

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

**DATE:** November 14, 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

1. Consider Minutes for October 10, 2023, Regular Board Meeting
2. Consider Approval of the 2024 Budget (Director of Finance)
3. Consider Change Order No. 3 for Runway Intersection Reconstruction with Flynn Company, Inc. (Director of Engineering)
4. Consider Passenger Boarding Bridge Foundation Project (Director of Engineering)
  - a. **Public Hearing** regarding the plans, specifications, form of contract, and estimated total cost for the Passenger Boarding Bridge Foundation Project
  - b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Passenger Boarding Bridge Foundation Project
  - c. Consider award of contract for the Passenger Boarding Bridge Foundation Project to Jensen Builders, Ltd in the amount of \$496,603.00
  - d. Consider Professional Services Agreement, Task Order No. 12, with HNTB Corporation for Passenger Boarding Bridge Foundation Project - Construction Phase Services
5. Consider the Purchase of Fixed Walkways from JBT Aerotech Corporation for Passenger Boarding Bridge Relocations (Director of Engineering)
6. Consider Automated Teller Machine Agreement (Director of Finance)
7. Consider the First Amendment to the Lease Agreement with Delta Air Lines, Inc. Building 29 Lease (Director of Finance)
  - a. **Public Hearing** regarding the First Amendment to the Lease Agreement with Delta Air Lines, Inc. Building 29 Lease

- b. Consider the First Amendment to the Lease Agreement with Delta Air Lines, Inc. Building 29 Lease**
- 8. Consider Task Order No. 119 for the North General Aviation Apron Rehabilitation Design with Foth Infrastructure & Environment, LLC (Director of Engineering)**
- 9. Consider Conflict Waiver allowing Ahlers & Cooney PC to prepare a loan agreement on behalf of Polk County related to County-issued general obligation debt in support of the New Terminal Project (Executive Director)**
- 10. Financial Report (Director of Finance)**
- 11. Briefing (Executive Director)**
- 12. Next Meeting**
  - a. December 12, 2023**
- 13. Adjourn**

## **Agenda Notes:**

Call to Order and Roll Call

- 1. Consider Minutes for October 10, 2023, Regular Board Meeting**
- 2. Consider Approval of the 2024 Budget (Director of Finance)**

The Fiscal Year 2024 Budget was provided to the Board at the October 10, 2023, Airport Authority Board meeting. The Airline budget consultation meeting, which is required by the Airline Operating and Use Agreement, was held on October 20, 2023. Several updates to the budget were made as information used to develop the budget was further clarified.

Staff Recommendation: Approve the Fiscal Year 2024 Operating and Capital Improvement Budget.

- 3. Consider Change Order No. 3 for Runway Intersection Reconstruction with Flynn Company, Inc. (Director of Engineering)**

Change Order No. 3 adjusts the contract value for:

- A. Final reconciliation of quantities (FAA grant eligible)
- B. PWL incentives (FAA grant eligible)
- C. Enhancement of payment (airport funded)

Item A. Final reconciliation of quantities outlined within the contract's schedule of values has been completed. Quantities of items installed throughout the project were tracked and recorded by the engineering firm engaged by the Authority for construction observation and administration. This change order adjusts the contract for actual units used and installed. The contracted value per unit did not change; the estimated number of units is being adjusted for the actual number of units used. Items within the change order are reimbursable by the FAA at 90%.

Item B. PWL (Percentage Within Limits) incentives allowed through the contract are based on pavement strength and thickness. Pavements were tested throughout the progress of the project by an independent firm and Flynn exceeded the minimum standards making them eligible to receive the contracted incentives. Items within the change order are reimbursable by the FAA at 90%.

Item C. Enhancement of payment was included within this contract pursuant to Iowa Code sec. 26.9. An incentive of \$110,000/day with a maximum number of five (5) days was established for early completion. Contractor achieved the full five (5) day incentive. Enhancement of payment was funded through Airport funds.

Staff Recommendation: Approve Change Order No. 3 to Runway Intersection Reconstruction contract with Flynn Company, Inc. increasing the amount of the contract by \$768,302.26, and authorize the Director of Engineering and Planning to close out this grant when completed in accordance with the contract documents.

#### **4. Consider Passenger Boarding Bridge Foundation Project (Director of Engineering)**

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

This project involves the relocation of (3) existing passenger boarding bridges (PBB) from Gates C2, C4, and C6 to new locations on the existing concourses and the additional PBB purchased on Gate A5. The scope of work includes new foundations for rotundas and fixed walkways at the new locations. Foundations will be installed at Gates C1, C5, A4, and A5.

The Engineer's Estimate for this project is \$450,000.00.

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

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

##### **c. Consider award of contract for the Passenger Boarding Bridge Foundation Project to Jensen Builders, Ltd. in the amount of \$496,603.00**

The lowest responsive, responsible bidder was Jensen Builders, Ltd. in the amount of \$496,603.00.

Staff Recommendation: Approve the contract with Jensen Builders, Ltd. in the amount of \$496,603.00 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. 12, with HNTB Corporation for Passenger Boarding Bridge Foundation Project - Construction Phase Services**

During the Passenger Boarding Bridge Foundation Project, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$75,951.38.

Staff Recommendation: Approve the Professional Services Agreement, Task Order No. 12, with HNTB Corporation in the amount of \$75,951.38 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

**5. Consider the Purchase of Fixed Walkways from JBT Aerotech Corporation for Passenger Boarding Bridge Relocations (Director of Engineering)**

Authority staff propose the purchase of three (3) fixed walkway units for Passenger Boarding Bridges (PBB) relocated to Gates C1 and A4. The fixed walkways are necessary to extend the reach of the PBBs. The units proposed for purchase are from the same corporation as the PBBs and will fit the existing infrastructure of the PBBs being relocated and exterior face of existing A or C concourses. Procurement of the fixed walkways from the same vendor as our current PBBs will assist in a timely and efficient install and a single quote was obtained for this project because of this functionality.

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 a noncompetitive purchase order for three (3) fixed walkways in the amount of \$578,500.00 with JBT Aerotech Corporation 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 Automated Teller Machine Agreement (Director of Finance)**

The current Automated Teller Machine (ATM) services agreement with Mobile Money terminates on November 30, 2023. The Airport Authority issued a Request for Proposal (RFP) for ATM services beginning December 1, 2023. Mobile Money, DMAA's current concessionaire, is the only company that submitted a proposal. There are no changes from the existing agreement regarding fees charged to the customers which allows DMAA to provide the essential services as part of a great passenger experience. Mobile Money is one of the largest privately held ATM companies in the U.S.

Staff Recommendation: Approve Automated Teller Machine Agreement with Mobile Money.

**7. Consider the First Amendment to the Lease Agreement with Delta Air Lines, Inc. Building 29 Lease (Director of Finance)**

**a. Public Hearing regarding the First Amendment to the Lease Agreement with Delta Air Lines, Inc. Building 29 Lease**

Alvest Equipment Services (AES) was forced to relocate from Building 8 in August of 2023 to accommodate the New Terminal Project. The Authority constructed Building 57 on the south side of the Airport for the AES relocation. Delta Air Lines, Inc. has been leasing Building 29 to provide maintenance for their CRJ900 regional jets since 2018. The construction of Building 57 encroached on Delta's leasehold requiring the amount of leased

property to be reduced. This First Amendment reflects a reduction of 5,382 Sq. Ft. and the Authority will credit \$1,749.15 to Delta Air Lines, Inc.

**b. Consider the First Amendment to the Lease Agreement with Delta Air Lines, Inc. Building 29 Lease**

Staff Recommendation: Approve the First Amendment to the Lease Agreement with Delta Air Lines, Inc. Building 29 Lease.

**8. Consider Task Order No. 119 for the North General Aviation Apron Rehabilitation Design with Foth Infrastructure & Environment, LLC (Director of Engineering)**

There are areas of pavement within the North General Aviation apron which are deteriorating due to age and loading failures. The area also includes an existing trench drain requiring modifications to grade. These areas will be removed and replaced with new concrete pavement of sufficient strength and thickness to accommodate larger aircraft. This project is partially funded by Iowa DOT grant, project # 9I240DSM100.

The scope of services to be performed by the Consultant includes detailed work, services, materials, equipment and supplies necessary to provide an engineering analysis, functional design, final design drawings and specifications and bidding assistance for the North General Aviation Apron Rehabilitation project.

Staff Recommendation: Approve Task Order No. 119 for North General Aviation Apron Rehabilitation Design with Foth Infrastructure & Environment, LLC for \$70,000.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

**9. Consider Conflict Waiver allowing Ahlers & Cooney PC to prepare a loan agreement on behalf of Polk County related to County-issued general obligation debt in support of the New Terminal Project (Executive Director)**

As bond counsel to Polk County, Ahlers & Cooney has been asked to help prepare a Loan Agreement between Polk County and the Authority on behalf of the County. The Loan Agreement will outline the rights and responsibilities of each party as it relates to a loan of the proceeds from the general obligation bonds Polk County may issue on behalf of the terminal project. The Authority will engage its own separate legal counsel to represent the Authority's interests in the Loan Agreement.

Ahlers & Cooney will also perform the role of Lender Counsel for Polk County. Since Polk County and the Authority are both current clients of Ahlers & Cooney, any work they perform for the Authority that would be adverse to the County, and vice versa, will create a conflict of interest. Therefore, Ahlers & Cooney cannot represent the County in this matter, unless the Authority Board and the Polk County Supervisors agree to waive the conflict.

Staff Recommendation: Approve Conflict Waiver allowing Ahlers & Cooney PC to prepare a loan agreement on behalf of Polk County related to County-issued general obligation debt in support of the New Terminal Project.

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

**11. Briefing (Executive Director)**

**12. Next Meeting**

**a. December 12, 2023**

**13. Adjourn**