



**Agenda
Indianapolis Airport Authority
March 17, 2017
8:00 AM**

I. **Call to Order**

II. **Approval of Minutes of the IAA Board's Regular Meeting of February 20, 2017**

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

- a) Presentation by Holli Harrington on Supplier Diversity Update.
- b) **Consider, for approval, adoption Resolution No. 3-2017**, updating the IAA DBE Policy which coincides with the Triennial DBE goal update as required by the FAA. **Resolution No. 3-2017** replaces Resolution 3-2013 as policy, more particularly described in said **BP2017-03-01**.

IV. **Board Reports**

- a) President's Report
 - i. JD Power Award;
 - ii. Airports Council International (ACI) World Airport Service Quality (ASQ) Awards
 - iii. 2017 ACI-NA Environmental Achievement Award
- b) Sub-Committee Annual Reports (***Receipt and file***)
 - i. Finance & Audit Committee –
 - ii. Human Resources Committee –
 - iii. Reliever Airport Committee –

V. **Official Actions**

Consider, for approval, the individual items on the **IAA General Agenda, dated March 17, 2017**.

VI. **Staff Reports**

- a) **Executive Director's Report**
 - i. Announcement of 4th Quarter RITE Award Winners
 - ii. Economic Impact Study Presentation – Maggie Bishop
 - iii. Sense of Place Customer Profile Research Presentation – Shannetta Griffin

VII. Other Reports/Update

VIII. Board Communications

Next Meeting: Friday, April 21, 2017 @ 8:00 a.m.

IX. Adjourn with Meeting to be reconvened at 9:15 am, Terminal & Campus Optimization Program – IAA Board Study Session, North Conference Room – Level 4.

MINUTES
Board of Directors Meeting
Indianapolis Airport Authority

The Regular Meeting of the Indianapolis Airport Authority Board was called to order at 8:01 a.m., on February 17, 2017, in the Airport's Board Room at Indianapolis International Airport.

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

Barbara Glass, President
Alfred Bennett, Secretary
Mike Wells, Member
Kelly Flynn, Member
Jack Morton, Jr., Member
Toby McClamroch, Member
Mamon Powers III, Member

Brian Tuohy, IAA Board Counsel

IAA Executive Staff attending:

Mario Rodriguez, Executive Director
Mike Medvescek, Sr. Director of Operations & Public Safety
Marsha Stone, Sr. Director of Commercial Enterprise
Robert Thomson, Sr. Director of Finance & Accounting
Shannetta Griffin, Sr. Director of Planning & Development
Maria Wiley, Sr. Director of Audit, Compliance & Procurement
Reid Goldsmith, Sr. Director of Information Technology
Bill Stinson, Sr. Director of Public Affairs, Communications & Marketing
George Dremonas, Interim General Counsel
Rachel Hernandez, Interim Sr. Director of Human Resources
Lisa Bierman, Sr. Executive Assistant/Recording Secretary

APPROVAL OF MINUTES

Upon a motion by Mr. Flynn, seconded by Mr. Wells and unanimously passed, approval was given to the Minutes of the Regular Meeting of January 20, 2017.

ORDINANCES, RESOLUTIONS AND PUBLIC HEARING

President Glass next opened for consideration, for approval and adoption of Resolution No. 02-2017, concerning the execution of the Federal Aviation's Deed of Release associated with the Real Estate Sale Agreement transaction with Anton Realty, LLC., as more particularly described in said BP2017-02-01. Upon a motion by Mr. Wells, seconded by Mr. Morton and unanimously passed, approval was given to Resolution No. 02-2017.

BOARD REPORTS

President's Report

President Glass presented the Subcommittee Structure for the 2017 IAA Board and noted the members and Chairperson of the various standing committees.

OFFICIAL ACTIONS

INTRODUCTION AND APPROVAL OF THE INDIANAPOLIS AIRPORT AUTHORITY'S GENERAL AGENDA, DATED FEBRUARY 17, 2016: President Glass introduced and then verbally described each of the individual items listed on the General Agenda, after which she asked for separate motions of approval, as follows:

BP2017-02-02. Following a brief discussion, and upon a motion by Mr. Wells, seconded by Mr. Bennett and unanimously passed, approval was given to BP2017-02-02. Mr. Rodriguez introduced Mr. David Leech, V.P. and GM of FedEx, who thanked the airport for its support and remarked that additional jobs will be added to the community as a result of the 2017 FedEx Expansion Project, which is the subject of BP2017-02-02.

BP2017-02-03. Following a brief discussion, and upon a motion by Mr. Morton, seconded by Mr. Flynn and unanimously passed, approval was given to BP2017-02-03.

BP2017-02-04. Following a brief discussion, upon a motion by Mr. Wells, seconded by Mr. McClamroch and unanimously passed, approval was given to BP2017-02-04.

BP2017-02-05. Following a brief discussion, and upon a motion by Mr. Flynn, seconded by Mr. McClamroch and unanimously passed, approval was given to BP2017-02-05.

STAFF REPORTS

Executive Director's Report

Mr. Rodriguez announced that Mr. Robert Thomson, Sr. Director of Finance and Accounting would give a Finance Report. Mr. Thomson gave a presentation of the financial principles and the financial relationship regarding airport operations.

Next, Mr. Rodriguez introduced Ms. Marsha Stone, Sr. Director of Commercial Enterprise. Ms. Stone updated the IAA Board regarding airport land properties and land developments.

Next, Mr. Rodriguez introduced Mr. Aaron Batt, TSA Director. Mr. Batt gave a presentation on TSA operations at the Indianapolis International Airport. Mr. Batt spoke about screening processes and arranged for a live presentation with security canine Mazli and her handler.

Lastly, Mr. Rodriguez introduced Mr. David Shaw, IAA's newly hired Director of Concessions and Air Service Development.

ADJOURNMENT

President Glass announced that the next IAA Board meeting is scheduled for March 17, 2017. There being no further business, the meeting was adjourned at 8:59 a.m.

IAA TERMINAL & CAMPUS OPTIMIZATION PROGRAM – IAA BOARD STUDY SESSION, NORTH CONFERENCE ROOM – LEVEL 4

Next, IAA Board members reconvened in the IAA’s North Conference Room at 9:18 a.m., for a study session, which entailed a presentation of potential concepts for terminal and campus optimization. A video was also shown regarding concepts and ideas to create a “Sense of Place”. The study session adjourned at 10:55 a.m.

INDIANAPOLIS AIRPORT AUTHORITY *

By: _____
Barbara L. Glass, President

By: _____
Alfred R. Bennett, Secretary

DATED: _____

* Signed under authority of IAA Board Resolution #3-2016



Board Memo – Disadvantaged Business Enterprise Policy

To: IAA Board of Directors

From: Holli Harrington, Director, Supplier Diversity

Date: March 7, 2017

Board Date: March 17, 2017

Subject: Disadvantaged Business Enterprise Policy – Resolution No. 3-2017

Background

The Indianapolis Airport Authority (“IAA”) has established a Disadvantaged Business Enterprise (“DBE”) Program in accordance with regulations of the U.S. Department of Transportation (“USDOT”), 49 Code of Federal Regulations (“CFR”) Part 26. The Authority has received Federal financial assistance from the USDOT greater than \$250,000 per federal fiscal year, and, as a condition of receiving this assistance, the Authority has signed an assurance that it will comply with 49 CFR Part 26 which outlines the engagement of DBE’s on federally funded projects.

The Authority is committed to increasing participation with bona fide small firms, owned and controlled by a socially and economically disadvantaged individual(s), certified to participate as DBEs in USDOT federally assisted programs. USDOT DBE regulations require transportation agencies that receive USDOT financial assistance, to establish goals for the participation of DBEs. Each USDOT-assisted transportation agency is required to establish DBE goals, and review the scopes of anticipated large prime contracts throughout the year and establish contract-specific DBE subcontracting goals.

This revision of the DBE Policy incorporates the current 3-Year Overall DBE Goals (2017-2019) (“Triennial DBE Goal”) as submitted and approved by the Federal Aviation Administration (“FAA”).

Recommendation

Please consider for approval adoption of Resolution No. 3-2017, updating the IAA DBE Policy which coincides with the Triennial DBE Goal update as required by the FAA DBE Reporting Requirements for Airport Grant Recipients. This replaces Resolution 3-2013 as policy.

**IAA Board Meeting
General Agenda
March 17, 2017**

General:

- BP2017-03-02** **Consider, for approval,** Silver Foam’s FTZ Operator Amendment #2 and the issuance of a Grantee Concurrence Letter, as supported by the Greater Indianapolis Foreign Trade Zone Board at their February 28, 2017, meeting.
- BP2017-03-03** **Consider, for approval,** a Development Agreement with Holladay Properties Services Midwest, Inc. for development services of Parcels 2 through 6 according to the terms and conditions described therein.
- BP2017-03-04** **Consider, for approval,** the Memorandum of Understanding for Annexation with the Town of Danville and authorize the Executive Director to execute the Memorandum of Understanding.

Capital:

- BP2017-03-05** **Consider, for approval,** the procurement of the PARCS OPUS hardware and Build 19 software upgrade through Evens Time Inc. in an amount not to exceed \$1,893,015, and an annual maintenance agreement with Evens Time totaling \$1,382,190 over the next six (6) years.
- BP2017-03-06** **Consider, for approval,** Plans and Specifications and authorize the public bidding process for the Cargo Apron Utility Corridor Relocation Project at Indianapolis International Airport as prepared by Kimley-Horn.
- BP2017-03-07** **Consider, for approval,** Plans and Specifications and authorize the public bidding process for Runway 16-34 Joint Replacement and Repairs at Indianapolis Regional Airport as prepared by Durham Engineering.
- BP2017-03-08** **Consider, for approval,** Amendment No. 1 to the contract with Hunt Construction Group, Inc. for Garage Atrium Canopy Replacement & Addition of a Glass Enclosure Wall at the Indianapolis International Airport for funds reallocation of \$5,000.00 and an extension of time.



**BOARD MEMO – SILVER FOAM DISTRIBUTING COMPANY
FTZ OPERATOR AMENDMENT**

To: IAA Board of Directors
From: Marsha Stone, Sr. Director of Commercial Enterprise
Date: February 28, 2017
Board Date: March 17, 2017
Subject: Silver Foam Distributing Company, Foreign Trade Zone Operator Amendment #2

Background

The Indianapolis Airport Authority (IAA) is the Foreign Trade Zone (FTZ) “Grantee” representing central Indiana communities. In 1981, IAA created a separate company, the Greater Indianapolis Foreign Trade Zone, Inc. (GIFTZ), a not-for-profit 501C (6), to administer the FTZ program.

FTZ Operator Silver Foam Distributing Company (Silver Foam) is a company that focuses on the distribution of domestic and import beer to Canada. The company is currently shipping to 28 U.S. States and 7 Canadian provinces.

Silver Foam is located at: 5918 East 34th State, Indianapolis, IN and is requesting to expand its FTZ space from 22,500 sq. ft. to 47,830 sq. ft.

This expansion requires an Amendment to their existing FTZ Operator Agreement previously executed on May 15, 2015, along with the issuance of a Grantee Concurrence Letter to be filed with the Foreign-Trade Zones Board, Washington, D.C.

The GIFTZ Board concurred with Silver Foam’s request at their meeting held on February 28, 2017.

Scope

The GIFTZ Board supports the IAA Board’s execution of the FTZ Operator Amendment #2 and issuance of a Grantee Concurrence Letter.

Schedule

March 17, 2017: Execution of the FTZ Operator Amendment #2 and Grantee Concurrence Letter.
March 20, 2017: Application Submitted to FTZ Board for approval.
April 16, 2017: Anticipated Approval from the FTZ Board.

Revenue and/or Operating Cost Implications

Revenue:

Revenue will increase from \$24,000 to \$30,000/annum.

Operating Costs:

The GIFTZ has no additional costs.

Supplier Diversity Participation

Not applicable.

Recommendation

Consider for approval Silver Foam's FTZ Operator Amendment #2 and the issuance of a Grantee Concurrence Letter, as supported by the Greater Indianapolis Foreign Trade Zone Board at their February 28, 2017, meeting.



BOARD MEMO – DEVELOPMENT AGREEMENT

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: March 16, 2017 (Updated)

Board Date: March 17, 2017

Subject: Development Agreement – Holladay Properties

Background

The IAA issued a Request for Proposals for Master Land Development on April 20, 2015 (the “RFP”) for services desired by the IAA in connection with the leasing or selling of undeveloped parcels of land. One of the results of the RFP, the IAA selected Holladay Properties (Holladay) and executed a development agreement dated February 19, 2016 for the purpose of establishing the feasibility of the development of and creating a development plan for the areas known collectively as Parcels 2 through 6 as shown on Exhibit A (the “Development Property”). Those attributes / requirements of Holladay in this first phase of the development agreement have been accomplished over most of year 2016.

As a required second step in this process, Staff is bringing forward the next phase of this subject matter with Holladay in the form of a “Development Agreement” which provides a means for Holladay to be compensated for the continued services to the IAA to facilitate the development of the Development Property in a transformational way, with tenants and End Users from, but not limited to, the aerospace and advanced manufacturing industries, and/or highly skilled logistics End Users, as well as End Users whose businesses contributes or supports the foregoing activities.

Note: An End User is defined either as the buyer of real estate or the lessee in a lease transaction.

Scope

This Development Agreement outlines how Holladay will be compensated on its successes. Success is defined as bringing new development opportunities to IAA and grants Holladay exclusive marketing rights to Parcels 2 through 6, including:

- Negotiate direct sales of all or portions of the Development Property and/or ground leases of the Development Property between the IAA and the End User, subject to the determination by the IAA in its sole discretion that such sales or leasing is in the best interest of the IAA; and
- Provide support to End Users in consultation with and as directed by the IAA for the design and construction of improvements on the Development Property, as well as to obtain any entitlements or incentives that might be available for improvements and projects on Development Property.
- Prepare necessary easements and covenants governing the use and operation of the Development Property (the “Declaration”) upon terms and conditions the IAA determines, in its sole discretion, to be in the best interest of the IAA.

Holladay will provide full time staffing in the marketing and development of Parcels 2 through 6. Of note, although Holladay has the marketing rights for Parcels 2 through 6, Holladay does not control exclusive development rights. Any developer has the right to develop on these Parcels so rather than working directly with the IAA Staff, the developer would work with Holladay.

For services rendered to the IAA by Holladay, compensation is as follows:

1. Sale Transactions (Development Property to be controlled by End User). During the first five (5) years of the Term, Holladay will receive a fee at the closing on the sale of Development Property in the amount of 10.5% of the sales price. Subsequent to the first five (5) years of the Term, beginning in year six (6), Holladay will receive a fee at the closing on the sale of Development Property in the amount of 12% of the sales price. Holladay will be responsible for payment of all third party brokers’ fees and commissions up to 3% of the sales price.
2. Sale Transactions (Development Property to be controlled by Holladay). Holladay will receive a fee at the closing on the sale of Development Property in the amount of 6% of the sales price for the Development Property. Holladay will be responsible for payment of all third party brokers’ fees and commissions up to 3% of the sales price. This same fee structure would apply in the event that Holladay engages an End User who selects a parcel outside of the Development Property but on other IAA-owned land, and results in an IAA approved sale transaction agreement.
3. Lease Transactions (Development Property to be controlled by End User). Holladay will receive a fee upon the commencement date of the land lease in the greater amount of 10.5% of the market value of the land that is leased or 6% of the value of the annual lease rate over the first ten (10) year period of the lease term. Holladay will be responsible for payment of all third party brokers’ fees and commissions up to 3% of the value of the transaction.

4. Lease Transactions (Development Property to be controlled by Holladay). Holladay will receive a fee upon the commencement date of the land lease in the greater amount of 6% of the market value of the land that is leased or 6% of the value of the annual lease rate over the first ten (10) year period of the lease term. Holladay will be responsible for payment of all third party brokers' fees and commissions up to 3% of the value of the transaction. This same fee structure would apply in the event that Holladay engages an End User who selects a parcel outside of the Development Property but on other IAA-owned land, and results in an IAA approved sale transaction agreement.

5. Development Services. The Development Agreement also provides an avenue for the IAA which, in its sole discretion, from time-to-time may need / require the services of Holladay as a project / construction manager. IAA and Holladay agree to negotiate in good faith to derive a "Development Fee" based upon a percentage of the Project Costs in the instance where Holladay serves as the Project/Construction Manager for an End User's development project. The goal of the Development Services is to provide oversight to the End User development that otherwise would be handled by IAA Planning & Development Staff or other third party project management firms. Should Holladay control the development, this type of fee is built into the development project therefore, no fees would be due from the IAA.

Developer will, at its sole cost and expense, provide all staff, office space and supplies necessary to provide the development services, as well as all local and out of town travel and other out-of-pocket expenses during the Term. No monies used by Holladay in furtherance of this Development Agreement are otherwise reimbursable by the IAA. All land sale and lease transactions are subject to approval by the IAA Board of Directors.

Schedule

March 17, 2017	Holladay Development Agreement for IAA Board approval and execution.
March 17, 2022	Holladay eligible to exercise 1 st Option Term if Initial 5-year Term Development Milestones achieved by Holladay
March 17, 2025	Holladay eligible to exercise 2 nd Option Term if 1 st Option Term Development Milestones achieved by Holladay
March 17, 2028	Holladay eligible to exercise 3 rd Option Term if 2 nd Option Term Development Milestones achieved by Holladay
March 17, 2031	Development Agreement terminates (if not before)

Term/Renewal Options/Adjustments

The initial term of the Development Agreement will be for five (5) years commencing on the Effective Date. Holladay is eligible to extend the Development Agreement for three (3) additional option terms of three (3) years each provided that Holladay achieves the development milestones described below:

5-year Term Development Milestone

Minimum of:

- Development of 25 acres; or
- 2 End Users

1st Option Term Development Milestone

Minimum of:

- Development of 50 additional acres; or
- 4 additional End Users

2nd Option Term Development Milestone

Minimum of:

- Development of 100 additional acres; or
- 6 additional End Users

Additionally, the IAA may terminate without cause, the Development Agreement on and after twenty four (24) months following the Effective Date with a sixty (60) day advanced written notice to Developer at no cost to the Authority.

Revenue

IAA will receive revenue during the term of this Development Agreement according to the terms of each individual transaction, the exact amount of which will be determined at that time. Each specific transaction, whether sale or lease will come before the IAA Board for approval.

Budget

The IAA and Developer will work in partnership to create an infrastructure budget for the Development Property for infrastructure capital investments the IAA determines to be necessary for the marketability and development of the Development Property. In addition, as the Development Property is developed, any additional infrastructure capital investments not paid for by an End User may be undertaken by the IAA, in its sole discretion.

The Infrastructure Budget shall be reviewed at least annually by the IAA and Developer and modified as needed based on End User development agreements and leases approved by the IAA as provided in this Agreement.

Supplier Diversity Participation

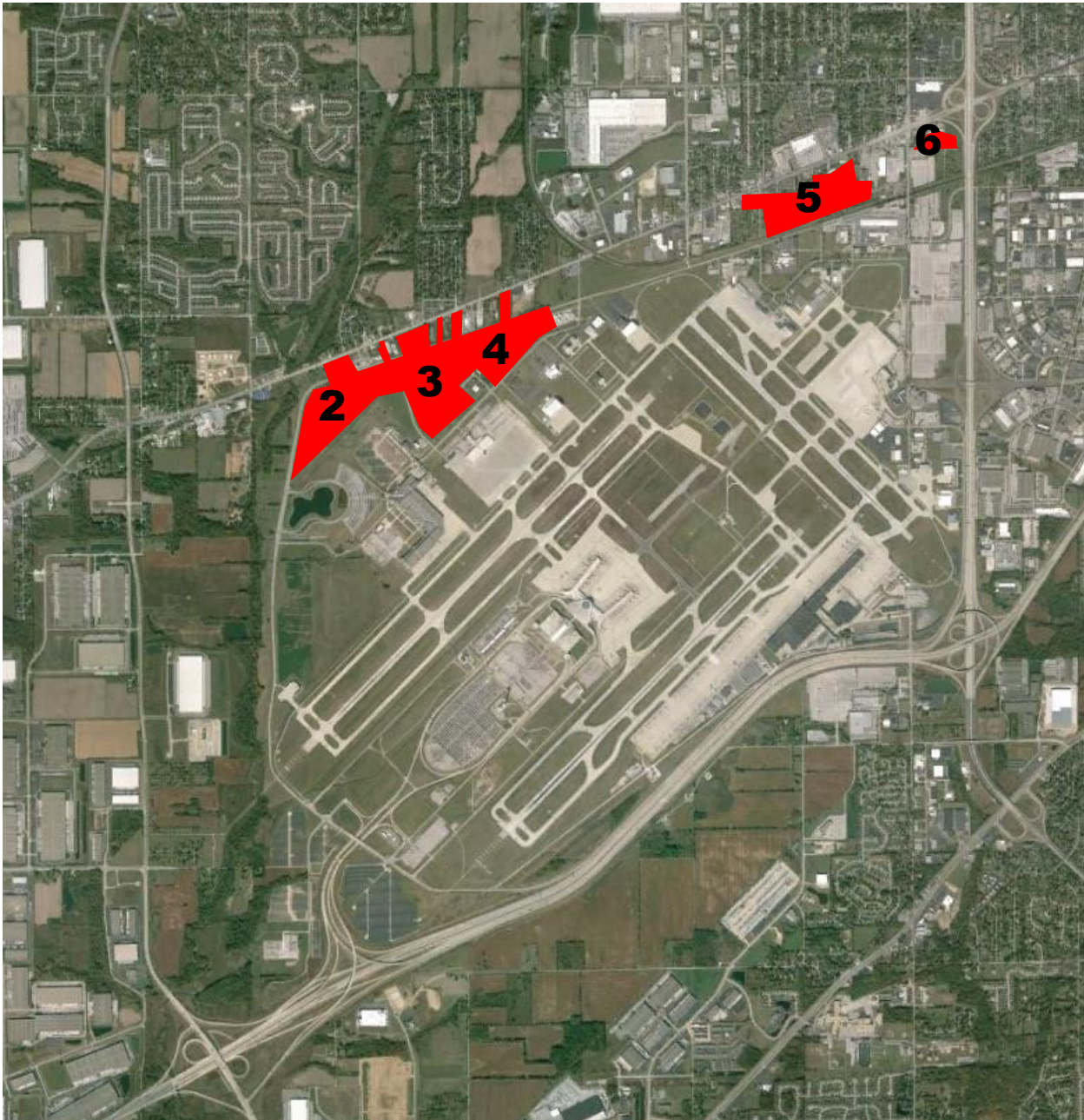
Not applicable.

Recommendation

The IAA Staff recommends the Board consider for approval a Development Agreement with Holladay Properties Services Midwest, Inc. for development services of Parcels 2 through 6 according to the terms and conditions described therein.

Exhibit A

Development Property Map of IAA-owned property





Board Memo – Approval of MOU with Danville for Hendricks County Airport

To: IAA Board of Directors

From: Mike Medvescek
Senior Director of Operations and Public Safety

Date: February 10, 2017

Board Date: March 17, 2017

Subject: Approval of MOU with Town of Danville for Hendricks County Airport
(Annexation of Hendricks County Airport and access to Danville Water)

Background

The Town of Danville (“Town”) has extended its water utility service along County Road South 300 East, which will enable the IAA’s Hendricks County Airport to access the Town’s water utility. Current water availability at the Airport is provided by a well and it has always been the development plan of the Airport, endorsed by the Hendricks County Airport Advisory Committee, chaired by Al Bennett, to connect the Airport to the Danville water utility service. The Town has maintained a policy that water service could only be provided to those properties that are located within the boundaries of the Town; the Hendricks County Airport is not located within the Town limits.

In 2014 the Town planned to file an involuntary petition to annex the Airport into the Town, however, due to changes in the annexation statute relative to involuntary annexation procedures, which essentially made the process more complicated, the Town requested in late 2015 that the IAA file a voluntary petition for annexation.

The Petition was prepared, submitted to the IAA Board for approval, and submitted to the Town. Annexation into the Town has been delayed because a railroad line is located within the area to be annexed.

IAA staff, in view of the priority to connect to the Town’s water utility, requested that the Town consider waiving its policy that required the Airport to be annexed into the Town before the

Airport could be connected to the water utility. The Town agreed to waive its policy provided that the IAA agree not to withdraw its Annexation Petition after the water connection was completed and to pay the Town's estimated costs to pursue annexation in the amount of \$13,000.00.

The Town and IAA staff have negotiated a Memorandum of Understanding for Annexation which is being presented to the IAA Board for review and acceptance. The IAA staff requests that the Executive Director be authorized to execute the Memorandum of Understanding.

Scope

The Memorandum of Understanding for Annexation provides that the IAA will pay the Town a non-refundable Application Fee in the amount of \$13,000.00 upon execution of the Memorandum and to reimburse the Town for its reasonable out-of-pocket expenses, including reasonable attorney's fees incurred by the Town with respect to IAA's annexation request and professional fees incurred for the preparation of a fiscal plan that exceed \$13,000.00. Unless the annexation is disputed, the Town informed the IAA that the only remaining expense to the IAA is for postage related to the annexation, which is estimated to cost several hundred dollars. If there is a challenge to annexation, the IAA will also need to hire its own attorneys to defend against the challenge.

The Town agrees to allow the IAA to connect the Hendricks County Airport to the Town's water utility prior to the annexation procedures being completed.

Budget

The project is expected to cost: \$13,000.00 plus costs of postage related to the annexation, and will be funded through the IAA operating budget.

Schedule

The Town approved the Memorandum of Understanding at its February 2017 meeting.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following: Not Applicable.

Recommendation

The IAA staff recommends that the IAA Board consider for approval the Memorandum of Understanding for Annexation with the Town of Danville and authorize the Executive Director to execute the Memorandum of Understanding.



BOARD MEMO – CONTRACT APPROVAL

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: March 1, 2017

Board Date: March 17, 2017

Subject: Award of Contract to Evens Time for Procurement of PARCS Hardware, Software, and Annual Maintenance.

Background

The current Amano McGann PARCS (Parking Access Revenue Control System) at Indianapolis International Airport (IND) was installed at the inception of the new terminal in 2008. Amano McGann was the brand manufacturer chosen through a competitive RFP process. Evens Time is the local WBE certified distributor and maintenance provider of the Amano McGann PARCS. The PARCS hardware has become very worn through heavy usage (more than 1.48M annual transactions) and replacement parts for the current hardware are becoming obsolete. This has resulted in a higher frequency of malfunctions and customer inconvenience. The software is outdated and warrants an upgrade. The software technology has become much more advanced with improved functionality.

Through a competitive RFI process, Walker Parking was selected and approved at the June 2016 Board Meeting to support staff in reviewing its PARCS strategy. Walker Parking conducted a thorough analysis of the existing equipment and studied the IAA PARCS needs. The analysis of current equipment confirms that an immediate upgrade is necessary to maintain a high level of customer service to our users and to address the numerous malfunctions and lack of replacement parts. The current PARCS is not EMV (Europass MasterCard Visa) ready or able to process chip cards for improved credit card security.

Walker Parking provided a strong recommendation to the IAA to upgrade the current Amano McGann AGP line to the new Amano McGann OPUS line through a sole source procurement. As Evens Time is the only authorized Amano McGann distributor and maintenance provider in the surrounding area, this purchase qualifies as a sole source procurement and was deemed the most prudent procurement methodology given the many benefits to the IAA. Upgrading the current Amano McGann PARCS system has significant advantages, rather than procuring an entirely new system:

- Amano McGann is a market leader for PARCS with excellent reporting capabilities.
- Reliable hardware equipped with advanced functionality for future technology.
- Evens Time provides strong local maintenance and support.

- Significant cost savings through utilizing existing infrastructure.
- Seamless transition to new version with no loss of revenue or negative impact to customers, given that Parking represents almost 50% of IAA’s non-airline revenue and one of the most significant areas of customer impact and volume of activity.
- Maintain existing frequent parker program functionality with 12,000+ active parkIND members and parking cards with our current system.
- Maintain 5,000+ parking access cards for employees and other users in our current system.
- Maintain QlikView financial reporting capabilities and historical data.

Scope

This project is for the upgrade and ongoing maintenance of the AGP Amano McGann hardware and Build 18 software. This upgrade provides the most current OPUS hardware and Build 19 software. This upgrade includes cutting edge, feature rich hardware and PCI compliant software. The old hardware will be replaced with minimal impact to parking passengers and installed to meet the Walker Parking recommended specifications. This upgrade encompasses the Terminal Garage, Park & Walk Lot, Employee Lot, Economy Lot, Taxi Lounge, and Taxi Que. The campus wide Build 19 software upgrade will be implemented prior to the hardware installation per the Walker Parking specifications.

The service (maintenance) agreement will provide labor, material, equipment, reporting and software support necessary to conduct preventative maintenance and repairs for the IAA’s PARCS equipment. Evens Time’s annual maintenance agreement will ensure the PARCS equipment and software are being maintained at the defined service and performance levels outlined in the agreement.

Budget

This capital project was included in the 2017 capital budget for \$1,940,000, but is currently estimated at a total Phase 1 cost of \$2,043,015. This project exceeds budget by \$103,015. This increase in the project budget will be accommodated through cost savings in other approved Capital Projects. The PARCS Upgrade will accommodate the revenue controls and reporting system supporting a Parking operation generating more than \$50 million annually.

Phase 1 Capital Costs:

Evens Time (PARCS OPUS hardware/Build 19 software)	\$1,893,015
Walker Parking – consultation/design/testing	\$ 150,000
TOTAL PHASE 1 CAPITAL COSTS	\$2,043,015

Phase 2 of this project to implement license plate recognition for heightened security, revenue control and customer service will be proposed in the 2018 capital budget; currently estimated at \$700,000.

Operating Cost:

Evens Time provides on-site maintenance support to IAA for the Amano McGann hardware and software. The maintenance agreement with Evens Time covers a period of six (6) years with set pricing that is lower than current pricing in the initial five (5) years. The maintenance agreement was negotiated at the same time as the upgrade to leverage reduced costs and more comprehensive service requirements. There is a warranty discount for the first year after substantial completion of the hardware and software upgrade. Once Phase 2 implementation of the license plate recognition (LPR) equipment and software is substantially completed, the maintenance agreement will be renegotiated to cover the LPR system. The annual on-site maintenance support cost including an on-site technician, is reflected in the schedule below and included within the 2017 IAA Operating Budget and subsequent years’ budget projections:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Total	\$181,647	\$235,640	\$235,474	\$238,708	\$241,466	\$249,255	\$1,382,190

Schedule

Upon notice to proceed with a signed agreement, the OPUS hardware and Build 19 software will be ordered. Build 19 software will be received within 12 weeks from order including IAA specified customizations and factory acceptance testing. The software will be installed via IAA IT approved virtual servers that run simultaneously with current software. The OPUS Hardware has a lead time of 12 weeks that also includes factory acceptance testing and IAA approval. Hardware installation is a 12 to 16-week installation timeframe. Installation of hardware will begin in the outer lots working towards the Terminal Garage. Completion of the installation and Walker Parking final specification acceptance is scheduled for November 2017.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

FIRM	AMOUNT			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Evens Time, Inc.	\$0	\$1,893,015	\$0	0.0	100.00	0.0
Totals	\$0	\$1,893,015	\$0	00.00	100.00	00.00

Recommendation

The IAA staff recommends that the IAA Board consider for approval the procurement of the PARCS OPUS hardware and Build 19 software upgrade through Evens Time Inc. in an amount not to exceed \$1,893,015, and an annual maintenance agreement with Evens Time totaling \$1,382,190 over the next six (6) years.



BOARD MEMO - PLANS AND SPECIFICATIONS APPROVAL

To: IAA Board of Directors

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

Date: March 7, 2017

Board Date: March 17, 2017

Subject: Approval of Plans and Specifications and Authorize the Public Bidding Process for Cargo Apron Utility Corridor Relocation Indianapolis International Airport (Project No. I-17-004)

Background

A proposed FedEx Cargo Apron Expansion Project will develop the existing grass utility corridor to include a new service road (southwest of the main cargo sort building) and additional staging area for Ground Service Equipment. In order for this expansion and pavement work to occur, the IAA will lower and relocate the various utilities in the vicinity of the expansion project.

On January 20, 2017, the IAA Board approved a contract with Kimley-Horn to perform the engineering design work associated with this project.

On February 17, 2017, Delegation of Authority to the IAA Executive Director was granted by the IAA Board to approve and execute a contract with the lowest responsive and responsible quoter for the installation of temporary aircraft operation area (AOA) security fencing to allow the utility work to occur outside the AOA.

This action seeks Board approval of plans and specifications and authorizes the Public Bidding Process for the utility work to be performed by the IAA.

Scope

This proposed Construction Contract at the Indianapolis International Airport will provide for the relocating, lowering and installation of infrastructure located within the existing utility corridor and, upon completion, will allow FedEx to start construction of the Ground Service Equipment and Tug Road project, which is part of the 111K FedEx Expansion.

Budget

Total construction package is estimated between \$500,000.00 and \$1,000,000.00. The range is established per Federal Acquisition Regulation Subpart 36.2.

This project will be 100% Airport cash funded.

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

Schedule

The schedule for the Cargo Apron Utility Corridor Relocation at the Indianapolis International Airport is as follows:

Advertisement of Opportunity to Bid: March 21, 2017 and March 28, 2017

Pre-Bid Meeting: Date: March 30, 2017 Time: 11:00 AM Location: 4th Floor Board Room

Bid Opening: Date: April 20, 2017 Time: 3:00 PM Location: 4th Floor Board Room

Contract award is anticipated May 19, 2017 and the substantial completion is expected to be October 10, 2017.

Supplier Diversity Participation

The Director of Supplier Diversity established the following participation goals: MBE 15%, and WBE 10%, VBE 3%.

Recommendation

The IAA staff recommends the IAA Board consider for approval Plans and Specifications and authorize the public bidding process for the Cargo Apron Utility Corridor Relocation Project at Indianapolis International Airport as prepared by Kimley-Horn.



BOARD MEMO – PLANS AND SPECIFICATIONS APPROVAL

To: IAA Board of Directors

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

Date: March 7, 2017

Board Date: March 17, 2017

Subject: Approval of Plans and Specifications and Authorize the Public Bidding Process for Runway 16-34 Joint Replacement and Repairs at Indianapolis Regional Airport (Project No. C-16-044)

Background

Runway 16-34 at Indianapolis Regional has begun to deteriorate and requires significant repairs to extend the useful life. The runway pavement was constructed in 1984 and no major repairs have been completed.

Joint replacement & repairs are consistent with the strategic plan to maintain Indianapolis Airport Authority (IAA) properties at a serviceable level, and is consistent with the pavement preventive maintenance program.

On April 1, 2016, the IAA issued a qualifications based Request for Proposals (RFP) per Federal Aviation Administration (FAA) requirements to select a designer for this project, and included three additional projects with similar requirements, with responses due on May 2, 2016. One proposal was received. The review committee determined Durham Engineering's proposal met this project's design requirements.

On June 17, 2016, the IAA Board of Directors executed a contract with Durham Engineering for the design of all four projects including this project, Joint Replacement & Repairs Runway 16-34 (Project No. C-16-044) at Indianapolis Regional Airport.

Scope

The pavement repairs for Runway 16-34 are anticipated to include concrete joint cleaning and resealing, partial and full depth spall repair, and panel removal and replacement.

Budget

Total construction package is estimated between \$250,000.00 and \$500,000.00. The range is established per Federal Acquisition Regulation Subpart 36.2.

The FAA AIP grant for this project was awarded on September 15, 2016.

The project is being undertaken to rehabilitate existing infrastructure integral to the continued safe operations of the airport and is anticipated to be grant funded. As a result of the critical nature of the repairs and the anticipated grant funding, this project is exempt under the Authority's hurdle rate policy and has not been subjected to an internal rate of return calculation.

Schedule

The schedule for the Runway 16-34 Joint Replacement and Repairs at the Indianapolis Regional Airport is as follows:

Advertisement of Opportunity to Bid: March 21, 2017 and March 28, 2017

Pre-Bid Meeting: Date: March 30, 2017 Time: 2:00 p.m. Location: 4th Floor Board Room

Bid Opening: Date: April 12, 2017 Time: 2:00 p.m Location: 4th Floor Board Room

Contract award is anticipated April 21, 2017 and the substantial completion is expected to be September 2017.

Supplier Diversity Participation

The Director of Supplier Diversity established the following participation goals:

DBE 18%, MBE 15%, and WBE 10%, VBE 3%.

Recommendation

The IAA staff recommends the IAA Board consider for approval Plans and Specifications and authorize the public bidding process for Runway 16-34 Joint Replacement and Repairs at Indianapolis Regional Airport as prepared by Durham Engineering.



Indianapolis Airport Authority

BOARD MEMO – AMENDMENT

To: IAA Board of Directors

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

Date: March 7, 2017

Board Date: March 17, 2017

Subject: Approval of Amendment No. 1 with Hunt Construction Group, Inc. for Garage Atrium Canopy Replacement & Addition of a Glass Enclosure Wall at Indianapolis International Airport (Project No. I-15-010)

Background

On September 17, 2015, the Board approved a contract with Hunt Construction Group, Inc. to provide construction management services for the rehabilitation of the parking garage atrium canopy and addition of a glass enclosure wall at the edge of the atrium opening on the 5th level of the garage. This project included modifications to the existing canopy steel framing, the removal and replacement of the existing tensile fabric canopy, the construction of the new glass enclosure wall, associated changes to the railing and walkway at the new wall, and temporary barriers and signage needed for the construction activities.

The primary reason for this amendment is a reallocation of fees in the Hunt Construction Contract. Hunt Construction Group’s existing contract has sufficient funds remaining to cover additional time needed for project close out services, however, the remaining funds must be reallocated from the “expenses” category to the “fees” category in the original contract’s Appendix B.

Additionally, a time extension is needed to ensure the construction manager is available to assist the IAA with final project close-out and verification of maintenance contract scope and warranty work items.

Scope

Hunt Construction Group will perform construction management services related to the project close-out document review associated with the project construction contracts.

Budget

There is no increase in the budget for this contract amendment. The amendment is to reallocate the remaining \$5,000.00 earmarked for “Expenses” to “Fees” in Appendix B of the contract.

Schedule

The contract term will be extended by Amendment No. 1 to January 31, 2018 allowing for verification of maintenance, warranty work items, and 10-month walk through.

Supplier Diversity Participation

There is no supplier diversity participation in this amendment.

Contract Summary to Date

Contract/Amendment & Execution Date	Service & Term	Amount	Diversity Participation %		
			MBE	WBE	VBE
Original Contract Sept. 17, 2015	Construction Management Term: 9/17/15 to 3/17/16	\$498,010.00	16.32%	0.00%	0.00%
Contract Total		\$498,010.00	16.32%	0.00%	0.00%

Recommendation

The IAA staff recommends that the IAA Board consider for approval Amendment No. 1 to the contract with Hunt Construction Group, Inc. for Garage Atrium Canopy Replacement & Addition of a Glass Enclosure Wall at the Indianapolis International Airport for funds reallocation of \$5,000.00 and an extension of time.