



# Indianapolis Airport Authority

## Agenda Indianapolis Airport Authority December 13, 2019 8:00 AM

- I. **Call to Order**
- II. **Approval of Minutes of the IAA Board’s Regular Meeting of November 15, 2019.**
- III. **Ordinances, Resolutions and Public Hearings**
  - a) **Consider for approval Resolution No. 05-2019**, implementing the IAA’s proposed Credit Card Policy, as more particularly described in said BP2019-12-01.
  - b) **Consider for approval Resolution No. 06-2019**, amending and replacing the existing Investment Policy effective December 13, 2019, as more particularly described in said BP2019-12-02.
  - c) **Consider for approval Resolution No. 15-2019**, authorizing the sale of IAA and IMC assets via public auction, as more particularly described in said BP2019-12-03.
  - d) **Public Hearing on BP2019-12-04**, regarding a certain Real Estate Sale Agreement with ATMI Indy Properties, LLC, for the sale of approximately 18 acres of land located west / adjacent to Indianapolis Regional Airport, for a total sale amount of \$848,000, as more particularly described in said BP2019-12-04.
  - e) **Consider, for approval, BP2019-12-04** regarding a certain Real Estate Sale Agreement with ATMI Indy Properties, LLC, for the sale of approximately 18 acres of land located west / adjacent to Indianapolis Regional Airport, for a total sale amount of \$848,000 and authorizing IAA Staff to consummate sale transaction.
- IV. **Board Reports**
  - a) Board President’s Report
    - i. Recognition of Indiana County Commissioners Association (IACC) Awards: **Steve Dillinger**, Distinguished County Commissioner Award, and **Ryan Goodwin**, Legislative Service Award
- V. **Official Actions**

Consider, for approval, the individual items on the IAA General Agenda, dated December 13, 2019.

**VI. Staff Reports**

**a) Executive Director's Report**

- i. Megan Carrico Indianapolis Urban League Volunteer Service Appreciation Award
- ii. IND Snow Ops Training (video)
- iii. Holly Jolly Jetway Community Event Recap – Megan Carrico

**VII. Other Reports/Update**

- a) Board Communications** *Next Meeting: Friday, January 17, 2020 @ 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 8:02 a.m., on November 15, 2019, in the Airport's Board Conference 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  
Brett Voorhies, Member  
Matthew Whetstone, Member  
Toby McClamroch, Member  
Kathy Davis, Member  
Ryan Goodwin, 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  
Robert Thomson, Sr. Director of Finance  
Jarod Klaas, Sr. Director, Engineering, Planning & Development  
Lisa Bierman, Sr. Executive Assistant  
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

**APPROVAL OF MINUTES**

Upon a motion by Mr. McClamroch, seconded by Mr. Voorhies and unanimously passed, approval was given to the Meeting Minutes of the IAA Board Meeting of September 20, 2019.

**ORDINANCES, RESOLUTIONS AND PUBLIC HEARING**

President Glass introduced Ms. Tenley Drescher-Rhoades, General Counsel, who discussed **General Ordinance No. 06-2019**, concerning the 2020 Rates and Charges, as more particularly described in **BP2019-11-01**. Next, President Glass opened a Public Hearing on this matter. There being no comments or discussions from the public, the hearing was closed. Upon a motion by Mr. Gaither and seconded by Mr. Dillinger and unanimously passed, approval was given to **General Ordinance No. 06-2019**.

## **BOARD REPORTS**

None.

## **OFFICIAL ACTIONS**

**INTRODUCTION AND APPROVAL OF THE INDIANAPOLIS AIRPORT AUTHORITY'S GENERAL AGENDA DATED November 15, 2019:** President Glass introduced and then verbally described each of the individual items listed on the General Agenda.

**BP2019-11-02.** Upon a motion by Ms. Davis, seconded by Ms. Catchings and unanimously passed, approval was given to **BP2019-11-02.** Mr. McClamroch asked about the process for Foreign Trade Zone operator agreements. Mr. Kent Ebbing, Foreign Trade Zone General Manager, answered the question, explaining how the agreements first go to the Foreign Trade Zone for approval.

**BP2019-11-03.** Upon a motion by Mr. Gaither, seconded by Ms. Davis and unanimously passed, approval was given to **BP2019-11-03.**

**BP2019-11-04.** Upon a motion by Mr. Goodwin, seconded by Mr. McClamroch and unanimously passed, approval was given to **BP2019-11-04.**

**BP2019-11-05.** Upon a motion by Mr. McClamroch, seconded by Ms. Davis and unanimously passed, approval was given to **BP2019-11-05.**

**BP2019-11-06.** Upon a motion by Mr. Voorhies, seconded by Ms. Davis and unanimously passed, approval was given to **BP2019-11-06.**

**BP2019-11-07.** Upon a motion by Ms. Catchings, seconded by Mr. McClamroch and unanimously passed, approval was given to **BP2019-11-07.**

**BP2019-11-08.** Upon a motion by Mr. Voorhies, seconded by Mr. Whetstone and unanimously passed, approval was given to **BP2019-11-08.**

**BP2019-11-09.** Upon a motion by Mr. Goodwin, seconded by Ms. Davis and unanimously passed, approval was given to **BP2019-11-09.**

**BP2019-11-10.** Upon a motion by Mr. Gaither, seconded by Ms. Davis and unanimously passed, approval was given to **BP2019-11-10.** Mr. McClamroch asked about staff augmentation and Mr. Klaas briefly explained the process and what it entails.

## **STAFF REPORTS**

### **Executive Director's Report**

Mr. Mario Rodriguez, Executive Director, introduced Mr. Bill Stinson, Sr. Director of Public Affairs, who gave brief remarks regarding the Bethel Cemetery Rededication Ceremony. Mr. Stinson introduced Ms. Megan Carrico, Manager of Communications, who briefly gave a presentation on the Bethel Cemetery Rededication Ceremony and the process of relocating Bethel Cemetery. Mr. Dillinger complimented those involved in the process.

Next, Ms. Carrico gave a brief presentation on the FAO Schwarz Grand Opening Celebration. Ms. Carrico also presented on the Concessions Refresh project and the new stores that have opened in the last few months around the terminal.

Next, Mr. Rodriguez introduced the 2019 3<sup>rd</sup> Quarter IAA Core Value Winners. The honored recipients are Theresa Pena, Police, Core Value of Respect; Vincent De Joseph, Police, Core Value of Integrity; Justin Brezina, Maintenance, Unsung Hero; Larry Berry, Parking, Customer Service Excellence; Kent Ebbing, Properties, Leadership Excellence.

Next, Mr. Rodriguez announced that the annual IAA Thanksgiving Dinner is scheduled for Thursday, November 28 and will be served for all shifts working on Thanksgiving Day.

Next, Mr. Rodriguez announced that IND and the reliever airports received Carbon Accreditations. Mr. Rodriguez introduced Mr. Todd Cavender, Director of Environment and Sustainability, who briefly spoke about the accreditations.

Next, Mr. Rodriguez recognized Mr. Cavender for receiving the Aviation Sustainability Leadership Award at the AAEE Airport Going Green Conference.

Next, Mr. Rodriguez recognized Mr. Keith Berlen, Sr. Director of Operations and Public Safety, and the entire Operations Team for receiving a finding of no discrepancies in the FAA's Part 139 Inspection.

Next, Mr. Rodriguez recognized Ms. Marsha Stone, Sr. Director of Commercial Enterprise for 25 years at the IAA.

### **Other Reports/Updates**

None.

## **ADJOURNMENT**

President Glass announced that the next IAA Board meeting is scheduled for December 13, 2019. There being no further business, the meeting was adjourned at 8:39 a.m.

**INDIANAPOLIS AIRPORT AUTHORITY \***

By: \_\_\_\_\_  
Barbara Glass, President

DATED: \_\_\_\_\_

By: \_\_\_\_\_  
Mamon Powers III, Secretary

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

DRAFT



## **BOARD MEMO – CREDIT CARD POLICY**

To: IAA Board of Directors

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

Date: November 15, 2019

Board Date: December 13, 2019

Subject: Credit Card Policy

### **Background**

The credit card policy has been created to communicate the Indianapolis Airport Authority's (IAA) procurement card ("P-Card") program objectives to all employees and IAA Board Members, and to firmly commit IAA to the eight key principles for credit cards established by the Indiana State Board of Accounts.

On November 15, 2019, the Finance and Audit Committee ("FAC") reviewed and recommended for consideration and approval by the Board the proposed policy.

### **Recommendation**

The Finance and Audit Committee recommends the IAA Board consider for approval adoption of Resolution 05-2019, implementing IAA's proposed Credit Card Policy.



## BOARD MEMO - INVESTMENT POLICY

To: IAA Board of Directors

From: Toby McClamroch, Chair, Finance and Audit Committee

Date: November 15, 2019

Board Date: December 13, 2019

Subject: IAA Investment Policy - Review

### **Background**

Annually the Authority’s investment policy is reviewed and amended to be consistent with Indiana Code 5-13-9. The history of amendments resulting from the annual review and update process is as follows:

Resolution	10-2018	(October 19, 2018)	
Resolution	14-2017	(October 20, 2017)	
Resolution	14-2016	(October 21, 2016)	Refine & delegation of authority
Resolution	14-2015	(October 16, 2015)	
Resolution	10-2014	(September 19, 2014)	Reflecting changes made by SEA332
Resolution	5-2013	(March 15, 2013)	
Resolution	1-2012	(April 20, 2012)	Reflecting changes made by HEA191
Resolution	8-2011	(April 15, 2011)	
Resolution	10-2010	(June 18, 2010)	Reflecting changes made by HEA1336
Resolution	12-2009	(September 18, 2009)	Original policy adoption of the Authority’s permitted investments

There have been no amendments to the Indiana Code by either the House or Senate that impact IAA’s investment policy. The IAA Treasurer recommends no changes be made to the Authority’s current investment policy.

### **Current Status**

As part of the annual review of the IAA’s investment policy and at the recommendation of the IAA Treasurer, the Finance and Audit Committee recommends the adoption of Resolution No. 06-2019, which would result in no changes to the current policy.

### **Recommendation**

The Finance and Audit Committee recommends that the IAA Board adopt Resolution No. 06-2019 amending and replacing the existing Investment Policy, effective December 13, 2019.



## BOARD MEMO – PUBLIC AUCTION

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: November 26, 2019

Board Date: December 13, 2019

Subject: Public Auction of Indianapolis Maintenance Center (“IMC”) Assets

### Background

Staff have previously held numerous public auctions to dispose of IAA and IMC assets no longer required for business purposes and have included airfield/building maintenance equipment, vehicles, and aviation maintenance equipment from the IMC, etc.

In November 2019, AAR Aircraft Services (AAR), per lease terms, vacated a substantial portion of the leasehold known as the Back Shops, therein returning most of the associated IAA owned tooling and equipment (which was left in the facility following United Airlines’ bankruptcy) that resided in the shop areas. The “Back Shops” are made up of the Machine Shop, Composite Shop, and Interior Shop.

Several large pieces of equipment are very expensive to move so, it is in the best interest of IAA to auction the obsolete and unwanted tooling in place to make room for AAR’s compressed leasehold being retained. Staff is seeking Board approval to hold an on-line auction for these large tools that are itemized on Resolution No. 15-2019.

The returned tooling and equipment are 20 - 25 years old and have exceeded their useful life or are of no further use to IAA. State law is specific on the disposal of IAA assets; therefore, the most effective way to dispose of these assets is by holding an auction.

In addition to State law, IMC items are accounted for and sold separately from all other IAA auction items due to the terms of the IMC Bondholder Settlement Agreement (the “Agreement”); wherein, IAA has the right to determine the disposition of certain assets; which is in the long term interest of marketing / managing the IMC facility so long as the disposition is done in accordance with the Agreement. A requirement of the Agreement is to provide written notice to Bondholder Trustee and Escrow Trustee. This notification will be sent to the specific parties upon approval of Resolution No. 15-2019 by the Authority Board.

The auctioneer will be Key Auctions, LLC (“Key Auctions”). Key Auctions was selected from among respondents to an RFI solicitation in 2017. The contract for services with Key Auctions was for a one-year term and included a renewal option for two additional one-year periods. The current contract option ends on June 30, 2020.

Consistent with Resolution 13-2017, the auction services contract amendment was executed by the Executive Director or his designee as the revenue from the auction is not expected to exceed \$250,000.

### **Scope**

IAA Staff will take all necessary actions to dispose of the assets listed on “**Exhibit A**” of Resolution No. 15-2019. These assets are in excess and/or obsolete at the IMC and other Authority facilities.

### **Schedule**

December 13, 2019:

IAA Board execution of Resolution No. 15-2019

TBD:

The auction is expected to occur in January / February 2020.

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

#### **Revenue:**

Estimated revenues are unknown and dependent on demand for items auctioned. Average gross proceeds from the past IMC auctions have approximated \$90,000.

#### **Operating Costs:**

The costs to IAA for the auction are:

- Commission – 3% of gross sales
- Advertising & marketing – not to exceed \$5,000.00
- Credit card usage fee – not to exceed 2.88% (per transaction)

There is also a Buyer’s premium of 18% for on-line transactions. This fee is collected directly from the buyers.

### **Supplier Diversity Participation**

The 2017 RFI solicitation process included efforts to identify MBE, WBE, and/or VBE contractors for public auction services prior to awarding a contract to Key Auctions.

### **Recommendation**

Consider for approval, adoption of Resolution No. 15-2019 authorizing the sale of IAA and IMC assets via public auction.



## **BOARD MEMO – REAL ESTATE SALE AGREEMENT**

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: November 27, 2019

Board Date: December 13, 2019

Subject: Real Estate Sale Agreement with ATMI Indy Properties, LLC

### **Background**

IAA Staff have been approached on the sale of certain IAA land located adjacent to Indy Regional Airport. The land is located west of Mt. Comfort Road / north of County Road 350N, and as noted in the attached aerials, totals 18 +/- acres.

Governed by law of the State of Indiana on such land transactions, the IAA procured two separate appraisals for the acreage to be sold to ATMI Indy Properties, LLC. These appraisals are then averaged and that dollar amount becomes the minimum price the IAA may sell land in any transaction. The sale price for this transaction meets the average of the two appraisal amounts and represents a Fair Market Value (FMV) transaction as guided by the FAA and State of Indiana.

### **Land Sale Restrictions**

The conveying of the land to ATMI Indy Properties, LLC will also include, but not limited to, the following perpetual land use restrictions (including noise disclosures and waivers, and avigation easement), which will run with the land at all times:

- Indianapolis Airport Authority will retain a perpetual easement and right-of-way (“Airspace Easement”) for the free and unobstructed passage of aircraft in, through and across the airspace which lies above the surface of the property
- Purchaser will not construct any structure or other obstructions which exceeds the height restrictions designated or established by federal or state laws, rules or regulations, or ordinances, including, but not limited to, FAA 14 CFR Part 77 the Town of Greenfield and/or Hancock County Airspace Ordinance.
- Purchaser agrees to file a notice consistent with requirements of 14 CFR FAR Part 77 (FAA Form 7460-1) prior to constructing any facility, structure, or other item on the herein described real property.
- Purchaser agrees it will not use, nor permit, the property to be used in such a manner as to create a potential for attracting birds and other wildlife which may pose a hazard to aircraft.

- Purchaser agrees the property will not be used for any type of utility operation, asphalt plant, or other business or facility that emits, to any extent, smoke, fumes, vapors, or other gases that constitute a hazard to aircraft as determined by the Federal Aviation Administration.

**FAA Land Release Approval**

As this land does not fall within the “aeronautical uses” of the Airport Layout Plan (ALP), Staff is not required to submit information to the FAA to receive a land release.

**Scope**

To execute a Real Estate Sale Agreement with ATMI Indy Properties, LLC for the sale of 18 +/- acres of land located adjacent / west of Indianapolis Regional Airport.

**Schedule**

December 13, 2019	Upon approval, IAA Board execution of the Real Estate Sale Agreement with ATMI Indy Properties, LLC.
December 18, 2019	Within five (5) days of the execution of the Sale Agreement the Buyer is to deliver earnest money in the amount of \$50,000.00 as designated within the Sale Agreement.
March 18, 2020	Buyer has ninety (90) days from the execution of the Sale Agreement as an Inspection Period. Closing of the land sale is to occur within thirty (30) days after Inspection Period.

**Revenue and/or Operating Cost Implications**

**Revenue:**

\$848,000.00 or \$47,111.11 per acre.

**Operating Costs:**

Operating costs for this transaction will not exceed \$12,500 and are generally made up of appraisal, survey and environmental fees, recording fees, title work and closing costs.

**Supplier Diversity Participation**

Estimated WBE spend is a total of 32% or \$2,500 (First American Title) and \$1,500 (Keramida) of the total estimated dollar amount noted above.

**Recommendation**

**Public Hearing** on **BP2019-12-04** regarding a certain Real Estate Sale Agreement with ATMI Indy Properties, LLC, for the sale of approximately 18 acres of land located west / adjacent to Indianapolis Regional Airport, for a total sale amount of \$848,000, as more particularly described in said **BP2019-12-04**.

**Consider, for approval**, **BP2019-12-04** regarding a certain Real Estate Sale Agreement with ATMI Indy Properties, LLC, for the sale of approximately 18 acres of land located west / adjacent to Indianapolis Regional Airport, for a total sale amount of \$848,000 and authorizing IAA Staff to consummate sale transaction.

**IAA Board Meeting  
General Agenda  
December 13, 2019**

**General:**

- BP2019-12-05**     **Consider, for approval** the acquisition of the Airbus A310 as a donation from Fed Ex.
- BP2019-12-06**     **Consider, for approval** the election of Mr. Steve Dutton to the GIFTZ Board of Directors. Mr. Dutton will serve a term of three (3) years commencing January 1, 2020 through December 31, 2022.
- BP2019-12-07**     **Consider, for approval** the execution of Amendment No. 4 to Office Lease Agreement with Aircraft Service International Inc. d/b/a Menzies Aviation, Inc.
- BP2019-12-08**     **Consider, for approval** the execution of Amendment No. 8 to Cash Farm Agreement with Gary Kingen d/b/a Mt. Comfort Farms, LLC. Amendment No. 8 extends the term a period of one-year commencing January 1, 2020 through December 31, 2020.
- BP2019-12-09**     **Action #1 - Consider, for approval** the bid award to RPM Machinery LLC for the purchase of One (1) front wheel loader with attachments, in an amount not-to-exceed \$271,640.00. RPM Machinery LLC was the lowest responsive and responsible bidder.
- Action #2 - Consider, for approval** the bid award to Plainfield Equipment Inc. for the purchase of one (1) backhoe loader with attachments, in an amount not-to-exceed \$129,775.00. Plainfield Equipment Inc. was the lowest responsive and responsible bidder.
- Action #3 - Consider, for approval** the bid award to Rush Truck Centers of Indiana, Inc. for the purchase of one (1) single axle plow truck, in an amount not-to-exceed \$228,805.00. Rush Truck Centers of Indiana, Inc. was the lowest responsive and responsible bidder.
- Action #4 - Consider, for approval** the bid award to Rush Truck Centers of Indiana, Inc. for the purchase of two (2) tandem axle plow trucks, in an amount not-to-exceed \$534,120.00. Rush Truck Centers of Indiana, Inc. was the lowest responsive and responsible bidder.

**Capital:**

None



## Board Memo – Aircraft Acquisition

To: IAA Board of Directors

From: Keith Berlen, Senior Director of Airport Operations and Public Safety

Date: November 25, 2019

Board Date: December 13, 2019

Subject: Acquisition of Airbus A310 from Fed Ex Express

### **Background**

The IAA Airport Fire Department is seeking to replace a Boeing 727 aircraft with an Airbus A310 through a donation by Fed Ex. The aircraft is used for training in many facets including: fire and rescue, de-icing, explosives detection, emergency response team training, etc. Over the course of its life here, the 727 has welcomed thousands of fire fighters, police officers, medical responders, and even a robot, for a hands-on approach to aircraft related training. The existing aircraft has been in place for over 10 years and is requiring considerably more maintenance just to keep it functional for training purposes. In addition, the 727 is an older model aircraft rarely used in the passenger airline industry. Components on this aircraft are rarely found on existing commercial air carrier aircraft therefore the teachings of it have become obsolete.

### **Facts**

The Airbus A310 is a larger aircraft with a wingspan of 144' versus 108' for the 727. The length of the Airbus A310 is 153', which is the same length as the 727. The height for the Airbus A310 is 51' 10" versus 34' for the 727. An FAA study is in process and when completed should allow the Airbus A310 to be parked in the same general vicinity as the 727. Parking the aircraft in this location is ideal to both IAA fire stations to provide access for training and remain within FAA response times while training.

### **Summary**

Replacing the Boeing 727 with an Airbus A310 will allow for continued quality training with non-revenue generating aircraft. Training in this manner precludes potential damage to front line aircraft and still allows for very realistic training for many departments. This training has fostered relations with other departments and agencies over the years and garnered valuable lessons for the many who have used it.

### **Recommendation**

The IAA staff has reviewed this acquisition and recommends that the IAA Board consider for approval the acquisition of the Airbus A310 as a donation from Fed Ex.



## **BOARD MEMO – GIFTZ BOARD MEMBER NOMINATION**

To: IAA Board of Directors  
From: Marsha Stone, Sr. Director of Commercial Enterprise  
Date: November 18, 2019  
Board Date: December 13, 2019  
Subject: GIFTZ Board Member Nomination

### **Background**

The Indianapolis Airport Authority (IAA) operates as the Foreign Trade Zone (FTZ) “grantee” representing central Indiana communities; a forty-one (41) county area. In 1980, the IAA created a separate company, the Greater Indianapolis Foreign Trade Zone, Inc. (GIFTZ), a not-for-profit 501C (6), to administer the FTZ program. Members seated on the GIFTZ Board are either appointed or elected by the IAA Board of Directors.

The GIFTZ By-laws allow for a minimum of 5 and a maximum of 15 members to be seated on the GIFTZ Board. Currently the GIFTZ has eleven (11) members, of which nine (9) were elected by the IAA Board. Those GIFTZ Board Members serve a three (3) year term. The remaining two (2) positions were appointments by the IAA Board. The Operating Director, which is an IAA Staff member currently filled by Eric Anderson and an IAA Board Member position currently filled by Jeffrey Gaither. As well, Mr. Gaither serves as Chairman of the GIFTZ Board. These two (2) appointments have no assigned term and sit at the leisure of the IAA Board.

The GIFTZ Board is comprised of individuals from various industry backgrounds that volunteer their time and expertise including supporting the marketing and business networking efforts outreach to businesses located in the 41 central Indiana counties served by the local FTZ program. GIFTZ Board members actively promote the use of the FTZ program; which in turn assists Indiana companies to expand, grow and retain jobs, and promote a balanced approach to global trade.

### **Scope**

The Chairman of the GIFTZ Board is recommending the IAA Board consider for approval the election of Mr. Steve Dutton to the GIFTZ Board of Directors. Mr. Dutton has served on the GIFTZ Board since 2000.

### **Schedule**

December 13, 2019: IAA election of Mr. Steven Dutton to the GIFTZ Board.

**Revenue and/or Operating Cost Implications**

**Revenue:**

Not applicable.

**Operating Costs:**

Not applicable.

**Supplier Diversity Participation**

Not applicable.

**Recommendation**

The Chairman and the Operating Director of the GIFTZ Board recommend the IAA Board consider for approval the election of Mr. Steve Dutton to the GIFTZ Board of Directors. Mr. Dutton will serve a term of three (3) years commencing January 1, 2020 through December 31, 2022.



**BOARD MEMO  
AIRCRAFT SERVICE INTERNATIONAL INC.  
D/B/A MENZIES AVIATION, INC.  
AMENDMENT NO. 4 TO OFFICE LEASE AGREEMENT**

To: IAA Board of Directors  
From: Marsha Stone, Sr. Director of Commercial Enterprise  
Date: November 18, 2019  
Board Date: December 13, 2019  
Subject: Aircraft Service International Inc. d/b/a Menzies Aviation, Inc.

**Background**

Aircraft Service International Inc. d/b/a Menzies Aviation, Inc. holds an Airport Use Permit for its business as a commercial airline deicing contractor, refueling provider and ground handling services operator. This Fourth Amendment to Office Lease Agreement provides for the continued leasing of 300 square feet of office space within the terminal building that is utilized as a staff break room.

The Amendment No. 4 extends the term for two (2) years and provides for two (2) additional terms of one (1) year each.

**Scope**

Staff requests the IAA Board execute the Amendment No. 4 to Office Lease Agreement with Aircraft Service International Inc. d/b/a Menzies Aviation, Inc.

**Schedule**

December 13, 2019: IAA approval of the Amendment No. 4 to Office Lease Agreement with Aircraft Service International Inc. d/b/a Menzies Aviation, Inc.

**Revenue and/or Operating Cost Implications**

**Revenue:**

Rental revenue from Amendment No. 4 shall be \$11,691.00 annually.

**Operating Costs:**

There are no additional operating costs regarding this Agreement.

**Supplier Diversity Participation**

Not applicable.

**Recommendation**

IAA staff recommends the IAA Board consider for approval the execution of Amendment No. 4 to Office Lease Agreement with Aircraft Service International Inc. d/b/a Menzies Aviation, Inc.



**BOARD MEMO  
MT. COMFORT FARMS, LLC  
AMENDMENT NO. 8 TO CASH FARM LEASE AGREEMENT**

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: November 18, 2019

Board Date: December 13, 2019

Subject: Gary Kingen d/b/a Mt. Comfort Farms, LLC – Amendment No. 8 to Cash Farm Lease Agreement

**Background**

Mt. Comfort Farms, LLC leases 1,379.5 acres of tillable land suitable for row crops at Indianapolis Regional Airport. Lessee has leased this property from the Authority since 2009 and has provided good stewardship of the land.

This Amendment No. 8 extends the term for one (1) year effective January 1, 2020 – December 31, 2020.

**Scope**

Staff requests the IAA Board execute Amendment No. 8 to Cash Farm Agreement with Gary Kingen d/b/a Mt. Comfort Farms, LLC.

**Schedule**

December 13, 2019: IAA approval of Amendment No. 8 to Cash Farm Agreement with Gary Kingen d/b/a Mt. Comfort Farms, LLC.

**Revenue and/or Operating Cost Implications**

**Revenue:**

- Rental revenue from Amendment No. 8 shall be \$475,927.50 annually.

**Operating Costs:**

- There are no operating costs associated with this Amendment No. 8.

**Supplier Diversity Participation**

Not applicable.

**Recommendation**

IAA staff recommends the IAA Board consider for approval the execution of Amendment No. 8 to Cash Farm Agreement with Gary Kingen d/b/a Mt. Comfort Farms, LLC. Amendment No. 8 extends the term a period of one-year commencing January 1, 2020 through December 31, 2020.



**BOARD MEMO – BID AWARD**

To: IAA Board of Directors  
From: Keith Berlen, Senior Director of Operations and Public Safety  
Date: November 25, 2019  
Board Date: December 13, 2019  
Subject: Award of Bids for the 2019 Snow Removal Equipment, Project I-20-033.

**Background**

In accordance with Title 14, Code of Federal Regulations (CFR), Part 139, as of July 29th, 2016 certificated airports are required to comply with the Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5200-30D. AC 150/5200-30D states an airport with the number of commercial operations as Indianapolis International Airport should have sufficient equipment to clear snow and ice within a ½ hours’ time from Priority One areas.

This equipment is used year round to remain in compliance with Federal Aviation Administration (FAA) Part 139 regulations including for snow and ice removal and for FAA Runway Condition Assessment Matrix (RCAM) requirements, and Takeoff and Landing Performance Assessments (TALPA) requirements for winter operations.

On July 19 the IAA Board approved the bid award to Batts Inc. for the purchase of two (2) Airport Deicing/Chemical Tankers as part of Project I-20-033 in an amount not-to-exceed \$544,704.00.

The Request for Quotes (RFQ) for the front wheel loader with attachments was issued September 16, 2019, with a bid submission deadline of October 3, 2019. IAA received three (3) bid submittals from a pool of the 70 vendors notified and 13 potential bidders. The IAA’s evaluation team reviewed these submittals to ensure they met the necessary specifications. One bid was found to be non-responsive by the IAA’s evaluation team. Of the two remaining bids RPM Machinery LLC was the lowest bid submitted. It has been determined that the lowest responsive and responsible bidder is RPM Machinery LLC with a bid of \$271,640.00. This is within the projected budget. The front wheel loader is a replacement for a twenty-seven (27) year old (1992 model) front wheel that has exceeded its useful life of 20 years.

The Request for Quotes (RFQ) for the backhoe loader with attachments was issued October 4, 2019, with a bid submission deadline of October 28, 2019. IAA received one (1) bid submittal from a pool of the 41 vendors notified and 13 potential bidders. Plainfield Equipment Inc. was the single bid submission received and the IAA’s evaluation team reviewed this submittal to

ensure it met the necessary specifications. It has been determined that the lowest responsive and responsible bidder is Plainfield Equipment Inc. with a bid of \$129,775.00. This is within the projected budget. The backhoe loader is a replacement for a twenty-one (21) year old (1998 model) backhoe loader that has exceeded its useful life of 20 years.

The Request for Quotes (RFQ) for the single axle plow truck was issued September 30, 2019, with a bid submission deadline of October 21, 2019. IAA received one (1) bid submittal from a pool of the 39 vendors notified and 12 potential bidders. Rush Truck Centers of Indiana, Inc. was the single bid submission received and the IAA's evaluation team reviewed this submittal to ensure it met the necessary specifications. It has been determined that the lowest responsive and responsible bidder is Rush Truck Centers of Indiana, Inc. with a bid of \$228,805.00. This is within the projected budget. The single axle plow truck is a replacement for an eight (8) year old (2011 model) single axle plow truck that has exceeded its useful life because it is a salt truck.

The Request for Quotes (RFQ) for two tandem axle plow trucks was issued September 30, 2019, with a bid submission deadline of November 8, 2019. IAA received two (2) bid submittals from a pool of the 39 vendors notified and 12 potential bidders. The IAA's evaluation team reviewed the submittals to ensure they met the necessary specifications. Of the two submittals Rush Truck Centers of Indiana, Inc. was the lowest bid received. It has been determined that the lowest responsive and responsible bidder is Rush Truck Centers of Indiana, Inc. with a bid of \$267,060.00 for each truck, for a sum total of \$534,120.00. This is within the projected budget. The tandem axle plow trucks are a replacement for a twenty (20) year old (1999 model) and a sixteen (16) year old (2003 model) tandem axle plow truck. Both trucks have exceeded their useful life of 15 years.

### **Scope**

These purchases (Project I-20-033) are for the replacement of two (2) airport deicing/chemical tankers, one (1) front wheel loader with attachments, one (1) backhoe loader with attachments, one (1) single axle plow truck, and two (2) tandem axle plow trucks. All equipment will be disposed of in an IAA auction or transferred to a reliever airport to be utilized as a reserve.

### **Budget**

Project I-20-033 was budgeted for a total sum of \$1,828,000 in the 2019 approved Capital Budget for the purchase of snow removal equipment in 2019. These purchases total a sum of \$1,709,044 which is \$118,956 under the approved budgeted amount. The purchases are being 100% airport cash funded.

### **Schedule**

Upon notice to proceed, delivery of the completed equipment is expected between 120 to 360 days of order.

### **Supplier Diversity Participation**

The Director of Supplier Diversity has determined that due to the nature of the scope of work, there is not an opportunity for supplier diversity participation on this contract.

**Recommendation**

For Project I-20-033, the IAA staff recommends that the IAA Board consider for approval:

Action #1 - The bid award to RPM Machinery LLC for the purchase of one (1) front wheel loader with attachments, in an amount not-to-exceed \$271,640.00. RPM Machinery LLC was the lowest responsive and responsible bidder.

Action #2 - The bid award to Plainfield Equipment Inc. for the purchase of one (1) backhoe loader with attachments, in an amount not-to-exceed \$129,775.00. Plainfield Equipment Inc. was the lowest responsive and responsible bidder.

Action #3 - The bid award to Rush Truck Centers of Indiana, Inc. for the purchase of one (1) single axle plow truck, in an amount not-to-exceed \$228,805.00. Rush Truck Centers of Indiana, Inc. was the lowest responsive and responsible bidder.

Action #4 - The bid award to Rush Truck Centers of Indiana, Inc. for the purchase of two (2) tandem axle plow trucks, in an amount not-to-exceed \$534,120.00. Rush Truck Centers of Indiana, Inc. was the lowest responsive and responsible bidder.