



Indianapolis Airport Authority

Agenda Indianapolis Airport Authority November 15, 2019 8:00 AM

I. Call to Order

II. Approval of Minutes of the IAA Board's Regular Meeting of October 18, 2019.

III. Ordinances, Resolutions and Public Hearings

- a) Public Hearing and adoption of **General Ordinance No. 06-2019**, concerning the 2020 Rates and Charges Ordinance, as more particularly described in said **BP2019-11-01**

IV. Board Reports

- a) Board President's Report

V. Official Actions

Consider, for approval, the individual items on the **IAA General Agenda, dated November 15, 2019.**

VI. Staff Reports

- a) Executive Director's Report
 - i. Bethel Cemetery Rededication Ceremony – Bill Stinson
 - ii. FAO Schwarz Grand Opening Celebration – Megan Carrico
 - iii. 2019 3rd Quarter IAA Core Value Winners
 - iv. IAA Thanksgiving Dinner Scheduled for Thursday, November 28th for all shifts
 - v. IND and Reliever Airports Carbon Accreditations
 - vi. Todd Cavender Airport Going Green: Aviation Sustainability Leadership Award
 - vii. Marsha Stone- Recognition of 25 years at IAA

VII. Other Reports/Update

- a) Board Communications *Next Meeting: Friday, December 13, 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 8:04 a.m., on October 18, 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
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
Marsha Stone, Sr. Director of Commercial Enterprise
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
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. Dillinger, seconded by Ms. Catchings 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 Mr. Robert Thomson, Sr. Director of Finance, who discussed **General Ordinance No. 05-2019**, concerning the Indianapolis Airport Authority's issuance of one or more series of additional revenue bonds designated "Indianapolis Airport Authority Refunding Revenue Bonds" to refund a portion of the Authority's outstanding revenue bonds and/or to remarket one or more series, and to fund other projects planned for debt financing in IAA's approved 2020 capital budget, as more particularly described in **BP2019-10-01**. 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. McClamroch and seconded by Mr. Voorhies

and unanimously passed, approval was given to **General Ordinance No. 05-2019**.

Next, President Glass introduced Ms. Tenley Drescher-Rhoades, General Counsel, who introduced **General Ordinance No. 06-2019**, concerning the 2020 Rates and Charges Ordinance, as more particularly described in **BP2019-10-02**. This is an introduction and no vote is needed at this time.

Next, Ms. Tenley Drescher- Rhoades discussed **Resolution No. 12-2019**, concerning the authorization of union elections, as more particularly described in **BP2019-10-03**. Upon a motion by Mr. Voorhies and seconded by Ms. Catchings and unanimously passed, approval was given to **Resolution No. 12-2019**.

Next, President Glass introduced Ms. Marsha Stone, Sr. Director of Commercial Enterprise, who discussed **BP2019-10-05**. President Glass opened a public hearing on **BP2019-10-05**, regarding a certain acceptance of offer with City of Indianapolis, for the sale of approximately 0.011 acres of fee simple land and 0.009 acres of existing right-of-way land located at Hanna Avenue Indianapolis, Indiana, for a total sale amount of \$1,110.00 as more particularly described in said **BP2019-10-05**. There being no comments or discussion from the public, the hearing was closed. Upon a motion by Mr. Goodwin and seconded by Ms. Davis and unanimously passed, approval was given to **BP2019-10-05**.

Next, President Glass introduced Ms. Marsha Stone, Sr. Director of Commercial Enterprise, who discussed **BP2019-10-06**. President Glass opened a Public Hearing on **BP2019-10-06**, regarding a certain Real Estate Sale Agreement with SCP Acquisitions LLC, for the sale of approximately 17.336 acres of land located at Metropolis Woods, Plainfield, Indiana, for a total sale amount of \$494,076.00, as more particularly described in said **BP2019-10-06**. There being no comments or discussion from the public, the hearing was closed. Upon a motion by Mr. McClamroch and seconded by Ms. Davis and unanimously passed, approval was given to **BP2019-10-06**.

Next, Ms. Tenley Drescher- Rhoades discussed **Resolution No. 13-2019**, concerning the Delegations of Authority Resolution (extension of 11-2017), as more particularly described in **BP2019-10-04**. Upon a motion by Mr. Voorhies and seconded by Ms. Catchings and unanimously passed, approval was given to **Resolution No. 12-2019**.

BOARD REPORTS

None.

OFFICIAL ACTIONS

INTRODUCTION AND APPROVAL OF THE INDIANAPOLIS AIRPORT AUTHORITY'S GENERAL AGENDA DATED October 18, 2019: President Glass introduced and then verbally described each of the individual items listed on the General Agenda.

BP2019-10-07. Upon a motion by Mr. McClamroch, seconded by Mr. Goodwin and unanimously passed, approval was given to **BP2019-10-07.**

BP2019-10-08. Upon a motion by Ms. Catchings, seconded by Mr. Voorhies and unanimously passed, approval was given to **BP2019-10-08.**

BP2019-10-09. Upon a motion by Mr. Goodwin, seconded by Mr. Schleter and unanimously passed, approval was given to **BP2019-10-09.**

STAFF REPORTS

Executive Director's Report

Mr. Mario Rodriguez, Executive Director, announced that the Indianapolis Airport Authority has received more than \$18 million in federal and state grant funding.

Next, Mr. Rodriguez announced that the Indianapolis International Airport received the 2019 Conde Nast Traveler – Best Airport in North America. This is the 6th year in a row the Indianapolis Airport has won this award.

Next, Mr. Rodriguez announced that the Indianapolis International Airport has won the JD Power Best Medium -Sized Airport in North America.

Next, Mr. Rodriguez announced that Airport won the GLC-AAAE Commercial Airport – Project of the Year. Mr. Rodriguez recognized Mr. Tony McMichael, Project Manager, for his hard work.

Next, Mr. Rodriguez recognized Ms. Holli Harrington, Director of Supplier Diversity and Diversity Officer, for receiving the Supplier Diversity Advocate of the Year from the Central Indiana Supply Chain Awards.

Next, Mr. Rodriguez announced that Mr. David Shaw, Director of Concessions and Air Service, was accepted into Class 44 of the Stanley K. Lacy Executive Leadership Series.

Other Reports/Updates

Mr. Dillinger, IAA Board Vice President, on behalf of the IAA Board, made congratulatory remarks recognizing the entire staff for their hard work and awards the Airport has received. Mr. Dillinger stated how he is proud of the accomplishments.

ADJOURNMENT

President Glass announced that the next IAA Board meeting is scheduled for November 15, 2019. There being no further business, the meeting was adjourned at 8:42 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 – 2020 Rates & Charges Ordinance

To: IAA Board of Directors

From: Tenley Drescher-Rhoades, General Counsel

Date: November 8, 2019

Board Date: November 15, 2019

Subject: 2020 Rates & Charges Ordinance

Scope

The Board of the Indianapolis Airport Authority (“IAA”) annually adopts an ordinance in order to implement a schedule of rates and charges for the use of the Airport’s facilities and services. All public notices about the introduction and public hearing of this proposed Ordinance have been properly published in the local newspapers, as required by Indiana law.

This proposed Ordinance sets forth rates that, if approved, will go into effect at the beginning of next year (January 1, 2020). The following represents a summary of changes from the prior year’s ordinance (shown on the attached copy of the proposed Ordinance):

1. Because negotiations with the airlines occurred earlier this year, and a new Airline Use Agreement (“AUA”) was executed, the Rates & Charges Ordinance for 2019 (General Ordinance 7-2018) was amended on May 17, 2019 with General Ordinance 3-2019 to reflect the new agreed-upon rates and charges, including language referencing a “Transitional Rate Agreement.” With the new AUA in place, such language has been stricken from this proposed General Ordinance 6-2019.
2. In Section I, the definition of RAC is amended to include BlueIndy, LLC as well as a peer to peer vehicle sharing program as defined in I.C. 24-4-9.2-4.
3. Consistent with the terms of the new AUA, the following changes were made to reflect the 2020 rates for airlines:
 - In Section III(B)(2)(a), landing fees for Signatory Airlines increased from \$1.71 to \$2.09 per 1000 pounds of landing weight, and for Non-Signatory Airlines, the rate increased from \$2.57 to \$3.14.
 - In Section III(B)(3)(b), annual terminal space rental rates per square foot of area increased from \$77.95 to \$90.37 for Signatory Airlines, and from \$116.93 to \$135.56 for Non-Signatory Airlines. A rental rate for aircraft apron, which had

been inadvertently not included in General Ordinance 3-2019, was added back in with a decrease from \$1.16 to \$0.48 for Signatory Airlines and from \$1.74 to \$0.72 for Non-Signatory Airlines.

- In Section III(B)(4), the Joint Use Space Fee was increased from \$5.89 to \$6.54 per enplaned passenger.
- In Section III(B)(8)(a) the Common Use Gate Fees (per flight) were increased as follows:

For Signatory Airlines:

Up to 3 hours -- increased from \$118.00 to \$146.32

More than 3 hours, less than 9 hours -- increased from \$177.00 to \$219.48

9 or more hours, less than 18 hours -- increased from \$354.00 to \$438.96

18-24 hours -- increased from \$708.00 to \$877.92

For Non-Signatory Airlines:

Up to 3 hours -- increased from \$177.00 to \$220.00

More than 3 hours, less than 9 hours -- increased from \$266.00 to \$330.00

9 or more hours, less than 18 hours -- increased from \$531.00 to \$659.00

18-24 hours -- increased from \$1062.00 to \$1317.00

- Also in Section III(B)(8)(a), the Aircraft Apron Fees (per flight) for Non-Signatory Airlines for more than 3 hours, less than 9 hours decreased from \$255.00 to \$225.00.
- In Sections II(A) and III(A), a \$675 annual fuel dispensing fee was added for aircraft at both IND and the reliever airports.

Schedule

October 18, 2018	General Ordinance No. 6-2019 was introduced at the IAA Board Meeting
November 15, 2019	Public Hearing/Consideration for Adoption of said Ordinance

Revenue and/or Operating Cost Implications

The annual Rates & Charges Ordinance is the principal document to impose fees and charges for the use of the Airport's facilities and services in support of the 2020 approved Operating and Capital Budgets of the IAA.

Recommendation

The IAA staff recommends the IAA Board consider for approval and adoption of the attached General Ordinance No. 6-2019.

**IAA Board Meeting
General Agenda
November 15, 2019**

General:

- BP2019-11-02** **Consider, for approval** PUMA North America, Inc.'s Foreign Trade Zone Operator Agreement and the issuance of a Grantee Concurrence Letter as approved by the Greater Indianapolis Foreign Trade Zone Board at its October 22, 2019 meeting.
- BP2019-11-03** **Consider, for approval** Toyota Industrial Equipment Manufacturing, Inc.'s Foreign Trade Zone Operator Agreement and the issuance of a Grantee Concurrence Letter as approved by the Greater Indianapolis Foreign Trade Zone Board at its October 22, 2019 meeting.
- BP2019-11-04** **Consider, for approval** Brooks Sports Inc.'s Foreign Trade Zone Operator Amendment and the issuance of a Grantee Concurrence Letter as approved by the Greater Indianapolis Foreign Trade Zone Board at its October 22, 2019 meeting.
- BP2019-11-05** **Consider, for approval** an award of contract with RPM Company, Inc. for snow removal services for the Airport Parking Department at Indianapolis International Airport in an amount not to exceed \$400,000. MBE participation goal is estimated between 3.00-5.00% (Wells Transport).

Capital:

- BP2019-11-06** **Consider, for approval** the award of purchase to Bane-Welker Equipment, LLC and the issuance of a purchase order for the purchase of an vegetation control tractor with airfield attachments, Vegetation Control Equipment Program, Project I-20-035, in an amount not-to-exceed \$300,140.72 using cooperative purchasing procedures through Sourcewell.
- BP2019-11-07** **Consider, for approval** an award of contract for Terminal Ancillary Service Enhancements at Indianapolis International Airport to Dallman Contractors, LLC in an amount not-to-exceed \$964,364.00 plus a 5% construction reserve of \$48,218.00 for a total of \$1,012,582.00. Dallman Contractors, LLC was the lowest responsive and responsible bidder. Supplier diversity participation is MBE 30.98% (Sexson Mechanical), WBE 0.72% (Protection Plus), and VBE 15.55% (Dallman Contractors).
- BP2019-11-08** **Consider, for approval** an award of contract for Terminal Optimization Program, Phase II - Electrical at Indianapolis International Airport to Long Electric Company, Inc. in an amount not-to-exceed \$769,900.00 plus a 5% construction reserve of \$38,495.00 for a total of \$808,395.00. Long Electric Company, Inc. was the lowest responsive and responsible bidder. Supplier diversity participation is MBE 22% (First Electric Supply).
- BP2019-11-09** **Consider, for approval** Amendment No. 1 to the contract with Ghafari Associates, LLC for Cargo Building Expansion (Building #622) at Indianapolis International Airport in an amount not-to-exceed \$114,465.47. Supplier diversity participation is MBE 24.60% (CTL Engineering, Vistara and SJCA) and WBE 52.82% (Etica Group).
- BP2019-11-10** **Consider, for approval** a professional services contract amendment with Michael Baker International for staff augmentation and project management services at IAA in an amount not-to-exceed \$50,000.00 (fees and expenses).



**BOARD MEMO – PUMA NORTH AMERICA, INC.
FOREIGN TRADE ZONE
OPERATOR AGREEMENT & GRANTEE CONCURRENCE LETTER**

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: October 28, 2019

Board Date: November 15, 2019

Subject: PUMA North America, Inc. - Foreign Trade Zone Operator Agreement & Grantee Concurrence Letter

Background

The Indianapolis Airport Authority (IAA) is the Foreign Trade Zone (FTZ) “Grantee” representing Central Indiana communities. In 1981, IAA created a separate company, the Greater Indianapolis Foreign Trade Zone, Inc. (GIFTZ), a not-for-profit 501C (6), to administer the FTZ program.

PUMA North America, Inc. (PUMA) is requesting the execution of an FTZ Operator Agreement the issuance of a Grantee Concurrence Letter. PUMA is seeking designation of its 51.42-acre campus that currently employs 120 staff. PUMA’s 636,742 square foot distribution facility, is located at 3632 Perry Boulevard, Whitestown, IN.

The FTZ program will allow PUMA to operate in a more efficient and secure environment, while potentially enhancing its supply chain to better compete in the growing e-commerce market.

PUMA is a leading manufacturer of athletic footwear and apparel. PUMA North America is a \$4.6 billion Euro sports brand headquartered in Herzogenaurach, Germany.

Scope

The GIFTZ Board supports the IAA Board’s execution of the FTZ Operator Agreement and issuance of a Grantee Concurrence Letter.

Schedule

October 22, 2019:	GIFTZ Board approved the FTZ designation request.
November 15, 2019:	Upon IAA approval, the execution of Operator Agreement and issuance of a Grantee Concurrence Letter by the IAA Board.
December 15, 2019:	Anticipated FTZ designation approval from the FTZ Board, Washington, D.C.

Revenue and/or Operating Cost Implications

Revenue:

Anticipated revenue will be \$48,000/annum in fees to the GIFTZ.

Operating Costs:

The GIFTZ has no additional costs associated with the application and designation process.

Supplier Diversity Participation

Not applicable.

Recommendation

IAA Staff recommends the IAA Board consider for approval PUMA North America, Inc.'s Foreign Trade Zone Operator Agreement and the issuance of a Grantee Concurrence Letter as approved by the Greater Indianapolis Foreign Trade Zone Board at its October 22, 2019 meeting.



**BOARD MEMO – TOYOTA INDUSTRIAL EQUIPMENT MANUFACTURING, INC.
FOREIGN TRADE ZONE
OPERATOR AGREEMENT & GRANTEE CONCURRENCE LETTER**

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: October 28, 2019

Board Date: November 15, 2019

Subject: Toyota Industrial Equipment Manufacturing, Inc. - Foreign Trade Zone Operator Agreement & Grantee Concurrence Letter

Background

The Indianapolis Airport Authority (IAA) is the Foreign Trade Zone (FTZ) “Grantee” representing Central Indiana communities. In 1981, IAA created a separate company, the Greater Indianapolis Foreign Trade Zone, Inc. (GIFTZ), a not-for-profit 501C (6), to administer the FTZ program.

Toyota Industrial Equipment Manufacturing, Inc. (TIEM) is requesting the execution of an FTZ Operator Agreement and the issuance of a Grantee Concurrence Letter. TIEM is seeking designation of its 165.25-acre campus that currently employs 1,462 staff. TIEM’s manufacturing & distribution facility, is located at 5555 Inwood Drive, Columbus, IN.

The FTZ program will allow TIEM to potentially add additional staff and enable the company to continue to grow domestically and internationally through the reinvestment of their import/export tax savings by being in the FTZ program.

TIEM is a leading manufacturer of material handling, lifts, and industrial forklifts. TIEM has produced over 60,000 forklifts at its Columbus plant since its inception more than 50 years ago.

Scope

The GIFTZ Board supports the IAA Board’s execution of the FTZ Operator Agreement and issuance of a Grantee Concurrence Letter.

Schedule

October 22, 2019:	GIFTZ Board approved the FTZ designation request.
November 15, 2019:	Upon IAA approval, the execution of Operator Agreement and issuance of a Grantee Concurrence Letter by the IAA Board.
December 15, 2019:	Anticipated FTZ designation approval from the FTZ Board, Washington, D.C.

Revenue and/or Operating Cost Implications

Revenue:

Anticipated revenue will be \$60,000/annum in fees to the GIFTZ.

Operating Costs:

The GIFTZ has no additional costs associated with the application and designation process.

Supplier Diversity Participation

Not applicable.

Recommendation

IAA Staff recommends the IAA Board consider for approval Toyota Industrial Equipment Manufacturing, Inc.'s Foreign Trade Zone Operator Agreement and the issuance of a Grantee Concurrence Letter as approved by the Greater Indianapolis Foreign Trade Zone Board at its October 22, 2019 meeting.



**BOARD MEMO – BROOKS SPORTS INC.
FOREIGN TRADE ZONE
OPERATOR AMENDMENT & GRANTEE CONCURRENCE LETTER**

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: October 28, 2019

Board Date: November 15, 2019

Subject: Brooks Sports Inc. - Foreign Trade Zone Operator Amendment & Grantee Concurrence Letter

Background

The Indianapolis Airport Authority (IAA) is the Foreign Trade Zone (FTZ) “Grantee” representing Central Indiana communities. In 1981, IAA created a separate company, the Greater Indianapolis Foreign Trade Zone, Inc. (GIFTZ), a not-for-profit 501C (6), to administer the FTZ program.

Brooks Sports Inc. (Brooks) is requesting the execution of their FTZ Operator Amendment and the issuance of a Grantee Concurrence Letter. Their distribution facility is located at 4124 AllPoints Drive, Whitestown, IN. Brooks is expanding this facility by adding an additional 133,000 square feet to their already existing 400,440 square feet facility. With this Operator Amendment, Brooks will be designating its entire 28.260-acre campus as an FTZ site.

This expansion will allow their continued success in retaining and expanding their employee base by adding an additional 75 employees. The FTZ program supports their business to remain globally competitive.

Brooks Sports Inc. is a leading athletic footwear and apparel brand and is headquartered in Seattle, Washington and is a subsidiary of Berkshire Hathaway. Products are available in over 60 countries

Scope

The GIFTZ Board supports the IAA Board’s execution of the Operator Amendment and Grantee Concurrence Letter.

Schedule

October 22, 2019:	GIFTZ Board approved the FTZ expansion request.
November 15, 2019:	Upon IAA approval, the execution of Operator Amendment and issuance of a Grantee Concurrence Letter by the IAA Board.
December 15, 2019:	Anticipated FTZ expansion approval from the FTZ Board, Washington, D.C.

Revenue and/or Operating Cost Implications

Revenue:

Anticipated revenue will remain at \$48,000/annum in fees to the GIFTZ.

Operating Costs:

The GIFTZ has no additional costs associated with the application and designation process.

Supplier Diversity Participation

Not applicable.

Recommendation

IAA Staff recommends the IAA Board consider for approval Brooks Sports Inc.'s Foreign Trade Zone Operator Amendment and the issuance of a Grantee Concurrence Letter as approved by the Greater Indianapolis Foreign Trade Zone Board at its October 22, 2019 meeting.



BOARD MEMO – ON CALL CONTRACT AWARD

To: IAA Board of Directors

From: Keith Berlen, Sr. Director of Operations & Public Safety

Date: October 28, 2019

Board Date: November 15, 2019

Subject: Approval of Contract Award with RPM Company Inc. for snow removal services for the Airport Parking Department lots at Indianapolis International Airport

Background

The existing contract with RPM expired on July 8, 2019 thus, on July 29, 2019, the IAA staff issued a Request for Proposals (RFP) for snow removal services for the Parking Department to secure a reliable, safe, professional and qualified snow removal provider.

On August 19, 2019, the IAA staff received five (5) proposals that were reviewed and scored by an evaluation team consisting of employees from the Maintenance, Parking and Operations Departments. All proposals were scored using criteria categories specified in the RFP with RPM Company, Inc. being the successful respondent.

Scope

The scope of this project is to provide on call snow removal services for the Airport Parking Department for a cumulative term not to exceed three (3) years. The initial term will be for two (2) years, with a one (1) year renewal option.

Budget

Funds have been approved in the airport operating budget, and even though we like to indicate a not-to-exceed cost, it is imperative the funds be available to provide this invaluable service for all customers, employees and visitors at IND.

The annual fee will be determined by services rendered which are controlled by weather conditions encountered in a season. Fees for this year are expected to be similar to last year if similar weather conditions are encountered.

Schedule

Proposals received by PlanetBids (IAA's web-based solicitation system): August 19, 2019
Board approves contract: November 15, 2019

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

The MBE participation for snow removal services is dependent on the amount of snow accumulation. Wells Transport will be utilized to expand RPM's snow removal services (hauling, hand labor, salt trucks, and large equipment operators) and is estimated to be between 3.00% – 5.00%.

Recommendation

The IAA staff has reviewed the proposals and recommends that the IAA Board consider for approval an award of contract with RPM Company, Inc. for snow removal services for the Airport Parking Department at Indianapolis International Airport in an amount not to exceed \$400,000. MBE participation goal is estimated between 3.00-5.00% (Wells Transport).



BOARD MEMO – BID AWARD

To: IAA Board of Directors

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

Date: October 24, 2019

Board Date: November 15, 2019

Subject: Award of Purchase to Bane-Welker Equipment, LLC for a vegetation control tractor with airfield attachments, Vegetation Control Equipment Program, Project I-20-035.

Background

Cooperative purchasing is “Procurement conducted by, or on behalf of, one or more Public Procurement Units” as defined by the American Bar Association Model Procurement Code for State and Local Governments.

Sourcewell is a local government unit, public corporation and public agency under the laws of the state of Minnesota. Sourcewell follows the competitive contracting law process to solicit, evaluate and award cooperative purchasing contracts for goods and services. Sourcewell cooperative purchasing contracts are made available through the joint exercise of powers law to member agencies.

Sourcewell's analysts streamline the procurement process by developing RFPs and IFBs for national, competitive, solicitations that meet or exceed local requirements. Their rigorous process is continually refined to best meet member needs and allows them to offer exceptional products from nationally acclaimed vendors. They award contracts at the manufacturing level, that can be leveraged locally to support our local dealers.

Sourcewell can help save time and money by combining the buying power of 50,000 government, education, and nonprofit organizations. Under its enabling statute, Sourcewell is explicitly authorized to provide cooperative purchasing services to eligible members. Membership in Sourcewell is available for all eligible state and local governments, education, higher education and nonprofit entities across North America. Their membership includes the Indianapolis Airport Authority and the State of Indiana. Purchases made through our Sourcewell membership are in accordance with Indiana Codes and local and state laws.

The 2019 Vegetation Control Equipment Program was for the replacement of one large vegetation control type tractor with airfield attachments. This tractor is a replacement of a

twenty-six (26) year old (1993 model) John Deere tractor with airfield attachments that has exceeded its useful life of 20 years. This equipment is used to remain in compliance with Federal Aviation Administration (FAA) Part 139 regulations and the Wildlife Hazard Management Plan (WHMP).

Sourcewell has given contracts for: Vegetation Control Tractors with Related Equipment and Accessories to Case IH Contract 021815-CNH; and Grounds Maintenance Equipment, Attachments, Accessories, and Related Services to Schulte Industries Contract 062117-SCI; and Cutting, Mowing, Earthmoving & Grounds Equipment to Woods Equipment Company Contract 042815-WDE. Bane-Welker Equipment, LLC is the local representative for the purchase of a large agricultural tractor with airfield attachments through these contracts.

Bane-Welker Equipment, LLC submitted pricing using the Sourcewell contract pricing in a total amount of \$300,140.72 for a large vegetation control tractor with airfield attachments, which is within our projected budget.

Scope

This purchase, Project I-20-035, is for the replacement of a 1993 John Deere tractor.

Budget

The project was budgeted for \$310,000 total and is for the purchase of a large vegetation control type tractor with airfield attachments in 2019. The purchase is being 100% airport cash funded.

Schedule

Upon notice to proceed, the delivery time of the completed vehicle is expected within 30-45 days of order, unless on ground equipment is sold, and within 210 days of order if unit has to be manufactured.

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 for this purchase.

Recommendation

The IAA staff recommends that the IAA Board consider for approval the award of purchase to Bane-Welker Equipment, LLC and the issuance of a purchase order for the purchase of a vegetation control tractor with airfield attachments, Vegetation Control Equipment Program, Project I-20-035, in an amount not-to-exceed \$300,140.72 using cooperative purchasing procedures through Sourcewell.



BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

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

Date: November 5, 2019

Board Date: November 15, 2019

Subject: Award of Construction Contract with Dallman Contractors, LLC for Terminal Ancillary Service Enhancements at Indianapolis International Airport (Project No. I-20-010)

Background

To better serve our customers and to continue providing a world class passenger experience, the Indianapolis Airport Authority (IAA) is providing new or upgraded services to three different segments of the terminal population. New Sensory Rooms will serve those who have difficulty with the noise and distractions associated with a busy terminal, while new Service Animal Relief Areas will provide indoor facilities for those travelling with a service animal. Additionally, upgrades to the Nursing Mothers' Rooms will provide a better and more sanitary facility for those traveling with infants.

On May 7, 2019, the Senior Director of Planning & Development approved a task order with Schmidt Associates, Inc. through their 2019 On-Call Contract for the design of the Terminal Ancillary Service Enhancements at Indianapolis International Airport.

On September 13, 2019, the IAA Executive Director approved plans and specifications and authorized public bidding process for Terminal Ancillary Service Enhancements at Indianapolis International Airport.

On October 15, 2019, the IAA staff received two bids. The project contained a base bid and one alternate bid for window shades. To align the work with the available funding, this contract consists of the base and an alternate bid. The bids for base bid and alternate bid ranged from \$964,364.00 to \$1,033,176.00. Dallman Contractors, LLC was the lowest responsive and responsible bidder in the amount of \$964,364.00 for the base bid and an alternate bid.

In addition to the contract amount, IAA staff is requesting a construction reserve of 5% 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 contingency for construction

reserve. Change orders exceeding the construction reserve will be submitted to the IAA Board for approval.

Scope

The project includes construction of a new Service Animal Relief Area, a New Sensory Room in each Concourse, a new Nursing Mothers’ Room in Concourse A and a renovated Nursing Mothers’ Rooms in the Ticket Hall of Concourse B.

Budget

The Dallman Contractors, LLC contract is \$964,364.00, which is within the approved 2020 Capital Budget for Terminal Ancillary Service Enhancements.

This project will be 100% Airport cash funded.

Terminal Ancillary Service Enhancements

Contract Amount (including 5% reserve)	\$	1,012,582.00
Design		165,945.00
Advertisements for Bid		315.00
Total Anticipated Project Cost	\$	1,178,842.00

This project is being undertaken primarily as a customer service initiative and will provide an improved airport experience aligned with current/future traveler expectations; therefore, it is not subject to the hurdle rate policy.

Schedule

Contract award is anticipated November 15, 2019 and the substantial completion is expected to occur June 2020.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Dallman Contractors	\$ -	\$ -	\$ 149,912.00	0.00%	0.00%	15.55%
Sexson Mechanical	298,800.00	-	-	30.98%	0.00%	0.00%
Protection Plus	-	6,960.00	-	0.00%	0.72%	0.00%
Totals	\$ 298,800.00	\$ 6,960.00	\$ 149,912.00	30.98%	0.72%	15.55%

Recommendation

The IAA staff recommends the IAA Board consider for approval an award of contract for Terminal Ancillary Service Enhancements at Indianapolis International Airport to Dallman Contractors, LLC in an amount not-to-exceed \$964,364.00 plus a 5% construction reserve of \$48,218.00 for a total of \$1,012,582.00. Dallman Contractors, LLC was the lowest responsive and responsible bidder. Supplier diversity participation is MBE 30.98% (Sexson Mechanical), WBE 0.72% (Protection Plus), and VBE 15.55% (Dallman Contractors).



BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

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

Date: November 5, 2019

Board Date: November 15, 2019

Subject: Award of Construction Contract with Long Electric Company, Inc. for Terminal Optimization Program, Phase II - Electrical at Indianapolis International Airport (Project No. I-16-010c)

Background

The Indianapolis International Airport (IND) terminal building has been in operation since 2008 with millions of passengers and guests having passed through the terminal. To facilitate alignment with the changing population demographics, technology advancements and customer service needs, the Indianapolis Airport Authority (IAA) has developed the IND Terminal Campus Optimization Program.

On May 19, 2017, the IAA Board formed an ad hoc Terminal Optimization Committee (TOC) charged with guiding the Terminal Optimization and Concessions Refresh programs.

On November 17, 2017, the IAA Board approved Amendment No. 1 with Synthesis, Inc. to the July 21, 2017 contract that incorporated the development and implementation of priority program initiatives as directed by the TOC. Phase I of the initiatives included the purchase and installation of carpet, furniture and electrical upgrades to support charging stations for passenger electronic devices in the east ends of Concourse A and B where Southwest Airlines and United Airlines currently operate. Phase I was completed in December 2018. Phase II continues these improvements through the remainder of the Concourses.

On September 13, 2019, the IAA Executive Director approved plans and specifications and authorized public bidding process for Terminal Optimization Program, Phase II - Electrical at Indianapolis International Airport.

On October 10, 2019, the IAA staff received two bids. The project contained a base bid and eight unit prices. To align the work with the available funding this contract consists of the base bid and a \$20,000.00 allowance for the unit priced items. The bids for base bid and the \$20,000.00 allowance ranged from \$769,900.00 to \$1,220,000.00. Long Electric Company, Inc. was the

lowest responsive and responsible bidder in the amount of \$769,900.00 for the base bid and \$20,000.00 allowance for incorporating the unit price items.

In addition to the contract amount, IAA staff is requesting a construction reserve of 5% 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 contingency for construction reserve. Change orders exceeding the construction reserve will be submitted to the IAA Board for approval.

Scope

The scope of Phase II includes the distribution of electrical power through Concourse A and Concourse B in anticipation of charging stations to be added to furniture.

Budget

The construction contract is \$769,900.00, which is within the approved 2020 Capital Budget for Terminal Optimization Program, Phase II - Electrical.

Terminal Optimization Program, Phase II - Electrical

Contract Amount (including 5% reserve)	\$	808,395.00
Advertisements for Bid		310.00
Total Anticipated Project Cost	\$	808,705.00

This project will be 100% Airport cash funded.

This project is being undertaken primarily as a customer service initiative and will provide an improved airport experience aligned with current/future traveler expectations; therefore, it is not subject to the hurdle rate policy.

Schedule

Contract award is anticipated November 15, 2019 and the substantial completion is expected to occur May 2019.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
First Electric Supply	\$ 169,373.40	\$ -	\$ -	22.00%	0.00%	0.00%
Totals	\$ 169,373.40	\$ -	\$ -	22.00%	0.00%	0.00%

Recommendation

The IAA staff recommends the IAA Board consider for approval an award of contract for Terminal Optimization Program, Phase II - Electrical at Indianapolis International Airport to Long Electric Company, Inc. in an amount not-to-exceed \$769,900.00 plus a 5% construction reserve of \$38,495.00 for a total of \$808,395.00. Long Electric Company, Inc. was the lowest responsive and responsible bidder. Supplier diversity participation is MBE 22% (First Electric Supply).



BOARD MEMO – AMENDMENT

To: IAA Board of Directors

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

Date: November 5, 2019

Board Date: November 15, 2019

Subject: Approval of Amendment No. 1 with Ghafari Associates, LLC for Cargo Building Expansion (Building #622) at Indianapolis International Airport (Project No. I-18-028)

Background

The Cargo Building (Bldg. #622), located at Indianapolis International Airport (IND), serves as the receiving and distribution center for cargo, commonly referred to as “belly cargo”, that is shipped in the holds of passenger aircraft. The volume of belly cargo processed through the building has increased steadily since Building #622 was constructed in 2009, exceeding the capacity of the existing 40,000 square-foot building. The Indianapolis Airport Authority’s (IAA’s) Properties Group has determined a 50% expansion in building space is required to meet current and near-term cargo volumes.

On December 14, 2018, the IAA Board approved and executed a Professional Service Contract with Ghafari Associates, LLC to provide design services for the Cargo Building Expansion.

Scope

This amendment is for the additional professional services needed to address a new access drive from South Service Road and new trash compactor enclosures, as well as associated electrical work. Additional geotechnical services, utility locates and cost estimating services are also to be provided.

Budget

The amendment with Ghafari Associates is \$114,465.47, which is within the approved 2020 Capital Budget for Cargo Building Expansion (Building #622).

This project will be 100% Airport cash funded.

The internal rate of return for this project is 14.05%. This project will expand the existing Building #622 facility to maintain the ability to meet airline demand and it will generate additional revenue for the Indianapolis Airport Authority.

Schedule

The contract term will be extended by Amendment 1 to March 31, 2022 to accommodate the additional design, construction, and warranty walk through.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
CTL Engineering	12,957.00	-	-	11.32%	0.00%	0.00%
Etica Group	-	60,458.47	-	0.00%	52.82%	0.00%
Vistara	9,000.00	-	-	7.86%	0.00%	0.00%
SJCA	6,200.00	-	-	5.42%	0.00%	0.00%
Totals	\$ 28,157.00	\$ 60,458.47	\$ -	24.60%	52.82%	0.00%

Recommendation

The IAA staff recommends the IAA Board consider for approval Amendment No. 1 to the contract with Ghafari Associates, LLC for Cargo Building Expansion (Building #622) at Indianapolis International Airport in an amount not-to-exceed \$114,465.47. Supplier diversity participation is MBE 24.60% (CTL Engineering, Vistara and SJCA) and WBE 52.82% (Etica Group).



BOARD MEMO – AMENDMENT

To: IAA Board of Directors

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

Date: November 5, 2019

Board Date: November 15, 2019

Subject: Approval of Amendment No. 1 with Michael Baker International for Staff Augmentation & Project Management Services in Support of IAA’s Capital Improvement Program and Other Projects and Initiatives at the Indianapolis Airport Authority

Background

On October 13, 2017, the Indianapolis Airport Authority (IAA) issued a Request for Qualifications (RFQ) to assist the IAA with staff augmentation and project management services with responses due on November 17, 2017. Seventeen (17) Statement of Qualifications (SOQs) were received. IAA representatives reviewed and ranked the qualifications. Michael Baker International was one (1) of five (5) consulting firms selected for a one (1) year term, with the option of four one (1) year renewals.

On November 15, 2019, the IAA Board approved a contract with Michael Baker International for \$419,900.83 (fees and expenses) to provide project management support for a critical IAA project.

At this time, the IAA staff is seeking to amend the Professional Services Contract in order to increase the value in an amount not to exceed \$50,000.00 (fees and expenses), thereby allowing Michael Baker International to continue providing these services.

Scope

This contract will provide professional services in support of IAA’s Capital Improvement Program and other projects and initiatives. The contract term with Michael Baker International has not changed and will expire December 31, 2019.

Budget

The contract will be financed through the 2020 Operating Budget and projects approved in the 2020 Capital Budget.

Supplier Diversity Participation

Michael Baker International is not a diverse business enterprise; given the nature of this staff augmentation contract, which utilizes a single individual, there is no opportunity for supplier diversity participation.

Recommendation

The IAA staff recommends the IAA Board consider for approval a professional services contract amendment with Michael Baker International for staff augmentation and project management services at IAA in an amount not-to-exceed \$50,000.00 (fees and expenses).