

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

**DATE:** September 12, 2023  
**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 August 8, 2023, Regular Board Meeting**
- 2. Consider Professional Services Agreement, Task Order No. 9, with HNTB Corporation for New Terminal Phase 1A Construction Administration and Construction Observation - Construction Phase Services (Director of Engineering)**
- 3. Consider a Contract for Maintenance and Support of the Building Automation System with Siemens Industry, Inc. (Director of Engineering)**
- 4. Consider Supplemental Agreements to Airside and Landside Master Professional Services Agreements with Foth Infrastructure & Environment, LLC (Director of Engineering)**
- 5. Consider Prairie Meadows Legacy Grant Agreement for the New Terminal Project (Executive Director)**
- 6. Consider Task Order No. 1 for the Parking Garage Exit Plaza Reconfiguration Design with AECOM Technical Services, Inc. (Director of Engineering)**
- 7. Consider Task Order No. 116 for the Consolidated Deicing Facility Design with Foth Infrastructure & Environment, LLC (Director of Engineering)**
- 8. Consider Banking & Custodial Services Agreement (Director of Finance)**
- 9. Consider the Second Amendment to the Lease Agreement with Worldwide Flight Services, Inc. (Director of Finance)**
- 10. Consider Guaranteed Maximum Price Amendment No. 2, Exhibit A-1, to AIA Document A133-2019 between the Des Moines Airport Authority and Weitz/Turner, a Joint Venture (Executive Director)**

- 11. Consider Purchase of Two Parking Shuttle Buses from Masters Transportation (Director of Operations)**
- 12. Consider Management Agreement for Airport Parking Facilities with SP Plus Corporation (Director of Operations)**
- 13. Consider Task Order No. 8, with Bolton & Menk for Parking Access and Revenue Control System Administrative Services (Director of Operations)**
- 14. Consider Purchase of EmBarkIT Video Storage System (Director of Operations)**
- 15. Consider Lease of Area off SW 42<sup>nd</sup> Street for crush site with Reilly Construction Company, Inc. (Director of Engineering)**
- 16. Consider Conflict Waiver allowing Ahlers & Cooney PC to prepare an agreement with the City of Des Moines authorizing Authority employees to write parking violation tickets (Executive Director)**
- 17. Consider the Iowa Department of Transportation (IDOT) Commercial Service Terminal Program Grant Application (Assistant Executive Director)**
- 18. Financial Report (Director of Finance)**
- 19. Briefing (Executive Director)**
- 20. Next Meeting**
  - a. October 10, 2023**
- 21. Adjourn**

**Agenda Notes:**

Call to Order and Roll Call

- 1. Consider Minutes for August 8, 2023, Regular Board Meeting**
- 2. Consider Professional Services Agreement, Task Order No. 9, with HNTB Corporation for New Terminal Phase 1A Construction Administration and Construction Observation - Construction Phase Services (Director of Engineering)**

During the New Terminal Phase 1A Project, the consultant will provide contract management, construction administration and construction observation for the project. The negotiated amount of the agreement is \$7,150,144.97.

Staff Recommendation: Approve the Professional Services Agreement, Task Order No. 9, with HNTB Corporation in the amount of \$7,150,144.97 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 a Contract for Maintenance and Support of the Building Automation System with Siemens Industry, Inc. (Director of Engineering)**

On July 31, 2023, the Des Moines International Airport's current maintenance and support agreement for the building automation system with Siemens Industry, Inc. expired. The building automation system is a proprietary system and Authority staff does not have access or the expertise to maintain the system in its entirety. Authority staff negotiated a new three-year service agreement on similar terms as the current agreement to assist in supporting our building automation system. Annual costs under the current agreement are \$63,900.09/YR, or \$186,170.98 for 3 years. Services provided through this contract are:

- Onsite Directed Support
- Emergency Phone Response 24/7
- Emergency Onsite Response
- Preventative Maintenance
- Data Protection & Recovery
- Software Maintenance
- Network Maintenance
- Software Updates

Annual costs associated with the extension as provided through a Sourcewell Contract, ID#: 151912, are as follows:

- Aug 1, 2023, to July 31, 2024: \$62,543.52
- Aug 1, 2024, to July 31, 2025: \$65,794.39
- Aug 1, 2025, to July 31, 2026: \$69,224.07

- A total of \$197,561.98 for three years

During the term of the agreement, a Siemens Technician is required to be on site two days per month.

Staff Recommendation: Approve a Contract for Maintenance and Support of the Building Automation System with Siemens Industry, Inc. for a total price of \$197,561.98.

**4. Consider Supplemental Agreements to Airside and Landside Master Professional Services Agreements with Foth Infrastructure & Environment, LLC (Director of Engineering)**

The following supplemental agreement No 1, for both the Airside and Landside master professional services agreements with Foth Infrastructure & Environment, LLC, modifies Attachment 2 in the agreements, insurance, and indemnification requirements. Professional liability insurance limits will be adjusted from \$5,000,000 to \$2,000,000 per claim and aggregate.

Staff Recommendation:

- A. Approve Supplemental Agreement No. 1 to Airside Master Professional Services Agreement with Foth Infrastructure & Environment, LLC.
- B. Approve Supplemental Agreement No. 1 to Landside Master Professional Services Agreement with Foth Infrastructure & Environment, LLC.

**5. Consider Prairie Meadows Legacy Grant Agreement for the New Terminal Project (Executive Director)**

The Prairie Meadows Board of Directors has approved a legacy grant to help with the construction of the new terminal. The agreement requires that the Legacy Grant be used for the stated project, and that any modification of the project, as presented in the Legacy Grant application, be submitted in writing to Prairie Meadows for approval. A final report on the accomplishments of the project is required and Prairie Meadows will provide the report and indicate the date on which it is to be completed. Also required for the grant are naming opportunities to be agreed upon by the Prairie Meadows Community Relations Department and the recipient organization. The naming will remain intact for the duration of the facility and no other financial donation is needed to keep the above naming in place outside of the Legacy Grant.

Staff Recommendation: Approve a Prairie Meadows Legacy Grant Agreement for \$5,000,000.00 to be used for the New Terminal Project.

**6. Consider Task Order No. 1 for the Parking Garage Exit Plaza Reconfiguration Design with AECOM Technical Services, Inc. (Director of Engineering)**

The scope of services to be performed by the Consultant includes detailed work, services, materials, equipment and supplies necessary to provide an engineering analysis, functional

design report, final design drawings and specifications and bidding assistance for the Parking Garage Exit Plaza Reconfiguration.

As part of the terminal project the parking garage exit plaza will be shifted to the west to allow for up to six (6) exit lanes with covered canopy with one (1) exit plaza booth. The exit lanes will be designed for installation of the parking lot access and revenue control system manufactured by TIBA Parking Systems including the license plate recognition system. Construction will be completed in phases to allow for a minimum of three (3) exit lanes to be available during the project.

Staff Recommendation: Approve Task Order No. 1 for Parking Garage Exit Plaza Reconfiguration Design with AECOM Technical Services, Inc. for \$158,400.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

**7. Consider Task Order No. 116 for the Consolidated Deicing Facility Design with Foth Infrastructure & Environment, LLC (Director of Engineering)**

A facility to allow one vendor to provide deicing functions for both commercial and cargo airlines carriers is necessary for the consolidated deicing operations. The proposed facility will provide offices, break room, maintenance bays, storage tanks and blending equipment for the operator.

The scope of services to be performed by the Consultant includes detailed work, services, materials, equipment and supplies necessary to provide an engineering analysis, functional design, final design drawings and specifications and bidding assistance for the Consolidated Deicing Facility.

Staff Recommendation: Approve Task Order No. 116 for Consolidated Deicing Facility Design with Foth Infrastructure & Environment, LLC for \$509,700.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

**8. Consider Banking & Custodial Services Agreement (Director of Finance)**

The current Banking and Custodial Services agreement with West Bank terminates on September 30, 2023. The Airport Authority issued a Request for Proposal (RFP) for banking & custodial services beginning October 1, 2023. Four banks submitted proposals. Each proposal was reviewed and rated based on five areas of qualifications. Based on the combined ratings from the Authority staff selection committee, West Bank is recommended to provide the Authority's Banking and Custodial Services.

Staff Recommendation: Approve a Banking & Custodial Services Agreement with West Bank.

**9. Consider the Second Amendment to the Lease Agreement with Worldwide Flight Services, Inc. (Director of Finance)**

Worldwide Flight Services, Inc. (WFS) provides airmail sorting services for the United States Postal Service (USPS). They have been renting a portion of Building 32 since 2018. FedEx rents most of the building. The WFS agreement allows for a two-year extension which WFS has requested. This second amendment extends the expiration date to April 30, 2025, and allows for a CPI adjustment to rents.

Staff Recommendation: Approve the Second Amendment to the Lease Agreement with Worldwide Flight Services, Inc. in Building 32.

**10. Consider Guaranteed Maximum Price Amendment No. 2, Exhibit A-1, to AIA Document A133-2019 between the Des Moines Airport Authority and Weitz/Turner, a Joint Venture (Executive Director)**

On July 20, 2023, the Authority Board approved Guaranteed Maximum Price (GMP) Amendment No. 1 for \$41,722,718.00, agenda item A23-095. The proposed GMP Amendment No. 2 is for Exterior Glazing System valued at \$5,595,488.00. With this amendment, the progressive cumulative GMP is \$47,318,206.00. The GMP Amendment includes a “not to exceed” GMP, which includes the Construction Manager’s (CM) fee plus the cost of work for GMP Packages No. 1 & 2. Subcontractor bids have been received and reviewed.

Project Management Committee Recommendation: Approve the Guaranteed Maximum Price Amendment No. 2, Exhibit A-1, to AIA Document A133-2019 between the Des Moines Airport Authority and Weitz/Turner, a Joint Venture.

**11. Consider Purchase of Two Parking Shuttle Buses from Masters Transportation (Director of Operations)**

To continue meeting demand for parking transportation which includes remote employee parking, and to prepare for the remote transportation of car rental customers, larger shuttle buses are needed to ensure quality service levels. Two additional gasoline powered shuttle buses with a capacity of 23 passengers each are recommended to enhance the six existing 13/14 passenger shuttle buses.

An RFP was issued with two proposals received. The low bid proposal from Masters Transportation for both shuttle buses was \$327,187.00. Delivery would be expected in Q3 of 2024. An additional cost of \$18,000.00 is expected to wrap both shuttle buses.

Staff Recommendation: Approve the purchase of two parking shuttle buses from Masters Transportation with vehicle wrapping in the amount of \$345,187.00.

**12. Consider Management Agreement for Airport Parking Facilities with SP Plus Corporation (Director of Operations)**

The current management agreement for parking with ABM Aviation, Inc. is set to expire on January 31, 2024. An RFP was issued with three responsive and responsible proposals received. A selection committee consisting of three Authority staff members reviewed the proposals and scored them based on five criteria. The selection committee unanimously ranked SP Plus Airport Services as the preferred proposer. A follow-up interview was conducted with SP Plus Airport Services and a final determination was made to recommend SP Plus Airport Services as the selected proposer. SP Plus Airport Services provided a five-year management fee cost of \$1,401,134.00 for the agreement term of February 1, 2024, through January 31, 2029.

Staff Recommendation: Approve a Management Agreement for Airport Parking Facilities with SP Plus Corporation.

**13. Consider Task Order No. 8, with Bolton & Menk for Parking Access and Revenue Control System Administrative Services (Director of Operations)**

At the August 8, 2023, Board meeting, the Board approved a Contract with Associated Time Instruments for a new parking access and revenue control system in the amount of \$1,242,905.00, Resolution A23-107. During the Parking Access and Revenue Control System Project, the consultant will provide contract management, administration, system testing assistance/coordination, and administrative observation for the project. The negotiated amount of the agreement is \$95,748.00.

Staff Recommendation: Approve the Professional Services Agreement, Task Order No. 8, with Bolton & Menk in the amount of \$95,748.00 and authorize the Director of Operations to accept and close out this contract when completed in accordance with the contract documents.

**14. Consider Purchase of EmBarkIT Video Storage System (Director of Operations)**

In conjunction with the Security System Replacement project approved in July, Authority staff has identified the need to update and replace the existing video storage system to ensure video storage is available for current and planned future video surveillance installations including the upcoming parking garage project and terminal project. Replacing the video storage system while performing the security system replacement will provide redundancy during the transition and reduce operational impacts. The Deputy Director of Information Technology evaluated several options and pricing through the Iowa State Contract and is recommending a proposal by EmBarkIT in the amount of \$227,510.22.

Staff Recommendation: Approve the purchase of EmBarkIT Video Storage System in the amount of \$227,510.22.

**15. Consider Lease of Area off SW 42<sup>nd</sup> Street for crush site with Reilly Construction Company, Inc. (Director of Engineering)**

The lease agreement will provide a crushing site and clean up area for contractor materials currently located just to the East of SW 42<sup>nd</sup> Street. The contractor is currently engaged with Airport on Runway 5 Temporary Extension project. The asphalt and subbase (rock) installed for this project will be removed during October and November and placed within this area. The lease allows Reilly to stage materials within the leased area and requires them to have all materials hauled off and cleaned up by April 1, 2024.

Staff Recommendation: Approve the lease for an area of crushing operations with Reilly Construction Company, Inc. in the amount of \$1,005.00 and authorize the Director of Engineering to accept and close out this contract when completed in accordance with the contract documents.

**16. Consider Conflict Waiver allowing Ahlers & Cooney PC to prepare an agreement with the City of Des Moines authorizing Authority employees to write parking violation tickets (Executive Director)**

As general counsel for the Airport Authority, Ahlers & Cooney has been asked to prepare a 28E Agreement between the City of Des Moines and the Authority on behalf of the Authority. The Agreement will outline the rights and responsibilities of each party as it relates to the issuance of parking citations on Airport grounds by Authority employees. Ahlers & Cooney's representation in this regard will include, but not be limited to, preparing and revising the terms and conditions of the Agreement. We understand the City will be represented by one of its assistant City attorneys in this matter and will not rely on Ahlers & Cooney for any legal advice or representation regarding the Agreement. Should the City seek Ahlers & Cooney advice regarding the Agreement, they will not be able to provide it.

Since the City is a current client of Ahlers & Cooney, any work they perform for the Authority that would be adverse to the City will create a conflict of interest. Therefore, Ahlers & Cooney cannot represent the Authority in this matter unless the Authority Board and the Des Moines City Council agree to waive the conflict.

Staff Recommendation: Approve the Conflict Waiver allowing Ahlers & Cooney PC to prepare an agreement with the City of Des Moines authorizing Authority employees to write parking violation tickets.

**17. Consider the Iowa Department of Transportation (IDOT) Commercial Service Terminal Program Grant Application (Assistant Executive Director)**

During the 2023 legislative session, the Iowa Legislature approved Senate File 577 that included Rebuild Iowa Infrastructure Fund appropriations. The bill included a special \$10M vertical infrastructure appropriation to be used for awarding grants to commercial service airports within the state for commercial service airport terminal improvements. To be eligible for the Commercial Service Terminal Program, airports must provide a 90% match and may not use federal funds to provide the required match.

Board approval is required to submit the application.

Staff Recommendation: Approve the Iowa Department of Transportation (IDOT) Commercial Service Terminal Program Grant Application and authorize the Executive Director to sign it.

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

**19. Briefing (Executive Director)**

**20. Next Meeting**

**a. October 10, 2023**

**21. Adjourn**