

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

DATE: July 14, 2015
TIME: 9:00 a.m.
PLACE: Airport Board Room, 2nd Floor, Airport Terminal

Agenda

Call to Order and Roll Call

1. Election of Officers
2. Closed Session Pursuant to Iowa Code section 21.5 (c) to Discuss Imminent Litigation
3. Action regarding the Lease between the Des Moines Airport Authority and the United States of America
4. Approve Minutes for June 9, 2015, Meeting
5. Approve Supplement No. 1 to Agreement between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services (Kevin)
6. Approve Engagement Agreement with David Ferree Law Office, PLC (Kevin)
7. Approve the Compensation Committee's Recommendations (Kevin)
8. **Public Hearing** - Approve Contract for Parking Garage Maintenance 2015 with Western Specialty Contractors (Bryan)
9. **Public Hearing** - Approve Rental Car Lease and Operating Agreements (Brian)
10. Approve Lease Agreement with Swissport SAUSA, LLC (Brian)
11. Approve the Revised Air Service Incentive Program (Kevin)
12. Approve Contract for Demolition of Building No. 36 with City of Lamoni (Bryan)
13. David Fisher Consulting Report (David Fisher)
14. Financial Report (Brian)
15. Briefing (Kevin)
16. Adjourn

Agenda Notes:

Call to Order and Roll Call

1. Election of Officers

Des Moines Airport Authority Board By-Laws, Article II, Section 2, Election of Officers states, "The Board shall elect a Chairperson, Vice Chairperson, and Secretary/Treasurer from its membership at its regular meeting in July in every odd numbered year or as soon as practical thereafter. Officers will serve until their successors are elected."

2. Closed Session Pursuant to Iowa Code section 21.5 (c) to Discuss Imminent Litigation

3. Action regarding the Lease between the Des Moines Airport Authority and the United States of America

4. Approve Minutes for June 9, 2015, Meeting

5. Approve Supplement No. 1 to Agreement between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services

As required in the Services Agreement between the City of Des Moines and the Airport Authority, legal services have been provided to the Authority through Assistant City Attorney, David Ferree. Mr. Ferree retired from the City of Des Moines Legal Department on June 30, 2015. The City of Des Moines Legal Department and the Airport Authority have agreed to release the City of Des Moines from their obligation of providing legal services to the Authority.

Staff Recommendation: Approve Supplement No. 1 to Agreement between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services relieving the City of its obligation to perform the services set out in section 2.2 of the Agreement.

6. Approve Engagement Agreement with David Ferree Law Office, PLC (Kevin)

David Ferree has agreed to represent the Airport Authority as General Counsel through an independent engagement agreement.

Staff Recommendation: Approve Engagement Agreement with David Ferree Law Office, PLC for legal services.

7. Approve the Compensation Committee's Recommendations (Kevin)

Carlson Dettmann Consulting presented their compensation study summary at the April 14, 2015, Board meeting. The Board asked a compensation committee consisting of Liz Ward, Mark Feldmann, and Kevin Foley to review the study and make recommendations

on a pay for performance system, salary adjustments for three Staff Directors, and salary increases for the non-bargaining employees.

Staff Recommendation: Approve the compensation committee's recommendations and direct staff to fulfill the recommendations

8. Public Hearing - Approve Contract for Parking Garage Maintenance 2015 with Western Specialty Contractors (Bryan)

This project provides for the maintenance of levels 1 and 4 of the South and North parking garage structures. The work includes the review and repair of coating on level 4, expansion joint repairs and concrete modifications on level 1. The Engineer's Estimate for this project is \$65,000.00 and is included within the FY 2015 budget. The lowest responsive, responsible bidder was Western Specialty Contractors in the amount of \$45,129.60.

- a. Public hearing on approving the plans, specifications, forms of contract documents and engineer's estimate on the Parking Garage Maintenance 2015 project.

Staff recommends approval.

- b. Approve contract with Western Specialty Contractors in the amount of \$45,129.60.

Staff Recommendation: Approve the contract with Western Specialty Contractors in the amount of \$45,129.60 for the improvement and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

9. Public Hearing Approve Rental Car Lease and Operating Agreements (Brian)

The current rental car concession agreement expires on July 31, 2015. A Request for Bid resulted in all of the current rental car companies submitting qualifying bids to remain at the Airport. The combined total minimum annual guarantee bid increased 15% over the previous contract period. The term of the new agreement is five years. All bids submitted were accepted from the following: Hertz, National / Alamo, Enterprise, Avis, Dollar / Thrifty, Budget / Payless.

Staff Recommendation: Approve the Rental Car Lease and Operating Agreement.

10. Approve Lease Agreement with Swissport SAUSA, LLC (Brian)

A lease on a portion of Building 5 has been negotiated with Swissport SAUSA, LLC. Swissport operates cargo handling services for multiple commercial airlines. The lease is for one year and will continue on a month to month basis thereafter with rent increases tied to CPI every January. Initial rent is \$34,425 annually.

Staff Recommendation: Approve lease agreement with Swissport SAUSA, LLC.

11. Approve the Revised Air Service Incentive Program (Kevin)

The Air Service Incentive Program was developed to help entice airlines to provide new air service to the Airport. The Program required some revision and has not been offered to the airlines for over four years. Many airports offer a similar incentive program and in the highly competitive environment for airline service, an incentive program may tip the scales one way or the other when an airline is deciding where to locate limited resources.

Staff Recommendation: Approve the Revised Air Service Incentive Program.

12. Approve Contract for Demolition of Building No. 36 with City of Lamoni (Bryan)

This contract will provide for the removal of building No. 36, South Executive “T” hangars. City of Lamoni plans will disassemble the hangar down to the concrete slab on grade. The structural steel from the hangar will be salvaged and reinstalled within the footprint of the Airport at Lamoni. Once complete, the Authority will remove the slab on grade and associated footings, replacing the area with vegetation.

Staff Recommendation: Approve a contract with City of Lamoni for the improvement and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

13. David Fisher Consulting Report (David Fisher)

David Fisher will update the Board on his activities and progress toward developing a strategic plan for seeking financing required in the Terminal Development Plan.

14. Financial Report (Brian)

15. Briefing (Kevin)

16. Adjourn