

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

DATE: February 13, 2024
TIME: 9:00 a.m.
PLACE: This meeting will be conducted electronically due to Board member scheduling conflicts which make it impractical to conduct the meeting in person. The public may join our Zoom meeting at: <https://zoom.us/j/9843166544>, or call in at: +1 312 626 6799 US (Chicago), Meeting ID: 984 316 6544#

The Airport Board Room, 2nd Floor, Airport Terminal, will be open to the public.

Agenda

Call to Order and Roll Call

1. Consider Minutes for:
 - a. January 9, 2024, Regular Board Meeting
 - b. January 25, 2024, Special Board Meeting
2. Consider Contract for Chiller Rehabilitation with Trane US, Inc. (Director of Engineering)
3. Consider a Collective Bargaining Agreement between Des Moines Airport Authority and Central Iowa Public Employees Council (CIPEC) (Executive Director)
4. Consider a Collective Bargaining Agreement Between Des Moines Airport Authority and the Municipal Employee Association (MEA) (Executive Director)
5. Consider the Iowa Department of Transportation (IDOT) Commercial Service Terminal Program Grant (Assistant Executive Director)
6. Consider the Authority's Storm Water Pollution Prevention Plan (Director of Engineering)
7. Consider Parking Garage Maintenance 2024 Project (Director of Engineering)
 - a. **Public Hearing** regarding the plans, specifications, form of contract, and estimated total cost for the Parking Garage Maintenance 2024 Project
 - b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Parking Garage Maintenance 2024 Project
 - c. Consider award of contract for the Parking Garage Maintenance 2024 Project to MTS Contracting, Inc. in the amount of \$187,576.00

- 8. Consider a Three-Month Waiver to the Des Moines Airport Authority Minimum Standards for Epic Sky Flight School (Assistant Executive Director)**
- 9. Consider Logo Designs for Future Use with Implementation to Correspond with the New Terminal (Ad hoc Logo Committee)**
- 10. Consider Amendment to Rules and Regulations (Director of Operations)**
- 11. Financial Report (Director of Finance)**
- 12. Briefing (Executive Director)**
- 13. Next Meeting**
 - a. March 12, 2024**
- 14. Adjourn**

Agenda Notes:

Call to Order and Roll Call

- 1. Consider Minutes for:**
 - a. January 9, 2024, Regular Board Meeting**
 - b. January 25, 2024, Special Board Meeting**

- 2. Consider Contract for Chiller Rehabilitation with Trane US, Inc. (Director of Engineering)**

The proposed scope of services includes the rehabilitation of existing chillers No. 1 & 3. The units supply chilled water to a loop feeding Concourses A & C, along with the existing bag claim area that will be remodeled for the future Administration/Operations offices. The units are 25 years old, and rehabilitation is recommended to extend the life of these units versus replacement of the units.

Trane US, Inc. is the manufacturer of these chillers. Parts required for their rehabilitation will come directly from Trane US, reducing the lead time and costs. Installation technicians are trained by the manufacturer and will warranty their work. With certified technicians performing the work, Trane will provide an extended warranty on the units. With this information, Authority staff believes there is good cause for a sole source purchase.

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 for Chiller Rehabilitation with Trane US, Inc. in the amount of \$421,224.00 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 a Collective Bargaining Agreement between Des Moines Airport Authority and Central Iowa Public Employees Council (CIPEC) (Executive Director)**

A one-year union agreement was negotiated with the Central Iowa Public Employees Council (CIPEC). The term of the agreement is from July 1, 2024, through June 30, 2025. The agreement has been ratified by members of the CIPEC bargaining unit. CIPEC represents Airfield Maintenance Workers, Building Engineers, and Electricians. In total, 29 Airport Authority employees are represented by CIPEC. The agreement guarantees an adjustment in the Authority pay plan control points on January 1, 2025, by the greater of 3%, or an amount determined by Airport Authority management based on an independent compensation consultant study.

Staff Recommendation: Approve the Collective Bargaining Agreement between Des Moines Airport Authority and Central Iowa Public Employees Council.

4. Consider a Collective Bargaining Agreement Between Des Moines Airport Authority and the Municipal Employee Association (MEA) (Executive Director)

A three-year union agreement has been negotiated with the Municipal Employee Association (MEA). The term of the agreement is from July 1, 2024, through June 30, 2027. The Agreement has been ratified by the members of the MEA bargaining unit. MEA represents IT department employees, Accountants, and Operations Duty Officers. In total, 11 Airport Authority employees are represented by MEA.

Staff Recommendation: Approve the Collective Bargaining Agreement between Des Moines Airport Authority and the Municipal Employee Association.

5. Consider the Iowa Department of Transportation (IDOT) Commercial Service Terminal Program Grant (Assistant Executive Director)

In September 2023, the Board approved an application to the Iowa Department of Transportation for the Commercial Service Terminal Program. The Authority was awarded a \$10 million grant funded through the Iowa Legislature’s Rebuild Iowa Infrastructure Fund in 2023. The Authority must provide a 90% match and may not use federal funds to provide the required match.

Staff Recommendation: Approve the IDOT Commercial Service Terminal Program grant and authorize the Executive Director to close out this grant when completed in accordance with the contract documents.

6. Consider the Authority’s Storm Water Pollution Prevention Plan (Director of Engineering)

Authority staff updated 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 includes a description of the Airport facility, a discussion of potential pollution sources resulting from practices and activities on the Airport, and it 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 that: “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.”

Staff Recommendation: Approve the Executive Director to sign and certify the SWPPP.

7. Consider Parking Garage Maintenance 2024 Project (Director of Engineering)

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Parking Garage Maintenance 2024 Project

This project consists of the replacement of floor drain bodies, associated piping, and concrete repairs. Work is to be completed within both the North and South Garages.

The Engineer's Estimate for this project is \$176,690.00.

b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Parking Garage Maintenance 2024 Project

Staff Recommendation: Approve a Resolution adopting plans, specifications, form of contract, and estimated total cost for the Parking Garage Maintenance 2024 Project.

c. Consider award of contract for the Parking Garage Maintenance 2024 Project to MTS Contracting, Inc. in the amount of \$187,576.00

The lowest responsive, responsible bidder was MTS Contracting, Inc. in the amount of \$187,576.00.

Staff Recommendation: Approve the contract with MTS Contracting, Inc. in the amount of \$187,576.00 and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

8. Consider a Three-Month Waiver to the Des Moines Airport Authority Minimum Standards for Epic Sky Flight School (Assistant Executive Director)

Epic Sky flight school has operated at DSM for approximately 18 months. They met the Authority's Minimum Standards space requirements through a lease agreement with Signature Flight Services. Signature is no longer leasing space to Epic Sky, so they no longer qualify to hold an operating permit.

Epic Sky is in the process of designing a hanger with office space in the south quadrant of the Airport. Authority staff propose a temporary waiver to the minimum standards to allow the flight school to continue operating for three months while the land lease is negotiated, and their building is being designed. If a land lease is not presented for Board consideration at or before the May 14, 2024, Board Meeting, the waiver will expire. If a land lease is executed, a new waiver will be proposed that would be in effect until completion of the hangar and office space.

Staff Recommendation: Approve Three-Month Waiver to the Des Moines Airport Authority Minimum Standards for Epic Sky Flight School.

9. Consider Logo Designs for Future Use with Implementation to Correspond with the New Terminal (Ad hoc Logo Committee)

In June 2023, work began on a project to design a new logo for consideration as the Authority transitions into a new, modern facility. A committee was formed to guide the direction of logo design. The Committee reviewed and tweaked many designs and narrowed the new design options down to two. The proposed options were previously provided to the Board for review. There are three logo options to consider: two new logos and the existing logo. The brand palette that is proposed is like the colors used on the Airport's website today; however, they have been adjusted to have more classic, earthy tones and the proposed navy is less purple in tonality. This palette, if selected, is a strong look for the brand now and into the future and would offer a smooth transition and integration with existing applications (i.e. the website, Park DSM signage, and the Lift DSM logo while still in use.) For the existing logo, the color palette that is used today is provided.

Committee Recommendation: Select and approve one logo design for Future Use with Implementation to Correspond with the opening of the New Terminal.

10. Consider Amendment to Des Moines Airport Authority Rules and Regulations (Director of Operations)

The proposed changes to the Rules and Regulations include:

- additional language for deicing and anti-icing operations to support our move to a consolidated de-icing operator;
- additional language for aircraft towing operations to support remote aircraft parking requirements; and
- some general clean-up.

A redline version and a final version of the Rules and Regulations were provided to the Board for review.

Staff Recommendation: Approve an Amendment to the Des Moines Airport Authority Rules and Regulations.

11. Financial Report (Director of Finance)

12. Briefing (Executive Director)

13. Next Meeting

a. March 12, 2024

14. Adjourn