

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

DATE: May 12, 2015
TIME: 9:00 a.m.
PLACE: Airport Board Room, 2nd Floor, Airport Terminal

Agenda

Call to Order and Roll Call

1. **Appoint a Staff Assistant Secretary pro tem (David)**
2. **Approve Minutes for April 14, 2015, Meeting**
3. **Approve Easement with MidAmerican Energy Company pertaining to electric feed to Federal Aviation Administration equipment. (Bryan)**
4. **Approve Easement with MidAmerican Energy Company pertaining to electric feed to Air National Guard leasehold. (Bryan)**
5. **Approve Contract for Window Cleaning Services with Marsden Building Maintenance, LLC. (Bryan)**
6. **Approve Amendments to the Airport Rules and Regulations (AJ)**
7. **Approve Agreement with Rasier, LLC for the operation of a transportation network company at the Airport. (AJ)**
8. **Approve the Revised Air Service Incentive Program (Kevin)**
9. **Approve Non-commercial Hangar Leases (Brian)**
10. **Delegate Authority to approve non-commercial hangar leases to the Executive Director.**
11. **David Fisher Consulting Report (David Fisher)**
12. **Financial Report (Brian)**
13. **Briefing (Kevin)**
14. **Adjourn**

Agenda Notes:

Call to Order and Roll Call

1. Appoint a Staff Assistant Secretary pro tem (David)

Des Moines Airport Authority Board By-Laws, Article V, Section 2 directs the Board to appoint a Staff Assistant Secretary pro tem in the event of the Staff Assistant Secretary's absence.

Staff Recommendation: Appoint Tara Ely to Staff Assistant Secretary pro tem.

2. Approve Minutes for April 14, 2015 Meeting

3. Approve Easement with MidAmerican Energy Company pertaining to electric feed to Federal Aviation Administration equipment. (Bryan)

The easement will allow for a new electrical feed to FAA equipment at the end of Runway 31. The electrical feed is in conjunction with an FAA project taking place during the summer of 2015, along with the shutdown of Runway 13/31 for reconstruction.

Staff recommends approval.

4. Approve Easement with MidAmerican Energy Company pertaining to electric feed to Air National Guard leasehold. (Bryan)

The easement will allow for a new electrical feed to the leasehold area of the Air National Guard. This new feed is in conjunction with the repurposing of buildings 430, 440 and relocation of existing emergency generators on the guard base. MidAmerican Energy will install a new feed along McKinley outside the fencing, on the public side, then directly into Airport property to projects.

Staff recommends approval.

5. Approve Contract for Window Cleaning Services with Marsden Building Maintenance, LLC. (Bryan)

This contract will provide for the cleaning of windows on the Airport campus. The existing contract is expiring and a request for proposals generated five responses, with Marsden Building Maintenance, LLC being ranked the highest by a three member committee of Airport staff. The new contract calls for specific areas to be washed, along with the frequency of cleaning. The contract will be for a three year period with options to renew, at the Authority's option, for two consecutive one year periods. The first year cost is \$40,470.00 and is included in the 2015 budget. The cost for subsequent years may change based on changes in a Department of Labor index for the costs of labor.

Staff Recommendation: Approve the three year contract with Marsden Building Maintenance, LLC and authorize the Executive Director to exercise the two available options at the Executive Director's discretion.

6. 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 have been revised to incorporate transportation network company vehicles (e.g Uber and Lyft) and account of the new licensing process implemented by the City of Des Moines.

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"

7. Approve Agreement with Rasier, LLC for the operation of a transportation network company at the Airport. (AJ)

This operating agreement authorizes Rasier, LLC to operate a transportation network company at the Airport where the network provided by Rasier, LLC will be used by independent contractor drivers to connect passengers with pre-arranged transportation services. This agreement establishes an Authority approved geo-fence in the operator's mobile app to track vehicle activity for reporting purposes. The operator must comply with Authority Rules & Regulations.

Staff Recommendation: Approve the agreement with Rasier, LLC.

8. 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

9. Approve Non-commercial Hangar Leases (Brian)

A. Approve Building 33 lease.

A new lease for Building 33 was approved last month, but a new tenant is being added to the building. Both tenants will be jointly and severally liable for the terms and conditions of the lease.

Staff Recommendation: Approve the lease on Building 33.

B. Approve Building 34 leases.

New leases have been written for the six hangars in Building 34. Rent for each of the six hangars is \$600 per month and the term is month to month. The new lease is effective on July 1, 2015.

Staff Recommendation: Approve the lease on Building 34.

10. Delegate Authority to approve non-commercial hangar leases to the Executive Director. (Kevin)

There is currently no Authority policy that authorizes the Executive Director to execute hangar leases on the airport. The leases for T-hangars, Building 33 and Building 34 will be month to month following July 1, 2015, with the rental rates for T-hangars and Building 34 set by the Board through Rates and Charges.

Staff Recommendation: Authorize the Executive Director to approve non-commercial hangar leases.

11. 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.

12. Financial Report (Brian)

13. Briefing (Kevin)

14. Adjourn