

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO) Policy Committee

—
4:00 p.m., October 19, 2023

Des Moines Area MPO Burnham Conference Room

TENTATIVE AGENDA

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: FFY Approval of the Meeting Minutes** Page 2
 - Approve the September 21, 2023, meeting minutes.
4. **CONSENT and VOTE: Approval of the Financial Statement** Page 6
5. **PUBLIC COMMENT on MPO Actions** Page 7
6. **PRESENTATION: Update on new terminal for Des Moines Airport Authority**..... Page 8
7. **REPORT and VOTE: Public Hearing Date for Downtown Des Moines Dam Mitigation and User Access Project Construction Contract** Page 11
 - Approve the public hearing date to award the construction contract for the Harriet Street phase of the water trails project; consider approval.
8. **REPORT and VOTE: Reimbursement Agreement Regarding the SS4A Grant Agreement** Page 12
 - Report regarding a proposed agreement between CIRTPA and the MPO to identify roles and responsibilities regarding the US DOT Safe Streets for All Grant Agreement; consider approval.
9. **REPORT: Carbon Reduction Program Funding** Page 13
 - Discussion regarding a new formula funding program to the MPO targeted at reducing transportation related emissions.
10. **REPORT: EV Charging Reliability and Accessibility Accelerator program** Page 14
 - Discussion regarding the Notice of Funding Opportunity for a new US DOT program aimed at repairing and replacing EV chargers.
11. **REPORT: Purple Heart Highway Update**..... Page 15
 - Update regarding the process to redesignate Iowa Highway 5/US Highway 65 Freeway Corridor to an Interstate.
12. **REPORT: Director Report** Page 16
 - Update by the Interim Executive Director on MPO activities.
13. **Other Non-Action Items of Interest to the Committee**
14. **Next Meeting Date – November 16, 2023, at 4:00 p.m.**
15. **Adjournment**

The established protocol for minutes of this meeting will be to list all attendees, and with each item on which a vote is conducted in the ordinary course in order to take formal action, those voting nay or abstaining will be identified by name. Any member who is absent from the meeting for any period of time during which a vote of the body is taken, is expected to notify the recording secretary at the conclusion of the meeting so that the absence can be duly noted in the minutes. Roll Call votes will be taken as required by law or upon the request of any member that is approved by the chair, and the vote of each member for or against the proposition, or abstention, will be incorporated in the minutes or recorded on a separate sheet attached to the minutes.

The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint form, visit www.dmapo.org/title-vi/ or call 515-334-0075.

October 2023
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the September 21, 2023, MPO Policy Committee meeting minutes.

BACKGROUND:

The minutes of the September 21, 2023, MPO Policy Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the September 21, 2023, MPO Policy Committee meeting.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075

Meeting Minutes
Policy Committee Meeting
Des Moines Area Metropolitan Planning Organization (MPO)
4:00 p.m., September 21, 2023

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., September 21, 2023. The MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on September 15, 2023. **In addition to these published tentative minutes, there also may be additional Meeting Notes on file with the MPO staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

MPO Representatives Present:

Michael Schrock | City of Ankeny
Ruth Randleman | City of Carlisle
Ted Weaver | City of Clive
Kathie Hungerford | City of Cumming**
Luis Montoya | DART
Frank Cownie | City of Des Moines
Scott Sanders | City of Des Moines
Carl Voss | City of Des Moines
Joe Gatto | City of Des Moines
Josh Mandelbaum | City of Des Moines
Connie Boesen | City of Des Moines
Stephanie Riva | City of Norwalk
Mark Konrad | City of Pleasant Hill
Tom Hockensmith | Polk County
Robert Andeweg | City of Urbandale
Matt McKinney | City of West Des Moines
Tom Hadden | City of West Des Moines
Mike Jones | City of Windsor Heights
Zac Bitting | IDOT *

MPO Representatives Absent

Dean O'Connor | City of Altoona
David Jones | City of Ankeny
Doug Elrod | City of Bondurant
Mark Hanson | Dallas County
Colton Fors | City of Elkhart**
Scott Mikkelsen | City of Grimes
Stephanie Erickson | City of Indianola**
Jim Evans | City of Johnston
Heather Stancil | Madison County**

MPO Representatives Absent continued:

Tammi Dillavou | City of Mitchellville
Jeff Walters | Polk City
Travis Brott | Van Meter**
Mark Snell | Warren County
Courtney Clarke | City of Waukee
Kevin Foley | Des Moines International Airport*
Julia Castillo | HIRTA*
Johnnie Gibson | FHWA*
Daniel Nguyen | FTA*
Eva Steinman | FTA*
* Advisory/Non-Voting Representatives
** Associate/Non-Voting Representative

Others Present:

Clifford Leonard | Public

MPO Staff Present:

Scott Brennan | MPO General Counsel
Dylan Mullenix | Interim Executive Director
Zach Young | Planning Manager
Andrew Collings | Principal Planner
Tracey Deckard | Office Manager
Gunnar Olson | Public Affairs Manager
Zhi Chen | Senior Planner
Carl Saxon | Senior Planner

1. Call To Order

Chair Andeweg recognized a quorum and called September Policy Meeting to order at 4:05 p.m.

2. Approval of Agenda

MOTION: A motion was made by Hadden and seconded by Boesen to approve the Des Moines Area Metropolitan Planning Organization September 21, 2023, meeting agenda.

MOTION CARRIED UNANIMOUSLY

3. Approval of Meeting Minutes

MOTION: A motion was made by Gatto and seconded by Voss to approve the August Policy meeting minutes.

MOTION CARRIED UNANIMOUSLY

4. Approval of the Financial Statements

Ted Weaver presented. The Finance Committee approved the Financial Statements.

MOTION: A motion was made by Gatto and seconded by Voss to approve the Financial Statements.

MOTION CARRIED UNANIMOUSLY

5. Approval of Credit Card Application

Interim Executive Director presented. Recommend approval of the Organization Resolution and agreement for Credit Card Program to allow staff to open a new credit card account, with the Interim Executive Director named as Program Coordinator and the Office Manager named as Recordkeeper, and with credit limits of \$10,000 for the Interim Executive Director and \$5,000 for the Office Manager, per the MPO Policies and Procedures Manual approved in August 2023.

MOTION: A motion was made by Boesen and seconded by Gatto to approve the credit card application.

MOTION CARRIED UNANIMOUSLY

6. Public Comment

None.

[Scott Sanders joins meeting 4:08]

[Mayor Cownie joins meeting at 4:09]

7. Safe Streets and Roads for All

Steve Naber, City of Des Moines provided an update on the City of Des Moines on its project applications to the *Safe Streets and Roads for All* grant program.

8. FFY 2024-2027 Transportation Improvement Program Amendments

Planning Manager presented. Recommend approval of the proposed FFY 2024-2027 Transportation Improvement Program amendments from the City of Des Moines, the City of Johnston, and the City of Polk City.

MOTION: A motion was made by Gatto and seconded by Cownie to approve the FFY 2024-2027 Transportation Improvement Program amendments

MOTION CARRIED UNANIMOUSLY.

9. FFY 2025 Iowa Clean Air Attainment Program Applications

Planning Manager presented. Recommend approval of the FFY 2025 Iowa Clean Air Attainment Program applications from the City of Ankeny, Polk County, and the City of West Des Moines.

MOTION: A motion was made by Hockensmith and seconded by Hadden to approve the FFY 2025 Iowa Clean Air Attainment Program applications.

MOTION CARRIED UNANIMOUSLY

10. Safe Streets and Roads for All Grant Agreement

Planning Manager presented. Recommend approval of the safe Streets and Roads for All Grant Agreement.

MOTION: A motion was made by Gatto and seconded by Boesen to approve the Safe Streets and Roads for All Grant Agreement.

MOTION CARRIED UNANIMOUSLY

11. MPO 2020 Urban Area Boundary Update

Principal Planner presented. Recommend approval of the proposed MPO 2020 Urban Area Boundary.

MOTION: A motion was made by Gatto and seconded by Hadden to approve the proposed MPO 2020 Urban Area Boundary.

MOTION CARRIED UNANIMOUSLY

12. Executive Director Search Update

Chair provided and update on the Executive Director search process.
Report and discussion only.

13. Water Trails BUILD Grant Update

Planning Manager presented. Update on the Downtown Water Trails BUILD grant project.
Report and discussion only.

14. Director Report

Interim Executive Director provided an update on MPO Activities. Hockensmith and Boesen complemented the work of the Interim Executive Director for visiting all members. The Interim Director also indicated that he would be presenting to the City Council and Boards.
Report and discussion only.

15. Other Non-Action Items of Interest to the Committee

Staff provided a reminder of the MPO 40th Anniversary event on September 29 at Smash Park from 2:00-5:00 p.m.

16. Next Meeting Date- October 19, 2023, at 4:00 p.m.

17. Adjournment

Hearing no objection to the contrary, The Chair adjourned the meeting at 4:51 p.m.

October 2023
Item No. 4

ISSUE: Approval of Financial Statement

VOTE: Consider approval of the September 2023 MPO Financial Statement.

BACKGROUND:

The September Financial Statement consists of documents available at the following links:

- [Statement of Financial Position](#)
- [Budget vs. Actuals](#)
- [Transaction List by Vendor](#)
- [Water Trails Account Balance Detail](#)
- [Water Trails DOT Grant Fund Balance](#)

The Finance Subcommittee has reviewed the Financial Statement and recommends approval.

RECOMMENDATION:

Recommend approval of the September Financial Statement.

STAFF CONTACT:

Rhonda Miller, rmiller@dmampo.org
(515) 334-0075

October 2023
Item No. 5

ISSUE: Public Comment of MPO Actions

PUBLIC COMMENT: Opportunity for public comment on actions taken by the MPO board.

BACKGROUND:

The MPO's *Public Participation Plan* provides an opportunity for the public to comment on items on the agenda.

RECOMMENDATION:

None. Public comment only.

STAFF CONTACTS:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

October 2023
Item No. 6

PRESENTATION: Update on new terminal for Des Moines Airport Authority

PRESENTATION: Des Moines Airport Authority staff will present on the progress being made toward building a new terminal.

BACKGROUND:

The existing terminal operated by the Des Moines Airport Authority has reached its useful life, and plans are in place to open a new terminal by 2027. A summary of the project is included on the following pages.

Though the Authority could issue bonds directly, it asked the Polk County Board of Supervisors to allow a referendum on the November ballot asking voters if the County should issue bonds on behalf of the Airport to take advantage of the county's higher bond rating. Doing so stands to save up to \$70 million over the life of the loan.

Des Moines Airport Authority Executive Director Kevin Foley will give the committee an update and answer any questions.

RECOMMENDATION:

None. Presentation and discussion only.

STAFF CONTACTS:

Gunnar Olson, golson@dmampo.org
(515) 334-0075



Plans for the Future

The Des Moines Airport Authority

Des Moines Airport Authority is an independent entity, organized under the state Code, responsible for managing the operations and maintenance of Des Moines International Airport. The Airport Authority is self-funded and has no taxing authority yet is charged with improving the quality of air service to and from Iowa. The Airport's current facilities are extremely constrained at peak periods, so opportunities to introduce new routes and air carriers are very limited.

Master Terminal Development Plan

With an estimated 5 million passengers annually by 2042, the need for a new terminal is undeniable; current facilities have reached their useful life and are not equipped to handle sustained growth. The Master Terminal Development Plan meets the forecasted demand with the construction of a new passenger processing facility with additional gates as well as two concourse expansion projects.



*Image of 30% design of new terminal elevation



Expanded central security screening checkpoints with eight screening lanes



Enhanced gate operations



Efficient baggage handling system



Elevated dining and retail options



Modernized technologies and infrastructure systems



2023

- Terminal Design
- Terminal Site Preparation
- Construct North Parking Garage



2024

- Construct Terminal
- Open North Parking Garage



2025

- Construct Terminal Cont.



2026

- Connection Bridge between new Terminal & Concourse C



2027

- New Terminal Opens
- Demo of Existing Terminal



2028

- Concourse Expansion, as needed

1. North Garage Expansion

To meet the airport parking demand, a new parking garage will be erected in the summer of 2023, with the anticipated opening date in early 2025. The new garage will be connected to the existing parking structure and will boast over 1,100 additional parking stalls.

2. Remote Parking Positions

Aircraft parking positions are being added to the south end of the airport apron to accommodate aircraft overnight. The addition of these remote parking positions will enable the airlines to maintain regularly scheduled service during the construction of the new terminal while also creating growth opportunities in the future.

3. Passenger Terminal Facility

The new terminal will meet future travel demand while providing streamlined security processing, elevated concessions and dining experiences, larger and more flexible holdrooms, enhanced gate operations to accommodate air service growth, improved baggage handling systems, sustainability and more efficient operations.

4. Existing Concourses

The new facility will include additional gates while leveraging the existing A and C Concourses. Planning and cost considerations support the utilization of the existing concourses until demand necessitates the full build-out of the master development plan, which includes two concourse expansion projects.

October 2023
Item No. 7

ISSUE: Public Hearing Date for Downtown Des Moines Dam Mitigation and User Access Project Construction Contract

REPORT: Consider approval of the public hearing date to award the construction contract for the Harriet Street access phase of the Downtown Des Moines Dam Mitigation and User Access Project.

BACKGROUND:

The MPO is required to set a public hearing date to award the construction contract for the Downtown Des Moines Dam Mitigation and User Access Project. At said hearing, the Policy Committee will consider the proposed plans, specifications, form of contract and estimate of cost for said project, the same now being on file in the Des Moines Area Metropolitan Planning Organization offices located at 420 Watson Powell, Suite 200, Des Moines, Iowa 50309, reference to which is made for a more detailed and complete description of the proposed improvements, and at said time and place the said Policy Committee will also receive and consider any comments/objections to said plans, specifications and form of contract or to the estimated cost of said improvements made by any interested party.

The following outlines the schedule for the public hearing:

Tentative Schedule

October 11, 2023 – Set Public Hearing Date

- Take action at December Executive Committee meeting to set public hearing date for November 16, 2023

October 17, 2023 – Letting

November 1, 2023 – Publish Public Hearing Notice

- Publish public hearing notice in the Des Moines Register

November 16, 2023 – Public Hearing at MPO Policy Committee Meeting

- Resolution adopting plans, specifications, form of contract, and estimated project cost;
- Receive and file report of the bids received by deadline;
- Resolution making award of construction contract; and,
- Resolution approving contract and bonds with construction contractor.

RECOMMENDATION:

Approve public hearing date for November 16, 2023, at 4:00 p.m. at the MPO Policy Committee meeting.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org;
(515) 334-0075.

October 2023
Item No. 8

ISSUE: Project Reimbursement Agreement Regarding the US DOT SS4A Grant Agreement

REPORT and VOTE: Consider approval of a proposed agreement between CIRTPA and the MPO to identify roles and responsibilities regarding the US DOT Safe Streets for All Grant Agreement; consider approval.

BACKGROUND:

Earlier this year, the Central Iowa Regional Transportation Planning Alliance (CIRTPA) applied for \$200,000 from FHWA to complete a Safety Action Plan for the cities within the CIRTPA Planning Area. After submittal, FHWA asked that the MPO and CIRTPA applications be combined into a joint application for administrative purposes.

The federal SS4A Grant Agreement was approved at the September Policy Committee meeting.

Currently the MPO is listed as the grantee with CIRTPA being a subrecipient. Further communication with FHWA has clarified that CIRTPA is being seen as a partner on the overall project and will need to work through the MPO to draw funding and complete the project. Therefore, a Project Reimbursement Agreement is needed to clarify the process for project completion, grant drawdowns, and project closeout.

A copy of the Project Reimbursement Agreement will be made available prior to the meeting.

The Project Reimbursement Agreement is being reviewed by MPO legal counsel.

RECOMMENDATION:

Approve the proposed Project Reimbursement Agreement between the MPO and CIRTPA.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org;
(515) 334-0075.

October 2023
Item No. 9**ISSUE: Carbon Reduction Program Funding**

REPORT: Discussion regarding a new formula funding program to the MPO targeted at reducing transportation related emissions.

BACKGROUND:

The Bipartisan Infrastructure Law established the Carbon Reduction Program (CRP) in [23 U.S.C. 175](#), which provides funds for projects designed to reduce transportation emissions. Similar to the Surface Transportation Block Grant (STBG) program, these funds are provided to the MPO by a formula each year to be awarded to MPO members. Staff plans to run the CRP funding process concurrently with the STBG process with applications for funding being released in early December 2023.

Staff is estimating that the MPO will have approximately \$8 million in CRP funds to allocate to projects during the upcoming application cycle. This includes funding for FFY 2023-2028 and averages between \$1.3 to \$1.4 million per year.

Staff will provide an overview of eligible projects and possible uses for the CRP funds at the October meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org;
(515) 334-0075.

October 2023
Item No. 10

ISSUE: EV Charging Reliability and Accessibility Accelerator program

REPORT: Report a Notice of Funding Opportunity from the US DOT for funds to repair and replace existing EV chargers.

BACKGROUND:

The US Department of Transportation has released a Notice of Funding Opportunity (NOFO) for the Electric Vehicle (EV) Charger Reliability and Accessibility Accelerator program. This program will provide up to \$100 million in Federal funding to repair and replace existing, but non-operational, EV charging infrastructure. This program awards grants to state and local governments to help them address broken and non-operational EV chargers.

According to the Iowa Economic Development Authority, over half of Iowa's temporarily unavailable EV charging ports are within the MPO's planning area. [The NOFO is available here.](#) Applications are due November 13, 2023.

RECOMMENDATION:

None. Report and discussion Only

STAFF CONTACT:

Carl Saxon, csaxon@dmampo.org;
(515) 334-0075.

October 2023
Item No. 11

ISSUE: Purple Heart Highway Update

REPORT: Update regarding the process to redesignate Iowa Highway 5/US Highway 65 Freeway Corridor to an Interstate.

BACKGROUND:

Staff are continuing to work with the Greater Des Moines Partnership and other stakeholders to promote the Highway 5/US Highway 65 interstate designation. Staff will provide a full update at the October meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Gunnar Olson, golson@dmampo.org;
(515) 334-0075

October 2023
Item No. 12

ISSUE: Director Report

REPORT: Update by the Interim Executive Director on MPO activities.

BACKGROUND:

The Interim Executive Director will provide an update on MPO activities.

RECOMMENDATIONS:

None. Report only.

STAFF CONTACTS:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075