



**Indianapolis Airport Authority**  
**IAA Board of Directors Meeting Agenda**  
**July 17, 2020**  
**8:00 AM**  
**Virtual Meeting via Webex**

I. **Call to Order**

II. **Approval of Minutes of the IAA Board’s Virtual Webex Meeting of June 19, 2020.**

III. **Ordinances, Resolutions and Public Hearings**

- a) **Presentation and public hearing of General Ordinance No. 2-2020** concerning the Indianapolis Airport Authority’s budget for 2021, as more particularly described in BP2020-07-01.
- b) **Consider for approval, Resolution 12-2020**, concerning the Indianapolis Airport Authority approving a collective bargaining agreement between the Indianapolis Professional Firefighters Union Local 416 and the Indianapolis Airport Authority, as more particularly described in BP2020-07-02.
- c) **Consider for approval, Resolution 13-2020**, concerning the Indianapolis Airport Authority approving a collective bargaining agreement between the International Union of Police Associations Local 71 and the Indianapolis Airport Authority, as more particularly described in BP2020-07-03.

IV. **Board Reports**

- a) Board President’s Report

V. **Official Actions**

Consider, for approval, the individual items on the IAA General Agenda, dated July 17, 2020.

VI. **Staff Reports**

a) **Executive Director’s Report**

- i. Travel + Leisure 2020 World’s Best Awards – Indianapolis International Airport #1 Domestic Airport
- ii. IAA Operations Update – Keith Berlen / Al Stovall

VII. **Other Reports/Update**

- a) **Board Communications** *Next Meeting: Friday, August 21, 2020*

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

The Regular Meeting of the Indianapolis Airport Authority (IAA) Board was called to order at 8:01 am, on June 19, 2020, via virtual Webex.

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

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

**IAA Executive Staff attending as panelists via Webex:**

Mario Rodriguez, Executive Director  
Keith Berlen, Sr. Director of Operations and Public Safety  
Robert Thomson, Sr. Director of Finance  
Lisa Bierman, IAA Board Liaison  
Marsha Stone, Sr. Director of Commercial Enterprise  
Jarod Klaas, Sr. Director of Planning and Development  
Tenley Drescher-Rhoades, General Counsel  
Holli Harrington, Director of Supplier Diversity  
Bill Stinson, Sr. Director of Public Affairs

**Board President Meeting Introduction:**

President Glass announced that there was a quorum, and that voting would proceed with a first and second motion for each agenda item, and in the event any Board Member would wish to abstain from voting or vote in the negative, a roll call vote would be taken for that agenda item. President Glass asked Ms. Bierman, IAA Board Liaison, to proceed with a roll call vote of all Board Members for approval of the protocol for the Board agenda items. Board Members unanimously passed and approved the voting procedure.

**APPROVAL OF MINUTES**

President Glass asked for a motion to approve the Board Meeting Minutes of May 29, 2020. Mr. McClamroch made the first motion for approval; Mr. Goodwin seconded the motion. Board Members unanimously passed and approved the Meeting Minutes for the IAA Board Meeting held on May 29, 2020.

## **ORDINANCES, RESOLUTIONS AND PUBLIC HEARING**

President Glass introduced Mr. Robert Thomson, Sr. Director of Finance, who explained **General Ordinance No. 01-2020**, concerning an amendment to the 2020 Rates and Charges Ordinance, as more particularly described in said **BP2020-06-01**, outlining a new long-term aircraft parking rate made necessary by the unprecedented need for long-term parking of aircraft across the nation. President Glass asked if there were any questions or discussion. Next, President Glass opened the Public Hearing for **General Ordinance No. 01-2020** and asked for any public comments. No questions were submitted via the WebEx Q&A function or by email to the [publiccomment@ind.com](mailto:publiccomment@ind.com) address, and the Public Hearing was closed. Upon a motion by Mr. Schleiter and seconded by Mr. Voorhies and unanimously passed, approval was given to **General Ordinance No. 01-2020**.

Next, President Glass called upon Mr. Thomson, who introduced **General Ordinance No. 2-2020** concerning the Indianapolis Airport Authority's budget for 2021, as more particularly described in BP2020-06-02. No vote was taken as this was only an introduction of the Operating and Capital Budget for 2021, and Mr. Thomson stated that a full presentation would occur next month after the review with the Board Finance and Audit Committee.

Next, President Glass called upon Mr. Thomson. He introduced **Resolution No. 10-2020** concerning authorizing the Indianapolis Airport Authority's quarterly interest billing calculations to be suspended for 2020 through July 31, 2020, as more particularly described in **BP2020-06-03**. Upon a motion by Ms. Davis and seconded by Mr. Gaither and unanimously passed, approval was given to **Resolution No. 10-2020**.

Next, President Glass called upon Ms. Stone, Sr. Director of Commercial Enterprise, who introduced **Resolution No. 11-2020**, authorizing the Amended and Restated GIFTZ By-Laws and Articles of Incorporation, as more particularly described in said **BP2020-06-04**. Board Member, Jeff Gaither added remarks that this would make the GIFTZ Board operations more efficient and smoother. Upon a motion by Ms. Catchings and second by Mr. Powers and unanimously passed, approval was given to **Resolution No. 11-2020**.

## **BOARD REPORTS**

President Glass announced that Board Member, Ryan Goodwin was honored and presented with the *2019 Mooresvillian of the Year Award*.

## **OFFICIAL ACTIONS**

**INTRODUCTION AND APPROVAL OF THE INDIANAPOLIS AIRPORT AUTHORITY'S GENERAL AGENDA DATED June 19, 2020:** President Glass introduced and then verbally described each of the individual items listed on the General Agenda.

**BP2020-06-05** Upon a motion by Mr. Dillinger, seconded by Mr. McClamroch and unanimously passed, approval was given to **BP2020-06-05**.

**BP2020-06-06** Upon a motion by Mr. Goodwin, seconded by Mr. Schleter and unanimously passed, approval was given to **BP2020-06-06**.

**BP2020-06-07** Upon a motion by Mr. Voorhies, seconded by Ms. Davis and unanimously passed, approval was given to **BP2020-06-07**.

**BP2020-06-08** Upon a motion by Ms. Catchings, seconded by Mr. Gaither and unanimously passed, approval was given to **BP2020-06-08**.

**BP2020-06-09** Upon a motion by Mr. Powers, seconded by Mr. Dillinger and unanimously passed, approval was given to **BP2020-06-09**.

## **STAFF REPORTS**

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

Mr. Mario Rodriguez, Executive Director, introduced Keith Berlen, Sr. Director of Operations and Public Safety and Mr. Bill Stinson, Sr. Director for Public Affairs. Mr. Stinson gave a brief update regarding the INDCares Information Campaign. They provided a slide presentation and details regarding the campaign for the IND terminal promoting safety of all travelers and visitors at IND.

Next, Mr. Rodriguez introduced Holli Harrington, Director of Supplier Diversity and Diversity Officer, who gave an update on the Indianapolis Airport Authority's equity, diversity, and inclusion strategy. Ms. Harrington explained the IAA's continued commitment to cultivating a self-sustaining culture that fosters equitable inclusion and diversity in all aspects of our business and the commitment to optimize organizational performance and engagement by ensuring people feel respected and valued.

### **Other Reports/Updates**

None.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:46 am.

**INDIANAPOLIS AIRPORT AUTHORITY \***

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

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

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

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

The IAA Board meeting is available to stream from this link:

[Play recording](#) (48 mins)

Recording password: pM9p3p7q



## BOARD MEMO – 2021 BUDGET ORDINANCE

To: IAA Board of Directors

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

Date: June 30, 2020

Board Date: July 17, 2020

Subject: 2021 Budget Ordinance

Attached is the draft template of the 2021 Budget Ordinance No. 02-2020. This Budget Ordinance when adopted will set the maximum appropriation (expenditure) levels for 2021.

The budget process requires an introduction, a presentation (including a public hearing) and adoption of the Budget by August 31, 2020. The July 17, 2020 IAA Board meeting will be the presentation and public hearing of the 2021 Budget. The 2021 Budget appropriation support documentation is included.

The 2021 Airport System Fund Budget (which includes the Operating Budget) and Capital Improvement Fund Budget assumptions were reviewed in detail with the Finance and Audit Committee on June 19, 2020. The Final Hearing on the 2021 Budget will be held on August 21, 2020, at which time the Board will be asked to accept or reject the 2021 Budget Ordinance.

The City-County Council of Marion County and Indianapolis (Council) requires the Board to accept the 2021 Budget Ordinance by August 31, 2020. The following Council dates are tentative: 2021 Budget presented to the Municipal Corporations Committee of the Council (Committee) on September 24, 2020; reviewed by the Committee on September 30, 2020; Council hearing on September 21, 2020; Council approval of the budget on October 12, 2020.



Indianapolis Airport Authority

## **Board Memo – Approval of Collective Bargaining Agreement – Fire**

To: IAA Board of Directors

From: Tenley Drescher-Rhoades, General Counsel

Date: July 10, 2020

Board Date: July 17, 2020

Subject: Resolution No. 12-2020 regarding an Agreement between Indianapolis Airport Authority and Indianapolis Professional Fire Fighters Union Local 416 (“IPFF”)

### **Scope**

On May 17, 2019, the Board of the Indianapolis Airport Authority (“IAA”) adopted General Ordinance No. 2-2019, establishing a system to permit representation of public safety employees by employee organizations (unions) for purposes of limited collective bargaining. As prescribed by the Ordinance, after IPFF submitted to the Executive Director all required documents, including a sufficient number of authorization cards signed by sworn full-time employees of the Airport Fire Department (“AFD”), on October 18, 2019 the Board passed Resolution No. 12-2019, authorizing the Executive Director to conduct an election to determine whether a majority of AFD employees were in support of representation by IPFF. An election was held on October 23 and 24, 2019 and IPFF received a majority of the votes. The Executive Director then officially recognized the union as representative of sworn AFD employees.

Over the course of several months earlier this year, the IAA negotiation team, consisting of leadership from Finance, Human Resources, Operations, Public Safety, and Legal, met several times with the IPFF negotiating team to discuss terms to be included in a collective bargaining agreement. Early in the negotiations, the IAA team made clear that no provisions having a fiscal impact on IAA would be acceptable to IAA, as a result of the impact of the COVID-19 pandemic on the air travel industry.

After IAA and IPFF came to agreement on terms that do not include a fiscal impact to IAA other than the creation of a limited bank of paid hours to be used by union leadership to perform union business such as negotiation of subsequent collective bargaining agreements, a proposed Agreement was drafted, and subsequently ratified by the AFD members of the union on \_\_\_\_\_. The Agreement now requires approval by the Board, which is being requested through the Board’s consideration of Resolution No. 12-2020. A summary of the terms of the Agreement are attached to this memo for the Board’s review.

### **Schedule**

Effective date of the Agreement will be date of the Board’s approval, and the Agreement will expire December 31, 2021.

**Recommendation**

Staff recommends approval and adoption of the attached Resolution No. 12-2020.

Summary of Agreement  
with  
Indianapolis Professional Firefighters Union, Local 416

Art. I Sec. 1	<ul style="list-style-type: none"> <li>• Duration of agreement – from execution through 12/31/2020.</li> <li>• If budget is reduced, Authority may reopen negotiation.</li> </ul>
Sec. 2	<ul style="list-style-type: none"> <li>• Complete Agreement – boiler plate contract language (sole agreement between parties)</li> </ul>
Sec. 3	<ul style="list-style-type: none"> <li>• Severability – boiler plate contract language (if a provision is determined invalid, other provisions remain intact)</li> </ul>
Art. II Sec. 1	<ul style="list-style-type: none"> <li>• Recognition of Union as exclusive representative of bargaining unit.</li> </ul>
Sec. 2	<ul style="list-style-type: none"> <li>• Chief excluded from bargaining unit.</li> </ul>
Art. III Sec.1	<ul style="list-style-type: none"> <li>• Payroll deduction of Union dues.</li> <li>• Union may use bulletin boards located in each station,</li> <li>• Non-Discrimination (against Union or Union members).</li> <li>• Up to 200 hours per fiscal year for Union business, and no more than 3 persons at one time – reasonable notice to supervisor required.</li> </ul>
Sec. 2	<ul style="list-style-type: none"> <li>• All rights retained by Authority unless relinquished by this Agreement.</li> </ul>
Sec. 3	<ul style="list-style-type: none"> <li>• Union will not support strikes, slow-downs, picketing, work stoppages, and Union not liable for unauthorized employee activity.</li> </ul>
Art. IV Sec. 1.	<ul style="list-style-type: none"> <li>• 5-member Labor Management Committee to be established (2 Union members, Chief, member of Authority’s Senior Leadership and 1 non-bargaining unit employee nominated by Chief/Senior Leadership).</li> <li>• For discussion of Authority-Union related issues, provide input and make recommendations – Authority retains right to make decisions.</li> </ul>
Sec. 2	<ul style="list-style-type: none"> <li>• Health Insurance Advisory Committee to be established (with 1 Local 416 member, HR Director/designee, and other subject matter experts.</li> </ul>

	<ul style="list-style-type: none"> <li>• For purpose of providing input and recommendations but with all final decisions regarding healthcare benefits remaining with the Authority.</li> </ul>
Sec. 3	<ul style="list-style-type: none"> <li>• Labor Management Committee to make recommendations to Chief regarding establishment of a Standard Operation Guideline (SOGs) for the handling of grievances.</li> <li>• Authority retains right to make decisions.</li> </ul>
Sec. 4	<ul style="list-style-type: none"> <li>• Labor Management Committee may provide input prior to the Chief making changes to staffing of apparatus, except in emergency situations.</li> </ul>
Sec. 5	<ul style="list-style-type: none"> <li>• Labor Management Committee to explore possible peer fitness training programs and make recommendations to HR Director.</li> </ul>
Sec. 6	<ul style="list-style-type: none"> <li>• IAA staff will share the idea of a VEBA(PEHP) with the Board's Human Resources Committee for consideration.</li> </ul>
Sec. 7	<ul style="list-style-type: none"> <li>• Authority has right to establish reasonable SOGs.</li> <li>• Within 2 months of effective date of this Agreement, Authority will make current SOGs available electronically, as well as any changes, additions or deletions as they occur.</li> <li>• Union may provide input when changes are contemplated by Chief.</li> </ul>
Sec. 8	<ul style="list-style-type: none"> <li>• Labor Management Committee will study and make recommendations regarding establishment of Advisory Board to advise on hiring, promotion and discipline, but Chief retains ultimate authority.</li> </ul>
Art. V	<ul style="list-style-type: none"> <li>• Non-Discrimination (as to age, sex, gender identity, sexual orientation, race, color, creed, disability, national origin, religious or political affiliation).</li> </ul>
Art. VI Sec. 1	<ul style="list-style-type: none"> <li>• No salary negotiations for this Agreement</li> </ul>
Sec. 2	<ul style="list-style-type: none"> <li>• No changes to salary and/or benefits without input from Union, and Authority retains the right to make or not make changes.</li> </ul>
Sec. 3	<ul style="list-style-type: none"> <li>• No changes to calculation of overtime without input from Union, and Authority retains the right to make or not make changes.</li> </ul>
Sec. 4	<ul style="list-style-type: none"> <li>• No longevity pay negotiations for this Agreement.</li> </ul>
Sec. 5	<ul style="list-style-type: none"> <li>• No changes to life insurance benefit without input from Union, and Authority retains the right to make or not make changes.</li> </ul>
Sec.6	<ul style="list-style-type: none"> <li>• No changes to paid holidays without input from Union, and Authority retains the right to make or not make changes.</li> </ul>
Sec. 7	<ul style="list-style-type: none"> <li>• No changes to deferred compensation plan without input from Union, and Authority retains the right to make or not make changes.</li> </ul>

Sec. 8	<ul style="list-style-type: none"> <li>• No changes to vacation time without input from Union, and Authority retains the right to make or not make changes.</li> </ul>
Sec. 9	<ul style="list-style-type: none"> <li>• Personal time required to be taken in 12-hour increments, but Chief may approve 4-hour increments in emergency situations.</li> <li>• No changes to personal time without input from Union, and Authority retains the right to make or not make changes.</li> </ul>
Sec. 10	<ul style="list-style-type: none"> <li>• No changes to bereavement leave without input from Union, and Authority retains the right to make or not make changes.</li> </ul>
Sec. 11	<ul style="list-style-type: none"> <li>• No changes to sick leave without input from Union, and Authority retains the right to make or not make changes.</li> </ul>
Sec. 12	<ul style="list-style-type: none"> <li>• Firefighters working regular shift on day affected by daylight savings time change will be considered as having worked 24 hours, regardless of whether it was 23 hours or 25 hours.</li> </ul>
Memorandum of Understanding	<ul style="list-style-type: none"> <li>• Labor Management Committee will investigate different retirement and long-term disability plans and report findings to Authority, and Authority retains the right to make or not make changes.</li> </ul>



Indianapolis Airport Authority

## **Board Memo – Approval of Collective Bargaining Agreement – Police**

To: IAA Board of Directors

From: Tenley Drescher-Rhoades, General Counsel

Date: July 10, 2020

Board Date: July 17, 2020

Subject: Resolution 13-2020 regarding an Agreement between Indianapolis Airport Authority and I.U.P.A. Local 71, Inc. of the International Union of Police Associations (IUPA)

### **Scope**

On May 17, 2019, the Board of the Indianapolis Airport Authority (“IAA”) adopted General Ordinance No. 2-2019, establishing a system to permit representation of public safety employees by employee organizations (unions) for purposes of limited collective bargaining. As prescribed by the Ordinance, after IUPA submitted to the Executive Director all required documents, including a sufficient number of authorization cards signed by sworn full-time employees of the Airport Police Department (“APD”), on October 18, 2019 the Board passed Resolution No. 12-2019, authorizing the Executive Director to conduct an election to determine whether a majority of APD employees were in support of representation by IUPA. An election was held on October 23 and 24, 2019 and IUPA received a majority of the votes. The Executive Director then officially recognized the union as representative of sworn APD employees.

Over the course of several months earlier this year, the IAA negotiation team, consisting of leadership from Finance, Human Resources, Operations, Public Safety, and Legal, met several times with the IUPA negotiating team to discuss terms to be included in a collective bargaining agreement. Early in the negotiations, the IAA team made clear that no provisions having a fiscal impact on IAA would be acceptable to IAA, as a result of the impact of the COVID-19 pandemic on the air travel industry.

After IAA and IUPA came to agreement on terms, that do not include a fiscal impact to IAA other than the creation of a limited bank of paid hours to be used by union leadership to perform union business such as negotiation of subsequent collective bargaining agreements, a proposed Agreement was drafted, and subsequently ratified by the APD members of the union on \_\_\_\_\_. The Agreement now requires approval by the Board, which is being requested through the Board’s consideration of Resolution No. 13-2020 A summary of the terms of the Agreement are attached to this memo for the Board’s review.

### **Schedule**

Effective date of the Agreement will be date of the Board’s approval, and the Agreement will expire December 31, 2021.

**Recommendation**

Staff recommends approval and adoption of the attached Resolution No. 13-2020.

Summary of Agreement  
with  
International Union of Police Associations (I.U.P.A. Local 71)

Article I	<ul style="list-style-type: none"> <li>• Recognition of Union as exclusive representative of bargaining unit.</li> </ul>
Article II	<ul style="list-style-type: none"> <li>• Preserves management rights to direct public safety employees, to hire, promote, discipline, fire, etc., to select benefit plans and take whatever actions necessary to carry out Authority's mission.</li> </ul>
Article III	<ul style="list-style-type: none"> <li>• Union bulletin board in breakroom.</li> <li>• No investigation or handling of grievances on worktime without permission of shift commander.</li> <li>• Up to 200 hours per fiscal year for union business, and no more than 3 persons at one time – reasonable notice to supervisor required.</li> <li>• Payroll deduction of Union dues allowed – employee may revoke deductions with 30 days' notice.</li> <li>• With permission from Public Safety Director, meeting space for Union meetings provided at AOC.</li> </ul>
Article IV	<ul style="list-style-type: none"> <li>• Both parties agree to deal only with the other party's authorized representative.</li> </ul>
Article V	<ul style="list-style-type: none"> <li>• Union will not support strikes, slow-downs, picketing, work stoppages.</li> </ul>
Article VI	<ul style="list-style-type: none"> <li>• Uniforms &amp; equipment provided at no cost per General Orders. If Chief desires changes to General Orders, Union may have input, unless it is an emergency.</li> <li>• 2 pairs of pants once a year and 1 long sleeve shirt and 1 short sleeve shirt once every two years.</li> </ul>
Article VII	<ul style="list-style-type: none"> <li>• Labor Management Committee to study alternative scheduling models (10-hour or 12-hour shifts).</li> <li>• Any change is at sole discretion of Chief.</li> </ul>
Article VIII	<ul style="list-style-type: none"> <li>• Labor Management Committee established. 5 members (2 Union members, Chief, Public Safety Director, and 1 non-bargaining unit member chosen by Chief/Public Safety Director).</li> </ul>

	<ul style="list-style-type: none"> <li>• For discussion of Authority-Union related issues, provide input and make recommendations – Authority retains right to make decisions.</li> </ul>
Article IX	<p>Grievance and Mediation.</p> <ul style="list-style-type: none"> <li>• Sets forth grievance procedure, right to representation from Union (at Union’s discretion). <ul style="list-style-type: none"> <li>○ First level is Chief, and if no resolution, second level is HR.</li> <li>○ If no resolution, mediation before U.S Federal Mediation and Conciliation Service or, if unavailable, private mediator with costs shared by parties.</li> </ul> </li> </ul>
Article X	<ul style="list-style-type: none"> <li>• Non-Discrimination (against Union or Union members)</li> </ul>
Article XI	<ul style="list-style-type: none"> <li>• Employee’s right to inspect and copy personnel record.</li> <li>• Right to file written response to counseling or reprimand in personnel file.</li> <li>• Nothing placed in personnel file without employee notice.</li> </ul>
Article XII	<ul style="list-style-type: none"> <li>• After 10 years of service, upon voluntary separation in good standing, employee eligible for a retiree identification card and badge.</li> </ul>
Article XIII	<p>Progressive discipline</p> <ul style="list-style-type: none"> <li>• Authority reserves right to skip steps.</li> <li>• Upon 5-year period free of discipline, documented coaching, counseling and reprimands prior to that 5-year period not to be considered by Chief when imposing discipline, but may be considered for purpose of promotions, specialty positions and awards.</li> </ul>
Article XIV	<ul style="list-style-type: none"> <li>• Entire Agreement – (boiler plate contract language) – No further collective bargaining needed for duration of this Agreement.</li> </ul>
Article XV	<ul style="list-style-type: none"> <li>• Prevailing Rights – Union allowed input before changes to policies.</li> </ul>
Article XVI	<ul style="list-style-type: none"> <li>• Savings Clause – if any provision is found to be invalid, other provisions remain intact. If found invalid by a court, parties agree to negotiate valid replacement language</li> </ul>
Article XVII	<ul style="list-style-type: none"> <li>• Agreement in effect until December 31, 2021.</li> </ul>

**IAA Board Virtual Meeting  
General Agenda  
July 17, 2020**

**General:**

**None**

**Capital:**

**BP2020-07-04** **Consider, for approval,** a professional services contract Amendment No. 2 with BSA Lifestructures, Inc. in support of the IAA's Capital Improvement Program and Other Projects and Initiatives in an amount not-to-exceed \$16,860.00.

**BP2020-07-05** **Consider, for approval,** a professional services contract with MZ Corporation for staff augmentation and project management services in an amount not-to-exceed \$300,200.00 (fees) and \$500.00 (expenses); total contract not-to-exceed \$300,700.00. Supplier diversity participation is DBE 100% (MZ Corporation) and WBE 100% (MZ Corporation).

**BP2020-07-06** **Action No. 1**  
**Consider, for approval,** Change Order No. 6 with Glenroy Construction Co., Inc. for Rehabilitate and Return to Service – Old Terminal Garage at Indianapolis International Airport in an amount not-to-exceed \$348,686.00. Supplier diversity participation is MBE 13.58% (Sexson Electrical and Sexson Mechanical), and WBE 0.09% (DECO Painting).

**Action No. 2**  
**Consider, for approval,** a contingency of \$50,000.00 available to cover miscellaneous items for timely final and balancing of the contract needed to ensure timely sale of the garage.



Indianapolis Airport Authority

## **BOARD MEMO – AMENDMENT**

To: IAA Board of Directors

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

Date: July 7, 2020

Board Date: July 17, 2020

Subject: Approve Professional Services Contract Amendment No. 2 with BSA Lifestructures, Inc. for Staff Augmentation & Project Management Services in Support of the Indianapolis Airport Authority’s (IAA’s) Capital Improvement Program and Other Projects and Initiatives for the Indianapolis Airport Authority

### **Background**

In support of the Indianapolis Airport Authority’s (IAA) capital program staff has requested, and the IAA Board approved, the use of Staff Augmentation and Project Management Services to supplement the IAA’s staff during the implementation of the capital program. This practice has been utilized for the last several years, with several firms providing personnel to the IAA as staff augments. One such firm has been BSA Lifestructures, Inc (BSA).

At this time, due primarily to the on-going pandemic, the need for these services has been diminished; however, throughout the first, and during early portions of the second, quarters of this year BSA staff continued to provide Staff Augment services as the IAA realigned the Capital Program and continued to implement several projects. To provide this continuing support it was necessary for the BSA contract to be extended past its original completion date, as well as beyond its original maximum. In order to close-out this contract and make the necessary remunerations to BSA the IAA is requesting approval of Amendment No. 2 to the BSA contract.

### **Scope**

The BSA Contract Amendment No. 2 will provide continued professional services in support of IAA’s Capital Improvement Program and other projects and initiatives for the term remaining on the contract.

### **Budget**

The BSA Lifestructures, Inc. Contract Amendment No. 2 is \$16,860.00. The funding will be financed through the 2020 Operating Budget and projects approved in the 2020 Reforecast Capital Budget.

### **Schedule**

This amendment does not change the term of the contract. The contract with BSA expires on July 20, 2020.

**Supplier Diversity Participation**

There is no impact on the supplier diversity participation resulting from this amendment.

**Recommendation**

The IAA staff recommends the IAA Board consider for approval a professional services contract Amendment No. 2 with BSA Lifestructures, Inc. in support of the IAA's Capital Improvement Program and Other Projects and Initiatives in an amount not-to-exceed \$16,860.00.



# Indianapolis Airport Authority

## BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

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

Date: July 7, 2020

Board Date: July 17, 2020

Subject: Approve Professional Services contract with MZ Corporation, dba Zurbuch Development/Construction Consulting for Staff Augmentation & Project Management Services in Support of IAA’s Capital Improvement Program and Other Projects and Initiatives for the Indianapolis Airport Authority

### **Background**

On October 13, 2017, the Indianapolis Airport Authority (IAA) issued a Request for Qualifications (RFQ) for staff augmentation and project management services with responses due on November 17, 2017. IAA representatives reviewed the seventeen (17) Statement of Qualifications (SOQs) received, selecting MZ Corporation, dba Zurbuch Development/Construction Consulting, as one of the five (5) consulting firms to receive a one (1) year contract, with the option of four one (1) year renewals.

Given the need for Staff Augmentation & Project Management Services in Support of IAA’s Capital Improvement Program and Other Projects and Initiatives at the Indianapolis Airport Authority services, the IAA Staff is seeking to renew MZ Corporation for a Professional Service Contract for a third-one (1) year term. This is consistent with the current staff resourcing plan, as well as the approved 220 Capital Improvement Program.

### **Budget**

The MZ Corporation contract will be financed through the 2020 Operating Budget and projects approved in the 2020 Reforecast Capital Budget. The contract value is in a not-to-exceed total of \$300,700.00 (fees & expenses).

### **Schedule**

The Professional Services Contract with MZ Corporation will begin August 1, 2020 with an end date of July 31, 2021.

### **Supplier Diversity Participation**

The Director of Supplier Diversity has approved the following for MZ Corporation:

Firm	Amount				%			
	DBE	MBE	WBE	VBE	DBE	MBE	WBE	VBE
MZ Corporation	\$300,700.00	\$0.00	\$300,700.00	\$0.00	100.00%	0.00%	100.00%	0.00%
<b>Totals</b>	<b>\$300,700.00</b>	<b>\$0.00</b>	<b>\$300,700.00</b>	<b>\$0.00</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>0.00%</b>

**Recommendation**

The IAA staff recommends the IAA Board consider for approval a professional services contract with MZ Corporation for staff augmentation and project management services in an amount not-to-exceed \$300,200.00 (fees) and \$500.00 (expenses); total contract not-to-exceed \$300,700.00. Supplier diversity participation is DBE 100% (MZ Corporation) and WBE 100% (MZ Corporation).



## **BOARD MEMO – CHANGE ORDER**

To: IAA Board of Directors

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

Date: July 7, 2020

Board Date: July 17, 2020

Subject: Approve Change Order No. 6 with Glenroy Construction Company, Inc. and an additional contingency for close-out for Rehabilitate and Return to Service – Old Terminal Garage at Indianapolis International Airport (Project No. I-15-034)

### **Background**

The Old Terminal Parking Garage associated with the former passenger terminal on High School Road opened in July 1987 and remained in service until 2008 when operations moved to the new Midfield terminal. The last capital project performed on the garage was in 2005. As part of the redevelopment of the old airport site on High School Road, the old parking garage is being renovated and returned to service.

On December 7, 2018, the IAA Executive Director approved plans and specifications, as prepared by American Structurepoint, Inc. and authorized the public bidding process for Rehabilitate and Return to Service – Old Parking Garage at Indianapolis International Airport.

On February 15, 2019, the IAA Board of Directors approved a contract with Glenroy Construction Co., Inc. with a construction reserve of 10% of the total contract amount for this project.

### **Change Order Summary**

Contract changes fall under one of three categories: Errors/Omissions, Unforeseen Circumstances, or additional Owner requested scope. Typically, the cost of an error is paid by the designer as the error may require work already completed to be redone. Omissions are items that are corrected before work is performed and for which the designers are typically charged up to 15% of the cost because the item may have to be negotiated with the contractor. Unforeseen circumstances are items that could not reasonably be anticipated by the designer and therefore are not charged against the designer. Owner requested scope changes occur when, during construction, the Owner identifies, and directs the contractor to complete additional work which benefits the Owner. This change order addresses fifteen items that include Omissions, Unforeseen Circumstances, and Owner Requested Scope Changes.

The major cost items in Change Order No.6 are associated with unforeseen circumstances related to the rehabilitation and replacement of the elevator systems. A detailed list of the Change Order items is presented below:

- Unforeseen Circumstances
  1. Replacement of six collapsed elevator casings over forty feet in depth, identified once the elevator systems were opened up for rehabilitation; \$120,095.00. Utilizing the Force Account provisions of the contract provided a savings of more than \$30,000.00.
  2. Water removal from the old elevator casings; \$33,519.00.
  3. Replacement of elevator door sills; \$115,491.00.
  4. Add 20 elevator lobby call stations to replace existing telephones; Cost \$15,799.00.
  5. Repair 3 hoist-way door panels; \$1,838.00.
  6. Wiring of the new elevator system required replacing 6 elevator cab light breakers; \$1,066.00.
  
- Owner Requested Scope Change
  1. Re-stripe the pavement at parking spaces to change the full size car spaces to compact car spaces, with safety posts, and signage; \$13,945.00.
  2. Replace 22 - 20-amp breakers with 22 – bolt-in 20-amp GFCI Breakers; \$5,276.00.
  3. Install 3 Elevator sump pump systems; \$15,627.00.
  4. Install 3 Knox Boxes for emergency elevator door keys on the lower level in the elevator lobbies; \$831.00.
  5. Install backflow preventer; \$8,520.00.
  6. Add 6 new exit signs; \$744.00.
  
- Potential Omission
  1. Add 6 auxiliary electrical contact kits to elevator control systems to accommodate emergency lowering of elevator cab: code requirements; \$2,984.00.
  2. Install smoke detector in AHU-1 duct; connect to fire alarm; \$6,288.00.
  3. Install fused disconnects for elevator machine rooms; \$6,663.00.

**Budget**

This Glenroy Construction Company, Inc. Change Order No. 6 is \$348,686.00. This places the total contract amount \$180,325.53 over the previously approved 10% construction reserve, requiring Board approval. These costs will be accommodated through savings in other projects in the approved Capital Budget.

**Schedule**

This Change Order No. 6 does not change the term of the contract.

**Supplier Diversity Participation**

The Director of Supplier Diversity has approved the following for this Change Order No. 6:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Sexson Mechanical	\$ 8,237.00	\$ -	\$ -	2.36%	0.00%	0.00%
Sexson Electrical	39,110.00	-	-	11.22%	0.00%	0.00%
DECO Painting	-	300.00	-	0.00%	0.09%	0.00%
<b>Totals</b>	<b>\$ 47,347.00</b>	<b>\$ 300.00</b>	<b>\$ -</b>	<b>13.58%</b>	<b>0.09%</b>	<b>0.00%</b>

**Recommendation**

**Action No. 1**

The IAA staff recommends the IAA Board consider for approval Change Order No. 6 with Glenroy Construction Co., Inc. for Rehabilitate and Return to Service – Old Terminal Garage at Indianapolis International Airport in a net amount not-to-exceed \$180,325.53. Supplier diversity participation is MBE 13.58% (Sexson Electrical and Sexson Mechanical), and WBE 0.09% (DECO Painting).

**Action No. 2**

The IAA staff recommends the IAA Board consider for approval a contingency of \$50,000.00 available to cover miscellaneous items for timely final and balancing of the contract needed to ensure timely sale of the garage.