

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

DATE: September 13, 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 August 9, 2016, Meeting**
- 2. Consider Amendment to United Parcel Service Lease (Brian)**
- 3. Consider Concession Agreement for Automated Teller Machines with MobileMoney (Brian)**
- 4. Consider Insurance Renewal Proposal (Brian)**
- 5. Consider a Form of the Offer to Purchase and Acceptance with Next Phase Development, LLC for the sale of property, Tract 1A, parcel "A" & "B". (Bryan)**
- 6. Financial Report (Brian)**
- 7. Briefing (Kevin)**
- 8. Adjourn**

Agenda Notes:

Call to Order and Roll Call

1. **Consider Minutes for August 9, 2016, Meeting**
2. **Consider Amendment to United Parcel Service Lease (Brian)**

A lease amendment for Building #31 has been negotiated with United Parcel Service (UPS) to add a holding over clause to the agreement. The current lease expires October 31, 2016. This amendment will allow the Authority and UPS to discuss options for the consolidation of their cargo operations once the site planning study is completed. The amendment will make the agreement a month to month tenancy which can be terminated by either party with 30 days written notice. Existing rent escalation provisions of the lease will continue to apply.

Staff Recommendation: Approve lease amendment with UPS for Building #31.

3. **Consider Concession Agreement for Automated Teller Machines with MobileMoney (Brian)**

A Request for Proposal was completed for the Automated Teller Machines (ATM) in the terminal. The current agreement with Bankers Trust has been on a month to month holdover since November 2015. Seven entities replied to the RFP and the entity with the winning proposal was MobileMoney. MobileMoney operates over 5,000 ATMs in 47 states at retail, hospitality, gaming and special event locations. Their largest client is Casey's General Stores which has over 1,900 ATMs in operation.

Staff Recommendation: Authorize the Executive Director to sign the concession agreement with MobileMoney.

4. **Consider Insurance Renewal Proposal (Brian)**

Aon has presented the October 1, 2016 through September 30, 2017 insurance renewal. The following policies and rates were presented:

<u>Policy</u>	<u>Expiring Premium</u>	<u>Renewal Premium</u>
Workers Compensation	\$134,170	\$143,780
Airport Liability	\$64,620	\$66,089
Property	\$106,707	\$102,945
Employer Practices / Crime	\$16,568	\$17,496
Automobile	\$13,319	\$13,807
Aon Broker Fee	\$42,320	\$42,146

Staff Recommendation: Approve insurance renewal as presented.

5. Consider a Form of the Offer to Purchase and Acceptance with Next Phase Development, LLC for the sale of property, Tract 1A, parcel “A” & “B”. (Bryan)

Next Phase Development, LLC has made an offer of \$308,000.00 for the property identified as Tract 1A, Parcel A, No. 010-06692-002-002 representing 14.14 acres, subject to noise and avigation easements therein. This property lies to the north of McKinley Ave. and was appraised at \$308,000.00. After discussions between the proposed purchaser, City of Des Moines, and Airport Authority staff, the sale of this property is being recommended. The Federal Aviation Administration (FAA) is still reviewing the sale of the property including the avigation and noise easements required with the sale.

Staff recommendation:

- A. Approve the form of the Offer to Purchase and Acceptance for the parcel, including noise and avigation easements, contingent on FAA approval.
- B. Recommend to the City of Des Moines, Iowa, to proceed with the sale of property, Tract 1A, Parcel A, No. 010-06692-002-002 to Next Phase Development, LLC, contingent on FAA approval.
- C. Approve the lease amendment to Real Estate Lease and Asset Transfer agreement between City of Des Moines and Des Moines Airport Authority pending the approved sale of Tract No.’s 1A and 8C by the Des Moines City Council.

6. Financial Report (Brian)

7. Briefing (Kevin)

8. Adjourn