

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

DATE: May 13, 2025
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 April 8, 2025, Regular Board Meeting**
- 2. Consider Resolution Authorizing the Approval and Execution of the First Amendment to the Polk County Loan Agreement and Associated Documents (Director of Finance)**
- 3. Consider Amendments to Des Moines Airport Authority By-Laws (Executive Director)**
- 4. Consider the Iowa Department of Transportation (IDOT) State Airport Improvement Program (AIP) Grant Application for FY 2026 (Director of Engineering)**
- 5. Consider the Iowa Department of Transportation (IDOT) Commercial Service Vertical Infrastructure (CSVI) Grant Application for FY 2026 (Director of Engineering)**
- 6. Consider Change Order No. 7 with Henkel Construction Company for ConRAC Facility Project (Director of Engineering)**
- 7. Consider Shuttle Bus Route Modifications Project (Director of Engineering)**
 - a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Shuttle Bus Route Modifications Project**
 - b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Shuttle Bus Route Modifications Project**
 - c. Consider award of contract for the Shuttle Bus Route Modifications Project to TK Concrete, Inc. in the amount of \$150,475.00**

8. **Consider Field Maintenance Complex Access Improvements Project (Director of Engineering)**
 - a. **Public Hearing** regarding the plans, specifications, form of contract, and estimated total cost for the Field Maintenance Complex Access Improvements Project
 - b. **Consider Resolution** adopting plans, specifications, form of contract, and estimated total cost for the Field Maintenance Complex Access Improvements Project
 - c. **Consider award of contract** for the Field Maintenance Complex Access Improvements Project to Elder Corporation in the amount of \$406,521.25
9. **Consider Concourse A & C 1st Floor Sprinkler Project (Director of Engineering)**
 - a. **Public Hearing** regarding the plans, specifications, form of contract, and estimated total cost for the Concourse A & C 1st Floor Sprinkler Project
 - b. **Consider Resolution** adopting plans, specifications, form of contract, and estimated total cost for the Concourse A & C 1st Floor Sprinkler Project
 - c. **Consider award of contract** for the Concourse A & C 1st Floor Sprinkler Project to Midwest Automatic Fire Sprinkler Co. in the amount of \$364,700.00
10. **Consider Airport Authority Rules and Regulations Amendment (Director of Operations)**
11. **Consider Amendment of the Fiscal Year 2025 Rates and Charges Document (Director of Operations)**
12. **Consider Intergovernmental Agreement Between Eastern Iowa Airport and Des Moines Airport Authority (Director of Operations)**
13. **Consider Task Order No. 141 for the Construct Terminal Service Road Entrance Design with Foth Infrastructure & Environment, LLC (Director of Engineering)**
14. **Consider Supplemental No 2 to Task Order No. 126 ConRAC Facility Professional Services Agreement with Foth Infrastructure & Environment, LLC (Director of Engineering)**
15. **Consider Supplement No 1 to Task Order No. 131 for the Shuttle Bus Maintenance Facility Design with Foth Infrastructure & Environment, LLC (Director of Engineering)**
16. **Consider Task Order No 8 with Accenture for Operational Readiness and Airport Transition (ORAT) Services (Director of Operations)**
17. **Financial Report (Director of Finance)**
18. **Briefing (Executive Director**

19. Next Meeting

a. June 10, 2025

20. Adjourn

Agenda Notes:

Call to Order and Roll Call

- 1. Consider Minutes for April 8, 2025, Regular Board Meeting**
- 2. Consider Resolution Authorizing the Approval and Execution of the First Amendment to the Polk County Loan Agreement and Associated Documents (Director of Finance)**

Polk County is preparing to complete the second bond sale to fund a loan to the Authority for terminal construction. This amendment to the Loan Agreement originally executed in May 2024 modifies the definition of “Project” to allow for “up to eleven (11) new airline gates.” This resolution authorizes the First Amendment to the Loan Agreement with Polk County to be executed, as well as executing associated documents required to complete the second loan.

Staff Recommendation: Approve the Resolution Authorizing the Approval and Execution of the First Amendment to the Polk County Loan Agreement and Associated Documents.

- 3. Consider Changes to Des Moines Airport Authority By-Laws (Executive Director)**

The Airport Authority By-Laws specify Management Staff Position titles which have been in place since the transition from a City of Des Moines department in 2011. In order to align these titles with the majority of other Airport Authorities in North America, the following changes are proposed:

- Executive Director to Chief Executive Officer
- Director of Operations to Chief Operations Officer
- Director of Engineering and Planning to Chief Development Officer
- Director of Finance to Chief Financial Officer
- Director of Information Technology to Chief Information Officer

By-Law changes are required to be presented in writing at a meeting of the board prior to being changed.

Staff Recommendation: Consider changes to Des Moines Airport Authority By-Laws for approval at the June 10, 2025, meeting.

- 4. Consider the Iowa Department of Transportation (IDOT) State Airport Improvement Program (AIP) Grant Application for FY 2026 (Director of Engineering)**

The Iowa Department of Transportation (IDOT) State Airport Improvement Program Grant applications require an Airport Board resolution approving the application. The award of an IDOT State Airport Improvement Program Grant is determined by a point system similar to the FAA’s system for awarding grants. The Authority is requesting a State Airport Improvement Program Grant to assist on the following project:

North General Aviation Taxilane Relocation Project:

- Total Project cost: \$874,751
- Airport Share (55%): \$481,113
- State Share (45%): \$393,638

Staff recommendation: Approve the IDOT State Airport Improvement Program Grant Application for FY 2026, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Engineering and Planning to close out this grant when completed in accordance with the contract documents.

5. Consider the Iowa Department of Transportation (IDOT) Commercial Service Vertical Infrastructure (CSVI) Grant Application for FY 2026 (Director of Engineering)

The Iowa Department of Transportation (IDOT) Commercial Service Vertical Infrastructure Grant applications require an Airport Board resolution approving the application. The level of eligibility for the IDOT Commercial Service Vertical Infrastructure Grant monies is based on the annual number of enplanements at commercial service airports. Currently, Des Moines Airport Authority is eligible for an estimated \$718,040.00 annually, dependent on the level of appropriations by the Legislature. The fiscal year 2026 grant application will provide partial funding for the following project:

Shuttle Bus Maintenance Facility

- Total Building Project cost: \$1,314,000
- Airport Share (45%): \$595,960
- State Share (55%): \$718,040

Staff Recommendation: Approve the IDOT Commercial Service Vertical Infrastructure Grant Application for FY 2026, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Engineering and Planning to close out this grant when completed in accordance with the contract documents.

6. Consider Change Order No. 7 with Henkel Construction Company for ConRAC Facility Project (Director of Engineering)

This change order adds additional scope of work related to the ConRAC (Rental Car Center). In addition, there are updates to completion dates originally called out within contract documents. The following items within the contract are being updated to final costs:

- a. MSE (mechanically stabilized earth) wall revisions, PCO 16: \$(119,846.84)
- b. Linear Counter & Electrical Updates, PCO 17: \$129,188.19
- c. Watermain Revisions, PCO 18: \$40,947.72
- d. Site Lighting Revisions, PCO 20: \$207,128.37
- e. Site Electrical & Signage Additions, PCO 21: \$284,267.17

- f. HMA Parking Lot Revisions: \$195,723.94
- g. Additional (5) calendar days for overall completion date, shifting to November 21, 2025

Staff Recommendation: Approve Change Order No. 7 with Henkel Construction Company in the amount of \$737,408.55 for the ConRAC Facility Project and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

7. Consider Shuttle Bus Route Modifications Project (Director of Engineering)

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Shuttle Bus Route Modifications Project

This project will consist of pavement removals, concrete pavement, sidewalk installation, storm sewer pipe and structures, traffic control, and chain link fencing modifications within the Grey Economy Lot, the entrance to Red Economy Lot, and the intersection of Duck Pond/Terminal Way.

The Engineer's Estimate for this project is \$194,630.00.

b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Shuttle Bus Route Modifications Project

Staff Recommendation: Approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Shuttle Bus Route Modifications Project.

c. Consider award of contract for the Shuttle Bus Route Modifications Project to TK Concrete, Inc in the amount of \$150,475.00.

The lowest responsive, responsible bidder was TK Concrete, Inc in the amount of \$150,475.00.

Staff Recommendation: Approve the contract with TK Concrete, Inc in the amount of \$150,475.00 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 Field Maintenance Complex Access Improvements Project (Director of Engineering)

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Field Maintenance Complex Access Improvements Project

This project will consist of pavement removal, AOA security chain link fencing, a Tilt-A-Way security gate with associated access control, site electrical and communications, concrete paving for roadway realignment and traffic control within the Field Maintenance Complex, adjacent to buildings 40, 42, & 43. The overall

project goal is to shift the current AOA fencing alignment and requirement to the Northwest, pulling the Field Maintenance complex outside of the AOA and into corporate security.

The Engineer's Estimate for this project is \$634,855.00.

b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Field Maintenance Complex Access Improvements Project

Staff Recommendation: Approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Field Maintenance Complex Access Improvements Project.

c. Consider award of contract for the Field Maintenance Complex Access Improvements Project to Elder Corporation in the amount of \$406,521.25

The lowest responsive, responsible bidder was Elder Corporation in the amount of \$406,521.25.

Staff Recommendation: Approve the contract with Elder Corporation in the amount of \$406,521.25 and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

9. Consider Concourse A & C 1st Floor Sprinkler Project (Director of Engineering)

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Concourse A & C 1st Floor Sprinkler Project

This project will consist of extending sprinkler coverage from the existing Terminal fire protection system to areas of the 1st floor of A & C Concourses. Sprinkler systems required include wet, dry, pre-action, and anti-freeze. Removal and re-installation of the existing ceiling is required to route new sprinkler piping and heads. Additional fire alarm modifications will be provided and installed to support the extended sprinkler systems.

The Engineer's Estimate for this project is \$625,000.00.

b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Concourse A & C 1st Floor Sprinkler Project

Staff Recommendation: Approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Concourse A & C 1st Floor Sprinkler Project.

c. Consider award of contract for the Concourse A & C 1st Floor Sprinkler Project to Midwest Automatic Fire Sprinkler Co. in the amount of \$364,700.00

The lowest responsive, responsible bidder was Midwest Automatic Fire Sprinkler Co. in the amount of \$364,700.00.

Staff Recommendation: Approve the contract with Midwest Automatic Fire Sprinkler Co. in the amount of \$364,700.00 and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

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

This amendment includes: (1) an extension of expressive activity permits from 10 to 30 days to streamline administrative processing; (2) clarification of the required use of a spotter when operating Authority-owned Passenger Boarding Bridges; and (3) a definition of a new penalty structure, including a points-based system for Drivers Permit violations. Both redline and clean versions of the proposed Rules and Regulations amendment are included in the board packet.

Staff Recommendation: Approve Airport Authority Rules and Regulations Amendment.

11. Consider Amendment of the Fiscal Year 2025 Rates and Charges Document (Director of Operations)

This amendment doubles the standard commercial vehicle fee for operators without an AVI tag or using a temporary vehicle. While such cases may occasionally be necessary for operational reasons, they are generally discouraged due to the need for manual remote gate access. The increased fee incentivizes timely acquisition of AVI tags while allowing flexibility for temporary vehicle use.

Staff Recommendation: Approve Amendment of the Fiscal Year 2025 Rates and Charges Document.

12. Consider Intergovernmental Agreement Between Eastern Iowa Airport and Des Moines Airport Authority (Director of Operations)

Per FAA regulations, the Airport must maintain a minimum of two ARFF (Airport Rescue and Firefighting) apparatus in service at all times. While typically not an issue, this requirement poses significant operational risk during equipment outages. To mitigate this, the Authority and the Eastern Iowa Airport have agreed to serve as mutual backups. This Intergovernmental Agreement formalizes that understanding, establishing a shared commitment to provide ARFF support when needed.

Staff Recommendation: Approve the Intergovernmental Agreement Between Eastern Iowa Airport and Des Moines Airport Authority.

13. Consider Task Order No. 141 for the Construct Terminal Service Road Entrance Design with Foth Infrastructure & Environment, LLC (Director of Engineering)

With the construction of the new passenger terminal, all deliveries to the terminal will occur from the existing service road which runs parallel to McKinley Avenue. Currently access to this service road is via SW 28th Street off McKinley. With the proposed expansion of an existing hangar, the service road will be severed as a through roadway between SW 28th Street and the new Terminal. A new entrance and exit will be established to allow for deliveries to access the new Terminal off McKinley either in the summer of 2025 or 2026.

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 Terminal Service Road Entrance.

Staff Recommendation: Approve Task Order No. 141 for the Construct Terminal Service Road Entrance Design with Foth Infrastructure & Environment, LLC for \$105,400.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

14. Consider Supplemental No 2 to Task Order No. 126 ConRAC Facility Professional Services Agreement with Foth Infrastructure & Environment, LLC (Director of Engineering)

On April 14, 2024, Board No. A24-065d, the Board approved Task Order No 126 for construction administration and observation services. Supplemental No 1 was signed on February 25, 2025, related to additional fees associated with mechanically stabilized earth (MSE) retaining wall alignment.

The following supplemental agreement No 2 is related to design efforts on tenant coordination of site electrical, lighting, communications, and video surveillance modifications developments, monument signs at tenant entries for car returns, PEMB dimension shifts affecting architectural, mechanical, and plumbing changes, and changing of kiosks to linear counters for tenant customer check ins.

Staff Recommendation: Approve Supplemental Agreement No. 2 to Task Order No. 126 with Foth Infrastructure & Environment, LLC for \$150,500.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

15. Consider Supplement No 1 to Task Order No. 131 for the Shuttle Bus Maintenance Facility Design with Foth Infrastructure & Environment, LLC (Director of Engineering)

On December 10, 2024, Task Order No 131 was executed for the programming study of a shuttle bus maintenance facility to be located within the field maintenance complex at Building No. 46. From this programming study, five alternatives were presented to Authority staff for review in meeting the goals of providing maintenance on current and future busing operations for both Parking and Rental Car Center. Option 3B was selected.

Project estimated costs: \$1,993,000

- Civil (parking lot modifications for bus storage): \$679,000
- Building: \$1,314,000

The scope of services to be included and performed by the Consultant includes detailed work, services, materials, equipment, and supplies necessary to provide an engineering analysis, survey, geotechnical exploration, functional design, final design drawings, and specifications and bidding assistance for the Shuttle Bus Maintenance Facility.

Staff Recommendation: Approve Supplement No. 1 to Task Order No. 131 for the Shuttle Bus Maintenance Facility Design with Foth Infrastructure & Environment, LLC for \$252,500.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

16. Consider Task Order No. 8 with Accenture for Operational Readiness and Airport Transition (ORAT) Services (Director of Operations)

Authority staff have identified the need for ORAT consulting services which were previously provided by another subcontractor to Accenture. A local firm, Formation Group, and a technical writer from the Kansas City metro, have been interviewed and are recommended by the Project Management Committee. This task order is budgeted in the terminal project and the subcontracts with the firms will be held and managed by Accenture.

Project Management Committee Recommendation: Approve Task Order No. 8 with Accenture for Operational Readiness and Airport Transition (ORAT) Services.

17. Financial Report (Director of Finance)

18. Briefing (Executive Director)

19. Next Meeting

- a. June 10, 2025**

20. Adjourn