

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

DATE: December 14, 2021
TIME: 9:00 a.m.
PLACE: 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 November 9, 2021, Regular Board Meeting**
- 2. Consider Resolution Appointing Representatives to the Des Moines Area Metropolitan Planning Organization's Policy Committee and Technical Committee (Executive Director)**
- 3. Consider Approval of Airline Operating and Use Agreement Eighth Amendment (Director of Finance)**
- 4. Consider Amendment to ATM Concession Agreement (Director of Finance)**
- 5. Consider Approval of Airline Operating and Use Agreement with Silver Airways, LLC (Director of Finance)**
- 6. Consider Contract for the Owner's Representative for New Airport Terminal Project with Anser Advisory, LLC (Director of Engineering)**
- 7. Consider Contract for Integrated Dispatch Console Project with Motorola Solutions, Inc. (Director of Engineering)**
- 8. Consider Fourth Amendment to the Real Estate Lease and Asset transfer Agreement with City of Des Moines (Director of Engineering)**
- 9. Financial Report (Director of Finance)**
- 10. Briefing**
- 11. Next Meeting**
 - a. January 11, 2022, Regular Board Meeting**
- 12. Adjourn**

Agenda Notes:

Call to Order and Roll Call

- 1. Consider Minutes for November 9, 2021, Regular Board Meeting**
- 2. Consider Resolution Appointing Representatives to the Des Moines Area Metropolitan Planning Organization's Policy Committee and Technical Committee (Executive Director)**

Des Moines Airport Authority is an associate, non-voting member of the Des Moines Area Metropolitan Planning Organization (MPO). The MPO has requested a resolution appointing primary and alternate representatives to their Policy Committee and Technical Committee for terms that will run from January 1, 2022, through December 31, 2022. Recommended representatives are as follows:

Policy Committee Primary Representative:	Kevin Foley
Policy Committee Alternate Representative:	Brian Mulcahy
Technical Committee Primary Representative:	Bryan Belt
Technical Committee Alternate Representative:	Clint Torp

Staff Recommendation: Approve a Resolution Appointing Representatives to the Des Moines Area Metropolitan Planning Organization's Policy Committee and Technical Committee.

- 3. Consider Approval of Airline Operating and Use Agreement Eighth Amendment (Director of Finance)**

United Parcel Service (UPS) has returned the Airline Operating and Use Agreement Eighth Amendment. This amendment extends the term of the agreement through December 31, 2022. Authority staff requests that the Board Chair be authorized to execute remaining amendments as they are received from the Airlines.

Staff Recommendation: Approve the Eighth Amendment to the Airline Operating and Use Agreement and authorize the Board Chair to execute remaining amendments as they are received from the Airlines.

- 4. Consider Amendment to ATM Concession Agreement (Director of Finance)**

A concession agreement was entered on October 3, 2016, with MobileMoney for Automated Teller Machine service in the terminal. The original agreement was a five-year agreement terminating on November 30, 2021. MobileMoney has agreed to extend the agreement for an additional two-year period through November 30, 2023.

Staff Recommendation: Approve the first amendment to the ATM Concession Agreement with MobileMoney.

5. Consider Approval of Airline Operating and Use Agreement with Silver Airways, LLC (Director of Finance)

Silver Airways, LLC is the cargo airline operating in Des Moines on behalf of Amazon Air. They have signed an Airline Operating and Use Agreement, and approval of the agreement by the Authority Board will make them a signatory airline at DSM.

Staff Recommendation: Approve the Operating and Use Agreement with Silver Airways, LLC.

6. Consider Contract for the Owner's Representative for New Airport Terminal Project with Anser Advisory, LLC (Director of Engineering)

The Authority issued a Request for Qualifications (RFQ) to select an Owner's Representative (OR) for the New Airport Terminal project. Five firms submitted proposals. Each proposal was reviewed and rated based on qualifications established in the RFQ. Of these, three were selected to be interviewed: Landrum & Brown, Anser Advisory, and Paslay Management Group. Based on the combined ratings from the six-member Airport Committee, Anser Advisory is being recommended. The OR role is to act as a bridge between the Authority and the design and construction team, other technical advisors, and various stakeholders, and to provide technical support and oversight during the selection, design, construction and initial operation of the new terminal. The OR will be responsible for the development and professional staffing necessary to complete the scope of services requirements, subject to the approval by the Authority. The OR will provide effective leadership and management to ensure the successful completion and commissioning of the design and construction of a new terminal. The OR will collaborate with Authority staff daily during the process to ensure that decisions are made based on the needs and desires of the Authority.

Staff Recommendation: Approve a master agreement that allows for individual task orders to be developed and contracted with Anser Advisory, LLC for various scopes of work related to new Airport Terminal Project.

7. Consider Contract for Integrated Dispatch Console Project with Motorola Solutions, Inc. (Director of Engineering)

This contract will provide for an upgrade to Airport's existing dispatch consoles and be directly connected to the State of Iowa Interoperable Communications Systems (ISICS). A quote was received from Motorola only, as the existing dispatch equipment is from Motorola. The console will allow Airport Operations to communicate with multiple groups effectively. The upgrade resolves the following issues:

- i. Ability to broadcast to multiple groups

- ii. Provide for dual positions within the Operations Center
- iii. Provide more robust dependability on the network

The project is included in the 2022 Capital Improvement Budget. Included in the agreement is a maintenance and support services agreement for four years. The initial first year is included with the contract. This support agreement would commence on April 1, 2023 and run thru March 31, 2027.

- 2nd year, 2023: \$27,036.00
- 3rd year, 2024: \$27,594.00
- 4th year, 2025: \$28,170.00
- 5th year, 2026: \$28,768.00

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:

- A. Approve the noncompetitive contract with Motorola Solutions, Inc., for good cause, in the amount of \$425,897.00 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.
- B. Approve maintenance and support services agreement with Motorola Solutions, Inc., for four-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.

8. Consider Fourth Amendment to the Real Estate Lease and Asset transfer Agreement with City of Des Moines (Director of Engineering)

On December 6, 2021, Des Moines City Council approved the following items related to Cowles Drive Phase 1 project which occurred next to and within Fleur Drive.

- A. Council Item 21-1848 vacating Right of Way related to removal of North and South bound old entry lanes off Fleur Drive.
- B. Council Item 21-1850 dedicating new additional Right of Way for new entry turning lanes off Fleur Drive and onto Cowles Drive.

This amendment updates Lease Exhibit B to reflect these changes.

Staff Recommendation: Approve the fourth lease amendment to Real Estate Lease and Asset Transfer agreement between City of Des Moines and Des Moines Airport Authority.

9. Financial Report (Director of Finance)

10. Briefing

11. Next Meeting

a. January 11, 2022, Regular Board Meeting

12. Adjourn