



Indianapolis Airport Authority

Agenda Indianapolis Airport Authority August 16, 2019 8:00 AM

I. Call to Order

II. Approval of Minutes of the IAA Board's Regular Meeting of July 19, 2019.

III. Ordinances, Resolutions and Public Hearings

- a) **Final Public Hearing and Adoption of General Ordinance No. 4-2019** concerning the Indianapolis Airport Authority's budget for 2020, as more particularly described in BP2019-08-01.

IV. Board Reports

a) Board President's Report

- a. Introduction of Ryan Goodwin (Morgan County Board of Commissioners, Chairman)

V. Official Actions

Consider, for approval, the individual items on the IAA General Agenda, dated August 16, 2019.

VI. Staff Reports

a) **Executive Director's Report**

i. IAA Awards:

- Top 10 Best Domestic Airports – Travel + Leisure World's Best Awards
- 2019 Civil Rights Advocate and Partner Award – Title VI Program
- Todd Walker, Assistant Terminal Services Manager – Hoosier Hospitality Awards – Indiana Office of Tourism Development

ii. Acknowledgement 2nd Quarter Core Value Winners

iii. Acknowledgment Republic Airways 45th Anniversary Celebration – Bill Stinson

iv. Announcement 2019 St. Vincent Flyaway 5K – September 14, 2019 – Bill Stinson

v. Greater Indianapolis Foreign Trade Zone (GIFTZ) Update – Kent Ebbing

VII. Other Reports/Update

- a) **Board Communications** *Next Meeting: Friday, September 20, 2019 @ 8:00 a.m.*

MINUTES
Board of Directors Meeting
Indianapolis Airport Authority

The Regular Meeting of the Indianapolis Airport Authority (IAA) Board was called to order at 8:24 a.m., on July 19, 2019, in the Airport's Board Room at Indianapolis International Airport.

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

Barbara Glass, President
Steve Dillinger, Vice President
Mamon Powers, Secretary
Kurt Schleiter, Member
Jeffrey Gaither, Member
Toby McClamroch, Member
Kathy Davis, Member
Lynn Gordon, Member
Tamika Catchings, Member
Brian Tuohy, IAA Board Counsel

IAA Executive Staff attending:

Mario Rodriguez, Executive Director
Keith Berlen, Sr. Director of Operations and Public Safety
Marsha Stone, Sr. Director of Commercial Enterprise
Robert Thomson, Sr. Director of Finance
Jarod Klaas, Sr. Director, Engineering, Planning & Development
Maria Wiley, Sr. Director of Audit, Compliance & Procurement
Reid Goldsmith, Sr. Director of Information Technology
Rachel Stevens, Sr. Director of Human Resources
Bill Stinson, Sr. Director of Public Affairs
Tenley Drescher-Rhoades, General Counsel
Tracy Guerrero, Operations Assistant

APPROVAL OF MINUTES

Upon a motion by Mr. Powers, seconded by Ms. Davis and unanimously passed, approval was given to the Meeting Minutes of the IAA Board Meeting of June 21, 2019.

ORDINANCES, RESOLUTIONS AND PUBLIC HEARING

President Glass introduced Mr. Robert Thompson, Sr. Director of Finance, who gave a brief presentation regarding the Indianapolis Airport Authority's 2020 budget. Next, President Glass opened a Public Hearing regarding General Ordinance No. 04-2019, as more particularly described in BP2019-07-01. There being no comments or discussion from the public the hearing was closed.

Next, President Glass introduced Ms. Marsha Stone, Sr. Director of Commercial Enterprise, who discussed BP2019-07-02, regarding a certain Real Estate Sale Agreement with the City of Fishers.

Mayor Scott Fadness and Mr. Steve Dillinger gave brief remarks regarding this matter. Next, President Glass opened a public hearing regarding BP2019-07-02. There being no comments or discussion from the public, the hearing was closed. Upon a motion by Mr. McClamroch and seconded by Mr. Powers and unanimously passed, approval was given to BP2019-07-02.

BOARD REPORTS

President Glass announced the retirement of Mr. Lynn Gordon and recognized him for his service of nearly 15 years as a member of the Indianapolis Airport Authority Board. President Glass shared that Lynn joined the board in 2004 as an advisory member appointed by the Morgan County Commissioners and has provided thoughtful and steady leadership as a member of the IAA Board. In 2018, Indiana legislation changed the advisory member representing Morgan County to a full voting member of the Board making Lynn's role even more impactful. Next, Mr. Lynn Gordon shared a few farewell remarks to fellow Board Members and IAA Staff.

OFFICIAL ACTIONS

INTRODUCTION AND APPROVAL OF THE INDIANAPOLIS AIRPORT AUTHORITY'S GENERAL AGENDA DATED July 19, 2019: President Glass introduced and then verbally described each of the individual items listed on the General Agenda. Following a brief discussion of each listed item, President Glass asked for separate motions of approval. The following actions were then taken by the IAA Board:

BP2019-07-03. Upon a motion by Mr. McClamroch, seconded by Mr. Gaither and unanimously passed, approval was given to BP2019-07-03.

BP2019-07-04. Upon a motion by Ms. Davis, seconded by Ms. Catchings and passed, approval was given to BP2019-07-04.

BP2019-07-05. Upon a motion by Mr. Powers, seconded by Mr. McClamroch and unanimously passed, approval was given to BP2019-07-05.

BP2019-07-06. Upon a motion by Mr. Gaither, seconded by Ms. Catchings and unanimously passed, approval was given to BP2019-07-06.

BP2019-07-07. Upon a motion by Mr. McClamroch, seconded by Ms. Davis and unanimously passed, approval was given to BP2019-07-07.

STAFF REPORTS

Executive Director's Report

Mr. Rodriguez announced that the IAA was awarded the Diversity and Inclusion Award by the Indiana Civil Rights Commission. Ms. Holli Harrington, Director of Supplier Diversity and Diversity Officer spoke briefly on this award.

Next, Mr. Stinson briefly spoke about the 3rd annual IAA Golf Tournament benefiting the Decatur and Wayne Township School Districts. Mr. Stinson invited Ms. Kim DiCamilla, Executive Assistant,

to speak about her involvement in the IAA Gold Tournament and how the tournament is significant to her as a Wayne Township School Alumni. Ms. Lisa Baize, Executive Director, Wayne Township Education Foundation and Mr. Matt Prusiecki, Superintendent, MSD of Decatur Township, were in attendance to receive the donation.

Next, Mr. Stinson briefly spoke about the upcoming 2019 FedEx Plane Pull benefiting Special Olympics taking place on August 3, 2019. Mr. Stinson invited Ms. Anastacia Helmich to speak about her experience as an athlete with Special Olympics.

Mr. Rodriguez thanked and acknowledged Mr. Lynn Gordon for his service to the IAA Board and community.

Other Reports/Updates

No other reports or updates.

ADJOURNMENT

President Glass announced that the next IAA Board meeting is scheduled for August 16, 2019. There being no further business, the meeting was adjourned at 9:11 a.m.

INDIANAPOLIS AIRPORT AUTHORITY *

By: _____
Barbara Glass, President

DATED: _____

By: _____
Mamon Powers III, Secretary

* Signed under authority of IAA Board Resolution #13-2017



BOARD MEMO – 2020 BUDGET ORDINANCE

To: IAA Board of Directors

From: Robert Thomson, Sr. Director of Finance/Treasurer

Date: July 31, 2019

Board Date: August 16, 2019

Subject: 2020 Budget Ordinance – Final Hearing/Adoption

Attached is the 2020 Budget Ordinance No. 04-2019 as approved and recommended by the Finance and Audit Committee. This Budget Ordinance when adopted will set the maximum appropriation (expenditure) levels for 2020.

The budget process requires an Introduction (completed June 21, 2019), an Initial Hearing and presentation (completed July 19, 2019), and the Final Hearing and adoption of the Budget by August 31, 2019. The Board will be asked to consider for approval the 2020 Budget Ordinance during the August 16, 2019 meeting.

The City-County Council of Marion County and Indianapolis (Council) requires the Board to accept the 2020 Budget Ordinance by August 31, 2019. The 2020 Budget will be presented to the Municipal Corporations Committee of the Council (Committee) on September 18, 2019 and will be reviewed by the Committee on September 25, 2019. The Council will hold a hearing on September 23, 2019 to review the 2020 Budget and the Council will consider the budget for approval on October 14, 2019.

**IAA Board Meeting
General Agenda
August 16, 2019**

General:

- BP2019-08-02** **Consider, for approval** the one (1) year option renewal from October 1, 2019 through September 30, 2020, with a not to exceed cost of \$1,661,717.00; along with the name changes for Siemens Energy & Automation Inc., Siemens Postal, Parcel & Airport Logistics, LLC and Siemens Logistics LLC.
- BP2019-08-03** **Consider, for approval** the First Amendment to the Land and Building Lease Agreement with Gate Gourmet, Inc. for a term extension of five (5) years commencing April 1, 2020 with two (2) option terms of two (2) years each, by mutual agreement.

Capital:

- BP2019-08-04** **Consider, for approval** an award of contract for Staff Fitness Center at Indianapolis International Airport to Charles C. Brandt Construction Co., Inc. in an amount not-to-exceed \$138,999.00 plus a 10% construction reserve of \$13,899.00 for a total of \$152,899,00. Charles C. Brandt Construction Co., Inc. was the lowest responsive and responsible bidder. Supplier diversity participation is VBE 4.12% (Midwest Decorating).
- BP2019-08-05** **Consider, for approval** a Professional Services Contract with CSO, Inc for the Parking Garage Expansion project at Indianapolis International Airport in an amount not-to-exceed \$2,340,103.10 (fees and expenses). Supplier diversity participation is MBE, 15.06% (Infrastructure Engineering, Paul I Cripe and JPS Consulting Engineers), WBE 11.02% (Loftus Engineering and Context, LLC) and VBE 0.32% (Roger Ward Engineering).



Indianapolis Airport Authority

BOARD MEMO SIEMENS CONTRACT

To: IAA Board of Directors

From: Keith Berlen, Sr. Director of Operations & Maintenance

Date: July 31, 2019

Board Date: August 16, 2019

Subject: Siemens Renewal & Second Amendment to Operations & Maintenance Agreement

Background

The Indianapolis Airport Authority (Authority) is under contract with Siemens Energy & Automation, Inc. for the operation and maintenance of the Airport's Baggage Handling System and the original installer awarded by the Mid-field team.

The Authority has worked with and continues to partner with the Transportation Security Administration (TSA) on upgrading the current Baggage Handling Explosive Detection Equipment and installing ten (10) new CTX Security Scanners.

As these services and equipment are quite specialized, it was decided to add three (3) additional one (1) year option renewal periods in July 2018; which would allow the Authority and TSA to partner with Siemens during this extensive project. However, the Authority Staff has recently been informed due to limited funding on the CTX Security Scanner Project, it may not occur in 2020.

Therefore, initially when IAA Staff came to the Board last year, we fully expected this project to be deployed no later than 2020, therefore, it was recommended to proceed with an initial option renewal period of three (3) - one (1) year renewals. Therefore, at this time, we are only recommending the Board approve the 2nd one (1) year option renewal allowed. The Authority Staff will continue to partner with the appropriate business partners; as well as internal team members on this project to ensure success for all business partners.

Siemens has maintained a professional relationship with the Authority, TSA, and the airlines, and has met all regulatory requirements that TSA has implemented through Federal Security Directives (FSD).

Scope

Siemens will continue to be responsible for the operation and maintenance of the baggage handling system, as well as coordinating non-scheduled maintenance procedures around the requirements of the Authority and the airline operations.

This amendment and renewal accurately reflect the company name changes to Siemens Logistics, LLC, as a wholly owned subsidiary of Siemens Energy & Automations, Inc., as well as renewing the second one-year option renewal period.

Revenue and/or Operating Cost Implications

Revenue:

Not applicable

Operating Costs:

Operating costs from October 1, 2019 through September 30, 2020, will be \$1,661,717.00.

Supplier Diversity Participation

The Director of Supplier Diversity has determined that, due to the nature of the work, there will be no M/W/VBE participation on this agreement.

Recommendation

The IAA staff recommends the IAA Board consider for approval the one (1) year option renewal from October 1, 2019 through September 30, 2020, with a not to exceed cost of \$1,661,717.00; along with the name changes for Siemens Energy & Automation Inc., Siemens Postal, Parcel & Airport Logistics, LLC and Siemens Logistics LLC.



BOARD MEMO- LAND AND BUILDING LEASE AGREEMENT

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: July 31, 2019

Board Date: August 16, 2019

Subject: First Amendment to Land and Building Lease Agreement – Gate Gourmet, Inc.

Background

Gate Gourmet, Inc. is a food and beverage provider to the airlines at IND. Gate Gourmet has leased the property located at 6620 Pierson Drive for a number of years. Gate Gourmet, Inc.’s current Agreement expires March 31, 2020 and Tenant is requesting to extend the Term for an additional five (5) years, April 1, 2020 – March 31, 2025.

Scope

Staff requests the IAA Board execute the First Amendment to the Land and Building Lease Agreement with Gate Gourmet, Inc. The term of the Agreement is for a period of five years (5) years commencing April 1, 2020 and expiring March 31, 2025.

There are two (2) Renewal Term options to extend the Agreement for two (2) additional terms of two (2) years each. The Renewal Term(s) must be mutually agreed upon by the Authority and the Tenant.

Schedule

August 16, 2019: IAA Board approval of the First Amendment to Land and Building Lease Agreement with Gate Gourmet, Inc.

Revenue and/or Operating Cost Implications Revenue

Revenue:

During the Term of five (5) years Gate Gourmet, Inc. will pay the following annual rental rates for the property located at 6620 Pierson Drive:

- April 1, 2020 – March 31, 2025, Tenant will pay \$177,675.00 in annual rent.
- Option Term 1: April 1, 2025 – March 31, 2027, Tenant will pay \$183,005.25 in annual rent.
- Option Term 2: April 1, 2027 – March 31, 2029, Tenant will pay \$188,495.40 in annual rent.
- Additional revenue from Gate Gourmet is based on 5% of gross monthly sales for all catering; food service and security services to the airlines. Tenant also pays two percent

(2%) of all gross monthly sales for all catering; food service or any other charges to non-aviation related companies.

Operating Cost:

Gate Gourmet, Inc. is responsible for all costs associated with the maintenance and operating of the land and building. This Agreement is at no cost to the Authority.

Supplier Diversity Participation

N/A

Recommendation

Consider for approval the First Amendment to the Land and Building Lease Agreement with Gate Gourmet, Inc. for a term extension of five (5) years commencing April 1, 2020 with two (2) option terms of two (2) years each, by mutual agreement.



Indianapolis Airport Authority

BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

From: Jarod Klaas, P.E., Senior Director of Planning & Development

Date: August 6, 2019

Board Date: August 16, 2019

Subject: Award of Construction Contract with Charles C. Brandt Construction Co., Inc. for Staff Fitness Center at Indianapolis International Airport (Project No. I-20-012)

Background

As part of an overall program to promote healthy lifestyles amongst Indianapolis Airport Authority (IAA) Employees, the IAA has elected to develop a fitness center within the IND Terminal. The Staff Fitness Center will be available to all employees of the IAA.

On February 26, 2019, the Senior Director of Planning & Development approved a task order with Argo Consulting Engineers, Inc. through their 2018 On-Call Contract for the design of the Staff Fitness Center.

On June 11, 2019, under Delegation of Authority, the Sr. Director of Operation and Public Safety approved plans and specifications and authorized public bidding process for Staff Fitness Center at Indianapolis International Airport.

On July 10, 2019, the IAA staff received four bids. The project contained a base bid only. The base bids ranged from \$138,999.00 to \$224,000.00. Charles C. Brandt Construction Co., Inc. was the lowest responsive and responsible bidder in the amount of \$138,999.00 for the base bid.

In addition to the contract amount, IAA staff is requesting a construction reserve of 10% of the total contract amount for this project. A construction reserve has been previously approved by the IAA Board on other projects and successfully implemented to ensure timely approval of minor changes necessary due to unforeseen conditions and circumstances. There are sufficient dollars within this project’s budget to accommodate the funding of the 10% construction reserve. Change orders exceeding the construction reserve will be submitted to the IAA Board for approval.

Scope

The Staff Fitness Center will be constructed by utilizing the existing break room (11T.203) and the existing conference room (11T.202) on level 2. A new break room will be reconstructed in the existing computer training room (10T.202) on level 2. A vendor will be contracted separately to provide and maintain the exercise equipment.

Budget

The Charles C. Brandt Construction Co., Inc. contract is \$138,999.00, which is within the approved 2020 Capital Budget for Staff Fitness Center.

Staff Fitness Center

Contract Amount (including 10% reserve)	\$	152,899.00
Design		15,690.00
Advertisements for Bid		300.00
Total Anticipated Project Cost	\$	168,889.00

This project will be 100% Airport cash funded.

This project is being undertaken primarily to benefit the health of IAA Staff at the request of the Human Resources Department. As such, this project was not subjected to a hurdle rate calculation.

Schedule

Contract award is anticipated August 16, 2019 and the substantial completion is expected to occur February 2020.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Midwest Decorating	\$ -	\$ -	\$ 5,720.00	0.00%	0.00%	4.12%
Totals	\$ -	\$ -	\$ 5,720.00	0.00%	0.00%	4.12%

Recommendation

The IAA staff recommends the IAA Board consider for approval an award of contract for Staff Fitness Center at Indianapolis International Airport to Charles C. Brandt Construction Co., Inc. in an amount not-to-exceed \$138,999.00 plus a 10% construction reserve of \$13,899.00 for a total of \$152,899.00. Charles C. Brandt Construction Co., Inc. was the lowest responsive and responsible bidder. Supplier diversity participation is VBE 4.12% (Midwest Decorating).



Indianapolis Airport Authority

BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

From: Jarod Klaas, P.E., Senior Director of Planning & Development

Date: August 6, 2019

Board Date: August 16, 2019

Subject: Approval of Professional Services Contract with CSO, Inc. for the Parking Garage Expansion project at Indianapolis International Airport (IND) (Project No. I-19-050)

Background

The Indianapolis Airport Authority’s (IAA’s) parking garage at IND is one of the largest open garages in the State of Indiana. The garage is a cast-in-place post-tensioned concrete structure commissioned in 2008 with the opening of the terminal. The garage is currently used by the rental car companies and the general public.

Due to the continued growth of the rental car companies’ fleets and increased enplanements, additional parking spaces are needed. The Parking Garage Expansion project will provide approximately 1,500 additional parking spaces, enhancing customer service for both rental car customers and IAA customers parking in the garage.

A Request for Qualifications (RFQ) for Professional Services for the project was issued on January 7, 2019, with Statements of Qualifications (SOQs) due on February 4, 2019. The IAA’s selection committee, comprised of five (5) IAA staff, independently reviewed the nine (9) SOQs received and subsequently interviewed the top four (4) Respondents.

Interviews were conducted on March 4, 2019 at which time each Respondent discussed their specific Construction Manager as Constructor (CMc) experience and project approach. The committee recommended the selection of CSO, Inc. as the best qualified to provide the professional services needed.

Scope

The project scope will include architectural, structural, mechanical, electrical, plumbing and estimating services for the Parking Garage Expansion project at IND. The project will be designed and constructed utilizing the CMc project delivery method. Commensurate with the expansion, an operational assessment of activities will be conducted in the garage to ensure the expanded facility delivers maximum customer service and public value.

Budget

The CSO, Inc. contract is \$2,340,103.10, which is within the approved 2020 Capital Budget for the Parking Garage Expansion project.

This project will be debt funded. Debt Service will be funded using Customer Facility Charges (CFC's).

This project is being undertaken as part of a broader program to improve the parking operations at the airport, thus enhancing the IAA customer experience. Therefore, this project is exempt under the Authority's hurdle rate policy.

Schedule

Contract award anticipated August 16, 2019 with a contract expiration date of June 30, 2022 to allow for completion of the project and project closeout.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Infrastructure Engineering	\$ 136,898.00	\$ -	\$ -	5.85%	0.00%	0.00%
Context, LLC	\$ -	\$ 45,030.00	\$ -	0.00%	1.92%	0.00%
Loftus Engineering	\$ -	\$ 212,790.10	\$ -	0.00%	9.09%	0.00%
JPS Consulting Engineers	\$ 121,955.00	\$ -	\$ -	5.21%	0.00%	0.00%
Paul I. Cripe	\$ 93,580.00	\$ -	\$ -	4.00%	0.00%	0.00%
Roger Ward Engineering	\$ -	\$ -	\$ 7,500.00	0.00%	0.00%	0.32%
Totals	\$ 352,433.00	\$ 257,820.10	\$ 7,500.00	15.06%	11.02%	0.32%

Recommendation

The IAA staff recommends the IAA Board consider for Approval a Professional Services Contract with CSO, Inc for the Parking Garage Expansion project at Indianapolis International Airport in an amount not-to-exceed \$2,340,103.10 (fees and expenses). Supplier diversity participation is MBE, 15.06% (Infrastructure Engineering, Paul I Cripe and JPS Consulting Engineers), WBE 11.02% (Loftus Engineering and Context, LLC) and VBE 0.32% (Roger Ward Engineering).