

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

**DATE:** August 9, 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 July 12, 2016, Meeting**
- 2. Consider Change Order No. 9 for Runway 13/31 Reconstruction Phase I with Flynn Company, Inc. (Bryan)**
- 3. Consider Audit Committee Recommendation on Audit Firm (Audit Committee)**
- 4. Consider lease amendment between City of Des Moines and Des Moines Airport Authority (Bryan)**
- 5. Consider a Form of the Offer to Purchase and Acceptance with Glen Brown and April Barkley Brown for the sale of property, Tract 8C, Parcel "A" (Bryan)**
- 6. Consider Revised Investment Policy (Brian)**
- 7. Consider the purchase of a used passenger boarding bridge and installation at Gate A5 (Bryan)**
- 8. Consider Greater Des Moines Partnership's Tension Fabric Display graphics for installation in the terminal.**
- 9. Financial Report (Brian)**
- 10. Briefing (Kevin)**
- 11. Adjourn**

## **Agenda Notes:**

### Call to Order and Roll Call

- 1. Consider Minutes for July 12, 2016, Meeting**
- 2. Consider Change Order No. 9 for Runway 13/31 Reconstruction Phase I with Flynn Company, Inc. (Bryan)**

Change order no. 9 adjusts the contract value for final reconciliation of quantities outlined within the contract's schedule of values along with incentives provided for in the contract. Quantities of items installed throughout the project were tracked and recorded by the engineering firm engaged for construction observation and administration by the Authority. This change order adjusts the contract for actual units used and installed. The contracted value per unit did not change, the estimated number of units is being adjusted for actual number of units used. Incentives allowed through the contract are based on pavement strength, thickness and smoothness. Pavements were tested throughout the progress of the project by an independent firm and Flynn exceeded the minimum standards making them eligible to receive the contracted incentives. Items within the change order are reimbursable by the FAA at 90%.

Staff Recommendation: Approve change order no. 9 with Flynn Company, Inc. in the amount of \$348,287.12.

- 3. Consider Audit Committee Recommendation on Audit Firm (Audit Committee)**

A Request for Proposals to conduct the Authority's annual financial statement audit for fiscal years 2016 through 2020 was completed with five firms responding. The Audit Committee is recommending that a contract be awarded to Plante & Moran, PLLC, a regional firm with offices in Michigan, Ohio and Illinois. The firm is #2 in the nation for the number of government grant audits completed.

Audit Committee Recommendation: Approve the Audit Committee recommendation to engage Plante & Moran, PLLC for financial statement audits.

- 4. Consider lease amendment between City of Des Moines and Des Moines Airport Authority (Bryan)**

During the June 14, 2016, Airport Board meeting, the Board recommended the Des Moines City Council proceed with the sale of specific property, Tract No.'s 96-017 & 96-018 to Electro Management Corporation. These tracks are currently encumbered by a Real Estate Lease and Asset Transfer Agreement ("Lease") between the City of Des Moines, Iowa, and the Des Moines Airport Authority. The Des Moines City Council continues to move forward with the sale of these tracks. As a condition of the Offer to Purchase, said Lease is required to be amended to exclude these tracks. Both Exhibit A and Exhibit B attached to said Lease will be updated to reflect this change.

Staff recommendation: Approve the lease amendment to Real Estate Lease and Asset Transfer agreement between City of Des Moines and Des Moines Airport Authority pending the approved sale of Tract No.'s 96-017 & 96-018 by the Des Moines City Council.

**5. Consider a Form of the Offer to Purchase and Acceptance with Glen Brown and April Barkley Brown for the sale of property, Tract 8C, Parcel "A" (Bryan)**

Glen and April Brown have made an offer of \$120,000.00 for the property identified as Tract 8C, Parcel A, No. 120/04472-449-001 representing 2.31 acres. They have expressed an interest to develop the property into a single family home. This property lies to the north of McKinley Ave. and was appraised at \$120,000.00. After discussions between the proposed purchaser, City of Des Moines, and Airport Authority staff, the sale of this property is being recommended. The Federal Aviation Administration (FAA) is still reviewing the sale of the property including the avigation and noise easements required with the sale.

Staff recommendation:

- A. Approve the form of the Offer to Purchase and Acceptance for the parcel, including noise and avigation easements, contingent on FAA approval.
- B. Recommend to the City of Des Moines, Iowa, to proceed with the sale of property, Tract 8C, Parcel A, No. 120/04472-449-001 to Glen Brown and April Barkley Brown.

**6. Consider Revised Investment Policy (Brian)**

The investment policy adopted during the formation of the Authority in 2011 has been reviewed by Ahlers & Cooney, P.C. Minor changes have been proposed to the policy. A copy of the proposed revised policy was provided to the Board during the June 14, 2016, Board meeting. This item was tabled during the July 12, 2016, Board meeting with a request for further review. Following that meeting, Ahlers & Cooney, P.C. reviewed Section 10 – Ethics and Conflict of Interest, and has determined there is no statutory requirement for this language in the investment policy. Staff has removed this section from the policy.

Staff Recommendation: Approve the resolution for the revised investment policy.

**7. Consider the purchase of a used passenger boarding bridge and installation at Gate A5 (Bryan)**

Authority staff has been negotiating with Aero Systems Engineering, Inc. for the purchase and installation of a used passenger boarding bridge (PBB), a model year 2005 DEW PBB. The bridge comes from Dubuque Regional Airport and was previously used at their old terminal. The purchase and installation of this PBB would enhance the operational efficacy of Gate A5 currently utilized for ground boarding operations only. Aero Systems Engineering, Inc. has been engaged in discussions to provide disassembly, transport, and installation of the unit.

Staff recommendation: Approve a purchase agreement for a used passenger boarding bridge and installation with Aero Systems Engineering, Inc. in the amount of \$222,840.00, and instruct the Executive Director to sign the agreement.

**8. Consider Greater Des Moines Partnership's Tension Fabric Display graphics for installation in the terminal.**

The Board approved a \$0 agreement with the Greater Des Moines Partnership in July allowing live music outside the terminal on the curb and the installation of graphics in the terminal. The graphics were not developed in July and are now being presented for approval.

Staff recommendation: Approve the Greater Des Moines Partnership's Tension Fabric Display graphics for installation in the terminal.

**9. Financial Report (Brian)**

**10. Briefing (Kevin)**

**11. Adjourn**