

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

DATE: August 8, 2017
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 11, 2017, Meeting**
2. **Public Hearing - Consider the plans, specifications, form of contract and estimate of the cost for the T Hangar Project. If approved, then consider award of contract to Jensen Builders, Ltd. (Bryan)**
3. **Consider Professional Services Agreement with Foth Infrastructure & Environment, LLC for 2017 Construction of T Hangar project - Construction Phase Services (Bryan)**
4. **Consider Email Retention Policy. (Bryan)**
5. **Consider Amendment Number 8 to the Agreement Between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services (Kevin)**
6. **Consider the Siemens Industry, Inc., Contract for Maintenance and Support of the Building Automation System. (Bryan)**
7. **Consider Title VI Plan (Brian)**
8. **Consider Amendment to the Rules and Regulations, Section 3-20, Expressive Activity (AJ)**
9. **Consider Grant Agreement No. 68 for Design of Runway 13/31 Reconstruction Program Phase V with Federal Aviation Administration. (Bryan)**
10. **Financial Report (Brian)**
11. **Briefing (Kevin)**
12. **P3 Summit Briefing**
13. **Adjourn**

Agenda Notes:

Call to Order and Roll Call

1. **Consider Minutes for July 11, 2017, Meeting**
2. **Public Hearing – Consider the plans, specifications, form of contract and estimate of the cost for the T Hangar Project. If approved, then consider award of contract with Jensen Builders, Ltd. (Bryan)**

This project will involve constructing a new 18-unit pre-engineered metal building T hangar, located adjacent and parallel to the existing T Hangar unit, Building 39. The Engineer's Estimate for the improvements is \$3,431,134.40. The project is included in the 2017 Capital Improvement Budget and is one of the enabling project in the Terminal Plan. Bids were opened on August 1, 2017, and the lowest responsive, responsible bidder for the project was Jensen Builders, Ltd. in the amount of \$3,333,765.10.

- A. Public hearing on the plans, specifications, form of contract documents and engineer's estimate on the T Hangar project.

Staff Recommendation: Approve the Resolution adopting plans, specifications, form of contract, and estimate of cost for the T Hangar project.

- B. Consider award of contract to Jensen Builders, Ltd for \$3,333,765.10, for the Construction of the T Hangar project.

Staff Recommendation: Approve the contract with Jensen Builders, Ltd for \$3,333,765.10, and authorize the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents.

3. **Consider Professional Services Agreement with Foth Infrastructure & Environment, LLC for 2017 Construction of T Hangar project - Construction Phase Services (Bryan)**

During construction of the T Hangar project, the consultant will provide contract management, construction administration, and construction observation for the project.

Staff Recommendation: approve the professional services agreement with Foth Infrastructure & Environment, LLC in the amount of \$240,870.00 and authorize the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents.

4. **Consider Email Retention Policy. (Bryan)**

With the separation of the Airport Authority's IT networks from the City of Des Moines systems, it is necessary to establish an Airport Authority Email Retention Policy. Airport staff has worked with legal counsel to develop a draft copy, which was distributed to the Board at the July Board meeting.

Staff Recommendation: Approve the Airport Authority Email Retention Policy

5. Consider Amendment Number 8 to the Agreement Between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services (Kevin)

The current agreement between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services had a termination date of October 31, 2016. The Airport Authority Board approved a series of amendments allowing Airport staff and City of Des Moines staff additional time to complete negotiations on a new agreement. Des Moines City Manager and Airport Executive Director, Scott Sanders and Kevin Foley, did meet and agreed in concept to changes for a new agreement. However, an agreement has not yet been received from the City.

Staff Recommendation: Approve Amendment Number 8 to the agreement between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services, extending the termination date to September 30, 2017.

6. Consider the Siemens Industry, Inc., Contract for Maintenance and Support of the Building Automation System. (Bryan)

On July 31, 2017, the Des Moines International Airport's current maintenance and support agreement with Siemens Industry, Inc. will expire. Airport staff has negotiated a new three-year service agreement on similar terms as the current agreement to assist in supporting our building automation system. Services provided through this contract are:

- Onsite Directed Support
- Emergency Phone Response 24/7
- Emergency Onsite Response
- Preventative Maintenance
- Data Protection & Recovery
- Software Maintenance
- Network Maintenance
- Software Updates

The building automation 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 1, 2017 to July 31, 2018: \$67,903.00
- Aug 1, 2018 to July 31, 2019: \$69,940.00
- Aug 1, 2019 to July 31, 2020: \$72,038.00

During the agreement, we are requiring a Siemens Technician to be on site 3 days per month.

Staff Recommendation: Approve the three-year Maintenance and Support agreement with Siemens Industry, Inc. for a total price of \$209,881.00.

7. Consider Title VI Plan (Brian)

The FAA Office of Civil Rights audited the Airport in June of 2016. There were few discrepancies found in the audit, which were easily and quickly resolved. The final step in the process is to file a Board approved Title VI Plan with the FAA Office of Civil Rights. A draft copy of the plan was emailed to the Board on July 28, 2017, for review.

Staff Recommendation: Approve the Title VI Plan and direct the Executive Director to sign and file the Plan.

8. Consider Amendment to the Rules and Regulations, Section 3-20, Expressive Activity (AJ)

Currently, Section 3-20 of the Des Moines Airport Authority Rules and Regulations briefly addresses “Picketing and Demonstrations”. Activity at the Airport of various other types of protests, solicitations, and requests for the distribution of printed materials expressing opinions and beliefs has increased. A more detailed and explicit regulation is necessitated by this increased activity. Airport staff worked with legal counsel to draft a more defined Section 3-2-, “Expressive Activity”, which was distributed to the Board at the July Board meeting for review.

Staff Recommendation: Approve the amendment to the Rules and Regulations, Section 3-20, Expressive Activity.

9. Consider Grant Agreement No. 68 for Design of Runway 13/31 Reconstruction program phase V with Federal Aviation Administration. (Bryan)

At the January 10, 2017 board meeting, item A17-107 the design contract for the reconstruction of the 13 end of Runway 13/31 with Foth Infrastructure and Environment, LLC was approved pending an FAA grant. This design contract is eligible for the 90/10 funding from Federal Aviation Administration (FAA). FAA has provided grant No. 68 to fund the 90% portion of the design, \$657,215.00.

Staff Recommendation: Approve Federal Aviation Administration Grant No. 68 for the design of Runway 13/31 Reconstruction Program Phase V.

10. Financial Report (Brian)

11. Briefing (Kevin)

12. P3 Summit Briefing

13. Adjourn