



Agenda
Indianapolis Airport Authority
December 20, 2013
8:30 AM

- I. **Call to Order**
- II. **Approval of Minutes of the Pre-Board and Regular Meeting of November 15, 2013**
- III. **Ordinances, Resolutions and Public Hearings**
 - a) Introduction of **General Ordinance No. 1-2014** concerning the Revision and Modification of Airport Security Enforcement Program
 - b) Consider for approval **Resolution No. 9-2013** concerning the transfer of amounts between budget line item classifications from the 2013 appropriations of the Indianapolis Airport Authority System Fund.
 - c) Consider for approval **Resolution No. 10-2013** concerning the modification and restating of the existing Finance and Audit Committee charter.
- IV. **Board Reports**

President's Report
- V. **Official Actions**

Consider for approval the individual items listed on the IAA General Agenda dated December 20, 2013.
- VI. **Staff Reports**

Executive Director Report – ***Bob Duncan***
- VII. **Other Reports/Update**
- VIII. **Board Communications**

Next Meeting: Friday, January 17, 2014 @ 8:30 a.m.
- IX. **Adjourn**

MINUTES
Board of Directors Meeting
Indianapolis Airport Authority

The Regular Meeting of the Indianapolis Airport Authority Board was called to order at 8:34 a.m., November 15, 2013, in the Airport's Board Room at the Indianapolis International Airport.

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

Michael W. Wells, President
Kelly J. Flynn, Vice President
Alfred Bennett, Secretary
Jean Wojtowicz, Member
David C. Lewis, Member
Karen Caswelch, Member
Philip C. Borst, Member
Lynn T. Gordon, Advisory Member
Rex M. Joseph, Board Counsel

IAA executive staff attending:

Robert A. Duncan, 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. Administrative Assistant/Recording Secretary

APPROVAL OF MINUTES

Upon a motion by Mr. Flynn, seconded by Ms. Wojtowicz and unanimously passed, approval was given to the Minutes of both the Pre-Board and Regular Meetings of October 18, 2013.

ORDINANCES, RESOLUTIONS AND PUBLIC HEARINGS

None

BOARD REPORTS

President's Report

None

OFFICIAL ACTIONS

INTRODUCTION AND APPROVAL OF THE INDIANAPOLIS AIRPORT AUTHORITY'S GENERAL AGENDA, DATED November 15, 2013: 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:

BP2013-11-1. Upon a motion by Ms. Caswelch, seconded by Mr. Bennett and unanimously passed, approval was given to BP2013-11-1.

BP2013-11-2. Upon a motion by Mr. Flynn, seconded by Ms. Wojtowicz and unanimously passed, approval was given to BP2013-11-2.

BP2013-11-3. Upon a motion by Ms. Wojtowicz, seconded by Mr. Bennett and unanimously passed, approval was given to BP2013-11-3.

BP2013-11-4. Upon a motion by Ms. Caswelch, seconded by Ms. Wojtowicz and unanimously passed, approval was given to BP2013-11-4.

BP2013-11-5. Upon a motion by Mr. Lewis, seconded by Mr. Flynn and unanimously passed, approval was given to BP2013-11-5.

STAFF REPORTS

Executive Director Report

Mr. Bob Duncan, IAA's Executive Director, provided the following reports:

- Mr. Duncan introduced Mr. William Roche, Superintendent of Hendricks County Parks and Recreation ("HCP&R"), who provided a presentation on Sodalis Nature Park, which was developed several years ago as the result of the combined efforts of HCP&R, the Indianapolis Airport Authority ("IAA"), and the community.
- Mr. Duncan next recognized the 3rd Quarter RITE award winners, including Mr. Jeff Carie of the IAA Police Department for the core value of "Respect", Mr. Mark Tumey of the IAA Fire Department for the core value of "Integrity", Mr. James Hill of the IAA Terminal Services Department for the core value of "Excellence", Ms. Marianne Gates of IAA Guest Services for "Customer Service Excellence", Mr. William Franklin of the IAA Terminal Services Department for being an "Unsung Hero", and Mr. Matthew Smith of the IAA Information Technology Department for the category of "Leadership Excellence".
- Mr. Duncan introduced Mr. Andrew Burnett, IAA Operations Center Manager, who provided a brief report on the Million Meal Marathon and the participation in this charitable event by approximately 40 employees of the IAA.
- Mr. Duncan next announced the upcoming opening of the TSA Pre-Check Office located in the space formally occupied by Harley Davidson in the Civic Plaza. This facility will assist passengers in registering for the TSA Pre-Check program.
- Finally, Mr. Duncan announced the upcoming departure of Mr. Corey Wilson, Supplier Diversity Director, and recognized Mr. Wilson's contribution to the IAA over the years. Mr. Wilson accepted a position with University of Indianapolis.

ADJOURNMENT

President Wells announced that the next IAA Board meeting is scheduled for December 20, 2013.

There being no further business, the meeting was adjourned at 9:02 a.m.

INDIANAPOLIS AIRPORT AUTHORITY*

Michael W. Wells, President

Alfred R. Bennett, Secretary

Date: _____

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

DRAFT



BOARD MEMO – SECURITY ENFORCEMENT PROGRAM

To: IAA Board of Directors

From: Michael Medvescek, Sr. Director of Operations
Joseph Heerens, General Counsel

Date: December 4, 2013

Board Date: December 20, 2013

Subject: Revision and Modification of Airport Security Enforcement Program

Background

In 1999, the Board of the Indianapolis Airport Authority (“Authority”), by adoption of General Ordinance No. 1-1999, established a certain Security Enforcement Program (the “1999 Ordinance”). At that time, the Authority determined that it was desirable to raise security awareness and improve overall security performance at the Indianapolis International Airport (the “Airport”) by establishing a security program to hold people individually accountable for compliance with important security regulations and rules of the Federal Aviation Administration (“FAA”), Transportation Security Administration (“TSA”), and Authority.

The Authority subsequently repealed and replaced the 1999 Ordinance by adopting General Ordinance No. 2-2003 (the “2003 Ordinance”), which effectively amended the 1999 Ordinance in certain respects but otherwise continued the Security Enforcement Program.

In an effort to further enhance and improve the Security Enforcement Program, certain changes are being proposed which are reflected in General Ordinance No. 1-2014 (“2014 Ordinance”). The 2014 Ordinance revises and modifies the 2003 Ordinance in the following ways:

- (i) The individuals who are authorized to issue citations for security violations has been expanded from “law enforcement officers” to now also include additional IAA employees, including firefighters, badging office personnel, and other key employees given that responsibility by the Airport Security Coordinator. This change will effectively expand the enforcement ability of the Airport with respect to compliance with these important security regulations.

- (ii) In connection with violations, the dollar amount of civil penalties (or fines) has not been updated since 2003. For a first-time violation, the fine will remain unchanged at \$100. However, for a person's second violation, the fine will be increased from \$175 up to \$250. For a person's third violation, the fine will be increased from \$250 up to \$500.
- (iii) The existing "Sharp Tool Policy" set forth in the 2003 Ordinance is being replaced with an updated version called the "Prohibited Items Policy", a copy of which is attached hereto.

Pursuant to statutory requirements, the 2014 Ordinance must first be *introduced* at a public meeting of the Authority's Board. The next step in the statutory process will be for the 2014 Ordinance to receive a hearing at a subsequent public meeting of the Board where the general public may testify and offer their comments on the 2014 Ordinance. That public hearing is scheduled to occur on January 17, 2014. Also, the required public notices necessary for this process have been published for this step in the process.

Diversity Participation

Not applicable.

Schedule

December 20, 2013
January 17, 2014

Introduction of General Ordinance No. 1-2014
Public Hearing/Consideration for Adoption of said Ordinance

GENERAL ORDINANCE NO. 1-2014

Revising and Modifying

General Ordinance No. 2-2003

WHEREAS, the Board of the Indianapolis Airport Authority (“Authority”), by adoption of General Ordinance No. 1-1999, established a certain Security Enforcement Program (the “1999 Ordinance”); and

WHEREAS, the Authority subsequently repealed and replaced the 1999 Ordinance when it adopted General Ordinance No. 2-2003 (the “2003 Ordinance”) on April 18, 2003; and

WHEREAS, as specified in the 2003 Ordinance, the Authority determined that it was desirable to raise security awareness and improve overall security performance at Indianapolis International Airport (the “Airport”), and, accordingly, established a Security Enforcement Program to hold people individually accountable for compliance with security regulations and rules of the Federal Aviation Administration (“FAA”), Transportation Security Administration (“TSA”), and the Authority; and

WHEREAS, the Authority now desires to revise and modify the 2003 Ordinance, all as more particularly described herein.

NOW, THEREFORE, be it ordained by the Authority’s Board:

SECTION 1: DEFINITIONS

The following definitions shall apply to this Ordinance:

A. “Airport ID Badge” means certain access and identification media (e.g., ID badges) approved and issued by the Authority, pursuant to 49 CFR Part 1542 (or as such regulation is hereafter amended), authorizing the holder thereof to unescorted access into the Sterile Area, Secured Area, AOA, or SIDA.

- B. “Airport Security Coordinator” means the employee designated by the Authority to occupy this position under its Security Enforcement Program.
- C. “AOA” means the Air Operations Area, which includes any portion of the Airport used for aircraft movement, aircraft parking, loading ramps, and safety areas.
- D. “CFR” means the Code of Federal Regulations.
- E. “Secured Area” means an area of the Airport to which access is controlled by the inspection of persons and property.
- F. “Prohibited Items Policy” means the Secured Area Prohibited Policy attached hereto as “Exhibit A” and made a part hereof, which may be updated, from time to time, as necessary as part of the Airport Security Plan.
- G. “SIDA” means the Security Identification Display Area.
- H. “Sterile Area” means the portions of the Airport that provide passengers access to boarding of aircraft and to which access generally is controlled by TSA.

SECTION II: SECURITY VIOLATIONS

The following shall constitute a security violation for purposes of this Ordinance:

A. Failure to Challenge:

Any person issued an Airport ID Badge who fails to challenge another person that he or she observes not displaying, or improperly displaying, an Airport ID Badge within the SIDA, AOA or Secured Area, commits the violation of “Failure to Challenge”.

B. Failure to Display:

Any person issued an Airport ID Badge who fails to continuously display it facing outward above waist level on their outermost garment while within the SIDA, AOA or Secured Area, commits the violation of “Failure to Display”.

C. Unauthorized Access:

Any person within the SIDA, AOA or Secured Area, who is not properly displaying a current and valid Airport ID Badge, or is not being escorted by a person properly displaying a current and valid Airport ID Badge, commits the violation of “Unauthorized Access”.

D. Failure to Escort:

Any person issued an Airport ID Badge who provides access to SIDA, AOA or Secured Area, to any individual or vehicle who has not been issued an Airport ID Badge, and then fails to escort such individual or vehicle within the SIDA, AOA or Secured Area, or leaves such individual or vehicle unattended within the SIDA, AOA or Secured Area, or escorts such individual or vehicle into a portion of the SIDA, AOA or Secured Area which the escorting individual is not authorized to penetrate, commits the violation of “Failure to Escort”.

E. Piggybacking:

Any person (including any holder of an Airport ID Badge), having gained access to the SIDA, AOA or Secured Area through any access point opened by another individual, commits the violation of “Unlawful Piggybacking”.

F. Tailgating:

Any person operating a vehicle (including any holder of an Airport ID Badge), having gained access to the SIDA, AOA or Secured Area through an access point opened by another individual, commits the violation of “Unlawful Tailgating”.

G. Door Alarm:

Any person using the security system card swipe or keypad improperly, forcing open a door, blocking open a door, or otherwise violating established security procedures that results in activation of a door alarm, commits the violation of “Unlawful Door Alarm”.

H. Unsecured Doors or Gates:

Any person leaving a gate or door that provides access to the SIDA, AOA or Secured Area, either unsecured or unlocked, commits the violation of “Unsecured Doors or Gates”.

I. Prohibited Items:

Any person who fails to comply with the Prohibited Items Policy, commits the violation of “Prohibited Items”.

SECTION III: SECURITY VIOLATION TICKET

The Authority hereby adopts the Security Violation Ticket in the form and style attached hereto as “Exhibit B” and made a part hereof, for use in enforcement of this Ordinance by law enforcement officers, firefighters, badging office personnel, and all other properly trained employees of the Authority as designated, from time to time, by the Airport Security Coordinator.

SECTION IV: PENALTIES

The following penalties are established for violation(s) of this Ordinance:

A. First Violation:

Any person who violates any of the provisions of this Ordinance shall be subject to immediate confiscation and suspension of his or her Airport ID Badge and a civil penalty of One Hundred and No/100 Dollars (\$100.00) to be paid within ten (10) business days after receipt of a Security Violation Ticket, and if such civil penalty is *not* paid within that time period, then such person’s Airport ID Badge shall be deactivated. Such person shall pay the civil penalty, and also attend and complete an Airport security retraining session prior to such person’s Airport ID Badge being reissued and reactivated.

B. Second Violation:

Any person who has committed two (2) violations of any of the provisions of this Ordinance within the preceding twelve (12) calendar months shall be subject to immediate confiscation and suspension of his or her Airport ID Badge for not less than seven (7) days and a civil penalty of Two Hundred Fifty and No/100 Dollars (\$250.00) to be paid within ten (10) business days after receipt of a Security Violation Ticket, and if such civil penalty is *not* paid within that time period, then such person's Airport ID Badge shall be deactivated. Such person shall pay the civil penalty, and also attend and complete an Airport security retraining session prior to such person's Airport ID Badge being reissued and reactivated.

C. Third Violation:

Any person who has committed three (3) violations of any of the provisions of this Ordinance within the preceding twenty-four (24) calendar months shall be subject to a civil penalty of Five Hundred and No/100 Dollars (\$500.00) and immediate deactivation and confiscation of his or her Airport ID Badge. Upon approval of the Airport Security Coordinator, such person shall pay the civil penalty, and also attend and complete an Airport security retraining session prior to such person's Airport ID Badge being reissued and reactivated.

SECTION V: APPEALS

The Airport Security Coordinator is hereby authorized and empowered to resolve disputed violations of this Ordinance (in the exercise of his or her discretion) without resorting to the enforcement proceedings of Section VI. The Authority's Executive Director may, from time to time, designate other employees (e.g., Chief of Police of the

Airport's Police Department) to resolve disputed violations of the Ordinance under this Section V.

SECTION VI: ENFORCEMENT

This Ordinance may be enforced pursuant to Indiana Code § 34-28-5.

SECTION VII: OTHER ORDINANCES

Any ordinances (or parts thereof) of the Authority that are inconsistent with the terms of this General Ordinance No. 1-2014 (including, but not limited to, the 2003 Ordinance), are hereby superseded, to the extent of any such inconsistency, for the period commencing from and after the Effective Date.

SECTION VIII: EFFECTIVE DATE

This Ordinance shall be effective from and after the date of its adoption (the "Effective Date").

ADOPTED on this _____ day of _____, 2014.

INDIANAPOLIS AIRPORT AUTHORITY *

By: _____
Michael W. Wells, President

By: _____
Alfred R. Bennett, Secretary

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

EXHIBIT A

Explosive Materials

Item	Carry-on	Checked
Blasting Caps	No	No
Dynamite	No	No
Fireworks	No	No
Flares (in any form)	No	No
Hand Grenades	No	No
Plastic Explosives	No	No
Realistic Replicas of Explosives	No	No

Flammable Items

Item	Carry-on	Checked
Aerosol - Are prohibited with the exception of personal care items or toiletries in limited quantities	No	No
Fuels - Cooking fuels and any flammable liquid fuel is prohibited.	No	No
Gasoline	No	No
Gas Torches	No	No
Lighters - Lighters without fuel are permitted in checked baggage. Lighters with fuel are prohibited in checked baggage, unless they adhere to the Department of Transportation (DOT) exemption, which allows up to two fueled lighters if properly enclosed in a DOT approved case. If you are uncertain as to whether your lighter is prohibited, please leave it at home.	Yes	No
Lighter Fluid	No	No
Torch Lighters - These items create a thin, needle-like flame that is hotter (reaching 2,500 degrees Fahrenheit) and more intense than those from common lighters. Torch lighters are often used for pipes and cigars, and maintain a consistent stream of air-propelled fire regardless of the angle at which it is held. Torch lighters are prohibited.	No	No
Strike-anywhere Matches	No	No
Safety Matches - Only 1 book of safety (non-strike anywhere) matches are permitted as carry-on items.	Yes	No
Flammable Paints	No	No
Turpentine and Paint Thinner	No	No
Realistic Replicas of Incendiaries	No	No

NOTE: There are other hazardous materials that are regulated by the FAA. For more information visit www.faa.gov.

Disabling Chemicals & Other Dangerous Items

Item	Carry-on	Checked
Chlorine for Pools and Spas	No	No
Carbon Dioxide Cylinders	Yes	Yes
in a Self-Inflating Life Jacket - Up to 2 in life vests and 2 spares. The spares must accompany the life vests and be presented as one unit.		
Fire Extinguishers and other Compressed Gas Cylinders	No	No
Liquid Bleach	No	No
Spillable Batteries - Except those in wheelchairs	No	No
Spray Paint	No	No
Tear Gas - Self-defense sprays containing more than 2% by mass of Tear Gas is prohibited in both checked bag and checkpoint.	No	No

NOTE: There are other hazardous materials that are regulated by the FAA. This information is summarized at www.faa.gov.

Other Items

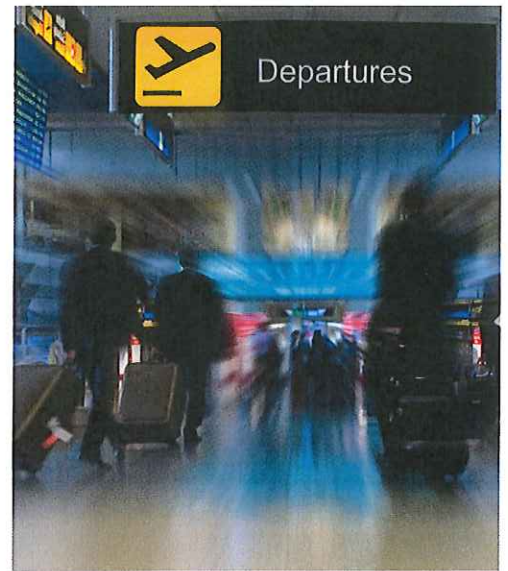
Item	Carry-on	Checked
Gel-type Candles	No	Yes
Non-Flammable Liquid, Gel, or Aerosol (3.4 oz./100.55 ml or less that fit in one, clear, plastic, quart-sized, resealable bag)	Yes	Yes
Flammable Liquid, Gel, or Aerosol	No	No
Marijuana (including both medical and non-medical)*	No	No
Snow Globes (unless otherwise prohibited)**	Yes	Yes

*Screening procedures are governed by federal law and designed to detect threats to aviation security. TSA officers do not search for marijuana or other drugs; however, if an item is found that may violate federal law during security screening, TSA will refer the matter to law enforcement. Whether or not marijuana is considered medical marijuana federal law provides no basis to treat medical marijuana differently than non-medical marijuana.

**Snow globes that appear to contain less than 3.4 ounces (approximately tennis ball size) will be permitted if the entire snow globe, including the base, is able to fit in the same one clear, plastic, quart-sized, re-sealable bag, as the passenger's other liquids, such as shampoo, toothpaste and cosmetics.

tsa.gov

Updated: August 2013



Prepare for Takeoff
TSA's Prohibited Items List



Transportation Security Administration

TSA Prohibited Items List

The TSA Prohibited Items List is not intended to be all-inclusive and is updated as necessary. To ensure a traveler's security, Transportation Security Officers (TSOs) may determine that an item not on the Prohibited Items List is prohibited.

The final decision rests with TSA on whether to allow any items through security checkpoints.

Travelers are encouraged to check with their airline or travel agent for policies as individual airlines may place additional restrictions on any item.

Please note that some items are illegal in certain states and will be subject to state laws. It is the traveler's responsibility to be aware of state laws in both origination and destination cities.

Please pay careful attention to the "NOTE" included at the bottom of each section – they contain important information about restrictions and exceptions.

Sharp Objects

Item	Carry-on	Checked
Box Cutters	No	Yes
Ice Axes/Ice Picks	No	Yes
Knives - Except for plastic or round bladed butter knives	No	Yes
Meat Cleavers	No	Yes
Razor-Type Blades - Box cutters, razor blades not in a cartridge (excluding safety razors) are prohibited in carry-on.	No	Yes
Sabers	No	Yes
Scissors - Metal with pointed tips and a blade length greater than four inches measured from the fulcrum	No	Yes
Swords	No	Yes

NOTE: Any sharp objects in checked baggage should be sheathed or securely wrapped to prevent injury to baggage handlers and Transportation Security Officers.

Sporting Goods

Item	Carry-on	Checked
Baseball Bats	No	Yes
Bows and Arrows	No	Yes
Cricket Bats	No	Yes
Golf Clubs	No	Yes
Hockey Sticks	No	Yes
Lacrosse Sticks	No	Yes
Pool Cues	No	Yes
Ski Poles	No	Yes
Spear Guns	No	Yes
Tennis Rackets	Yes	Yes

Guns & Firearms

Item	Carry-on	Checked
Ammunition - Check with your airline or travel agent to see if ammunition is permitted in checked baggage on the airline you are flying. Small arms ammunitions for personal use must be securely packed in fiber, wood or metal boxes or other packaging specifically designed to carry small amounts of ammunition. Ask about limitations or fees, if any, that apply.	No	Yes
BB Guns	No	Yes
Compressed Air Guns - Including paintball markers, may be carried in checked luggage without compressed air cylinder attached	No	Yes
Firearms - Firearms carried as checked baggage MUST be unloaded, packed in a locked hard-sided container, and declared to the airline at check-in.	No	Yes
Flare Guns - May be carried as checked baggage, but MUST be unloaded, packed in a locked hard-sided container, within hazardous material regulations, and declared to the airline at check-in.	No	Yes
Flares	No	No
Gun Lighters	No	No
Gun Powder - Including black powder and percussion caps	No	No
Parts of Guns and Firearms	No	Yes
Pellet Guns	No	Yes
Realistic Replicas of Firearms	No	Yes
Starter Pistols - Can only be carried as checked baggage and MUST be unloaded, packed in a locked hard-sided container, and declared to the airline at check-in.	No	Yes

NOTE: Check with your airline or travel agent to see if firearms are permitted in checked baggage on the airline you are flying. Ask about limitations or fees, if any, that apply.

Martial Arts & Self Defense Items

Item	Carry-on	Checked
Billy Clubs	No	Yes
Black Jacks	No	Yes
Brass Knuckles	No	Yes
Kubaton s	No	Yes
Mace/Pepper Spray - One 4 fl. oz. (118 ml) container of mace or pepper spray is permitted in checked baggage provided it is equipped with a safety mechanism to prevent accidental discharge. Self-defense sprays containing more than 2% by mass of Tear Gas is prohibited in both checked bag and checkpoint. For more information visit www.faa.gov .	No	Yes
Martial Arts Weapons	No	Yes
Night Sticks	No	Yes
Nunchucks	No	Yes
Stun Guns/Shocking Devices	No	Yes
Throwing Stars	No	Yes

NOTE: Any sharp objects in checked baggage should be sheathed or securely wrapped to prevent injury to baggage handlers and Transportation Security Officers.

Tools

Item	Carry-on	Checked
Axes and Hatchets	No	Yes
Cattle Prods	No	Yes
Crowbars	No	Yes
Hammers	No	Yes
Drills and drill bits - Including cordless portable power drills	No	Yes
Saws - Including cordless portable power saws	No	Yes
Tools - Greater than 7 inches in length	No	Yes
Screwdrivers/Wrenches/Pliers - Greater than 7 inches in length	No	Yes

NOTE: Any sharp objects in checked baggage should be sheathed or securely wrapped to prevent injury to baggage handlers and Transportation Security Officers.



BOARD MEMO – BUDGET APPROPRIATION TRANSFER

To: IAA Board of Directors
From: Robert Thomson, Sr. Director of Finance
Date: December 2, 2013
Board Date: December 20, 2013
Subject: 2013 Budget Appropriation Transfer – Resolution No. 9-2013

Scope

The Indianapolis Airport Authority has an approved 2013 budget appropriation for the Airport System Fund of \$197,607,000. This resolution is required by Indiana Code section 6-1.1-18-6. This statute requires the Board to officially authorize a transfer between the major budget line item classifications included in the Authority's annual budget ordinance if a particular classification is expected to exceed the budgeted amount.

A reclassification of \$600,000 to the Supplies & Materials budget line is required for an increase in fuel cost, various vehicle repair parts (primarily for shuttle buses), various information technology investments, and the Indianapolis Maintenance Center parking lot LED bulb replacement. An additional \$900,000 will be allocated to the Capital Outlay budget classification for various vehicles (14), mower (1) and defibrillator equipment replacements, the Faust art investment, the IND historical artifact display investment and the TSA canine build-out (100% reimbursed as non-operating revenue). Transfers increasing the aforementioned budget classifications are being made from the Personal Services budget line.

The Authority is not required to seek approval for this transfer from either the City-County Council or the Department of Local Government Finance, as this transfer does not result in expenditures in total greater than the budget appropriation amount originally published and approved, and has no tax levy impact.

The Airport Authority has cash balances available to cover all approved Airport System Fund expenditures within the 2013 appropriation level. There are no business risks, revenue and/or additional operating cost implications with the transfer of funds between budget line items. Supplier Diversity Participation is not applicable to this request.

Recommendation

Consider for approval the transfer of amounts between budget line item classifications from the 2013 appropriations of the Indianapolis Airport Authority System Fund, as outlined in Appendix A, Resolution 9-2013.

INDIANAPOLIS AIRPORT AUTHORITY

RESOLUTION NO. 9-2013

A Resolution to transfer by budget classification, certain amounts from the appropriations of the Indianapolis Airport Authority, Marion County, Indiana, Airport System Fund for the calendar year of 2013.

Section I - That for the calendar year of 2013, budgeted expenditure amounts from the appropriations of the Indianapolis Airport Authority may be transferred by the Board of the Indianapolis Airport Authority, under Indiana Code section 6-1.1-18-6, from one major budget classification to another, at any regular meeting without prior notice and without approval from the Department of Local Government Finance, provided such transfer does not necessitate expenditure of more money than was set out in detail in the published budget.

Section II - That for the calendar year of 2013, hereby transfer the following sums of money from the budget classifications of the Airport System Fund of said Indianapolis Airport Authority as follows:

	2013 Budget Ordinance No. 2-2012 <i>(IAA Board approved 8/17/12)</i>	2013 Budget <u>Resolution No. 9-2013</u>
Personal Services	\$ 30,301,000	\$ 28,801,000
Supplies & Materials	5,069,000	5,669,000
Other Services and Charges	161,700,000	161,700,000
Capital Outlay	<u>537,000</u>	<u>1,437,000</u>
Total Airport System Fund	\$197,607,000	\$197,607,000

Within the underlying detail of the Airport System Fund, it is anticipated that certain disbursements for the budget classifications for Supplies & Materials and Capital Outlay will exceed the amount projected in Ordinance No. 2-2012. It is also anticipated that the existing appropriation for Personal Services has unobligated balance that will not be expended. It is further resolved that a transfer be made from the Personal Services classification to the Supplies & Materials and Capital Outlay classifications as noted above.

This Resolution shall be in full force and effect upon its adoption.

Adopted by the Board on December 20, 2013.

INDIANAPOLIS AIRPORT AUTHORITY*

Michael W. Wells, President

Alfred R. Bennett, Secretary

*Signed under authority provided in IAA Board Resolution 6-2013.

STATE OF INDIANA, MARION COUNTY
INDIANAPOLIS AIRPORT AUTHORITY

I, Robert Thomson, Treasurer of the Indianapolis Airport Authority, do hereby certify the above and foregoing is a full, true and complete copy of Resolution No. 9-2013, that said Resolution was passed by the Board of the Indianapolis Airport Authority on the 20th day of December, 2013, and now remains on file and record in the Airport offices.

WITNESS my hand and the Official Seal of
the Indianapolis Airport Authority this 20th
day of December, 2013

Marsha Stone
Treasurer
Indianapolis Airport Authority



BOARD MEMO – FAC CHARTER

To: IAA Board of Directors

From: Jean Wojtowicz, Chair, Finance and Audit Committee

Date: December 2, 2013

Board Date: December 20, 2013

Subject: Restated Finance and Audit Committee Charter – Resolution No. 10-2013

Background

On November 15, 2013 the Finance and Audit Committee completed the required annual review of the existing Finance and Audit Committee Charter (“Charter”). The committee voted and approved updating the charter to clarify wording about the requirement to provide a formal review of the Director of Internal Audit.

Instead of creating an amendment to the existing Charter, it is recommended that the document be approved as a complete and stand-alone document inclusive of all approved modifications.

Recommendation

The Finance and Audit Committee recommends the Board consider for approval adoption of Resolution 10-2013, modifying and restating the existing Finance and Audit Committee charter.

RESOLUTION NO. 10-2013

CHARTER OF THE FINANCE & AUDIT COMMITTEE

WHEREAS, the Indianapolis Airport Authority (“IAA”) is a municipal corporation established under Indiana Code § 8-22-3 et seq.; and

WHEREAS, pursuant to Indiana Code § 8-22-3-11, the IAA’s Board (the “Board”) may do all acts necessary or reasonably incident to carrying out the purposes of Indiana Code § 8-22-3 et seq., including, without limitation, adopting an annual budget, incurring indebtedness, adopting administrative rules and procedures, employing personnel, and determining matters of policy regarding internal organization; and

WHEREAS, the Board previously established a Finance & Audit Committee (the “FAC”) to provide assistance to the Board as the Board fulfills its oversight and other responsibilities with respect to IAA’s budget, financial affairs, auditing activities, policies, and related matters; and

WHEREAS, the Board, in IAA Resolution No. 14-2010, previously approved and adopted a formal charter for the FAC (the “Charter”) and modified and restated the Charter in IAA Resolution No. 13-2012; and

WHEREAS, the Charter provides that the FAC shall annually review and reassess the Charter and recommend any proposed changes to the Board for consideration and approval; and

WHEREAS, the FAC, at its meeting on November 15, 2013, conducted its annual review of the Charter and recommended that it be modified and restated, as described below.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Indianapolis Airport Authority (“Resolution”), as follows:

1. The FAC shall consist of at least four (4) Board members appointed by the Board President after the conclusion of the first Board meeting of each year, including:

A. At least two (2) of the Board members shall be experienced in financial matters, as evidenced by the following or similar experience:

- (i) Working, or having worked, for a legal entity whose primary focus is in the financial services industry; or
- (ii) Working, or having worked, in a finance function (e.g., Treasurer, Controller, CFO) for a legal entity; or

(iii) Serving, or having served, as the President, Chairperson, or CEO of a legal entity; or

(iv) Working, or having worked, as a CPA/accountant for a legal entity.

B. The Board President shall designate one of the FAC members to serve as its chairperson.

2. The FAC shall have the following authority and responsibilities:

A. Independent Auditor

(i) The FAC shall have the authority to solicit for, interview and identify a financial auditor who is independent and external from IAA (the "Independent Auditor") to: (a) conduct the IAA's annual audit (the "Audit") required under Indiana Code § 8-22-3-22(b); and (b) perform any non-audit engagement desired by IAA (the "Non-Audit Engagement"). The FAC shall recommend to the Board that it retain, at IAA's expense, a particular Independent Auditor for the Audit and/or Non-Audit Engagement, and also approve any budget submitted by the Independent Auditor in connection therewith.

(ii) The FAC shall annually review, and have responsibility for approving, the scope of work submitted by the Independent Auditor.

(iii) The FAC shall oversee the independence and performance of the Independent Auditor.

(iv) The FAC shall, not less than annually, meet with the Independent Auditor and the IAA's finance and internal audit staff to review the Audit, and to recommend approval of the Audit by the Board. Such review shall include a review of financial statements, notes to financial statements, management discussion and analysis, adjustments and past adjustments, auditor's assessment of IAA's financial reporting procedures and controls, the IAA's single audit of the federal grant program, significant changes to accounting and reporting standards, the audit management letter, and other appropriate matters as determined by the FAC.

- (v) The FAC shall be responsible for recommending to the Board whether to adopt the annual financial report provided by the Independent Auditor.

B. Internal Audit

- (i) The FAC shall, not less than every twelve (12) months, meet with the IAA's internal audit staff to review and approve the internal audit strategy for the upcoming twelve (12) month period. This may include, without limitation, a review of the risk assessment model, the audit schedule, audit activities, staffing and coordination with the efforts of the Independent Auditor.
- (ii) The FAC shall review the results of the internal audit staff's completed audits and corresponding audit reports, particularly as they relate to financial compliance, controls, performance and efficiency.
- (iii) The FAC may request additional audit procedures based on the results of any completed audit, or request that adjustments be made (additions/deletions) to the approved audit schedule.
- (iv) The FAC shall review information submitted by employees (anonymous or otherwise) pertaining to potential fraud and/or ethics violations within the IAA, shall work with IAA's attorney/counsel to investigate such claims, recommend appropriate policies for dealing with such fraud/violations, and recommend to the Board penalties or consequences in connection therewith.

C. Conflicts of Interest

- (i) The FAC shall oversee and, from time to time, may suggest revisions of the IAA's Conflict of Interest Policy to the Board.
- (ii) The FAC shall review any and all known potential conflicts of interest related to interactions by the Board or the IAA's staff with current or potential vendors or business partners of IAA.
- (iii) The FAC shall oversee the completion of all the conflict of interest forms required by an outside organization, including the State, City, and/or County, if any.

D. Investment and Debt Policy, Budget

- (i) The FAC may develop policies related to IAA's investments, debt or swap authority, and recommend the adoption of such policies by the Board.
- (ii) The FAC may recommend to the Board any and all appropriate amendments to existing or future resolution(s) related to the IAA's investments, debt, or swap policies.
- (iii) The FAC shall review the IAA's forthcoming annual operating and capital budgets, and make a recommendation to the Board as to adoption of such budget(s).
- (iv) The FAC shall review, not less than quarterly, the IAA's financial performance in comparison to the previously adopted budget.

E. Other Policies

- (i) The FAC may develop policies related to the approval and execution of contracts involving business development and the amendment thereof, and recommend the adoption of such policies by the Board.
- (ii) The FAC may review, consider and recommend to the Board the purchase and/or disposal of improved or unimproved land, by auction or any other method allowed by applicable law(s), for the purposes of preserving, protecting and/or enhancing the system of airports owned by IAA.
- (iii) The FAC may develop policies related to the procurement of services, operating and capital items, and land, and may recommend the adoption of such policies by the Board. Such policies may include the adoption of goals related to the participation of any identified group of business enterprises (e.g., Indiana-owned businesses, veteran-owned businesses, and disadvantaged business enterprises).

F. Other Powers and Duties

- (i) The FAC shall discuss with staff, not less than annually, the IAA's policies as they relate to risk assessment and risk management, including, without limitation, environmental risk management.

- (ii) The FAC shall annually conduct a formal evaluation of the performance of IAA's Internal Audit Director. The evaluation is to be coordinated with the separately prepared evaluation prepared and performed by IAA's Executive Director.
- (iii) The FAC shall meet at least four (4) times each year. A quorum (defined as a majority of the FAC members) shall be required to conduct official business. All FAC meetings shall be conducted in compliance with Indiana's "Open Door Law", Indiana Code § 5-14-1.5 et seq., including, without limitation, giving public notice of the date, time and place of meetings and/or executive sessions.
- (iv) Meeting agendas may be prepared for each FAC meeting, and minutes of each meeting will be provided and approved at the next FAC meeting or as soon as practicable thereafter.
- (v) The FAC shall have the authority to retain, at IAA's expense, special legal, accounting, and other consultants or experts as the FAC deems necessary for the performance of its duties and responsibilities as described in this Resolution; provided, however, the annual aggregate cost of all such consultants and experts shall not exceed \$250,000 without further Board approval. The FAC shall have unrestricted access, as it deems necessary, to the IAA's books, records, facilities, and personnel, as well as to the Independent Auditor.
- (vi) The FAC shall report regularly to the Board, but not less than annually. Such report shall include the FAC's goals for the upcoming year and its performance over the previous year, including the FAC's performance of all its duties under this Resolution and any recommendations for improvement of the FAC's effectiveness.
- (vii) The FAC shall perform such other duties and responsibilities, consistent with this Resolution and state law, delegated to the FAC by the Board.
- (viii) The FAC shall review and reassess the adequacy of this Resolution annually and recommend any proposed changes to the Board for approval. This Resolution is, in all respects, subject and subordinate to IAA's enabling statutes, including Indiana Code § 8-22-3 et seq., and any other applicable laws, rules and regulations.

G. General

- (i) IAA Resolution No. 14-2010 is hereby repealed, effective from and after December 21, 2012.
- (ii) IAA Resolution No. 13-2012 is hereby repealed, effective from and after December 20, 2013.
- (iii) Resolution No. 10-2013 shall be effective for the period from and after December 20, 2013.

APPROVED AND ADOPTED on this ____ day of December, 2013, at the regularly convened meeting of the Board of the Indianapolis Airport Authority.

INDIANAPOLIS AIRPORT AUTHORITY *

By: _____
Michael W. Wells, President

Attest: _____
Alfred R. Bennett, Secretary

*Signed under authority provided in IAA Board Resolution 6-2013.

CERTIFICATE OF AUTHENTICITY

I, Alfred R. Bennett, the duly elected, qualified Secretary of the Indianapolis Airport Authority, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 10-2013, adopted by the Board of the Indianapolis Airport Authority at a regular meeting of said Board held at its offices at Indianapolis International Airport on December 20, 2013.

By: _____
Alfred R. Bennett, Secretary
INDIANAPOLIS AIRPORT AUTHORITY

IAA Board Meeting
General Agenda
December 20, 2013

General:

BP2013-12-1 Consider for approval Amendment #3 to the Farm Lease Agreement with Mt. Comfort Farms, LLC

Capital Program:

BP2013-12-2 Consider for approval an Amendment 2 to the professional services contract with Shrewsberry & Associates, LLC for Metropolitan ALP Update, Project # M-11-097, in amount not-to-exceed \$6,001.25 (fees). DBE 100% (Shrewsberry & Associates, LLC), MBE 100% (Shrewsberry & Associates, LLC), WBE 0% and VBE 100% (Shrewsberry & Associates, LLC)

BP2013-12-3 Consider for approval and certification the 2013 F.A.R. Part 150 Noise Exposure Map (NEM) Update at Indianapolis International Airport, Project # I-12-011, and submission to the FAA for acceptance

BP2013-12-4 Consider for approval Amendment 4 to the professional services contract with Wessler Engineering to add needed construction inspection services for Stormwater and Deicing Controls and Capacity Phase 2 at Indianapolis International Airport, Project # I-14-012, in amount not-to-exceed \$143,114.00 (fees). DBE 0%, MBE 22.25% (Infrastructure Engineering, Inc.), WBE 15.43% (Elits Consulting Services), and VBE 0.00%

BP2013-12-5 Consider for approval Change Order No. 3 with Veit & Company, Inc. for Demolition of Old Terminal and Associated Structures at Indianapolis International Airport, Project # I-13-026, in an amount not-to-exceed \$8,226.50. MBE 0%, WBE 0%, and VBE 0%

BP2013-12-6 Consider for approval Amendment 1 to the professional services contract with Harmon Construction, Inc. for Construction Management Services for Demolition of Old Terminal and Associated Structures at Indianapolis International Airport, Project # I-13-026, in amount not-to-exceed \$24,650.00 (fees) and no expenses for a total not-to-exceed amount of \$24,650.00. MBE 81.50% (Harmon Construction, Inc.), WBE 18.50% (The Hoosier Company), and VBE 0%

BP2013-12-7

Consider for approval Amendment 1 to the professional services contract with CHA Consulting, Inc. for Rehabilitate Runway 5L-23R & Taxiway A at Indianapolis International Airport, Project # I-14-003, in an amount not-to-exceed \$412,440.51. DBE 31.85% (Infrastructure Engineering, Inc., Parsons, Cunningham & Shartle Engineering, Inc., CAD-Vantage, Inc.), MBE 25.48% (Infrastructure Engineering, Inc.), WBE 7.24% (Parsons, Cunningham & Shartle Engineering, Inc., CAD-Vantage, Inc., Reprographix, Inc.), and VBE 7.19% (B&R Consulting, Inc.)

BP2013-12-8

Consider for approval Amendment 1 to the contract with Butler, Fairman & Seufert, Inc. for Rehabilitate Taxiway D at Indianapolis International Airport, Project # I-14-001, in an amount not-to-exceed \$243,064.42 (fees). DBE 19.44% (Roy D. McQueen & Associates, Journey Engineering), MBE 8.96% (Roy D. McQueen & Associates), WBE 13.80% (Journey Engineering, Protection Plus, ReproGraphix), and VBE 4.81% (B&R Consulting)

BP2013-12-9

Consider for approval Change Order No. 1 with Rieth-Riley Construction Co., Inc. for Parking Facility Enhancements at Indianapolis International Airport, Project # I-13-017, in an amount not-to-exceed \$10,751.71. M/W/VBE 0%

BP2013-12-10

Consider for approval Amendment 1 to the professional services contract with Parsons Brinckerhoff, Inc. for Parking Garage Improvements 2013 – 2014 at Indianapolis International Airport, Project # I-13-027, in an amount not-to-exceed \$386,934.40 (fees) and \$2,300.60 (expenses) for a total not-to-exceed amount of \$389,235.00. MBE 21.12% (Cornerstone Engineering, Inc.), WBE 9.09% (Journey Engineering, LLC, L'Acquis Consulting Engineers, ReproGraphix, Inc.), and VBE 0%



BOARD MEMO – FARM LEASE AMENDMENT

To: IAA Board of Directors
From: Robert Duncan, Executive Director
Date: December 3, 2013
Board Date: December 20, 2013
Subject: Farm Lease Amendment with Gary Kingen d/b/a Mt. Comfort Farms, LLC

Background

Mt. Comfort Farms, LLC entered into a Farm Lease Agreement with subsequent Amendments at Indianapolis Regional Airport which will terminate on December 31, 2014.

Mt. Comfort Farms, LLC is requesting to lease an additional 127.5 acres for one (1) year. This acreage was previously leased by the Miracle Ride Foundation II, LLC d/b/a Indianapolis Airshow for parking cars & farmed by Greg Kleiman for hay production. The proposed Amendment will allow this acreage to now be used for “row crop” agricultural production beginning January 1, 2014.

Scope

Execute a 3rd Amendment with Mt. Comfort Farms, LLC. This Amendment adds 20.5 acres @ \$150/acre and 107 acres @ \$315/acre totaling \$36,780.00 in annual revenue. The combined total acreage farmed will be 1,397 acres for \$436,672.50/annum.

Schedule

December 20, 2013: Execution of 3rd Farm Lease Amendment with Mt. Comfort Farms, LLC.

Revenue and/or Operating Cost Implications

Revenue:

Net revenue impact change is \$29,342.50. Total revenue will be \$436,672.50/annum.

Operating Costs:

No additional costs will be incurred to support this Farm Lease Amendment.

Supplier Diversity Participation

Not applicable.

Recommendation

IAA Staff recommends the Board consider for approval Amendment #3 to the Farm Lease Agreement with Mt. Comfort Farms, LLC.



BOARD MEMO – AMENDMENT

To: IAA Board of Directors

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

Date: November 22, 2013

Board Date: December 20, 2013

Subject: Approval of Amendment 2 for Professional Services with Shrewsberry & Associates, LLC for Metropolitan Airport (UMP) Airport Layout Plan (ALP) Update, Project# M-11-097

Background

An Airport Layout Plan (ALP) provides a graphic representation of the long-term development plan for an airport. Keeping the ALP current is a requirement for the Federal Aviation Administration (FAA) grant assurances. The existing ALP for Metropolitan Airport (UMP) was approved in 1985. Due to the age of this document, an update to the ALP is required to depict current FAA design standards and future aviation needs. The future aviation needs must be documented before the FAA will consider a land release for non-aviation development.

This project was originally approved for implementation by the Senior Management Team on April 25, 2011 and the proposed budget increase for Amendment 2 was approved by the Senior Management Team on December 2, 2013.

The Indianapolis Airport Authority conducted a qualifications based Request for Proposal process per FAA guidance and Shrewsberry & Associates (Shrewsberry) was ranked the highest. On October 21, 2011 the Indianapolis Airport Authority (IAA) approved a contract with Shrewsberry for the UMP ALP Update.

In November 2013, just before the ALP submission to the FAA to initiate their review process, the IAA entered into an agreement with Crown Technologies to remove the controlling obstructions to Runway 33 at UMP. These obstructions consist of four (4) tall silos and two (2) towers which penetrate the runway approach surface by thirty feet.

Since the IAA has a signed contract for the obstruction removal, the FAA has concurred with removing the obstructions from the ALP before submission for FAA airspace review. The removal of the obstructions provides an opportunity to improve the approach procedures to UMP. The additional work to revise the ALP to remove the obstructions from the applicable drawings and report will be added to Shrewsberry's contract via

Amendment 2. Amendment 1 was a time only extension to coordinate the use of declared distances to maximize the available runway length with the FAA and to revise the property map and tables to align with the data format in PropWorks, IAA’s land database.

Scope & Budget

This scope of this amendment provides for the removal of the controlling obstructions for Runway 33 at UMP from the ALP drawings and report.

This project is in the approved 2012 Capital Budget at \$180,550 and the funding for the increased budget will come from savings in other capital projects.

Project Costs

Original Contract	\$ 180,286.81
Amendment 2	<u>6,001.25</u>
Total Project Costs	<u><u>\$ 186,288.06</u></u>

The original contract amount is funded 90% by AIP grant, 2.5% by state grant and 7.5% Airport cash. The FAA does not allow planning grants to be amended, so this amendment will be funded with 100% Airport cash for an overall 89.5% grant funding for the project.

A current ALP is an FAA requirement. As a project that is required by regulation by an outside regulatory agency, and more than 75% grant funded, this project is exempt under the Authority’s hurdle rate policy and has not been subject to an internal rate of return calculation.

Schedule

The term of this contract is extended from December 31, 2013 to **June 30, 2014** to allow for FAA review and any final revisions to the ALP.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

FIRM	AMOUNT				%			
	DBE	MBE	WBE	VBE	DBE	MBE	WBE	VBE
Shrewsberry & Associates	\$6,001.25	\$6,001.25	\$0	\$6,001.25	100%	100%	0%	100%
Totals	\$6,001.25	\$6,001.25	\$0	\$6,001.25	100%	100%	0%	100%

Contract Summary to Date

Contract/Amendment & Execution Date	Service & Term	Amount	Minority Participation %			
			DBE	MBE	WBE	VBE*
Original Contract October 21, 2011	Professional Services Term: 10/21/11 – 4/30/13	\$180,286.81	46.72%	41.64%	5.08%	0.00%
Amendment 1 April 29, 2013	Time Only Extension Term: 10/21/11 – 12/31/13	\$ 0	0.00%	0.00%	0.00%	0.00%
Amendment 2 December 20, 2013	Professional Services Term: 10/21/11 – 6/30/14	\$ 6,001.25	100%	100%	0.00%	100%
	Revised Contract NTE	\$186,288.06	48.49%	43.57%	4.91%	3.31%

*When the original contract was executed VBE participation was not being tracked.

Recommendation

The IAA staff has reviewed the proposal and recommends that the Board consider for approval an Amendment 2 to the professional services contract with Shrewsberry & Associates, LLC for Metropolitan ALP Update, Project # M-11-097, in amount not-to-exceed \$6,001.25 (fees). DBE 100% (Shrewsberry & Associates, LLC), MBE 100% (Shrewsberry & Associates, LLC), WBE 0% and VBE 100% (Shrewsberry & Associates, LLC).



BOARD MEMO – APPROVAL OF NOISE EXPOSURE MAP UPDATE

To: IAA Board of Directors

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

Date: December 2, 2013

Board Date: December 20, 2013

Subject: Approval of 2013 F.A.R. Part 150 Noise Exposure Map (NEM) Update at Indianapolis International Airport, Project # I-12-011

Background

The implementation of the land use measures of the Indianapolis International Airport's (IND) Noise Compatibility Plan (Noise Program) are funded in part by Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grants which require that IND's Noise Maps and Noise Compatibility Plan be updated on a five (5) year cycle in order to maintain the eligibility of the plan for AIP funding. The last update was submitted to the FAA in 2008 and this update will be submitted in 2013.

The Indianapolis Airport Authority (IAA) completed its initial Federal Aviation Regulation (FAR) Part 150 Noise Compatibility Plan in 1987 that initiated the IND Noise Program to purchase or otherwise mitigate noise impacted residences, revised flight procedures, adopted noise overlay zoning in adjacent communities, and various other land use and noise abatement policies. 14 Code of Federal Regulations (CFR) Part 150 requires that Noise Compatibility Plans be reviewed on a five (5) year cycle in order to account for changes in flight mix, aircraft operations, changes in airport configuration, and such other factors that may affect noise impact on residential areas around the airport. Due to reduced noise exposure with the termination of the United States Postal Service (USPS) air sort and quieter Stage III aircraft, since 2003 the IND updates have been limited to an update of IND's Noise Exposure Map and a review of existing noise abatement and land use measures.

The 2013 Noise Exposure Map Update was approved for implementation by Senior Management on May 21, 2012 and work was initiated in August 2012. The update was prepared using the activity forecast prepared as part of the IND Airport Layout Plan Update that received FAA concurrence on November 7, 2013. The draft report containing the Noise Exposure Maps for existing conditions (2013) and future conditions (2018) was published for 30 days of public review starting on November 4, 2013 along with legal notices and advertisement in the *Indianapolis Star*, *Hendricks Flyer*, and *Mooreville Decatur Times*. The document has also been available on the IAA's website. Public outreach was conducted through three (3) focus group meetings on

October 24, 2013 for local community leaders and two (2) public workshops/hearings on November 18 and 19, 2013. A copy of all comments received during the outreach and a response to the comments is included in the final 2013 Noise Exposure Map Update.

Due to newer technology aircraft and a reduction in total operations, the 2013 noise contours are smaller than forecast in the 2008 update. No new noise abatement measures are proposed in the 2013 Noise Exposure Map Update.

To complete the process, the FAA requires approval and certification that the Noise Exposure Maps and accompanying documentation for IND were prepared with the best available information and submitted per 14 CFR Part 150. After the Board approves the study, it will be submitted to FAA for their determination. When the FAA accepts the study, a legal notice of the finding will be published in the local papers to provide constructive notice of the IND noise exposure maps to the community.

Scope

The scope of this project was preparation of 2013 and 2018 Noise Exposure Maps (NEM's) and summary report through generation of aviation forecasts, review of operations history, field monitoring, review of Noise Compatibility Procedures and public outreach. The final NEM's will be submitted to the FAA for determination.

Budget

There is no cost associated with the approval of the 2013 Noise Exposure Maps. The project is being completed within the contract amount of \$349,552.29 and is 80% grant funded through the FAA's AIP noise grants.

Schedule

The 2013 Noise Exposure Map Update will be submitted to the FAA no later than December 31, 2013. The FAA review is anticipated to take several months.

Supplier Diversity Participation

There is no supplier diversity participation associated with the approval of the 2013 Noise Exposure Map Update.

Recommendation

The IAA staff has reviewed and recommends that the Board consider for approval and certification the 2013 F.A.R. Part 150 Noise Exposure Map (NEM) Update at Indianapolis International Airport, Project # I-12-011, and submission to the FAA for acceptance.



BOARD MEMO – AMENDMENT

To: IAA Board of Directors

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

Date: November 22, 2013

Board Date: December 20, 2013

Subject: Approval of Amendment 4 with Wessler Engineering for Construction Inspection Services for Stormwater and Deicing Controls and Capacity Phase 2 at Indianapolis International Airport, Project # I-14-012

Background

The Indianapolis Airport Authority (IAA) conducted a Stormwater and Deicing System Assessment and Preliminary Engineering Study in 2011. This assessment identified options and alternatives for improvements to the existing stormwater and deicing system needed to accommodate current, short-term and longer-term aviation needs and to meet current and future federal water quality requirements.

The IAA issued a qualifications based Request for Proposal (RFP) for Professional Services on December 8, 2011 to obtain design services for a phased project for stormwater and deicing system controls and capacity improvements.

Based on review of the proposals received from the RFP, the IAA selected a design team led by Wessler Engineering as the best qualified to provide professional services. An original contract was approved on April 12, 2012 and Amendments 1, 2 and 3 were approved on August 17, 2012, February 15, 2013, and July 19, 2013, respectively. The original contract and Amendments 1 and 2 included design and associated work for Phase 1 projects included within the 2012 Capital Improvement Program (CIP) and the design and associated work for the Phase 2 project are included within the 2014 CIP.

The Stormwater and Deicing Controls and Capacity Phase 1 projects are near completion. The first stage, consisting of improvements to the Lift Station serving Seerley Creek Basins and establishment of a control structure for the Eagle Hub, was approved for bidding on July 20, 2012 and the bid was awarded on September 21, 2012 to Graves Plumbing, Inc. The second stage consisting of redirecting stormwater from near the Old Terminal to Mars Ditch Basins rather than Seerley Creek Basins to free up storage capacity at Seerley Creek Basin was approved for bidding on August 17, 2012 and the bid was awarded on October 19, 2012 to Rieth-Riley Construction Co., Inc.

Phase 2 of the Stormwater and Deicing System Controls and Capacity project (Project #1-14-012) is now ready for construction. Phase 2 consists of a new equalization basin

adjacent to the existing basin near Taxiway N, improvements to facilitate deicing at the P-Pad and rehabilitation of a stormwater trench serving the Eagle Hub. These improvements will benefit proper management of deicing activities on the P-Pad, the Eagle Hub and ultimately any reuse of the old terminal apron. The Phase 2 project was approved for bidding on July 19, 2013, and the bid was awarded to Thieneman, Inc. on September 20, 2013.

Professional construction inspection services are needed because this project requires full time inspection oversight and current IAA engineering resources are assigned to other 2014 projects and not available for the full duration of construction. Contracting provides the IAA with the necessary representation to manage this project without a long-term commitment to additional IAA staff.

Scope & Budget

The scope of Amendment 4 includes the construction inspection services for the construction and closeout phases of the Phase 2 Stormwater and Deicing Controls and Capacity project.

The original contract, Amendment 1 and Amendment 2, totaling \$316,785, are within the overall budget for Stormwater and Deicing Controls and Capacity Phase 1 professional services of \$724,470 and within the overall Phase 1 Budget of \$4,293,000.

Amendment 3 included professional services associated with design and construction administration for Stormwater and Deicing Controls and Capacity Phase 2 was for a not-to-exceed \$639,905. This Amendment 4 is for resident engineer and inspection services for the Phase 2 project and is for a not-to-exceed amount of \$143,114.

This project is included in the approved 2014 Capital Budget at a total of \$6,323,000 with 2013 spend of \$1,170,000 and this Amendment is within the professional services portion of the overall Phase 2 budget.

Phase 2 Project Costs

Design and Construction Administration (Amendment 3)	\$ 639,905
Construction Inspection Services (proposed Amendment 4)	\$ 143,114
Other Construction Related Testing	\$ 67,445
Construction	\$4,929,245
Project Contingency (8.6%)	<u>\$ 543,291</u>

Total Revised Anticipated Project Costs (Phase 2) \$6,323,000

FAA Airport Improvement Program (AIP) grant funding was received for 75% of the project cost.

This project is required to continue to meet City of Indianapolis and federal water quality permit requirements as the Authority expands development and activity at IND.

The project is also 75% grant funded. Because this project supports future, as yet unspecified, development, no hurdle rate calculation was conducted. The cash funded portion of the project will be utilized as a cost in determining the Internal Rate of Return (IRR) of projects that are supported by this improvement as those projects are developed.

Schedule

This amendment changes the term of the contract to extend from October 31, 2014 to December 31, 2014.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following for Amendment 4:

FIRM	AMOUNT				%			
	DBE	MBE	WBE	VBE	DBE	MBE	WBE	VBE
Elits Consulting Services	\$0	\$0	\$22,080	\$0	0.00	0.0	15.43	0.00
Infrastructure Engrg, Inc	\$0	\$31,844	\$0	\$0	0.0	22.25	0.0	0.00
Totals	\$0	\$31,844	\$22,080	\$0	0.0	22.25	15.43	0.00

Contract Summary to Date

Contract/Amendment & Execution Date	Service & Term	Amount	Minority Participation %			
			DBE	MBE	WBE	VBE
Original Contract April 12, 2012	Professional Services Term: 4/12/12 – 3/31/14	\$ 73,737	0	18.16	5.46	0
Amendment 1 August 17, 2012	Additional Design and Construction Adm Svs Term: No Change	\$156,802	7.91	17.46	9.18	0
Amendment 2 February 15, 2013	Additional Design and Construction Adm Svs Term: 4/12/12 – 10/31/14	\$ 86,246	16.45	19.23	12.90	0
Amendment 3 July 19, 2013	Design and Construction Adm Services Phase 2 Term: No Change	\$639,905	10.72	11.95	7.14	0
Amendment 4 December 20, 2013	Construction Inspection Services Phase 2 Term: 4/12/12 – 12/31/14	\$143,114	0	22.25	15.43	0
	Revised Contract NTE	\$1,099,804				
	Revised Total Minority Participation		8.65	15.07	8.86	0

* Original contract and Amendment 1 executed before VBE was being tracked.

Recommendation

The IAA staff has reviewed the proposal and recommends that the Board consider for approval Amendment 4 to the professional services contract with Wessler Engineering to add needed construction inspection services for Stormwater and Deicing Controls and Capacity Phase 2 at Indianapolis International Airport, Project # I-14-012, in amount not-to-exceed \$143,114.00 (fees). DBE 0%, MBE 22.25% (Infrastructure Engineering, Inc.), WBE 15.43% (Elits Consulting Services), and VBE 0.00%.



BOARD MEMO – CHANGE ORDER

To: IAA Board of Directors

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

Date: November 26, 2013

Board Date: December 20, 2013

Subject: Approval of Change Order No. 3 with Veit & Company, Inc. for Demolition of Old Terminal and Associated Structures at Indianapolis International Airport, Project # I-13-026

Background

The terminal facilities on the east side of the Indianapolis International Airport (“Old Terminal”) have been vacant since the new Midfield Terminal opened in 2008. The Demolition of Old Terminal and Associated Structures project will remove the existing terminal, concourses, administration building, and elevated roadways, including all subsurface structures, and perform all required environmental abatement/remediation to ready the site for new development by the end of 2013.

The project is in the approved 2013 Capital Budget as a multi-year project. It was accelerated to a one (1) year project to improve the marketability of the site. On November 12, 2012, this project was approved for implementation by the Senior Management Team as a one (1) year project.

On January 18, 2013, the Board approved plans and specifications for CIP/Project # I-13-026, Demolition of Old Terminal and Associated Structures, and authorized the public bidding process. The Terminal Demolition contract was awarded by the Board on March 15, 2013 to Veit & Company, Inc. in the amount of \$3,872,008.00 for the combination of Base Bid, Alternate 1 and Alternate 2.

Change Order Summary

Contract changes fall under one (1) of three (3) 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 completed. 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 charged against the designer.

This Change Order No. 3 is for four (4) unforeseen conditions. All four (4) items were completed by “Force Account”, a provision in the specifications that allows the Owner to

authorize the Contractor to proceed with necessary work on a time and material basis to avoid delays in the project.

Car wash work - A debris pocket was uncovered in the subgrade beneath the car wash excavation area. The unforeseen condition was corrected by removing the material.

Construct two (2) concrete collars - In order to replace a section of 33" concrete pipe without benefit of bell and spigot connections, two (2) concrete collars were constructed.

Clean out unknown manhole in Area K - A manhole not shown on the record drawings was uncovered, but full of debris. It was machine excavated and then further cleaned out by hand.

Fill holes left behind during 12" water main reconnection - The contractor was instructed to leave holes formed by "potholing" to investigate utility locations unfilled during the 12" water main reconnection to provide water to the old terminal for dust control during demolition. These holes were re-filled.

A summary of the previously approved change orders is included as an attachment.

Revised Construction Contract Amount

Original Construction Contract Amount	\$	3,872,008
Previous Change Orders (4.06% of Contract)	\$	157,223
Current Change Order (0.21% of Contract)	\$	8,227
New Construction Contract Total	\$	4,037,458

Project Costs

Construction Contract (including CO 1-3)	\$	4,037,458
2012 Phase (Old PARCS Demo & Optimization Plan)	\$	81,034
Design & Soft Costs	\$	711,391
Construction Manager Services	\$	336,200
Testing	\$	86,386
AOA Fence Installation	\$	26,480
Contingency (15.1% of original construct contract)	\$	584,301
Total Anticipated Project Costs**	\$	5,863,250

** This leaves an unutilized reforecast expected spend amount of \$336,750.

The original project budget was \$11,335,000 in the approved 2013 Capital Budget. The reforecast expected spend is \$6,200,000. This amendment is within the reforecast expected spend.

Schedule

Completion is due on December 31, 2013.

Supplier Diversity Participation

There is no increase in supplier diversity spend as a result of this change order. If the Change Order No. 3 is approved by the Board, the supplier diversity participation on this project, including the previous change orders will be:

FIRM	CLASS	ORIGINAL AMOUNT	ORIGINAL %	AFTER CO AMOUNT *	AFTER CO %
Midwest Environmental	MBE	\$125,000	3.22	\$169,449	4.19
Rhino Trucking	WBE	\$637,776	16.47	\$637,776	15.79
Nelson Oil	WBE	\$100,000	2.07	\$139,385	3.45
Leader Corporation	WBE	\$ 15,500	0.40	\$ 15,500	0.38
Argo Consulting Engrs	VBE	\$ 80,350	2.07	\$ 88,487	1.99
GLS, Inc.	MBE	\$ 47,000	1.21	\$ 47,000	1.16
Ward Trucking	MBE	\$113,486	2.93	\$113,486	2.81
Totals	MBE	\$285,486	7.37	\$329,935	8.17
	WBE	\$753,276	19.45	\$792,661	19.63
	VBE	\$ 80,350	2.07	\$ 88,487	2.19
*Also includes additional participation exceeding base contract amount pledged					

Recommendation

The IAA staff has reviewed the Change Order and recommends that the Board consider for approval Change Order No. 3 with Veit & Company, Inc. for Demolition of Old Terminal and Associated Structures at Indianapolis International Airport, Project # I-13-026, in an amount not-to-exceed \$8,226.50. MBE 0%, WBE 0%, and VBE 0%.

ATTACHMENT 1
Previous Approved Change Orders
Demolition of Old Terminal and Associated Structures

Change Order 1 - \$103,664.30

- **Reestablish Water Service to East Side of Site** - The reestablishment of water service to the east side of the site due to the water cutoff being east instead of west of High School Road when the site was vacated

Change Order 2 - \$ 53,559.11

- **Disconnect gas line** - Locate and disconnect an active natural gas line.
- **Activate, test and repair 6" fire loop to provide water for demolition** - Activate, test, and repair the 6" water line that previously supplied water to the fire hydrant loop around the old building to allow demolition to proceed while the 12" main water line was reestablished (Change Order 1).
- **Removal of Asbestos Containing Material (ACM) fireproofing in Concourse "A" fan room** - Additional ACM fireproofing removal in the Concourse "A" fan room was required for ACM identified during demolition.
- **Removal of transite panels containing ACM on upper level drive.** Additional ACM containing transite panels were identified sandwiched between metal and glass panels on the upper level of Terminal Drive. **Floor Prep For New Carpet (Building 112)**

Subtotal Previous Change Orders \$157,223.41.00



BOARD MEMO – AMENDMENT

To: IAA Board of Directors

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

Date: December 2, 2013

Board Date: December 20, 2013

Subject: Approval of Amendment 1 with Harmon Construction, Inc. for Construction Management Services for Demolition of Old Terminal and Associated Structures at Indianapolis International Airport, Project # 1-13-026

Background

The terminal facilities on the east side of the Indianapolis International Airport (“Old Terminal”) have been vacant since the new Midfield Terminal opened in 2008. The Demolition of Old Terminal and Associated Structures project is removing the existing terminal, concourses, administration building, and elevated roadways, including all subsurface structures, and perform all required environmental abatement/remediation to ready the site for new development.

The project is in the approved 2013 Capital Budget as a multi-year project. It was accelerated to a one (1) year project to improve the marketability of the site. On November 12, 2012, this project was approved for implementation by the Senior Management Team as a one year project.

The Indianapolis Airport Authority (IAA) does not maintain internal staff to provide full time oversight of the demolition of old terminal area. Therefore, on January 15, 2013, the IAA issued a qualifications based Request for Proposals (RFP) to select a Construction Manager for this project. Ten (10) proposals were received on February 15, 2013. A review committee reviewed and ranked the proposals. Harmon Construction, Inc. (Harmon) was selected. The Board approved the contract with Harmon for construction management services on April 19, 2013.

The construction manager tasks include, but are not limited to, staffing the field office to provide administration, management and oversight of trade contractors, schedule, and conformance with plans and specifications; daily logging of field activities and conditions; obtaining, tracking and recording all weight and disposal tickets for environmentally sensitive materials; scheduling, conducting, and preparing minutes of weekly progress meetings; review of progress payments and supplier diversity participation; receiving and reviewing all trade contractors’ requests for information, change proposals and use of allowance items; maintaining an on-site record of contract

documents and requiring trade contractor to record changes made during construction; managing all project documents during construction; monitoring compliance with work hour and fugitive dust requirements of specifications; providing a point of contact between Owner and trade contractor on airport activities that may impact project work; and preparation of substantial completion and punch lists.

The old terminal demolition contract was awarded by the Board on March 15, 2013 to Veit & Company, Inc. (Veit) in the amount of \$3,872,008.00 for the combination of Base Bid, Alternate 1 and Alternate 2.

During the course of demolition, two (2) factors have increased the demand for construction management services. The contractor's schedule has slipped and to attempt at least some recovery, the contractor has increased work hours up to 14 hours a day 6 days a week, which has resulted in an increased number of oversight hours by the construction manager to monitor the contractor's compliance with specifications during all activities. Numerous unforeseen conditions, including additional asbestos and undocumented underground utilities, have contributed to added work load for oversight and documentation. Many of these conditions have required a time critical response to protect the permanent facilities and to allow work to progress. Also associated with these unforeseen conditions have been extensive coordination, review, and negotiation of the contractor's requests for change to protect IAA's financial interests. This amendment to Harmon's contract will maintain the full time oversight for the extended contractor work hours and provide the services to complete the negotiation of change orders and receipt of required project documentation from the contractor to close out the project.

Scope & Budget

This amendment increases the oversight hours to maintain the full time construction management oversight for the remainder of the project due to the extra demands on the construction management staff to very closely monitor all contractor activities and the extensive and detailed review of all requests for change from the contractor. This amendment will provide the IAA with the necessary representation to manage the completion of this project without a long-term commitment of additional IAA staff.

The construction management (CM) amendment with Harmon Construction, Inc. is not-to-exceed \$24,650.00 (hourly fees) and no expenses for a total not-to-exceed amount of \$24,650.00 which is within the project budget.

Anticipated Project Costs

Construction Contract (including change orders 1-3)	\$ 4,037,458
2012 Phase (Old PARCS Demo & Optimization Plan)	81,034
Design & Soft Costs	711,391
Construction Manager Services	336,200
Testing	86,386
AOA Fence Installation	26,480
Construction Contingency (15.1% of original construct contract)	584,301
Total Anticipated Project Costs **	<u>\$ 5,863,250</u>

** This leaves an unutilized reforecast expected spend amount of \$336,750.

The original project budget was \$11,335,000 in the approved 2013 Capital Budget. The reforecast expected spend is \$6,200,000. This amendment is within the reforecast expected spend.

Schedule

Completion of demolition is due on December 31, 2013. The term of the Harmon contract is unchanged from April 19, 2013 through March 31, 2014, consistent with the schedule for the construction and post construction closeout.

Supplier Diversity Participation

The Director of Supplier Diversity approved the following MBE/WBE/VBE participation goals:

FIRM	AMOUNT			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Harmon Construction, Inc.	\$20,090	\$ 0	\$ 0	81.50	0.00	0.00
The Hoosier Company	\$ 0	\$4,560	\$ 0	0.00	18.50	0.00
Totals	\$20,090	\$4,560	\$ 0	81.50	18.50	0.00

Contract Summary to Date

Contract/Amendment & Execution Date	Service & Term	Amount	Minority Participation %		
			MBE	WBE	VBE
Original Contract April 19, 2013	Professional Services Term: 4/19/13 – 3/31/14	\$311,550.00	86.92%	13.08%	0%
Revised Staffing Approved by Director of Supplier Diversity	Professional Services Term: No Change	\$ 0.00	70.78%	29.22%	0%
Amendment 1 December 20, 2013	Professional Services Term: No Change	\$ 24,650.00	81.50%	18.50%	0%
	Revised Contract NTE	\$336,200.00	73.15%	26.85%	0%

Recommendation

The IAA staff has reviewed the proposal and recommends that the Board consider for approval Amendment 1 to the professional services contract with Harmon Construction, Inc. for Construction Management Services for Demolition of Old Terminal and Associated Structures at Indianapolis International Airport, Project # I-13-026, in amount not-to-exceed \$24,650.00 (fees) and no expenses for a total not-to-exceed amount of \$24,650.00. MBE 81.50% (Harmon Construction, Inc.), WBE 18.50% (The Hoosier Company), and VBE 0%.



BOARD MEMO – AMENDMENT

To: IAA Board of Directors

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

Date: November 25, 2013

Board Date: December 20, 2013

Subject: Approval of Amendment 1 for Professional Services with CHA Consulting, Inc. for Rehabilitate Runway 5L-23R and Taxiway A at Indianapolis International Airport, Project # I-14-003

Background

Runway 5L-23R at Indianapolis International Airport (IND) was constructed in 1996 and localized rehabilitation was completed in 2002 and 2008. The results of a 2012 IND Airfield Pavement Evaluation and Management Plan indicated additional rehabilitation is needed in localized areas on the runway.

Taxiway A, between Runway 14-32 and A-5, was constructed in 1985 and localized rehabilitation was completed in 2007. Taxiway A, between Taxiway A-5 and A-7, was constructed in 1992 and localized rehabilitation was completed in 2003 and 2007. Taxiway A, between Taxiway A-7 and A-12, was constructed in 1996 and localized rehabilitation was completed in 2003 and 2007. The results of a 2012 IND Airfield Pavement Evaluation and Management Plan indicated rehabilitation is needed in localized areas on the taxiway.

Rehabilitating Runway 5L-23R and Taxiway A is consistent with the strategic plan to maintain Indianapolis Airport Authority (IAA) properties at a serviceable level, and it is consistent with Title 14 Code of Federal Regulations (CFR) Part 139 requirements to maintain pavement available to air carriers.

Originally presented in two (2) projects in the approved 2014 Capital Improvement Program (CIP), these projects were combined into one (1) project. Combining the Rehabilitate Runway 5L-23R and Taxiway A, from the Rehabilitate Taxiways A & D project, into one (1) project will give IAA staff more control over construction activities and also help streamline communication with key IND tenants. Additionally, the IAA should benefit from economy of scale by combining the projects, both in the design and construction phases. The quantities for each will be tracked separately for Federal Aviation Administration (FAA) grant funding purposes.

This project was approved for implementation by the Senior Management Team on August 26, 2013. On September 3, 2013, the IAA issued a qualifications based Request for Proposals (RFP) per FAA requirements to select a designer for this project, with responses due on September 24, 2013. Six (6) proposals were received. A review committee made up of six (6) IAA representatives reviewed and ranked the proposals. CHA Consulting, Inc. was ranked highest by the committee to meet this project’s design requirements.

On November 25, 2013 a professional services contract was executed by the Executive Director for elements of initial design work on Rehabilitate Runway 5L-23R & Taxiway A, Project # I-14-003, between the IAA and CHA Consulting, Inc. This contract included only initial design elements of field data collection and compilation of a rehabilitation recommendation report to allow the field work to occur before significant winter weather and to make use of this field data to better define the needed rehabilitation using current conditions before initiating preliminary and final design.

Using the data from the initial design, this contract amendment provides for the balance of the design services including preliminary and final design, bidding assistance, construction administration and project close-out services by the designer.

To reduce the runway closure time, extended construction periods such as around the clock work over weekends are anticipated, so this contract also includes supplemental construction inspection services to augment IAA staff. Contracting provides the IAA with the necessary representation to manage this project without a long-term commitment to additional IAA staff.

Scope & Budget

The scope of this Amendment 1 includes preliminary design, final design, construction administration, construction inspection to supplement IAA staff, and post construction administration.

Rehabilitate Runway 5L-23R and Taxiway A Budget

Design, Testing and Inspection	\$ 1,598,248
Construction	8,449,560
Construction Contingency	<u>804,720</u>
Total Project Budget	<u>\$ 10,852,528</u>

The professional services contract Amendment 1 amount of \$412,440.51 for a total contract amount of \$561,390.51 is within the approved 2014 Capital Budget of \$10,852,528.00 in current dollars. (Runway 5L-23R \$8,758,260 in 2013-2015, Taxiway A \$2,094,268 in 2013 and 2014)

The funding for this project is anticipated to be 75% FAA grant funds and 25% Airport capital improvement funds. An AIP grant was received for the design phase in 2013 and construction is programmed for grant funding in 2014 and 2015.

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

This amendment does not change the term of the contract. The contract with CHA Consulting, Inc. expires on December 31, 2015 to allow for completion of as-builts and project closeout after anticipated multi-year construction.

Supplier Diversity Participation

The Director of Supplier Diversity approved the following:

FIRM	AMOUNT				%			
	DBE	MBE	WBE	VBE	DBE	MBE	WBE	VBE
Infrastructure	\$105,104.51	\$105,104.51	\$0	\$ 0	25.48	25.48	0.00	0.00
PCS	\$ 3,663.00	\$ 0	\$ 3,663	\$ 0	0.89	0.00	0.89	0.00
CAD-Vantage	\$ 22,600.00	\$ 0	\$22,600	\$ 0	5.48	0.00	5.48	0.00
Reprographix	\$ 0	\$ 0	\$ 3,603	\$ 0	0.00	0.00	0.87	0.00
B&R Consulting	\$ 0	\$ 0	\$ 0	\$29,640	0.00	0.00	0.00	7.19
Totals	\$131,367.51	\$105,104.51	\$29,866	\$29,640	31.85	25.48	7.24	7.19

Contract Summary to Date

Contract/Amendment & Execution Date	Service & Term	Amount	Minority Participation %			
			DBE	MBE	WBE	VBE
Original Contract November 25, 2013	Professional Services Term: 11/11/13 – 12/31/15	\$148,950.00	24.21%	32.45%	17.98%	0%
Amendment 1 December 20, 2013	Professional Services Amendment 1 Term: No Change	\$412,440.51	31.85%	25.48%	7.24%	7.19%
	Revised Contract NTE	\$561,390.51	29.85	27.30	10.05	5.31

Recommendation

The IAA staff has reviewed the proposal and recommends that the Board consider for approval Amendment 1 to the professional services contract with CHA Consulting, Inc. for Rehabilitate Runway 5L-23R & Taxiway A at Indianapolis International Airport, Project # I-14-003, in an amount not-to-exceed \$412,440.51. DBE 31.85% (Infrastructure Engineering, Inc., Parsons, Cunningham & Shartle Engineering, Inc., CAD-Vantage, Inc.), MBE 25.48% (Infrastructure Engineering, Inc.), WBE 7.24% (Parsons, Cunningham & Shartle Engineering, Inc., CAD-Vantage, Inc., Reprographix, Inc.), and VBE 7.19% (B&R Consulting, Inc.).



BOARD MEMO – AMENDMENT

To: IAA Board of Directors

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

Date: November 25, 2013

Board Date: December 20, 2013

Subject: Approval of Amendment 1 for Professional Services with Butler, Fairman & Seufert, Inc. (BF&S) for Rehabilitate Taxiway D at Indianapolis International Airport, Project # I-14-001

Background

Taxiway D at Indianapolis International Airport (IND) was constructed in 1989 and rehabilitated in 2003. Localized rehabilitation of Taxiway D was performed in 2013 between Runway 14-32 and Taxiway D-1. The 2013 work was performed as a part of Rehabilitate Runway 5R-23L and Taxiway N project in anticipation of Taxiway D work in 2014. Accomplishing this work early will allow continuous access to FedEx's ramp and Runway 32 during the 2014 construction. The results of a 2012 IND Airfield Pavement Evaluation and Management Plan indicated rehabilitation is needed in localized areas on the taxiway.

Rehabilitating Taxiway D is consistent with the strategic plan to maintain Indianapolis Airport Authority (IAA) properties at a serviceable level, and it is consistent with Title 14 Code of Federal Regulations (CFR) Part 139 requirements to maintain pavement available to air carriers.

Rehabilitate Taxiway D was originally presented as a part of a larger project (Rehabilitate Taxiways A and D) in the approved 2014 Capital Improvement Program (CIP). Due to Taxiways A and D being located on opposite sides of the airfield, Rehabilitate Taxiways A and D has been separated into two (2) projects for execution. Rehabilitate Taxiway D will be a standalone project and Rehabilitate Taxiway A is being combined with Rehabilitate Runway 5L-23R since Taxiway A provides access to that runway.

This project was approved for implementation by the Senior Management Team on August 26, 2013. On September 3, 2013, the IAA issued a qualifications based Request for Proposals (RFP) per FAA requirements to select a designer for this project, with responses due on September 24, 2013. Seven (7) proposals were received. A review committee made up of seven (7) IAA representatives reviewed and ranked the proposals. BF&S was ranked highest by the committee to meet this project's design requirements.

On November 25, 2013 a professional services contract was executed by the Executive Director for elements of initial design work on Rehabilitate Taxiway D, Project # I-14-001, between the IAA and BF&S. This contract included only initial design elements of field data collection and compilation of a rehabilitation recommendation report to allow the field work to occur before significant winter weather and to make use of this field data to better define the needed rehabilitation using current conditions before initiating preliminary and final design.

Using data from the initial design, this contract amendment provides for the balance of the design services including preliminary and final design, bidding assistance, construction administration and project close-out services by the designer.

Scope & Budget

The scope of this Amendment 1 includes preliminary design, final design, construction administration and post construction administration.

Taxiway D Budget

Design and Soft Costs	\$ 451,092
Construction	2,339,400
Construction Contingency	<u>350,910</u>
Total Project Budget	<u><u>\$ 3,141,402</u></u>

The professional services contract Amendment 1 of \$243,064.42 for a total contract amount of \$389,897.01 is within the approved 2014 Capital Budget of \$3,141,402 for Taxiway D.

The funding for this project is anticipated to be 75% FAA grant funds and 25% Airport capital improvement funds. An AIP grant was received for the design phase in 2013. Construction is programmed for entitlement grant funding in 2014.

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

This amendment does not change the term of the contract. The contract with BF&S expires on December 31, 2015 to allow for completion of as-builts and project closeout after anticipated multiyear construction.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	AMOUNT				%			
	DBE	MBE	WBE	VBE	DBE	MBE	WBE	VBE
Roy D. McQueen & Associates, Ltd.	\$21,789.70	\$21,789.70	\$0	\$0	8.96	8.96	0.00	0.00
Journey Engineering	\$25,450	\$0	\$25,450	\$0	10.47	0.00	10.47	0.00
Protection Plus	\$0	\$0	\$2,640	\$0	0.00	0.00	1.09	0.00
B&R Consulting	\$0	\$0	\$0	\$11,685	0.00	0.00	0.00	4.81
ReproGraphix	\$0	\$0	\$5,452.62	\$0	0.00	0.00	2.24	0.00
Totals	\$47,239.70	\$21,789.70	\$33,542.62	\$11,685	19.44	8.96	13.80	4.81

Contract Summary to Date

Contract/Amendment & Execution Date	Service & Term	Amount	Minority Participation %			
			DBE	MBE	WBE	VBE
Original Contract November 25, 2013	Professional Services Term: 11/22/13 – 12/31/15	\$146,832.59	38.84%	48.97%	26.23%	0.00%
Amendment #1 December 20, 2013	Professional Services Term: No Change	\$243,064.42	19.44%	8.96%	13.80%	4.81%
	Revised Contract NTE	\$389,897.01	26.63%	23.80%	18.41%	3.02%

Recommendation

The IAA staff has reviewed the proposal and recommends that the Board consider for approval Amendment 1 to the contract with Butler, Fairman & Seufert, Inc. for Rehabilitate Taxiway D at Indianapolis International Airport, Project # I-14-001, in an amount not-to-exceed \$243,064.42 (fees). DBE 19.44% (Roy D. McQueen & Associates, Journey Engineering), MBE 8.96% (Roy D. McQueen & Associates), WBE 13.80% (Journey Engineering, Protection Plus, ReproGraphix), and VBE 4.81% (B&R Consulting).



BOARD MEMO – CHANGE ORDER

To: IAA Board of Directors

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

Date: November 27, 2013

Board Date: December 20, 2013

Subject: Approval of Final & Balancing Change Order No. 1 with Rieth-Riley Construction Co., Inc. for Parking Facility Enhancements at Indianapolis International Airport, Project # I-13-017

Background

The Parking Facility Enhancement Project was implemented to increase the level of service extended to Indianapolis International Airport (IND) customers. The Indianapolis Airport Authority (IAA) engaged Portfolio First as their parking consultant. Portfolio First's research findings indicated a need for two (2) new roadways on IND's campus.

The first road connects the Employee Parking Lot (old Long Term Parking Lot) and the existing Economy Parking Lot. This road crosses Mid Lot Road southeast of the existing Economy Lot Exit Plaza. The second road connects North Service Road to the southeast end of the old Long Term Parking Lot used by rental cars. This road crosses the green field site on the southwest side of the parking garage (future hotel site).

This project was approved for implementation by the Senior Management Team on May 6, 2013.

On May 17, 2013 the Board approved plans and specifications for CIP/Project # I-13-017 – Parking Facility Enhancements and authorized the public bidding process. This project contains only a base bid, with no alternate items.

On June 24, 2013, the IAA staff received four (4) bids ranging from \$213,950.00 to \$281,650.00. The contract was awarded to Rieth-Riley Construction Co., Inc., the lowest responsive and responsible bidder, in the amount of \$213,950.00.

Change Order Summary

Contract changes fall under one (1) of three (3) 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 completed. 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 charged against the

designer. This change order addresses two (2) unforeseen circumstance items and one (1) owner requested scope item:

Change Orders

Irrigation Repairs (Unforeseen)	\$ 3,147.17
Lighting Conduit Modifications (Unforeseen)	2,963.63
Temporary HMA Pedestrian walkway (Owner Requested)	<u>4,640.91</u>
Total Project Budget	<u><u>\$ 10,751.71</u></u>

The Parking Facility Enhancements is in the approved 2013 Capital Budget. The revised contract with the Change Order is within this project’s portion of the overall budget, \$426,597.50.

Revised Construction Contract Amount

Original Construction Contract Amount	\$ 213,950.00
Final & Balancing Change Order (5.03% of contract)	<u>10,751.71</u>
Total Revised Construction Contract Amount	<u><u>\$ 224,701.71</u></u>

Project Costs

Design & Soft Costs*	\$ 136,568.78
Construction Contract Amount	213,950.00
Change Order (5.03%)	<u>10,751.71</u>
Total Anticipated Project Cost **	<u><u>\$ 361,270.49</u></u>

** This leaves an unutilized budget amount of \$65,327.01.

*Design & Soft Costs include: Topographic survey, analysis of modification to southwest long term lot exit, evaluation of roadway alignment options, design tunnel road, design cross over road, design pedestrian crossing enhancements, design PARCS stairs, construction inspection for implemented projects, analysis of covered walkway options

Schedule

There are no changes to the schedule included in this final & balancing change order.

Supplier Diversity Participation

There is no increase in supplier diversity spend as a result of this change order. If the Change Order No. 1 is approved by the Board, the supplier diversity participation on this project will be:

Supplier Diversity Construction Contract Summary

FIRM	CLASSIFICATION	ORIGINAL AMOUNT	ORIGINAL %	AFTER CO 1 AMOUNT	AFTER CO 1 %
Sylvester Powell Landscaping	MBE	\$ 4,466.00	2.09%	\$ 4,466.00	1.99%
Indiana Sign & Barricade	WBE	\$12,802.74	5.98%	\$12,802.74	0.36%
The Hoosier Co.	WBE	\$38,140.00	17.83%	\$38,140.00	5.46%
CJ's Inc.	WBE	\$12,000.00	5.61%	\$12,000.00	0.00%
Totals	MBE	\$ 4,466.00	2.09%	\$ 4,466.00	1.99%
	WBE	\$62,942.74	29.42%	\$62,942.74	28.01%
	VBE	\$ 0	0.00%	\$ 0	0.00%

Recommendation

The IAA staff has reviewed this Final & Balancing Change Order and recommends that the Board consider for approval Change Order No. 1 with Rieth-Riley Construction Co., Inc. for Parking Facility Enhancements at Indianapolis International Airport, Project # I-13-017, in an amount not-to-exceed \$10,751.71. M/W/VBE 0%.



BOARD MEMO – AMENDMENT

To: IAA Board of Directors

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

Date: November 25, 2013

Board Date: December 20, 2013

Subject: Approval of Amendment 1 with Parsons Brinckerhoff, Inc. for Parking Garage Improvements 2013-2014 at Indianapolis International Airport, Project # I-13-027

Background

The Indianapolis Airport Authority (IAA) parking garage at the Indianapolis International Airport (IND) is one of the largest open garages in the State of Indiana. The garage is a cast-in-place post-tensioned concrete structure, constructed from 2006 to 2008 and commissioned with the opening of the new terminal in 2008. Rehabilitation and improvement of garage elements is needed to keep the parking garage structurally sound and in efficient operating condition. The 2013 project is the second of annual parking garage improvements.

This project was approved for implementation by the Senior Management Team on July 1, 2013; combining the 2013 and 2014 Capital Budget items.

A professional services contract with Parsons Brinckerhoff, Inc. that included a facility management plan was executed by the Executive Director on July 3, 2012. Parsons Brinckerhoff, Inc. was selected through a Request for Proposals (RFP) from three (3) firms with statements of qualifications on file for work in this specialty. The contract also included the design and construction inspection of the 2012 portion of the garage improvements. The 2013 design contract with Parsons Brinckerhoff, Inc. leverages their knowledge of the garage from the 2012 project.

On August 16, 2013 a professional services contract was executed for elements of initial design work on Parking Garage Improvements 2013-2014, IAA Project # I-13-027, between the IAA and Parsons Brinckerhoff, Inc. This contract included field data collection, limited initial design services and compilation of a rehabilitation recommendation report and cost estimates. The project scope and cost estimates in the initial report that were recommended to Senior Staff exceed the current project budget. Senior Staff gave approval to proceed with design and bidding using a base and alternate items. The project will be re-reviewed with Senior Staff when more detailed cost estimates are available. However, concurrent with the design process the

capital budget is being reviewed for savings in other projects that can be used to fund this project.

This contract amendment provides for the balance of the design services, preliminary and final design, bidding assistance, construction administration and project close-out services by the designer.

This contract also includes supplemental construction inspection services to augment IAA staff. Contracting provides the IAA with the necessary representation to manage this project without a long-term commitment to additional IAA staff.

Scope & Budget

The scope of this Amendment 1 includes the balance of preliminary design, final design for base and alternate bid items, construction administration and post-construction administration, and airflow study.

Parking Garage Improvements 2013-2014 Budget

Design & Other Professional Services*	\$	508,510
Construction		2,312,500
Construction Contingency (14%)		332,500
		<hr/>
Total Project Budget	\$	<u><u>3,153,510</u></u>

*Design & Other Professional Services includes an airflow analysis study for potential installation of glass wall on fifth floor of garage to reduce precipitation entering the structure. It also includes supplemental construction inspection to augment IAA staff.

The professional services contract Amendment 1 of \$389,235.00 for a total contract amount of \$479,735 is within the approved Capital Improvement Program budget of \$3,153,510 for this project.

Funding for this project is 100% Airport capital improvement funds and is included in the 2014 Capital Program with spend of \$1,437,510 in 2013 and \$1,716,000 in 2014 for a total budget of \$3,153,510.

The project is being undertaken to repair existing infrastructure that is integral to the continued operation of the airport. Because of the critical nature of this project, it has not been subjected to an internal rate of return calculation.

Schedule

Given the complexity of this project and the need to phase certain aspects of the construction to maintain parking operation flexibility, the term of this contract will be extended to April 30, 2015 to allow for completion of as-built plans and project closeout.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

FIRM	AMOUNT			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Journey Engineering, LLC	\$ 0	\$ 2,874.36	\$0	0.00	0.74	0.00
Cornerstone Engineering, Inc.	\$81,720.00	\$ 0	\$0	21.12	0.00	0.00
L'Acquis Consulting Engineers	\$ 0	\$25,499.07	\$0	0.00	6.59	0.00
ReproGraphix, Inc.	\$ 0	\$ 6,800.00	\$0	0.00	1.76	0.00
Totals	\$81,720.00	\$35,173.43	\$0	21.12	9.09	0.00

Contract Summary to Date

Contract/Amendment & Execution Date	Service & Term	Amount	Minority Participation %		
			MBE	WBE	VBE
Preliminary Design and Scope Assessment 8/16/2013	Professional Services Term: 8/16/2013 – 12/31/2014	\$90,500.00	14.03%	25.17%	0.00%
Amendment 1 This Amendment	Contract Term: Extended to 4/30/2015	\$389,235.00	21.12%	9.09%	0.00%
	Revised Contract NTE	\$479,735.00	19.80%	12.09%	0.00%

Recommendation

The IAA staff has reviewed the proposal and recommends that the Board consider for approval Amendment 1 to the professional services contract with Parsons Brinckerhoff, Inc. for Parking Garage Improvements 2013 – 2014 at Indianapolis International Airport, Project # I-13-027, in an amount not-to-exceed \$386,934.40 (fees) and \$2,300.60 (expenses) for a total not-to-exceed amount of \$389,235.00. MBE 21.12% (Cornerstone Engineering, Inc.), WBE 9.09% (Journey Engineering, LLC, L'Acquis Consulting Engineers, ReproGraphix, Inc.), and VBE 0%.