

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

DATE: February 13, 2018
TIME: 9:00 a.m.
PLACE: Airport Board Room, 2nd Floor, Airport Terminal

Agenda

Call to Order and Roll Call

- 1. Consider Minutes for January 9, 2018, Meeting**
- 2. Consider Executive Director's Performance Evaluation Process (Executive Director)**
- 3. Consider Amendment to the Rules and Regulations, Chapter 9, Taxicab, TNC, Limousine, Bus, and Courtesy Vehicle Operations. (Director of Operations)**
- 4. Consider Crown Cab, LLC's appeal of Notice of Intent to Award a Taxicab Services Agreement. (Executive Director)**
- 5. Consider staff recommendation for award of a Taxicab Services Agreement to Trans Iowa, LC. (Director of Operations)**
- 6. Consider Task Order No. 42 with Foth Infrastructure and Environment, LLC for the Engineering Analysis of Runway 5/23 (Director of Engineering)**
- 7. Consider Supplemental Agreement No. 2 with Security Equipment, Inc. on the Support Services Agreement for ACS & VSS (Director of Engineering)**
- 8. Consider Reimbursement Resolution (Director of Finance)**
- 9. Consider 2018 rates and charges for Ahlers & Cooney, P.C. (Executive Director)**
- 10. Financial Report (Director of Finance)**
- 11. Briefing (Executive Director)**
- 12. Adjourn**

Agenda Notes:

Call to Order and Roll Call

1. Consider Minutes for January 9, 2018, Meeting

2. Consider Executive Director's Performance Evaluation Process (Executive Director)

On April 11, 2017, in accordance with the Des Moines Airport Authority Bylaws, an Employment Agreement was ratified between the Executive Director and Des Moines Airport Authority. Section 7 of the Employment Agreement states:

“The Authority shall annually review Mr. Foley’s performance using a process, form, criteria, and format for the evaluation which is determined by the Board. The Board shall determine any adjustments to Mr. Foley’s annual salary at the conclusion of the annual performance evaluation process.

Mr. Foley and the Authority shall mutually establish goals and expectations for Mr. Foley’s performance annually.”

Staff Recommendation: Establish an annual evaluation review process to review the Executive Director’s performance.

3. Consider Amendment to the Rules and Regulations, Chapter 9, Taxicab, TNC, Limousine, Bus, and Courtesy Vehicle Operations. (Director of Operations)

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 to require that taxicabs must operate pursuant to a current Airport Taxicab Services Agreement. The definition of limousine and limousine service were revised to preclude taxicabs from operating as limousines. TNC regulations and definitions were revised to harmonize with Iowa Code Chapter 321N.

Staff Recommendation: Approve the amendment to the Rules and Regulations, Chapter 9, Taxicab, TNC, Limousine, Bus and Courtesy Vehicle Operations.

4. Consider Crown Cab, LLC’s appeal of Notice of Intent to Award a Taxicab Services Agreement. (Executive Director)

The Authority issued a Request for Proposals for Airport Taxicab Services on December 7, 2017. The Authority received four proposals. Part 1, Section D of the RFP for Taxi Services outlines the criteria to be evaluated in determining which Proposer has offered the best taxicab services for the Airport. The RFP states that “Proposals for each option will be evaluated separately based on the information submitted in the proposal and points will be assigned based on a maximum 100 points ... The Authority Staff will then evaluate all of the proposals to make their recommendation for award of the Agreement(s).” A selection committee consisting of the Executive Director, the Director

of Operations, and the Operations and Security Manager evaluated the proposals. The selection committee determined Trans Iowa, LC earned the highest aggregate score. Accordingly, on January 23, 2018, the Director of Operations mailed a Notice of Intent to Award to each of the Proposers informing them that the selection committee would recommend the Authority Board award a contract to Trans Iowa, LC at its February 13, 2018, meeting and advised the Proposers of an opportunity to appeal the selection committee's recommendation by filing a written objection with the Authority within 7 days of the Notice of Intent to Award.

On January 30, 2018, Crown Cab, LLC filed a written appeal of the Notice of Intent to Award. Crown Cab, LLC has requested to be heard orally with respect to their objections.

As explained in Part 1, Section D of the RFP, the Authority Board is not required to award an agreement to the Proposer recommended by the Authority Staff. The Authority Board retains complete and unfettered discretion to award an agreement to any of the Proposers or any combination of proposals submitted. The Authority Board's decision shall be final. The Authority Board may limit the time permitted for comments and may give other Proposers an equal opportunity to speak.

Staff Recommendation: Receive comments from Crown Cab, LLC regarding its objections to the Notice of Intent to Award a Taxicab Services Agreement to Trans Iowa, LC, and receive comments from any other Proposers who wish to speak regarding the Taxicab Services Agreement.

5. Consider staff recommendation for award of a Taxicab Services Agreement to Trans Iowa, LC. (Director of Operations)

The proposed Agreement with Trans Iowa, LC for Taxicab Services is an agreement awarded to a single taxi operator for all taxi trips that originate at the Airport. The initial term of the agreement is for three years that will commence on February 14, 2018, and end on January 31, 2021. There are two additional one year options.

Trans Iowa, LC must provide taxis at the airport from 15 minutes before the first arrival until 1 hour after the last arrival in sufficient numbers that ensure minimal wait for a taxi. Trans Iowa will dedicate 15 taxis exclusively to the airport and has the ability to draw from the balance of their 80 vehicle fleet during periods of increased demand. Trans Iowa, LC must provide a taxi starter at its own cost. The proposed Agreement establishes maximum passenger rates that may only be increased with approval from the Executive Director. The Authority will receive a \$3 per trip fee, which is the same fee charged to TNCs.

Staff Recommendation: Approve a Taxicab Services Agreement with Trans Iowa, LC.

6. Consider Task Order No. 42 with Foth Infrastructure and Environment, LLC for the Engineering Analysis of Runway 5/23 (Director of Engineering)

This task order to the Agreement for General Engineering Services with Foth Infrastructure and Environment, LLC will provide an engineering analysis and functional design report for the rehabilitation/reconstruction of Runway 5/23. The analysis will look at approximately 4,000 feet of runway, between P4 to the Runway 23 threshold. This scope of work is eligible for FAA funding at the normal 90/10 level. The engineering analysis and functional design report will provide the documentation required to justify necessary work to runway 5/23 over the next 3-4 years.

Staff Recommendation:

- A. Approve Task Order No. 42 for the Engineering Analysis of Runway 5/23 with Foth Infrastructure and Environment, LLC for \$217,200.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.
- B. Authorize the Executive Director to accept and sign the grant agreement No. 71 with the Federal Aviation Administration associated with the Engineering Analysis of Runway 5/23 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

7. Consider Supplemental Agreement No. 2 with Security Equipment, Inc. on the Support Services Agreement for ACS & VSS (Director of Engineering)

Supplemental Agreement No. 2 to the agreement for support services relating to the Authorities Access Control System (ACS) and Video Surveillance System (VSS) extends the services from March 2018 to March 2021. Additionally it brings the amount of equipment (cameras, card readers, etc.) up to date and reflects current service rates. Yearly reimbursement rate is set at \$52,992.00. Total for three years is \$158,976.00

Staff Recommendation: Approve supplemental agreement No. 2 with Security Equipment, Inc. for the ACS & VSS support services.

8. Consider Reimbursement Resolution (Director of Finance)

The Reimbursement Resolution proposed for consideration will allow the Des Moines Airport Authority to issue debt in the future and apply proceeds towards capital expenditures made this year. This resolution does not obligate the Authority to issue debt, but preserves the ability to reimburse the operating funds used on the specific projects noted in the resolution.

Staff Recommendation: Approve the Reimbursement Resolution.

9. Consider 2018 rates and charges for Ahlers & Cooney, P.C. (Executive Director)

Per the 2015 Legal Services Engagement Agreement, Ahlers & Cooney, P.C. agreed to notify the Board in writing of any rate changes and the amounts thereof prior to those rates becoming effective. Ahlers & Cooney, P.C. has provided its 2018 Rate Schedule to the Board.

When the Board approved the Legal Services Engagement Agreement in December, 2015, Ahlers & Cooney, P.C. agreed to charge a reduced rate of \$225 per hour for calendar years 2015 and 2016 for one lawyer to attend all Board meetings as well as all Board committee meetings, subject to mutual agreement thereafter. Ahlers & Cooney, P.C. has charged the reduced rate for the 2015, 2016, and 2017 Board meetings. Ahlers & Cooney, P.C. also agreed it would not charge the Authority for travel time to and from meetings at the Authority, including, but not limited to, attendance at Board meetings.

Ahlers & Cooney, P.C. has requested the following changes to the Legal Services Engagement Agreement:

- a. Authorization of the payment of Ahlers & Cooney, P.C.'s 2018 rates;
- b. Authorization of the payment of Ahlers & Cooney, P.C.'s 2018 standard hourly rate(s) for the lawyer(s) who attend all Board meetings as well as all Board committee meetings going forward.
- c. Authorization of the payment of Ahlers & Cooney, P.C.'s 2018 standard hourly rates for travel time to and from meetings at the Authority, including, but not limited to, attendance at Board meetings.

Staff Recommendation: Authorize Ahlers & Cooney, P.C.'s requested changes to the Legal Services Engagement Agreement.

10. Financial Report (Director of Finance)

11. Briefing (Executive Director)

12. Adjourn