

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

DATE: October 11, 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. **September 13, 2022, Regular Board Meeting**
 - b. **September 13, 2022, Board Workshop**
2. **Consider Revised Task Order No. 2 for Terminal 10% Design Services with HNTB Corporation (Director of Engineering)**
3. **Consider Professional Services Agreement, Task Order No. 103 with Foth Infrastructure & Environment, LLC for Construct Terminal Building Phase 3, Apron B (Deicing Pads) Design Phase Services (Director of Engineering)**
4. **Consider Tabled Item from September 13, 2022, Regular Board Meeting: Project Management Committee Policy for New Terminal Design and Construction Requests (Executive Director)**
5. **Financial Report (Asst. Executive Director)**
6. **Briefing (Executive Director)**
7. **Next Meeting**
 - a. **November 8, 2022, Regular Board Meeting**
 - b. **Workshop to follow the Board Meeting**
8. **Adjourn**

Agenda Notes:

Call to Order and Roll Call

- 1. Consider Minutes for:**
 - a. September 13, 2022, Regular Board Meeting**
 - b. September 13, 2022, Board Workshop**

- 2. Consider Revised Task Order No. 2 for Terminal 10% Design Services with HNTB Corporation (Director of Engineering)**

On April 12, 2022, the Authority Board approved a Master Agreement with HNTB Corporation, Board reference No. A22-062, to provide design services for the future terminal and associated landside projects. On June 14, 2022, the Authority Board approved Task Order No. 1, Board reference No. A22-087, to validate a basis of design (BOD) from programming accomplished in the Program Definition Manual update. On August 9, 2022, the Authority Board approved Task Order No 2, Board reference No. A22-116, subject to IDOT review and approval since funding is provided by the State of Iowa Commercial Aviation Infrastructure Fund (ICAIF). From the review and audit by the IDOT, it was recommended that the form of contract be changed from Lump Sum to Cost Plus Fixed Fee. The modification has been completed. Task Order No 2 will provide terminal design services of phases 1A through 1C up to 10%. The schedule is to have the 10% design complete in January 2023. Task Order No. 2 has a value of \$3,253,339.00 not to exceed, with an additional 10% owner's contingency of \$298,441,26. Total for the task order is \$3,551,780.26.

Staff recommendation: Approve Revised Task Order No. 2 for Terminal 10% Design Services with HNTB Corporation for \$3,551,780.26 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

- 3. Consider Professional Services Agreement, Task Order No. 103 with Foth Infrastructure & Environment, LLC for Construct Terminal Building Phase 3, Apron B (Deicing Pads) Design Phase Services (Director of Engineering)**

Through the future Terminal Program Definition update, it was determined that centralized deicing pads would be utilized for aircraft deicing operations and collection. Location of the passenger airlines deicing pads are parallel to Taxiway Papa. The scope of services to be performed by the Consultant includes detailed work, services, materials, equipment and supplies necessary to provide plans and specifications for the construction of a deicing apron in support of the new passenger terminal. The project is developed as a two-stage project, covering two different funding years. The design services will cover the full project, including two bidding packages. The task order is eligible for grant funding at normal 90/10 split. The grant approval associated with this design will be determined at a later date.

Staff Recommendation: Subject to FAA approval, approve the professional services agreement, Task Order No. 103 with Foth Infrastructure & Environment, LLC in the amount of \$1,552,708.00; authorize the Executive Director to sign the Task Order once FAA approval has been received; 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 Tabled Item from September 13, 2022, Regular Board Meeting: Project Management Committee Policy for New Terminal Design and Construction Requests (Executive Director)

This item was tabled in the September 13, 2022, Regular Airport Authority Board meeting. The Policy in question was revised to exclude any Board Member from sitting on the ad-hoc Project Management Committee. The proposed limits were increased to one million (\$1,000,000), and language was added to clarify that the policy was an addendum to the established Purchasing Policy.

Section 4.2, Owner Designated Representative, of the CMR agreement between Weitz/Turner, a Joint Venture, and Des Moines Airport Authority states:

The Owner shall identify a representative to act on behalf of the Owner with respect to the Project. The Owner's Representative shall render decisions promptly and furnish information expeditiously, so as to avoid unreasonable delay in the services or Work of the Construction Manager. Except as otherwise provided in Section 4.2.1 of the General Conditions, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

In keeping with this section, the proposed Project Management Committee is anticipated to be an ad hoc committee which may be disbanded and reconvened as construction phases of the New Terminal Project are introduced. The purpose of the committee is to review requests generated by design and construction teams working on the New Terminal project. The structure of the proposed committee is set by the Des Moines Airport Authority Board. Members of the Committee may be added or removed as the Des Moines Airport Authority Board determines necessary, but initially consists of five Airport Authority staff members: the Executive Director, Assistant Executive Director, Director of Engineering and Planning, Director of Finance and Administration, and Director of Operations, and up to two ex-officio members from the Anser Advisory, LLC team. Committee responsibilities would be to review and act on requests as established within the limits of the Board's Project Management Committee Policy.

The Policy provides the committee may only act when a quorum of members is present. All votes must be unanimous for all members present. The Policy gives the committee the authority to approve change order requests, and the use of Owner and/or CMR contingencies with a net value of \$1,000,000 or less. Change order requests, and the use of owner contingencies with a net value of more than \$1,000,000 must be submitted to the

Des Moines Airport Authority Board with a committee recommendation for consideration. The Policy further provides that all Gross Maximum Price (GMP) amendments must be submitted to the Des Moines Airport Authority Board with a committee recommendation for consideration.

Staff Recommendation: Approve a Project Management Committee Policy for New Terminal project design and construction requests.

- 5. Financial Report (Asst. Executive Director)**
- 6. Briefing (Executive Director)**
- 7. Next Meeting**
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 - b. Workshop to follow the Board Meeting**
- 8. Adjourn**