

**Notice of Public Meeting  
of the  
DES MOINES AIRPORT AUTHORITY  
BOARD**

**DATE:** August 8, 2023  
**TIME:** 9:00 a.m.  
**PLACE:** The Airport Board Room, 2nd Floor, Airport Terminal, will be open to the public.

The public may also monitor the meeting electronically at:  
<https://zoom.us/j/9843166544>, or call in at: +1 312 626 6799 US (Chicago),  
Meeting ID: 984 316 6544#

**Agenda**

Call to Order and Roll Call

**Recognize Previous Chair**

- 1. Consider**
  - a. Minutes for July 11, 2023, Regular Board Meeting**
  - b. Minutes for July 20, 2023, Special Board Meeting**
- 2. Consider Professional Services Agreement, Task Order No. 7, with Anser Advisory LLC for Program Management during Construction - Construction Phase Services (Director of Engineering)**
- 3. Consider Amendment No. 1 to the Project Management Committee Policy (Executive Director)**
- 4. Consider Master Professional Services Agreement for Airside General Engineering Services with Foth Infrastructure & Environment, LLC (Director of Engineering)**
- 5. Consider Master Professional Services Agreement for Landside General Engineering Services with AECOM Technical Services, Inc. (Director of Engineering)**
- 6. Consider Master Professional Services Agreement for Landside General Engineering Services with Foth Infrastructure & Environment, LLC (Director of Engineering)**
- 7. Consider Infrastructure for Parking Access & Revenue Control System (PARCS) Project (Director of Engineering)**
- 8. Consider Contract with Associated Time Instruments for a new Parking Access and Revenue Control System (Director of Operations)**
- 9. Consider Lease Agreement with Alvest Equipment Services (Director of Finance)**

**10. Consider First Amendment to Services Agreement with G2 Secure Staff, L.L.C.  
(Director of Operations)**

**11. Financial Report (Director of Finance)**

**12. Briefing (Executive Director)**

**13. Next Meeting**

**a. September 12, 2023**

**14. Adjourn**

## **Agenda Notes:**

Call to Order and Roll Call

### **Recognize Previous Chair**

#### **1. Consider**

- a. Minutes for July 11, 2023, Regular Board Meeting**
- b. Minutes for July 20, 2023, Special Board Meeting**

#### **2. Consider Professional Services Agreement, Task Order No. 7, with Anser Advisory LLC for Program Management during Construction - Construction Phase Services (Director of Engineering)**

The scope of services to be performed by the Consultant includes detailed work, services, materials, equipment and supplies necessary to provide general Program Management oversight activities including Architect/Engineering (A/E) Management, Construction Management, Financial Support Services, Testing and Inspection Services for the construction, close-out, and opening of the Phase 1A of the New Terminal Project. This scope of services will include management support services for the various consultants providing professional and technical services in support of the New Terminal Project and LIFT DSM Program, including but not limited to, the A/E design team, the Construction Manager at Risk (CMAR), the Building Envelope (BE) and Mechanical, Electrical, Plumbing (MEP) Commissioning team (Cx). The scope of this Task Order also includes various financial and compliance advisory services in support of the LIFT DSM Program as well as individual project components and some cost estimating and reconciliation efforts. The Consultant will continue to manage the A/E design team, Cx team, and CMAR. The negotiated amount of the agreement is \$6,776,150.00.

Staff Recommendation: Approve the Professional Services Agreement, Task Order No.7, with Anser Advisory LLC in the amount of \$6,776,150.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

#### **3. Consider Amendment No. 1 to the Project Management Committee Policy (Executive Director)**

Section 4.2, Owner Designated Representative, of the CMR agreement between Weitz/Turner, a Joint Venture, and Des Moines Airport Authority states:

The Owner shall identify a representative to act on behalf of the Owner with respect to the Project. The Owner's Representative shall render decisions promptly and furnish information expeditiously, so as to avoid unreasonable delay in the services or Work of the Construction Manager. Except as otherwise provided in Section 4.2.1 of the General Conditions, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

In keeping with this section, the Airport Authority Board approved a Project Management Committee (PMC) Policy for New Terminal Design and Construction Requests at the October 11, 2022, Board meeting, Resolution A22-145. The purpose of the committee is to review requests generated by design and construction teams working on the New Terminal project. Committee responsibilities are to review and act on requests as established within the limits of the Board's Project Management Committee Policy.

On July 20, 2023, at a Special Airport Authority Board meeting, the Board approved a budget for the New Terminal Project Phase 1A at \$445,374,080.00. The budget includes Owner's contingency and Construction Manager's contingency of \$35,500,000.00 and \$15,335,463 respectively. These contingencies are in the approved budget to accommodate any unknown construction variations that arise. Monies flow in and out of line-item contingencies when there are savings or increases in construction without changing the overall budget.

The current policy restricts action by the PMC to "change order requests, and the use of Owner and/or CMR contingencies with a net value of \$1,000,000 or less..." Authority staff propose an amendment to the policy that would allow action that does not require an increase to the overall budget. A redline version of the proposed changes has been provided.

Staff Recommendation: Approve Amendment No. 1 to the Project Management Committee Policy.

**4. Consider Master Professional Services Agreement for Airside General Engineering Services with Foth Infrastructure & Environment, LLC (Director of Engineering)**

The Authority issued a Request for Proposal (RFP) to select an Engineering firm to work with the Airport on Federal Aviation Administration (FAA) funded projects occurring on the Airside of the Airport. One firm entered a proposal: Foth Infrastructure & Environment, LLC. The proposal was reviewed making sure it followed the requirements of the RFP. Based on that review, and a review of their previous work history and accomplishments at the Airport, the three-member Authority Committee is recommending Foth Infrastructure & Environment, LLC be awarded the services agreement. The term of the agreement will be for five years.

Staff Recommendation: Approve Master Professional Services Agreement for Airside General Engineering Services with Foth Infrastructure & Environment, LLC.

**5. Consider Master Professional Services Agreement for Landside General Engineering Services with AECOM Technical Services, Inc. (Director of Engineering)**

The Authority issued a Request for Proposal (RFP) to select two Engineering firms to work with the Airport on Landside funded projects. Five firms entered a proposal: Foth Infrastructure & Environment, LLC, Bolton & Menk, AECOM, Kimley Horn, and McClure Engineering Co. Each proposal was reviewed and rated based on six areas of qualifications. Based on the combined ratings from the three-member Authority

Committee, AECOM Technical Services, Inc. is recommended as one of two agreements. The term of the agreement will be for five years.

Staff Recommendation: Approve Master Professional Services Agreement for Landside General Engineering Services with AECOM Technical Services, Inc.

**6. Consider Master Professional Services Agreement for Landside General Engineering Services with Foth Infrastructure & Environment, LLC (Director of Engineering)**

The Authority issued a Request for Proposal (RFP) to select two Engineering firms to work with the Airport on Landside funded projects. Five firms entered a proposal: Foth Infrastructure & Environment, LLC, Bolton & Menk, AECOM, Kimley Horn, and McClure Engineering Co. Each proposal was reviewed and rated based on six areas of qualifications. Based on the combined ratings from the three-member Authority Committee, Foth Infrastructure & Environment, LLC. is recommended as one of two agreements. The term of the agreement will be for five years.

Staff Recommendation: Approve Master Professional Services Agreement for Landside General Engineering Services with Foth Infrastructure & Environment, LLC.

**7. Consider Infrastructure for Parking Access & Revenue Control System (PARCS) Project (Director of Engineering)**

A request for bids was issued for infrastructure necessary to support an upgraded Parking Access & Revenue Control System. Only one bid was received, and it is generally the policy of the Authority to reject a singular bid for projects. Temporary arrangements to accommodate the system can be made until the infrastructure can be rebid and competitive bids received.

Staff Recommendation: Reject the Infrastructure for Parking Access & Revenue Control System bid.

**8. Consider Contract with Associated Time Instruments for a new Parking Access and Revenue Control System (Director of Operations)**

A request for proposals was issued for a replacement Parking Access and Revenue Control System (PARCS) to provide revenue control processing at all airport parking lots. Four proposals were received: Associated Time Instruments (TIBA), SkiData, Hub Parking Technology USA, and Flash. Each proposal was reviewed and rated based on five areas of qualifications. Based on the combined ratings from the four-member Authority committee, Associated Time Instruments' proposal installing TIBA Parking Systems equipment was recommended in the amount of \$1,242,905.00.

Staff Recommendation: Approve Contract with Associated Time Instruments for a new parking access and revenue control system in the amount of \$1,242,905.00 and authorize the Director of Operations to accept and close out this contract when completed in accordance with the contract documents.

**9. Consider Lease Agreement with Alvest Equipment Services (Director of Finance)**

Alvest Equipment Services (AES) provides ground support equipment maintenance for airport tenants. They previously rented Building 8 which will eventually be razed for the new terminal. AES has moved to Building 57, effective August 1<sup>st</sup>, 2023. The term of the lease is three years and rent escalates annually based on CPI.

Staff Recommendation: Approve the Alvest Equipment Services lease of Building 57.

**10. Consider First Amendment to Services Agreement with G2 Secure Staff, L.L.C. (Director of Operations)**

To meet the requirements of the TSA mandate to provide random employee screening, three additional Authority Operation Staff have been hired. This screening requires both a male and a female to be present at various locations and various times of a 24-hour day. In addition to the three Authority employees, contracted staff will be necessary to meet the requirements. G2 Secure Staff has agreed to provide the additional staff; however, an amendment to Schedule A of our current G2 Secure Staff, LLC agreement is necessary to allow for the contracted staffing for a 'random employee screening' program. This amendment includes an overtime rate due to the various staffing and hours that may be required to meet the need on behalf of the contractor.

Staff Recommendation: Approve the First Amendment to Service Agreement with G2 Secure Staff, L.L.C.

**11. Financial Report (Director of Finance)**

**12. Briefing (Executive Director)**

**13. Next Meeting**

**a. September 12, 2023**

**14. Adjourn**