

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

**DATE:** February 8, 2022

**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. Individuals attending in person are required to wear facemasks.

*Agenda*

Call to Order and Roll Call

1. Consider Minutes for January 11, 2022, Regular Board Meeting
2. Consider Two Letters of Agreement between the Des Moines Airport Authority and the City of Bondurant, Iowa, and the City of Polk City, Iowa (Executive Director)
3. Consider Cowles Drive Reconstruction Phase 2 & 3 Project (Director of Engineering)
  - a. **Public Hearing** regarding the plans, specifications, form of contract, and estimated total cost for the Cowles Drive Reconstruction Phase 2 & 3 Project
  - b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Cowles Drive Reconstruction Phase 2 & 3 Project
  - c. Consider award of contract for the Cowles Drive Reconstruction Phase 2 & 3 Project to Elder Corporation in the amount of \$12,925,000.00
  - d. Consider Professional Services Agreement, Task Order No. 9, with Kimley Horn & Associates for Cowles Drive Reconstruction Phase 2 & 3 Project - Construction Phase Services
4. Consider a Private Construction Agreement between Elder Corporation and the Des Moines Airport Authority Regarding Work within the Right of Way for Cowles Drive Phase 2 & 3 Project (Director of Engineering)
5. Consider an Amendment to the Agreement between the City of Des Moines and the Des Moines Airport Authority Regarding Iowa Department of Transportation RISE Grant for Cowles Drive Phase 2 & 3 (Director of Engineering)
6. Consider a Contract for the Future Terminal CMAR/Commissioning Request for Qualifications, Task Order No. 2 with Anser Advisory, LLC (Director of Engineering)

7. **Consider the Purchase of Pre-Conditioned Air and Ground Power Units from JBT Aerotech/Jetway Systems for Passenger Boarding Bridges (Director of Engineering)**
8. **Consider Approval of Purchase Agreement for the Purchase of Real Estate from Monarch Cement of Iowa, Inc. (Director of Engineering)**
9. **Consider Purchase of Two Message Boards from Quality Traffic Control, Inc. (Director of Operations)**
10. **Consider Purchase of Skid Steer from Murphy Tractor and Equipment Co (Director of Operations)**
11. **Consider Purchase of Four Portable Lighted LED Runway Closure Markers from Hali-Brite Inc. (Director of Operations)**
12. **Consider Purchase of Loader from Van-Wall Equipment, Inc. (Director of Operations)**
13. **Consider an Operator's Permit with Exemplar Care, PLC for Public COVID-19 Testing Services (Director of Operations)**
14. **Consider the Authority's Storm Water Pollution Prevention Plan (Director of Engineering)**
15. **Consider a Service Agreement with E.J. Ward Inc. (Director of Operations)**
16. **Public Hearing - Consider Amendment to the Transportation Security Administration Terminal Lease (Director of Finance)**
17. **Consider Reimbursable Agreement for Implementation and Construction Phase Services in support of Runway 5/23 Reconstruction Project with the Federal Aviation Administration (Director of Engineering)**
  - a. **Consider Reimbursable Agreement with Federal Aviation Administration in the amount of \$273,373.27**
  - b. **Consider Federal Aviation Administration Grant No. 88 associated with the Reconstruct Runway 5/23 project (Construction Phase Services) Reimbursable Agreement**
18. **Consider Suspension of Minimum Standards and Approval of an Operator's Permit with Ed Stefan and Jason Yasin DBA EpicSky (Director of Operations)**
19. **Consider Engagement of an Executive Recruitment Firm to assist with Hiring an Assistant Executive Director (Executive Director)**

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

**21. Briefing (Executive Director)**

**22. Next Meeting**

**a. March 8, 2022, Regular Board Meeting**

**23. Adjourn**

## Agenda Notes:

Call to Order and Roll Call

1. **Consider Minutes for January 11, 2022, Regular Board Meeting**
2. **Consider Two Letters of Agreement between the Des Moines Airport Authority and the City of Bondurant, Iowa, and the City of Polk City, Iowa (Executive Director)**

The City of Bondurant approved a resolution agreeing to contribute a total of \$69,580 toward a new Airport Terminal building made in payments between Fiscal Years 2023 and 2026 and contingent on the Airport Authority obtaining the remaining funding needed to complete construction. In addition, Bondurant has requested that a Letter of Agreement be signed stating the same thing. In both documents, the Authority agrees to establish an advisory committee during design and construction of the new terminal and the City of Bondurant is entitled to participate.

The City of Polk City approved a resolution agreeing to contribute \$49,610 toward a new Airport Terminal made in full by calendar 2027 and contingent on the Airport Authority obtaining the remaining funding needed to complete construction. In addition, Polk City has requested a signed Letter of Agreement stating the same thing. In both documents, the Authority agrees to establish an advisory committee during design and construction of the new terminal and the City of Polk City is entitled to participate.

Staff Recommendation: Approve a Letter of Agreement between the Des Moines Airport Authority and the City of Bondurant, Iowa, and a Letter of Agreement between the Des Moines Airport Authority and the City of Polk City, Iowa.

3. **Consider Cowles Drive Reconstruction Phase 2 & 3 Project (Director of Engineering)**
  - a. **Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Cowles Drive Reconstruction Phase 2 & 3 Project**

This contract is for the extension of Cowles Drive, taking it in front of the Future Airport Terminal while providing continued service to the existing terminal. Multiple phases of the new entry will need to occur. This is the second project in the East Quadrant and is one of the enabling projects listed in the Terminal Project Plan. The project includes associated paving, storm water, communication structures, electrical and communication pathways, landscaping and sub-drains within the construction area.

The Engineer's Estimate for this project is \$12,063,684.80.

**b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Cowles Drive Reconstruction Phase 2 & 3 Project**

Staff Recommendation: Approve Resolution adopting plans, specifications, form of contract, and estimated total cost for the Cowles Drive Reconstruction Phase 2 & 3 Project.

**c. Consider award of contract for the Cowles Drive Reconstruction Phase 2 & 3 Project to Elder Corporation in the amount of \$12,925,000.00**

The lowest responsive, responsible bidder was Elder Corporation in the amount of \$12,925,000.00.

Staff Recommendation: Approve the contract with Elder Corporation in the amount of \$12,925,000.00 for the improvement and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

**d. Consider Professional Services Agreement, Task Order No. 9, with Kimley Horn & Associates for Cowles Drive Reconstruction Phase 2 & 3 Project - Construction Phase Services**

During the Cowles Drive Reconstruction Phase 2 & 3 Project, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. The negotiated amount of the agreement is \$622,174.00.

Staff Recommendation: Approve the Professional Services Agreement, Task Order No. 9, with Kimley Horn & Associates in the amount of \$622,174.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

**4. Consider a Private Construction Agreement between Elder Corporation and the Des Moines Airport Authority Regarding Work within the Right of Way for Cowles Drive Phase 2 & 3 Project (Director of Engineering)**

The City of Des Moines has requested that Elder Corporation and the Authority enter into a private construction agreement for work within the City Right of Way (ROW) for Cowles Drive Phase 2 & 3 Project. The City is a third-party beneficiary of this agreement. This agreement requires a performance, payment and maintenance bond, in favor of the City, as part of the agreement. The scope of work within the ROW is estimated to be \$166,162.50.

Staff Recommendation: Approve a Private Construction Agreement between the Des Moines Airport Authority and Elder Corporation regarding work within the Right of Way for Cowles Drive, Phase 2 & 3 Project.

**5. Consider an Amendment to the Agreement between the City of Des Moines and the Des Moines Airport Authority Regarding Iowa Department of Transportation RISE Grant for Cowles Drive Phase 2 & 3 (Director of Engineering)**

On September 14, 2021, agenda item A21-094, the Airport Authority Board approved an agreement between the City of Des Moines and the Des Moines Airport Authority regarding Iowa Department of Transportation RISE Grant to the Des Moines Airport Authority for the Cowles Drive Phase 2 & 3 Project. The City of Des Moines is requesting an amendment to the Agreement to recognize the improvements that need to be constructed within the City right-of-way, the conditions for acceptance by the City, and the requirement for a Private Construction Agreement.

The Agreement is very similar to the Agreement which the Authority and City approved for the Cowles Drive Phase 1 RISE project. Because a portion of the Cowles Drive Phase 2 & 3 work will occur within City right-of-way, additional terms have been included to identify how that work will occur. The City, the Authority, and the construction contractor will enter into a private construction agreement for that portion of the work.

Staff Recommendation: Approve the Amendment to Agreement between the City of Des Moines and the Des Moines Airport Authority regarding the Iowa Department of Transportation RISE Grant for Cowles Drive, Phase 2 & 3.

**6. Consider a Contract for the Future Terminal CMAR/Commissioning Request for Qualifications, Task Order No. 2 with Anser Advisory, LLC (Director of Engineering)**

Task Order No. 2 will provide the following services related to the future Terminal:

- (A) Support of Architectural and Engineering for designing the future Terminal. Consultant will assist in review of all proposals, provide evaluation matrix, assist in fee negotiations and preparation of design contract.
- (B) Support for Construction Manager at Risk (CMAR) for future Terminal. Development and generate RFQ and RFP in selecting CMAR, assist in evaluation of responses, and assist in fee negotiations and preparation of CMAR contract.
- (C) Support for Commissioning Agent selection related to future Terminal. Develop and generate RFQ in selecting Commissioning agent, assist in evaluation of responses, and assist in fee negotiations and preparation of Commissioning agent contract.

Staff Recommendation: Approve Task Order No. 2 for Request for Qualifications documents with Anser Advisory, LLC for \$175,768.00.

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

Authority staff proposes the purchase and installation of five (5) new pre-conditioned air (PCA) units and three (3) ground power units. PCA units provide cooling and heating to parked aircraft and passenger boarding bridge (PBB). Our existing units have been discontinued and we are experiencing maintenance issues and delays in obtaining replacement parts affecting Airlines utilizing the PBBs. 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. Please note that a single quote was obtained for this project because of this functionality. 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: Approve a noncompetitive purchase order for five (5) pre-conditioned air units & (3) ground power units with JBT Aerotech/Jetway Systems, for good cause, in the amount of \$548,739.00 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 Approval of Purchase Agreement for the Purchase of Real Estate from Monarch Cement of Iowa, Inc. (Director of Engineering)**

Authority staff has been working on purchasing property that lies within the Runway Protection Zones (RPZ) for both runways. An RPZ is required to be free of development of any kind with very limited exceptions. One of the areas within the RPZ is a 14.56-acre parcel owned by Monarch Cement of Iowa, Inc. The area within the RPZ was appraised and an offer was made of \$271,019.84 which Monarch Cement of Iowa, Inc. accepted.

Staff Recommendation: Approve the Purchase Agreement for the purchase of real estate with Monarch Cement of Iowa, Inc for \$271,019.84.

**9. Consider Purchase of Two Message Boards from Quality Traffic Control, Inc. (Director of Operations)**

Authority staff obtained three quotes for the acquisition of two mobile message boards. These trailer mounted message boards will be utilized for enhanced traffic control on airport property to include the terminal area. This item was budgeted for \$40,000.00 in

the FY 2022 budget and the lowest quote was for \$49,080.00. This item is being presented to the Board as the proposal is \$9,080.00 over budget.

Staff Recommendation: Approve a purchase order for two (2) message boards from Quality Traffic Control, Inc. in the amount of \$49,080.00.

**10. Consider Purchase of Skid Steer from Murphy Tractor and Equipment Co (Director of Operations)**

Authority staff obtained four quotes for the acquisition of a replacement skid steer. The skid steer is utilized for general maintenance and snow removal operations. This item was budgeted for \$70,000.00 in the FY 2022 budget and the lowest quote was for \$52,674.29 with a \$16,000.00 trade-in credit for a 2008 Bobcat S250 for a net total of \$36,674.29. This item is \$33,325.71 under budget and is being presented to the board as the total base quote without trade-in is over the Executive Director expenditure limit of \$50,000.00.

Staff Recommendation: Approve a purchase order for one (1) skid steer with a trade-in from Murphy Tractor and Equipment Co in the amount of \$36,674.29.

**11. Consider Purchase of Four Portable Lighted LED Runway Closure Markers from Hali-Brite Inc. (Director of Operations)**

Authority staff obtained three quotes for the acquisition of four portable lighted LED runway closure markers. These closure markers are required by the FAA for runway closures to ensure safe operations. The proposed closure markers are LED and two existing incandescent closure markers will be decommissioned upon delivery of the new units. This item was budgeted for \$100,000.00 in the FY 2022 budget and the lowest quote was for \$83,972.00. This item is \$16,028.00 under budget and is being presented to the board as the total is over the Executive Director expenditure limit of \$50,000.00

Staff Recommendation: Approve a purchase order for four (4) portable lighted LED runway closure markers from Hali-Brite Inc. in the amount of \$83,972.00.

**12. Consider Purchase of Loader from Van-Wall Equipment, Inc. (Director of Operations)**

Authority staff secured three quotes for the acquisition of a replacement loader. The loader is utilized for general maintenance and snow removal operations. This item was budgeted for \$70,000.00 in the FY 2022 budget and the lowest quote was for \$107,914.48 with a \$40,000.00 trade-in credit for a 2011 Case 321E for a net total of \$67,914.48. This item is \$2,085.52 under budget and is being presented to the board as the total quote is over the Executive Director expenditure limit of \$50,000.00

Staff Recommendation: Approve a purchase order for one (1) loader with a trade-in from Van-Wall Equipment, Inc. in the amount of \$67,914.48.

**13. Consider an Operator’s Permit with Exemplar Care, PLC for Public COVID-19 Testing Services (Director of Operations)**

Exemplar Care, PLC has been providing COVID-19 testing services for the public and terminal employers within the terminal building under an existing Permit since February 23, 2021. The original Permit was selected based on an RFP process. Because COVID-19 testing is still in high demand for travel, both Authority Staff and Exemplar Care, PLC desire to enter into a new operator’s permit agreement to extend testing services. The permit terms will remain the same with an extended six-month firm term and two additional three-month options for a total available term of 12 months from February 23, 2022 through February 22, 2023. Under the terms of the Permit, Exemplar Care, PLC remits \$2 per test to the Airport Authority for administrative expenses. Testing is only available to ticketed passengers and terminal staff to minimize COVID exposure potential within the terminal.

Staff Recommendation: Approve an Operator’s Permit with Exemplar Care, PLC and authorize the Executive Director to approve the additional 3-month options available within the Permit.

**14. 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.

**15. Consider a Service Agreement with E.J. Ward Inc. (Director of Operations)**

E.J. Ward, Inc. provides equipment services and software services for the Authority fuel systems located throughout the airport. The current service agreement is on a month-to-month term for on-premises software. This new agreement will move the fuel system software to a cloud-based solution. This agreement is for a three-year period with a fixed annual cost of \$23,880.00 which is under budget and less expensive than the existing service agreement.

Staff Recommendation: Approve a three-year Service Agreement with E.J. Ward, Inc. with a fixed annual cost of \$23,880.00, and a total cost of \$71,640.00.

**16. Public Hearing - Consider First Amendment to the Transportation Security Administration Terminal Lease (Director of Finance)**

The Transportation Security Administration (TSA) leases office, lounge, training and storage space within the terminal. The lease terminates on June 30, 2026. TSA has requested an amendment to their terminal lease which will add the cost of television service to the base rent. All other provisions remain the same.

Staff Recommendation: Approve the First Amendment to the Transportation Security Administration Terminal Lease.

**17. Consider Reimbursable Agreement for Implementation and Construction Phase Services in support of Runway 5/23 Reconstruction Project with the Federal Aviation Administration (Director of Engineering)**

This agreement with the Federal Aviation Administration is to support the efforts on the Reconstruction of Runway 5/23 project, phase 4. The project will affect the existing Precision Approach Path Indicators (PAPI), Navigational Aids (NAVAIDS), Runway End Identification Lights (REIL), Electrical Distribution System (ELD) and Approach Lighting System (ALS) on the approach end of runway 23 due to grading and elevation adjustments. The Airport Authority will have to upfront the money and then will be reimbursed through FAA Grant No. 88. The project is eligible for FAA Airport Improvement Project (AIP) grant funding at the normal 90/10 split.

Staff Recommendations:

**a. Approve Reimbursable Agreement with Federal Aviation Administration in the amount of \$274,837.96**

Staff Recommendation: Subject to an FAA grant award, approve the reimbursable agreement with Federal Aviation Administration in the amount of \$274,837.96 for the services; authorize the Executive Director to sign the agreement with the Federal Aviation Administration; 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 Federal Aviation Administration Grant No. 88 associated with the Reconstruct Runway 5/23 project (Construction Phase Services) Reimbursable Agreement**

Staff Recommendation: Authorize the Executive Director to accept and sign grant agreement No. 88 with FAA for the improvement and authorize the Director of Engineering and Planning to accept and close out this grant when completed in accordance with the contract documents.

**18. Consider Suspension of Minimum Standards and Approval of an Operator’s Permit with Ed Stefan and Jason Yasin DBA EpicSky (Director of Operations)**

Ed Stefan and Jason Yasin, doing business as ‘EpicSky’, has requested to operate an aircraft flight instruction and aircraft lease and rental business through a sublease agreement with Signature Flight Support. They have submitted all required documentation to be considered for an agreement but are requesting suspension of the Minimum Standards requirement to own at least two aircraft during the initial twelve-month period of the agreement. Per the Minimum Standards, the Board may authorize a temporary suspension of the standards. Approval of this suspension will allow EpicSky to build their flight student base prior to adding the second aircraft. This request is consistent with a similar request approved in July 2020.

Staff Recommendation: Approve the suspension of the Minimum Standards requirement to own or lease two aircraft for the purpose of aircraft flight instruction for a twelve-month period and approve an Operator’s Permit with Ed Stefan and Jason Yasin DBA EpicSky and authorize the Executive Director to sign the Operator’s Permit.

**19. Consider Engagement of an Executive Recruitment Firm to assist with Hiring an Assistant Executive Director (Executive Director)**

Article VII - Management Staff, Section 1. of the Airport Authority Bylaws states: “The management staff of the Authority consists of: an Executive Director; an Assistant Executive Director; a Director of Operations; a Director of Finance; and a Director of Engineering and Planning; all of whom will serve at the pleasure of the Board. Collectively, they are defined as the Management Staff.”

The Authority has functioned without an Assistant Executive Director for the past eight years, but with the design of the terminal and the associated workload that presents, it is time to bring an Assistant Executive Director on staff. Funds were included in the 2022 budget to fill this position.

There are potentially two internal applicants for this position, and given the responsibilities of the position, a national search seems prudent. Given those realities, a search firm to assist with the hiring process is reasonable. The Executive Director has interviewed three firms to assist in the vetting and hiring process. Of the three firms, Steven Baldwin Associates is recommended. They specialize in aviation only and have an expertise in executive recruitment for airport positions.

Staff Recommendation: Engage Steven Baldwin Associates in an executive search for an Assistant Executive Director and authorize the Executive Director to sign an engagement letter.

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

**21. Briefing (Executive Director)**

**22. Next Meeting**

**a. March 8, 2022, Regular Board Meeting**

**23. Adjourn**