Notice of Public Meeting
of the
DES MOINES AIRPORT AUTHORITY
BOARD

DATE: July 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 June 14, 2016, Meeting

2. Consider Revised Purchasing Policy (Brian)

3. Consider Revised Investment Policy (Brian)

4. Consider Extension of Aircraft Rescue and Firefighting Services Agreement with Pro-Tec Fire Services, Ltd. (AJ)

5. Consider the Approval of Easement with Des Moines Water Works (Bryan)

6. Consider Approval of Agreement Between Des Moines Airport Authority and The Greater Des Moines Partnership (Kevin)

7. Financial Report (Brian)

8. Trillion Aviation Analysis and Presentation on Des Moines’ Air Service (Kevin)

9. Briefing (Kevin)

10. Adjourn
Agenda Notes:

Call to Order and Roll Call

1. Consider Minutes for June 14, 2016, Meeting

2. Consider Revised Purchasing Policy (Brian)

   The purchasing policy which was put in place at the inception of the Authority has been reviewed by Ahlers and Cooney. Changes have been proposed to align the policy with the minor process changes that have occurred since these functions have been brought entirely in-house from the City. A copy of the proposed policy was provided to the Board in the June 14, 2016, Board meeting.

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

3. Consider Revised Investment Policy (Brian)

   The investment policy which was put in place at the inception of the Authority has been reviewed by Ahlers and Cooney. Minor changes have been proposed to the policy. An Ethics and Conflict of Interest section has been added to the policy. A copy of the proposed policy was provided to the Board in the June 14, 2016, Board meeting.

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

4. Consider Extension of Aircraft Rescue and Firefighting Services Agreement with Pro-Tec Fire Services, Ltd. (AJ)

   The Authority approved an Agreement on February 14, 2014, with Pro-Tec Fire Services Ltd to provide Aircraft Rescue Firefighting (ARFF) services meeting FAA Index C requirements. The initial term of the Agreement began on October 1, 2014, and ends on September 30, 2016. The Authority has exclusive right to extend the term of the agreement for three additional one-year periods at fixed pricing as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Annual Fee</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial term (2014-2016)</td>
<td>$1,886,750</td>
<td>$1,886,750</td>
</tr>
<tr>
<td>1st Extension (2016-2017)</td>
<td>$1,006,250</td>
<td>$1,893,000</td>
</tr>
<tr>
<td>2nd Extension (2017-2018)</td>
<td>$1,050,600</td>
<td>$2,943,600</td>
</tr>
<tr>
<td>3rd Extension (2018-2019)</td>
<td>$1,101,050</td>
<td>$4,044,650</td>
</tr>
</tbody>
</table>

   Staff Recommendation: Authorize the Executive Director to send notice to Pro-Tec Fire Services Ltd, extending the term of the Agreement for a period of one year in the amount of $1,006,250.
5. **Consider the Approval of Easement with Des Moines Water Works (Bryan)**

The easement will allow Des Moines Water Works to install a new 30-inch water main from the Aquifer Storage and Recovery (ASR) well to an existing 24-inch water main along the right of way of Highway 28. The easement would be within Airport Authority property indicated on the Airport Layout Plan (ALP) tract number 98-014, parcel number 120-07535-107-103.

Staff Recommendation: Approval of an Easement with Des Moines Water Works.

6. **Consider Approval of Agreement Between Des Moines Airport Authority and The Greater Des Moines Partnership (Kevin)**

Authority Staff worked with a coalition of the Department of Cultural Affairs, Greater Des Moines Partnership, Greater Des Moines Convention and Visitors Bureau, Iowa Department of Transportation, and Iowa Economic Development Authority to identify space in the terminal building that would be suitable for the purpose of promoting the State of Iowa. A concerted effort was made to complete a $0 agreement that will allow portions of the agreement to be implemented for the National Governors Association Conference to be held in Des Moines beginning July 14, 2016. The coalition would like to have live music played on the curb of the terminal to welcome arriving Governors on the 14th. A layout of wall graphics to be displayed in the terminal has not yet been received by Authority Staff and will be presented to the Board for approval prior to granting permission for installation.

Staff Recommendation: Approve the Agreement between Des Moines Airport Authority and The Greater Des Moines Partnership pending receipt of the required insurance documents and restrict installation of Graphics in the terminal pending approval of the layout by the Airport Authority Board.

7. **Financial Report (Brian)**

8. **Trillion Aviation Analysis and Presentation on Des Moines’ Air Service (Kevin)**

Trillion Aviation is based in Austin, TX and was formed to address a growing need on the business side of the aviation industry. As an aviation consulting firm composed of former airline corporate real estate representatives and airport senior staff, Trillion Aviation specializes in providing business strategy consulting to U.S. commercial airport clients.

Mike Bown holds the office of Vice President with Trillion Aviation and lives in Urbandale, IA. Mike has almost 30 years of industry-related experience. Prior to joining Trillion, Mike was responsible for Sabre’s Airport & Air Service Consulting practice. Prior to Sabre, Mike spent 9 years at the Kiehl Hendrickson Group (KHG) in a similar role. Mike also spent almost ten years at Northwest Airlines, primarily in Network Planning and Forecasting roles, before joining KHG.

9. **Briefing (Kevin)**

10. **Adjourn**
The Board of Directors of the Des Moines Airport Authority, State of Iowa, met in open
session, in the _________ Room, __________________________, Des Moines, Iowa, at 9:00
A.M., on the above date. There were present Elizabeth Ward, in the chair, and the following named
Board Members:

__________________________________________________________________________________

__________________________________________________________________________________

Absent: __________________________________________________________________________

* * * * * * *

Board Member ____________________ introduced the following Resolution entitled
"RESOLUTION APPROVING PURCHASING POLICY" and moved that it be adopted. Board
Member ____________________ seconded the motion to adopt, and the roll being called thereon,
the vote was as follows:

AYES: __________________________________________________________________________

__________________________________________________________________________________

NAYS: __________________________________________________________________________

Whereupon, the Chair declared the Resolution duly adopted as follows:

RESOLUTION APPROVING PURCHASING POLICY

WHEREAS, the Des Moines Airport Authority, sometimes hereinafter referred to as the
"Authority", is a public instrumentality and public body corporate organized and existing under
and by virtue of Chapter 330A of the Code of Iowa; and

WHEREAS, the purpose of the Purchasing Policy attached hereto as Exhibit A is to provide
the Des Moines Airport Authority (Authority) with an efficient and effective method of purchasing
specific goods and services; and
WHEREAS, the Purchasing Policy is intended to provide Authority management with the appropriate level of controls to ensure that all purchases are properly authorized and approvals documented for audit purposes as needed.

NOW THEREFORE, BE IT RESOLVED, BY THE BOARD OF DIRECTORS OF THE DES MOINES AIRPORT AUTHORITY THAT THE FOLLOWING PURCHASING POLICY IS ADOPTED:

Section 1. The "Purchasing Policy" attached hereto as Exhibit A is hereby adopted and approved.

Section 2. The Director of Finance is designated as the official in the Purchasing Policy who shall take any and all action necessary to properly implement the Purchasing Policy.

Section 3. All other motions, resolutions, and orders, or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed; and this Resolution shall be in effect from and after its adoption.

PASSED AND APPROVED this _____ day of _______________, 2016.

________________________
Elizabeth Ward, Vice-Chairperson

ATTEST:

________________________
Christy Stanley, Staff Assistant Secretary
CERTIFICATE

STATE OF IOWA )
  ) SS
COUNTY OF POLK )

I, the undersigned Secretary of the Board of Directors of the Des Moines Airport Authority, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the Des Moines Airport Authority showing proceedings of the Board of Directors, and the same is a true and complete copy of the action taken by the Board with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no Board vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the Des Moines Airport Authority or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this __________ day of _______________, 2016.

__________________________________________
Christy Stanley, Staff Assistant Secretary
Des Moines Airport Authority, State of Iowa
The Board of Directors of the Des Moines Airport Authority, State of Iowa, met in open session, in the _________ Room, ____________________________, Des Moines, Iowa, at 9:00 A.M., on the above date. There were present Elizabeth Ward, in the chair, and the following named Board Members:

__________________________________________________

__________________________________________________

Absent: ____________________________________________

* * * * * * *

Board Member ____________________ introduced the following Resolution entitled "RESOLUTION APPROVING INVESTMENT POLICY" and moved that it be adopted. Board Member ____________________ seconded the motion to adopt, and the roll being called thereon, the vote was as follows:

AYES:

__________________________________________________

NAYS: ______________________________________________

Whereupon, the Chair declared the Resolution duly adopted as follows:

RESOLUTION APPROVING INVESTMENT POLICY

WHEREAS, the Des Moines Airport Authority, sometimes hereinafter referred to as the "Authority", is a public instrumentality and public body corporate organized and existing under and by virtue of Chapter 330A of the Code of Iowa; and

WHEREAS, the Code of Iowa imposes various requirements on the Authority relating to the investment transactions of all public funds, including the adoption of a written investment policy:
NOW THEREFORE, BE IT RESOLVED, BY THE BOARD OF DIRECTORS OF THE DES MOINES AIRPORT AUTHORITY THAT THE FOLLOWING INVESTMENT POLICY IS ADOPTED WHICH SHALL APPLY WITH RESPECT TO ALL PUBLIC FUNDS OF THE AUTHORITY:

Section 1. The "Investment Policy" (hereinafter "Policy") attached hereto as Exhibit A is hereby adopted and approved.

Section 2. The Treasurer is designated as the official in the Policy who shall take any and all action necessary to properly implement the Policy.

Section 3. The following are hereby designated as additional authorized persons to take any and all action necessary to properly implement the Policy: Director of Finance, or his / her designee.

Section 4. The Treasurer, or other authorized person, is hereby directed to deliver a copy of the Policy to the following:

- All members of the Board of Directors of the Authority.
- All depository institutions or fiduciaries for public funds of the Authority.
- The auditor engaged to audit any fund of the Authority.
- Every fiduciary or third party assisting with or facilitating investment of the funds of the Authority.

Section 5. All other motions, resolutions, and orders, or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed; and this Resolution shall be in effect from and after its adoption.

PASSED AND APPROVED this ____ day of _______________, 2016.

__________________________________________
Elizabeth Ward, Vice-Chair

ATTEST:

__________________________________________
Christy Stanley, Staff Assistant Secretary
CERTIFICATE

STATE OF IOWA )
) SS
COUNTY OF POLK )

I, the undersigned Secretary of the Board of Directors of the Des Moines Airport Authority, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the Des Moines Airport Authority showing proceedings of the Board of Directors, and the same is a true and complete copy of the action taken by the Board with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no Board vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the Des Moines Airport Authority or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereeto affixed this __________ day of _______________, 2016.

________________________________________
Christy Stanley, Staff Assistant Secretary
Des Moines Airport Authority, State of Iowa