

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

**DATE:** October 14, 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 September 9, 2025, Regular Board Meeting
2. Consider First Amendment to Contract Between the Des Moines Airport Authority and Associated Time Instruments (Chief Operations Officer)
3. Consider the Iowa Department of Transportation Agreement for Fiscal Year 2026 Air Service Development Program (Communications, Marketing, and Air Service Development Manager)
4. Consider Existing Terminal Signage Upgrades Project (Chief Development Officer)
  - a. **Public Hearing** regarding the plans, specifications, form of contract, and estimated total cost for the Existing Terminal Signage Upgrades Project
  - b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Existing Terminal Signage Upgrades Project
  - c. Consider award of contract for the Existing Terminal Signage Upgrades Project to Latimer Associates, Inc. (dba Latitude Signage + Design) in the amount of \$119,688.00
5. Consider Airport Authority Rules and Regulations Amendments (Chief Operations Officer)
6. Financial Report (Chief Financial Officer)
7. Briefing (Chief Executive Officer)
8. Next Meeting: November 11, 2025
9. Adjourn

## **Agenda Notes:**

Call to Order and Roll Call

- 1. Consider Minutes for September 9, 2025, Regular Board Meeting**
- 2. Consider First Amendment to Contract Between the Des Moines Airport Authority and Associated Time Instruments (Chief Operations Officer)**

The Authority required RFP submissions for the new Parking and Revenue Control System (PARCS) to include a full two-year warranty. This initial warranty will expire on April 30, 2026. The RFP also required proposers to provide pricing for ongoing support for an additional eight years beyond the original warranty period.

This amendment incorporates that eight-year support period in accordance with the RFP. The total cost of this support is \$961,310, with a graduated schedule of annual fees as outlined in Attachment 2 of the agreement.

Staff Recommendation: Approve First Amendment to Contract Between the Des Moines Airport Authority and Associated Time Instruments.

- 3. Consider the Iowa Department of Transportation Agreement for Fiscal Year 2026 Air Service Development Program (Communications, Marketing, and Air Service Development Manager)**

The Authority applies annually for funds through the Iowa DOT Bureau of Aviation Air Service Development Program. The FY26 application has been approved to use the funds for air service software and marketing strategies to support local air service growth. The airline data and software system will be used to build business cases for existing and prospective airlines to meet commercial service demands in our catchment area. The Authority will implement marketing campaigns to promote the airport, build brand awareness and loyalty, and conduct targeted marketing to support existing and newly announced nonstop service. The Iowa DOT will reimburse the Authority for 80% of eligible project costs not to exceed \$80,000.

Staff Recommendation: Approve the Iowa Department of Transportation Agreement for the Fiscal Year 2026 Air Service Development Program.

- 4. Consider Existing Terminal Signage Upgrades Project (Chief Development Officer)**
  - a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Existing Terminal Signage Upgrades Project**

The project includes 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 and concourses. The project will involve replacing directional signs and updating gate signage. The contractor will remove and replace all existing directional signage within the terminal and concourses with new signage in coordination with the new terminal.

The Engineer's estimate for this project is \$142,080.

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

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

**c. Consider award of contract for the Existing Terminal Signage Upgrades Project to Latimer Associates, Inc. (dba Latitude Signage + Design) in the amount of \$119,688.00**

Two bids were received. The lowest responsive, responsible bidder was Latimer Associates, Inc. in the amount of \$119,688.00.

Staff Recommendation: Approve the contract with Latimer Associates, Inc. in the amount of \$119,688.00 and authorize the Chief Development Officer to accept and close out this project when completed in accordance with the contract documents.

**5. Consider Airport Authority Rules and Regulations Amendments (Chief Operations Officer)**

Authority staff performed a comprehensive review of the Airport Rules and Regulations to include formatting, general language cleanup, definition modification and consistency, and updates to executive team titles. All references to defined terms were capitalized resulting in a majority of the tracked changes. Additional updates were reviewed in anticipation of the upcoming new terminal opening to ensure the Rules and Regulations are valid at that time. A clean and redline copy of the proposed changes were provided to the Board.

Staff Recommendation: Approve Amendments to the Airport Authority Rules and Regulations.

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

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

**8. Next Meeting**

**a. November 11, 2025**

**9. Adjourn**