

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

**DATE:** February 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 January 10, 2023, Regular Board Meeting**
2. **Consider the Authority's Storm Water Pollution Prevention Plan (Director of Engineering)**
3. **Consider Agreement for Contracted Custodial Services with Heritage Building Maintenance (Director of Engineering)**
4. **Consider Task Order No. 1 for the Commissioning Services for New Airport Terminal Design Project with SystemWorks, LLC (Director of Engineering)**
5. **Consider Task Order No. 6 for 100% Design of Baggage Handling System for Future Terminal with HNTB Corporation (Director of Engineering)**
6. **Consider Agreement for Rental Car Ready/Return Facility Programming & Planning with PGAL (Director of Engineering)**
7. **Consider Purchase of Mower from Van-Wall Equipment, Inc. (Director of Operations)**
8. **Consider Purchase of Compact Utility Tractor from Van-Wall Equipment, Inc. (Director of Operations)**
9. **Consider Adjustment to 2023 Rates and Charges (Asst. Executive Director)**
10. **Consider Presentation regarding Parking Garage Expansion Façade and Fly Thru Presentation (Director of Engineering)**

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

**12. Briefing (Executive Director)**

**13. Next Meeting**

**a. March 14, 2023, Regular Board Meeting**

**14. Adjourn**

## **Agenda Notes:**

Call to Order and Roll Call

- 1. Consider Minutes for January 10, 2023, Regular Board Meeting**
- 2. Consider the Authority's Storm Water Pollution Prevention Plan (Director of Engineering)**

Authority staff has prepared 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 represents a description of the Airport facility, a discussion of potential pollution sources resulting from practices and activities at the Airport, and 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: "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.

- 3. Consider Agreement for Contracted Custodial Services with Heritage Building Maintenance (Director of Engineering)**

The custodial services contract with Marsden Building Maintenance, LLC will terminate April 1, 2023. A Request for Proposals (RFP) was issued on December 5, 2022, with proposals being due by January 13, 2023. A committee of four Authority staff reviewed and rated the eight proposals received based on the rating criteria outlined within the RFP. Ratings from highest to lowest were Heritage Building Maintenance, Flagship, Marsden Bld Maintenance, SMS, UBM, Kleen-Tech, Vonachen, and UG2. The proposed agreement is for a term of three years. The cost for the first year of the contract will be \$1,431,888.64 and will be adjusted annually for the next two years by an amount not to exceed the percentage change over the previous year in the Employment Cost Index published by the U.S. Department of Labor. The agreement does allow for two additional one-year extensions by the Authority.

Staff Recommendation: Approve an Agreement for Contracted Custodial Services with Bee-Clean US Holdings, LLC dba Heritage Building Maintenance for \$1,431,888.64.

**4. Consider Task Order No. 1 for the Commissioning Services for New Airport Terminal Design Project with SystemWorks, LLC (Director of Engineering)**

At the January 10, 2023, board meeting, agenda item A23-007, the Authority approved the Master Agreement for Commissioning Services related to future Terminal. This task order under the Master Agreement includes the scope of services to be performed by the Consultant for detailed work, services, and supplies necessary to support the Mechanical (including Building Automation System (BAS)), Electrical, and Plumbing (MEP) and Building Envelope (BE) commissioning for the design phase, preconstruction phase, and Bid Package 1 (BP1) of the New Passenger Terminal Phase 1A Project.

Staff Recommendation: Approve Task Order No. 1 related to commissioning services for the review of design documents in the amount of \$231,121.00 with SystemWorks, LLC and authorize the Director of Engineering and Planning to accept and close out Task Order No. 1 when completed in accordance with the contract documents.

**5. Consider Task Order No. 6 for 100% Design of Baggage Handling System for Future Terminal with HNTB Corporation (Director of Engineering)**

Task Order No. 6 includes the detailed work, services, and supplies necessary to progress the terminal development program of the baggage handling system, Checked Baggage Inspection System (CBIS) and Checked Baggage Resolution Area (CBRA), to a 100% design level. This task order for design will work in coordination with the Transportation Security Administration (TSA), and be funded through an Other Transaction Agreement (OTA). The negotiated amount not to exceed is \$1,095,790.00 and has been reviewed by TSA. This approved task order No. 6 will start the process of getting the OTA established, which could take up to three months to accomplish.

Staff Recommendation: Approve Task Order No. 6 for 100% Design of Baggage Handling System for Future Terminal with HNTB Corporation for \$1,095,790.00 and authorize the Director of Engineering and Planning to accept and close out Task Order No. 6 when completed in accordance with the contract documents.

**6. Consider Agreement for Rental Car Ready/Return Facility Programming & Planning with PGAL (Director of Engineering)**

To accommodate the Airport's Master Plan and ongoing terminal and landside development, preparation to relocate the car rental operations from the existing car rental areas that are located next to and within the existing terminal to the current Purple Lot adjacent to the existing RAC Quick Turnaround Area (QTA) is necessary. The proposed scope of work includes rental car programming, validation of facility needs, operational planning and conceptual design options for new rental car customer facing operations. The negotiated amount not to exceed for this planning is \$76,350.00. The duration of this planning effort is scheduled to take three months.

Staff Recommendation: Approve Agreement for Rental Car Ready/Return Facility Programming & Planning with PGAL for \$76,350.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

**7. Consider Purchase of Mower from Van-Wall Equipment, Inc. (Director of Operations)**

Authority staff obtained pricing from Van-Wall Equipment, Inc. for a new John Deere 1585 mower utilizing the Sourcewell Cooperative Purchasing program in the amount of \$44,053.53. This item was originally budgeted for \$36,400.00 resulting in the need for an additional \$7,653.53. The existing 2012 John Deere 1565 mower will be sold at auction.

Staff Recommendation: Approve the purchase of one (1) mower from Van-Wall Equipment, Inc. in the amount of \$44,053.53.

**8. Consider Purchase of Compact Utility Tractor from Van-Wall Equipment, Inc. (Director of Operations)**

Authority staff obtained pricing from Van-Wall Equipment, Inc. for a new John Deere 4066R compact utility tractor and Landpride AFM4216 mower attachment utilizing the Sourcewell Cooperative Purchasing program in the amount of \$89,249.49. This item was originally budgeted for \$72,000.00 resulting in the need for an additional \$17,249.49. The existing 2007 Jacobsen 9016 mower will be sold at auction.

Staff Recommendation: Approve the purchase of one (1) compact utility tractor from Van-Wall Equipment, Inc. in the amount of \$89,249.49.

**9. Consider Adjustment to 2023 Rates and Charges (Asst. Executive Director)**

To provide an additional payment option to airline crews, Authority staff is recommending an annual airline crew parking option which would provide a 20% discount on the monthly rates. This pre-paid annual parking option would be non-refundable. The 2023 aircrew parking rate was increased from \$25 to \$50 for 2023. With the pre-pay discount, aircrew would pay \$480 or \$40 per month equivalent.

Staff Recommendation: Approve adjustment to the 2023 Rates and Charges.

**10. Consider Presentation regarding Parking Garage Expansion Façade and Fly Thru Presentation (Director of Engineering)**

On November 8, 2022, Authority staff presented information and layouts related to the possible installation of façade on both the existing South Garage and the proposed Garage Expansion project. Authority staff will provide examples of the material, along with installations within the City of Des Moines, showing weathered materials.

Staff Recommendation: No action at this time. Recommendation will be made when the bids are presented to the Board.

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

**12. Briefing (Executive Director)**

**13. Next Meeting**

**a. March 14, 2023, Regular Board Meeting**

**14. Adjourn**