

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

**DATE: January 9, 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 December 12, 2017, Meeting.**
- 2. Consider City of Des Moines Quit Claim Deed for the sale of property, Tract 8E, Parcel "A" to John P. Braswell (Director of Engineering and Planning)**
- 3. Consider Agreement Between The City of Des Moines and Des Moines Airport Authority for the Provision of City Services (Executive Director)**
- 4. Consider Memorandum of Understanding between the City of Des Moines and the Des Moines Airport Authority (Executive Director)**
- 5. Consider Task Order No. 43 with Foth Infrastructure and Environment, LLC for Airfield Pavement Maintenance Database Update (Director of Engineering)**
- 6. Consider Second Amendment to the Agreement with Pro-Tec Fire Services, Ltd for Security Services (Director of Operations)**
- 7. Consider Resolution Authorizing Purchase of Certificates of Deposit from Peoples Trust and Savings Bank (Director of Finance)**
- 8. Financial Report (Director of Finance)**
- 9. Briefing (Executive Director)**
- 10. Adjourn**

## **Agenda Notes:**

Call to Order and Roll Call

- 1. Consider Minutes for December 12, 2017, Meeting**
- 2. Consider City of Des Moines Quit Claim Deed for the sale of property, Tract 8E, Parcel "A" to John P. Braswell (Director of Engineering and Planning)**

On December 12, 2017, the Board recommended that the Des Moines City Council proceed with the sale of a specific property, Tract No. 8E, Parcel A, 0.69 acres, to John P. Braswell for \$40,000.00. The City of Des Moines has modified the Quit Claim Deed to include a consent signature block for the Authority.

Staff recommendation: Approve the form of the Quit Claim Deed for the parcel.

- 3. Consider Agreement Between The City of Des Moines and Des Moines Airport Authority for the Provision of City Services (Executive Director)**

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 a series of amendments extending the termination date to January 31, 2018. The Executive Director and the City Manager have negotiated a tentative agreement between the City and the Authority for the provision of City Services. The tentative agreement provides for the City's continued provision of law enforcement services at the Airport and Authority employees' participation in City of Des Moines group benefit plans. The tentative agreement will be considered by the Des Moines City Council at its January 22, 2018 Council meeting.

Staff Recommendation: Approve the tentative Agreement between the City of Des Moines and the Des Moines Airport Authority for the Provision of City Services and authorize the Executive Director to sign the final Agreement pending the Des Moines City Council's approval of the Agreement.

- 4. Consider Memorandum of Understanding between the City of Des Moines and the Des Moines Airport Authority (Executive Director)**

Airport Authority staff and City of Des Moines staff have negotiated a Memorandum of Understanding (MOU) to clarify rights and obligations of each party with regards to personal property owned by the City that is located at the Airport. Much of the personal property is collocated with Airport property and the MOU provides an understanding for access to the property by the City and delineates cost allocations for expenses incurred by either party.

Staff Recommendation: Approve the MOU between the City of Des Moines and the Des Moines Airport Authority and authorize the Executive Director to sign the MOU pending approval and signature by the Des Moines City Council.

**5. Consider Task Order No. 43 with Foth Infrastructure and Environment, LLC for Airfield Pavement Maintenance Database Update (Director of Engineering)**

The Federal Aviation Administration (FAA) grant assurances require airports to update their Airport Pavement Management System (APMS) every 3-5 years. Through this contract the Consultant will provide the required field inspection and condition reporting. This task order is one of the responsibilities listed in the Master General Engineering Services Agreement with Foth Infrastructure and Environmental, LLC.

Staff Recommendation: Approve a contract with Foth Infrastructure and Environment, LLC for \$114,750.00 and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

**6. Consider Second Amendment to the Agreement with Pro-Tec Fire Services, Ltd for Security Services (Director of Operations)**

Transportation Security Administration (TSA) regulations require airports to perform various security functions at airport access points. Through this amendment Pro-Tec Fire Services, Ltd will provide security services to fulfill TSA requirements. Pro-Tec will provide trained personnel scheduled 35 hours each week for an additional fee of \$52,500. After 90 days the fee will drop to \$42,500 if costs are less than expected due to contractor's employee(s) not electing health insurance coverage. Additional hours may be authorized by the Authority at a rate of \$25 per hour. The current agreement is in Agreement Year 4 of 5. The annual fee for Security Services will be prorated for Agreement Year 4, which runs from October 1, 2017 through September 30, 2018. The Authority may terminate Security Services by providing 30 days' notice to the contractor.

Staff Recommendation: Approve the Second Amendment to the Agreement with Pro-Tec Fire Services, Ltd. for Security Services.

**7. Consider Resolution Authorizing Purchase of Certificates of Deposit from Peoples Trust and Savings Bank (Director of Finance)**

Certificate of Deposit rates have been requested from 7 financial institutions. The highest rate proposed was from Peoples Trust and Savings Bank of Clive. The 12 month rate of 2.05% is a better rate than what is currently available by investing in government agencies.

Staff Recommendation: Approve the Resolution Authorizing Purchase of Certificates of Deposit from Peoples Trust and Savings Bank.

**8. Financial Report (Director of Finance)**

**9. Briefing (Executive Director)**

**10. Adjourn**