

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

**DATE:** February 9, 2021  
**TIME:** 9:00 a.m.  
**PLACE:** This meeting will be conducted electronically due to the COVID-19 pandemic. The public may join our Zoom meeting at: <https://zoom.us/j/9843166544>, or call in at: +1 312 626 6799 US (Chicago), Meeting ID: 984 316 6544#

The Airport Board Room, 2nd Floor, Airport Terminal, will be open to the public. Attendance in the room will be limited to ten individuals at any one time.

**Agenda**

Call to Order and Roll Call

- 1. Consider Minutes for January 12, 2021, Regular Board Meeting**
- 2. Consider Fourth Amendment to the Des Moines Flying Service, Inc. Lease assigned to DMFS Acquisition, LLC (Executive Director)**
- 3. Consider a First Amendment to the Fixed Base Operator Lease and Operating Agreement with Signature Flight Support, LLC (Director of Finance)**
- 4. Consider Task Order No. 77, with Foth Infrastructure and Environment, LLC, for ASOS and SWS Relocation Design (Director of Engineering)**
- 5. Consider the Authority's Storm Water Pollution Prevention Plan (Director of Engineering)**
- 6. Consider Purchase of Pre-Conditioned Air Units for Passenger Boarding Bridges (Director of Engineering)**
- 7. Financial Report (Director of Finance)**
- 8. Briefing (Executive Director)**
  - a. End of Year Report**
- 9. Next Meeting**
  - a. March 9, 2021, Regular Board Meeting**
- 10. Adjourn**

## **Agenda Notes:**

Call to Order and Roll Call

- 1. Consider Minutes for January 12, 2021, Regular Board Meeting**
- 2. Consider Fourth Amendment to the Des Moines Flying Service, Inc. Lease assigned to DMFS Acquisition, LLC (Executive Director)**

On January 1, 2021, the Des Moines Flying Service Lease was assigned to DMFS Acquisition, in compliance with an Assignment, Assumption and Guaranty Agreement authorized by the Board on September 8, 2020. DMFS Acquisition now wishes to amend the Lease to add DMFS Leasing as a named Tenant under the Lease. DMFS Leasing is a wholly owned subsidiary of DMFS Acquisition who intends to conduct aircraft sales out of the leased premises. This Fourth Amendment will amend the lease such that DMFS Acquisition LLC, an Indiana limited liability company, and DMFS Leasing LLC, an Indiana limited liability company, are each named Tenants under the Lease. References in the Lease to “Tenant” shall refer to both DMFS Acquisition LLC, and DMFS Leasing LLC.

Staff Recommendation: Approve Fourth Amendment to the Des Moines Flying Service, Inc. Lease assigned to DMFS Acquisition, LLC.

- 3. Consider a First Amendment to the Fixed Base Operator Lease and Operating Agreement with Signature Flight Support, LLC (Director of Finance)**

On January 14, 2020, the Des Moines Airport Authority Board approved a Fixed Base Operator Lease and Operating Agreement with Signature Flight Support. This agreement provides a land lease to Signature for construction of new facilities on the south side of the Airport. Signature has requested an amendment to the Agreement to remove the four-year maintenance bond obligation on private improvements to be constructed by Signature. Instead, Signature has requested to provide the insurance required by Section 1070, Part 3 – Bonds and Insurance, of the Statewide Urban Design and Specifications (SUDAS), through the period covered by this contract until final acceptance by the Authority. Signature will defend, indemnify, and hold harmless the Authority and its officers, agents, and employees in accordance with Section 1070, 3.03 Contractor’s Indemnity - Contractual Liability Insurance.

In addition, Signature will provide a Performance and Payment Bond in the full amount of the Construction Contract and in a form acceptable to the Authority, and that includes the Authority as an Obligee under the Bond.

Staff Recommendation: Approve the First Amendment to the Fixed Base Operator Lease and Operating Agreement with Signature Flight Support, LLC.

**4. Consider Task Order No. 77, with Foth Infrastructure and Environment, LLC, for ASOS and SWS Relocation Design (Director of Engineering)**

The National Weather Service’s Automated Surface Observing System (ASOS) and the FAA’s Surface Weather Station (SWS) must be relocated prior to construction of the expanded Terminal Apron which is part of the Terminal Project and currently scheduled for calendar year 2025. As design for the reconstruction of Runway 23 progresses, it has become evident that relocating these facilities should occur at the same time taking advantage of efficiencies gained with the installation of pathways while the runway reconstruction takes place. Per a recently completed siting study for the ASOS and SWS relocation, the ASOS and SWS will be relocated to the infield area between Taxiway D, Taxiway P, and Taxiway B. The scope of services to be performed by the Consultant with Task Order No. 77 includes detailed work, services, materials, equipment and supplies necessary to provide plans, specifications, and construction services for the relocation of the ASOS and SWS. Letting services are not included as it is anticipated that the construction required for the ASOS and SWS relocation will be added through a change order to the Runway 23 project.

Staff Recommendation: Approve Task Order No. 77 for the design of ASOS and SWS relocation with Foth Infrastructure and Environment, LLC in the amount of \$55,495.00 and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

**5. 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 Authority’s SWPPP and authorize the Executive Director to sign and certify the SWPPP.

**6. Consider the Purchase of Pre-Conditioned Air Units from JBT Aerotech/Jetway Systems for Passenger Boarding Bridges (Director of Engineering)**

Airport staff proposes the purchase and installation of three (3) new pre-conditioned air (PCA) units. PCA units provide cooling and heating to parked aircraft and PBB. With the approval to purchase four new Passenger Boarding Bridges (PBBs), the expectation was to install our existing PCA units on the new PBBs. However, our existing units have been discontinued and we are experiencing maintenance issues and delays in obtaining replacement parts affecting Airlines utilizing the PBBs. The goal is to remove 3 units and salvage what parts we can to keep other 4 units up and functional.

The units will be installed on our existing PBBs. The model being purchased will fit the existing infrastructure on the PBBs. This includes integration of the controls to the PBB in that both will be provided by JBT (both new and current PBB). If the Authority were to buy a different model from a different manufacturer, modifications to the PCA & PBBs would be required for the PCA to function properly.

Staff Recommendation: Approve a purchase order for three (3) pre-conditioned air units with JBT Aerotech/Jetway Systems in the amount of \$235,692.00 and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

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

**8. Briefing (Executive Director)**

**a. End of Year report**

**9. Next Meeting**

**a. March 9, 2021, Regular Board Meeting**

**10. Adjourn**