

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

**DATE:**        **October 11, 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 September 13, 2016, Meeting**
- 2. Consider the Terminal Site Study Update produced by HNTB Iowa Inc. (Bryan)**
- 3. Consider a Contract for the Terminal Programming Study, Task Order No. 2 with HNTB Iowa Inc. (Bryan)**
- 4. Consider Supplement Number 3 to the Agreement Between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services. (Kevin)**
- 5. Consider Contract for the Gate A5 Ground Boarding Bridge Vestibule with The Hansen Company Inc. (Bryan)**
- 6. Consider Bylaws for Management Staff Employment Contracts, Article VII, Sections 1, 2, 3. (Kevin)**
- 7. Financial Report (Brian)**
- 8. Briefing (Kevin)**
- 9. Adjourn**

## **Agenda Notes:**

### Call to Order and Roll Call

- 1. Consider Minutes for August 9, 2016, Meeting**
- 2. Consider the Terminal Site Study Update produced by HNTB Iowa Inc. (Bryan)**

On April 12, 2016, the Authority Board approved a contract with HNTB, Board reference No. A16-026, to update the current Terminal Site Study. A committee was established to review alternative land uses and proposed terminal locations. Different scenarios were studied to determine the impact and relationship each played on a future terminal location, cargo operations, general aviation, parking, rental cars, maintenance and roadways. Over a period of seven months the committee worked through three workshops, (which included a public forum for workshop No. 3 on August 23, 2016), and one public outreach meeting (occurring on September 27, 2016) to develop a recommendation on a future terminal site.

Staff recommendation: Adopt the East Terminal Site Updated Plan produced by HNTB Architecture Inc. in Task Order No. 1 of the master agreement with HNTB Architecture Inc., and direct the Executive Director to send the report to the Federal Aviation Administration for review, comments, and approval.

- 3. Consider a Contract for the Terminal Programming Study, Task Order No. 2 with HNTB Iowa Inc. (Bryan)**

The Authority issued a Request for Qualifications (RFQ) to select an Airport Planning, Architectural and Engineering firm to work on the new terminal in December 2015. Eight firms entered proposals. After four were interviewed, HNTB Iowa Inc. was selected. On April 12, 2016, the Authority Board approved a master contract with HNTB Iowa, Board reference No. A16-026 for the Terminal Programming Study. Task Order No. 2 will take the results from Task Order No. 1 and conduct a terminal programming study for a new terminal. Within Task Order No. 2, HNTB will provide a comprehensive detailed Programming Definition Document (PDD) to describe the parameters and criteria for the Terminal Development program. The report will define goals and objectives of the design, as well as analyze building code requirements and develop a terminal area space tabulation worksheet based on aviation industry standards and stakeholder input. The contract to provide this service is \$1,919,950.00 and is funded by Passenger Facility Charges (PFC).

Staff Recommendation: Approve Task Order No. 2 for Terminal Programming with HNTB Iowa Inc. for \$1,919,950.00.00.

**4. Consider Supplement Number 3 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 terminates on October 31, 2016. City of Des Moines staff and Airport Authority staff have been negotiating a new agreement for Law Enforcement services, Human Resource Services, to include participation in group insurance, and IT services. However, negotiations are not yet finalized and the new agreement will not be ratified before the existing agreement terminates. The Des Moines City Manager and Authority Executive Director have agreed to extend the termination date of the existing agreement to November 30, 2016, allowing time to complete the new agreement.

Staff Recommendation: Approve Supplement Number 3 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 November 30, 2016, pending legal counsel review; and authorize the Executive Director to sign Supplement Number 3.

**5. Consider Contract for the Gate A5 Ground Boarding Bridge Vestibule with The Hansen Company Inc. (Bryan)**

The Authority issued a Request for Quote (RFQ) to select a contractor to provide a solution to provide and install a vestibule from the existing door at gate A5 to the new location of ground boarding bridge to be installed. The Authority worked with an architect from BBS to produce documents to detail the construction measures required. On September 20, 2016, the Airport requested quotes from six firms, with only three submitting quotes. These firms were Hansen Company Inc., Lang Construction Group and Breiholz Construction. The lowest, responsible quote provided was from The Hansen Company Inc. in the amount of \$62,482.00.

Staff Recommendation: Approve the contract with The Hansen Company Inc. in the amount of \$62,482.00, and authorize the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents.

**6. Consider Bylaws for Management Staff Employment Contracts, Article VII, Sections 1, 2, 3. (Kevin)**

Article VII, Section 1, 2, and 3 of the Des Moines Airport Authority By-Laws state:

Section 1. **Management Staff Positions**

The management staff of the Authority consists of: an Executive Director; an Assistant Executive Director and General Manager of Administration; a Director of Operations; a Director of Finance; and a Director of Engineering and Planning, all of whom will serve at the pleasure of the board. Other positions reporting to the management staff directors are shown on the Organization Chart. (11-1-11)

Section 2. **Staff Contracts**

The Board shall enter into a written employment contract with each of its management staff, establishing his or her salary and term of tenure. (11-1-11)

Section 3. **Salary Compensation and Benefits**

The Board shall review the salaries of management staff annually to establish compensation and other benefits as the Board deems necessary and proper. Unless otherwise agreed to, all management staff holding a written employment contract with the Authority are fully eligible for the Authority's retirement, group insurance, hospitalization, holidays, vacation and other benefits. (11-1-11)

Ahlers and Cooney, P.C. and the Executive Director have begun a review of the By-Laws. That process is not yet complete. Staff requests Board direction regarding the potential revision of Article VII, Section 1, 2, and 3 of the By-Laws.

Staff Recommendation: Authorize the Compensation Committee to review the By-Laws with legal counsel to make recommendations regarding revisions to Article VII, Section 1, 2, and 3 of the By-Laws for consideration by the Board in November.

**7. Financial Report (Brian)**

**8. Briefing (Kevin)**

**9. Adjourn**