

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

**DATE:** November 14, 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 October 10, 2017 Meeting.**
- 2. Consider Proposed 2018 Budget (Director of Finance)**
- 3. Consider Rates and Charges (Director of Finance)**
- 4. Consider Amendment Number 11 to the Agreement Between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services (Executive Director)**
- 5. Consider Ad Hoc Compensation Committee (Executive Director)**
- 6. Consider Supplement No. 5 to the Task Order No. 2 Terminal Programming Study with HNTB Iowa, Inc. for Cost Reduction Analysis (Director of Engineering)**
- 7. Financial Report (Director of Finance)**
- 8. Briefing (Executive Director)**
- 9. Adjourn**

**Agenda Notes:**

Call to Order and Roll Call

- 1. Consider Minutes for October 10, 2017 Meeting.**
- 2. Consider Proposed 2018 Budget (Director of Finance)**

Section Five of the Des Moines Airport Authority Bylaws requires in part, “The Executive Director shall be responsible to prepare and submit budgets for operating revenues and expenses and for capital improvements to the Board for approval no later than the regularly scheduled November Board meeting.” The Airline Operating and Use Agreement requires that the Authority conduct a budget consultation with the Airlines prior to finalizing the budget. The Airline consultation occurred on October 12, 2017. Staff has considered comments from the airlines and will present a final budget to the Board at the regularly scheduled November Board meeting for approval.

Staff Recommendation: Approve the 2018 budget.

- 3. Consider Rates and Charges (Director of Finance)**

Staff presented the 2018 Budget for consideration in the October Board meeting. The applicable rates and charges generated by the budget process have been presented to the airlines in a budget consultation meeting on October 12th. Recommended changes to Airport Authority Rates and Charges will be provided in both Clean and Redlined documents for Board approval.

Staff Recommendation: Approve the proposed 2018 changes to the Rates and Charges based on the 2018 budget.

- 4. Consider Amendment Number 11 to the Agreement Between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services (Executive Director)**

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. On September 6, 2017, the City provided a proposed Service Agreement and Amendment to the Lease. However, additional discussion is required on both documents.

Staff Recommendation: Approve Amendment Number 11 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 December 31, 2017.

**5. Consider Appointing an Ad Hoc Compensation Committee to review Staff Directors Salaries (Executive Director)**

Article VII, Section 2 of the Airport Authority Bylaws states in part, "... The Executive Director shall set compensation levels for the Assistant Executive Director, Director of Finance, Director of Operations, and Director of Engineering and Planning, subject to final approval of the Board."

Article VII, Section 3 of the Airport Authority Bylaws states in part, "The Board shall review the salary of the Executive Director annually to establish compensation and other benefits as the Board deems necessary and proper."

Staff Recommendation: Appoint an ad hoc compensation committee to review and recommend Staff Directors salary adjustments to the Board.

**6. Consider Supplement No. 5 to the Task Order No. 2 Terminal Programming Study with HNTB Iowa, Inc. for Cost Reduction Analysis (Director of Engineering)**

On October 11, 2016, the Airport Authority Board approved Task Order No. 2 with HNTB Iowa, Inc. for the Terminal Programming study, Agenda Item A16-083. Supplemental Agreement No. 5 to this task order will add scope of services for the study of alternatives on cost reduction of the overall program to assist in closing the funding deficit concerning the future terminal building. HNTB will be utilizing their existing subcontractors to pull a list of value engineering items together, along with associated cost savings. Staff has negotiated an additional fee for the increased scope of services of \$186,183.00. The contract to provide this service is funded by Passenger Facility Charges (PFC).

Staff Recommendation: Approve Supplement No. 5 to Task Order No. 2 between HNTB Iowa, Inc. and the Des Moines Airport Authority in the amount of \$186,183.00 for the cost reduction analysis of the Terminal Programming Study.

**7. Financial Report (Director of Finance)**

**8. Briefing (Executive Director)**

**9. Adjourn**