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, subject to an FAA grant award, approve the reimbursable agreement with Federal Aviation Administration in the amount of \$84,742.30 for the services; authorize the Executive Director to sign the agreement with the Federal Aviation Administration; 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: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

**b. Approve Federal Aviation Administration Grant No. 74 associated with the Reconstruct Runway 5/23 project (design only) Reimbursable Agreement**

The Director of Engineering recommended the Board, subject to FAA approval, authorize the Executive Director to accept and sign the grant agreement No. 74 with FAA for the improvement and authorize the Director of Engineering and Planning to accept and close out this grant when completed in accordance with the contract documents.

Ms. Levy moved to authorize the Executive Director to accept and sign the grant agreement No. 74 with FAA for the improvement 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: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

**A19-061**

**Consider Contract for Taxiway Bravo Pavement Repairs Project with The Iowa Contracting Inc.**

The Director of Engineering stated this project will address corrective maintenance issues throughout intersection of Taxiway Bravo and Papa. Pavement in this area has been deteriorating at an accelerated rate and this past winter took a toll on this pavement. The goal of Authority staff has been to maintain the area until the entire area is reconstructed within Runway 5/23 reconstruction project. The runway 23 end reconstruction is estimated to occur in 2022, but the pavement requires repair now. Quotes were requested from Flynn Company, Jensen Builders, Iowa Civil Contracting, and Nehring Construction & Iowa Contracting Inc. Only one bid was received at a value of \$87,000.00. Engineer's estimate for the project is \$102,300.00.

The Director of Engineering recommended the Board approve the contract with Iowa Contracting Inc. in the amount of \$87,000.00 and authorize the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents.

Ms. Lauridsen Sand moved to approve the contract with Iowa Contracting Inc. in the amount of \$87,000.00 and authorize the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents. Ms. Ward seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

**A19-062 Consider Domain Name Change to FlyDSM.com**

The Director of Finance stated this change will support an overall marketing strategy which includes website enhancements, social media marketing, and brand recognition. Our domain name should be easy to remember and serve as a way to brand the airport while directing users towards a call to action.

The Airport will retain the current www.dsmaairport.com URL minimizing issues for current users; however, all communication pieces moving forward would utilize the new domain name of www.FlyDSM.com. Pending approval from the Board, Authority staff aims to launch the new domain name in conjunction with the website enhancement release in the August/September timeframe.

The Director of Finance recommended the Board approve the domain name of FlyDSM.com to be used for the main web address as well as in various marketing strategies to advance the presence of the Des Moines International Airport.

Ms. Ward moved to approve the domain name of FlyDSM.com to be used for the main web address as well as in various marketing strategies to advance the presence of the Des Moines International Airport. Ms. Lauridsen Sand seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

**A19-063 Financial Report**

The Director of Finance reported:

- Revenue continues to be strong this year.
- Expenses are back within budget; however, the Authority is still over budget on a couple of cost centers due to winter costs.
- Cash position: approximately \$85 million. A debt service payment of \$2.9 million was made June 1, 2019, and is **not** reflected in the \$85 million.

**A19-064****Briefing**

- The Director of Operations reported the highlights of May 2019 taxi and operational statistics.
- The Executive Director reported:
  - July 2019 scheduled passenger seats are showing an 8% increase over July 2018. It appears the airport will be very close to three million passengers at the end of this year.
  - The Executive Director and the Communications, Marketing, and Air Service Development Manager, Kayla Kovarna, attended an air service development conference in Nashville, TN, last week. Good discussions took place with six airlines: Alaska Airlines, American Airlines, Moxy, Southwest, Spirit, and Sun Country. The Executive Director met with Delta last fall. United was not at the conference. American Airlines stated the Philadelphia flights are not doing as well as they would like, so American will most likely reduce their Philadelphia flights from two daily flights to one daily flight this fall. In return, American Airlines has already begun offering two daily flights to Ronald Reagan Washington National Airport in Washington, D.C.
  - The Board has already been approving projects at previous board meetings that will utilize the recently awarded \$10.3 million FAA grant.
- Charles Sweet II, President of the Wisconsin Airport Management Association in Sheboygan, Wisconsin, presented the Des Moines International Airport's new Director of Operations, Mr. Clinton Torp, with the 2019 Distinguished Service Award from the 64<sup>th</sup> annual Wisconsin Aviation Conference held in Green Bay, Wisconsin, on May 6. Mr. Torp was unable to attend the Wisconsin Aviation Conference, so the award was presented to him at this Board meeting.

**A19-065**

**Closed session pursuant to Iowa Code § 21.5(1)(c) to discuss strategy with counsel 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. Lauridsen Sand moved to go to closed session pursuant to Iowa Code § 21.5(1)(c) to discuss strategy with attorney Andrew Tice in a matter of present litigation where its disclosure would be likely to prejudice or disadvantage the position of the Authority in that litigation. Ms. Levy seconded. Ms. Benson took roll call: Christensen (absent), Feldmann (yea), Lauridsen Sand (yea), Levy (yea), and Ward (yea); Nays: 0; Abstained: 0; Absent: Christensen. Motion Carried: 4-0-0-1.

The closed session began at 9:30 a.m.

Ms. Lauridsen Sand moved to come out of closed session. Ms. Levy seconded. Ms. Benson took roll call: Christensen (absent), Feldmann (yea), Lauridsen Sand (yea), Levy (yea), and Ward (yea); Nays: 0; Abstained: 0; Absent: Christensen. Motion Carried: 4-0-0-1.

The closed session concluded at 9:47 a.m.

**A19-066 Adjourn**

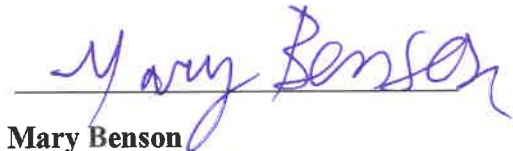
Ms. Lauridsen Sand moved to adjourn the meeting. Ms. Levy seconded. Motion Carried: 4-0-0-1; Yeas: Feldmann, Lauridsen Sand, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Christensen.

The meeting adjourned at 9:49 a.m.

**Respectfully Submitted:**



**Mark Feldmann**  
Secretary/Treasurer



**Mary Benson**  
Board Clerk