

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

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

Agenda

Call to Order and Roll Call

1. **Approve Minutes for May 12, 2015, Meeting**
2. **Public Hearing** - Approve Contract for Installation of Deicing Fluid Storage with Acterra Group, Inc. (Bryan)
3. **Approve Executive Director's Compensation Recommendations**
4. **Approve Employee Handbook (Brian)**
5. **Approve Amendments to the Airport Rules and Regulations (AJ)**
6. **Approve Agreement for Mutual Assistance for Polk County Fire/Rescue Services (AJ)**
7. **Approve Contract for Identity Management System with Quantum Secure, Inc. (AJ)**
8. **Approve Collective Bargaining Agreement with CIPEC. (Kevin)**
9. **David Fisher Consulting Report (David Fisher)**
10. **Financial Report (Brian)**
11. **Briefing (Kevin)**
12. **Closed Session Pursuant to Iowa Code section 21.5 (c) to Discuss Imminent Litigation**
13. **Adjourn**

Agenda Notes:

Call to Order and Roll Call

- 1. Approve Minutes for May 12, 2015, Meeting**
- 2. Public Hearing - Approve Contract for Installation of Deicing Fluid Storage with Acterra Group, Inc. (Bryan)**

This project provides for the installation of a new liquid deicer storage system on the East side of building No. 43 (Sand/Salt storage building). The work includes installing two new 10,000 gallon tanks and a pump system that will both load and unload the tanks. The system will increase the existing storage by three fold and place the Airport at a higher level to handle future snow events. The Engineer's Estimate for this project is \$110,000.00 and is included within the FY 2015 budget. The lowest responsive, responsible bidder was Acterra Group, Inc. in the amount of \$81,750.00.

- a. Public hearing on approving the plans, specifications, forms of contract documents and engineer's estimate on the Deicing Fluid Storage project.

Staff recommends approval.

- b. Approve contract with Acterra Group, Inc. in the amount of \$81,750.00.

Staff Recommendation: Approve the contract with Acterra Group, Inc. in the amount of \$81,750.00 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.

- 3. Approve Executive Director's Compensation Recommendations**

Carlson Dettmann Consulting presented their compensation study summary at the April 14, 2015, Board meeting. The Board asked the Executive Director to make recommendations on a pay for performance system, salary adjustments for the three Directors and the Executive Director, and salary increases for the non-bargaining employees in fiscal year 2015.

Staff Recommendation: Approve Executive Director's Compensation Recommendations

- 4. Approve Employee Handbook (Brian)**

At the first meeting of the Airport Authority Board on November 1, 2011, the City of Des Moines Personnel Policies were adopted for use by the Authority. Staff has revised and updated the policies in the form of an Employee Handbook to replace the City of Des Moines policies that have been in use since 2011.

Staff Recommendation: Approve the Des Moines Airport Authority Employee Handbook for use as the Authority's personnel policies and authorize the Executive Director to approve personnel policy changes, additions and deletions as necessary.

5. Approve Amendments to the Airport Rules and Regulations (AJ)

The Board is being presented with revisions to the Rules and Regulations, primarily to modify Chapter 9. The rules for the operation of commercial ground transportation vehicles on the Airport were revised last month to incorporate transportation network company vehicles (e.g. Uber and Lyft) and account for the new licensing process implemented by the City of Des Moines. During implementation, additional revisions were identified to minimize the potential for confusion among airport users.

Staff recommends that the Board adopt the amendments as shown in the attached "Des Moines Airport Authority Rules & Regulations, November 1, 2011, as Amended December 10, 2013, as Amended May 12, 2015, as Amended June 9, 2015."

6. Approve Agreement for Mutual Assistance for Polk County Fire/Rescue Services (AJ)

This Agreement is made pursuant to Chapter 28E, Code of Iowa. The purpose of the Agreement is to provide for mutual assistance in case of an emergency arising within the jurisdiction of the parties to the agreement.

Staff Recommendation: Approve the Agreement for Mutual Assistance

7. Approve Contract for Identity Management System with Quantum Secure, Inc. (AJ)

This contract will provide for implementation of an Identity Management System to streamline badging processes and ensure compliance with applicable security policies and regulations. Three proposals were received, with Quantum Secure, Inc. being ranked the highest by a three member committee of Airport staff. Quantum Secure proposed a cost of \$193,550. The estimate for software and implementation was \$200,000.00 and is included in the 2015 Capital Improvement Budget.

Staff Recommendation: Approve a contract with Quantum Secure, Inc. in the amount of \$193,550 for the scope of work and authorize the Director of Operations to accept and close out this contract when completed in accordance with the contract documents.

8. Approve Collective Bargaining Agreement with CIPEC. (Kevin)

An agreement was negotiated with CIPEC for the period of July 1, 2015, through June 30, 2018. This agreement includes the initiation of health insurance contributions for the covered employees, as well as deferred compensation matches that will mirror that of the non-bargaining staff at July 1, 2017. Across the board increases are 2.5% in 2015, 2.75% in 2016, and 3.0% in 2017.

Staff Recommendation: Approve the negotiated agreement with CIPEC for the period of July 1, 2015 through June 30, 2018.

9. 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.

10. Financial Report (Brian)

11. Briefing (Kevin)

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

Recess and reconvene in closed session pursuant to Section 21.5(c) of the Code of Iowa to discuss with counsel matters of imminent litigation.

13. Adjourn