

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

DATE: December 12, 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, but not participate, in 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

1. Consider Minutes for November 14, 2023, Regular Board Meeting
2. Consider the Fiscal Year 2024 Rates and Charges Document (Director of Finance)
3. Consider Resolution Appointing Des Moines Airport Authority Representation to the Des Moines Area Metropolitan Planning Organization (Executive Director)
4. Consider Purchase of Property at Littell Avenue (Executive Director)
5. Consider Supplemental Agreement No. 4 to Task Order No. 7 for Design of Future Terminal Phase 1B West with HNTB Corporation (Director of Engineering)
6. Consider Supplemental Agreement No. 5 to Task Order No. 7 for Design of Garage TNC/Taxi Area and Future TNC/Taxi Plaza for Future Terminal with HNTB Corporation (Director of Engineering)
7. Consider Passenger Boarding Bridge Relocations Project (Director of Engineering)
 - a. **Public Hearing** regarding the plans, specifications, form of contract, and estimated total cost for the Passenger Boarding Bridge Relocations Project
 - b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Passenger Boarding Bridge Relocations Project
 - c. Consider award of contract for the Passenger Boarding Bridge Relocations Project to Breiholz Construction Co. in the amount of \$1,726,000.00
 - d. Consider Professional Services Agreement, Task Order No. 13, with HNTB Corporation for Passenger Boarding Bridge Relocations Project - Construction Phase Services
8. Consider Award of Five Individual On-Airport Rental Car Concession Agreements (Executive Director)

- a. Consider American Rent-A-Car Bid Protest
 - b. **Public Hearing** regarding the award of five On-Airport Rental Car Concession Agreements
 - c. Consider Award of Five Individual On-Airport Rental Car Concession Agreements
9. Consider the First Amendment to the Lease Agreement with Seneca Tank, Inc and 3C LLC (Director of Finance)
 - a. **Public Hearing** regarding the First Amendment to the Lease Agreement with Seneca Tank Inc. and 3C LLC
 - b. Consider approval of First Amendment to the Lease Agreement with Seneca Tank Inc and 3C LLC
10. Consider the Third Amendment to the Lease Agreement with Signature Flight Support, LLC (Director of Finance)
 - a. **Public Hearing** regarding the Third Amendment to the Lease Agreement with Signature Flight Support, LLC
 - b. Consider approval of Third Amendment to the Lease Agreement with Signature Flight Support, LLC
11. Consider Purchase of RT3 Flight Continuous Friction Meter from Halliday Technologies (Director of Operations)
12. Consider Management Staff (Directors) Salary Adjustment (Executive Director)
13. Financial Report (Director of Finance)
14. Consider New Terminal Project Presentation for update at 60% Design with HNTB Corporation (Executive Director)
15. Briefing (Executive Director)
16. Next Meeting
 - a. January 9, 2024
17. Adjourn

Agenda Notes:

Call to Order and Roll Call

- 1. Consider Minutes for November 14, 2023, Regular Board Meeting**
- 2. Consider Approval of the Fiscal Year 2024 Rates and Charges Document (Director of Finance)**

The Board approved the 2024 Budget at the November 14, 2023, Board meeting. The Rates and Charges document was reviewed in developing the 2024 Budget, but it is necessary for the Board to approve the document. The Board was previously provided a redlined document and a clean document for review.

Staff Recommendation: Approve the Fiscal Year 2024 Rates and Charges Document.

- 3. Consider Resolution Appointing Des Moines Airport Authority Representation to the Des Moines Area Metropolitan Planning Organization (Executive Director)**

Des Moines Airport Authority is a nonvoting member of the Des Moines Area MPO. The Des Moines Area MPO has requested its member governments appoint primary and alternate representatives to serve on its Policy Committee and Technical Committee for terms that will run from January 1, 2024, through December 31, 2024.

Authority staff recommends the following representatives be appointed to the Des Moines Area MPO Committees:

Policy Committee Primary Representative: Kevin Foley, Executive Director
Policy Committee Alternate Representative: Brian Mulcahy, Assist. Executive Director
Technical Committee Primary Representative: Bryan Belt, Director of Engineering
Technical Committee Alternate Representative: Clint Torp, Director of Operations

Staff Recommendation: Approve a Resolution Appointing Des Moines Airport Authority Representation to the Des Moines Area Metropolitan Planning Organization.

- 4. Consider Purchase of Property at Littell Avenue (Executive Director)**

A residential property located at 2302 Littell Avenue is being sold. The property lies between property currently owned by the City of Des Moines and leased to the Airport Authority. The property is next to the Runway Protection Zone of runway 31 and is eligible to be sold as a residential home. Authority staff has had the property appraised as required by the FAA to keep the purchase eligible for a “look back” grant should the Authority find excess AIP funding available in the future. The appraised value of the property is \$253,000.00.

Staff Recommendation: Authorize the purchase of the property at 2302 Littell Avenue, Des Moines, Iowa 50321 in the amount of \$253,000.00 from the Joan Margaret Ahlberg Family Trust.

5. Consider Supplemental Agreement No. 4 to Task Order No. 7 for Design of Future Terminal Phase 1B West with HNTB Corporation (Director of Engineering)

The scope of Supplemental Agreement No. 4 includes detailed work, service, materials, equipment and supplies necessary to complete the design services developing a standalone plan and specification package to include bidding services for a full plan set for a concourse section identified as Phase 1B West in the New Terminal Project. The design will include (2) two passenger boarding bridges/gates in addition to the design of 1A, along with relocation of a stinger from the east end of Phase 1A to the east end of Phase 1B West.

Staff Recommendation: Approve Supplemental Agreement No. 4 to Task Order No. 7 for Design of Future Terminal Phase 1B West with HNTB Corporation increasing the amount of the contract by \$2,290,578.37 and authorize the Director of Engineering and Planning to close out this Supplemental Agreement No. 4 when completed in accordance with the contract documents.

6. Consider Supplemental Agreement No. 5 to Task Order No. 7 for Design of Garage TNC/Taxi Area and Future TNC/Taxi Plaza for Future Terminal with HNTB Corporation (Director of Engineering)

The scope of Supplemental Agreement No. 5 includes detailed work, service, materials, equipment and supplies necessary to complete the work for design services developing a standalone plan and specification package including bidding services for:

- A. Garage TNC/Taxi area, \$176,065.44: temporary location for functions during demolition phase of terminal and roadway construction
- B. Future TNC/Taxi Plaza, \$466,623.24: ultimate design and location once roadway construction is complete

Staff Recommendation: Approve Supplemental Agreement No. 5 to Task Order No. 7 for Design of Garage TNC/Taxi Area and Future TNC/Taxi Plaza for Future Terminal with HNTB Corporation increasing the amount of the contract by \$643,535.68 and authorize the Director of Engineering and Planning to close out Supplemental Agreement No. 5 when completed in accordance with the contract documents.

7. Consider Passenger Boarding Bridge Relocations Project (Director of Engineering)

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Passenger Boarding Bridge Relocations Project

This project involves the relocation of (3) existing passenger boarding bridges (PBB) from Gates C2, C4, and C6. The scope of work includes new mechanical and electrical to each location. New personal doors will be installed within the exterior of the concourse walls at each hold room. Existing gate counters and FIDS will be relocated from current positions to newly established gate areas. PBBs will be relocated to Gates C1, C5 and A4. Once each PBB is relocated, pavement markings will be updated shifting the aircraft parking positions around the concourse.

The Engineer's Estimate for this project is \$3,006,648.00.

b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Passenger Boarding Bridge Relocations Project

Staff Recommendation: Approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Passenger Boarding Bridge Relocations Project.

c. Consider award of contract for the Passenger Boarding Bridge Relocations Project to Breiholz Construction Co. in the amount of \$1,726,000.00

The lowest responsive, responsible bidder was Breiholz Construction Co. in the amount of \$1,726,000.00.

Staff Recommendation: Approve the contract with Breiholz Construction Co. in the amount of \$1,726,000.00 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.

d. Consider Professional Services Agreement, Task Order No. 13, with HNTB Corporation for Passenger Boarding Bridge Relocations Project - Construction Phase Services

During the Passenger Boarding Bridge Relocations Project, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$113,871.32.

Staff Recommendation: Approve the Professional Services Agreement, Task Order No. 13, with HNTB Corporation in the amount of \$113,871.32 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

8. Consider Award of Five Individual On-Airport Rental Car Concession Agreements (Executive Director)

a. Consider American Rent-a-Car Bid Protest

The Authority received a written bid protest from American Rent-A-Car on November 17, 2023, objecting to the manner in which the submitted proposals were evaluated and ranked for the Rental Car Concession RFP. A representative from American Rent-A-Car may wish to address the Board regarding this item.

Staff Recommendation: Deny the bid protest submitted by American Rent-A-Car and award the concession agreements consistent with the Authority's notice of intent to award.

b. Public Hearing regarding the award of five On-Airport Rental Car Concession Agreements

On September 15, 2023, Authority staff issued a Request for Proposals (RFP) for Non-Exclusive On-Airport Rental Car Concession Agreements. The selection criteria provided in the RFP specified that “awards under this RFP are based solely on total MAG amount proposed, amongst qualified proposers. The Authority will evaluate proposals to determine that the proposer meets the qualifications and all proposal requirements to be considered a qualified proposer. Then the proposals submitted from qualified proposers will be ranked based on total MAG amount proposed, from highest to lowest. The top five proposals will be awarded a concession agreement.”

A total of six proposals were received. The top five proposals were vetted for qualifications and a Notice of Intent to Award letter was sent to all six proposers. The top five proposers are listed in the letter.

c. Consider Award of Five Individual On-Airport Rental Car Concession Agreements

Staff Recommendation: Approve five On-Airport Rental Car Concession Agreements, one each to the five highest Minimum Annual Guarantee proposers: Enterprise Rent-A-Car-Company - Midwest LLC for Alamo Rent A Car & National Car Rental brands, Enterprise Rent-A-Car-Company - Midwest LLC for Enterprise Rent-A-Car brand, Avis Rent A Car System, LLC for the Avis brand, Avis Rent A Car System, LLC for Budget & Payless brands, and The Hertz Corporation for the Hertz & Dollar Rent A Car brands.

9. Consider the First Amendment to the Lease Agreement with Seneca Tank, Inc and 3C LLC (Director of Finance)

a. Public Hearing regarding the First Amendment to the Lease Agreement with Seneca Tank Inc. and 3C LLC

Seneca Tank, Inc. and 3C LLC jointly rent building #40 for their corporate aircraft hangar. The current lease has been in a month-to-month (holdover) position since 2016. This proposed first amendment will change the duration of the lease to an annual automatic renewal and a 15% increase in the rental rate. It sets an additional 15% increase in rent in 2025 to match the market, with annual CPI adjustments thereafter.

b. Consider approval of First Amendment to the Lease Agreement with Seneca Tank Inc and 3C LLC

Staff Recommendation: Approve the First Amendment to the Lease Agreement with Seneca Tank, Inc and 3C LLC.

10. Consider the Third Amendment to the Lease Agreement with Signature Flight Support, LLC (Director of Finance)

a. Public Hearing regarding the Third Amendment to the Lease Agreement with Signature Flight Support, LLC

Signature Flight Support, LLC currently has a 30-year lease agreement with the Authority that began in January 2020. This third amendment will increase the land leased to Signature by 36,803 square feet allowing them to expand their available automobile parking to meet their parking demand. There are no changes to the other terms.

b. Consider the Third Amendment to the Lease Agreement with Signature Flight Support, LLC

Staff Recommendation: Approve the Third Amendment to the Lease Agreement with Signature Flight Support, LLC.

11. Consider Purchase of RT3 Flight Continuous Friction Meter from Halliday Technologies (Director of Operations)

The Airport utilizes friction measuring technology to monitor runway and taxiway pavements for safe friction values during winter operations. This technology is also utilized to measure pavement friction values in the summer for rubber buildup and associated slipperiness. \$132,000 was budgeted in 2024 for the acquisition of a new truck-mounted friction measuring device to replace current aging equipment. This particular equipment is only provided by a single manufacturer. Halliday Technologies has extended GSA pricing to the Authority for the purchase of an RT3 Flight Continuous Friction Meter for \$106,746.91.

According to the Authority's purchasing 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 Authority 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.

Staff Recommendation: Approve the Noncompetitive Purchase of an RT3 Flight Continuous Friction Meter from Halliday Technologies in the amount of \$106,746.91.

12. Consider Management Staff (Directors) Salary Adjustment (Executive Director)

Article VII, of the Airport Authority Bylaws, entitled Management Staff states, “Section 1. Management Staff Positions, The management staff of the Authority consists of: an Executive Director; an Assistant Executive Director; a Director of Operations; a Director of Finance; and a Director of Engineering and Planning; all of whom will serve at the pleasure of the Board. Collectively, they are defined as the Management Staff. (11-1-11) (01-10-17).”

Section 2. Staff Contracts, states “The Board shall enter into a written employment contract with the Executive Director, establishing his or her salary and term of tenure. The Executive Director shall set compensation levels for the Assistant Executive Director, Director of Finance, Director of Operations, and Director of Engineering and Planning, subject to final approval of the Board. (11-1-11) (01-10-17).”

Given the inflationary period we have experiencing, and the overall workload of the Management Staff, the Compensation Committee proposes an average 5% percent raise when calculating all five Directors’ salaries on an annualized basis, and a total of \$40,000.00 in bonuses.

Staff Recommendation: Approve Compensation Committee’s Recommendation for Management Staff (Directors) Salary Adjustment.

13. Financial Report (Director of Finance)

14. Consider New Terminal Project Presentation for update at 60% Design with HNTB Corporation (Executive Director)

Presentation for update related to 60% design review of Future Terminal.

Staff Recommendation: Approve “Look and Feel” for the New Terminal Project.

15. Briefing (Executive Director)

16. Next Meeting

a. January 9, 2024

17. Adjourn