

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

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

**Chaired by:** Ms. Levy

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

**Absent:** Ms. Lauridsen-Sand

**A19-020 Consider Minutes for February 12, 2019, Meeting**

Mr. Feldmann moved to approve the February 12, 2019, meeting minutes. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Lauridsen-Sand.

**A19-021 Consider the Authority's Storm Water Pollution Prevention Plan**

The Director of Engineering reported Authority Staff prepared the Storm Water Pollution Prevention Plan (SWPPP) for the Des Moines International Airport. The SWPPP is compiled to maintain compliance with the Airport's National Pollutant Discharge Elimination System (NPDES) Permit # 77-27-0-08. The SWPPP is intended for use by the Authority and its tenants to provide consistent and effective management of storm water runoff. The SWPPP represents a description of the Airport facility, a discussion of potential pollution sources resulting from practices and activities at the Airport, and identifies storm water management controls and best management practices to eliminate or reduce pollutants entering the storm water system.

The Authority's NPDES Permit provides: "Storm Water Pollution Prevention Plans... shall be signed as follows: ...for a municipality, State, Federal, or other public facility by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes: 1) the chief executive officer of the agency, or 2) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency."

The Director of Engineering recommended the Board approve the Authority's SWPPP and authorize the Executive Director to sign and certify the SWPPP.

Mr. Christensen moved to approve the Authority's SWPPP and authorize the Executive Director to sign and certify the SWPPP. Mr. Feldmann seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Lauridsen-Sand.

**A19-022**

**Consider Purchase Order with Embross North America LTD for Kiosks utilized in passenger boarding and bag tagging operations**

The Director of Engineering stated this project will replace our existing 34 kiosks located throughout the Terminal and Concourses. Current units are at the end of their useful life cycle. The new kiosks will also meet ADA requirements established in 2010: ADA Standards of Accessible Design. At least 25% of the common-use kiosks must meet the ADA requirements by December 2022. The project is included in the 2019 Budget. Two quotes were received. The lowest responsive, responsible quote for the project was Embross in the amount of \$471,749.00.

The Director of Engineering recommended the Board approve the purchase order with Embross North America LTD for \$471,749.00 and authorize the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents.

Mr. Feldmann moved to approve the purchase order with Embross North America LTD for \$471,749.00 and authorize the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Lauridsen-Sand.

**A19-023**

**Consider Converting Overhead Electric to Underground Project**

**a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Overhead Electric to Underground Project**

**Ms. Levy opened the Public Hearing.**

The Director of Engineering stated this project is one of the enabling projects in the Terminal Project Plan. Currently the field maintenance facilities, fuel farm, T hangars and general aviation facilities in the south quadrant of the Airport are fed from a primary electrical source via overhead power poles. This project will convert the overhead power lines to underground, while at the same time forming a redundant electrical distribution loop from SW 28<sup>th</sup> Street to the West along Old Army Post Road. An additional manual switch gear will be installed in conjunction with our existing switch gear to allow for efficient redirection of power in the event an issue arises in the future. MidAmerican Energy (MAE) has partnered with the Airport on this project. The Airport will engage a contractor to provide the pathways and transformer pads. MAE will provide the switch gear, junction cabinets, cabling, and labor to connect new primary circuits. The Engineer's Estimate for the improvements is \$97,195.00. The project is included in the 2019 Capital Improvement Budget.

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

**b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Overhead Electric to Underground Project**

The Director of Engineering recommended the Board approve the Resolution adopting plans, specifications, form of contract, and estimated total cost for the Overhead Electric to Underground project.

Mr. Feldmann moved to approve the Resolution adopting plans, specifications, form of contract, and estimated total cost for the Overhead Electric to Underground project. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Lauridsen-Sand.

**c. Consider award of contract to Commonwealth Electric Company of the Midwest**

The Director of Engineering reported bids were opened on March 1, 2019. The lowest responsive, responsible bidder was Commonwealth Electric Company of the Midwest in the amount of \$107,942.00.

The Director of Engineering recommended the Board approve the contract with Commonwealth Electric Company of the Midwest in the amount of \$107,942.00, 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 Commonwealth Electric Company of the Midwest in the amount of \$107,942.00, and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Lauridsen-Sand.

**A19-024 Consider Purchase Order with Musco Lighting for High Mast Retrofit System**

The Director of Engineering stated this project will replace the airport's existing Musco lighting system. The existing system on the South Cargo Apron consists of 1500 Watt metal halide light fixtures mounted on high mast light poles. LED fixtures will replace the existing fixtures. In addition to the light fixture replacement, lighting controls will be enhanced allowing for greater control of the system by the tenants and there will be incremental energy savings. The project is included in the 2019 Budget.

A quote from Musco was the only one received since the existing high mast poles are from Musco. By mounting a Musco fixture to these existing poles, the poles are included in the same 10-year warranty as the fixtures. Mounting a different vendor's LED fixture on these poles would void the warranty. A different vendor would also have to perform a structural analysis on the poles. If mounting their fixture were allowed, they would have to evaluate what the cost of the warranty would be, if they

were to warranty the poles at all. The quote for the project from Musco Lighting is in the amount of \$224,500.00.

The Authority's Purchasing Policy requires a formal competitive bidding or proposal procedure for purchases of goods or services in excess of \$50,000. According to the policy, the Board may exempt contracts or purchases for goods or services from its normal purchasing procedures for good cause. It is within the sole discretion of the Board to determine what constitutes good cause for purposes of this provision. Examples may include procurements having unique requirements that can only be satisfied by a specific vendor, or procurements where competition is determined inadequate.

The Director of Engineering recommended the Board approve the purchase order with Musco Lighting in the amount of \$224,500.00 and authorize the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents.

Mr. Christensen moved to approve the purchase order with Musco Lighting in the amount of \$224,500.00 and authorize the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents. Mr. Feldmann seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Lauridsen-Sand.

**A19-025 Consider Reimbursable Agreement for engineering services in support of South Remote Transmitter Receiver (RTR) Tower Project with the Federal Aviation Administration**

The Director of Engineering stated a reimbursable agreement (RA) with the FAA Air Traffic Organization (ATO) will support the efforts on the South Quadrant enabling projects for the future Terminal. With the relocation of both Des Moines Flying Service and Signature Flight Support to the South Quadrant, the new building heights require investigation to see if they will hinder or obstruct reception of the current remote transmitter receiver (RTR). The RA will review new buildings and current RTR tower only. If it is determined mitigation issues are required, the Airport Authority will enter into a different RA for design and construction phase services. The Airport Authority will have to front the money for the RA, and reconcile at the end of the project. Any funding that is left over will be returned to the Airport Authority.

The Director of Engineering recommended the Board approve the reimbursable agreement with the Federal Aviation Administration in the amount of \$69,593.76 for the services, 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 reimbursable agreement with Federal Aviation Administration in the amount of \$69,593.76 for the services, and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents. Mr. Christensen seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Lauridsen-Sand.

**A19-026 Consider Task Order No. 3 for design of Economy Lot No. 4 phase III with Kimley-Horn & Associates, Inc.**

The Executive Director stated that parking demand during peak travel periods (spring break, Thanksgiving and Christmas) was near capacity. This is due to increased passenger growth over the last 6 months. This design will allow for construction of at least approximately 250 additional parking stalls to the west end of existing Economy Lot No. 4. The scope will also evaluate: (1) how far west the Economy Lot 4 can be expanded to add more than the 250 stalls currently called out, and (2) a turnaround area to make the shuttle bus route to and from Economy Lot No. 4 more efficient. Through this task order, the Consultant will provide the necessary plans and specifications to produce construction documents. The contract to provide this service is \$156,000.00. This task order is one of the responsibilities listed in the approved Master General Engineering Services Agreement with Kimley-Horn & Associates, Inc. This project was planned for fiscal year 2020 and is not included in the FY 2019 budget.

The Executive Director recommended the Board approve Task Order No. 3 for design of additional parking stalls added to Economy Lot No. 4 phase III with Kimley-Horn & Associates, Inc. in the amount of \$156,000.00, 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 moved to approve Task Order No. 3 for design of additional parking stalls added to Economy Lot No. 4 phase III with Kimley-Horn & Associates, Inc. in the amount of \$156,000.00, and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

Mr. Feldmann seconded. Motion Carried: 4-0-0-1; Yeas: Christensen, Feldmann, Levy, and Ward; Nays: 0; Abstained: 0; Absent: Lauridsen-Sand.

**A19-027 Financial Report**

The Director of Finance reported:

- February was a strong month for parking and concession revenue.
- Expenses were high primarily due to snow events that resulted in overtime and more money spent on airfield chemicals.
- Revenue for concessions (food/beverage and news/gifts) per enplanement is the highest it has ever been.

- The Plante Moran audit takes place next week

**A19-028 Briefing**

The Executive Director introduced Jeremiah Gerald, Director of Air Service Strategy and Marketing for Airport Strategy & Marketing, to present results from the Airport Catchment Analysis Review. Mr. Gerald shared a PowerPoint presentation with the Board.

The Executive Director reported:

- The Board packet included a letter from Ahlers & Cooney that outlined their new rates.
- The legislative breakfast will be held at the Capitol on March 27, 2019. A one-page handout will be provided to the legislators.
- A Global Entry event will be held at the airport April 16-18, 2019. That event is full. Another event is tentatively scheduled for June 4-6, 2019. Once U.S. Customs and Border Patrol has a permanent budget, they may be able to hold Global Entry interviews at the customs office located at the airport.
- Travel in March 2019:
  - The Executive Director traveled with the Greater Des Moines Partnership to Dallas, Texas, to meet with American Airlines March 1, 2019. American Airlines stated their second Philadelphia flight will be removed from the DSM schedule since it hasn't been performing as they expected; however, a second flight to Washington, DC, will be added.
  - The Executive Director traveled to Washington, DC, March 6-8, 2019, to meet with legislators regarding infrastructure needs, including an increase in the Passenger Facility Charge fee.
- Passenger and taxi statistics were included in the Board packet.

The Executive Director presented a Winter Storm Report at the meeting.

**A19-029 Adjourn**

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

The meeting adjourned at 10:08 a.m.

**Respectfully Submitted:**



**Mark Feldmann**  
Secretary/Treasurer



**Mary Benson**  
Board Clerk