

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

DATE: Tuesday, February 11, 2014
TIME: 9:00 a.m.
PLACE: Airport Board Room, 2nd Floor, Airport Terminal

Agenda

Call to Order and Roll Call

- 1. Approve Minutes for January 14, 2014, and February 4, 2014, Meetings**
- 2. Approve Aircraft Rescue and Firefighting Agreement with Pro-Tech Fire Services Ltd. (Kevin)**
- 3. Approve the First Amendment to the Airport Lease Agreement with Des Moines Independent Community School District (Kevin)**
- 4. Approve the Contracted Custodial Services Contract with Marsden Building Maintenance. LLC (Bryan)**
- 5. Approve the Appointment of the New Executive Director (Mr. Feldmann)**
- 6. Salary Committee Report (Mr. Feldmann)**
- 7. Financial Report (Brian)**
- 8. Briefing Items**
- 9. Adjourn**

On February 13, 2013, the Board and staff will meet informally at 2:00 p.m. at The Airport Cloud Room. No airport matters will be discussed and no actions will be taken.

On February 19, 2013, the Board and staff will meet informally at 6:00 p.m. at The Wakonda Club. No airport matters will be discussed and no actions will be taken.

Agenda Notes:

Call to Order and Roll Call

- 1. Approve Minutes for January 14, 2014, and February 4, 2014, Meetings**
- 2. Approve Aircraft Rescue and Firefighting Agreement with Pro-Tec Fire Services Ltd. (Kevin)**

The proposed agreement with Pro-Tec Fire Services, Ltd. provides qualified and trained staffing for Aircraft Rescue and Firefighting (ARFF) services that meets FAA Index C requirements. All ARFF personnel will be employees of Pro-Tec Fire Services, and Pro-Tec shall pay all salaries and benefits. Pro-Tec will assume ARFF operations on October 1, 2014. The agreement is for an initial two year term with three additional one year options. The cost of these ARFF services was budgeted in fiscal year 2014 and will be an ongoing expense in future Operation Budgets.

Staff Recommends approval of the agreement.

- 3. Approve the First Amendment to the Airport Lease Agreement with Des Moines Independent Community School District (Kevin)**

The Des Moines Independent School District has requested an amendment to their current lease extending the termination date from June 30, 2014, to August 31, 2015. All other terms of the lease remain the same.

Staff recommends approval of the amendment pending approval and signature of the Des Moines Independent School District Board

- 4. Approve the Contracted Custodial Services Contract with Marsden Building Maintenance. LLC (Bryan)**

The custodial services contract with ABM Janitorial Services will terminate April 1, 2014. A Request for Proposals (RFP) was issued in December, 2013, with proposals being due by January 16, 2014. A committee of three Airport staff reviewed and rated the four proposals received based on the rating criteria outlined within the RFP. Ratings from highest to lowest were: Marsden Building Maintenance LLC, ABM Janitorial Services, ServiceMaster Green, and Reliable Maintenance Company. The proposed agreement is for a term of three years. The cost for the first year of the contract will be \$861,531.00, and will be adjusted annually for the next two years by an amount not to exceed the percentage change over the previous year in the Employment Cost Index published by the U.S. Department of Labor. The agreement does allow for two additional one year extensions by the Authority.

Staff Recommendation: Approve the Custodial Services Contract with Marsden Building Maintenance, LLC.

5. Approve the Appointment of the New Executive Director (Mr. Feldmann)

6. Salary Committee Report (Mr. Feldmann)

In October, Executive Director Smithey requested the Board to appoint an ad hoc committee to review employee salaries. Mr. Hansell, Mr. Feldmann, Executive Director Smithey, and Director of Finance Mulcahy served on the committee.

7. Financial Report (Brian)

8. Briefing Items

9. Adjourn