

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

**DATE:** June 12, 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 May 8, 2018 Meeting**
- 2. Consider Professional Services Agreement, Task Order No. 47 with Foth Infrastructure & Environment, LLC for Runway 13/31 Phase III Reconstruction - Construction Phase Services (Director of Engineering)**
- 3. Consider adopting the Program Definition Manual produced from the HNTB Iowa, Incorporated Terminal Programming Study (Director of Engineering)**
- 4. Consider Contract for Building No. 64 Pavement and Drainage Improvement Project with Iowa Contracting Incorporated (Director of Engineering)**
- 5. Consider Grant No. 71 with Federal Aviation Administration for Runway 5/23 Rehabilitation Project (Director of Engineering)**
- 6. Consider Task Order No. 50 for design of Runway 5/23 Reconstruction program phase I with Foth Infrastructure & Environment, LLC (Director of Engineering)**
- 7. Consider Agreement for Insurance Broker Services with AJ Gallagher Risk Management Services, Inc. (Director of Finance)**
- 8. Consider Task Order No. 51 for design of South Service Road around Runway 13/31 Construction with Foth Infrastructure & Environment, LLC (Executive Director)**
- 9. Consider Task Order No. 52 for design of Terminal Apron Reconstruction program at Gate A5 with Foth Infrastructure & Environment, LLC (Executive Director)**
- 10. Consider Airport Tagline (Executive Director)**
- 11. Consider Airport Shuttle Wrap Design (Director of Finance)**
- 12. Financial Report (Director of Finance)**
- 13. Briefing (Executive Director)**
- 14. Adjourn**

## **Agenda Notes:**

Call to Order and Roll Call

- 1. Consider Minutes for May 8, 2018, Meeting**
- 2. Consider Professional Services Agreement, Task Order No. 47 with Foth Infrastructure & Environment, LLC for Runway 13/31 Phase III Reconstruction - Construction Phase Services (Director of Engineering)**

During the Phase III reconstruction of Runway 13/31, the consultant will provide contract management, construction administration, construction testing, and construction observation for the project. These services are FAA AIP funded at the normal 90/10 split and will be reimbursed through grant No. 70. The negotiated amount of the agreement is \$605,331.00

Staff Recommendation: Subject to an FAA grant award, approve the professional services agreement with Foth Infrastructure & Environment, LLC in the amount of \$605,331.00, authorize the Executive Director to sign the contract upon receipt of the grant, and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

- 3. Consider adopting the Program Definition Manual produced from the HNTB Iowa, Incorporated Terminal Programming Study (Director of Engineering)**

On April 12, 2016, the Airport Authority Board approved a contract with HNTB Iowa, Incorporated to perform a study updating the location for a future terminal building, general aviation facilities, cargo facilities, parking facilities, roadway access, and to perform a Terminal Programming study. On March 6, 2018, HNTB presented an overview of the Terminal Programming study and plan. Following that meeting, the Terminal Programming Study was consolidated into a printed document and disseminated to the Board for review.

Staff Recommendation: Adopt the Program Definition Manual produced from the HNTB Iowa, Inc. Terminal Programming Study.

- 4. Consider Contract for Building No. 64 Pavement and Drainage Improvement Project with Iowa Contracting Incorporated (Director of Engineering)**

This project will provide corrective maintenance on the exterior West side of building No. 64 leased to Elliott Aviation. Elliott Aviation is responsible for exterior site improvements. The Authority is responsible for the building shell. Both parties have identified maintenance items created by poor water drainage around the facility. The Airport will provide design drawings for the removal of deteriorated asphalt, installation of a waterproofing membrane around the foundation, sub drain installation with roof down spouts tied into the sub drain. New concrete will be installed along with surface

drainage inlets. Elliott has agreed to reimburse the Airport for the removal of the asphalt and installation of concrete. The Engineer's Estimate for the maintenance work is \$127,195.00. The project is included in the 2018 Budget; however, the scope has expanded. Quotes were opened on June 7, 2018, and the lowest responsive, responsible quote for the project was Iowa Contracting Incorporated in the amount of \$149,308.00.

Staff Recommendation: Approve the contract with Iowa Contracting Incorporated in the amount of \$149,308.00 and authorize the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents.

**5. Consider Grant No. 71 with Federal Aviation Administration for Runway 5/23 Rehabilitation Project (Director of Engineering)**

In February, the Airport Authority Board approved an engineering analysis agreement with Foth Infrastructure & Environment, LLC for the rehabilitation/reconstruction of Runway 5/23. An agreement for the design of Runway 5/23 reconstruction, phase I, has now been negotiated. This grant will provide for both the Engineering Analysis, and phase one design of the Runway 5/23 rehabilitation project. The total Engineer's Estimate for the engineering analysis and design is \$928,800.00 and is included in the 2018 Capital Improvement Budget. Total negotiated value of both agreements is \$841,292.00. The Federal Aviation Administration will reimburse 90% of the total cost, a current value of \$757,163.00.

Grant Items Included:

Runway 5/23 Engineering Analysis, Task Order No. 41/42:	\$293,292.00
Runway 5/23 Design Phase I, Task Order No. 50:	<u>\$548,000.00</u>
Total:	\$841,292.00

Staff Recommendation: Approve grant No. 71 with Federal Aviation Administration in the amount of \$757,163.00, authorize the Executive Director to sign the grant for the improvement, and authorize the Director of Engineering and Planning to accept and close out this grant when completed.

**6. Consider Task Order No. 50 for design of Runway 5/23 Reconstruction program phase I with Foth Infrastructure & Environment, LLC (Director of Engineering)**

This design will allow for reconstruction of approximately 1,785 linear feet of Runway 5/23. The project extends from the intersection of the runways to Taxiway P4. Through this task order, the Consultant will provide the necessary plans and specifications to produce construction documents. The contract to provide this service is \$548,000.00 which is eligible for the normal 90/10 FAA allocation. This task order is one of the responsibilities listed in the FAA approved Master General Engineering Services Agreement with Foth Infrastructure and Environmental, LLC, and is included in the FY 2018 budget.

Staff Recommendation: Subject to FAA approval, approve Task Order No. 50 for design of Runway 5/23 Reconstruction program phase I with Foth Infrastructure and Environment, LLC for \$548,000.00, authorize the Executive Director to sign the contract 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 Agreement for Insurance Broker Services with AJ Gallagher Risk Management Services, Inc. (Director of Finance)**

Staff completed a Request for Proposals for Insurance Broker Services. There were two firms that proposed and were interviewed. Arthur J Gallagher Risk Management, Inc. was selected to provide insurance broker services.

Staff Recommendation: Approve an agreement with Arthur J Gallagher Risk Management Services, Inc. to provide insurance broker services.

**8. Consider Task Order No. 51 for design of South Service Road around Runway 13/31 Construction with Foth Infrastructure & Environment, LLC (Executive Director)**

This design will allow for construction of interior service/access roadway around the south end of Runway 13/31. Currently this roadway is gravel and utilized by Airport Authority staff only. The FBO providing fueling services to Commercial Services aircraft is being relocated to the South Quadrant and the roadway will be utilized by fuel trucks as well. A paved roadway would be designed to allow access for these fuel trucks. Through this task order, the Consultant will provide the necessary plans and specifications to produce construction documents. The contract to provide this service is \$45,200.00 which is eligible for the normal 90/10 FAA allocation. This task order is one of the responsibilities listed in the FAA approved Master General Engineering Services Agreement with Foth Infrastructure and Environmental, LLC. This project is not included in the FY 2018 budget.

Staff Recommendation: Approve Task Order No. 51 for design of South Service Road around Runway 13/31 construction with Foth Infrastructure and Environment, LLC for \$45,200.00, authorize the Executive Director to sign FAA grant upon receipt, and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

**9. Consider Task Order No. 52 for design of Terminal Apron Reconstruction program at Gate A5 with Foth Infrastructure & Environment, LLC (Executive Director)**

This design will allow for reconstruction of existing terminal apron located south of Concourse A, close to gates A4 & A5. This pavement is shown on our Pavement Condition Index mapping as requiring replacement. Through this task order, the Consultant will provide the necessary plans and specifications to produce construction documents. The contract to provide this service is \$49,982.00 which is eligible for the

normal 90/10 FAA allocation. This task order is one of the responsibilities listed in the FAA approved Master General Engineering Services Agreement with Foth Infrastructure and Environmental, LLC. This project is not included in the FY 2018 budget.

Staff Recommendation: Approve Task Order No. 52 for design of Terminal Apron Reconstruction program at Gate A5 with Foth Infrastructure and Environment, LLC for \$49,982.00, authorize the Executive Director to sign FAA grant upon receipt, and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

#### **10. Consider Airport Tagline (Executive Director)**

One element of Weber Shandwick’s recommendations for the Des Moines Airport Authority (DMAA) following our immersion sessions was to add a tagline to the Des Moines International Airport (DSM) logo. The rationale for a tagline is that it provides an easy way to update messaging without undertaking a major rebrand project. The recommended tagline “Iowa to Anywhere” underscores the key role DSM plays in Iowa’s economy and travel industry. It also communicates that Des Moines International Airport provides a convenient, global service to all of Iowa. It speaks not only to the fact that DSM is Iowa’s main airport, but also conveys that it enables Iowans to see the world, broaden their horizons, and ultimately participate in the state and global economies.

Staff Recommendation: Approve the recommended Airport tagline, “Iowa to Anywhere”, and authorize its use.

#### **11. Consider Wrap Design for Airport Shuttle Buses (Director of Finance)**

As part of the Parking Management Agreement with ABM, they are required to purchase new shuttle buses. Several of the buses have been delivered. ABM has obtained three designs for the wrap to achieve our goal of the Authority shuttles being distinctive from the other parking and hotel shuttles operating at the airport.

Staff Recommendation: Approve wrap design “A” for the parking shuttle buses.

#### **12. Financial Report (Director of Finance)**

#### **13. Briefing (Executive Director)**

#### **14. Adjourn**