

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

DATE: April 12, 2016
TIME: 9:00 a.m.
PLACE: Airport Board Room, 2nd Floor, Airport Terminal

Agenda

Call to Order and Roll Call

1. Consider Minutes for March 8, 2016, Meeting
2. Consider concession lease with Lord Midas (Brian)
3. Consider Supplemental Agreement No. 7 for upgrading software on the Common Use Servers with ARINC, Inc. (Bryan)
4. **Public Hearing** - Consider Contract for Cowles Exit and Concourse/Baggage Claim LED Projects with Van Maanen Electric, Inc. (Bryan)
5. Consider Reimbursable Agreement for Engineering, Construction Oversight and Flight Check in support of Runway 13/31 Reconstruction Project with the Federal Aviation Administration. (Bryan)
6. Consider lease for Quality Mechanical Services, Inc. in Building 5. (Brian)
7. Consider Contract for the Terminal Programming Study with HNTB Iowa, Inc. (Bryan)
8. Financial Report (Brian)
9. Briefing (Kevin)
10. Adjourn

Agenda Notes:

Call to Order and Roll Call

1. Consider Minutes for March 8, 2016, Meeting

2. Consider concession lease with Lord Midas (Brian)

The owner of a new boutique store in downtown Des Moines has agreed to lease the space that was previously occupied by Doherty's Flower Shop. The store is called Lord Midas and features fine goods from Italy (briefcases, shirts, shoes, ties, etc.). The target date for opening the location is June 1. The store owner has not signed the lease yet due to being out of the country, but has agreed to the terms via email.

Staff recommendation: Approve the lease with Lord Midas and authorize the Executive Director to sign the lease once it is signed by the tenant.

3. Consider Supplemental Agreement No. 7 for upgrading software on the Common Use Servers with ARINC, Inc. (Bryan)

Supplemental Agreement No. 7 will incorporate the new VMuse/Microsoft server software and required hardware for support of the latest versions of the Common Use platform at the ticket counters, gates and kiosks. This project was included in the 2016 budget. The contract with ARINC, Inc. is sole source due to the fact that the system is a proprietary system. Supplemental agreement value is \$392,081.00.

Staff Recommendation: Approve supplemental agreement no. 7 with ARINC Inc. in the amount of \$392,081.00 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. Public Hearing - Consider Contract for Cowles Exit and Concourse/Baggage Claim LED Projects with Van Maanen Electric, Inc. (Bryan)

This project will replace the existing light fixtures on the poles installed along Cowles Drive, light fixtures on the 1st floor of the Concourse, and light fixtures on the 1st and 2nd floor of baggage claim. The Engineer's Estimate for the new lighting fixtures is \$94,152.00. The project is included in the 2016 Capital Improvement Budget. Bids were opened on March 23, 2016, and the lowest responsive, responsible bidder for the new fixture project was Van Maanen Electric, Inc. in the amount of \$115,894.00.

A. Public hearing on approving the plans, specifications, form of contract documents and engineer's estimate on the Cowles Exit and Concourse/Baggage Claim LED projects.

Staff recommends approval.

- B. Consider a contract with Van Maanen Electric, Inc. in the amount of \$115,894.00 for the Cowles Exit and Concourse/Baggage Claim LED projects.

Staff Recommendation: Approve the contract with Van Maanen Electric, Inc. in the amount of \$115,894.00, and authorize the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents.

5. Consider Reimbursable Agreement for Engineering, Construction Oversight and Flight Check in support of Runway 13/31 Reconstruction Project with the Federal Aviation Administration. (Bryan)

This agreement with the FAA Air Traffic Organization (ATO) is to support the efforts on the Reconstruction of Runway 13/31 Phase III. The project will affect the existing Precision Approach Path Indicators (PAPI), Navigational Aids (NAVAIDS) and Approach Lighting System (ALS) on the 31 end of the runway due to grading issues and elevation adjustments. The Airport Authority will have to front the money and then will be reimbursed through FAA Grant No. 66. The project is eligible for FAA Airport Improvement Project (AIP) grant funding at the normal 90/10 split.

- A. Approve Reimbursable Agreement with Federal Aviation Administration in the amount of \$290,623.65.

Staff Recommendation: Subject to an FAA grant award, approve the reimbursable agreement with Federal Aviation Administration, in the amount of \$290,623.65 for the services. Authorize the Executive Director to sign the agreement with the Federal Aviation Administration; and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

- B. Approve Federal Aviation Administration Grant No. 66 associated with the Reconstruct Runway 13/31 Phase III project (design only) Reimbursable Agreement.

Staff Recommendation: Subject to FAA approval, authorize the Executive Director to accept and sign the grant agreement No. 66 with FAA for the improvement; and authorize the Director of Engineering and Planning to accept and close out this grant when completed in accordance with the contract documents.

6. Consider lease for Quality Mechanical Services, Inc. in Building 5. (Brian)

Quality Mechanical Services, Inc. (QMS) provides maintenance service on ground support equipment for commercial airlines. QMS has previously shared a space under the concourse that is leased to Endeavor, but has recently taken on additional work which requires additional space. The lease begins May 1, 2016, with a term of one year, and then goes month to month following the year.

Staff Recommendation: Approve the lease with Quality Mechanical Services, Inc.

7. Consider Contract for the Terminal Programming Study with HNTB Iowa, Inc. (Bryan)

The Authority issued a Request for Qualifications (RFQ) to select an Airport Planning, Architectural and Engineering firm to work on the new terminal. Eight firms entered proposals. Each proposal was reviewed and rated based on qualifications established in the RFQ. Of these, four were selected to be interviewed: HOK, Leo A Daly, Leigh Fisher and HNTB. Based on the combined ratings from the five-member Airport Committee, HNTB Iowa, Inc. is being recommended. This project will provide an updated plan to the previous Terminal Site Study, and complete a Terminal Programming Study for the new terminal. Within Task Order No. 1, HNTB will revisit the data and locations for a terminal building, general aviation facilities, cargo facilities, parking facilities, roadway access, and provide an Airport Layout Plan (ALP) update that does not include the ramp space leased to the Iowa Air National Guard. Task Order No. 2 will take the results from Task Order No. 1 and conduct a terminal programming study for a new terminal.

- A. Approve a master agreement that allows for individual task orders to be developed and contracted with HNTB Iowa, Inc. for various scopes of work related to a Terminal Programming Study.

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

- B. Consider Task Order No. 1 for the update of the existing Terminal Site Study Plan. Task Order 1 is one of the responsibilities listed in the Contract Agreement with HNTB Iowa, Inc. Approval of Task Order 1 will allow HNTB to review the existing Terminal Site Plan study. All existing data, forecasts, enabling projects and future site of the new terminal will be evaluated. Through this task order the Consultant will provide the recommended location of the future terminal. The contract to provide this service is \$447,874.00 and is included in the FY 2016 budget and is funded by Passenger Facility Charges (PFC).

Staff Recommendation: Approve Task Order No. 1 with HNTB Iowa, Inc. for \$447,874.00.

8. Financial Report (Brian)

9. Briefing (Kevin)

10. Adjourn