

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

DATE: January 8, 2019
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 11, 2018, Meeting**
- 2. Consider the Iowa Department of Transportation (IDOT) Revitalize Iowa's Sound Economy (RISE) Grant Application (Director of Engineering)**
- 3. Consider Commercial Development Request for Proposals (Executive Director)**
- 4. Consider purchase of P25 standard digital radios programmed to operate on the Iowa Statewide Interoperable Communications System (Director of Operations)**
- 5. Consider purchase of Aircraft Boarding Staircase from Naturalene, Inc. (Executive Director)**
- 6. Financial Report (Director of Finance)**
- 7. Briefing (Executive Director)**
- 8. Adjourn**

Agenda Notes:

Call to Order and Roll Call

- 1. Consider Minutes for December 11, 2018, Meeting**
- 2. Consider the Iowa Department of Transportation (IDOT) Revitalize Iowa's Sound Economy (RISE) Grant Application (Director of Engineering)**

In lieu of submitting a joint application with the City of Des Moines, Staff is investigating whether the Iowa Department of Transportation (IDOT) will accept an application directly from the Authority for a Revitalize Iowa's Sound Economy (RISE) grant to help fund the extension of SW 28th Street. This roadway will service Fixed Based Operators, aviation maintenance facilities, general aviation hangars, and air cargo facilities. Currently SW 28th street is open to the public and maintained by the Authority. The extension of the roadway will not change its functionality or the Authority's responsibilities. Current project estimate is approximately \$2.8 million. As part of this grant application, the IDOT requires an Airport Authority Board resolution and/or endorsement of the project.

Staff Recommendation: Approve the IDOT RISE Grant Application, authorize the Executive Director to accept and sign the grant award once received from the IDOT, and authorize the Director of Engineering and Planning to accept and close out this grant when completed in accordance with the contract documents.

- 3. Consider Commercial Development Request for Proposals (Executive Director)**

In the December Board meeting, Airport Staff proposed soliciting proposals for commercial development on Authority property through an RFP process. The Authority Board requested that the RFP be approved by the Board prior to its issuance. Staff drafted an RFP considering the comments from the Board.

Staff Recommendation: Approve the issuance of a Commercial Development Request for Proposals and appoint a committee to review the responses and make recommendations to the Board.

- 4. Consider purchase of P25 standard digital radios programmed to operate on the Iowa Statewide Interoperable Communications System (Director of Operations)**

Airport staff seeks to replace existing analog radios with P25 compliant digital radios that operate on the Iowa Statewide Interoperable Communications System (ISICS). This system allows public safety and public services, such as airports, hospitals, utilities, and street repair units, to directly communicate with each other through the use of 700/800 MHz radio equipment. There is no user fee to access the system infrastructure, but the Authority must purchase radios and make system enhancements to ensure coverage in all airport buildings. Through a proposal process, the City of Des Moines selected Motorola as a preferred vendor and authorized City Staff to negotiate pricing.

This pricing was extended to the Authority. Separately, Airport staff negotiated with Electronic Engineering to upgrade existing APX Radio Consolettes to function on the ISICS system. Funding for the project in the amount of \$250,000 was included in the FY 2019 budget. Total cost of the project is \$304,740.19; however, Staff is recommending that we proceed since the scope of the consolette upgrade was unknown at the time of budget development.

Staff Recommendations:

- A. Approve purchase of P25 radios from Motorola Solutions in the amount of \$249,195.20 and authorize the Executive Director to sign the agreement upon receiving approval from the Iowa Interoperable Communications Board to join the Iowa Statewide Interoperable Communications System.
- B. Approve purchase of Motorola APX Radio Consolette upgrade from Electronic Engineering in the amount of \$55,544.99 and authorize the Executive Director to sign the agreement upon receiving approval from the Iowa Interoperable Communications Board to join the Iowa Statewide Interoperable Communications System.

5. Consider purchase of Aircraft Boarding Staircase from Naturalene, Inc. (Executive Director)

The Board approved the budget for the purchase of new aircraft boarding stairs to provide additional flexibility to accommodate charters and for use during irregular operations. The Authority Board's Purchasing Policy requires a formal competitive bidding or proposal procedure for purchases of goods or services in excess of \$50,000. However, no quotes, proposals, or bids are required for the purchase of used equipment due to the difficulty of obtaining them on equipment with similar specifications. Airport staff did not utilize a formal competitive bidding or quotation process because staff did not expect to be able to purchase *new* boarding stairs in a timely manner. However, staff obtained three quotes for boarding stairs that meet operational requirements. Naturalene, Inc. submitted the lowest quote at \$99,533.00 and will deliver new aircraft boarding stairs within two weeks of receiving the order.

Staff requests that the Board exempt this purchase from the requirements of the Authority's Purchasing Policy and authorize the Executive Director to execute a purchase order. Pursuant to Section 5 of the Purchasing Policy, the Board, where the estimated cost is more than \$50,000, may on a case-by-case basis exempt contracts or purchases for goods or services from this policy for good cause. It is within the sole discretion of the Authority to determine what constitutes good cause. Exemption of this purchase from the Purchasing Policy will facilitate delivery of the new aircraft boarding stairs before March 2019.

Staff Recommendation: Exempt this purchase from the requirements of the Authority's Purchasing Policy and authorize the Executive Director to execute a purchase order for Aircraft Boarding Staircase from Naturalene, Inc. in the amount of \$99,533.00.

6. Financial Report (Director of Finance)

7. Briefing (Executive Director)

8. Adjourn