



Indianapolis Airport Authority
IAA Board of Directors Meeting Agenda
July 16, 2021
8:00 AM
Virtual Meeting via Zoom

I. Call to Order

II. Approval of Minutes of the IAA Board’s Virtual Meeting of June 18, 2021.

III. Ordinances, Resolutions, and Public Hearings

- a) **Presentation and first public hearing of General Ordinance No. 02-2021**, concerning Indianapolis Airport Authority’s budget for 2022, as more particularly described in **BP2021-07-01**.

IV. Board Reports

- a) Board President’s Report

V. Official Actions

Consider, for approval, the individual items on the **IAA General Agenda, dated July 16, 2021**.

VI. Staff Reports

a) **Executive Director’s Report**

- i. ACI-NA Inclusion Champion for Medium Hub Airports – Indianapolis Airport Authority
- ii. DiversityPlus Magazine Top 15 Women in Power Impacting Diversity – Holli Harrington
- iii. Ball State University Immersive Learning Project – Reid Goldsmith
- iv. IAA Summer Internship Program and Faculty Extern Introduction – Rachel Stevens
- v. Commercial Development Report – Marsha Stone

VII. Other Reports/Update

- a) **Board Communications: *Next Meeting: Friday, August 20, 2021, at 8:00 AM***

MINUTES
Board of Directors Meeting
Indianapolis Airport Authority

The Regular Meeting of the Indianapolis Airport Authority (IAA) Board was called to order at 8:00 a.m., on June 18, 2021, in the Airport's Board Conference Room at Indianapolis International Airport.

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

Barbara Glass, President
Steve Dillinger, Vice President
Mamon Powers, Secretary
Kurt Schleiter, Member
Ryan Goodwin, Member
Jeffrey Gaither, Member
Toby McClamroch, Member
Kathy Davis, Member
Brett Voorhies, 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
Jarod Klaas, Sr. Director of Planning and Development
Lisa Bierman, Sr. Executive Assistant
Maria Wiley, Sr. Director of Audit, Compliance & Procurement
Reid Goldsmith, Sr. Director of Information Technology
Bill Stinson, Sr. Director of Public Affairs
Rachel Stevens, Sr. Director of Human Resources
Holli Harrington, Director of Supplier Diversity and Diversity Officer
Tenley Drescher-Rhoades, General Counsel
Robert Thomson, Sr. Director of Finance

APPROVAL OF MINUTES

Upon a motion by Mr. Gaither, seconded by Mr. Voorhies, no discussion took place. President Glass called upon Lisa Bierman to perform a roll call vote for the approval of the May 21, 2021 minutes. Lisa Bierman performed a roll call vote. Unanimous approval was given to the Meeting Minutes of the IAA Board Meeting of May 21, 2021.

ORDINANCES, RESOLUTIONS AND PUBLIC HEARING

President Glass called upon Robert Thomson, who presented the Indianapolis Airport Authority's 2022 Budget Ordinance, General Ordinance No. 02-2021 for the purpose of introduction only, as more particularly described in BP2021-006-01.

Next, President Glass introduced Keith Berlen, who presented Resolution No. 9-2021, authorizing the Executive Director to waive the \$250 taxicab permit fees for the last six months of the calendar year 2021. A motion for approval was made by Mr. Voorhies, seconded by Mr. Schleter, and unanimously passed by the Board.

BOARD REPORTS

President Glass recognized Ryan Goodwin for his inclusion in IBA's list of Forty Under 40. She also noted that staff is exploring alternative locations for future Board meetings due to the limited space in the current Board Room.

OFFICIAL ACTIONS

INTRODUCTION AND APPROVAL OF THE INDIANAPOLIS AIRPORT AUTHORITY'S GENERAL AGENDA DATED June 18, 2021: President Glass introduced and then verbally described each item listed on the General Agenda.

BP2021-06-03. Upon a motion by Ms. Catching and seconded by Mr. McClamroch, and unanimously passed, approval was given to **BP2021-03-03.**

BP2021-06-04. Upon a motion by Mr. McClamroch, seconded by Ms. Davis, and unanimously passed, approval was given to **BP2021-06-04.**

BP2021-06-05. Upon a motion by Mr. Goodwin, seconded by Mr. Schleter, and unanimously passed, approval was given to **BP2021-06-05.**

BP2021-06-06. Upon a motion by Mr. Schleter, seconded by Ms. Davis, and unanimously passed, approval was given to **BP2021-06-06.**

BP2021-06-07. Upon a motion by Mr. Goodwin, seconded by Mr. Dillinger, and unanimously passed, approval was given to **BP2021-06-07.**

STAFF REPORTS

Executive Director's Report Mr. Mario Rodriguez, Executive Director, introduced staff who provided updates on the following items.

- i. KIND Art Gallery Opening – Katie
- ii. IND New Flights/Sun Country Launch – Megan Carrico
- iii. Peterson Fellowship Program/ Introduction of Amber Greaney – Bill Stinson

- iv. IAA's Equity and Diversity Insights (Fireside Chat) / ACDBE Update – Holli Harrington.

Other Reports/Updates

None.

ADJOURNMENT

President Glass announced that the next IAA Board meeting is scheduled for July 16, 2021 at 8:00 a.m. There being no further business, the meeting was adjourned at 8:33 a.m.

INDIANAPOLIS AIRPORT AUTHORITY *

By: _____

Barbara Glass, President

DATED: July 16, 2021

By: _____

Mamon Powers III, Secretary

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

The June 18, 2021, Indianapolis Airport Board of Directors meeting is available to stream from this link:

Meeting Recording:

Meeting Recording:

https://zoom.us/rec/share/VwyM9VydJGWe3J8xo3-QZalZOKT_TQ6v4dXcrwcfQYCEb-n7MQepYE0LSkycY8VJ.QXCHJA0UzuGDIhuA

Access Passcode: 50hLDd&@



BOARD MEMO – 2022 BUDGET ORDINANCE

To: IAA Board of Directors

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

Date: July 8, 2021

Board Date: July 16, 2021

Subject: 2022 Budget Ordinance

Attached is the draft template of the 2022 Budget Ordinance No. 02-2021. This Budget Ordinance, when adopted, will set the maximum appropriation (expenditure) levels for 2022.

The budget process requires an introduction, a presentation, a first public hearing, and a second public hearing and adoption. The 2022 Budget appropriation support documentation is included.

The 2022 Capital Improvement Fund Budget was reviewed in detail with the Finance and Audit Committee on June 18, 2021, and July 8, 2021. The 2022 Airport System Fund Budget (which includes the Operating Budget) was reviewed in detail with the Finance and Audit Committee on July 8, 2021. FAC approved both budgets and their associated appropriation to the full Board for consideration.

The presentation and first public hearing of the 2022 Budget will be held at the July 16, 2021, board meeting. The Second Hearing on the 2022 Budget will be held on August 20, 2021, at which time the Board will be asked to approve the 2022 Budget Ordinance.

The City-County Council of Marion County and Indianapolis (Council) requires the Board to accept the 2022 Budget Ordinance by August 31, 2021. The following Council dates are tentative: 2022 Budget presented to the Municipal Corporations Committee of the Council (Committee) on September 23, 2021; reviewed by the Committee on September 29, 2021; Council hearing on September 27, 2021; Council approval of the budget on October 18, 2021.

**IAA Board Virtual Meeting
General Agenda
July 16, 2021**

General:

None

Capital:

BP2021-07-02 Consider for approval, an award of contract for Parking Garage Maintenance and Improvements - 2021 at Indianapolis International Airport to Browning Chapman, LLC in an amount not-to-exceed \$310,750.00 plus a 10% construction reserve of \$31,075.00 for a total of \$341,825.00. Browning Chapman, LLC was the lowest responsive and responsible bidder. Supplier diversity participation is WBE 17% (Deco Coatings).

BP2021-07-03 Consider for approval, an award of contract for IMC -Hangar Door Rehabilitation at the Indianapolis International Airport in an amount not-to-exceed \$166,808.50 plus a 7% construction reserve of \$11,816.60 for a total of \$180,625.10. Dallman Contractors, LLC was the lowest responsive and responsible bidder. Supplier diversity participation is WBE 2.69% (Protection Plus) and VBE 51.71% (Dallman Contractors, LLC).

BP2021-07-04 Consider for approval, a professional services contract with Kimley Horn & Associates, Inc. for pavement condition monitoring during the construction of Runway 5R-23L & Taxiway D (Strengthening and Capacity Enhancement) at the Indianapolis International Airport in an amount not-to-exceed \$457,421.00 (fees and expenses). Supplier diversity participation is MBE 10.17% (Infrastructure Engineering) and WBE 5.45% (Protection Plus).

BP2021-07-05 Consider for approval, a professional services contract a professional services contract with CHA Consulting, Inc. for Staff Augmentation and Project Management Services supporting Runway 5R-23L reconstruction and other airfield projects, in an amount not-to-exceed \$492,570.00.



Indianapolis Airport Authority

BOARD MEMO - CONTRACT AWARD

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

From: Mary Zurbuch, Project Manager

Date: July 6, 2021

Subject: Award Construction Contract to Browning Chapman, LLC for Parking Garage Maintenance and Improvements - 2021 at Indianapolis International Airport (Project No. I-20-014)

Background

The Indianapolis International Airport's Main Terminal Parking Garage requires routine maintenance, repairs, and waterproofing to prevent deterioration which may result in expensive repairs and extended downtime. Additionally, improvements to the garage are critical to maintaining customer satisfaction.

On February 2, 2021, the Senior Director of Planning & Development approved a task order with CE Solutions through their 2020 On-Call Contract to develop Plans and Specifications for concrete and infrastructure improvements on the IND Parking Garage.

On April 5, 2021, the Senior Director of Operations and Public Safety, using the Executive Director's Delegation of Authority, approved the plans and specifications and authorized the public bidding process.

On May 25, 2021, based on the post-bid analysis and IAA staff recommendations, the Executive Director rejected all bids, and approved Plans and Specifications as prepared by CE Solutions and authorized the public rebidding process for Parking Garage Maintenance and Improvements – 2021.

On June 17, 2021, the IAA staff received two bids. The project contained a base bid and three alternates. To align the work with the available funding, this contract consists of base bid and alternate number three. The bids for base bid and alternate three ranged from \$310,750.00 to \$335,000.00. Browning Chapman, LLC was the lowest responsive and responsible bidder in the amount of \$237,250.00 for the base bid and \$73,500.00 for alternate three.

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

within this project’s budget to accommodate the funding of a construction reserve. Change orders exceeding the construction reserve will be submitted to the IAA Board for approval.

Scope

Repairs and waterproofing on the high-speed ramps, Level 5 deck, and interior stairs.

Schedule

Contract award is anticipated July 16, 2021, and the substantial completion is expected to occur in November 2021.

Budget

The Browning Chapman, LLC contract is \$310,750.00, which is within the approved 2021 Capital Reforecasted Budget for Parking Garage Maintenance and Improvements - 2021.

<u>Parking Garage Maintenance and Improvements - 2021</u>	
Design (including investigation/asset analysis phase)	64,954.00
Construction (Including 10% reserve)	341,825.00
Construction Management	47,400.00
Advertisement	234.00
Total Anticipated Project Costs	\$ 454,413.00

This project will be 100% Airport cash funded.

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

Supplier Diversity Participation

The following is the supplier diversity participation:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Deco Coatings	\$ -	\$ 62,478.00	\$ -	0.00%	20.11%	0.00%
Totals	\$ -	\$ 62,478.00	\$ -	0.00%	20.11%	0.00%

Recommendation

The IAA staff recommends the IAA Board consider for approval an award of contract for Parking Garage Maintenance and Improvements - 2021 at Indianapolis International Airport to Browning Chapman, LLC in an amount not-to-exceed \$310,750.00 plus a 10% construction reserve of \$31,075.00 for a total of \$341,825.00. Browning Chapman, LLC was the lowest responsive and responsible bidder. Supplier diversity participation is WBE 17% (Deco Coatings).



Indianapolis Airport Authority

BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

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

Date: July 6, 2021

Board Date: July 16, 2021

Subject: Award Construction Contract to Dallman Contractors, LLC. for IMC – Hangar Door Rehabilitation at Indianapolis International Airport (Project No. I-19-042)

Background

The Indianapolis Airport Authority (IAA) currently leases to outside parties Hangars 3, 5, 6 and 7 at the Indianapolis Maintenance Complex (IMC). As part of the lease requirements the IAA is obligated to maintain the hangar doors. Certain exterior components of the hangar doors are delaminating and pieces break loose under high wind conditions, landing on the apron below. These lightweight friable pieces generate FOD (foreign object debris) and require regular clean-up.

On June 1, 2021, the Executive Director approved plans and specifications prepared by Hanson Professional Services, Inc. and authorized the public bidding process for IMC – Hangar Door Rehabilitation at Indianapolis International Airport.

On June 24, 2021, the IAA staff received one bid. The project contained a base bid and one alternate bid. Dallman Contractors was the lowest responsive and responsible bidder in the amount of \$166,808.50 for the base bid and alternate one.

In addition to the contract amount, IAA staff is requesting a construction reserve of 7% 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 a construction reserve. Change orders exceeding the construction reserve will be submitted to the IAA Board for approval.

Scope

Apply metal cover plates to the joints on the existing exterior hangar door structure, preventing further delamination.

Budget

The Dallman Contractors, LLC. contract is \$166,808.50 which is within the approved 2021 Capital Reforecast Budget for IMC – Hangar Door Rehabilitation.

IMC - Hangar Door Rehabilitation

Contract Amount (including 7% reserve)	\$	180,625.10
Design (including survey and geotechnical)		77,434.56
Advertisements for Bid		304.00
Construction Management		38,042.00
Testing and Inspection		-
Total Anticipated Project Cost	\$	296,405.66

This project will be 100% Airport cash funded.

This project is being undertaken to repair a leased asset. Without these improvements, the structure will continue to deteriorate creating a potential risk to aircraft and employees in the vicinity of the IMC aircraft apron. As a result of the necessity to maintain the asset in a safe, working order, this project is exempt under the Authority's hurdle rate policy and has not been subjected to an internal rate of return calculation.

Supplier Diversity Participation

The following is the supplier diversity participation:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Protection Plus	\$ -	\$ 4,480.00	\$ -	0.00%	2.69%	0.00%
Dallman Contractors, LLC.	-	-	86,256.00	0.00%	0.00%	51.71%
Totals	\$ -	\$ 4,480.00	\$ 86,256.00	0.00%	2.69%	51.71%

Recommendation

The IAA staff recommends the IAA Board consider for approval an award of contract for IMC - Hangar Door Rehabilitation at the Indianapolis International Airport in an amount not-to-exceed \$166,808.50 plus a 7% construction reserve of \$11,816.60 for a total of \$180,625.10. Dallman Contractors, LLC was the lowest responsive and responsible bidder. Supplier diversity participation is WBE 2.69% (Protection Plus) and VBE 51.71% (Dallman Contractors, LLC).



BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

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

Date: July 6, 2021

Board Date: July 16, 2021

Subject: Approve the Professional Services Contract with Kimley Horn & Associates, Inc. for pavement condition monitoring during the Runway 5R-23L & Taxiway D (Strengthening and Capacity Enhancement) construction at Indianapolis International Airport (Project No. I-18-077)

Background

In 2018, the Indianapolis Airport Authority (IAA) initiated a Preliminary Engineering and Programming for Runway 5R-23L and Taxiway D. Through this effort, it was determined 5R-23L (southern parallel) must be reconstructed. It is anticipated aircraft currently operating on the southern parallel will use Runway 5L-23R (northern parallel) during portions of the southern parallel's reconstruction. In conjunction with this study, the IAA began the update to the Airport Pavement Management Program (PMP) for the Indianapolis International Airport in the fall of 2019. The PMP found the midfield taxiway system would need to be rehabilitated to support taxi operations to and from the northern parallel runway during the southern parallel's reconstruction.

The IAA has since implemented the rehabilitation of the northern parallel and the midfield taxiway system with the completion of both areas anticipated in the fall of 2021. Considering the age of this integral infrastructure, it is imperative the condition of these pavements is monitored throughout the southern parallel's reconstruction, thereby helping to identify any repairs required.

Kimley Horn & Associates, Inc. (Kimley-Horn) was selected via a Request for Qualifications for the Airfield Pavement Evaluation and Management Plan Update - 2019. Due to the similarity of work, the IAA benefits by selecting Kimley-Horn for the pavement monitoring required during the Runway 5R-23L & Taxiway D (Strengthening and Capacity Enhancement) reconstruction.

Scope

Kimley-Horn will provide professional engineering services including, but not limited to, baseline and quarterly inspections, reports, and plan set documents in accordance with the following:

- Baseline Inspection of Runway 5L/23R Complex (August-21)
- Baseline Inspection of Midfield Taxiways (March-22)
- Quarterly Inspection of Runway 5L/23R Complex (March-22)
- Quarterly Inspections of and Midfield Taxiways (July-22)
- Quarterly Inspections of Runway 5L/23R Complex and Midfield Taxiways (October-22)
- Quarterly Inspections of Runway 5L/23R Complex and Midfield Taxiways (March-23)
- Quarterly Inspections of Runway 5L/23R Complex and Midfield Taxiways (July-23)
- Quarterly Inspections of Runway 5L/23R Complex and Midfield Taxiways (October-23)

Quarterly monitoring allows for repairs to be scheduled and adds in the necessary contingency for construction schedule delays and other time-sensitive impacts. Any additional monitoring will be added by amendment in the calendar year 2024 if needed.

Budget

The Kimley-Horn contract is \$457,421.00, which is within the approved 2021 Capital Budget for Runway 5R-23L & Taxiway D (Strengthening and Capacity Enhancement).

This project will be 100% Airport cash funded.

This project is being undertaken to preserve an asset. Without these improvements, the structure will continue to deteriorate in excess of normal maintenance, and its remaining useful life will be reduced. As a result of the necessity to maintain the asset in working order, this project is exempt under the Authority's hurdle rate policy and has not been subjected to an internal rate of return calculation.

Schedule

Contract award anticipated July 16, 2021, with a contract expiration date of December 31, 2023, to receive recommendations throughout the first two years of construction.

Supplier Diversity Participation

The following is the supplier diversity participation:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Infrastructure Engrg., Inc.	\$ 46,537.00	\$ -	\$ -	10.17%	0.00%	0.00%
Protection Plus	-	24,944.00	-	0.00%	5.45%	0.00%
Totals	\$ 46,537.00	\$ 24,944.00	\$ -	10.17%	5.45%	0.00%

Recommendation

The IAA staff recommends the IAA Board consider for approval a professional services contract with Kimley Horn & Associates, Inc. for pavement condition monitoring during the construction of Runway 5R-23L & Taxiway D (Strengthening and Capacity Enhancement) at the Indianapolis International Airport in an amount not-to-exceed \$457,421.00 (fees and expenses). Supplier diversity participation is MBE 10.17% (Infrastructure Engineering) and WBE 5.45% (Protection Plus).



Indianapolis Airport Authority

BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

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

Date: July 6, 2021

Board Date: July 16, 2021

Subject: Approve a Professional Services Contract with CHA Consulting, Inc. for Staff Augmentation & Project Management Services in support of the Indianapolis Airport Authority Capital Improvement Program

Background

Due to the increase in Airside Development projects at the Indianapolis Airport Authority (IAA), the Planning & Development department ascertained the need for additional Staff Augmentation and Project Management Services in support of Runway 5R-23L and Taxiway D (Strengthening and Capacity Enhancement), as well as other airside projects.

On January 22, 2021, the IAA issued a Request for Qualifications (RFQ) for Staff Augmentation and Project Management Services for Runway 5R-23L and Taxiway D Reconstruction and Other Airfield Projects with responses due February 8, 2021. Four Statements of Qualifications were received. A review committee reviewed and ranked the qualifications, with CHA Consulting (CHA) being ranked by the committee as the best qualified to provide the project management services needed.

Scope

CHA will provide Staff Augmentation and Project Management services supporting Runway 5R-23L and Taxiway D Reconstruction and other airfield projects.

Budget

The CHA contract is \$492,570.00 which is within the approved 2021 Capital Budget for Runway 5R-23L and Taxiway D (Strengthening and Capacity Enhancement).

Schedule

Contract award anticipated July 16, 2021, with a contract expiration date of December 31, 2022.

Supplier Diversity Participation

CHA 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 of Directors consider for approval a professional services contract with CHA Consulting, Inc. for Staff Augmentation and Project Management Services supporting Runway 5R-23L reconstruction and other airfield projects, in an amount not-to-exceed \$492,570.00.