

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

DATE: January 11, 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 December 14, 2021, Regular Board Meeting**
- 2. Consider Two Letters of Agreement between the Des Moines Airport Authority and the City of Ankeny, Iowa, and the City of Urbandale, Iowa (Executive Director)**
- 3. Consider a Contract for the Terminal Programming Study Update, Task Order No. 1 with Anser Advisory, LLC (Director of Engineering)**
- 4. Consider Contract for the Building 44 Door Install with Jensen Builders (Director of Engineering)**
- 5. Consider Supplemental Agreement No. 1 for Task Order No. 88 Gate 12 Underground Fuel Storage Tank Replacement project with Foth Infrastructure & Environment, LLC (Director of Engineering)**
- 6. Consider Management Staff (Directors) Salary Adjustment (Compensation Committee)**
- 7. Financial Report (Director of Finance)**
- 8. Briefing (Executive Director)**
- 9. Next Meeting**
 - a. February 8, 2022, Regular Board Meeting**
- 10. Adjourn**

Agenda Notes:

Call to Order and Roll Call

- 1. Consider Minutes for December 14, 2021, Regular Board Meeting**
- 2. Consider Two Letters of Agreement between the Des Moines Airport Authority and the City of Ankeny, Iowa, and the City of Urbandale, Iowa (Executive Director)**

The City of Ankeny has agreed to contribute a total of \$2,020,650.00 toward a new Airport Terminal building made in payments over a six-year period. The payments are contingent on the Authority obtaining funding to complete construction, and on the cities of Des Moines, West Des Moines, and Urbandale making requested payments to the Authority in the amounts of \$10 million, \$2 million, and \$1.3 million respectively.

The City of Urbandale has agreed to contribute \$1,331,370.00 toward a new terminal building made in payments over a six-year period contingent on the Authority obtaining the remaining funding needed to complete construction.

In both Letters of Agreement, the Authority agrees to establish an advisory committee during design and construction and both cities are entitled to participate.

Staff Recommendation: Approve Letter of Agreement between the Des Moines Airport Authority and the City of Ankeny, Iowa, and a separate Letter of Agreement between the Des Moines Airport Authority and the City of Urbandale, Iowa.

- 3. Consider a Contract for the Terminal Programming Study Update, Task Order No. 1 with Anser Advisory, LLC (Director of Engineering)**

The Authority issued a Request for Qualifications (RFQ) and selected Anser Advisory, LLC as the provider of Owner's Representative services on the New Terminal Project. On December 14, 2021, the Authority Board approved a master contract with Anser Advisory, LLC, Board reference No. A21-125, for the Owner's Representative Services. Task Order No. 1 will include an update to the Programming Definition Document (PDD) related to the new terminal. Anser will be reviewing and updating specific parameters and criteria for the Terminal Development program. This service is included within FY2022 budget.

Staff Recommendation: Approve Task Order No. 1 for update to Program Definition Document with Anser Advisory, LLC for \$853,007.00.

4. Consider Contract for the Building 44 Door Install with Jensen Builders (Director of Engineering)

Authority Staff would like to modify the existing Building No. 44 to allow for the storage of our airstairs. The current overhead door does not allow for enough clearance to accept the airstairs. The airstairs are currently stored with Signature Flight support in a building that is scheduled to be demolished. This contract provides the structural review, design, stamped drawings from Chief (original building supplier), and overhead door (OHD) installation. Chief Buildings will be providing the stamped structural drawings and structural steel to modify the existing building that they originally furnish. Jensen Builders is their local distributor that will be modifying the existing building and installing the structural steel and OHD. This project is included within the FY2022 budget. Please note that a single quote was obtained for this project because of the need to obtain structural plans from the original building manufacturer. 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 the noncompetitive contract with Jensen Builders, for good cause, in the amount of \$68,626.00 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 Supplemental Agreement No. 1 for Task Order No. 88 Gate 12 Underground Fuel Storage Tank Replacement project with Foth Infrastructure & Environment, LLC (Director of Engineering)

This supplemental agreement No. 1 will incorporate the design, engineering and construction documents for new fuel tanks located at Vehicle Gate 12. The project will remove the existing underground fuel tanks and associated piping and replace them with new above ground tanks and associated piping. This project is included within FY2022 budget.

Staff Recommendation: Approve supplemental agreement No. 1 for Task Order No. 88 with Foth Infrastructure & Environment, LLC for \$187,000.00.

6. Consider Management Staff (Directors) Salary Adjustment (Compensation Committee)

Article VII, of the Airport Authority Bylaws, entitled Management Staff states, “Section 1. Management Staff Positions, 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. (11-1-11) (01-10-17).”

Section 2. Staff Contracts, states “The Board shall enter into a written employment contract with the Executive Director, establishing his or her salary and term of tenure. The Executive Director shall set compensation levels for the Assistant Executive Director, Director of Finance, Director of Operations, and Director of Engineering and Planning, subject to final approval of the Board. (11-1-11) (01-10-17).”

The Compensation Committee met on January 3, 2022, to discuss Management Staff salary adjustments. Due to the pandemic, it has been two years since the Management Staff has received any adjustment to their salaries nor did the Directors participate in the one-time \$900 payment all other Authority staff received in the fall of 2021. Given these circumstances, coupled with the inflationary period we are experiencing, the Committee determined that a nine percent increase in salaries was justified.

Staff Recommendation: Approve Compensation Committee’s Recommendation for Management Staff (Directors) Salary Adjustment.

7. Financial Report (Director of Finance)

8. Briefing (Executive Director)

9. Next Meeting

- a. January 14, 2022, Board 101 Presentation**
- b. February 8, 2022, Regular Board Meeting**

10. Adjourn