

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

DATE: July 11, 2017
TIME: 9:00 a.m.
PLACE: Airport Board Room, 2nd Floor, Airport Terminal

Agenda

Call to Order and Roll Call

1. Oath of Office – New Board Member (s)
2. Election of Officers (Vice Chair Ward)
3. Appoint Mary Benson to the Position of Board Clerk (Kevin)
4. Consider Minutes for June 13, 2017, Meeting
5. Consider rejecting all bids associated with the T Hangar Project. (Bryan)
6. **Public Hearing** - Consider FAA Air Traffic Control Tower Lease (Brian)
7. **Public Hearing** - Consider FAA Service Center Land Lease (Brian)
8. **Public Hearing** - Consider Amendment Number 2 to the Agreement Between Des Moines Flying Service, Inc. and the Des Moines Airport Authority (Kevin)
9. **Public Hearing** - Consider Airport Advertising Concession Agreement with Clear Channel Advertising. (Brian)
10. Consider Terminal-Vending Contract with Vending Services Inc. (Brian)
11. Consider Eighth Amendment to ARINC Inc. Contract for Maintenance and Support of the Common Use System. (Bryan)
12. Consider a Second Amendment to Concourse Communications Group LLC Agreement for Wireless Management. (Bryan)
13. Consider Contract for Gate 12E Perimeter Road Drainage Project with Iowa Contracting Inc. (Bryan)
14. Consider Task Order No. 39 for relocation and design of Hangar No. 33 with Foth Infrastructure and Environment, LLC (Bryan)
15. Consider Amendment Number 7 to the Agreement Between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services (Kevin)

16. Financial Report (Brian)

17. Briefing (Kevin)

18. Adjourn

Agenda Notes:

Call to Order and Roll Call

1. Oath of Office – New Board Member (s) (Jim Wainwright)

Iowa Code 330A.5 provides, in part, “Each member of the board shall qualify by taking an oath to faithfully perform the duties of office.”

2. Election of Officers (Vice Chair Ward)

The Des Moines Airport Authority Bylaws require the election of officers as follow:

Election of Officers. The Board shall elect a Chairperson, Vice Chairperson, and Secretary/Treasurer from its membership at its regular meeting in July in every odd numbered year or as soon as practical thereafter. Officers will serve until their successors are elected and qualified. (11-1-11) (01-10-17)

3. Appoint Mary Benson to the Position of Board Clerk (Kevin)

The Des Moines Airport Authority Bylaws require the appointment of a Board Clerk as follows:

Appointment and Duties of Board Clerk. The Board shall appoint a clerk from the Executive Director's staff to assist in the performance of the secretarial duties of the Board.

4. Consider Minutes for June 13, 2017, Meeting

5. Consider rejecting all bids associated with the T Hangar Project. (Bryan)

On June 29, 2017, the date fixed as the date for receiving bids on the project, three bids were received, all exceeded the engineer’s estimate of cost.

Staff Recommendation: Reject bids associated with the T-Hangar project.

6. Public Hearing - Consider FAA Air Traffic Control Tower Lease (Brian)

Authority staff has been discussing an Air Traffic Control Tower lease with the FAA for several years. This is a zero-dollar, 20-year ground lease. According to the lease, the Authority would be responsible for the cost of relocation of the tower should that be made necessary due to Authority modifications.

Staff Recommendation: Staff recommends tabling until additional information is received.

7. Public Hearing - Consider FAA Service Center Land Lease (Brian)

The Authority controls the ground under the FAA Service Center across McKinley Avenue from the Elliott Aviation FBO. This lease has been under negotiation for approximately three years since the last lease expired. The lease is for a 10-year term at a rental rate of \$11,500.08 per year, fixed for the term of the lease. The Authority only owns the land, and the FAA owns and is responsible for the maintenance of the building.

Staff Recommendation: Staff recommends approval of the lease.

8. Public Hearing - Consider Amendment Number 2 to the Agreement Between Des Moines Flying Service, Inc. and the Des Moines Airport Authority (Kevin)

Des Moines Flying Service requested an amendment to the lease agreement between Des Moines Flying Service, Inc. and the Des Moines Airport Authority, which has a termination date of December 31, 2031. The purpose of the amendment is ostensibly to add two wholly owned limited liability companies to their lease with the Authority. DMFS Aircraft Sales, LLC and HJ Holdings, LLC, D/B/A Hondajet Midwest will be added to the lease by the proposed amendment.

Additionally, at the Authority's request, clauses were added to the proposed amendment as required by Title VI of the Civil Rights Act of 1964 and the FAA Office of Civil Rights.

Staff Recommendation: Approve Amendment Number 2 to the Agreement between Des Moines Flying Service, Inc. and the Des Moines Airport Authority.

9. Public Hearing - Consider Airport Advertising Concession Agreement with Clear Channel Advertising. (Brian)

Staff recently completed a Request for Proposals on terminal advertising. Clear Channel Advertising was selected as the winning proposal. The term of the agreement is 5 years with concession payments of 55% or Minimum Annual Guarantee of \$225,000.

Staff Recommendation: Approve terminal advertising lease with Clear Channel Advertising.

10. Consider Terminal-Vending Contract with Vending Services Inc. (Brian)

Terminal vending concessions were previously handled under the food and beverage concession agreement with SSP. SSP contracted that service out to a vendor, so staff recently issued a Request for Proposals to service vending machines throughout the terminal and field maintenance employee break room. The winning proposal was from Vending Services Inc. (VSI). The agreement with VSI will be a 2-year term and requires concession payments of 33% of revenue to the Authority. Estimated revenue from this agreement is \$22,000 per year.

Staff Recommendation: Approve vending concession agreement with Vending Services Inc.

11. Consider Eighth Amendment to ARINC Inc. Contract for Maintenance and Support of the Common Use System. (Bryan)

On February 9, 2009, the Des Moines International Airport entered into a contract with ARINC Incorporated to provide and install a common use platform at both the Terminal Ticket Counters and Concourse Gates. The original agreement included a maintenance and support requirement. The current contract expires in August 2017. This proposed Eighth Amendment would extend the maintenance and support agreement through August 2022. The common use system is a proprietary system and Airport staff does not have access, or the expertise, to maintain the system in its entirety. Annual costs associated with the extension are as follows:

- Aug 13, 2017: \$108,764.71
- Aug 13, 2018: \$111,740.64
- Aug 13, 2019: \$114,805.86
- Aug 13, 2020: \$117,963.03
- Aug 13, 2021: \$121,214.91

Staff Recommendation: Approve the Eighth Amendment to the ARINC Inc. contract for maintenance and support of the Common Use System.

12. Consider a Second Amendment to Concourse Communications Group LLC Agreement for Wireless Management. (Bryan)

On January 8, 2013, the Des Moines International Airport entered into a contract with Concourse Communications Group to provide and install a common platform for Wi-Fi services. A First Amendment to the agreement was approved on October 13, 2013, and to provide 45 minutes of free Wi-Fi. This proposed Second Amendment would extend the Wi-Fi services for an additional five years, to August 2022. Items amended in the agreement include:

- Free Wi-Fi would be updated:
 - Extended from 45 minutes to 60 minutes
 - Increase in bandwidth from 1.5 Mbps to 5 Mbps
- Venue bandwidth on the services will increase to minimum of 100 Mbps.
- The vendor, at an estimated cost of \$190,000, will upgrade the existing Access Points of the Wi-Fi system and upgrade to supporting network links to 10 Gigabit.
- The revenue share percentage of 25% (paid to the Authority) will remain the same.

- Enable Passpoint connectivity. This allows cell phone users to offload data traffic to Wi-Fi network.
 - Cellular partners are looking for this to enhance their capabilities
 - Will increase revenue to Airport by an estimated \$17,500 annually.

Staff Recommendation: Approve the Second Amendment to the Concourse Communications Group LLC Agreement for Wireless Management.

13. Consider Contract for Gate 12E Perimeter Road Drainage Project with Iowa Contracting Inc. (Bryan)

This project will correct maintenance issues located on the perimeter road next to Gate 12E. The ground elevation at this location is pushing rain runoff over the roadway, causing it to erode. The project will regrade the existing hillside slope to direct runoff to intake locations, place a drainage swale along the road to direct runoff to intakes, and address the erosion issue along the perimeter fence. Sub drains will be installed at the end of runway 5 to assist in the removal of standing water. The Engineer's Estimate for the maintenance is \$101,000.00. The project is included in the 2017 Budget. Quotes were opened on June 30, 2017, and the lowest responsive, responsible quote for the project was Iowa Contracting Inc. for \$97,145.00.

Staff Recommendation: Approve the contract with Iowa Contracting Inc. in the amount of \$97,145.00, and authorize the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents.

14. Consider Task Order No. 39 for relocation and design of Hangar No. 33 with Foth Infrastructure and Environment, LLC (Bryan)

This design will allow for relocation of hangar No. 33 to a new location SW of the new T Hangar site. Hangar No 33 is in good shape and a cost comparison to relocate the building versus a demo and build new was economical. A tenant is interested in a lease for the hangar if it is relocated. The relocation of the hangar along with design of new offices, restrooms and parts storage attached to the exterior of the hangar will be coordinated with tenant lease negotiations. Through this task order the Consultant will provide the necessary plans and specifications to produce construction documents. The contract to provide this service is for \$119,200.00. The project is part of the enabling projects identified for the new terminal; however, this task order is not included in the FY 2017 budget.

Staff Recommendation: Approve Task Order No. 39 for the relocation and design of Hangar No. 33 with Foth Infrastructure and Environment, LLC for \$119,200.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

15. Consider Amendment Number 7 to the Agreement Between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services (Kevin)

The current agreement between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services had a termination date of October 31, 2016. The Airport Authority Board approved a series of amendments allowing Airport staff and City of Des Moines staff additional time to complete negotiations on a new agreement. Des Moines City Manager and Airport Executive Director, Scott Sanders and Kevin Foley, did meet and agreed in concept to changes for a new agreement. However, an agreement has not yet been received from the City.

Staff Recommendation: Approve Amendment Number 7 to the agreement between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services, extending the termination date to August 31, 2017.

16. Financial Report (Brian)

17. Briefing (Kevin)

18. Adjourn