

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

**DATE:** Tuesday, June 10, 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 May 13, 2014, Meeting**
2. **Discuss Former City Manager Rick Clark's Request for a City Council Liaison to the Airport Authority Board.**
3. **Public Hearing - Approve Contract for Baggage Claim Vestibule Doors Project with Breiholz Construction Company. (Bryan)**
4. **Adopt the Terminal Area Concept Plan Produced by Leigh Fisher Incorporated. (Kevin)**
5. **Approve the Fifth Amendment to ARINC Inc. Contract for Maintenance and Support of the Common Use System. (Bryan)**
6. **Financial Report. (Brian)**
7. **Approve Directors' Salary Increases. (Kevin)**
8. **Briefing Items**
9. **Adjourn**

## **Agenda Notes:**

Call to Order and Roll Call

- 1. Approve Minutes for May 13, 2014 Meeting**
- 2. Discuss Former City Manager Rick Clark's Request for a City Council Liaison to the Airport Authority Board.**
- 3. Public Hearing - Approve Contract for Baggage Claim Vestibule Doors Project with Breiholz Construction Company. (Bryan)**

This construction contract will provide for the removal of the existing revolving door at the south end of baggage claim and replace it with automated sliding doors. The Engineer's Estimate for this project is \$175,138.00 and was included in the 2014 Capital Improvement Budget. Bids were opened on May 27, 2014, and the lowest responsive, responsible bidder was Breiholz Construction Company in the amount of \$121,000.00.

- A. Public hearing on approving the plans, specifications, form of contract documents and engineer's estimate on the Baggage Claim Vestibule Doors project.

Staff recommends approval.

- B. Approve a contract with Breiholz Construction Company in the amount of \$121,000.00.

Staff Recommendation: Approve the contract with Breiholz Construction Company in the amount of \$121,000.00 for the improvement and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

- 4. Adopt the Terminal Area Concept Plan produced by Leigh Fisher Incorporated. (Kevin)**

On July 9, 2013, the Airport Authority Board approved a contract with Leigh Fisher Incorporated to perform a study and provide a plan depicting locations for a terminal building, general aviation facilities, cargo facilities, parking facilities, roadway access, and to provide an Airport Layout Plan (ALP) update. On March 11, 2014, Leigh Fisher presented an overview of the study and plan. On May 6, 2014, an Airport Board workshop was held to review the Terminal Area Concept Plan Technical Report and answer questions.

Staff recommendation: Adopt the Terminal Area Concept Plan produced from the Leigh Fisher study, and allow the Executive Director to send the report and updated Airport Layout Plan to the Federal Aviation Administration for review, comments, and approval.

**5. Approve the Fifth 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 2014. The amendment would extend the maintenance and support agreement to August 2017. The common use system is a proprietary system and Airport staff does not have the access or the expertise to maintain the system in its entirety. Annual costs associated with the extension are as follows:

- Aug 12, 2014: \$101,472.03
- Aug 12, 2015: \$103,876.07
- Aug 12, 2016: \$106,320.39

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

**6. Financial Report (Brian)**

**7. Approve Directors' Salary Increases. (Kevin)**

In October, 2013, Executive Director Smithey requested the Board to appoint an ad hoc committee to review Directors' salaries. Mr. Hansell, Mr. Feldmann, Executive Director Smithey, and Director of Finance Mulcahy served on the committee.

At the February, 2014, Airport Board meeting the committee recommended, and the Board approved, a 5% salary increase for the Director of Engineering and the Director of Finance retroactive to January 1, 2014. The committee also recommended, and the Board instructed, that Directors' salaries be reviewed again midyear, 2014.

Staff Recommendation: Approve an increase in salary for the Director of Engineering, Director of Finance, and Director of Operations effective July 7, 2014, and review Directors' salaries during the normal budget process for fiscal year 2015.

**8. Briefing Items**

**9. Adjourn**