

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

**DATE:** March 8, 2022

**TIME:** 9:00 a.m.

**PLACE:** This meeting will be conducted electronically due to the COVID-19 pandemic. 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. Individuals attending in person are required to wear facemasks.

**Agenda**

Call to Order and Roll Call

- 1. Consider Minutes for February 8, 2022, Regular Board Meeting**
- 2. Consider a Letter of Agreement between the Des Moines Airport Authority and the City of Indianola, Iowa (Executive Director)**
- 3. Consider Contract for Emergency Notification System Project with KOVA Corp. (Director of Engineering)**
- 4. Consider a Collective Bargaining Agreement with the Municipal Employees Association (Executive Director)**
- 5. Consider Contract for Asbestos Survey of Terminal and Concourses with Impact7G, Inc. (Director of Engineering)**
- 6. Consider Purchase of Sweeper from MacQueen Equipment (Director of Operations)**
- 7. Consider Purchase of Snow Blower from Tenco Inc. (Director of Operations)**
- 8. Consider a Sublicense Agreement with Signature Flight Support, LLC (Director of Operations)**
- 9. Consider a Third Amendment to the Air Service Incentive Program (Executive Director)**
- 10. Consider an Independent Contractor Agreement for Professional Services with Crawford, Murphy & Tilly (Executive Director)**
- 11. Consider Contract for the Installation of New Underground Electrical Lines to serve the Parking Garage Expansion and Future Terminal with MidAmerican Energy Company (Director of Engineering)**

- 12. Consider Contract for the Installation of Crane and Mezzanine in Building No. 44 with Bergstrom Construction, Inc. (Director of Engineering)**
- 13. Consider Amending the Rates and Charges by Increasing the Maximum Daily Vehicle Parking Rate in the Red Lot to Eight Dollars per Day (Executive Director)**
- 14. Financial Report (Director of Finance)**
- 15. Briefing (Executive Director)**
  - a. End of Year Report**
- 16. Next Meeting**
  - a. April 5, 2022, Board Workshop**
  - b. April 12, 2022, Regular Board Meeting**
- 17. Adjourn**

## **Agenda Notes:**

Call to Order and Roll Call

- 1. Consider Minutes for February 8, 2022, Regular Board Meeting**
- 2. Consider a Letter of Agreement between the Des Moines Airport Authority and the City of Indianola, Iowa (Executive Director)**

The City of Indianola approved a resolution agreeing to contribute a total of \$250,000 toward a new Airport Terminal building made in five installments beginning July 1, 2022 and ending July 1, 2026 and contingent on the Airport Authority obtaining the remaining funding needed to complete construction. In addition, Indianola has requested that a Letter of Agreement be signed stating the same thing. In both documents, the Authority agrees to establish an advisory committee during design and construction of the new terminal and the City of Indianola is entitled to participate.

Staff Recommendation: Approve a Letter of Agreement between the Des Moines Airport Authority and the City of Indianola, Iowa.

- 3. Consider Contract for Emergency Notification System Project with KOVA Corp. (Director of Engineering)**

This contract will provide an upgrade to Airport's emergency notification system. The upgrade will allow Airport Operations to communicate with multiple groups effectively. The project is included in the 2022 Capital Improvement Budget. Included in the agreement is a maintenance and support services agreement for two years.

A quote was received from KOVA Corp. only as this is the only firm Authority staff could locate that provided the complete system to Airports. 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 contract with KOVA Corp., for good cause, in the amount of \$304,170.40 for the equipment and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.
- Approve maintenance and support services agreement with KOVA Corp., for two-year duration and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

**4. Consider a Collective Bargaining Agreement with the Municipal Employees Association (Executive Director)**

Airport Administration has reached a collective bargaining agreement with representatives of the Municipal Employee Association. This Association represents eleven (11) Authority employees.

The term of the agreements is two years, beginning July 1, 2022 and ending June 30, 2024. It is agreed that each employee will be compensated in accordance with the Authority pay plan and all compensation adjustments will be effective January 1 each year.

Staff Recommendation: Approve a Collective Bargaining Agreement with the Municipal Employees Association.

**5. Consider Contract for Asbestos Survey of Terminal and Concourses with Impact7G, Inc. (Director of Engineering)**

While staff has been working through the Terminal Programming Document update, one of the risk factors identified was the associated cost and duration of abating the current Terminal and Concourses. As this work will be required to be completed at some date, Authority staff would like to engage in an agreement to minimize the risk. The consultant will complete asbestos consulting services, which will include completing an asbestos containing materials survey, project design for asbestos abatement and public bidding documents generated in accordance with federal, state, and local regulations.

Staff Recommendation: Approve agreement with Impact7G, Inc. for the Asbestos Survey in the amount of \$83,970.00 and authorize the Director of Engineering and Planning to accept and close out this agreement when completed in accordance with the contract documents.

**6. Consider Purchase of Sweeper from MacQueen Equipment (Director of Operations)**

Authority staff issued a request for proposal for the acquisition of a replacement sweeper unit. This item was budgeted for \$353,000.00 in the FY 2022 budget. Two bids were received from MacQueen Equipment and Truck Equipment Inc. The Truck Equipment Inc. proposal was invalidated due to failure to comply with the specification requirements; however, their bid was not the low bid. The lowest bid, from MacQueen Equipment, was for \$334,576.00 with a \$15,000.00 trade-in credit for a 2011 Elgin Crosswind for a net total of \$319,576.00.

Staff Recommendation: Approve a purchase order for one (1) sweeper with a trade-in from MacQueen Equipment in the amount of \$319,576.00.

**7. Consider Purchase of Snow Blower from Tenco Inc. (Director of Operations)**

An existing 1999 SnoGo Blower has mechanically failed. This piece of equipment is one of the primary tools used in snow removal cleanup operations. Repairing this piece of equipment would result in costs exceeding its remaining value due to its condition. The replacement of this equipment was unbudgeted for FY 2022 but was planned for replacement in FY 2023. Authority staff received a quote from Tenco Inc. for a replacement RPM 36R T4 Snow Blower utilizing the Sourcewell Cooperative Purchasing program in the amount of \$219,528.00. Authority staff procured an independent secondary estimate of \$225,000.00 on a competing piece of equipment to verify the cooperative discount offered by Tenco Inc. The existing SnoGo Blower will be sold at auction.

Staff Recommendation: Approve the purchase of one (1) snow blower from Tenco Inc. in the amount of \$219,528.00.

**8. Consider a Sublicense Agreement with Signature Flight Support (Director of Operations)**

The Airport contracts with Indmex, Inc. for a surface vehicle management system which includes software and various hardware for operational purposes. This system allows movement of vehicles operating on the airfield to be tracked electronically. Signature Flight Support desires to utilize this Airport system for their operational needs and to enhance bilateral safety and operational awareness. Including Signature on the Airport's software agreement would be mutually beneficial to both parties and Signature has offered to pay 25% of the Airport's cost for subscribing to the software component of the service agreement in the amount of \$795.27 per month. Signature would be responsible for any hardware purchases directly with Indmex. Indmex has authorized a sublicense agreement based on these terms. This agreement would continue on a month-to-month basis until terminated by either party.

Staff Recommendation: Approve a sublicense agreement with Signature Flight Support, LLC.

**9. Consider a Third Amendment to the Air Service Incentive Program (Executive Director)**

The Board approved an Air Service Incentive Program on May 12, 2015. It was developed to help entice airlines to provide new air service to the Airport. Many airports offer a similar incentive program, and in the highly competitive environment for airline service, an incentive program may tip the scales one way or the other as airlines focus on rebuilding their networks and look at opportunities to enter new markets. The program

aims to entice new service by offsetting initial marketing and start-up costs. The existing policy allows for up to three incentive awards for new routes to be granted each calendar year. The proposed Third Amendment will allow the Executive Director to approve an exception to the policy granting an additional incentive specifically to a new airline entrant if the three route incentives have been used. A maximum of two exceptions would be available in a calendar year.

Staff recommendation: Approve Amendment Number 3 to the Air Service Incentive Program providing up to two incentives to be awarded as exceptions if the maximum awards have been met and a new entrant enters the market.

**10. Consider an Independent Contractor Agreement for Professional Services with Crawford, Murphy & Tilly (Executive Director)**

Authority staff has negotiated an agreement with Crawford, Murphy & Tilly (CMT) to assist with defining, refining, and implementing a funding assistance strategy for maximized grant participation for the passenger terminal project. The services will be provided through a task order system and can be utilized in an a la carte manner. Task orders such as Opportunity Research, Grant Writing, Coordination with Federal Officials, etc. will be provided using hourly rates to invoice for these services with a not-to-exceed budget of \$88,250.00.

Staff Recommendation: Approve an Independent Contractor Agreement for Professional Services with Crawford, Murphy & Tilly with a not-to-exceed budget of \$88,250.00.

**11. Consider a Contract for the Installation of New Underground Electrical Lines to serve the Parking Garage Expansion and Future Terminal with MidAmerican Energy Company (Director of Engineering)**

Within the construction contract of Cowles Drive Phase 2 & 3, pathways will be installed to feed an auto switch gear (Authority to provide and install in the future) associated with the future Terminal. Dual feed connections to MidAmerican Energy grid will be established, along with the placing of primary enclosures, pathways, and cabling. This new service will service the garage and future Terminal. The feeds will be established so that if either the North or South electrical feed is lost, it will automatically switch to the other. Authority staff is taking the opportunity with the Cowles Drive Phase 2 & 3 project occurring in 2022 to make the installation of pathways and equipment more efficient.

Staff Recommendation: Approve an Agreement with MidAmerican Energy Company that will extend electrical lines to Parking Garage Expansion and Future Terminal in the amount of \$68,059.58 and authorize the Director of Engineering and Planning to accept and close out this agreement when completed in accordance with the contract documents.

**12. Consider Contract for the Installation of Crane and Mezzanine in Building No. 44 with Bergstrom Construction, Inc. (Director of Engineering)**

This project will install a mezzanine for use by Authority staff while installing new bristles on cores of the brooms used for snow removal. The crane will be utilized to lift and rotate the core vertically onto a stand to allow the new bristles to be installed. The Engineer's Estimate for the project was \$93,250.00. The project is included in the 2022 Budget. With the project estimate falling under the State of Iowa bidding threshold, competitive quotes were opened on March 1, 2022, and the lowest responsive, responsible quote for the project was Bergstrom Construction in the amount of \$98,000.00.

Staff Recommendation: Approve the contract with Bergstrom Construction, Inc. in the amount of \$98,000.00 and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

**13. Consider Amending the Rates and Charges by Increasing the Maximum Daily Vehicle Parking Rate in the Red Lot to Eight Dollars per Day (Executive Director)**

The demand for parking increases each year as we approach spring break. The Red Lot has remained closed for the greater duration of the pandemic to avoid shuttles crossing Fleur Drive. As we approach spring break this year, it appears the Red Lot will be necessary to accommodate the demand for parking. This will require an additional shuttle operated during the day. To offset those costs and encourage usage of the Grey Lot, Authority staff proposes differentiating the rates, increasing the daily rate in the Red Lot from six dollars a day to eight dollars per day, which is the same rate as the Blue Lot.

Staff Recommendation: Amend the Rates and Charges by Increasing the Maximum Daily Vehicle Parking Rate in the Red Lot to Eight Dollars per Day.

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

**15. Briefing (Executive Director)**

**16. Next Meeting**

- a. April 5, 2022, Board Workshop**
- b. April 12, 2022, Regular Board Meeting**

**17. Adjourn**