



Indianapolis Airport Authority

To: IAA Staff
From: Jamie Leap, Sr. Executive Assistant
Date: January 8, 2016
Subject: January 2016 Board Package

Attached is your board package for the IAA Board Meetings scheduled to take place on Friday, January 15th, 2016. The scheduled meetings are as follows:

Pre Board: 8:00 a.m. (*Pre-Board Conference Room*)

Full Board: 8:30 a.m. or immediately following adjournment of the Pre Board meeting (*Board Room*)

Reliever Airport Committee (RAC): Immediately following adjournment of the Full Board Meeting (*Pre-Board Conference Room*)

Should you have any questions, please call me at 317.487.5489.

Thank you,

A handwritten signature in blue ink, appearing to read 'Jamie Leap', with a large, stylized flourish.

Jamie Leap

Attached:
Pre-Board Agenda

- December 2015 Delegated Authority Schedule

Full Board Packet
Reliever Airport Committee (RAC) Agenda – January 2016
Reliever Airport Committee (RAC) Minutes – October 2015



Indianapolis Airport Authority

Indianapolis Airport Authority
Public/Open Session Discussion (“Pre-Board”)
January 15, 2016
8:00 – 8:30 a.m.

- I. 2016 Board Matters – *M. Wells*
- II. Litigation Update (Comlux & BP) – *J. Heerens*
- III. Airline Use Agreement Status – *R. Thomson*
- IV. Garage Atrium & Canopy Update – *S. Griffin*
- V. Diversity – *H. Harrington*
- VI. Air Service – *M. Stone*
- VII. Review of November Delegated Authority Schedule – *J. Heerens*
- VIII. Other (time permitting)

December 2015

MONTH/YEAR	OTHER PARTY	TYPE OF DOCUMENT	TERM (YEARS)	REVENUE	INITIALS	COMMENTS
Dec-15	Zack Dillion / Spirit of Flight, LLC	T-Hangar Lease	1 year	\$3,020.00	E. Anderson	For rental of a 42' T-hangar at Metro Airport.
Dec-15	30800, LLC	Amendment to Lease	Unchanged	Unchanged	Medvescek	For lease amendment in conjunction with Assignment & Assumption of Radisson Lease.
Dec-15	Ridgestone Bank	Landlord's Agreement	Until terminated	None	Medvescek	For landlord's agreement for Eagle Creek Aviation to finance/mortgage portions of its personal property.
Dec-15	Dmytryka	Contract Amendment	9 months	None	Medvescek	For extension of time in connection with Project 1-15-052 at IND.
Dec-15	Hanson Professional Services, Inc.	Contract Amendment	7 months	None	Medvescek	For extension of time & request for additional services (an RFP packages to procure repairs to Hangar No. 7 Doors, Project No. 1-15-054); IAA to pay \$3,419.
Dec-15	Keramida, Inc.	Contract Amendment	6 months	None	Medvescek	For extension of time for Environmental Remediation Airfield, C&E Rental & Dennis Oil.
Dec-15	Ricondo & Associates, Inc.	Contract Amendment	5 months	None	Medvescek	For extension of time for runway capacity analysis & forecast review.
Dec-15	ERS (Emergency Radio Service)	Service Agreement	1 year	None	Medvescek	For 27/7/365 on-call services only, with a 2 hour response (retainer fee only); IAA to pay \$5,415.
Dec-15	Beau-T-Lawn, LLC	Service Contract (Snow Removal)	6 months	None	Medvescek	For snow removal services for Buildings #60, #63, #64 & #239 (North Campus), 733 W. Washington Street, and Building #239, 6367 Airway Drive; IAA to pay established rate per snow event.
Dec-15	Dallara, LLC	Bill of Sale (Private Sale)	Perpetual	\$4,985.00	Medvescek	For private sale of IMC Tooling to Dallara (approved by IAA Board on 12/18/15). This Bill of Sale is for recordkeeping purposes of IMC equipment in conjunction with IMC Bondholder Settlement Agreement.
Dec-15	CHA Consulting, Inc.	Contract Amendment	6 months	None	Medvescek	For extension of time for downtown Heliport, Project No. H-13-036.
Dec-15	Arrow Energy	Lease Agreement	6 months	None	Medvescek	For refueler truck at Heliport, Project No. H-15-049; IAA to pay monthly rate of \$2,000 plus freight charge of \$3,500, not to exceed \$16,250.
Dec-15	Chard Snyder	Business Associate Agreement (Third Party Agreement)	2 years	None	Rodriquez	For administration agreement for 3rd party vendor related to employee PHI confidentiality between Chard Snyder and IAA and the services agreement.

December 2015

Dec-15	Chard Snyder	Service Agreement (Third Party Agreement)	2 years	None	Rodriquez	For administration agreement for the third party vendor to administer the Flexible Spending Accounts and COBRA processing between Chard Snyder and the IAA. IAA to pay \$1,887.00 for FSA and \$2,520.00 for COBRA fee.
Dec-15	Coco-Cola Refreshments USA, Inc. d/b/a Tri-States Coca-Cola Bottling Company	Beverage & Product Agreement	1 Year	\$215,000 (approx)	Rodriquez	For renewal of beverage & product agreement with Coca-Cola.
Dec-15	Dallara, LLC	Amendment to Equipment Lease	1 year	\$2,070.00	Rodriquez	For third amendment to lease for continued use of IMC Tooling. .
Dec-15	Pro Air, Inc.	Service Agreement	1 year	None	Rodriquez	For air quality testing for firefighter air packs; IAA to pay \$1,170.
Dec-15	AT&T	Circuit Order under State QPA 9796	3 years	None	Rodriquez	For upgrade circuit from non-contractual copper to full t1 under QPA to take advantage of much better QPA pricing; IAA to pay \$4,036 (annually).
Dec-15	ABATE of Indiana, Inc.	Lease Amendment #2 - Airport Use Permit	2 years	\$5,500 (annually)	Rodriquez	For ABATE of Indiana to conduct motorcycle training & safety classes at designated area of Parking Lot #8.
Dec-15	Seabury APG Airline Planning	Contract Amendment for Services	1 year	None	Rodriquez	For website, contract amendment for Phase 2, Part 1. Contract extended, and Seabury selected through RFI process. IAA to pay up to \$63,500.
Dec-15	Johnson & Johnson Cleaning Services	Lease Amendment #2 - Janitorial Services Permit	3 year	8% of gross sales	Rodriquez	For 3-year lease extension on a janitorial services permit. Johnson & Johnson Cleaning Services provides office janitorial services to various companies at IND.
Dec-15	Host International, Inc. (operating as Wolfgang Puck)	Concession Agreement	3 years	\$47,445 annually	Rodriquez	For additional support space to operate at IND. This 3rd amendment modifies the description of the support space leased premises & increases the support fee & square footage, commencing 12/2015.
Dec-15	Trendy Minds, Inc.	Contract for Services	14 months	None	Rodriquez	For specified website development; IAA to pay up to \$35,000.
Dec-15	Harvest Land Coop, Inc.	Lease Amendment #1 - Land Lease Amendment	1 year	\$5,200.00	Rodriquez	For contractor to provide commercial storage of ammonia for agricultural use.
Dec-15	Federal Express Corp.	Pre-Negotiations Agreement	Until terminated	None	Rodriquez	For pre-negotiation agreement (PNA) which is a standard form that FedEx requires, the purpose of which is related to FedEx Hub expansion of several facets of their leasehold (apron, GSE staging, employee parking, etc.).

December 2015

Dec-15	Kellogg Community College	Letter Agreement	1 day	None	Rodriquez	For the 2016 FAA mandated full-scale disaster exercise to occur on 6/7/2016. IAA will pay Kellogg for use of a trainer for 4 hours in connection with this disaster exercise.
Dec-15	MWH Americas, Inc.	Amendment to Professional Services Contract	6 months	None	Rodriquez	For engagement of MWH Americas, Inc., as the technical & financial advisors on evaluation proposals for proposed wastewater & stormwater systems project, including disposal of chemicals related to deicing (IAA Stormwater/Wastewater Project #1-14-099); IAA to pay \$52,390 (total remuneration will increase to \$146,250).
Dec-15	Gregory & Appel Inc.	Contract Renewal #2	1 year	None	Rodriquez	For broker services for insurance benefits (providing assistance with open enrollment & consult with IAA regarding insurance benefits); IAA to pay up to \$75,000 (total remuneration will increase to \$215,000).
Dec-15	Showcase Enterprise, Inc.	Contract for Services	5 months	None	Rodriquez	For striping & restriping of parking spaces & crosswalks, stop blocks & stop lettering; IAA to pay \$81,098.
Dec-15	Evans Development Co., Inc.	Contract for Construction Services	1 month	None	Rodriquez	For taxi limo staging building drainage improvements, which will add 3 drain structures/basins; IAA to pay \$26,450.



Agenda
Indianapolis Airport Authority
January 15, 2016
8:30 AM

- I. **Call to Order**
- II. **Approval of Minutes of the Pre-Board and Regular Meeting of December 18, 2015**
- III. **2016 Board Matters**
- IV. **Board Reports**
President's Report
- V. **Official Actions**
Consider, for approval, the individual items listed on the IAA General Agenda, dated January 16, 2016.
- VI. **Staff Reports**
Executive Director Report
- VII. **Other Reports/Update**
- VIII. **Board Communications**
Next Meeting: Friday, February 19, 2016 @ 8:30 a.m.
- IX. **Adjourn**

MINUTES OF PRE-BOARD MEETING

The Pre-Board Meeting of the Indianapolis Airport Authority Board took place at 8 A.M. on Friday, December 18, 2015, in the North Administrative Conference Room (Room 09.T.422) of the Colonel H. Weir Cook Terminal Building at the Indianapolis International Airport.

The following members of the Indianapolis Airport Authority Board were present:

Michael W. Wells
Kelly J. Flynn
Alfred R. Bennett
Jack Morton
Steven C. Dillinger
Philip C. Borst
Brett A. Voorhies

Also present was Advisory Board member Lynn Gordon.

Shannetta Griffin and Marsha Stone talked about the Terminal Optimization Project, a multi-year program dealing with the fact that 30 of our retailers' leases will expire by 2018.

Robert Thomson briefed the Board on the memo dealing with budget appropriations and the Airline Use Agreement.

Shannetta Griffin gave a report on an update on construction/planning and development projects.

Marsha Stone reported to the Board on the recently completed and very financially successful land auction.

The Delegated Authority Schedule which was submitted to the Board for November, 2015, is attached hereto. There were no questions for Joseph Heerens about the Delegated Authority Schedule.

Lynn Gordon, Chairman of the Human Resources Committee, set forth for the Board the procedures that would be used for election of IAA officers at the January 15, 2016 meeting. Any

nomination for an office must be submitted to him no later than January 8, 2016. Only two seats will be up for re-appointment to the Board beginning January 1, 2016: the seat currently held by Brett A. Voorhies, and the seat formerly held by Karen Caswelch.

The Airport Authority Board concluded its Pre-Board Meeting at 8:43 A.M.

ALL OF WHICH IS STATED THIS ____ DAY OF JANUARY, 2016.

MICHAEL W. WELLS, President of the
IAA Board through the December, 2015 Meeting

DRAFT

November 2015

MONTH/YEAR	OTHER PARTY	TYPE OF DOCUMENT	TERM (YEARS)	REVENUE	INITIALS	COMMENTS
Nov-15	Trimble Navigation Limited	Sales Agreement	Monthly	None	Rodriguez	For one license for testing and demo purposes for Prolog Converge software for Planning & Development.
Nov-15	Parsons Brinkerhoff, Inc.	Reservation of Rights Letter	N/A	None	Rodriguez	For Parson's Brinkerhoff to waive the start of any statute of limitations against it for potential design errors in GTC flooring project.
Nov-15	HG Brownsburg Realty Corporation	Parking Lot Agreement	3 Months	\$11,970.00	Rodriguez	For leasing of Parking Lot #4 to park semi-tractors.
Nov-15	Custome Crew Limo	Ground Transportation Agreement	3 Years	Up to \$250,000	Rodriguez	For passenger ground transportation for arriving passengers.
Nov-15	Jazac Lane, LLC	Ground Transportation Agreement	3 Years	Up to \$250,000	Rodriguez	For passenger ground transportation for arriving passengers.
Nov-15	Evans Development Co., Inc.	Contract for Construction Services	Monthly	None	Rodriguez	For Project Q-15-009, drainage modifications near AOC Driveway; IAA to pay \$29,750.
Nov-15	Guidon Design, Inc.	Amendment to Professional Services Contract	2 Months	None	Rodriguez	For additional meetings, additional research of sound transfer between spaces, coordination of power and data and correction of door finish; IAA to pay \$4,849..
Nov-15	Relocation Strategies, Inc.	Amendment to Professional Services Contract	2 Months	None	Rodriguez	For the increase in hourly rate needed for project completion (Project 1-15-028); IAA to pay \$77,250.
Nov-15	State of Indiana	Application to Renew State Trademark (Economy Parking)	5 Years	None	Rodriguez	For renewal of state registration of Economy Parking trademark; IAA to pay \$100.
Nov-15	Mainscape, Inc.	Contract for Snow Removal Services	6 Months	None	Rodriguez	For renewal of snow removal at IMC through 4/1/2016; IAA to pay up to \$250,000.
Nov-15	Comlux Aviation Services, LLC; Comlux America, LLC; Signature Flight Support Corporation	Mutual Release	Perpetual	None	Rodriguez	For release of liability relating to 2010 loss of plane in Comlux hangar fire; IAA paid no money to settle the case.
Nov-15	Ground Dynamics, Inc.	Lawn Maintenance Agreement Renewal	1 Year	None	Rodriguez	For lawn care for Building #112; IAA to pay \$12,265.
Nov-15	MC Corporation d/b/a Zurbach Development Construction	Professional Services Contract	4 Weeks	None	Rodriguez	For contract extension as part of staff augmentation; IAA to pay \$14,600.
Nov-15	Ricondo & Associates, Inc.	Professional Services Contract	2 Months	None	Rodriguez	For airfield capacity analysis and forecast review, Phase 1; IAA to pay \$40,068.

November 2015

MONTH/YEAR	OTHER PARTY	TYPE OF DOCUMENT	TERM (YEARS)	REVENUE	INITIALS	COMMENTS
Nov-15	Transportation Security Clearinghouse	Aviation Channeling Services Agreement (Renewal)	3 Years	None	Rodriguez	For fingerprinting and criminal history records check services; IAA to pay \$19 per person checked.
Nov-15	Melshire DFW, L.P. d/b/a Natalie's Candy Jar	Concession Agreement, Amendment 1	3 Years	\$1,530.00	Rodriguez	For additional support space location on Level 2, identified as Room 07B.205.C.
Nov-15	Harmon Construction, Inc.	Contract for Construction Service	2 Months	None	Rodriguez	For replacement of current overhead door located at DB Schenker's leasehold space at IMC; IAA to pay \$43,950.
Nov-15	Cloud Physics	Software Support Agreement	3 Years	None	Rodriguez	For software support agreement with Cloud Physics (agreement has no cost and is simply an agreement directly with Cloud Physics for support).
Nov-15	CDW Government, LLC	Sales Agreement	3 Years	None	Rodriguez	For a hosted management, monitoring and reporting platform for virtual server environments to streamline process of supporting the 100+ virtual services in the IAA environment; IAA to pay \$41,100 over 3 years.
Nov-15	Nature's Table Airport, LLC	Concession Agreement	10 Years	\$75,000 during 1st year; 2nd year & beyond at greater of \$75,000 MAG or 10% gross sales.	Rodriguez	For concessionaire to operate a Nature's Table Café in Civic Plaza (Board approved delegation of authority at 10/16/15 board meeting; IAA to pay 5,500 for construction of a wall.
Nov-15	Amazon Logistics, LLC	Parking Lot Lease Agreement	2 Months	\$1,451 per month	Rodriguez	For leasing portion of Parking Lot #5 to park automobiles, semi-tractors and trailers for peak seasonal period.
Nov-15	Amazon Logistics, LLC	Parking Lot Lease Agreement	2 Months	\$18,861 per month	Rodriguez	For leasing portion of Parking Lot #6 to park automobiles, semi-tractors and trailers for peak seasonal period.
Nov-15	Amazon Logistics, LLC	Parking Lot Lease Agreement	2 Months	\$6,679 per month	Rodriguez	For leasing portion of Parking Lot #6 to park automobiles, semi-tractors and trailers for peak seasonal period (tenant has option to extend lease for 3 months after initial term).
Nov-15	Champlain Enterprises, Inc.	Letter of Consent	N/A	None	Rodriguez	For Champlain Enterprises, Inc. (CE) providing a service at IND under United Express brand (CE is reorganizing its corporate status from a C corp to an LLC named Champlain Enterprises, LLC).
Nov-15	Evans Development Co., Inc.	Contract for Construction Services	1 Month	None	Rodriguez	For repairs to roadway and railing damages (Project Q-15.008); IAA to pay \$18,987.

November 2015

MONTH/YEAR	OTHER PARTY	TYPE OF DOCUMENT	TERM (YEARS)	REVENUE	INITIALS	COMMENTS
Nov-15	Evans Development Co., Inc.	Contract for Construction Services	1 Month	None	Rodriguez	For move of United Airlines and Air Canada ticketing operation from Ticket Isle #6 to Ticket Isle #5; IAA to pay \$49,375.
Nov-15	TLF, Inc.	Contract for Professional Services	7 Months	None	Rodriguez	For garage atrium canopy replacement project and addition of a glass enclosure wall; IAA to pay \$14,950.
Nov-15	Guidon Design, Inc.	Amendment to Professional Services Contract	4 Months	None	Rodriguez	For extension of contract time (Project Q-15-002).
Nov-15	Coastal Technologies	Online License & Service Agreement	1 Year	None	Rodriguez	For license & service agreement to administer OSHA and Safety Training related courses for 2016; IAA to pay \$29,360.
Nov-15	Prospect Airport Services, Inc.	Amendment to Airport Use Agreement	3 Years	10% of gross sales	Rodriguez	For aircraft cleaning services.
Nov-15	Integrated Deicing Services, LLC	Amendment to Airport Use Agreement	3 Years	10% of gross sales	Rodriguez	For commercial airline deicing.
Nov-15	New Age Vending	Vending Services Agreement	2 Years	\$900 annually	Rodriguez	For vending of medicine and feminine hygiene products in public restrooms of Terminal.
Nov-15	Office of Prosecuting Attorney (Marion County, Indiana)	Lease Amendment No. 5, Grant of License for Real Property	2 Years	\$46 per space	Rodriguez	For parking spaces, with increases of \$1 per space, per year.
Nov-15	Airport Mailers, Inc.	Concession Agreement	1 Year	10% of gross	Rodriguez	For drop boxes at both security checkpoints for collection of personal items not authorized inside the SIDA locations.
Nov-15	USO of Indiana, Inc.	Amendment to Office Lease Agreement	2 Years	None	Rodriguez	For non-profit entity providing services to members of US armed forces & their families while traveling (due to community service aspect of this, no revenue is being collected).

MINUTES
Board of Directors Meeting
Indianapolis Airport Authority

The Regular Meeting of the Indianapolis Airport Authority Board was called to order at 8:47 a.m., on December 18, 2015, in the Airport's Board Room at the Indianapolis International Airport.

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

Mike Wells, President
Kelly Flynn, Vice President
Alfred Bennett, Secretary
Brett Voorhies, Member
Dr. Philip C. Borst, Member
Steve Dillinger, Member
Jack T. Morton, Jr., Member
Lynn T. Gordon, Member

Rex M. Joseph, Jr., IAA Board Counsel

IAA executive staff attending:

Mario Rodriguez, Executive Director
Mike Medvescek, Sr. Director of Operations
Marsha Stone, Sr. Director of Commercial Enterprise
Joseph Heerens, General Counsel
Shannetta Griffin, Sr. Director of Planning & Development
Robert Thomson, Sr. Director of Finance
Jamie Leap, Sr. Executive Assistant/Recording Secretary

APPROVAL OF MINUTES

Upon a motion by Mr. Dillinger, seconded by Mr. Voorhies and unanimously passed, approval was given to the Minutes of both the Pre-Board and Regular Meetings of November 20, 2015.

ORDINANCES, RESOLUTIONS AND PUBLIC HEARINGS

President Wells next opened the public hearing and described General Ordinance No. 4-2015 as pertaining to the 2016 Rates & Charges for the IAA's airport system. President Wells asked if there were any comments or testimony. There being none, he closed the hearing and asked for a motion. Upon a motion by Mr. Flynn, seconded by Mr. Bennett and unanimously passed, approval was given to General Ordinance No. 4-2015.

President Wells next described Resolution No. 15-2015, concerning the transfer of amounts between budget line item classifications from the 2015 appropriations of the Indianapolis Airport Authority System Fund. Upon a motion by Mr. Voorhies, seconded by Mr. Morton and unanimously passed, approval was given to Resolution No. 15-2015.

President Wells next described Resolution No. 16-2015, concerning the disposition of IMC assets via Private Sale to Dallara, LLC. Upon a motion by Mr. Dillinger, seconded by Mr. Flynn and unanimously passed, approval was given to Resolution No. 16-2015.

President Wells next described Resolution No. 17-2015, concerning the Fourth Amendment to Lease Agreement with the Greater Indianapolis Foreign Trade Zone, Inc., for the continuation of leasing warehouse space at the IMC. Upon a motion by Mr. Morton, seconded by Mr. Bennett and unanimously passed, approval was given to Resolution No. 17-2015.

BOARD REPORTS

President's Report

President Wells expressed his appreciation for the opportunity to serve as the President of the board of the Indianapolis Airport Authority for the last few years, noting that he would not be seeking re-election for 2016. In his comments, President Wells highlighted the many successes of the Indianapolis Airport Authority that have occurred since 2012, including all of the progress and achievements of 2015.

OFFICIAL ACTIONS

INTRODUCTION AND APPROVAL OF THE INDIANAPOLIS AIRPORT AUTHORITY'S GENERAL AGENDA, DATED December 18, 2015: President Wells introduced and then verbally described each of the individual items listed on the General Agenda, after which he asked for separate motions of approval, as follows:

BP2015-12-1. ACTION #1. Upon a motion by Mr. Flynn, seconded by Mr. Bennett and unanimously passed, approval was given to BP2015-12-1, ACTION #1.

BP2015-12-1. ACTION #2. Upon a motion by Mr. Voorhies, seconded by Dr. Borst and unanimously passed, approval was given to BP2015-12-1, ACTION #2.

BP2015-12-2. Upon a motion by Mr. Morton, seconded by Dr. Borst and unanimously passed, approval was given to BP2015-12-2.

BP2015-12-3. Upon a motion by Mr. Morton, seconded by Mr. Voorhies and unanimously passed, approval was given to BP2015-12-3.

BP2015-12-4. ACTION #1. Upon a motion by Mr. Flynn, seconded by Mr. Bennett and unanimously passed, approval was given to BP2015-12-4, ACTION #1.

BP2015-12-4. ACTION #2. Upon a motion by Mr. Morton, seconded by Dr. Borst and unanimously passed, approval was given to BP2015-12-4, ACTION #2.

BP2015-12-5. Upon a motion by Mr. Dillinger, seconded by Mr. Bennett and unanimously passed, approval was given to BP2015-12-5.

BP2015-12-6. Upon a motion by Mr. Voorhies, seconded by Mr. Flynn and unanimously passed, approval was given to BP2015-12-6.

BP2015-12-7. Upon a motion by Mr. Bennett, seconded by Mr. Morton and unanimously passed, approval was given to BP2015-12-7.

BP2015-12-8. Upon a motion by Mr. Voorhies, seconded by Mr. Morton and unanimously passed, approval was given to BP2015-12-8.

BP2015-12-9. Upon a motion by Mr. Flynn, seconded by Dr. Borst and unanimously passed, approval was given to BP2015-12-9.

BP2015-12-10. Upon a motion by Mr. Bennett, seconded by Mr. Dillinger and unanimously passed, approval was given to BP2015-12-10.

BP2015-12-11. Upon a motion by Dr. Borst, seconded by Mr. Morton and unanimously passed, approval was given to BP2015-12-11.

BOARD REPORTS

Secretary Bennett recognized Mr. Dan Brackemyre for his service to the Greater Indianapolis Foreign Trade Zone (“GIFTZ”) Board of Directors, provided comments about his service and contribution to GIFTZ, and extended the appreciation of the board of the Indianapolis Airport Authority. Mr. Brackemyre served as a valuable member of the Board of Directors of GIFTZ for 24 years. Mr. Brackemyre also shared comments and his appreciation regarding his service.

STAFF REPORTS

Executive Director’s Report

Mr. Rodriguez recognized the following 3rd quarter Core Value Award recipients: (1) Matthew Anders (Information Technology Department) for the core value of “Trust”; (2) Hafedh Khemir (Parking Department) for the core value of “Excellence”; (3) Alexandra Kalpakidis (Parking Department) for the “Unsung Hero” award; (4) Teresa Johnson (Human Resources Department) for the “Customer Service Excellence” award; and (5) Jeff Burns (Airport Badging Department) for the “Leadership Excellence” award.

Mr. Rodriguez next introduced Mr. Mike Medvescek who proudly announced that IND had just completed the FAA Part 139 inspection for 2015 with “no discrepancies”, meaning that IND had a perfect score on this safety inspection. He explained the significance of this accomplishment and recognized many of the individuals from the IAA’s Operations Team who work tirelessly, throughout the year, to ensure that IND is always in compliance with FAA regulations.

ADJOURNMENT

President Wells announced that the next IAA Board meeting is scheduled for January 15, 2016. There being no further business, the meeting was adjourned at 9:09 a.m.

INDIANAPOLIS AIRPORT AUTHORITY *

By: _____
Michael Wells, President

DATED: _____

By: _____
Alfred R. Bennett, Secretary

* Signed under authority of IAA Board Resolution #6-2013

DRAFT

**IAA Board Meeting
General Agenda
January 15, 2016**

General:

BP2016-01-1

ACTION #1 - Consider for approval the Agreement and Lease of Premises between the Indianapolis Airport Authority and Southwest Airlines Co.

ACTION #2 - Consider for approval the Agreement and Lease of Premises between the Indianapolis Airport Authority and Frontier Airlines, Inc.

ACTION #3 - Consider for approval the Agreement and Lease of Premises between the Indianapolis Airport Authority and United Airlines, Inc.

Capital Program:

BP2016-01-2

Consider for approval the Delegation of Authority to the IAA Executive Director to approve and execute a contract for construction services to the lowest responsive and responsible bidder for Garage Atrium Canopy Replacement & Addition of a Glass Enclosure Wall Bid Pkg. No. 1 at the Indianapolis International Airport, Project # I-15-010

BP2016-01-3

Consider for approval Amendment No. 1 – a Time Only Extension - Eagle Creek Airpark (EYE) Master Plan Update – Phase 1, Project # E-15-042 to Crawford, Murphy & Tilly, Inc. Supplier diversity participation on Amendment No. 1 is DBE 0%, MBE 0%, WBE 0% and VBE 0%

BP2016-01-4

Consider for approval Change Order No. 4 with Dallman Contractors, LLC for Heliport HVAC Replacement at the Downtown Indianapolis Heliport, Project No. H-15-036, in an amount not-to-exceed \$9,475.00. Supplier diversity participation on this Change Order No. 4 is MBE 0%, WBE 0%, and VBE 0%



BOARD MEMO - AIRLINE USE AGREEMENT

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: January 4, 2016

Board Date: January 15, 2016

Subject: Agreement and Lease of Premises (AUA Agreement)

Background

The Airport Authority’s current use and lease agreement with the cargo and passenger airlines for use of the terminal, aircraft apron and airfield areas expired on December 31, 2015. The new AUA Agreement defines the rental structure and operational requirements for the signatory carriers (Airlines). The Authority began preparing for a new AUA Agreement in 2013 and began monthly negotiation meetings with the Airlines in December 2014.

The Authority and the current signatory airlines came to substantial agreement on business terms during August 2015, with five of the current Airlines executing letters-of-intent (LOI) to memorialize that understanding. The LOI’s most significantly memorialized the understanding of the rate making methodology IAA used to calculate the actual rates the Authority began charging January 1, 2016.

A summary of the significant business terms “current” vs. “new” are shown below:

- | <u>Current</u> | <u>New</u> |
|--|---|
| <ul style="list-style-type: none"> ▪ 5 Year Term (2011 – 2015) | <ul style="list-style-type: none"> ▪ 5 Year Term (2016 – 2018, with two optional extensions 2019,2020) |
| <ul style="list-style-type: none"> ▪ Airfield Residual model | <ul style="list-style-type: none"> ▪ Cost Center Residual model |
| <ul style="list-style-type: none"> ▪ Capital cash flow generation: <ul style="list-style-type: none"> ▪ \$9,955,700 avg / yr ▪ No amortization | <ul style="list-style-type: none"> ▪ Capital cash flow generation: <ul style="list-style-type: none"> ▪ \$17,954,500 avg / yr ▪ No amortization |
| <ul style="list-style-type: none"> ▪ No MII vote required for capital projects which do not require the issuance of Revenue Bonds | <ul style="list-style-type: none"> ▪ No MII vote required for capital projects which do not require the issuance of Revenue Bonds |

Scope

The AUA Agreement is structured as a five year agreement with an initial three year term and two one year extension periods. The lease will govern the method by which Airline rates & charges are calculated through the term of the lease (2016 – 2018 and then 2019 and 2020 respectively, if either or both extension options are offered by IAA and accepted by the Airlines).

In addition to key business terms, Authority staff / General Counsel have reviewed, updated and addressed all operational, environmental, and legal language within the agreement.

During the October 2015 Board Meeting, the IAA Board approved the AUA Agreement document between the Authority and the signatory airlines. The purpose of this Board Memo is to bring forward the individual AUA Agreements executed by the signatory airlines. For the January Board Meeting the following signatory airlines are brought forward for document execution. They are: Southwest Airlines Co., Frontier Airlines, Inc. and United Airlines, Inc.

Recommendation

ACTION #1 - Consider for approval the Agreement and Lease of Premises between the Indianapolis Airport Authority and Southwest Airlines Co.

ACTION #2 - Consider for approval the Agreement and Lease of Premises between the Indianapolis Airport Authority and Frontier Airlines, Inc.

ACTION #3 - Consider for approval the Agreement and Lease of Premises between the Indianapolis Airport Authority and United Airlines, Inc.



BOARD MEMO – DELEGATION OF AUTHORITY

To: IAA Board of Directors

From: Shannetta Griffin, P.E., Sr. Director of Planning & Development

Date: January 4, 2016

Board Date: January 15, 2016

Subject: Delegation of Authority for Garage Atrium Canopy Replacement & Addition of a Glass Enclosure Wall – Bid Package No. 1 at Indianapolis International Airport, Project #I-15-010.

Background

The IAA has undertaken a project to rehabilitate the parking garage atrium canopy. This project will include replacement of the existing canopy system with new tensioned Teflon fabric and added supplemental structural steel members to increase support within the canopy framing.

On November 20, 2015, The Board Approved plans and specification for Garage Atrium Canopy Replacement & Addition of a Glass Enclosure Wall – Bid Pkg. No. 1 at the Indianapolis International Airport, Project # I-15-010, and authorized the public bidding process.

On December 18, 2015, the Board Approved plans and specification for Garage Atrium Canopy Replacement & Addition of a Glass Enclosure Wall – Bid Packages No. 2 and No. 3 at the Indianapolis International Airport, Project # I-15-010, and authorized public bidding process. Bid Package #2 Includes the construction of the new glass enclosure wall around the atrium at the 5th level. Bid Package #3 Includes: a general conditions package that would cover the work impacted by both areas of work such as safety barricades, concrete work, signage, general cleaning and general painting.

On January 4, 2016, the IAA staff received three bids for Bid Package #1 which contained a Base Bid and five (5) Bid Alternates. The pricing for Base Bid and Bid Alternates No.1 and No.2 ranged from \$5,655,000 to \$7,224,500. No pricing was received for Bid Alternates No. 3 through No. 5. IAA staff is in the process of evaluating the bids.

Scope

The scope of the Base Bid includes the installation of new supplemental canopy framing members with additional bracing added to the existing framing, removal of existing canopy, and the installation of a new tensile fabric canopy. The scope of Alternate No.1 includes the cleaning and painting of the existing canopy structural framing members to match the new intermediate truss

framing and to present a consistent new appearance throughout the canopy framing. The scope of Alternate No. 2 includes the use of an upgraded tensile canopy fabric over the specified product. No pricing was received for Bid Alternates No. 3 through No. 5 which included various scenarios of allowable temporary structural shoring between garage decks to support construction equipment v.s. use of a large crane positioned outside the garage.

In order to maintain the construction schedule and provide necessary due diligence in bid evaluation, Delegation of Authority to the IAA Executive Director to approve and execute a contract for construction services to the lowest responsive and responsible bidder is requested.

Budget

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

This project will be 100% Airport cash funded.

This project is being undertaken to repair existing infrastructure that is 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

Substantial completion is expected to be November, 2016.

Supplier Diversity Participation

The Director of Supplier Diversity is reviewing the Bidder's Good Faith Efforts. The Supplier Diversity Goal for this Bid Package #1 is 20% combined MBE/DBE/VBE participation.

Recommendation

The IAA staff recommends that the Board consider for approval the Delegation of Authority to the IAA Executive Director to approve and execute a contract for construction services to the lowest responsive and responsible bidder for Garage Atrium Canopy Replacement & Addition of a Glass Enclosure Wall Bid Pkg. No. 1 at the Indianapolis International Airport, Project # I-15-010.



BOARD MEMO – EAGLE CREEK MASTER PLAN AMENDMENT

To: IAA Board of Directors

From: Shannetta Griffin, P.E., Sr. Director of Planning & Development

Date: January 4, 2016

Board Date: January 15, 2016

Subject: Professional Services Amendment No. 1 – Time Only Extension (TOE) with Crawford, Murphy & Tilly, Inc. (CMT) for Eagle Creek Airpark (EYE) Master Plan Update, Project # E-15-042

Background

A Master Plan (MP) is the guiding document for the future development of an airport with the Airport Layout Plan (ALP) providing a graphic representation of the long-term development plan for an airport. Keeping the ALP current is a Federal Aviation Administration (FAA) grant assurance requirement. The existing ALP for Eagle Creek Airpark (EYE) is dated having been approved on September 26, 1980, reaffirmed on May 4, 1983 and as-built on January 12, 1994. The FAA design standards have changed since the approval of the current EYE ALP. In the grant for Rehabilitation of Taxiway A at EYE in 2013, the FAA included a special grant requirement for the Indianapolis Airport Authority (IAA) to update the EYE ALP to current design standards. In addition, the Indiana Department of Transportation (INDOT) in their 2013 Pavement Condition Index (PCI) study of EYE identified Taxiway B as in need of rehabilitation in the short-term. The centerline separation between Taxiway B and the runway is less than current FAA design standards. Before the Taxiway B rehabilitation will be eligible for grant funding, its long-term location will need to be identified.

On July 18, 2014, the Board executed a contract with Crawford, Murphy & Tilly, Inc. for the Eagle Creek Airpark (EYE) Master Plan Update (E-15-042). The original contract end date is January 31, 2016.

A time only extension amendment to the contract will be needed to allow for IAA review of the FAA's draft comments and report finalization.

Scope

There is no impact on the scope for this time only extension.

Budget

There is no impact on the budget for this time only extension.

Schedule

The contract term will be extended by Amendment No. 1 to December 31, 2016 to allow for IAA review of the FAA's comments and report finalization.

Supplier Diversity Participation

There is no impact on the supplier diversity participation for this time only extension.

Contract Summary to Date

Contract/Amendment & Execution Date	Service & Term	Amount	DBE	MBE	WBE	VBE
Original Contract 7/18/14	Professional Services Term: 7/18/2014 - 1/31/16	\$ 314,000.00	28.95%	18.74%	10.21%	3.46%
Revised Contract NTE		\$ 314,000.00	28.95%	18.74%	10.21%	3.46%

Recommendation

The IAA staff recommends the Board consider for approval Amendment No. 1 – a Time Only Extension - Eagle Creek Airpark (EYE) Master Plan Update – Phase 1, Project # E-15-042 to Crawford, Murphy & Tilly, Inc. Supplier diversity participation on Amendment No. 1 is DBE 0%, MBE 0%, WBE 0% and VBE 0%.



BOARD MEMO – HELIPORT HVAC REPLACEMENT

To: IAA Board of Directors

From: Shannetta Griffin, P.E., Sr. Director of Planning & Development

Date: December 16, 2015

Board Date: January 15, 2016

Subject: Approval of Change Order No. 4 with Dallman Contractors, LLC for Heliport HVAC Replacement at the Downtown Indianapolis Heliport, Project No. H-15-036

Background

The Downtown Indianapolis Heliport opened in 1969 as a private use heliport under the name Beeline Heliport and in December 1978 it became a public use facility. In 1983 the Federal Aviation Administration (FAA) selected the heliport to be part of its National Prototype Demonstration Heliport Program, and as a result it received considerable funding for improvements and expansion.

The existing heating, ventilation, and air conditioning (HVAC) systems were installed during that expansion. The systems have received regular maintenance since then, but they are no longer able to provide adequate heating and cooling to the tenant spaces. Temperatures in the building during the 2013-14 winter season were sometimes in the low 60s; in the summer the temperatures were often in the 80s. These indoor temperatures are outside of the parameters of the lease agreements with each tenant.

On December 7, 2014, the Executive Management Team approved a budget increase to allow construction to proceed with the lowest responsive and responsible bidder plus allowing a contingent amount to cover the cost of possible additional work that might be required to maintain comfortable conditions for customer service to the tenants during construction.

This project includes installing new ductwork and HVAC units on the roof. A new base for the roof's antenna arrays is included in this project, as the FAA recently notified the IAA that fall protection or antenna relocation is required. To increase the margin of safety, and to prevent the need to add fall protection around most of the roof, the antenna array is designed to be constructed at the roof's center beneath and around the new ductwork being installed as part of this project.

On October 17, 2014, the Board approved plans and specifications for Heliport HVAC Replacement, and authorized the public bidding process. On December 19, 2014, a contract was awarded to Dallman Contractors, LLC; the lowest responsive and responsible bidder in the amount of \$541,743.00.

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 since this requires redo of work that has been complete. Omissions are items that are corrected before work is done on that item and the designers are typically charged up to 15% of the cost of that item since the item has to be negotiated with the contractor. Unforeseen circumstances are items that could not have been anticipated by the designer and are not charges against the designer. This Change Order No. 4 addresses the following Unforeseen Owner requested additional scope items:

- Provide and install one (1) spring loaded fire damper and access door with fire stopping materials
- Provide and install additional ductwork materials to VAV box 108 and 110, sealing of first floor supply closet ductwork and existing abandoned branch line.
- Provide and install ductwork sealing to RTU 2 existing supply shaft

Revised Construction Amount

Original Construction Contract Amount	\$ 541,743.00
Change Orders 1, 2 and 3	\$ 20,789.00
Current Change Order No. 4 (3.17 % of contract)	<u>9,475.00</u>
New Construction Contract Total	\$ 572,007.00

Project Costs

Design (including survey and geotechnical)	\$ 72,380.00
Advertisements for Bid	250.00
Construction Management Fees	7,475.00
Change Orders 1, 2, 3 and 4 (4.00 % of contract)	30,264.00
Construction Contract Amount	<u>541,743.00</u>
Revised Total Anticipated Project Cost	\$ 652,112.00

Schedule

The contract schedule will be extended by this change order; the substantial completion date is May 8, 2016.

Supplier Diversity Participation

The table below summarizes the supplier diversity participation on a contract basis, including the amendments and change orders detailed in this Board paper for this project:

CONTRACT/ AMENDMENT	FEES & ALLOWANCES	AMOUNT			%		
		MBE	WBE	VBE	MBE	WBE	VBE
CMID, Inc.	\$ 66,780.00	\$56,570.00	\$ 6,560.00	\$1,900.00	84.71%	9.82%	2.85%
CMID, Inc. Amendment 1	\$ 5,600.00	\$ 5,600.00	\$ -	\$ -	100.00%	0.00%	0.00%
Dallman Contractors	\$ 541,743.00	\$ -	\$ 17,500.00	\$ -	0.00%	3.23%	0.00%
Dallman CO 1-4	\$ 30,264.00	\$ -	\$ -	\$ -	0.00%	0.00%	0.00%
	\$ -	\$ -	\$ -	\$ -			
Totals	\$ 644,387.00	\$62,170.00	\$24,060.00	\$1,900.00	9.65%	3.73%	0.29%

Recommendation

The IAA staff recommends that the Board consider for approval Change Order No. 4 with Dallman Contractors, LLC for Heliport HVAC Replacement at the Downtown Indianapolis Heliport, Project No. H-15-036, in an amount not-to-exceed \$9,475.00. Supplier diversity participation on this Change Order No. 4 is MBE 0%, WBE 0%, and VBE 0%.

ATTACHMENT 1
Previously Approved Change Orders
Heliport HVAC Replacement at the Downtown Indianapolis Heliport

Change Order 1 - \$7,527.00

- **IPL’s New Building Switchgear Review Comments/Requirements** - IPL requested modifications and new power meter set after the project construction documents were bid and awarded to the Dallman Contractors, LLC. The modifications were initiated by transformer power safety requirements resulting in a larger switchgear assembly. IPL required the power meter to be placed on the exterior of the building in lieu of inside the electrical room as previously approved.

Change Order 2 - \$ 3,401.00

- **Overtime for Electrical Switchgear Installation** – In an effort to minimize Tenant disturbance, a portion of the new switchgear was done as night work.
- **Add Two New Man Doors** – Removal old, install new and paint steel insulated and 90 minute fire rated man doors on the third floor. Grind down one existing steel door to allow it to open and close properly.

Change Order 3 - \$ 9,861.00

- **Prevent Outside Air From Entering Hangar** – Provide and install fire proof insulation and metal angle to eliminate outside air from entering into the East Hangar.
- **Add Four Smoke Detectors To Satisfy Code** – Provide, install and commission four new addressable smoke detectors, relays, covers and duct sensors to satisfy a code compliant building life safety system. Provide and install low voltage wiring for new smoke detectors.

Change Order 4 - \$9,475.00

- **Fire Prevention Methods** – Provide and install one spring loaded fire damper and access door with fire stopping materials.
- **RTU 1 & 2** – Provide and install materials and labor seal existing ductwork.
- **VAV Box 108 & 110** – Provide and install ductwork material modifications.

Subtotal Change Orders No. 1, 2, 3 & 4

\$30,264.00

AGENDA
INDIANAPOLIS AIRPORT AUTHORITY
RELIEVER AIRPORTS SUB-COMMITTEE MEETING

MEETING DATE: Friday, January 15, 2016
LOCATION: Pre-Board Conference Room
TIME: Immediately following Board Meeting

1. Review previous meeting minutes
2. Capital Projects Update – S. Griffin
3. Hendricks County Land Swap – E. Anderson
4. Indy Jet – M. Busalacchi
5. Fuel and T-Hangar Vacancy Report – D. Marietta

Next Meeting: Friday, May 20, 2016

**MEETING MINUTES
INDIANAPOLIS AIRPORT AUTHORITY
RELIEVER AIRPORTS COMMITTEE MEETING**

MEETING DATE: October 16, 2015
LOCATION: Pre-Board Conference Room
ATTENDEES:

BOARD MEMBERS

Al Bennett, Committee Chair
Jack Morton
Kelly Flynn
Steve Dillinger

IAA STAFF MEMBERS

Mario Rodriguez
Mike Medvescek
Shannetta Griffin
Todd Cavender
Keith Berlen
Dexter Salenda
Jamie Leap, Recording
Secretary

- 1) The meeting was called to order at 9:25 A.M.
- 2) The Chairman asked for any questions, issues or feedback on the prior meeting minutes. With none noted, the prior meeting minutes were approved.
- 3) Discussion was held on the 2016 Reliever Committee dates. It was decided to meet four times during the year, which will include touring the Reliever airports during two of the meetings. Other meetings can be added as necessary.
- 4) Ms. Shannetta Griffin, Sr. Director of Planning and Development provided the following Capital Project Update:
 - a) Eagle Creek Airpark
 - i) ALP Update – Several sections of the ALP Master Plan are being changed from what was originally submitted. Those submittals are currently with the FAA and have been for a significant amount of time.
 - ii) Old Hangar Demolition – Request for Proposals out for removal of four older hangars. Location of new hangars is included in the ALP.
 - b) Hendricks County
 - i) Install Perimeter Fence – Currently in the last phase of installation. Federal and state grants were received for this project.
 - ii) Wildlife Hazard Management Plan (Update provided by Todd Cavender) – Plan was reviewed by the FAA and suggested changes were implemented. The final plan is ready to be implemented if or when additional fuel options are made available at Hendricks County.

- c) Indianapolis Downtown Heliport
 - i) Structural Slab Replacement – Project is substantially complete however there are structural issues with the slab on the apron. Those issues are being addressed with the contractor and designer.
 - ii) Fuel Farm – Project was split into two phases including procurement of the tank, immediately followed by installation. A grant was received for this project.
 - iii) HVAC Replacement - This project is substantially complete however additional problems with duct work were found; it should be complete in January.
- d) Indianapolis Regional
 - i) Runway 7-25 & Taxiway A Extension – Substantially complete with the exception of a few minor things that need corrected including striping and clean-up.
 - ii) T-hangar Taxilane Repair Phase II– Project is underway with expected completion in November. This phase will repair the pavement and drainage issues.
- e) Metropolitan Airport
 - i) ALP Update – We are still waiting on the FAA to get feedback on the ALP including the land we would like to have designated as non-aeronautical for future development.
 - ii) Runway 16/33 – Project was substantially complete in 5 days with the cooperation from tenants, neighbors, etc.
- 5) Significant discussion was held on ways to mitigate weather build-up for the north facing hanger tenants in the event of significant snowfall or ice. Mr. Medvescek, Sr. Director of Operations, acknowledged the difficulty however explained that the Reliever Airport Managers do everything they can to ensure those tenants who need access to their hangar are able to in a reasonable amount of time.
- 6) Mr. Medvescek announced INDOT inspections for all Reliever Airports have been completed with a 100% compliance report. Mr. Medvescek recognized Mr. Keith Berlen, Airport Lead Operations Manager, for his efforts in ensuring the inspection process goes smooth.
- 7) Mr. Dexter Salenda, Manager of Business Development, provided a brief vacancy report and fuel sales for the Reliever Airports.
- 8) The meeting adjourned at approximately 10:01 A.M. The next meeting is scheduled for January 15, 2016, immediately following the Full Board Meeting.