

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

DATE: February 11, 2025
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, but not participate, in 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 January 14, 2025, Regular Board Meeting**
- 2. Consider Change Order No. 2 for Construct Terminal Deicing Apron - Bid Package No. 2 with Flynn Company, Inc. (Director of Engineering)**
- 3. Consider the Authority's Storm Water Pollution Prevention Plan (Director of Engineering)**
- 4. Consider Professional Services Agreement, Task Order No. 10, with Accenture I&CP, LLC for Program Management during 1B East & 1B East Extension (Director of Engineering)**
- 5. Consider Change Order No. 1 with Academy Roofing & Sheet Metal Co. for 2025 Roof Improvements (Director of Engineering)**
- 6. Consider Change Order No. 15 with The Weitz Company, LLC for Parking Garage Expansion Project (Director of Engineering)**
- 7. Consider Professional Services Agreement, Task Order No. 19, with HNTB Corporation, for Public Address and Flight Information Display System Replacement Project – Administrative Services (Director of Information Technology)**
- 8. Consider Employment Agreement for Des Moines Airport Authority Executive Director Position (Executive Director)**
- 9. Financial Report (Director of Finance)**

10. Briefing (Executive Director)

- a. Board Ethics and Legal Requirements Presentation by Legal Counsel**
- b. End of Year Report**

11. Next Meeting

- a. March 11, 2025**

12. Adjourn

Agenda Notes:

Call to Order and Roll Call

- 1. Consider Minutes for January 14, 2025, Regular Board Meeting**
- 2. Consider Change Order No. 2 for Construct Terminal Deicing Apron - Bid Package No. 2 with Flynn Company, Inc. (Director of Engineering)**

Change Order No. 2 adjusts the contract value with Flynn Company, Inc. to include the addition of new local operational requirements for security purposes. In this change order is the addition of snow fencing around the project batch plant to delineate extents that the contractor has access. At our gate No. 12 location, a temporary rock access roadway will be installed from either Willow Creek or SW 28th Street to the existing manual gate 12A. This gate will provide access to the crushing site, where contractors will be hauling FAA processed materials to the deicing pads. This roadway provides further separation from security areas on the airport campus. The change order value was calculated based on unit prices in the bid as well as items where values were negotiated. Items within the change order are eligible for Federal Aviation grant at 90/10 percentage.

Staff Recommendation: Subject to FAA review, approve Change Order No. 2 for Construct Terminal Deicing Apron – Bid Package No. 2 with Flynn Company, Inc. in the amount of \$391,756.40 and authorize the Executive Director to sign the change order upon approval by FAA.

- 3. Consider the Authority’s Storm Water Pollution Prevention Plan (Director of Engineering)**

Authority staff updated 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 includes a description of the Airport facility, a discussion of potential pollution sources resulting from practices and activities on the Airport, and it 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 that: “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: Authorize the Executive Director to sign and certify the Storm Water Pollution Prevention Plan.

4. Consider Professional Services Agreement, Task Order No. 10, with Accenture I&CP, LLC for Program Management during 1B East & 1B East Extension (Director of Engineering)

The scope of services to be performed by the Consultant includes detailed work, services, materials, equipment, and supplies necessary to provide general program management oversight activities for 1B East and 1B East Extension. The scope of this Task Order includes overall project and program management tasks, the management of the A/E design team, CMAR, Commissioning team through 90%, and 100% design documents and construction, financial and compliance advisory services in support of the LIFT DSM Program, as well as individual project components, cost estimating and cost reconciliation, and special inspection and testing services. The negotiated amount of the agreement is \$1,850,238.00.

Project Management Committee Recommendation: Approve the Professional Services Agreement, Task Order No.10, with Accenture I&CP, LLC for program management in the amount of \$1,850,238.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

5. Consider Change Order No. 1 with Academy Roofing & Sheet Metal Co. for 2025 Roof Improvements (Director of Engineering)

On December 10, 2024, agenda item A24-160, the Board approved the project for new roofing on sections of A Concourse, Stem, and “Y”. As part of the bidding process, reroofing the C Concourse was not awarded. This change order adds in the section of the C Concourse that will stay functional, located at gates C1 & C2. These gates will stay functional during the ultimate buildout of new Terminal Phase 1C in the future.

Staff Recommendation: Approve Change Order No. 1 with Academy Roofing & Sheet Metal Co. in the amount of \$168,500.00 for 2025 Roof Improvement Project.

6. Consider Change Order No. 15 with The Weitz Company, LLC for Parking Garage Expansion Project (Director of Engineering)

This change order adds additional scope of work related to the garage project. In addition, there are updates to completion dates originally called out within contract documents. The following items within the contract are being updated to final costs:

- a. Fiber Pathway: \$13,208.53
- b. Stair Tower No. 8 diffuser relocations: \$4,314.93
- c. Stair Tower No. 8 diffuser break metal: \$10,763.19
- d. Stair Tower No. 6 louvers in curtainwall: \$1,136.28
- e. Stair Tower No. 8 wall tile adjustments: \$3,658.52
- f. Adjustment of completion dates: \$0.00
 - i. Garage parking stalls
 - 1. 2/14/2025 turn over 609 stalls
 - 2. Suspend LDS from 2/14/25 thru 6/30/25

- ii. Substantial completion of parking garage
 - 1. Adjusted to 6/30/2025
 - 2. LDs of \$4,500/CD to be applied after.
- iii. Completion of surface lot
 - 1. Adjusted to 10/15/2025
 - 2. LDs of \$4,500/CD to be applied after.

Staff Recommendation: Approve Change Order No. 15 with The Weitz Company, LLC in the amount of \$33,081.45 for the Parking Garage Expansion Project; authorize the Executive Director to sign the change order upon parking positions provided; and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

7. Consider Professional Services Agreement, Task Order No. 19, with HNTB Corporation, for Public Address and Flight Information Display System Replacement Project – Administrative Services (Director of Information Technology)

During the Public Address and Flight Information Display System Replacement Project, the consultant will provide contract management, administration, system testing assistance/coordination, and administrative observation. The agreement's negotiated amount is \$210,107.62. Total compensation for administrative services is \$206,465.70, plus an estimated \$3,641.92 for expenses.

Project Management Committee Recommendation: Approve the Professional Services Agreement, Task Order No. 19, with HNTB Corporation in the amount of \$210,107.62 and authorize the Director of Information Technology to accept and close out this contract when completed in accordance with the contract documents.

8. Consider Employment Agreement for Des Moines Airport Authority Executive Director Position (Board Chairperson)

Recommendation: Approve Employment Agreement with Brian Mulcahy for the Des Moines Airport Authority Executive Director position.

9. Financial Report (Director of Finance)

10. Briefing (Executive Director)

- a. Board Ethics and Legal Requirements Presentation by Legal Counsel
- b. End of Year Report

11. Next Meeting

- a. March 11, 2025

12. Adjourn