

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

DATE: March 12, 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 February 12, 2019, Meeting**
- 2. Consider the Authority's Storm Water Pollution Prevention Plan (Director of Engineering)**
- 3. Consider Purchase Order with Embross North America LTD for Kiosks utilized in passenger boarding and bag tagging operations (Director of Engineering)**
- 4. Consider Converting Overhead Electric to Underground Project (Director of Engineering)**
- 5. Consider Purchase Order with Musco Lighting for High Mast Retrofit System (Director of Engineering)**
- 6. Consider Reimbursable Agreement for engineering services in support of South Remote Transmitter Receiver (RTR) Tower Project with the Federal Aviation Administration (Director of Engineering)**
- 7. Consider Task Order No. 3 for design of Economy Lot No. 4 phase III with Kimley-Horn & Associates, Inc. (Executive Director)**
- 8. Financial Report (Director of Finance)**
- 9. Briefing (Executive Director)**
- 10. Adjourn**

Agenda Notes:

Call to Order and Roll Call

- 1. Consider Minutes for February 12, 2019, Meeting**
- 2. Consider the Authority's Storm Water Pollution Prevention Plan (Director of Engineering)**

Staff has prepared the Storm Water Pollution Prevention Plan (SWPPP) for the Des Moines International Airport. The SWPPP is compiled to maintain compliance with the Airport's National Pollutant Discharge Elimination System (NPDES) Permit # 77-27-0-08. The SWPPP is intended for use by the Authority and its tenants to provide consistent and effective management of storm water runoff. The SWPPP represents a description of the Airport facility, a discussion of potential pollution sources resulting from practices and activities at the Airport, and identifies storm water management controls and best management practices to eliminate or reduce pollutants entering the storm water system.

The Authority's NPDES Permit provides: "Storm Water Pollution Prevention Plans... shall be signed as follows: ...for a municipality, State, Federal, or other public facility by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes: 1) the chief executive officer of the agency, or 2) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency."

Staff Recommendation: Approve the Authority's SWPPP and authorize the Executive Director to sign and certify the SWPPP.

- 3. Consider Purchase Order with Embross North America LTD for Kiosks utilized in passenger boarding and bag tagging operations (Director of Engineering)**

This project will replace our existing 34 kiosks located throughout the Terminal and Concourses. Current units are at the end of their useful life cycle. The new kiosks will also meet ADA requirements established in 2010, ADA Standards of Accessible Design. At least 25% of our common use kiosks must meet the ADA requirements by December, 2022. The project is included in the 2019 Budget. Two quotes were received, and the lowest responsive, responsible quote for the project was Embross in the amount of \$471,749.00.

Staff Recommendation: Approve the purchase order with Embross North America LTD in the amount of \$471,749.00 and authorize the Director of Engineering and Planning to accept and close out these projects when completed in accordance with the contract documents.

4. Consider Converting Overhead Electric to Underground Project (Director of Engineering)

a. Public Hearing regarding the plans, specifications, form of contract, and estimated total cost for the Overhead Electric to Underground Project;

This project is one of the enabling projects in the Terminal Project Plan. Currently the field maintenance facilities, fuel farm, T hangars and general aviation facilities in the south quadrant of the Airport are fed from a primary electrical source via overhead power poles. This project will convert the overhead power lines to underground, while at the same time forming a redundant electrical distribution loop from SW 28th Street to the West, along Old Army Post Road. An additional manual switch gear will be installed in conjunction with our existing switch gear to allow for efficient redirection of power in the event an issue arises in the future. MidAmerican Energy (MAE) has partnered with the Airport on this project. The Airport will engage a contractor to provide the pathways and transformer pads. MAE will provide the switch gear, junction cabinets, cabling and labor to connect new primary circuits. The Engineer's Estimate for the improvements is \$97,195.00. The project is included in the 2019 Capital Improvement Budget.

b. Consider Resolution adopting plans, specifications, form of contract, and estimated total cost for the Overhead Electric to Underground Project;

Staff Recommendation: Approve the Resolution adopting plans, specifications, form of contract, and estimated total cost for the Overhead Electric to Underground project.

c. Consider award of contract to Commonwealth Electric Company of the Midwest.

Bids were opened on March 1, 2019, and the lowest responsive, responsible bidder was Commonwealth Electric Company of the Midwest in the amount of \$107,942.00.

Staff Recommendation: Approve the contract with Commonwealth Electric Company of the Midwest in the amount of \$107,942.00, and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

5. Consider Purchase Order with Musco Lighting for High Mast Retrofit System (Director of Engineering)

This project will replace our existing Musco lighting system, consisting of 1500 Watt metal halide light fixtures mounted on high mast light poles, on South Cargo Apron with LED fixtures. In addition to the light fixture replacement, lighting controls will be enhanced allowing for greater control of the system by the tenants, allowing for incremental energy savings. The project is included in the 2019 Budget. A quote from Musco was the only one received since the existing high mast poles are from Musco. By mounting a Musco fixture to these existing poles, the poles are included in the same 10 year warranty as the fixtures. Mounting a different vendor's LED fixture on these poles would void the warranty. A different vendor would also have to perform a structural analysis on the poles. If mounting their fixture were allowed, they would have to evaluate what the cost of the warranty would be, if they were to warranty the poles at all. The quote for the project from Musco Lighting is in the amount of \$224,500.00.

The Authority's Purchasing Policy requires a formal competitive bidding or proposal procedure for purchases of goods or services in excess of \$50,000. According to the policy, the Board may exempt contracts or purchases for goods or services from its normal purchasing procedures for good cause. It is within the sole discretion of the Board to determine what constitutes good cause for purposes of this provision. Examples may include procurements having unique requirements that can only be satisfied by a specific vendor, or procurements where competition is determined inadequate.

Staff Recommendation: 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. Exemption of this purchase from the Purchasing Policy will ensure the continuation of Musco's warranty on the light poles. Staff recommends the approval of the purchase order with Musco Lighting in the amount of \$224,500.00.

6. Consider Reimbursable Agreement for engineering services in support of South Remote Transmitter Receiver (RTR) Tower Project with the Federal Aviation Administration (Director of Engineering)

This reimbursable agreement (RA) with the FAA Air Traffic Organization (ATO) will support the efforts on the South Quadrant enabling projects for the future Terminal. With the relocation of both Des Moines Flying Service and Signature Flight Support to the South Quadrant, the new building heights require investigation to see if they will hinder or obstruct reception of the current remote transmitter receiver (RTR). The RA will review new buildings and current RTR tower only. If it is determined mitigation issues are required, the Airport will enter into a different RA for design and construction phase services. The Airport Authority will have to front the money for the RA, and reconcile at the end of the project. Any funding that is left over will be returned to the Airport.

Staff Recommendation: Approve the reimbursable agreement with Federal Aviation Administration, in the amount of \$69,593.76 for the services, and authorize the Director of Engineering and Planning to accept and close out this project when completed in accordance with the contract documents.

7. Consider Task Order No. 3 for design of Economy Lot No. 4 phase III with Kimley-Horn & Associates, Inc. (Executive Director)

Due to increased passenger growth over the last 6 months, parking demand during our peak travel periods (spring break, Thanksgiving and Christmas) has been near capacity. This design will allow for construction of at least approximately 250 additional parking stalls to the west end of existing Economy Lot No. 4. Scope will also evaluate how far west the Economy Lot 4 can be expanded to add more than the 250 stalls currently called out. In addition, a turnaround area will be investigated to make the shuttle bus route to and from Economy Lot No. 4 more efficient. Through this task order, the Consultant will provide the necessary plans and specifications to produce construction documents. The contract to provide this service is \$156,000.00. This task order is one of the responsibilities listed in the approved Master General Engineering Services Agreement with Kimley-Horn & Associates, Inc. This project was planned for fiscal year 2020 and is not included in the FY 2019 budget.

Staff Recommendation: Approve Task Order No. 3 for design of additional parking stalls added to Economy Lot No. 4 phase III with Kimley-Horn & Associates, Inc. for \$156,000.00, and authorize the Director of Engineering and Planning to accept and close out this contract when completed in accordance with the contract documents.

8. Financial Report (Director of Finance)

9. Briefing (Executive Director)

10. Adjourn