

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

DATE: July 11, 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

Recognition for Twelve Years of service by Board Member, Kerty Levy

- 1. Swearing In of New and Reappointed Board Members (General Counsel)**
- 2. Election of Officers**
 - a. Chairperson**
 - b. Vice Chairperson**
 - c. Secretary/Treasurer**
- 3. Consider Minutes for June 13, 2023, Regular Board Meeting**
- 4. Consider Professional Services Agreement with Leibowitz & Horton for Rental Car Request for Proposal Services (Assistant Executive Director)**
- 5. Consider Professional Services Agreement with PGAL, Inc. for the Design of Rental Car Facility (Director of Engineering)**
- 6. Consider Parking Rate Changes (Assistant Executive Director)**
- 7. Consider Purchase of F350 Pickup (Director of Operations)**
- 8. Consider Contract for the Installation of New Electrical Line Underground Extension and Transformer to serve Deicing Building with MidAmerican Energy Company (Director of Engineering)**
- 9. Consider Professional Services Agreement, Task Order No. 115, with Foth Infrastructure and Environment, LLC, for Power & Communications Realignment Design (Director of Engineering)**

- 10. Consider Contract for Security System Replacement (Director of Operations)**
 - a. Consider award of contract for Security System Replacement Project to Communications Innovators in the amount of \$1,373,074.00**
 - b. Consider Professional Services Agreement, Task Order No. 11, with HNTB Corporation, for Security System Replacement Project – Administrative Services**

- 11. Consider Terminal Advertising Concession Agreement (Assistant Executive Director)**

- 12. Financial Report (Director of Finance)**

- 13. Briefing (Executive Director)**

- 14. Next Meeting**

- 15. Adjourn**

Agenda Notes:

Call to Order and Roll Call

Recognition for Twelve Years of service by Board Member, Kerty Levy

- 1. Swearing In of New and Reappointed Board Members (General Counsel)**
- 2. Election of Officers (Board Chair)**

The Authority bylaws provide 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.

- a. Chairperson**
- b. Vice Chairperson**
- c. Secretary/Treasurer**

- 3. Consider Minutes for June 13, 2023, Regular Board Meeting**
- 4. Consider Professional Services Agreement with Leibowitz & Horton for Rental Car Request for Proposal Services (Assistant Executive Director)**

The Authority's current concession agreement with rental car companies expires on July 31, 2024. Due to the changes that will occur with the operations of rental cars at DSM during the next contract period, Authority staff has determined that a Request for Proposal process will be the best approach for negotiating the next contract.

To assist with the RFP and ultimately the agreement, Authority staff has negotiated a professional service agreement with Leibowitz & Horton, Airport Management Consultants, Inc. The firm regularly develops Request for Proposals and Rental Car Operating Agreements on behalf of airports throughout the country. The professional services fees for completion of this project are \$76,760.00 plus out of pocket expenses which are estimated to be \$6,000.00 and will be billed based on actual expenses occurred.

Staff Recommendation: Approve a professional services agreement in the amount of \$76,760.00 plus expenses with Leibowitz & Horton, Airport Management Consultants, Inc.

5. Consider Professional Services Agreement with PGAL, Inc. for the Design of the Rental Car Facility (Director of Engineering)

On February 14, 2023, Agenda No. A23-019, the Board approved a programming & planning agreement with PGAL, Inc. for a remote consolidated rental car facility (RCF). PGAL is highly recommended as a planning and architectural firm by the rental car companies conducting business at Des Moines International Airport. PGAL designed the rental car Quick Turn Facility for the Airport in 2009. This agreement will provide design services to include plans, specifications and bidding services related to new remote facilities based on consensus of layout established within the programming phase.

Staff Recommendation: Approve the contract with PGAL, Inc. in the amount of \$841,770.00 and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

6. Consider Parking Rate Changes (Assistant Executive Director)

The Authority continues to experience ongoing operational cost increases related to the parking operation. Coupled with the reduction of parking available in the terminal area due to various construction projects, it has become necessary to increase rates to offset expenses and control the availability of short-term parking. Changes would be effective with the opening of the temporary entrance plaza of the parking garage.

Staff Recommendation: Adjust the parking rates as follows: Garage Hourly parking changes to \$2 per hour with no daily cap, Garage Daily (ramp) parking daily cap to \$20, and Blue Lot parking daily cap to \$12.

7. Consider Purchase of F350 Pickup (Director of Operations)

A replacement F350 Pickup for field maintenance use was budgeted for \$51,200.00 in the 2023 capital equipment budget. When budgeting for this replacement equipment, the increase for a diesel engine was not factored in. Combined with an overall price increase in the State Contract, this proposed purchase increased to \$59,551.00. An additional \$3,000 is estimated for additional vehicle up-fitting.

Staff Recommendation: Approve the purchase of a F350 Pickup from Stivers Ford of Waukee in the amount of \$59,551.00 and authorize an additional \$3,000.00 for vehicle up-fitting.

8. Consider Contract for the Installation of New Electrical Line Underground Extension and Transformer to serve Deicing Building with MidAmerican Energy Company (Director of Engineering)

On June 13, 2023, agenda No. A23-064, the board awarded the Terminal Deicing Apron Bid Package No 1. Within this project, Building No. 11 (deicing control building) will be reconstructed in a new location outside the footprint of the future Terminal apron. This building is the Airport's Storm Water Control facility. The contract will install a new cabling and 300 kVa transformer. The new service will provide power to our glycol collection system, remote processing unit #1 (which serves our pavement sensors on runway 23), and future snow melters on the deicing apron. Currently these items have power supplied from our old electrical vault located under the concourse. The agreement is a refundable advance of funds for construction. MidAmerican Energy Company will provide refunds for the next six years at a rate of 50% of the annual metered electrical service bill.

Staff Recommendation: Approve Agreement with MidAmerican Energy Company that will extend electrical lines and transformer to deicing building in the amount of \$138,205.18 and authorize the Director of Engineering and Planning to accept and close out this agreement when completed in accordance with the contract documents.

9. Consider Professional Services Agreement, Task Order No. 115, with Foth Infrastructure and Environment, LLC, for Power & Communications Realignment Design (Director of Engineering)

This project will provide design services to include plans and specifications for the realignment of both power and communications feeding the existing A & C Concourses. Currently our electrical and communication distribution loops come into the existing Terminal, loop thru the A & C Concourses and then back out to Fleur Drive. The Terminal and part of the Stem are to be demolished once the future Terminal goes live, necessitating a new electrical alignment to provide these services. The negotiated amount of the agreement is \$50,000.00. The project is not included in the Airport Authority's approved FY2023 budget.

Staff Recommendation: Approve the professional services agreement, Task Order No. 115, with Foth Infrastructure and Environment, LLC for Power & Communications Realignment Design, in the amount of \$50,000.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

10. Consider Contract for Security System Replacement (Director of Operations)

a. Consider award of contract for Security System Replacement Project to Communications Innovators in the amount of \$1,373,074.00

A Request for Proposals was issued for the replacement of the Airport's current Physical Access Control System (PACS), Video Surveillance System (VSS), and Identity Management System (IDMS). This RFP also included alternates for the procurement of a physical key inventory system and physical key management system. The Airport received five responsive proposals. The highest scoring proposer was Communication Innovators with a base proposal of \$1,309,309.00 and combined alternate proposal of \$63,765.00. This project was budgeted at \$2,472,078.00. Two additional alternates were removed during the RFP process by addendum due to the amount of time needed to determine costs, these alternates include integration into the Airport Building Automation System (BAS) and Fire Alarm System (FAS). These items will be priced later with an amendment returned to the Board for approval.

Staff Recommendation: Approve a Contract for Security System Replacement with Communication Innovators in the amount of \$1,373,074.00 and authorize the Director of Operations to accept and close out this contract when completed in accordance with the contract documents.

b. Consider Professional Services Agreement, Task Order No. 11, with HNTB Corporation, for Security System Replacement Project – Administrative Services

During the Security System Replacement Project, the consultant will provide contract management, administration, system testing assistance/coordination, and administrative observation for the project. The negotiated amount of the agreement is \$189,998.01. Total compensation for administrative services is \$182,092.89, plus an estimated \$7,905.12 for expenses.

Staff Recommendation: Approve the Professional Services Agreement, Task Order No. 11, with HNTB Corporation in the amount of \$189,998.01 and authorize the Director of Operations to accept and close out this contract when completed in accordance with the contract documents.

11. Consider Terminal Advertising Concession Agreement (Assistant Executive Director)

A Request for Proposal process has been completed for the terminal advertising concession. The current agreement with Clear Channel Airports expires on October 31, 2023. Authority staff has selected Departure Media as the best proposal for the Airport Authority.

Staff Recommendation: Approve an advertising concession agreement with Departure Media.

12. Financial Report (Director of Finance)

13. Briefing (Executive Director)

14. Next Meeting

- a. **Special Board Meeting July 20, 2023**
- b. **Regular Board Meeting August 8, 2023**

15. Adjourn