

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

**DATE:** November 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 October 9, 2018 Meeting**
2. **Public Hearing:** Consider Terminal Office Space Lease with GSA on behalf of the TSA (Director of Finance)
3. **Public Hearing:** Consider Amendment to Add Parties to Elliott Aviation Lease (Director of Finance)
4. **Consider 2019 Rates and Charges (Director of Finance)**
5. **Consider 2019 Budget (Executive Director)**
6. **Consider Iowa Department of Transportation Agreement for Fiscal Year 2019 Air Service Development Program (Executive Director)**
7. **Financial Report (Director of Finance)**
8. **Briefing (Executive Director)**
9. **Adjourn**

## Agenda Notes:

Call to Order and Roll Call

1. **Consider Minutes for October 9, 2018, Meeting**
2. **Public Hearing: Consider Terminal Office Space Lease with GSA on behalf of the TSA (Director of Finance)**

The TSA currently occupies approximately 3,700 square feet of office, training, and break room space in the terminal building under a lease through June 30, 2019. The GSA requested to negotiate a new lease and that has been completed. The new seven-year lease includes the same square footage with a 10% increase in rental rate. Total annual rent for years 1-5 of the lease will be \$133,964.29. Years 6 and 7 of the lease will include an additional 10% rate increase.

Staff Recommendation: Approve the Terminal Office Space Lease with GSA.

3. **Public Hearing: Consider Amendment to Add a Subsidiary to Elliott Aviation of Des Moines Lease (Director of Finance)**

Elliott Aviation operates as a Fixed Base Operator (FBO) at the Airport and provides charter services as allowed in the lease. However, the charter service is provided through a subsidiary, N817EA, LLC. Elliott Aviation has requested the subsidiary be added to the lease. No other changes to the lease are proposed at this time.

Staff Recommendation: Approve the Third Amendment to the Elliott Aviation of Des Moines Fixed Base Operator Lease and Agreement adding N817EA, LLC, as party to the lease.

4. **Consider 2019 Rates and Charges (Director of Finance)**

Staff presented the 2019 Budget for consideration in the October Board meeting. The applicable rates and charges generated by the budget process were presented to the airlines in a budget consultation meeting on October 3, 2018. The Rates and Charges document has been updated in accordance with the proposed budget.

Staff Recommendation: Approve the proposed changes to the Rates and Charges based on the 2019 budget.

5. **Consider 2019 Budget (Executive Director)**

Section Five of the Des Moines Airport Authority Bylaws requires in part, "The Executive Director shall be responsible to prepare and submit budgets for operating revenues and expenses and for capital improvements to the Board for approval no later than the regularly scheduled November Board meeting." The Airline Operating and Use

Agreement requires that the Authority conduct a budget consultation with the Airlines prior to finalizing the budget. The Airline consultation occurred on October 3, 2018. Staff has considered comments from the airlines, provided a draft budget to the Board on October 9, 2018, and developed a final budget for Board approval.

Staff Recommendation: Approve the 2019 budget.

**6. Consider Iowa Department of Transportation Agreement for Fiscal Year 2019 Air Service Development Program (Executive Director)**

The Iowa DOT changed the air service development grant program making more projects eligible for funding. Airport staff submitted an application for several projects that are included in the FY 2019 budget as follows:

Diio Mi Marketing Intelligence	\$18,000
Passenger Catchment Study	\$18,500
Marketing Professional Services	\$30,000
Digital Advertising	<u>\$80,000</u>
Total Project Cost	\$146,500
Grant Award	\$80,000
Airport Authority Contribution	\$66,500

Diio Mi Marketing Intelligence is an annual software subscription that provides airline passenger, load factor, and yield information used to develop business plans presented to airlines to entice additional service. The Passenger Catchment Study will provide updated and more accurate information on passenger capture areas as well as passenger leakage information. This information may then be used to determine if targeted digital marketing efforts on airport services would provide a return, to include parking, food and beverage, as well as airline ticket and route information.

Staff Recommendation: Approve the Air Service Development Agreement with the Iowa Department of Transportation.

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

**8. Briefing (Executive Director)**

**9. Adjourn**