

Notice of Public Meeting  
of the  
DES MOINES AIRPORT AUTHORITY  
BOARD

**DATE:** July 8, 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. Election of Officers (Airport Authority Board)
  - a. Chairperson
  - b. Vice Chairperson
  - c. Secretary/Treasurer
2. Consider Minutes for
  - a. June 10, 2025, Regular Board Meeting
  - b. June 16, 2025, Special Board Meeting
3. Consider Amended and Restated Lease with Principal Life Insurance Company (Chief Financial Officer)
  - a. **Public Hearing**
  - b. Consider Amended and Restated Lease with Principal Life Insurance Company
4. Consider Task Order No. 143 with Foth Infrastructure and Environment, LLC for Airfield Pavement Maintenance Database Update (Chief Development Officer)
5. Consider Campus Site Signage Upgrades Project (Chief Development Officer)
  - a. **Public Hearing** regarding the plans, specifications, form of contract, and estimated total cost for the Campus Site Signage Upgrades Project
  - b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Campus Site Signage Upgrades Project
  - c. Consider award of contract for the Campus Site Signage Upgrades Project to Latimer Associates, Inc. (dba: Latitude Signage + Design) in the amount of \$502,335.75

- 6. Financial Report (Chief Financial Officer)**
- 7. Briefing (Chief Executive Officer)**
- 8. Next Meeting**
  - a. August 12, 2025**
- 9. Adjourn**

## **Agenda Notes:**

Call to Order and Roll Call

### **1. Election of Officers**

The Authority bylaws provide the Board shall elect a Chairperson, Vice Chairperson, and Secretary/Treasurer from its membership at its regular meeting in July in every odd numbered year or as soon as practical thereafter. Officers will serve until their successors are elected and qualified.

- a. Chairperson**
- b. Vice Chairperson**
- c. Secretary/Treasurer**

### **2. Consider Minutes for**

- a. June 10, 2025, Regular Board Meeting**
- b. June 16, 2025, Special Board Meeting**

### **3. Consider Amended and Restated Lease with Principal Life Insurance Company (Chief Financial Officer)**

#### **a. Public Hearing**

Principal Life Insurance Company proposes to build an expansion to the north of their existing hangar. The construction is expected to be completed within 18 months. On September 8, 2003, the City of Des Moines signed the lease that had an initial term of 20 years with two five-year options. The lease is currently on its first five-year option period. Under the amended lease, building ownership will transfer to the Authority on January 1, 2037, at which time the building will be appraised to determine future rents. Principal will continue to pay land rent in addition to the building rent after January 2037. An entrance from McKinley Avenue into Principal's leasehold is also planned, subject to the approval by the City of Des Moines.

#### **b. Consider Amended and Restated Lease with Principal Life Insurance Company**

Staff Recommendation: Approve Amended and Restated Lease with Principal Life Insurance Company.

**4. Consider Task Order No. 143 with Foth Infrastructure and Environment, LLC for Airfield Pavement Maintenance Database Update (Chief Development Officer)**

The Federal Aviation Administration (FAA) grant assurances require airports to update their Airport Pavement Management System (APMS) every 3-5 years. Last update of the Pavement Management System was completed in 2022. Through this contract, the Consultant will provide the required field inspection and condition reporting. Additional joint review within Economy Lots is included to established annual maintenance schedule. This task order is one of the responsibilities listed in the Master General Engineering Services Agreement with Foth Infrastructure and Environment, LLC.

Staff Recommendation: Approve Task Order No. 143 with Foth Infrastructure & Environment, LLC in the amount of \$134,620.00 and authorize the Chief Development Officer to accept and close out this contract when completed in accordance with the contract documents.

**5. Consider Campus Site Signage Upgrades Project (Chief Development Officer)**

**a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Campus Site Signage Upgrades Project**

This project involves the installation of new signage and wayfinding systems to meet a newly developed design standard for the Terminal and surrounding facilities. This includes upgrading existing signage throughout the Airport Campus, such as the terminal, concourses, CONRAC, central terminal area, and perimeter roadways. The project will involve replacing directional signs, renovating roadway guide signs, and replacing outdated logos with the new DSM logo.

The Engineer's Estimate for this project is \$492,828.00.

**b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Campus Site Signage Upgrades Project**

Staff Recommendation: Approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Campus Site Signage Upgrades Project.

**c. Consider award of contract for the Campus Site Signage Upgrades Project to Latimer Associates, Inc. (dba: Latitude Signage + Design) in the amount of \$502,335.75**

The lowest responsive, responsible bidder was Latimer Associates, Inc. (dba: Latitude Signage + Design) in the amount of \$502,335.75.

Please note that there will be a follow up change order to incorporate the permit costs for each of the signs later. Each sign permit cost is different, along with a couple of signs requiring City of Des Moines' Board of Variance approval. Once the signed

contractor is on board, full sign submittals/shop drawings will be submitted to the City of Des Moines which will establish the sign permit costs.

Staff Recommendation: Approve the contract with Latimer Associates, Inc. (dba: Latitude Signage + Design) in the amount of \$502,335.75 for the improvement and authorize the Chief Development Officer to accept and close out this project when completed in accordance with the contract documents.

**6. Financial Report (Chief Financial Officer)**

**7. Briefing (Chief Executive Officer)**

**8. Next Meeting**

**a. August 12, 2025**

**9. Adjourn**