



Indianapolis Airport Authority

Agenda
Indianapolis Airport Authority
April 19, 2019
8:00 AM

I. **Call to Order**

II. **Approval of Minutes of the IAA Board’s Regular Meeting of March 15, 2019.**

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

- a) **Public Hearing of General Ordinance No. 2-2019** establishing Public Safety Labor Ordinance.
- b) **Approval of General Ordinance No. 2-2019** establishing Public Safety Labor Ordinance.
- c) **Introduction of General Ordinance No. 3-2019** Rates and Charges Ordinance as more particularly described in **BP2019-04-01**.
- d) **Consider for Approval and Adoption of Resolution No. 01-2019**, Indianapolis Airport Authority’s Business Expense and Travel Policy, as more particularly described in **BP2019-04-02**.

IV. **Board Reports**

- a) Board President’s Report

V. **Official Actions**

Consider, for approval, the individual items on the **IAA General Agenda, dated April 19, 2019**.

VI. **Staff Reports**

- a) **Executive Director’s Report**
 - i. Visit Indy ROSE Award – Maria LaRosa
 - ii. Center for Leadership Development Recognition / 38th Annual Minority Achievers Awards and Scholarship Gala
 - Maria Wiley, Sr. Director of Audit & Compliance, Procurement recognized for the Achievement in Business & Industry because of her leadership and excellence within the organization.
 - Derrick Carter, Artist, nominated by IAA received the award for Achievement in Arts & Entertainment.
 - iii. Eagle Creek Airport Taxiway B earned Envision Bronze Award for Sustainability from Institute for Sustainable Infrastructure (ISI)

VII. **Other Reports/Update**

- a) **Board Communications** *Next Meeting: Friday, May 17, 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 8:02 a.m., on March 15, 2019, in the Airport's Board Room at Indianapolis International Airport.

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

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

IAA Executive Staff attending:

Mario Rodriguez, Executive Director
Keith Berlen, Sr. Director of Operations and Public Safety
Marsha Stone, Sr. Director of Commercial Enterprise
Robert Thomson, Sr. Director of Finance
Jarod Klaas, Sr. Director, Engineering, Planning & Development
Lisa Bierman, Sr. Executive Assistant
Maria Wiley, Sr. Director of Audit, Compliance & Procurement
Reid Goldsmith, Sr. Director of Information Technology
Rachel Hernandez, Sr. Director of Human Resources
Bill Stinson, Sr. Director of Public Affairs
Ellen Hurley, Interim General Counsel

APPROVAL OF MINUTES

Upon a motion by Mr. McClamroch, seconded by Mr. Gordon and unanimously passed, approval was given to the Minutes of the Regular Meeting of February 15, 2019. Mr. Dillinger recused himself from the vote.

ORDINANCES, RESOLUTIONS AND PUBLIC HEARING

President Glass introduced Mr. Brian Tuohy, IAA Board Legal Counsel, who introduced General Ordinance No. 02-2019, establishing Public Safety Labor Ordinance. A brief discussion resulted regarding General Ordinance No. 02-2019.

BOARD REPORTS

President Glass acknowledged the 2018 annual reports for the Finance and Audit Committee, the Human Resources Committee, the Reliever Airports Committee, and the Terminal Optimization Committee (Ad Hoc) are received and filed.

OFFICIAL ACTIONS

INTRODUCTION AND APPROVAL OF THE INDIANAPOLIS AIRPORT AUTHORITY'S GENERAL AGENDA DATED March 15, 2019:

President Glass expressed concern for displaced employees who may lose their jobs as certain concessionaires' contracts expire. A discussion ensued regarding the potential employment of current employees who work at the airport and may be displaced with new concessionaire contracts. It was agreed that the new concessionaires, as a condition of the Board's approval of their contracts, would be required to interview and consider existing employees when they commence hiring for their new concessions. Upon a motion by Mr. Dillinger, seconded by Mr. Voorhies and unanimously passed, approval was given to the motion.

Next, David Shaw, Director of Concessions and Air Service Development gave a presentation on terminal concessions refresh.

President Glass introduced and then verbally described each of the individual items listed on the General Agenda. Following a brief discussion of each listed item, President Glass asked for separate motions of approval. The following actions were then taken by the IAA Board:

BP2019-03-01. Upon a motion by Mr. Gordon, seconded by Mr. Voorhies and unanimously passed, approval was given to BP2019-03-01.

BP2019-03-02. Upon a motion by Mr. Whetstone, seconded by Mr. McClamroch and unanimously passed, approval was given to BP2019-03-02.

BP2019-03-03. Upon a motion by Mr. McClamroch, seconded by Mr. Gaither and unanimously passed, approval was given to BP2019-03-02. Ms. Catchings recused herself from the vote.

BP2019-03-04. Upon a motion by Ms. Catchings, seconded by Mr. Gordon and unanimously passed, approval was given to BP2019-03-04.

BP2019-03-05. Upon a motion by Mr. McClamroch, seconded by Mr. Powers and unanimously passed, approval was given to BP2019-03-05.

BP2019-03-06. Upon a motion by Mr. Gordon, seconded by Mr. McClamroch and unanimously passed, approval was given to BP2019-03-06.

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

BP2019-03-08. Upon a motion by Mr. Gaither, seconded by Mr. Powers and unanimously passed, approval was given to BP2019-03-08. President Glass mentioned that Mr. Gaither is the current representative on the Foreign Trade Zone Board

BP2019-03-09. Upon a motion by Mr. Gordon, seconded by Mr. McClamroch and, after discussion, unanimously passed, approval was given to BP2019-03-09.

BP2019-03-10. Upon a motion by Ms. Schleter, seconded by Mr. Voorhies and unanimously passed, approval was given to BP2019-03-10.

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

BP2019-03-12. Upon a motion by Mr. McClamroch, seconded by Mr. Gordon and unanimously passed, approval was given to BP2019-03-12.

STAFF REPORTS

Executive Director's Report

Mr. Rodriguez gave an update on the Infosys project. Mr. Rodriguez acknowledged IAA Staff that worked on the Infosys project.

Mr. Rodriguez introduced Mr. Tony McMichael, IAA Planning and Development Project Manager, and recognized him for receiving the Indiana Chapter of American Concrete Pavement Association and the American Council of Engineering Companies (ACEC) with the 2019 Excellence in Concrete Pavement and Design Award.

Next, Mr. Rodriguez introduced Ms. Marsha Stone, Sr. Director of Commercial Enterprise, who gave an update on Air Service and Spirit Airlines.

Next, Mr. Rodriguez made the announcement that the Indianapolis International Airport (IND) was announced as the 2018 Airport Council International (ACI) Best Airport in North America. Mr. Rodriguez thanked the staff.

Other Reports/Updates

No other reports or updates.

ADJOURNMENT

President Glass announced that the next IAA Board meeting is scheduled for April 19, 2019. There being no further business, the meeting was adjourned at 8:52 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 – 2019 Rates & Charges Ordinance

To: IAA Board of Directors

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

Date: April 9, 2019

Board Date: April 19, 2018

Subject: 2019 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 Signatory Air Carriers to the prior Airline Use Agreement (“AUA”) executed Transitional Rate Agreements which allowed for provisional rates to be charged until the 2019-2023 AUA was finalized and adopted. Since the AUA has been adopted the final rates now need to be implemented.

The Transitional Rate Agreements provided for a 1/1/2019 effective date of final negotiated rates and a true-up of any difference in billings done at the provisional rates.

New 2019 Non-Signatory Air Carriers rates will be effective 6/1/2019.

The per-trip ground transportation fee for hotel and motels was corrected to reflect the current charge of \$.75 per trip since the \$1.00 per trip in the Ordinance was to be effective 1/1/2020.

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.

Schedule

April 19, 2019	General Ordinance No. 3-2019 was introduced at the IAA Board Meeting
May 17, 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 Airport’s facilities and services in support of the 2019 approved Operating and Capital Budgets of the IAA and the changes made to the Ordinance enact Signatory and Non-Signatory Air Carrier rates in accordance with the new Airline Use Agreement.

Recommendation

IAA Staff recommends IAA Board consider for approval and adoption of the attached General Ordinance No. 3-2019.



BOARD MEMO – BUSINESS EXPENSE & TRAVEL POLICY

To: IAA Board of Directors

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

Date: April 5, 2019

Board Date: April 19, 2019

Subject: IAA Business Expense & Travel Policy

Background

On April 5, 2019, the Finance and Audit Committee reviewed changes to the Business Expense and Travel Policy that updated the procedure for approval of travel and the defined terms used to characterize travel throughout the policy.

The Finance and Audit Committee (“FAC”) recommended the revised and updated policy for consideration and approval by the Board the proposed policy.

Recommendation

The Finance and Audit Committee recommends the IAA Board consider for approval adoption of Resolution 01-2019, amending the existing IAA’s Business Expense and Travel Policy.

**IAA Board Meeting
General Agenda
April 19, 2019**

General:

- BP2019-04-03** **Consider, for approval,** Independent Accountants' Report and Financial Statements of the Indianapolis Airport Authority as presented for the years ending December 31, 2018 and 2017 as reviewed and recommended by the Finance and Audit Committee.
- BP2019-04-04** **Consider, for approval,** the election of Mr. Alfred Bennett and Mr. Andrew Reinke to the GIFTZ Board of Directors. Mr. Bennett and Mr. Reinke will serve a term of three (3) years commencing retroactively from January 18, 2019 through December 31, 2021.
- BP2019-04-05** **Consider, for approval,** the Land Lease Agreement with Sagestone Hangar 1, LLC for 28,340 square feet of unimproved land at Indianapolis Regional Airport for the construction of a 100' deep X 80' wide private hangar for a term of forty (40) years.

Capital:

- BP2019-04-06** **Consider, for approval,** a professional services contract with Butler Fairman & Seufert for Relocation of Taxiway A7 (North) at Indianapolis International Airport in an amount not-to-exceed \$43,049.84 (fees and expenses) and a Lump Sum amount of \$267,739.39, for a total contract amount of \$310,789.23. Supplier diversity participation is DBE 19.36% (The Etica Group and Jacobi, Toombs & Lanz), MBE 7.14% (CTL Engineering and Jacobi, Toombs & Lanz), WBE 17.69% (The Etica Group and Reprographix, Inc.), and VBE 3.33% (B&R Consulting).
- BP2019-04-07** **Consider, for approval,** an award of contract for Accessibility Upgrades at IND, Phase II at Indianapolis International Airport to Dallman Contractors, LLC in an amount not-to-exceed \$187,211.00, plus a 5% construction reserve of \$9,360.55 for a total of \$196,571.55. Dallman Contractors, LLC was the lowest responsive and responsible bidder. Supplier diversity participation is MBE 18.42% (Sexson Mechanical) and VBE 10.15% (Dallman Contractors, LLC).
- BP2019-04-08** **Consider, for approval,** an award of contract for Storm Structures – Indy Regional (Phase I) at the Indianapolis Regional Airport to Evans Development Company, Inc. in an amount not-to-exceed \$312,879.47 plus a 3% construction reserve of \$9,386.38 for a total of \$322,265.85. Evans Development Company, Inc. was the lowest responsive and responsible bidder. Supplier diversity participation is MBE .96% (Cripe), and WBE 2.96% (Indiana Sign and Barricade and Kopetsky Tri-Ax, Inc.).
- BP2019-04-09** **Consider, for approval,** an award of contract for Concessions Refresh-White Box/TSA at Indianapolis International Airport to Boyle Construction Management Inc. in an amount not-to-exceed \$792,000.00 plus a 10% construction reserve of \$79,200.00 for a total of \$871,200.00. Boyle Construction Management Inc. was the lowest responsive and responsible bidder. Supplier diversity participation is MBE 15.98% (Sexson Mechanical), WBE 4.43% (Cardinal Manufacturing, American Floor Covering & Pristine Image) and VBE 2.48% (Midwest Decorating & Guardian Fire Protection).

BP2019-04-10

Consider, for approval, an award of contract for IND Terminal/Campus Optimization Program - Restroom Facade Renovation at Indianapolis International Airport to Davis & Associates, Inc. in an amount not-to-exceed \$2,750,000.00 plus a 3% construction reserve of \$82,500.00 for a total of \$2,832,500.00. Davis & Associates, Inc. was the lowest responsive and responsible bidder. Supplier diversity participation is MBE 23.58% (Davis & Associates) and WBE 18.95% (Area Wide Electric).



Indianapolis Airport Authority

BOARD MEMO – 2018 AUDITED FINANCIAL STATEMENTS

To: IAA Board of Directors

From: Robert Thomson, Sr. Director of Financial Services/Treasurer

Date: April 5, 2019

Board Date: April 19, 2019

Subject: 2018 Audited Financial Statements

Background

Please accept the attached drafts, presented with an unmodified opinion, of the Independent Accountant's Report on Financial Statements and Supplementary Information (Statements) for the Indianapolis Airport Authority for the years ending December 31, 2018 and 2017, as performed by the Authority's independent accounting firm, BKD, LLP. Also included is the draft audit management letter which is a required communication. Finalized reports that include the opinion date will be available the morning of the board meeting.

On April 5, 2019, the Authority's Finance and Audit Committee reviewed the Statements and approved the recommendation for approval of the Statements as presented by the full Indianapolis Airport Authority Board.

Recommendation

The IAA staff recommends the IAA board consider for approval the Independent Accountants' Report and Financial Statements of the Indianapolis Airport Authority as presented for the years ending December 31, 2018 and 2017 as reviewed and recommended by the Finance and Audit Committee.



BOARD MEMO – GIFTZ BOARD MEMBERS

To: IAA Board of Directors

From: Eric Anderson, GIFTZ Operating Director

Date: March 22, 2019

Board Date: April 19, 2019

Subject: GIFTZ Board Members / Nominations

Background

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

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

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

Scope

The Chairman of the GIFTZ Board is recommending the IAA Board consider for approval the election of Mr. Alfred Bennett and Mr. Andrew Reinke to the GIFTZ Board of Directors.

Schedule

April 19, 2019: IAA election of Mr. Al Bennett and Mr. Andrew Reinke to the GIFTZ Board.

Revenue and/or Operating Cost Implications

Revenue:

Not applicable.

Operating Costs:

Not applicable.

Supplier Diversity Participation

Not applicable.

Recommendation

The Chairman of the GIFTZ Board, Mr. Jeff Gaither, recommends the IAA Board consider for approval the election of Mr. Alfred Bennett and Mr. Andrew Reinke to the GIFTZ Board of Directors. Mr. Bennett and Mr. Reinke will serve a term of three (3) years commencing retroactively from January 18, 2019 through December 31, 2021.



BOARD MEMO- LAND AND BUILDING LEASE AGREEMENT

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: March 29, 2019

Board Date: April 19, 2019

Subject: Land Lease Agreement with Sagestone Hangar 1, LLC

Background

Due to the acquisition of multiple aircraft, Sagestone Hangar 1, LLC (“Sagestone or “Tenant””) requires additional space to store their privately owned aircraft. Currently, Sagestone occupies two (2) t-hangar units at Indianapolis Regional Airport. IAA Staff and Sagestone have negotiated a Land Lease Agreement for the construction of a 100-foot deep by 80-foot wide private hangar at Indianapolis Regional Airport. Hangar is to be valued at not less than \$200,000.00 when completed.

Scope

Staff requests the IAA Board execute the Land Lease Agreement with Sagestone. The term of the Agreement is for a period of forty years (40) years commencing upon occupancy or April 1, 2020, whichever occurs first and expiring March 31, 2060.

There is no option period under this Agreement.

Schedule

April 19, 2019: IAA Board approval of Land Lease Agreement with Sagestone Hangar 1, LLC.

Revenue and/or Operating Cost Implications Revenue

Revenue:

During the term of forty (40) years Sagestone will pay the following annual rental rates for 28,340 square feet of land at Indianapolis Regional Airport:

- Upon occupancy or April 1, 2020 – March 31, 2025, Tenant will pay a land rate of \$0.25 PSF which equals \$7,085.00 in annual rent.
- April 1, 2025 – March 31, 2030 Tenant will pay a land rate of \$0.28 PSF equal to \$7,935.00 in annual rent.
- April 1, 2030 – March 31, 2035 Tenant will pay a land rate of \$0.31 PSF equal to \$8,785.40 in annual rent.

- April 1, 2035 – March 31, 2040 Tenant will pay a land rate of \$0.33 PSF equal to \$9,352.20 in annual rent.
- Commencing April 1, 2040 and every five years thereafter through March 31, 2060, rental will be established at the fair market value of the land to be determined by appraisal but in no instance will the PSF rental rate ever go down in value.

Operating Cost:

Sagestone Hangar 1, LLC will be responsible for all costs associate with construction of the hangar, apron area and connections to all utilities. Following completion of the hangar, Sagestone Hangar 1, LLC will be solely responsible for all ongoing utilities, maintenance, and operating costs of the hangar, during the lease term.

The IAA cost associated with this transaction is to be less than \$6,000 which is mainly associated with the creation of a boundary survey for a plat and legal description of the leasehold.

Supplier Diversity Participation

N/A

Recommendation

The IAA staff recommends the IAA Board consider for approval the Land Lease Agreement with Sagestone Hangar 1, LLC for 28,340 square feet of unimproved land at Indianapolis Regional Airport for the construction of a 100' deep X 80' wide private hangar for a term of forty (40) years.



BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

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

Date: April 9, 2019

Board Date: April 19, 2019

Subject: Approval of Professional Services Contract with Butler Fairman & Seufert (BF&S) for Relocation of Taxiway A7 (North) at Indianapolis International Airport (Project No. I-19-093)

Background

Current Federal Aviation Administration (FAA) standards (in the form of AC 150/5300-13A and Engineering Brief 75) no longer allow direct access from a non-movement area directly to a runway environment without at least one turning movement, preferably a 90 degree turn. At this time, Taxiway A7 north of Taxiway A does not conform to the current standards and has been denoted by the FAA and IAA as needing relocation in order to meet current FAA standards.

On December 28, 2018, the Indianapolis Airport Authority (IAA) issued a Request for Qualifications (RFQ) per FAA requirements to select a designer for this project, with responses due on February 1, 2019. Four Statements of Qualifications were received. A review committee made up of four IAA representatives reviewed and ranked the qualifications, with BF&S being ranked by the committee as the best qualified to provide the professional services needed.

Scope

BF&S will evaluate the existing conditions, prepare preliminary and final design documentation for bidding, and provide construction administration support. BF&S deliverables for the project include, but are not limited to: 30%, 60%, 90% and final construction drawings, specifications, bid review and recommendation, issuance of amendments, review and responses for RFIs and submittals, meeting minutes, as-builts, and close out documents.

Budget

The BF&S contract is \$310,789.23 for Relocation of Taxiway A7 (North) at Indianapolis International Airport. This project is not included in the approved Capital Budget. However, the project costs will be accommodated through savings in other approved projects included in the 2019 Capital Budget.

The funding for this project is expected to be 75% Federal Aviation Administration (FAA) grant funds and 25% Airport cash funded. The FAA AIP grant for this professional services contract is anticipated to be awarded as part of a design/construction grant in 2019.

Schedule

Contract award anticipated March 2019 with a contract expiration date of June 30, 2021 to facilitate close-out and the 10-month warranty walk through.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	Amount				%			
	DBE	MBE	WBE	VBE	DBE	MBE	WBE	VBE
The Etica Group	\$ 50,476.23	\$ -	\$ 50,476.23	\$ -	16.24%	0.00%	16.24%	0.00%
CTL Engineering	-	12,495.00	-	-	0.00%	4.02%	0.00%	0.00%
Jacobi, Toombs & Lanz	9,688.00	9,688.00	-	-	3.12%	3.12%	0.00%	0.00%
B&R Consulting	-	-	-	10,360.00	0.00%	0.00%	0.00%	3.33%
Reprographix, Inc.	-	-	4,500.00	-	0.00%	0.00%	1.45%	0.00%
Totals	\$ 60,164.23	\$ 22,183.00	\$ 54,976.23	\$ 10,360.00	19.36%	7.14%	17.69%	3.33%

Recommendation

The IAA staff recommends the IAA Board consider for approval a professional services contract with Butler Fairman & Seufert for Relocation of Taxiway A7 (North) at Indianapolis International Airport in an amount not-to-exceed \$43,049.84 (fees and expenses) and a Lump Sum amount of \$267,739.39, for a total contract amount of \$310,789.23. Supplier diversity participation is DBE 19.36% (The Etica Group and Jacobi, Toombs & Lanz), MBE 7.14% (CTL Engineering and Jacobi, Toombs & Lanz), WBE 17.69% (The Etica Group and Reprographix, Inc.), and VBE 3.33% (B&R Consulting).



Indianapolis Airport Authority

BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

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

Date: April 9, 2019

Board Date: April 19, 2019

Subject: Award of Construction Contract with Dallman Contractors, LLC for Accessibility Upgrades at IND, Phase II at Indianapolis International Airport (Project No. I-18-085)

Background

In March 2017, DLZ Indiana, LLC prepared a report at the direction of the Indianapolis Airport Authority (IAA) staff to evaluate the Indianapolis International Airport (IND) regarding compliance with the Americans with Disabilities Act (ADA). The report indicates several minor discrepancies from the ADA requirements, including such items as restroom fixtures mounted too high or too low, handrails improperly configured, doors that require too much force to open or close, doors that close too quickly and items that protrude more than 4-inches from a wall or column without cane detection.

On September 11, 2017, the Interim Senior Director of Planning & Development approved a task order with Schmidt Associates, Inc. through their 2017 On-Call Contract for architectural services for Accessibility Upgrades at IND. Schmidt was selected for their demonstrated expertise with accessibility projects. Schmidt Associates, Inc. developed a matrix of the items contained in the DLZ report and formed a phasing plan to accomplish the ADA upgrades.

On November 20, 2017, the IAA Executive Director awarded a contract to Dallman Contractors, LLC for the first phase of the project. Phase I included modifying elements of existing restrooms to be compliant with ADA, such as installing door pulls and coat hooks in accessible stalls, relocating mirrors, installing cane detection at water fountains, and relocating grab bars and soap dispensers.

On May 29, 2018, the Senior Director of Planning and Development approved a task order with Schmidt Associates, Inc. to develop plans for Phase II.

On February 15, 2019, the IAA Executive Director approved plans and specifications and authorized public bidding process for Accessibility Upgrades at IND, Phase II at Indianapolis International Airport.

On March 12, 2019, the IAA staff received one (1) bid. The project contained a base bid and three (3) unit prices for additional stainless-steel doors, a single coat hook and a double coat hook. To align the work with the available funding this contract consists of the base bid. The base bid was \$167,247.00. Dallman Contractors, LLC was the lowest responsive and responsible bidder in the amount of \$167,247.00 for the base bid.

Based on current condition and need, the owner has requested the contractor provide replacements of up to 46 stainless steel doors and 48 coat hooks. Based on this request, there is a potential for an additional cost of \$19,964.00; therefore, the IAA staff is requesting the Dallman Contractors, LLC contract be increased to \$187,211.00. Further, the IAA staff is requesting a construction reserve of 5% of the base bid, which brings the total contract amount \$196,571.55. A construction reserve has previously been 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 for a 5% construction reserve. Change orders exceeding the construction reserve will be submitted to the IAA Board for approval.

Scope

The Phase II work includes modifying the restroom partitions in the terminal to meet ADA requirements, as well as increasing their stability and installing automatic flush valves. Phase II includes changing the handrails in the parking garage to meet ADA requirements.

Budget

The construction contract is \$187,211.00, which is within the approved 2019 Capital Budget for Accessibility Upgrades at IND.

Accessibility Upgrades

Phase I

Design	105,550.00
Construction	77,518.00
Phase I Project Cost	\$ 183,068.00

Phase II

Design	\$ 100,525.00
Contract Amount (including a 5% reserve)	196,571.55
Advertisements for Bid	350.00
Phase II Anticipated Cost	\$ 297,446.55

Total Anticipated Project Cost	\$ 480,514.55
---------------------------------------	----------------------

This project will be 100% Airport cash funded.

The project is being undertaken to bring existing infrastructure into compliance with regulatory requirements. As a result of the nature of the work, 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 is anticipated April 19, 2019 and the substantial completion is expected to be November 2019.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Dallman Contractors	\$ -		\$ 19,000.00	0.00%	0.00%	10.15%
Sexson Mechanical	34,490.00	-	-	18.42%	0.00%	0.00%
Totals	\$ 34,490.00	\$ -	\$ 19,000.00	18.42%	0.00%	10.15%

Recommendation

The IAA staff recommends the IAA Board consider for approval an award of contract for Accessibility Upgrades at IND, Phase II at Indianapolis International Airport to Dallman Contractors, LLC in an amount not-to-exceed \$187,211.00, plus a 5% construction reserve of \$9,360.55 for a total of \$196,571.55. Dallman Contractors, LLC was the lowest responsive and responsible bidder. Supplier diversity participation is MBE 18.42% (Sexson Mechanical) and VBE 10.15% (Dallman Contractors, LLC).



Indianapolis Airport Authority

BOARD MEMO - CONTRACT AWARD

To: IAA Board of Directors

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

Date: April 9, 2019

Board Date: April 19, 2019

Subject: Award of Construction Contract with Evans Development Company, Inc. for Storm Structures – Indy Regional (Phase I) at the Indianapolis Regional Airport (Project No. C-19-078)

Background

The project will repair portions of the storm drainage system at the Indianapolis Regional Airport.

- Sinkholes have been appearing above the storm sewer piping and around inlets and manholes.
- Backfilling the sinkholes was a temporary measure until this permanent solution could be implemented
- IAA requested Keramida, Inc. provide a Storm Structure Inventory and Assessment, and a Storm Sewer Assessment and Review
- Many repairs to the system are needed and, due to budgetary constraints, the project is being phased: the upper end of the system will occur in 2019 (Phase I), and the lower end of the system will occur in 2020 (Phase II)
- The plans and specifications for this action describe the repairs needed for the upper end of the system
- As a result of this project combined with future routine maintenance, the IAA should see the benefit of twenty additional years of service life before other major repairs will be needed

The Senior Director of Planning & Development signed a Task Order on September 9, 2017 with Keramida, Inc. to thoroughly inspect 47,500 linear feet of storm sewer system and recommend repairs.

More structures exist in the system than shown on the record drawings and, as a result of this discovery, the Senior Director of Planning & Development signed a Task Order on November 17, 2017 with Keramida, Inc. for the additional camera and investigative work needed to properly identify and document 52 additional structures on-site, providing type, material, depth, pipe sizes, and assessing integrity, as well as recommending repairs.

A capital project was created in 2018 for repairs to the storm system, and the Senior Director of Planning & Development signed a Task Order on August 23, 2018 with Infrastructure Engineering Incorporated to design Phase I (upper end) of the repairs for the system and prepare plans and specifications for bidding purposes.

On January 4, 2019, the IAA Executive Director approved plans and specifications and authorized the public bidding process for Storm Structures - Indy Regional (Phase I).

On February 12, 2019, the IAA staff received one bid. The project contained a base bid only. Evans Development Company Inc. was considered to be the lowest responsive and responsible bidder in the amount of \$312,879.47.

In addition to the contract amount, IAA staff is requesting a construction reserve of 3% of the total contract amount for this project. A construction reserve of 3% has previously been 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 3% contingency for construction reserve. Change orders exceeding the construction reserve will be submitted to the IAA Board for approval.

Scope

The scope for this project will repair the upper end of the Storm System at Indianapolis Regional Airport.

Budget

The Evans Development Company, Inc. contract amount is \$312,879.47, which is within the approved 2019 Capital Budget for Storm Structures - Indy Regional (Phase I).

Storm Structures (Phase I) Indianapolis Regional Airport

Contract Amount (including 3% reserve)	\$	322,265.85
Design		184,316.40
Advertisements for Bid		350.00
Total Anticipated Project Cost	\$	506,932.25

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.

Schedule

Contract award is anticipated April 19, 2019 and the substantial completion is expected to occur September 2019.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Indiana Sign & Barricade	\$ -	\$ 2,500.00	\$ -	0.00%	0.80%	0.00%
Laura Kopetsky Tri-Ax, Inc.	-	6,750.00	-	0.00%	2.16%	0.00%
Cripe	3,000.00	-	-	0.96%	0.00%	0.00%
Totals	\$ 3,000.00	\$ 9,250.00	\$ -	0.96%	2.96%	0.00%

Recommendation

The IAA staff recommends the IAA Board consider for approval an award of contract for Storm Structures – Indy Regional (Phase I) at the Indianapolis Regional Airport to Evans Development Company, Inc. in an amount not-to-exceed \$312,879.47 plus a 3% construction reserve of \$9,386.38 for a total of \$322,265.85. Evans Development Company, Inc. was the lowest responsive and responsible bidder. Supplier diversity participation is MBE .96% (Cripe), and WBE 2.96% (Indiana Sign and Barricade and Kopetsky Tri-Ax, Inc.).



Indianapolis Airport Authority

BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

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

Date: April 9, 2019

Board Date: April 19, 2019

Subject: Award of Construction Contract with Boyle Construction Management Inc. for Concessions Refresh-White Box/TSA at Indianapolis International Airport (Project No. I-17-014a)

Background

The Indianapolis International Airport (IND) opened in 2008 with a variety of concessions, including dining, shopping, and retail services. Many of the concession leases will be expiring soon and, in order to address changing passenger preferences, new concessionaires will be replacing existing, while others will be added. To facilitate these changes and additions, TSA offices are being relocated and their current location is being prepared for new occupants via “white boxing”.

On October 22, 2018, the Indianapolis Airport Authority (IAA) Board executed a contract with Synthesis Inc. for design services related to the Concessions Refresh-White Box/TSA, including documentation, construction administration, and coordination with stakeholders.

On February 18, 2019, the IAA Executive Director approved plans and specifications, and authorized public bidding process for Concessions Refresh-White Box/TSA at IND.

On March 22, 2019, the IAA staff received three (3) bids. The project contained a base bid and one (1) alternate bid. To align the work with the available funding, this contract consists of the base bid and the alternate bid. The base bids ranged from \$767,000.00 to \$854,000.00. The alternate bids ranged from \$25,000.00 to \$32,688.00. Boyle Construction Management Inc. was the lowest responsive and responsible bidder in the amount of \$792,000.00 for the base bid and the alternate bid.

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

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

Scope

The Concessions Refresh-White Box/TSA project will involve the relocation of the TSA to three existing spaces that will be renovated for their exclusive use. The relocation of TSA will create two new retail spaces in Concourse B. All vacated spaces will be white boxed as part of this scope.

Budget

The Boyle Construction Management Inc. contract is \$792,000.00 which is within the approved 2019 Capital Budget for Concessions Refresh.

Concessions Refresh White Box/TSA

Contract Amount (including 10% reserve)	\$	871,200.00
Design		110,229.00
Advertisements for Bid		323.00
Total Anticipated Project Cost	\$	981,752.00

This project will be 100% Airport cash funded.

This project is being undertaken to prepare tenant spaces which will be leased in the future to a third-party. The total cost of the project will be reimbursed from the rental rate of the third-party leased space.

Schedule

Contract award is anticipated April 19, 2019 and the substantial completion is expected to occur in October 2019.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

COMPANY NAME	SERVICES PERFORMED	Amount			%		
		MBE	WBE	VBE	MBE	WBE	VBE
Cardinal Manufacturing	Signage	\$ -	\$ 840.00	\$ -	0.00%	0.11%	0.00%
American Flooring Covering	Flooring	-	12,254.00	-	0.00%	1.55%	0.00%
Sexson Mechanical	HVAC/Plumbing	126,585.00	-	-	15.98%	0.00%	0.00%
Midwest Decorating	Paint	-	-	7,640.00	0.00%	0.00%	0.96%
Guardian Fire Protection	Sprinklers	-	-	12,000.00	0.00%	0.00%	1.52%
Pristine Image	Demo Cleaning	-	22,000.00	-	0.00%	2.78%	0.00%
	TOTAL	\$ 126,585.00	\$35,094.00	\$19,640.00	15.98%	4.43%	2.48%

Recommendation

The IAA staff recommends the IAA Board consider for approval an award of contract for Concessions Refresh-White Box/TSA at Indianapolis International Airport to Boyle Construction Management Inc. in an amount not-to-exceed \$792,000.00 plus a 10% construction reserve of \$79,200.00 for a total of \$871,200.00. Boyle Construction Management Inc. was the lowest responsive and responsible bidder. Supplier diversity participation is MBE 15.98% (Sexson Mechanical), WBE 4.43% (Cardinal Manufacturing, American Floor Covering & Pristine Image) and VBE 2.48% (Midwest Decorating & Guardian Fire Protection).



Indianapolis Airport Authority

BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

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

Date: April 9, 2019

Board Date: April 19, 2019

Subject: Award of Construction Contract with Davis & Associates, Inc. for IND Terminal/Campus Optimization Program - Restroom Facade Renovation at Indianapolis International Airport (Project No. I-16-010b)

Background

The Indianapolis International Airport (IAA) 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 IAA has developed the IND Terminal/Campus Optimization Program.

Key areas of focus for the IND Terminal/Campus Optimization Program include:

- Improved guest experiences
- Concessions Refresh Program
- Improved signage and wayfinding
- Customer focus areas
 - Carpet and furniture changes
 - Added electronic charging stations
 - Other technology upgrades

In 2015, Synthesis, Inc. was selected through a Request for Qualifications to lead the Terminal/Campus Optimization Program, including: Carpet/Furniture/Power Phases I and II, Signage and Wayfinding Phase I, Restroom Facades and Concessions Refresh coordination.

On February 27, 2019, the IAA Executive Director approved plans and specifications, as prepared by Synthesis, Inc. and authorized public bidding process for IND Terminal/Campus Optimization Program - Restroom Facade Renovation at Indianapolis International Airport.

On March 20, 2019, the IAA staff received two (2) bids. The project contained a base bid only. The bids for base bid ranged from \$2,750,000.00 to \$3,050,000.00. Davis & Associates, Inc. was the lowest responsive and responsible bidder in the amount of \$2,750,000.00 for the base bid.

In addition to the contract amount, IAA staff is requesting a construction reserve of 3% of the total contract amount for this project. A construction reserve of 3% has previously been 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 3% contingency for construction reserve. Change orders exceeding the construction reserve will be submitted to the IAA Board for approval.

Scope

The Restroom Facade Renovation includes modifications to the entrance of eleven pairs of restrooms located in the Ticket Hall, Civic Plaza, Baggage Claim, and Concourses A and B of the terminal building. The modifications include new wall finishes and accent lighting, as well as LED screens for some of the restrooms.

Budget

The Davis & Associates, Inc. contract is \$2,750,000.00, which is within the approved 2019 Capital Budget for IND Terminal/Campus Optimization Program - Restroom Facade Renovation.

IND Terminal Optimization/Restroom Facades

Contract Amount (including 3% reserve)	\$	2,832,500.00
<u>Advertisements for Bid</u>		<u>500.00</u>
Construction Phase Total	\$	2,833,000.00

Schedule

Contract award is anticipated April 19, 2019 and the substantial completion is expected to be April 2020.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Davis & Associates	\$ 648,543.00	\$ -	\$ -	23.58%	0.00%	0.00%
Area Wide Electric	-	521,000.00	-	0.00%	18.95%	0.00%
Totals	\$ 648,543.00	\$ 521,000.00	\$ -	23.58%	18.95%	0.00%

Recommendation

The IAA staff recommends the IAA Board consider for approval an award of contract for IND Terminal/Campus Optimization Program - Restroom Facade Renovation at Indianapolis International Airport to Davis & Associates, Inc. in an amount not-to-exceed \$2,750,000.00 plus a 3% construction reserve of \$82,500.00 for a total of \$2,832,500.00. Davis & Associates, Inc. was the lowest responsive and responsible bidder. Supplier diversity participation is MBE 23.58% (Davis & Associates) and WBE 18.95% (Area Wide Electric).