

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

**DATE:** December 13, 2022  
**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 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:
  - a. November 8, 2022, Regular Board Meeting
  - b. November 8, 2022, New Terminal Design Workshop
2. Consider Resolution Approving and Accepting Noise and Avigation Easement Agreement between TK Development, L.L.C. for Southwoods Estates Plat 3, the Des Moines Airport Authority, and the City of Des Moines (Director of Engineering)
3. Consider Hertz Lease Amendment for Electric Vehicle Charging Station (Assistant Executive Director)
4. Consider Resolution Appointing Des Moines Airport Authority Representation to the Des Moines Area Metropolitan Planning Organization (Executive Director)
5. Consider Revised Credit Card Policy (Director of Finance)
6. Consider a Contract for the Grey Economy Parking Lot Expansion Project design, Task Order No. 107, with Foth Infrastructure & Environment, LLC (Director of Engineering)
7. Consider a Contract for the South Cargo Apron Deicing Positions Project design, Task Order No. 105, with Foth Infrastructure & Environment, LLC (Director of Engineering)
8. Consider Supplemental Agreement No. 1 for Task Order No. 3, Airport ACS/VSS Upgrade Project, with HNTB Corporation (Director of Engineering)
9. Consider Task Order No. 4 for Future Terminal 30% Design Services with HNTB Corporation (Director of Engineering)

- 10. Consider the First Amendment to the Management Agreement for Airport Parking Facilities (Director of Operations)**
- 11. Consider Task Order No. 5 for Future Terminal Bid Package No. 1 Design Services with HNTB Corporation (Director of Engineering)**
- 12. Consider a Contract for the South Remain Overnight Positions & Duck Pond Relocation Project design, Task Order No. 106 with Foth Infrastructure & Environment, LLC (Director of Engineering)**
- 13. Consider Approval of Airline Operating and Use Agreement Ninth Amendment (Assistant Executive Director)**
- 14. Consider Amendment to Airport Rules and Regulations (Director of Operations)**
- 15. Financial Report (Director of Finance)**
- 16. Briefing (Executive Director)**
- 17. Next Meeting**
  - a. January 10, 2023, Regular Board Meeting**
- 18. Adjourn**

## **Agenda Notes:**

Call to Order and Roll Call

- 1. Consider Minutes**
  - a. November 8, 2022, Regular Board Meeting**
  - b. November 8, 2022, New Terminal Design Workshop**
  
- 2. Consider Resolution Approving and Accepting Noise and Avigation Easement Agreement between TK Development, L.L.C. for Southwoods Estates Plat 3, the Des Moines Airport Authority, and the City of Des Moines (Director of Engineering)**

In July 2019, and September 2019, the Board approved a Noise and Avigation Easement agreement between TK Development, L.L.C., the Des Moines Airport Authority, and the City of Des Moines for Southwoods Estates Plat, lots 1-13 and for Southwoods Estates Plat 2, lots 1-27.

TK Development is now developing a subdivision entitled Southwoods Estates Plat 3, lots 1-22 located at Watrous Avenue and SW 56<sup>th</sup> Street, Des Moines, Iowa. The Southwoods Estates subdivision is located northeast of, but very near the runway protection zone of the proposed parallel 13R runway. The Easement will protect both the airspace around the runway, and approach to the runway. It provides a liability release for both the Des Moines Airport Authority and the City of Des Moines. The Easement identifies the subdivision as a potential “noise impacted area” detailing both the potential for noise levels to change and when additional noise mitigation measures might be required and authorized.

Staff Recommendation: Approve the Resolution Approving and Accepting Noise and Avigation Easement Agreement between TK Development, L.L.C. for Southwoods Estates Plat 3, the Des Moines Airport Authority, and the City of Des Moines.

- 3. Consider Hertz Lease Amendment for Electric Vehicle Charging Station (Assistant Executive Director)**

Hertz plans to bring Electric Vehicles to the DSM market and would like to install one EV charger at the rental car facility. Hertz will be responsible for the installation and removal of the equipment if required by the Authority. Hertz will be responsible for all electricity cost related to the charging of vehicles.

Staff Recommendation: Approve Hertz Lease Amendment for Electric Vehicle Charging Station.

**4. Consider Resolution Appointing Des Moines Airport Authority Representation to the Des Moines Area Metropolitan Planning Organization (Executive Director)**

Des Moines Airport Authority is a nonvoting member of the Des Moines Area MPO. The Des Moines Area MPO has requested its member governments to appoint primary and alternate representatives to serve on its Policy Committee and Technical Committee for terms that will run from January 1, 2023, through December 31, 2023.

Authority staff recommends the following representatives be appointed to the Des Moines Area MPO Committees:

Policy Committee Primary Representative: Kevin Foley, Executive Director  
Policy Committee Alternate Representative: Brian Mulcahy, Assist. Executive Director  
Technical Committee Primary Representative: Bryan Belt, Director of Engineering  
Technical Committee Alternate Representative: Clint Torp, Director of Operations

Staff Recommendation: Approve a Resolution Appointing Des Moines Airport Authority Representation to the Des Moines Area Metropolitan Planning Organization.

**5. Consider Revised Credit Card Policy (Director of Finance)**

At the January 3, 2012, Authority Board meeting the Board approved a credit card policy. The Authority has switched credit card companies which caused Authority Staff to review the credit card policy. Credit card limits were reviewed and are proposed to remain at \$5,000 per card except for the Executive Director, Assistant Executive Director, and Director of Finance cards which are proposed to increase to \$10,000. Occasionally, a card is needed with a greater line of credit and the \$10,000 lines of credit will provide that.

Staff Recommendation: Approve a revised credit card policy.

**6. Consider a Contract for the Grey Economy Parking Lot Expansion Project design, Task Order No. 107, with Foth Infrastructure & Environment, LLC (Director of Engineering)**

With the planned parking garage expansion and terminal-related projects to include the expansion of the Remain Overnight aircraft parking area, which will extend into the Green Economy Parking Lot and Rental Car Parking Lot Number 1, automobile parking spaces will be lost in the terminal area. An expansion of the existing Grey Lot is proposed to provide additional surface parking to offset the loss of those parking spaces. It is estimated that approximately 750 additional parking spaces may be added to the existing Grey Lot to include a new entrance plaza and bus shelter.

Task Order No. 104 includes detailed work, services, materials, equipment and supplies necessary to provide complete plans and specifications and bidding services for construction of an expansion to the Grey Economy Parking Lot. The negotiated amount of the agreement is \$292,000.00. This service is included within the FY2023 budget.

Staff Recommendation: Approve a Contract for the Grey Economy Parking Lot Expansion Project design, Task Order No. 107, with Foth Infrastructure & Environment, LLC for \$292,000.00.

**7. Consider a Contract for the South Cargo Deicing Pad Project design, Task Order No. 105, with Foth Infrastructure & Environment, LLC (Director of Engineering)**

Like the deicing pads included in the new Terminal Project, it is desirable and beneficial to reduce the area of cargo apron available for cargo and general aviation aircraft deicing operations. This reduction of the deicing area will result in lowering annual operating cost for the airport to treat glycol contaminated wastewater and will allow the reduction in the size of the terminal area contaminated fluid storage tank. As part of this project the existing cargo apron will be configured in a manner that allows for two deicing positions for wide body aircraft.

Task Order No. 105 includes detailed work, services, materials, equipment and supplies necessary to provide complete plans and specifications and bidding services for construction of two wide body aircraft deicing positions on the South Cargo Apron. The negotiated amount of the agreement is \$103,500.00. This service is included within the FY2023 budget.

Staff Recommendation: Approve a Contract for the South Cargo Deicing Pad Project design, Task Order No. 105, with Foth Infrastructure & Environment, LLC for \$103,500.00.

**8. Consider Supplemental Agreement No. 1 for Task Order No. 3, Airport Access Control System/Video Surveillance System Project, with HNTB Corporation (Director of Engineering)**

This proposed supplemental agreement No. 1 includes detailed work, services, materials, equipment and supplies necessary to provide complete plans and specifications and request for proposal services to upgrade the existing access control system (ACS), video surveillance system (VSS), and identity management system on the Airport campus. The newly installed system will be transitioned into the future Terminal. The negotiated amount of the agreement is \$325,525.00. This service is included in the FY2023 CIP budget.

Staff Recommendation: Approve Supplemental Agreement No. 1 for Task Order No. 3, Airport Access Control System/Video Surveillance System Project, with HNTB Corporation for \$325,525.00.

**9. Consider Task Order No. 4 for Future Terminal 30% Design Services with HNTB Corporation (Director of Engineering)**

Task Order No. 4 includes the detailed work, services, and supplies necessary to progress the future terminal development program to a 30% design level. The schedule is from February 1, 2023, through June 2, 2023. The negotiated amount not to exceed is \$4,756,821.00, with an additional \$421,698.19 in owner's contingency. The overall total for Task Order No. 4 is \$5,178,519.19. This service is included within the FY2023 budget.

Staff Recommendation: Subject to IDOT review, approve Task Order No. 4 for Future Terminal 30% Design Services with HNTB Corporation for \$5,178,519.19, authorize the Executive Director to sign the Task Order, and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

**10. Consider the First Amendment to the Management Agreement for Airport Parking Facilities (Director of Operations)**

The parking facility management agreement with ABM Aviation, Inc. expires on April 30, 2023. This expiration date coincides with the start of construction on the new parking garage expansion and associated upgrade of a new parking revenue control system. Additionally, in previous agreements the Authority provided the passenger shuttle buses. In the current agreement, ABM furnished the buses. It is desirable to return to the arrangement where the Authority furnishes the shuttle buses.

For continuity of operations during the start of construction and transition to an updated parking control system, as well as the purchase of new shuttle buses, it is advantageous to extend the current agreement by six months.

Staff Recommendation: Approve the First Amendment to the Management Agreement for Airport Parking Facilities.

**11. Consider Task Order No. 5 for Future Terminal Bid Package No. 1 Design Services with HNTB Corporation (Director of Engineering)**

Task Order No. 5 includes the detailed work, services, and supplies necessary to design and develop Bid Package No. 1 for the future Airport Terminal Project. The schedule is from December 13, 2022, through August 1, 2023. The negotiated amount not to exceed is \$1,492,669.09, with an additional \$149,426.00 in owner's contingency. The overall total for Task Order No. 5 is \$1,642,095.09. This service is included within the FY2023 CIP budget.

Staff Recommendation: Subject to IDOT review, approve Task Order No. 5 for Future Terminal Bid Package No. 1 Design Services with HNTB Corporation for \$1,642,095.09, authorize the Executive Director to sign the Task Order, and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

**12. Consider a Contract for the South Remain Overnight Positions & Duck Pond Relocation Project design, Task Order No. 106 with Foth Infrastructure & Environment, LLC (Director of Engineering)**

In support of the future terminal, Authority staff desires to construct four Remain Overnight (RON) / Remote Passenger Boarding positions which will require a portion of the Green Economy Parking Lot. New RON positions will include ground power unit (GPUs) power source, high mast lighting, and a passenger shuttle bus lane. With this project, the entrance to Rental Lot #1 along with a portion of Duck Pond Road will be relocated, electrical charging stations will be installed in the proposed future cell phone lot, and a shuttle bus parking area in the east end of Rental Lot #2 will be developed. Additionally, this project will include pathways and equipment for recircuiting the existing Airport Terminal 13.2 kV loop.

Task Order No. 106 includes the detailed work, services, materials, equipment and supplies necessary to provide complete plans and specifications and bidding services for construction of the Remain Overnight aircraft parking positions, along with the relocation of Duck Pond Road. The negotiated amount of the agreement is \$307,250.00. This service is included within the FY2023 CIP budget.

Staff Recommendation: Approve a Contract for the South Remain Overnight Positions & Duck Pond Relocation Project design, Task Order No. 106 with Foth Infrastructure & Environment, LLC for \$307,250.00.

**13. Consider Approval of Airline Operating and Use Agreement Ninth Amendment (Assistant Executive Director)**

United Parcel Service (UPS) has returned the Airline Operating and Use Agreement Ninth Amendment. This amendment extends the term of the agreement through December 31, 2023. Authority staff requests that the Board Chair be authorized to execute remaining amendments as they are received from the Airlines.

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

#### **14. Consider Amendment to Airport Rules and Regulations (Director of Operations)**

Authority staff performed a review of the existing Rules and Regulations which governs the operation of the Airport. The Rules and Regulations were previously fully rewritten and approved by the Board on May 12, 2020, and most recently amended on April 12, 2022. As part of Authority staff's review, there were several sections of the Rules and Regulations which required minor language changes, deletions, and insertions.

A more substantial change is proposed which addresses the Taxicab Operations at the Airport. The existing exclusive Taxicab Services Agreement terminates on January 31, 2023. Rather than negotiate a new exclusive agreement, a permit process is proposed in Section 9.10 of the Rules and Regulations, which will allow the Executive Director to issue an Operating Permit to any Operator meeting the requirements as stated in the Permit.

A summary of the sections changed is included on Page ix, Amendments of the Rules and Regulations. The Board has been provided both a redline and clean copy for comparison along with a copy of the Taxicab Operating Permit.

Staff Recommendation: Approve an amendment to the Airport Rules and Regulations.

#### **15. Financial Report (Director of Finance)**

#### **16. Briefing (Executive Director)**

#### **17. Next Meeting: January 10, 2023, Regular Board Meeting**

#### **18. Adjourn**