

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

DATE: November 8, 2016
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 11, 2016, Meeting
2. Consider Iowa Air Service Development Grant (Kevin)
3. Consider Proposed 2017 Budget and Airline Rates and Charges (Brian)
4. Consider Amendment to Rental Car Concession Agreements (Brian)
5. Consider Staff Recommendations on Terminal Concession Agreements (Kevin)
6. Consider Compensation Committee Recommendation and Bylaw Amendment Recommendations (Wainwright)
7. Consider Supplement Number 4 to the Agreement Between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services. (Kevin)
8. Financial Report (Brian)
9. Briefing (Kevin)
10. Adjourn

Agenda Notes:

Call to Order and Roll Call

1. Consider Minutes for October 11, 2016, Meeting

2. Consider Iowa Air Service Development Grant (Kevin)

An Air Service Development grant has been awarded by the Iowa Department of Transportation's Office of Aviation. This grant will assist the Authority through the completion of an air service market study and the subscription to an airline activity statistics database.

Staff Recommendation: Approve the 2017 Air Service Development Grant from the Iowa Department of Transportation.

3. Consider Proposed 2017 Budget and Airline Rates and Charges (Brian)

The 2017 budget will be presented for consideration. The applicable rates and charges generated by the budget process have been presented to the airlines in a budget consultation meeting on October 24th. Staff is also recommending an increase in the general aviation hangar rental rate effective July 1, 2017 as detailed below:

Standard T Hangar: From \$170 to \$200 per month

Oversize T Hangar: From \$180 to \$220 per month

Staff is also recommending an increase in several vehicle parking rates effective January 1, 2017, as detailed below:

Long Term Parking - Maximum Daily Rate: From \$13 to \$14 per day

Economy 2 Parking - Maximum Daily Rate: From \$6 to \$7 per day

Definitions within the Airport Authority Rates and Charges have been reviewed as well with recommended changes. Clean and Redlined documents will be provided for Board review and will then be placed on the December Board meeting agenda for approval.

Staff Recommendation: Review the proposed 2017 budget and changes to the Rates and Charges and provide recommendations to staff as necessary prior to final review in December.

4. Consider Amendment to Rental Car Concession Agreements (Brian)

Enterprise Rent-A-Car Company has requested to rent an additional counter in the bag claim area due to current insufficient capacity at their existing counters. There is currently a vacant counter available which Enterprise would assume for the remainder of the current agreement. Enterprise subsidiaries National and Alamo will also occupy two counter positions.

Staff Recommendation: Approve Amendment 1 to the Enterprise and National / Alamo car rental concession agreements and authorize the Executive Director to sign Amendment 1.

5. Consider Staff Recommendations on Terminal Concession Agreements (Kevin)

Requests for Proposal processes have been completed for the Food & Beverage concession and the News & Gift concession in the terminal. Staff has issued the following notices of intent to award, no appeals were filed:

Food and Beverage - Aero Services Group, dba DSM Concessions, LLC, is recommended to manage the food and beverage concession. Aero Services Group currently operates two locations in our terminal, as well as multiple restaurants in MSP and BWI.

News and Gift - Hudson Group is recommended to operate the news and gift concessions. Hudson is currently operating retail locations in approximately 70 airports throughout the nation.

Staff Recommendation: Direct staff to proceed with negotiating contracts with Aero Services Group and Hudson Group to be considered at the December meeting.

6. Consider Compensation Committee Recommendation and Bylaw Amendment Recommendations (Wainwright)

The Compensation Committee has met with legal counsel to review Article VII of the Bylaws addressing employment contracts. Legal counsel and the Executive Director have reviewed the entire document for recommended changes. Copies of the recommended changes will be provided to the Board for review and comment and changes will be brought to the December meeting for ratification.

Staff Recommendation: Review and comment on proposed Bylaw Amendments.

7. Consider Supplement Number 4 to the Agreement Between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services. (Kevin)

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 an amendment on October 11, 2016, extending the termination date to November 30, 2016, allowing Airport staff and City of Des Moines staff time to complete negotiations on a new agreement. Des Moines City Manager and Airport Executive Director, Scott Sanders and Kevin Foley, did meet and agreed to changes in the agreement. However, the new services agreement is not yet ready to be ratified. The City of Des Moines has requested another extension of the current contract with a new termination date of December 31, 2016.

Staff Recommendation: Approve Supplement Number 4 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, 2016.

8. Financial Report (Brian)

9. Briefing (Kevin)

10. Adjourn