

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

DATE: March 14, 2023

TIME: 9:00 a.m.

PLACE: This meeting will be conducted electronically due to Board travel. 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#

The Airport Board Room, 2nd Floor, Airport Terminal, will be open to the public.

Agenda

Call to Order and Roll Call

1. Consider Minutes for February 14, 2023, Regular Board Meeting
2. Consider Borrow Agreement between Elder Corporation and Des Moines Airport Authority (Executive Director)
3. Consider Other Transaction Agreement for design services of inline checked baggage inspection system for Future Terminal with Department of Homeland Security, Transportation Security Administration (Executive Director)
4. Consider a Services Agreement with G2 Secure Staff, L.L.C. (Director of Operations)
5. Financial Report (Director of Finance)
6. Briefing (Executive Director)
7. Closed Session, pursuant to Iowa Code § 21.5(1)(c), to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the Authority in that litigation.
8. Next Meeting
 - a. April 11, 2023 Workshop
 - b. April 11, 2023, Regular Board Meeting
9. Adjourn

Agenda Notes:

Call to Order and Roll Call

- 1. Consider Minutes for February 14, 2023, Regular Board Meeting**
- 2. Consider Borrow Agreement between Elder Corporation and Des Moines Airport Authority (Executive Director)**

The proposed Agreement outlines the rights and responsibilities of each party as it relates to the Authority's borrow site. Elder Corporation has an estimated need of 9,000 Cubic Yards (CY) of borrow for a project to be completed in 2023. The Airport's borrow site is located at area "G" as depicted in the Airport Development Plan. To be developed for aeronautical use, Area "G" requires soil to be removed to establish grades that correspond to Taxiway Papa elevations. Once down to appropriate grades, the site becomes more attractive for development. The proposed Borrow Site Agreement with Elder establishes a rate of \$1.00/CY for the borrow, with an approximated total of \$9,000. Actual totals of borrow utilized will be established via survey both prior and after completion.

Staff recommendation: Approve a Borrow Site Agreement between Elder Corporation and the Des Moines Airport Authority.

- 3. Consider Other Transaction Agreement for design services of inline checked baggage inspection system for Future Terminal with Department of Homeland Security, Transportation Security Administration (Executive Director)**

On February 14, 2023, agenda item A23-018, the Board approved Task Order No. 6 with HNTB for 100% design of the baggage handling system for the future terminal. This task order and its associated scope of work was a requirement to assist in establishing an Other Transaction Agreement (OTA) with the Department of Homeland Security, Transportation Security Administration (TSA).

The OTA is to set forth the terms and conditions, as well as establish the respective cost-sharing obligations and responsibilities of the TSA and the Des Moines Airport Authority with respect to the design services necessary to construct an inline Checked Baggage Inspection System (CBIS) utilizing Explosive Detection Systems (EDS) for the future Terminal. The design services will be submitted in accordance with the published TSA Planning Design Guidelines and Design Standards (PGDS).

The design services project requires Des Moines Airport Authority to provide the architect and engineering services to develop the design and construction specifications to install the inline Checked Baggage Inspection System (CBIS). The design will address Airport Terminal modifications required to incorporate the CBIS, including required changes to the baggage conveyor components and programming, mechanical, plumbing, electrical, architectural, and telecommunications, or other infrastructure required for the installation and the integration of the Transportation Security Equipment (TSE) and associated hardware and software.

Staff Recommendation: Approve the Other Transaction Agreement (OTA) between U.S. Department of Homeland Security, Transportation Security Administration (TSA) and Des Moines Airport Authority, authorize the Executive Director to accept and sign the OTA with TSA, and authorize the Director of Engineering and Planning to accept and close out this agreement when completed in accordance with the contract documents.

4. Consider a Services Agreement with G2 Secure Staff, L.L.C. (Director of Operations)

The existing services agreement with G2 Secure Staff, L.L.C. expired on May 31, 2022 and was not renewed due to the COVID-19 pandemic. This service agreement provides personnel for baggage hygiene services in addition to TSA checkpoint queue guidance services. Terms of the agreement will remain the same as before with the hourly rate set at \$27.86 per hour for services provided. It is estimated we will utilize a maximum of 11 hours per day for a total annual expense of \$111,858.00.

Staff recommendation: Approve a Services Agreement with G2 Secure Staff, L.L.C. and authorize the Executive Director to sign the Agreement.

5. Financial Report (Director of Finance)

6. Briefing (Executive Director)

7. Closed Session, pursuant to Iowa Code § 21.5(1)(c), to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the Authority in that litigation.

8. Next Meeting

- a. April 11, 2023, Workshop**
- b. April 11, 2023, Regular Board Meeting**

9. Adjourn