

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

DATE: March 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 February 13, 2018 Meeting**
- 2. Consider Amendment Number One to the Executive Director's Employment Agreement (Executive Director)**
- 3. Consider Iowa Department of Transportation Agreement for the Air Service Development Program Grant (Executive Director)**
- 4. Consider Parking Management Agreement with ABM Aviation, Inc. (Director of Finance)**
- 5. Financial Report (Director of Finance)**
- 6. Briefing (Executive Director)**
- 7. Adjourn**

Agenda Notes:

Call to Order and Roll Call

- 1. Consider Minutes for February 13, 2018, Meeting**
- 2. Consider Amendment Number One to the Executive Director's Employment Agreement (Executive Director)**

Section 7 of the Executive Director's Employment Agreement states in part: "The Board shall determine any adjustments to Mr. Foley's annual salary at the conclusion of the annual performance evaluation process." Having completed that process, and in line with increases provided other management staff, the Compensation Committee is recommending a 2% increase in salary for the Executive Director. In addition, the Executive Director is provided an Authority owned vehicle to commute and use in compliance with the Des Moines Airport Authority Handbook. The Compensation Committee recommends the Executive Director receive a monthly vehicle stipend for use of a personal vehicle in lieu of the Authority owned vehicle. If approved, this change should be incorporated into the Employment Agreement.

Staff Recommendation: Approve Amended Employment Agreement for Executive Director

- 3. Consider Iowa Department of Transportation Agreement for the Air Service Development Program Grant (Executive Director)**

The Iowa Department of Transportation's Office of Aviation manages an Air Service Development – Sustainment Program to sustain or increase the passenger traffic of an area through marketing and educational efforts. Des Moines Airport Authority established an incentive program for airlines providing new flights or routes in the Des Moines Airport market. Part of the incentive program provides up to \$50,000 of assistance in matching funds for expenses incurred in advertising and marketing new air service. To help offset out of pocket advertising costs for the new PHL- DSM route, Staff applied for the Air Service Development – Sustainment Grant and the Airport has been awarded up to \$28,000.

Staff Recommendation: Approve the Iowa Department of Transportation Agreement for Air Service Development Program Grant.

4. Consider Parking Management Agreement with ABM Aviation, Inc. (Director of Finance)

The existing parking management agreement with ABM Parking Management Services expires on April 30, 2018. Staff issued a Request for Proposal for parking management services and received five responses to the RFP. After scoring the proposals, the top three firms were interviewed by Airport Staff. Following the interviews ABM Aviation, Inc. was selected as the best candidate.

Staff Recommendation: Approve the Parking Management Agreement with ABM Aviation, Inc.

5. Financial Report (Director of Finance)

6. Briefing (Executive Director)

7. Adjourn