



Agenda  
Indianapolis Airport Authority  
January 17, 2014  
8:30 AM

- I. **Call to Order**
- II. **Approval of Minutes of the Pre-Board and Regular Meeting of December 20, 2013**
- III. **Election of Officers and Appointment of Legal Counsel**
- IV. **Ordinances, Resolutions and Public Hearings**  
Final Public Hearing on **General Ordinance No. 1-2014** concerning the Revision and Modification of Airport Security Enforcement Program.
- V. **Board Reports**  
President's Report
- VI. **Official Actions**  
Consider for approval the individual items listed on the IAA General Agenda dated January 17, 2014.
- VII. **Staff Reports**  
Executive Director Report – **Bob Duncan**
- VIII. **Other Reports/Update**
- IX. **Board Communications**  
*Next Meeting: Friday, February 21, 2014 @ 8:30 a.m.*
- X. **Adjourn**

**MINUTES**  
**Board of Directors Meeting**  
**Indianapolis Airport Authority**

The Regular Meeting of the Indianapolis Airport Authority Board was called to order at 9:04 a.m., December 20, 2013, in the Airport's Board Room at the Indianapolis International Airport.

**Present at commencement of the meeting and comprising a quorum were:**

Michael W. Wells, President  
Kelly J. Flynn, Vice President  
Alfred Bennett, Secretary  
Jean Wojtowicz, Member  
David C. Lewis, Member  
Karen Caswelch, Member  
Philip C. Borst, Member  
Lynn T. Gordon, Advisory Member

Rex M. Joseph, Board Counsel

**IAA executive staff attending:**

Robert A. Duncan, Executive Director  
Mike Medvescek, Sr. Director of Operations  
Marsha Stone, Sr. Director of Commercial Enterprise  
Joseph Heerens, General Counsel  
Shannetta Griffin, Sr. Director of Planning & Development  
Robert Thomson, Sr. Director of Finance  
Jamie Leap, Sr. Administrative Assistant/Recording Secretary

**APPROVAL OF MINUTES**

Upon a motion by Ms. Wojtowicz, seconded by Mr. Lewis and unanimously passed, approval was given to the Minutes of both the Pre-Board and Regular Meetings of November 15, 2013.

**ORDINANCES, RESOLUTIONS AND PUBLIC HEARINGS**

President Wells introduced General Ordinance No. 1-2014, concerning the Revision and Modification of Airport Security Enforcement Program.

President Wells next described Resolution No. 9-2013, concerning the transfer of amounts between budget line item classifications from the 2013 appropriations of the Indianapolis Airport Authority System Fund. Upon a motion by Ms. Wojtowicz, seconded by Mr. Bennett and unanimously passed, approval was given to Resolution No. 9-2013.

President Wells next described Resolution No. 10-2013, concerning the modification and restatement of the Charter for the Finance & Audit Committee. Upon a motion by

Ms. Wojtowicz, seconded by Ms. Caswelch and unanimously passed, approval was given to Resolution No. 10-2013.

## **BOARD REPORTS**

### **President's Report**

President Wells recognized the entire staff at the Indianapolis Airport Authority for their accomplishments throughout 2013. In addition, he recognized the IT Department for its significant advancements, the Parking Department for its progress and outstanding customer service, and the IAA team that's working on the Stormwater Plan. Lastly, President Wells noted the opening of the new Service Plaza, the completion of the Solar Farm, the demolition of the Old Terminal, and beneficial staffing improvements.

## **OTHER REPORTS**

### **Noise Exposure Map Final Result Presentation**

Ms. Susan Zellers, Deputy Director of Planning & Development, provided a brief presentation on the most recent Noise Exposure Map Update, which is the 5<sup>th</sup> Update to the initial Part 150 Noise Compatibility Plan for Indianapolis International Airport. The study included Global Positioning System based arrival and departure procedures for FAA and Fed Ex, as well as field noise monitoring and public outreach. As a result of the study, no significant changes were identified.

## **OFFICIAL ACTIONS**

INTRODUCTION AND APPROVAL OF THE INDIANAPOLIS AIRPORT AUTHORITY'S GENERAL AGENDA, DATED December 20, 2013: President Wells introduced and then verbally described each of the individual items listed on the General Agenda, after which he asked for separate motions of approval, as follows:

**BP2013-12-1**. Upon a motion by Ms. Wojtowicz, seconded by Ms. Caswelch and unanimously passed, approval was given to BP2013-12-1.

**BP2013-12-2**. Upon a motion by Mr. Lewis, seconded by Mr. Flynn and unanimously passed, approval was given to BP2013-12-2.

**BP2013-12-3**. Upon a motion by Mr. Flynn, seconded by Mr. Bennett and unanimously passed, approval was given to BP2013-12-3.

**BP2013-12-4**. Upon a motion by Mr. Flynn, seconded by Mr. Lewis and unanimously passed, approval was given to BP2013-12-4.

**BP2013-12-5**. Upon a motion by Mr. Bennett, seconded by Mr. Borst and unanimously passed, approval was given to BP2013-12-5.

**BP2013-12-6.** Upon a motion by Mr. Lewis, seconded by Mr. Borst and unanimously passed, approval was given to BP2013-12-6.

**BP2013-12-7.** Upon a motion by Ms. Caswelch, seconded by Mr. Bennett and unanimously passed, approval was given to BP2013-12-7.

**BP2013-12-8.** Upon a motion by Mr. Flynn, seconded by Ms. Caswelch and unanimously passed, approval was given to BP2013-12-8.

**BP2013-12-9.** Upon a motion by Mr. Bennett, seconded by Mr. Flynn and unanimously passed, approval was given to BP2013-12-9.

**BP2013-12-10.** Upon a motion by Mr. Lewis, seconded by Mr. Borst and unanimously passed, approval was given to BP2013-12-10.

## **STAFF REPORTS**

### **Executive Director Report**

The following reports were provided:

- Mr. Joe Taney, Regional Director with U.S. Department of Homeland Security, presented the IAA with the “Partnership” award, which is given to an entity that shows outstanding dedication to prevention and protection activities, and places high priority upon organizational effectiveness in its relationship with TSA.
- Mr. Robert Duncan, IAA’s Executive Director, noted that the TSA staff recently received the “Airport of the Year” award, which recognizes an airport that exhibits exceptional internal and external customer service as to passengers, customers and other stakeholders, and demonstrates exemplary customer service while maintaining the highest level of airport security.
- Mr. Mike Medvescek, IAA’s Sr. Director of Operations, briefly reported on the effectiveness of the newly purchased snow equipment.
- Mr. Robert Thomson, IAA’s Sr. Director of Finance, introduced Ms. Holli Harrington, who replaced Mr. Corey Wilson as the IAA’s Diversity Director.
- Ms. Heidi Babkowski, IAA’s Financial Planning Manager & Assistant Treasurer, introduced Mr. Tendai Makombe, who is the new Treasury Analyst for the IAA.
- Mr. Duncan next reported that the IAA Employee Engagement Council (“EEC”) took the initiative to serve Thanksgiving Dinner to IAA staff working Thanksgiving Day. Mr. Duncan also recognized Mr. Mark Chastain, Ms. Jamie Leap, and Ms. Abbey Whaley for their efforts in this regard, as well as Ms. Carole Nicholson for her leadership. Many EEC members, including IAA Senior Management, were present during the dinners and visited with IAA staff.
- Lastly, Mr. Duncan reported that five members of IAA’s Fire Department recently participated in an event called the “Drum Stick Dash”, which raised money for the Wheeler Mission. Their efforts raised \$3,360 and they participated in the 2.5 mile walk/run in full gear, carrying equipment.

**ADJOURNMENT**

President Wells announced that the next IAA Board meeting is scheduled for January 17, 2014.

There being no further business, the meeting was adjourned at 9:43 a.m.

INDIANAPOLIS AIRPORT AUTHORITY\*

\_\_\_\_\_  
Michael W. Wells, President

\_\_\_\_\_  
Alfred R. Bennett, Secretary

Date: \_\_\_\_\_

\*Signed under authority of IAA Board Resolution #6-2013



## BOARD MEMO – SECURITY ENFORCEMENT PROGRAM

To: IAA Board of Directors

From: Michael Medvescek, Sr. Director of Operations  
Joseph Heerens, General Counsel

Date: January 1, 2014

Board Date: January 17, 2014

Subject: Revision and Modification of Airport Security Enforcement Program

### **Background**

In 1999, the Board of the Indianapolis Airport Authority (“Authority”), by adoption of General Ordinance No. 1-1999, established a certain Security Enforcement Program (the “1999 Ordinance”). At that time, the Authority determined that it was desirable to raise security awareness and improve overall security performance at the Indianapolis International Airport (the “Airport”) by establishing a security program to hold people individually accountable for compliance with important security regulations and rules of the Federal Aviation Administration (“FAA”), Transportation Security Administration (“TSA”), and Authority.

The Authority subsequently repealed and replaced the 1999 Ordinance by adopting General Ordinance No. 2-2003 (the “2003 Ordinance”), which effectively amended the 1999 Ordinance in certain respects but otherwise continued the Security Enforcement Program.

In an effort to further enhance and improve the Security Enforcement Program, certain changes are being proposed which are reflected in General Ordinance No. 1-2014 that the Authority presented and introduced at its public board meeting held on December 20, 2013 (the “2014 Ordinance”). The 2014 Ordinance revises and modifies the 2003 Ordinance in the following ways:

- (i) The individuals who are authorized to issue citations for security violations has been expanded from “law enforcement officers” to now also include additional IAA employees, including firefighters, badging office personnel, and other key employees given that responsibility by the Airport Security Coordinator. This change will effectively expand the enforcement ability of the Authority with respect to compliance with these important security regulations.

- (ii) In connection with violations, the dollar amount of civil penalties (or fines) has not been updated since 2003. For a first-time violation, the fine will remain unchanged at \$100. However, for a person's second violation, the fine will be increased from \$175 up to \$250. For a person's third violation, the fine will be increased from \$250 up to \$500.
- (iii) The existing "Sharp Tool Policy" set forth in the 2003 Ordinance is being replaced with an updated version called the "Prohibited Items Policy", a copy of which is attached hereto.

Pursuant to statutory requirements, the 2014 Ordinance was introduced at a public meeting of the Authority's Board held on December 20, 2013. The next step in the statutory process is for the 2014 Ordinance to receive a hearing at a public meeting of the Board where the general public may testify and offer their comments on the 2014 Ordinance prior to any vote thereon. That public hearing will occur on January 17, 2014 in the Authority's Board Room at the Airport. The required public notices for the 2014 Ordinance have been published.

**Diversity Participation**

Not applicable.

**Schedule**

December 20, 2013	Introduction of General Ordinance No. 1-2014
January 17, 2014	Public Hearing/Consideration for Adoption of said Ordinance

**GENERAL ORDINANCE NO. 1-2014**

Revising and Modifying

General Ordinance No. 2-2003

**WHEREAS**, the Board of the Indianapolis Airport Authority (“Authority”), by adoption of General Ordinance No. 1-1999, established a certain Security Enforcement Program (the “1999 Ordinance”); and

**WHEREAS**, the Authority subsequently repealed and replaced the 1999 Ordinance when it adopted General Ordinance No. 2-2003 (the “2003 Ordinance”) on April 18, 2003; and

**WHEREAS**, as specified in the 2003 Ordinance, the Authority determined that it was desirable to raise security awareness and improve overall security performance at Indianapolis International Airport (the “Airport”), and, accordingly, established a Security Enforcement Program to hold people individually accountable for compliance with security regulations and rules of the Federal Aviation Administration (“FAA”), Transportation Security Administration (“TSA”), and the Authority; and

**WHEREAS**, the Authority now desires to revise and modify the 2003 Ordinance, all as more particularly described herein.

**NOW, THEREFORE**, be it ordained by the Authority’s Board:

**SECTION 1: DEFINITIONS**

The following definitions shall apply to this Ordinance:

A. “Airport ID Badge” means certain access and identification media (e.g., ID badges) approved and issued by the Authority, pursuant to 49 CFR Part 1542 (or as such regulation is hereafter amended), authorizing the holder thereof to unescorted access into the Sterile Area, Secured Area, AOA, or SIDA.

- B. “Airport Security Coordinator” means the employee designated by the Authority to occupy this position under its Security Enforcement Program.
- C. “AOA” means the Air Operations Area, which includes any portion of the Airport used for aircraft movement, aircraft parking, loading ramps, and safety areas.
- D. “CFR” means the Code of Federal Regulations.
- E. “Secured Area” means an area of the Airport to which access is controlled by the inspection of persons and property.
- F. “Prohibited Items Policy” means the Secured Area Prohibited Policy attached hereto as “Exhibit A” and made a part hereof, which may be updated, from time to time, as necessary as part of the Airport Security Plan.
- G. “SIDA” means the Security Identification Display Area.
- H. “Sterile Area” means the portions of the Airport that provide passengers access to boarding of aircraft and to which access generally is controlled by TSA.

## **SECTION II: SECURITY VIOLATIONS**

The following shall constitute a security violation for purposes of this Ordinance:

A. Failure to Challenge:

Any person issued an Airport ID Badge who fails to challenge another person that he or she observes not displaying, or improperly displaying, an Airport ID Badge within the SIDA, AOA or Secured Area, commits the violation of “Failure to Challenge”.

B. Failure to Display:

Any person issued an Airport ID Badge who fails to continuously display it facing outward above waist level on their outermost garment while within the SIDA, AOA or Secured Area, commits the violation of “Failure to Display”.

C. Unauthorized Access:

Any person within the SIDA, AOA or Secured Area, who is not properly displaying a current and valid Airport ID Badge, or is not being escorted by a person properly displaying a current and valid Airport ID Badge, commits the violation of “Unauthorized Access”.

D. Failure to Escort:

Any person issued an Airport ID Badge who provides access to SIDA, AOA or Secured Area, to any individual or vehicle who has not been issued an Airport ID Badge, and then fails to escort such individual or vehicle within the SIDA, AOA or Secured Area, or leaves such individual or vehicle unattended within the SIDA, AOA or Secured Area, or escorts such individual or vehicle into a portion of the SIDA, AOA or Secured Area which the escorting individual is not authorized to penetrate, commits the violation of “Failure to Escort”.

E. Piggybacking:

Any person (including any holder of an Airport ID Badge), having gained access to the SIDA, AOA or Secured Area through any access point opened by another individual, commits the violation of “Unlawful Piggybacking”.

F. Tailgating:

Any person operating a vehicle (including any holder of an Airport ID Badge), having gained access to the SIDA, AOA or Secured Area through an access point opened by another individual, commits the violation of “Unlawful Tailgating”.

G. Door Alarm:

Any person using the security system card swipe or keypad improperly, forcing open a door, blocking open a door, or otherwise violating established security procedures that results in activation of a door alarm, commits the violation of “Unlawful Door Alarm”.

H. Unsecured Doors or Gates:

Any person leaving a gate or door that provides access to the SIDA, AOA or Secured Area, either unsecured or unlocked, commits the violation of “Unsecured Doors or Gates”.

I. Prohibited Items:

Any person who fails to comply with the Prohibited Items Policy, commits the violation of “Prohibited Items”.

**SECTION III: SECURITY VIOLATION TICKET**

The Authority hereby adopts the Security Violation Ticket in the form and style attached hereto as “Exhibit B” and made a part hereof, for use in enforcement of this Ordinance by law enforcement officers, firefighters, badging office personnel, and all other properly trained employees of the Authority as designated, from time to time, by the Airport Security Coordinator.

**SECTION IV: PENALTIES**

The following penalties are established for violation(s) of this Ordinance:

A. First Violation:

Any person who violates any of the provisions of this Ordinance shall be subject to immediate confiscation and suspension of his or her Airport ID Badge and a civil penalty of One Hundred and No/100 Dollars (\$100.00) to be paid within ten (10) business days after receipt of a Security Violation Ticket, and if such civil penalty is *not* paid within that time period, then such person’s Airport ID Badge shall be deactivated. Such person shall pay the civil penalty, and also attend and complete an Airport security retraining session prior to such person’s Airport ID Badge being reissued and reactivated.

B. Second Violation:

Any person who has committed two (2) violations of any of the provisions of this Ordinance within the preceding twelve (12) calendar months shall be subject to immediate confiscation and suspension of his or her Airport ID Badge for not less than seven (7) days and a civil penalty of Two Hundred Fifty and No/100 Dollars (\$250.00) to be paid within ten (10) business days after receipt of a Security Violation Ticket, and if such civil penalty is *not* paid within that time period, then such person's Airport ID Badge shall be deactivated. Such person shall pay the civil penalty, and also attend and complete an Airport security retraining session prior to such person's Airport ID Badge being reissued and reactivated.

C. Third Violation:

Any person who has committed three (3) violations of any of the provisions of this Ordinance within the preceding twenty-four (24) calendar months shall be subject to a civil penalty of Five Hundred and No/100 Dollars (\$500.00) and immediate deactivation and confiscation of his or her Airport ID Badge. Upon approval of the Airport Security Coordinator, such person shall pay the civil penalty, and also attend and complete an Airport security retraining session prior to such person's Airport ID Badge being reissued and reactivated.

**SECTION V: APPEALS**

The Airport Security Coordinator is hereby authorized and empowered to resolve disputed violations of this Ordinance (in the exercise of his or her discretion) without resorting to the enforcement proceedings of Section VI. The Authority's Executive Director may, from time to time, designate other employees (e.g., Chief of Police of the

Airport's Police Department) to resolve disputed violations of the Ordinance under this Section V.

**SECTION VI: ENFORCEMENT**

This Ordinance may be enforced pursuant to Indiana Code § 34-28-5.

**SECTION VII: OTHER ORDINANCES**

Any ordinances (or parts thereof) of the Authority that are inconsistent with the terms of this General Ordinance No. 1-2014 (including, but not limited to, the 2003 Ordinance), are hereby superseded, to the extent of any such inconsistency, for the period commencing from and after the Effective Date.

**SECTION VIII: EFFECTIVE DATE**

This Ordinance shall be effective from and after the date of its adoption (the "Effective Date").

**ADOPTED** on this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**INDIANAPOLIS AIRPORT AUTHORITY \***

By: \_\_\_\_\_  
Michael W. Wells, President

By: \_\_\_\_\_  
Alfred R. Bennett, Secretary

\* Signed under authority of IAA Board Resolution #6-2013

EXHIBIT A

**Explosive Materials**

Item	Carry-on	Checked
Blasting Caps	No	No
Dynamite	No	No
Fireworks	No	No
Flares (in any form)	No	No
Hand Grenades	No	No
Plastic Explosives	No	No
Realistic Replicas of Explosives	No	No

**Flammable Items**

Item	Carry-on	Checked
<b>Aerosol</b> - Are prohibited with the exception of personal care items or toiletries in limited quantities	No	No
<b>Fuels</b> - Cooking fuels and any flammable liquid fuel is prohibited.	No	No
<b>Gasoline</b>	No	No
<b>Gas Torches</b>	No	No
<b>Lighters</b> - Lighters without fuel are permitted in checked baggage. Lighters with fuel are prohibited in checked baggage, unless they adhere to the Department of Transportation (DOT) exemption, which allows up to two fueled lighters if properly enclosed in a DOT approved case. If you are uncertain as to whether your lighter is prohibited, please leave it at home.	Yes	No
<b>Lighter Fluid</b>	No	No
<b>Torch Lighters</b> - These items create a thin, needle-like flame that is hotter (reaching 2,500 degrees Fahrenheit) and more intense than those from common lighters. Torch lighters are often used for pipes and cigars, and maintain a consistent stream of air-propelled fire regardless of the angle at which it is held. Torch lighters are prohibited.	No	No
<b>Strike-anywhere Matches</b>	No	No
<b>Safety Matches</b> - Only 1 book of safety (non-strike anywhere) matches are permitted as carry-on items.	Yes	No
<b>Flammable Paints</b>	No	No
<b>Turpentine and Paint Thinner</b>	No	No
<b>Realistic Replicas of Incendiaries</b>	No	No

**NOTE:** There are other hazardous materials that are regulated by the FAA. For more information visit [www.faa.gov](http://www.faa.gov).

**Disabling Chemicals & Other Dangerous Items**

Item	Carry-on	Checked
Chlorine for Pools and Spas	No	No
Carbon Dioxide Cylinders	Yes	Yes
<b>in a Self-Inflating Life Jacket</b> - Up to 2 in life vests and 2 spares. The spares must accompany the life vests and be presented as one unit.		
<b>Fire Extinguishers and other Compressed Gas Cylinders</b>	No	No
<b>Liquid Bleach</b>	No	No
<b>Spillable Batteries</b> - Except those in wheelchairs	No	No
<b>Spray Paint</b>	No	No
<b>Tear Gas</b> - Self-defense sprays containing more than 2% by mass of Tear Gas is prohibited in both checked bag and checkpoint.	No	No

**NOTE:** There are other hazardous materials that are regulated by the FAA. This information is summarized at [www.faa.gov](http://www.faa.gov).

**Other Items**

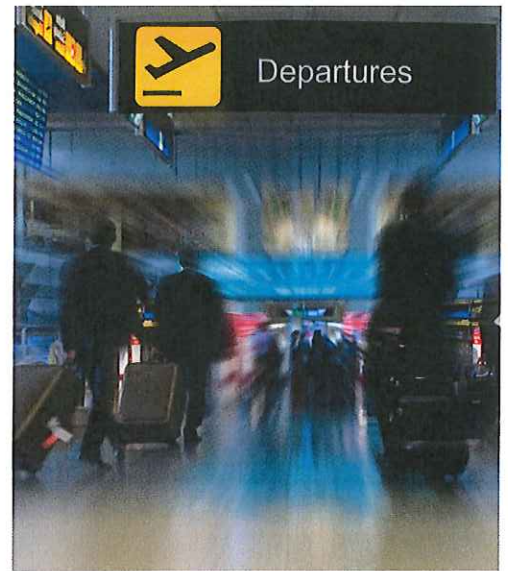
Item	Carry-on	Checked
<b>Gel-type Candles</b>	No	Yes
<b>Non-Flammable Liquid, Gel, or Aerosol</b> (3.4 oz./100.55 ml or less that fit in one, clear, plastic, quart-sized, resealable bag)	Yes	Yes
<b>Flammable Liquid, Gel, or Aerosol</b>	No	No
<b>Marijuana</b> (including both medical and non-medical)*	No	No
<b>Snow Globes</b> (unless otherwise prohibited)**	Yes	Yes

\*Screening procedures are governed by federal law and designed to detect threats to aviation security. TSA officers do not search for marijuana or other drugs; however, if an item is found that may violate federal law during security screening, TSA will refer the matter to law enforcement. Whether or not marijuana is considered medical marijuana federal law provides no basis to treat medical marijuana differently than non-medical marijuana.

\*\*Snow globes that appear to contain less than 3.4 ounces (approximately tennis ball size) will be permitted if the entire snow globe, including the base, is able to fit in the same one clear, plastic, quart-sized, re-sealable bag, as the passenger's other liquids, such as shampoo, toothpaste and cosmetics.

[tsa.gov](http://tsa.gov)

Updated: August 2013



**Prepare for Takeoff**  
TSA's Prohibited Items List



Transportation Security Administration

## TSA Prohibited Items List

The TSA Prohibited Items List is not intended to be all-inclusive and is updated as necessary. To ensure a traveler's security, Transportation Security Officers (TSOs) may determine that an item not on the Prohibited Items List is prohibited.

The final decision rests with TSA on whether to allow any items through security checkpoints.

Travelers are encouraged to check with their airline or travel agent for policies as individual airlines may place additional restrictions on any item.

Please note that some items are illegal in certain states and will be subject to state laws. It is the traveler's responsibility to be aware of state laws in both origination and destination cities.

Please pay careful attention to the "NOTE" included at the bottom of each section – they contain important information about restrictions and exceptions.

### Sharp Objects

Item	Carry-on	Checked
Box Cutters	No	Yes
Ice Axes/Ice Picks	No	Yes
Knives - Except for plastic or round bladed butter knives	No	Yes
Meat Cleavers	No	Yes
Razor-Type Blades - Box cutters, razor blades not in a cartridge (excluding safety razors) are prohibited in carry-on.	No	Yes
Sabers	No	Yes
Scissors - Metal with pointed tips and a blade length greater than four inches measured from the fulcrum	No	Yes
Swords	No	Yes

**NOTE:** Any sharp objects in checked baggage should be sheathed or securely wrapped to prevent injury to baggage handlers and Transportation Security Officers.

### Sporting Goods

Item	Carry-on	Checked
Baseball Bats	No	Yes
Bows and Arrows	No	Yes
Cricket Bats	No	Yes
Golf Clubs	No	Yes
Hockey Sticks	No	Yes
Lacrosse Sticks	No	Yes
Pool Cues	No	Yes
Ski Poles	No	Yes
Spear Guns	No	Yes
Tennis Rackets	Yes	Yes

### Guns & Firearms

Item	Carry-on	Checked
<b>Ammunition</b> - Check with your airline or travel agent to see if ammunition is permitted in checked baggage on the airline you are flying. Small arms ammunitions for personal use must be securely packed in fiber, wood or metal boxes or other packaging specifically designed to carry small amounts of ammunition. Ask about limitations or fees, if any, that apply.	No	Yes
<b>BB Guns</b>	No	Yes
<b>Compressed Air Guns</b> - Including paintball markers, may be carried in checked luggage without compressed air cylinder attached	No	Yes
<b>Firearms</b> - Firearms carried as checked baggage MUST be unloaded, packed in a locked hard-sided container, and declared to the airline at check-in.	No	Yes
<b>Flare Guns</b> - May be carried as checked baggage, but MUST be unloaded, packed in a locked hard-sided container, within hazardous material regulations, and declared to the airline at check-in.	No	Yes
<b>Flares</b>	No	No
<b>Gun Lighters</b>	No	No
<b>Gun Powder</b> - Including black powder and percussion caps	No	No
<b>Parts of Guns and Firearms</b>	No	Yes
<b>Pellet Guns</b>	No	Yes
<b>Realistic Replicas of Firearms</b>	No	Yes
<b>Starter Pistols</b> - Can only be carried as checked baggage and MUST be unloaded, packed in a locked hard-sided container, and declared to the airline at check-in.	No	Yes

**NOTE:** Check with your airline or travel agent to see if firearms are permitted in checked baggage on the airline you are flying. Ask about limitations or fees, if any, that apply.

### Martial Arts & Self Defense Items

Item	Carry-on	Checked
Billy Clubs	No	Yes
Black Jacks	No	Yes
Brass Knuckles	No	Yes
Kubaton	No	Yes
Mace/Pepper Spray - One 4 fl. oz. (118 ml) container of mace or pepper spray is permitted in checked baggage provided it is equipped with a safety mechanism to prevent accidental discharge. Self-defense sprays containing more than 2% by mass of Tear Gas is prohibited in both checked bag and checkpoint. For more information visit <a href="http://www.faa.gov">www.faa.gov</a> .	No	Yes
Martial Arts Weapons	No	Yes
Night Sticks	No	Yes
Nunchucks	No	Yes
Stun Guns/Shocking Devices	No	Yes
Throwing Stars	No	Yes

**NOTE:** Any sharp objects in checked baggage should be sheathed or securely wrapped to prevent injury to baggage handlers and Transportation Security Officers.

### Tools

Item	Carry-on	Checked
Axes and Hatchets	No	Yes
Cattle Prods	No	Yes
Crowbars	No	Yes
Hammers	No	Yes
Drills and drill bits - Including cordless portable power drills	No	Yes
Saws - Including cordless portable power saws	No	Yes
Tools - Greater than 7 inches in length	No	Yes
Screwdrivers/Wrenches/Pliers - Greater than 7 inches in length	No	Yes

**NOTE:** Any sharp objects in checked baggage should be sheathed or securely wrapped to prevent injury to baggage handlers and Transportation Security Officers.

IAA Board Meeting  
General Agenda  
January 17, 2014

General:

**BP2014-01-1** Consider for approval Amendment #4 to the Farm Lease Agreement with Mt. Comfort Farms, LLC thereby extending the Agreement for three (3) additional years commencing January 1, 2015

Capital Program:

**BP2014-01-2** Consider for approval the Request for Proposals – 2014 Oracle Upgrade and authorize the public bidding process. The IAA staff also recommends the Board consider for approval the delegation of authority to the IAA Board President, board technical representative Jack Morton, and the Executive Director to approve and execute the Professional Services Agreement with the selected bidder for the 2014 Oracle Upgrade due to tight project timelines

**BP2014-01-3** Consider for approval the Computer, Server and Equipment Refresh Project in an amount not-to-exceed \$536,058.00. MBE 34.11% (SHI – 31.26% and RCR Technologies – 2.85%) and WBE 7.94% (Phelco Technologies)

**BP2014-01-4** Consider for approval a professional services contract with Journey Engineering, LLC for Apron Stormwater Inlet Repairs at Indianapolis International Airport, Project # I-14-004, in an amount not-to-exceed \$194,758 (fees) and \$7,383 (expenses) for a total not-to-exceed amount of \$202,141. MBE 16.28% (Roy D. McQueen), WBE 62.53% (Journey Engineering, Protection Plus, ReproGraphix), and VBE 4.88% (R&B Consulting)

**BP2014-01-5** Consider for approval Amendment 1 to the contract with Woolpert, Inc. for Eagle Hub Apron Rehabilitation at Indianapolis International Airport, Project # I-14-020, in an amount of \$74,755 (fees) and \$1,024 (expenses) for a total not-to-exceed amount of \$75,779. DBE 43.52% (Roy D. McQueen & Associates, DB Engineering, LLC, & VS Engineering, LLC), MBE 24.38% (Roy D. McQueen & Associates, VS Engineering, LLC, CTL Engineering, Inc.), WBE 23.65% (DB Engineering, LLC, ReproGraphix, White Security), and VBE 4.07% (B&R Consulting)

BP2014-01-6

Consider for approval Final & Balancing Change Order No. 4 with E & B Paving, Inc. for Rehabilitate Tug Roads Phase I at Indianapolis International Airport, Project # I-12-003, in an amount not-to-exceed \$102,111.35. M/W/VBE 0%

BP2014-01-7

consider for approval Plans and Specifications for Bid Package Project # H-13-036, Structural Slab Replacement at Downtown Heliport, and authorize the public bidding process



## **BOARD MEMO – FARM LEASE AMENDMENT**

To: IAA Board of Directors

From: Robert Duncan, Executive Director

Date: December 31, 2013

Board Date: January 17, 2014

Subject: Farm Lease Amendment with Gary Kingen d/b/a Mt. Comfort Farms, LLC

### **Background**

Mt. Comfort Farms, LLC entered into a Farm Lease Agreement on March 2, 2009 and subsequent Amendments at Indianapolis Regional Airport which will terminate on December 31, 2014.

Mt. Comfort Farms, LLC is requesting to continue to lease 1,397 acres for an additional three (3) years (2015-2017) for agricultural “row crop” production.

### **Scope**

Execute a 4<sup>th</sup> Amendment with Mt. Comfort Farms, LLC. This Amendment increases the rental rate from \$315/acre for 1,376.5 acres and \$150/acre for 20.5 acres to \$345/acre for 1,397 acres. The new annual income will be \$481,965. Net revenue increase is \$227,872.50 over the three (3) year period, a 15.76% increase.

### **Schedule**

December 20, 2013: Execution of 4<sup>th</sup> Amendment to Farm Lease Agreement with Mt. Comfort Farms, LLC.

### **Revenue and/or Operating Cost Implications**

#### **Revenue:**

Commencing in 2015, revenue will be \$481,965/annum.

#### **Operating Costs:**

No additional costs will be incurred by the IAA to support this Farm Lease Amendment.

### **Supplier Diversity Participation**

Not applicable.

### **Recommendation**

IAA Staff recommends the Board consider for approval Amendment #4 to the Farm Lease Agreement with Mt. Comfort Farms, LLC thereby extending the Agreement for three (3) additional years commencing January 1, 2015.



## **BOARD MEMO – 2014 ORACLE**

To: IAA Board of Directors

From: Joseph B. Miller, Director of Information Technology

Date: January 2, 2014

Board Date: January 17, 2014

Subject: 2014 Oracle Upgrade Request for Proposals

### **Background**

The purpose of this Board Memo is to seek approval of the release of a Request for Proposals (RFP) for the upgrade of the IAA's financial management system, Oracle Enterprise Business Suite (EBS), to the latest version.

In 1999, BAA implemented Oracle Financials enterprise resource planning (ERP) software at the Indianapolis Airport. In 2005, BAA updated Oracle EBS to the latest version. Oracle EBS has not seen any major updates at the IAA since 2005. Due to concerns regarding the expensive nature of continuing support, as well as concerns regarding the risks to information security caused by running such out-of-date software, it was determined that IAA should upgrade to the latest version of Oracle EBS, R12. Review of all available options from Katz, Sapper, and Miller Consulting as well as an additional external 3<sup>rd</sup> party, determined that upgrading the existing Oracle software was the best course for the Authority

### **Scope**

The scope of work includes implementation and configuration of Oracle EBS R12, converting or replacing all relevant, existing reporting and business intelligence data, and providing updated software and process documentation.

### **Schedule**

The schedule for the project is as follows:

- January 17, 2014 – RFP Release
- February 24, 2014 – Proposals due
- March 31, 2014 – Anticipated contract execution and Notice to Proceed
- October 1, 2104 – Oracle EBS R12 Go-Live

### **Supplier Diversity Participation**

The Director of Supplier Diversity has established the following participation goals for this project:

Meaning participation from a single minority vendor with a goal of 18% MBE or 18% WBE or 10% VBE.

**Recommendation**

The IAA staff recommends that the Board consider for approval the Request for Proposals – 2014 Oracle Upgrade and authorize the public bidding process. The IAA staff also recommends the Board consider for approval the delegation of authority to the IAA Board President, board technical representative Jack Morton, and the Executive Director to approve and execute the Professional Services Agreement with the selected bidder for the 2014 Oracle Upgrade due to tight project timelines.



## BOARD MEMO – PROJECT AUTHORIZATION

To: IAA Board of Directors

From: Joe Miller, Director of Information Technology

Date: January 1, 2014

Board Date: January 17, 2014

Subject: Computer, Server and Equipment Refresh Project 2014, Project # I-14-XXX

### Background

The Indianapolis Airport Authority (IAA) owns approximately 500 computers and over 100 servers which allow the IAA to conduct business operations on a day to day basis. The current program refreshes the desktop hardware, i.e. pcs, laptops and mobile data terminals (MDTs), every 4 years and refreshes IAA’s server hardware every 5 years. Gartner, the leading IT Research and consulting firm, has reported that its research has shown that refreshing every 3 years yields maximum efficiency on total cost of ownership, however the IAA procures extended warranties on these machines and, coupled with the low failure rate in the 4<sup>th</sup> year, allows this cycle to be extended to a four year refresh, which saves the Authority about \$100,000 in net present value over a 10 year period. This desktop replacement strategy also eliminates the need for additional personnel related to machine repair.

This project is part of the KSM approved strategy and was approved for board presentation by Senior Staff on January 7, 2014.

### Scope

This project is for hardware procurement to refresh existing hardware that has become obsolete or has reached the end of its useful life.

### Budget

This year’s refresh project contains a request for the following items:

<u>Computer, Server, and Equipment Refresh</u>		
87 PC/Laptop/Tablet/Accessories	\$	75,450
Security Servers and Infrastructure		78,250
Airport Servers and Infrastructure		240,700
EVIDS and Gate Hold Monitors		20,950
Bag Makeup Monitors		81,000
Contingency		<u>39,708</u>
<b>Total Costs</b>	<b>\$</b>	<b>536,058</b>

The purchase total for \$536,058.00 is within the approved project budget, approved as part of the 2014 capital plan.

Funding for this project is anticipated to be 100% Airport cash funding.

The project is being undertaken to maintain existing infrastructure IAA IT department's strategy to deliver high quality of systems and service while maximizing the cost savings and value to the Authority.

Most equipment selections for this project are on the State Quantity Purchasing Agreement (QPA) contract. For the items not on the QPA, the equipment was competitively sourced from qualified vendors.

The proposed budget for this project is consistent with the reductions proposed and completed in the 2013 refresh project. Specifically the pull forward amount of \$84,552, which resulted in a net cost decrease of approximately \$591,500. The details of this move are below. There was an increase of \$81,000 (\$73,558 over proposed 2013 reductions), for the upgrade of bag makeup LCD monitors that needed to be ruggedized for the harsh environment.

	<u>Original Budget</u>	<u>Net Changes from 2013</u>	<u>Net Changes from 2014</u>	<u>Proposed Budget</u>
2013	\$ 685,050	\$ 84,552	\$ -	\$ 769,602
2014	1,054,000	(591,500)	73,558	536,058
<b>Total Costs</b>	<b>\$ 1,739,050</b>	<b>\$ (433,390)</b>	<b>\$ 73,558</b>	<b>\$ 1,305,660</b>

**Schedule**

The term of this project is to procure and deploy the Server infrastructure, both airport and security, by the end of February, with migrations completed by March. The end user portion of the refresh will be completed by September.

**Supplier Diversity Participation**

The Director of Supplier Diversity has approved the following:

FIRM	AMOUNT		%	
	MBE	WBE	MBE	WBE
Phelco Technologies, Inc.	\$0	\$70,900*	0.0	7.94
RCR Technologies	\$25,500*	\$0	2.85	0.0
SHI	\$279,250*	\$0	31.26	0.0
<b>Totals</b>	<b>\$304,750</b>	<b>\$70,900</b>	<b>34.11</b>	<b>7.94</b>

*\*these numbers reflect 60% of the actual dollars being sourced to these firms, which is consistent with IAA policy for pass-through non-service purchases.*

**Recommendation**

The IAA staff has reviewed the proposal and recommends that the Board consider for approval the Computer, Server and Equipment Refresh Project in an amount not-to-exceed \$536,058.00. MBE 34.11% (SHI – 31.26% and RCR Technologies – 2.85%) and WBE 7.94% (Phelco Technologies).



## **BOARD MEMO - CONTRACT**

To: IAA Board of Directors

From: Shannetta Griffin, P.E., Sr. Director of Planning & Development

Date: December 23, 2013

Board Date: January 17, 2014

Subject: Approval of Professional Services Contract with Journey Engineering, LLC for Apron Stormwater Inlet Repairs at Indianapolis International Airport, Project # I-14-004

### **Background**

The Indianapolis International Airport (IND) Terminal Apron was constructed in 2007 and opened to aircraft in 2008. In 2013, an Indianapolis Airport Authority (IAA) maintenance employee noticed one (1) of the one hundred and twenty-four (124) apron drainage inlets was broken. The area around the inlet was closed and the broken inlet was repaired.

An assessment of the remaining 123 inlets was performed and identified that numerous inlets require corrective action.

This contract is for the professional services to investigate each inlet in detail and to design the appropriate, economical fix as needed to continue to provide a safe operating environment for airport tenants and employees.

This project was approved for implementation by the Senior Management Team on August 26, 2013. On September 3, 2013, the IAA issued a qualifications based Request for Proposals (RFP) per Federal Aviation Administration (FAA) requirements to select a designer for this project, with responses due on September 24, 2013. Two (2) proposals were received. A review committee made up of seven (7) IAA representatives reviewed and ranked the proposals. Journey Engineering, LLC was ranked highest by the committee to meet this project's design requirements.

### **Scope**

This project will include further field investigation, design of repair methods, compilation of bid documents, bidding assistance and construction administration/inspection services.

### **Budget**

This contract is within the overall project budget of \$726,000 as approved in the 2014 Capital Budget.

<u>Project Costs</u>	
Design & Soft Costs	\$202,140
Construction	<u>523,860</u>
Total Anticipated Project Costs	\$726,000

Funding for this project is 100% Airport capital improvement funds.

This project is being undertaken to increase the margin of safety at the terminal. As a result of the critical nature of the repairs, this project is exempt under the Authority's hurdle rate policy and has not been subjected to an internal rate of return calculation.

### Schedule

The term of this contract will begin on **January 17, 2014** upon Board approval and conclude **December 31, 2014**.

### Supplier Diversity Participation

The Director of Supplier Diversity has approved the following MBE/WBE/VBE participation goals:

FIRM	AMOUNT			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Journey Engineering	\$ 0	\$ 111,630	\$ 0	0	57.32	0
Roy D. McQueen	31,710	0	0	16.28	0	0
R&B Consulting	0	0	9,500	0	0	4.88
Protection Plus	0	4,158	0	0	2.13	0
ReproGraphix	0	6,000	0	0	3.08	0
<b>Totals</b>	<b>\$31,710</b>	<b>\$121,788</b>	<b>\$9,500</b>	<b>16.28</b>	<b>62.53</b>	<b>4.88</b>

### Recommendation

The IAA staff recommends that the Board consider for approval a professional services contract with Journey Engineering, LLC for Apron Stormwater Inlet Repairs at Indianapolis International Airport, Project # I-14-004, in an amount not-to-exceed \$194,758 (fees) and \$7,383 (expenses) for a total not-to-exceed amount of \$202,141. MBE 16.28% (Roy D. McQueen), WBE 62.53% (Journey Engineering, Protection Plus, ReproGraphix), and VBE 4.88% (R&B Consulting).



## **BOARD MEMO – AMENDMENT**

To: IAA Board of Directors

From: Shannetta Griffin, P.E., Sr. Director of Planning & Development

Date: December 19, 2013

Board Date: January 17, 2014

Subject: Approval of Amendment 1 for Professional Services with Woolpert, Inc. for Rehabilitate former Eagle Hub Apron at Indianapolis International Airport, Project # I-14-020

### **Background**

The former Eagle Hub at Indianapolis International Airport (IND), located on the north side of IND, was constructed in 1992, commissioned in 1993, and expanded in 1999. The United States Postal Service (USPS) ceased aircraft operations at their IND hub in August 2001. In late summer 2012, the Indianapolis Airport Authority (IAA) conducted a facility assessment of the Eagle Hub as part of its reversion from the USPS to IAA on November 30, 2012. This assessment noted deficiencies of the facilities caused by deferred maintenance by the USPS. The IAA and USPS negotiated a cash settlement of \$1.8 million for the deficiencies in lieu of repairing the deficient items.

To date, the apron has been used primarily for special events, diverted aircraft parking, remain overnight (RON) aircraft parking, and training. The apron will provide airfield support for reuse of the building. The IAA's 2012 Structural Evaluation of Airfield Pavements indicated the apron is in need of rehabilitation including panel replacement, joint sealing and spall repair.

This project was approved for implementation by the Senior Management Team on August 26, 2013. On September 3, 2013, the IAA issued a qualifications based Request for Proposals (RFP) per Federal Aviation Administration (FAA) requirements to select a designer for this project, with responses due on September 24, 2013. Seven (7) proposals were received. A review committee made up of seven (7) IAA representatives reviewed and ranked the proposals. Woolpert, Inc. was ranked highest by the committee to meet this project's design requirements.

On December 18, 2013 a professional services contract was executed by the Executive Director for elements of initial design work on Eagle Hub Apron Rehabilitation, Project # I-14-020, between the IAA and Woolpert, Inc. This contract included only initial design elements of field data collection and compilation of a rehabilitation recommendation report to allow the field work to occur before significant winter weather and to make

use of this field data to better define the needed rehabilitation using current conditions before initiating preliminary and final design.

Using data from the initial design, this contract amendment provides for the balance of the design services including preliminary and final design, bidding assistance, construction administration and project close-out services by the designer.

**Scope & Budget**

The scope of this Amendment 1 includes preliminary design, final design, construction administration and post construction administration.

**Eagle Hub Apron Reahbilitation Budget**

Design and Soft Costs	\$ 286,000
Construction	1,155,000
Construction Contingency	<u>110,000</u>
<b>Total Project Budget</b>	<b><u>\$ 1,551,000</u></b>

The professional services contract Amendment 1 of \$75,779 for a total contract amount of \$199,974 is within the approved 2014 Capital Budget of \$1,551,000 for Eagle Hub Apron Rehabilitation.

The funding for this project is anticipated to be 75% FAA grant funds and 25% Airport capital improvement funds and is programmed for 2014 grant funding.

This project is being undertaken to repair existing infrastructure that is integral to the continued operation of the airport. As a result of the critical nature of the repairs, this project is exempt under the Authority's hurdle rate policy and has not been subjected to an internal rate of return calculation.

**Schedule**

This amendment does not change the term of the contract. The contract with Woolpert, Inc. expires on December 31, 2014 to allow for completion of as-builts and project closeout.

**Supplier Diversity Participation**

The Director of Supplier Diversity has approved the following:

Firm	AMOUNT				%			
	DBE	MBE	WBE	VBE	DBE	MBE	WBE	VBE
Roy D. McQueen & Associates, Ltd.	\$ 12,308	\$ 12,308	\$ 0	\$ 0	16.46	16.46	0	0
DB Engineering	16,358	0	16,358	\$ 0	21.88	0	21.88	0
VS Engineering	3,870	3,870	0	\$ 0	5.18	5.18	0	0
B&R Consulting	0	0	0	\$3,040	0	0	0	4.07
CTL Engineering	0	2,050	0	\$ 0	0	2.74	0	0
ReproGraphix	0	0	1,000	\$ 0	0	0	1.34	0
White Security	0	0	320	\$ 0	0	0	0.43	0
<b>Totals</b>	<b>\$32,536</b>	<b>\$18,228</b>	<b>\$17,678</b>	<b>\$3,040</b>	<b>43.52</b>	<b>24.38</b>	<b>23.65</b>	<b>4.07</b>

**Contract Summary to Date**

Contract/Amendment & Execution Date	Service & Term	Amount	Minority Participation %			
			DBE	MBE	WBE	VBE
Original Contract December 18, 2013	Professional Services Term: 12/18/13 – 12/31/14	\$124,195	50.80%	36.23%	17.00%	3.85%
Amendment 1 January 17, 2014	Professional Services Term: No Change	75,779	43.52%	24.38%	23.65%	4.07%
	<b>Revised Contract NTE</b>	<b>\$199,974</b>	<b>47.98%</b>	<b>31.65%</b>	<b>19.57%</b>	<b>3.93%</b>

**Recommendation**

The IAA staff recommends that the Board consider for approval Amendment 1 to the contract with Woolpert, Inc. for Eagle Hub Apron Rehabilitation at Indianapolis International Airport, Project # I-14-020, in an amount of \$74,755 (fees) and \$1,024 (expenses) for a total not-to-exceed amount of \$75,779. DBE 43.52% (Roy D. McQueen & Associates, DB Engineering, LLC, & VS Engineering, LLC), MBE 24.38% (Roy D. McQueen & Associates, VS Engineering, LLC, CTL Engineering, Inc.), WBE 23.65% (DB Engineering, LLC, ReproGraphix, White Security), and VBE 4.07% (B&R Consulting).



## **BOARD MEMO – CHANGE ORDER**

To: IAA Board of Directors

From: Shannetta Griffin, P.E., Sr. Director of Planning & Development

Date: December 20, 2013

Board Date: January 17, 2014

Subject: Approval of Final & Balancing Change Order No. 4 with E & B Paving, Inc. for Rehabilitate Tug Roads Phase I at Indianapolis International Airport, Project # I-12-003

### **Background**

The South Terminal Tug Road, formerly Midfield Access Road, is the primary Security Identification Display Area (SIDA) access at Indianapolis International Airport (IND) to the terminal from the airfield and accommodates a mix of traffic ranging from tugs to fuel trucks. Originally constructed in 1987, the road had reached the end of its expected service life and needed rehabilitation. During construction of the New Indianapolis Airport this road was used heavily by construction traffic, i.e. dump trucks and heavy equipment.

Approximately 4,200 linear feet of road was rehabilitated to provide an additional fifteen (15) years of service with routine maintenance.

On November 17, 2011, this project was approved for implementation by the Senior Management Team. On June 15, 2012, the Board approved plans and specifications for CIP/Project # I-12-003 – Rehabilitate Tug Roads Phase I and authorized the public bidding process. On July 19, 2012, the IAA staff received three (3) bids ranging from \$644,300.00 to \$713,000.00. The contract was awarded to E & B Paving, Inc., the lowest responsive and responsible bidder, in the amount of \$644,300.00.

### **Change Order Summary**

Contract changes fall under one (1) of three (3) categories: Errors/Omissions, Unforeseen Circumstances, or additional Owner requested scope. Typically, the cost of an error is paid by the designer since this requires redo of work that has been completed. Omissions are items that are corrected before work is done on that item and the designers are typically charged up to 15% of the cost of that item since the item has to be negotiated with the contractor. Unforeseen circumstances are items that could not have been anticipated by the designer and are not charged against the designer. This change order addresses two (2) unforeseen circumstance items and final quantities.

<b><u>Unforeseen Circumstances</u></b>	
Unclassified Excavation <sup>1</sup>	\$ 125,461.75
Special Subgrade Treatment	2,624.85
<b><u>Final Quantities</u></b>	
Project Security <sup>2</sup>	(21,485.00)
Pavement Removal	2,250.82
Cold Planing Asphalt	(516.00)
Undercut Unsuitable Material	(334.88)
Silt Fence	1,625.00
Fabric Drop Inlet Protector	(150.00)
Crushed Aggregate Base Course	(6,596.20)
Pavement Marking	(44.00)
Seeding	(2,012.80)
Linear Grading	(13,910.00)
Hot Mix Asphalt (HMA) Patching, Type D	1,259.54
HMA Surface <sup>3</sup>	6,844.75
HMA Intermediate <sup>3</sup>	14,442.40
HMA Base	<u>(7,348.88)</u>
<b>Total -</b>	<b>\$ 102,111.35</b>

<sup>1</sup> – Unclassified excavation increase due to subsurface soil type found during construction. This tug road was, at one time, a county road for which the IAA has no construction records. Soil borings were taken to aid in design, but could not have feasibly been taken to the extent needed to establish a comprehensive soil profile.

<sup>2</sup> – Project security was increased in change orders 1 and 2 for additional scope. Due to efficiencies in construction, these increases were not needed.

<sup>3</sup> – During construction, two locations along the roadway required the intermediate and surface Hot Mix Asphalt (HMA) sections be increased due to subsurface utilities to improve the tug road's durability and quality. While the location of these utilities was known, their depth was not. Increasing the pavement section on both sides of the utilities reduces the chance of premature pavement degradation.

The Rehabilitate Tug Roads Phase I project was approved in the 2012 Capital Budget and was substantially complete and placed into service in December 2012. Warranty work was completed in 2013. The revised contract with the Change Order is within this project's budget, \$980,000.00.

**Revised Construction Contract Amount**

Original Construction Contract Amount	\$ 644,300.00
Previous Change Orders (2.06%)	13,269.49
Final & Balancing Change Order (15.85% of contract)	<u>102,111.35</u>
<b>Total Revised Construction Contract Amount</b>	<b><u><u>\$ 759,680.84</u></u></b>

**Project Costs**

Design & Soft Costs	\$ 174,325.00
Construction Contract Amount	644,300.00
Previous Change Orders (2.06%)	13,269.49
Final & Balancing Change Order (15.85%)	<u>102,111.35</u>
<b>Total Project Cost</b>	<b><u><u>\$ 934,005.84</u></u></b>

**Schedule**

There are no changes to the schedule included in this final & balancing change order.

**Supplier Diversity Participation**

There is no increase in supplier diversity spend as a result of this change order. If this Final & Balancing Change Order No. 4 is approved by the Board, the supplier diversity participation on this project will be:

## Supplier Diversity Construction Contract Summary

FIRM	CLASSIFICATION	ORIGINAL AMOUNT	ORIGINAL %	AFTER CO AMOUNTS	AFTER FINAL CO %
White Security	WBE	\$ 72,500	11.25%	\$ 72,500	9.54%
Indiana Sign & Barricade	WBE	3,621	0.56%	3,621	0.48%
Fox Contractors	MBE	128,560	19.95%	128,560	16.92%
Stone & Rhodes Trucking	D/MBE	11,849	1.84%	11,849	1.56%
Aardvark Tidy Toilets/ M.A.S. Markers, Inc.	D/WBE	570	0.09%	570	0.07%
<b>Totals</b>	<b>DBE</b>	<b>\$ 12,419</b>	<b>1.93%</b>	<b>\$ 12,419</b>	<b>1.63%</b>
	<b>MBE</b>	<b>\$140,410</b>	<b>21.79%</b>	<b>\$140,410</b>	<b>18.48%</b>
	<b>WBE</b>	<b>\$ 76,691</b>	<b>11.90%</b>	<b>\$ 76,691</b>	<b>10.09%</b>
	<b>VBE</b>	<b>\$ 0</b>	<b>0%</b>	<b>\$ 0</b>	<b>0%</b>

**Recommendation**

The IAA staff has reviewed this Final & Balancing Change Order and recommends that the Board consider for approval Final & Balancing Change Order No. 4 with E & B Paving, Inc. for Rehabilitate Tug Roads Phase I at Indianapolis International Airport, Project # I-12-003, in an amount not-to-exceed \$102,111.35. M/W/VBE 0%.



Indianapolis Airport Authority

## BOARD MEMO – PLANS & SPECIFICATIONS APPROVAL

To: IAA Board of Directors

From: Shannetta Griffin, P.E., Sr. Director of Planning & Development

Date: December 27, 2014

Board Date: January 17, 2014

Subject: Approval of Plans and Specifications for Bid Package Project # H-13-036, Structural Slab Replacement at Downtown Heliport, and Authorize the Public Bidding Process

### **Background**

A portion of the apron at the Downtown Heliport is located over the structural slab for the parking garage below. The joints on this portion of the apron were resealed in 2011 but the condition of the underlying structural slab indicates that the slab and the supporting structures need replacement based on site investigation during design. Regrading of the apron is required to fully address water infiltration issues and deterioration of the existing slab structure.

This project was initially approved for implementation by the Senior Management Team on November 26, 2012. The field investigation during design indicated the need for more extensive rehabilitation than could be accommodated within the original budget. The Senior Management Team approved proceeding with design for the increased scope and bidding of the project on July 1, 2013. Once the bid prices are known, the schedule of future projects for the Downtown Heliport will be reviewed to determine if any need to be deferred to more fully grant fund this project.

### **Scope**

The scope of work for the Structural Slab Replacement is removal of the top concrete panels, leveling course, parking deck, beams and girders. After demolition is complete a reinforced concrete deck will be constructed, concrete wall repaired, new and salvaged electrical items reinstalled. The existing fiber optic line will also be relocated during the project. A provision for temporary parking of tenant ambulances that normally park within the construction area is also included during the project.

### **Budget**

Total construction package is estimated between \$500,000 and \$1,000,000. The range is established per Federal Acquisition Regulation Subpart 36.2.

This project is included in the approved 2014 Capital Budget and funding for this project is anticipated to be up to 90% Federal Aviation Administration Airport Improvement Program (AIP) funding through current and future grants. A 2012 grant was received for design and the 2013 grant funds were rolled over to be combined with 2014 grant funds for construction.

The IAA will also be applying for a state grant from the Indiana Department of Transportation (INDOT). When there are sufficient funds in the state budget, INDOT provides a grant of up to 5% of the funding, potentially reducing the Airport capital improvements funding to as low as 5% of the project.

As a project being undertaken to repair existing infrastructure that is also ninety percent (90%) funded with federal grants, this project is exempt under the Authority's hurdle rate policy and has not been subjected to an internal rate of return calculation.

**Schedule**

Advertisement of Opportunity to Bid: January 21, 2014 and January 28, 2014  
Pre-Bid Meeting: February 4, 2014 1:30 pm Building 60, Conference Room 1  
Bid Opening: February 25, 2014 1:30 pm Building 60, Conference Room 1

Est. Bid Award: March 21, 2014

Contract award anticipated March 2014, and the substantial completion date is expected to be August 2014.

**Supplier Diversity Participation**

The Director of Supplier Diversity established the following participation goals:  
DBE 14%, MBE 18%, WBE 5%, and VBE 3%

**Recommendation**

The IAA staff has reviewed the bid documents and recommends that the Board consider for approval Plans and Specifications for Bid Package Project # H-13-036, Structural Slab Replacement at Downtown Heliport, and authorize the public bidding process.





**AGENDA**  
**INDIANAPOLIS AIRPORT AUTHORITY**  
**RELIEVER AIRPORTS SUB-COMMITTEE MEETING**

**MEETING DATE:** January 17<sup>th</sup>, 2014  
**LOCATION:** South Administration Conference Room – Level 4  
**TIME:** Immediately following Board Meeting

1. Review previous meeting minutes
2. Reliever Airport Winter Ops Update – M. Medvescek
3. Capital Project Update – S. Zellers
4. Fuel Activity Report – K. Ebbing
5. T-Hangar Vacancy Report – K. Ebbing
6. Gordon Graham Wildlife Hazard Management Plan Update – T. Method

