

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

DATE: February 10, 2026
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 January 13, 2026, Regular Board Meeting
2. Consider Airport Authority Rules and Regulations Amendments (Chief Operations Officer)
3. Consider Approval of Master Services Agreement and Self Bag Drop Agreement with SITA (Chief Operations Officer)
4. Consider the Authority's Storm Water Pollution Prevention Plan (Chief Development Officer)
5. Consider Change Order No. 6 for Construct Terminal Deicing Apron Bid Package 2 with Flynn Company, Inc. (Chief Development Officer)
6. **Public Hearing:** Consider News, Gift and Retail Concession Agreement (Chief Financial Officer)
7. Consider Amendment #2 to the Polk County Loan Agreement (Chief Executive Officer)
8. Financial Report (Chief Financial Officer)
9. Briefing (Chief Executive Officer)
10. Next Meeting
 - a. March 10, 2026
11. Adjourn

Agenda Notes:

Call to Order and Roll Call

- 1. Consider Minutes for January 13, 2026, Regular Board Meeting**
- 2. Consider Airport Authority Rules and Regulations Amendments (Chief Operations Officer)**

Several minor changes to the Rules and Regulations are being proposed to address definition of, storage of, and use of aircraft lavatory fluids and various glycol products. These changes ensure the Authority can maintain compliance with its stormwater permits and maintenance of the triturator facilities.

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

- 3. Consider Approval of Master Services Agreement and Self Bag Drop Agreement with SITA (Chief Operations Officer)**

As part of the Terminal Lift Project, the Authority issued a Request for Proposal for the purchase and installation of four self-bag drop devices and eight common use kiosks. These devices will allow for a common use bag drop to enhance customer service. Airlines will be added to this system as they are willing and have enabling software available.

The engineer's estimate for this project was \$1,200,000 and is included in the new terminal budget. Two proposers submitted and proposals were evaluated by an Authority committee. SITA scored the highest amongst all committee members. Upon further evaluation of the proposals and the intent of the common use kiosk portion, the committee recommends not proceeding with the kiosks and acquiring those separate of this proposal to match existing terminal kiosks.

Staff Recommendation: Approve Purchase of Self-Bag Drops in the Amount of \$583,988.73 and Master Services Agreement and Self Bag Drop Agreement with SITA.

- 4. Consider the Authority's Storm Water Pollution Prevention Plan (Chief Development Officer)**

Authority staff updated 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 includes a description of the Airport facility, a discussion of potential pollution sources resulting from practices and activities on the Airport, and it 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 that: "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: Authorize the Chief Executive Officer to sign and certify the Storm Water Pollution Prevention Plan.

5. Consider Change Order No. 6 for Construct Terminal Deicing Apron Bid Package 2 with Flynn Company, Inc. (Chief Development Officer)

Change Order No. 6 adjusts the contract value for:

- A. PWL incentives (FAA grant eligible). PWL (Percentage Within Limits) incentives allowed through the contract are based on pavement strength and thickness. Pavements were tested throughout the progress of the project by an independent firm and Flynn exceeded the minimum standards, making them eligible to receive the contracted incentives.
- B. Final reconciliation of quantities outlined within the contract's schedule of values has been completed. Quantities of items installed throughout the project were tracked and recorded by the engineering firm engaged by the Authority for construction observation and administration. This change order adjusts the contract for actual units used and installed. The contracted value per unit did not change; the estimated number of units is being adjusted for the actual number of units used.

Items within the change order are reimbursable by the FAA at 90%.

Staff Recommendation: Approve Change Order No. 6 to the Construct Terminal Deicing Apron Bid Package 2 contract with Flynn Company, Inc. increasing the amount of the contract by \$178,234.78 and authorize the Chief Executive Officer to sign Change Order No. 6 with final approval by Federal Aviation Administration.

6. Public Hearing: Consider News, Gift and Retail Concession Agreement (Chief Financial Officer)

The current News, Gift and Retail Concession agreement with Hudson Retail Group, LLC expires on 6/30/2026. The Airport Authority issued a Request for Proposal (RFP) on September 19, 2025. The awarded concessionaire will cooperate with the Authority's new terminal construction schedule, allowing them to begin build-out and be operational when the new terminal opens in 2027. Three retail concessionaires submitted proposals. Each proposal was reviewed and rated based on eight areas of qualifications. Based on the

combined ratings from the Authority staff selection committee, Hudson Retail Group, LLC is recommended to be the Authority's News, Gift and Retail concessionaire.

Staff Recommendation: Approve a News, Gift and Retail Concession Agreement with Hudson Retail Group, LLC.

7. Consider Amendment #2 to the Polk County Loan Agreement (Chief Executive Officer)

The loan agreement with Polk County requires the Authority to fund a debt service account by March 1st of each year that will cover the following 18 months of payments. This allows the County to abate the property tax assessment related to this debt. In lieu of the County contribution of \$10 million to the project, and in light of the estimated \$70+ million in savings realized by the Authority in debt service saving via the County loan, an amendment to the loan agreement will reduce the Authority's funding requirement for March 1st by \$10 million for the years 2026 through 2029.

Staff Recommendation: Approve Amendment #2 to the Polk County Loan Agreement.

8. Financial Report (Chief Financial Officer)

9. Briefing (Chief Executive Officer)

10. Next Meeting

a. March 10, 2026

11. Adjourn