

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

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

Agenda

Call to Order and Roll Call

- 1. Approve Minutes for December 8, 2015, Meeting**
- 2. Approve Second Amendment to Airline Operating and Use Agreement (Brian)**
- 3. Approve Proposed Rates and Charges (Kevin and AJ)**
- 4. Approve Task Order No. 22 for design of Airfield Lighting Vault with Foth Infrastructure and Environment, LLC (Bryan)**
- 5. Approve Service Agreement with Cornerstone Government Affairs for Lobbying Services (Kevin)**
- 6. Approve Compensation Committee's Salary Recommendations (Committee)**
- 7. Financial Report (Brian)**
- 8. Briefing (Kevin)**
- 9. Adjourn**

Agenda Notes:

Call to Order and Roll Call

- 1. Approve Minutes for December 8, 2015, Meeting**
- 2. Approve Second Amendment to Airline Operating and Use Agreement (Brian)**

The Second Amendment to extend the Airline Operating and Use Agreement through December 31, 2016 was distributed to airlines following approval of the 2016 budget. Three agreements have been returned so far.

Staff Recommendation: Approve the Second Amendment and authorize the Board Chair to sign the remaining agreements as they are returned.

- 3. Approve Proposed Rates and Charges (Kevin and AJ)**

Staff is proposing no changes to the passenger and cargo airline fees, general aviation hangar rates, fuel flowage fees, public and employee parking fees, and rental car fees. Commercial vehicle fees were implemented April 1, 2014, and were to be phased in over three years. A review of commercial vehicle activity will be presented. The proposed commercial vehicle fee increase, completing the three year phasing plan, is \$.25 per trip on taxis and shuttle buses effective July 1, 2016.

Staff Recommendation: Approve Proposed Rates and Charges

- 4. Approve Task Order No. 22 for design of Airfield Lighting Vault with Foth Infrastructure and Environment, LLC (Bryan)**

Task Order 22 is one of the responsibilities listed in the Master General Engineering Services Agreement with Foth Infrastructure and Environmental, LLC. Approval of Task Order 22 will allow Foth to design a new airfield lighting vault which is scheduled for construction in 2017, relocating the vault to the south of building No. 5. The current airfield lighting vault is located in first floor of the concourse, under the "Y". Upgrading and relocating the vault is necessary because the current capacity of the vault is at its limit and the Terminal Site Study program calls for the existing terminal to be demolished. Through this task order the Consultant will provide the necessary plans and specifications to produce construction documents, and assist in the bidding phase. The contract to provide this service is \$211,900.00 and is included in the FY 2016 budget.

Staff Recommendation: Approve Task Order No. 22 with Foth Infrastructure and Environment, LLC for \$211,900.00.

5. Approve Service Agreement with Cornerstone Government Affairs for Lobbying Services (Kevin)

Four responses to a Request for Proposal soliciting a professional lobbying/fundraising firm to represent the Des Moines Airport Authority to the public and at the local, state, and federal levels of government were received by the December 10, 2015, deadline. After an initial review of the proposals, Airport staff interviewed three of the responding firms, selecting Cornerstone Government Affairs in accordance with the evaluation factors listed in the RFP. A service agreement has been negotiated with Cornerstone Government affairs for lobbying services in the State of Iowa. A retainer of \$6,000 per month was negotiated for their service.

Staff Recommendation: Approve Service Agreement with Cornerstone Government Affairs for Lobbying Services

6. Approve Compensation Committee's Salary Recommendations (Committee)

A compensation committee consisting of Board Members Liz Ward and Mark Feldmann, and Executive Director Kevin Foley, was appointed in the December 8, 2015, Board meeting to review the four staff Director's salaries as required by Article VII of the Authority Bylaws. The Committee met on January 5, 2016. With review of the Carlson/Dettmann Compensation Study, the ACI-NA Salary Survey, and performance reviews, the Committee will present recommendations for Directors' salary increases.

Recommendation: Approve Compensation Committee's Salary Recommendations

7. Financial Report (Brian)

8. Briefing (Kevin)

9. Adjourn