



Agenda  
Indianapolis Airport Authority  
July 18, 2014  
8:30 AM

- I. **Call to Order**
- II. **Approval of Minutes of the Pre-Board and Regular Meeting of June 20, 2014**
- III. **Ordinances, Resolutions and Public Hearings**
  - a) Public Hearing on **General Ordinance No. 4-2014** concerning the 2015 Indianapolis Airport Authority Budget. (*Robert Thomson to provide presentation on 2015 budget*)
  - b) Introduction of **General Ordinance No. 5-2014**, consolidating and restating Master Bond Ordinance No. 4-2002 as amended.
  - c) Introduction of **General Ordinance No. 6-2014**, authorizing the issuance and sale of one or more series of revenue bonds designated as 'Indianapolis Airport Authority Refunding Airport Revenue Bonds, Series 2014'.
- IV. **Board Reports**

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

Consider for approval the individual items listed on the IAA General Agenda dated July 18, 2014.
- VI. **Staff Reports**

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

*Next Meeting: Friday, August 15, 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 8:35 a.m., June 20, 2014, 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  
Alfred Bennett, Secretary  
Jean Wojtowicz, Member  
Jack T. Morton, Jr., Member  
Karen Caswelch, Member  
Philip C. Borst, Member  
Lynn T. Gordon, Advisory Member

Rex M. Joseph, IAA Board Counsel

**IAA executive staff attending:**

Mario Rodriguez, Executive Director  
Robert A. Duncan, Deputy Executive Director  
Mike Medvescek, Sr. Director of Operations  
Marsha Stone, Sr. Director of Commercial Enterprise  
Joseph Heerens, General Counsel  
Robert Thomson, Sr. Director of Finance  
Jamie Leap, Sr. Administrative Assistant/Recording Secretary

**APPROVAL OF MINUTES**

Upon a motion by Ms. Wojtowicz, seconded by Mr. Morton and unanimously passed, approval was given to the Minutes of both the Pre-Board and Regular Meetings of May 16, 2014.

**ORDINANCES, RESOLUTIONS AND PUBLIC HEARINGS**

President Wells introduced General Ordinance No. 4-2014, concerning the Indianapolis Airport Authority budget for 2015.

**BOARD REPORTS**

**President's Report**

President Wells welcomed Indianapolis Airport Authority's new Executive Director, Mr. Mario Rodriguez, who was attending his first IAA Board meeting.

## **OFFICIAL ACTIONS**

**INTRODUCTION AND APPROVAL OF THE INDIANAPOLIS AIRPORT AUTHORITY'S GENERAL AGENDA, DATED June 20, 2014:** 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:

**BP2014-06-1.** Upon a motion by Mr. Bennett, seconded by Ms. Caswelch and unanimously passed, approval was given to BP2014-06-1.

**BP2014-06-2.** Upon a motion by Ms. Caswelch, seconded by Ms. Wojtowicz and unanimously passed, approval was given to BP2014-06-2.

**BP2014-06-3.** Upon a motion by Mr. Morton, seconded by Mr. Bennett and unanimously passed, approval was given to BP2014-06-3.

**BP2014-06-4.** Upon a motion by Mr. Morton, seconded by Mr. Borst and unanimously passed, approval was given to BP2014-06-4.

**BP2014-06-5.** Upon a motion by Ms. Wojtowicz, seconded by Mr. Bennett and unanimously passed, approval was given to BP2014-06-5.

## **STAFF REPORTS**

### **Executive Director Report**

Mr. Rodriguez introduced Mr. Bob Duncan, IAA's Deputy Executive Director, who announced the 1<sup>st</sup> quarter's "Core Value" winners, which included Mr. Corey Mason of the Airport Police for the core value of Excellence, Mr. Robert Gyorkos of the Airport Police also for the core value of Excellence, Ms. Teresa Johnson of Human Resources for Customer Service Excellence, and Mr. Brian Eckstein of Guest Services for Leadership Excellence.

Mr. Rodriguez provided a brief report on the Airport's Charity Golf Outing held on June 17, 2014, in which 144 golfers representing 37 airport business partners participated. This event raised approximately \$8,100 for the USO of Indiana and Grace on Wings.

Mr. Rodriguez announced that there will be a celebration of Indianapolis International Airport winning ACI's prestigious award of "Best Airport in North America", which will be held in Civic Plaza at 10:30 a.m. on July 1, 2014. In attendance at the event will be the Deputy Mayor of Indianapolis, the CEO of Visit Indy, members of the City-County Council, and several IAA board members.

**ADJOURNMENT**

President Wells announced that the next IAA Board meeting is scheduled for July 18, 2014.

There being no further business, the meeting was adjourned at 8:43 a.m.

INDIANAPOLIS AIRPORT AUTHORITY\*

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Michael W. Wells, President

\_\_\_\_\_  
Alfred R. Bennett, Secretary

Date: \_\_\_\_\_

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



## BOARD MEMO – 2015 BUDGET ORDINANCE

To: IAA Board of Directors  
From: Robert Thomson, Sr. Director of Finance  
Date: July 2, 2014  
Board Date: July 18, 2014  
Subject: 2015 Budget Ordinance

Attached is the draft template of the 2015 Budget Ordinance 4-2014. At this time staff are still working through the final details of the 2015 Budget. This Budget Ordinance when adopted will set the maximum appropriation (expenditure) levels for 2015.

The budget process requires an Introduction, an Initial Hearing and presentation, and the Final Hearing and adoption of the Budget by August 31, 2014. The July 18, 2014 Board meeting will be the Initial Public Hearing on the Budget and a presentation will be given to the IAA Board at this time.

The 2015 Capital Improvement Fund Budget assumptions were reviewed in detail with the Finance and Audit Committee on June 20, 2014. The Airport System Fund Budget (which includes the Operating Budget) was reviewed in detail with the Finance and Audit Committee on June 23, 2014. Both budgets were approved as presented for recommendation to the IAA Board. The Final Hearing on the 2015 Budget will be held on August 15, 2014, at which time the Board will vote to accept or reject the 2015 Budget Ordinance.

The Indianapolis City-County Council (Council) requires the Board to accept the 2015 Budget Ordinance by August 31, 2014. The Council Municipal Corporations Committee will hold a hearing on September 15, 2014 to review the 2015 Budget and the Council will approve the budget on October 13, 2014.



## BOARD MEMO – INTRODUCTION OF BOND ORDINANCES

To: IAA Board of Directors

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

Date: July 10, 2014

Board Date: July 18, 2014

Subject: Introduction of General Ordinance No. 5-2014 and General Ordinance No. 6-2014

The Indianapolis Airport Authority is hereby introducing General Ordinance No. 5-2014 and General Ordinance No. 6-2014 (collectively, "Ordinances").

General Ordinance No. 5-2014 is a revised Master Bond Ordinance, consolidating and restating Master Bond Ordinance No. 4-2002, as amended.

General Ordinance No. 6-2014 is a supplement to the IAA's Master Bond Ordinance, authorizing the issuance by IAA of one or more series of additional revenue bonds to refund a portion of IAA's outstanding revenue bonds (the 2004A Revenue Bonds). IAA will use the Indianapolis Local Public Improvement Bond Bank as the conduit issuer.

The final public hearing on the adoption of the above-referenced Ordinances will occur at the IAA Board meeting scheduled for August 15, 2014, at which time the IAA's staff will present a summary of the anticipated financing.

IAA Board Meeting  
General Agenda  
July 18, 2014

General:

- BP2014-07-1** Consider for approval a contract with BKD LLP for the audit of the Indianapolis Airport Authority's financial statements for the year ending December 31, 2014 in an amount not to exceed \$122,000. MBE 12% (Thomas & Reed LLC), and WBE 0%
- BP2014-07-2** Consider for approval amendment #1 extending the dock master services agreement with Langham Airport Logistics, LLC for a three (3) year renewal term. WBE 100% (Langham Airport Logistics, LLC), MBE 0%, and VBE 0%

Capital Program:

- BP2014-07-3** Consider for approval Plans and Specifications for Project # I-14-004, Apron Storm Water Inlet Repairs, Phase I at Indianapolis International Airport, as prepared by Journey Engineering, LLC, and authorize the public bidding process
- BP2014-07-4** Consider for approval an award of contract for Parking Garage Improvements at Indianapolis International Airport, Project # I-13-027, to Structural Systems Repair Group, LLC in an amount not-to-exceed \$2,420,604.96 plus a 3% construction reserve of \$72,618.15 for a total not-to-exceed amount of \$2,493,223.11. Structural Systems Repair Group, LLC was the lowest responsive and responsible bidder. MBE 6.76% (Sexson Mechanical, Aztec WFR Inc., Net Quest Services), WBE 2.20% (Welling Inc.), and VBE 0.69% (Eagle Mechanical)
- BP2014-07-5** Consider for approval an award of contract for Eagle Hub Apron Rehabilitation at Indianapolis International Airport, Project # I-14-020, to Interstate Sealant & Concrete, Inc. in an amount not-to-exceed \$722,736.00 plus a 3% construction reserve of \$21,682.00 for a total not-to-exceed amount of \$744,418.00. Interstate Sealant & Concrete, Inc. was the lowest responsive and responsible bidder. DBE 85.91% (Interstate Sealant & Concrete, Indiana Sign & Barricade), MBE 0%, WBE 9.20% (Indiana Sign & Barricade, Protection Plus, Inc.), and VBE 0%

**BP2014-07-6**

Consider for approval a contract with Crawford, Murphy & Tilly, Inc. for Eagle Creek Airpark (EYE) Master Plan Update – Phase 1, Project # E-15-042, in an amount not-to-exceed \$308,500.00 (fees) and \$5,500.00 (expenses) for a total not-to-exceed amount of \$314,000.00. DBE 28.95% (Journey Engineering, VS Engineering, Infrastructure Engineering), MBE 18.74% (VS Engineering, Infrastructure Engineering), WBE 10.21% (Journey Engineering), and VBE 3.46% (Guidon Design)

**BP2014-07-7**

Consider for approval the purchase of a 3000 gallon ARFF vehicle from the Oshkosh Truck Corporation in the amount of \$861,532



## BOARD MEMO - 2014 TO 2017 EXTERNAL AUDIT

To: IAA Board of Directors

From: Jean Wojtowicz, Chair, Finance and Audit Committee

Date: June 23, 2014

Board Date: July 18, 2014

Subject: Contract with BKD LLP for the audit of the Indianapolis Airport Authority's financial statements for the four (4) years ended December 31, 2014 – 2017.

### **Background**

On November 19, 2010, the IAA Board approved a four (4) year contract with BKD LLP ("BKD") for the audit of the Indianapolis Airport Authority's financial statements. The contracted not-to-exceed financial terms of \$110,000 per year, were the result of both a competitive RFP process and subsequent negotiation.

After the completion of the 2013 audit work, IAA staff requested BKD to provide a fee proposal for the 2014-2017 fiscal year audits. Staff emphasized to BKD that their response should continue to include diversity participation and be market competitive.

Upon receipt of BKD's proposal, staff made recommendation and discussed with the FAC chair negotiating the fees proposed. The final negotiated fee structure represents a 1.75% compounded annual growth rate over the eight (8) year term.

### **Scope**

Approve the not-to-exceed contract for financial auditing services of the Indianapolis Airport Authority's financial statements and associated internal control and compliance reports as required under the U.S. Office of Management and Budget (OMB) Circular A-133 (Single Audit) by BKD, LLP. The contract amount for the year ended December 31, 2014 is \$122,000 with options to renew for the remaining three years at the following amounts:

2015	\$123,500
2016	\$125,000
2017	\$126,500

The IAA Internal Audit Department will continue to provide at least 200 hours of assistance in areas of the audit.

**Schedule**

Interim work for the 2014 audit will begin in October 2014, while final field work for the audit is scheduled to begin early February 2015 and continue through March 2015.

BKD LLP is committed to ensuring staff continuity on the IAA engagement, to providing partner oversight with airport audit experience and expertise, and to providing staff at all levels with governmental auditing experience.

**Supplier Diversity Participation**

The Diversity Director has approved the following for the 2014 audit:

FIRM	AMOUNT			%		
	DBE	MBE	WBE	DBE	MBE	WBE
Thomas & Reed LLC		\$14,640		0	12%	0

**Recommendation**

The Finance and Audit Committee recommends the Board consider for approval a contract with BKD LLP for the audit of the Indianapolis Airport Authority’s financial statements for the year ending December 31, 2014 in an amount not to exceed \$122,000. MBE 12% (Thomas & Reed LLC), WBE 0%, and VBE 0%.



## **BOARD MEMO – SERVICE AGREEMENT**

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: June 18, 2014

Board Date: July 18, 2014

Subject: Dock Master Service Agreement Amendment

### **Background**

Langham Airport Logistics, LLC (“Langham”) has been operating the terminal receiving dock since the new terminal opened. In the role of dock master, Langham schedules, receives and accounts for all deliveries to the terminal dock. Langham provides a daily receiving dock schedule to the security gate guards. Goods and merchandise intended for post-security tenants is further inspected per TSA regulations and distributed to various post-security locations.

The current agreement is the second agreement with Langham for dock master services. The first agreement was awarded by the Midfield Program Office team and the second agreement was awarded as a result of an RFP in 2011. The current agreement expires December 31, 2014 and provides the Authority the option to renew it for two (2) three-year (3-year) renewal terms.

### **Scope**

IAA staff seeks to exercise the first renewal term option via amendment #1 to the agreement thus extending the agreement through December 31, 2017. Langham would continue to provide services as specified in the current agreement.

### **Budget**

This is a Retail Department operating expense item. The agreement allows for the annual service fee to increase by 3%. Anticipated costs for the three (3) years of the renewal term are as follows:

2015	\$ 668,750
2016	688,813
2017	709,477
Total Fees Over Term	<u>\$ 2,067,040</u>

**Diversity Participation**

The Director of Supplier Diversity has approved the following:

FIRM	%			
	DBE	MBE	WBE	VBE
Langham Airport Logistics, LLC	0.00%	0.00%	100%	0.00%

**Recommendation**

The IAA staff recommends that the Board consider for approval amendment #1 extending the dock master services agreement with Langham Airport Logistics, LLC for a three (3) year renewal term. WBE 100% (Langham Airport Logistics, LLC), MBE 0%, and VBE 0%.



## **BOARD MEMO – PLANS & SPECIFICATIONS APPROVAL**

To: IAA Board of Directors

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

Date: June 18, 2014

Board Date: July 18, 2014

Subject: Approval of Plans and Specifications for Project # I-14-004, Apron Storm Water Inlet Repairs, Phase I at Indianapolis International Airport, and Authorize the Public Bidding Process

### **Background**

The Indianapolis International Airport (IND) Terminal Apron was constructed in 2007 and opened to aircraft in 2008. In 2013, an Indianapolis Airport Authority (IAA) maintenance employee noticed one of the 124 apron drainage inlets was broken. The apron area around the inlet was closed and the broken inlet was repaired.

An extensive assessment of the remaining 123 apron drainage inlets (apron inlets) was performed and identified that numerous apron inlets require corrective action.

The apron inlets will be repaired in two phases, Phase I in 2014 and Phase II in 2015. This Phase I of the project will repair 15 inlets identified as most critical to the safe operation of aircraft at IND. These inlets are exhibiting similar distresses to the one that failed and are in locations near the taxiway most likely to be crossed by aircraft. The Phase I apron inlet repairs all involve concrete work. Phase II of the project, anticipated for the 2015 construction season, will address the remaining inlets. The Phase II apron inlet repairs are anticipated to primarily consist of the addition of steel bars to improve the load transfer from the apron inlet grate to the surrounding concrete.

This project was approved for implementation by the Senior Management Team on August 26, 2013 to allow for investigation of the apron inlets condition and identification of repair options.

To expedite the repair of the 15 inlets critical to the operation of aircraft at IND, the IAA staff is pursuing two procurement options. There are currently two large airfield projects at IND involving concrete work into which this work could be change ordered within the 20% limit in the Indiana Code. Information has been presented to those contractors to obtain a change order proposal for the apron inlet repairs. If a competitive change

order proposal is not obtained, as evaluated against the engineer's estimate of cost, the project will be procured by competitive bid.

**Scope**

The scope of work includes full panel replacement, partial panel replacement, inlet grate structure replacement and joint sealing for concrete pavements containing storm water inlets on the Terminal Ramp A at IND as shown on the attached exhibit.

**Budget**

The Phase I construction package is estimated between \$100,000 and \$500,000. The range is established per Federal Acquisition Regulation Subpart 36.2.

Phase I of this project is included in the approved 2014 Capital Budget and funding for this project is 100% airport cash. Phase II has been added to the proposed 2015 Capital Budget.

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

**Schedule**

If a competitive change order is not received, the following bid schedule is proposed.

Advertisement of Opportunity to Bid:	July 18, 2014 and July 25, 2014
Pre-Bid Meeting:	July 24, 2014      3:00 pm      Building 60, Conference Room 1
Bid Opening:	August 5, 2014      1:30 am      Building 60, Conference Room 1

Contract award anticipated August 15, 2014 and the substantial completion date is expected to be November 2014.

**Supplier Diversity Participation**

The Director of Supplier Diversity established the following participation goals: MBE 25%, WBE 10%, and VBE 3%

**Recommendation**

The IAA staff recommends that the Board consider for approval Plans and Specifications for Project # I-14-004, Apron Storm Water Inlet Repairs, Phase I at Indianapolis International Airport, as prepared by Journey Engineering, LLC, and authorize the public bidding process.



**INDIANAPOLIS INTERNATIONAL AIRPORT**  
APRON STORM WATER INLET REPAIRS  
I-14-004A

- - STORM WATER INLET
- - PHASE I INLET REPAIRS





## **BOARD MEMO – BID AWARD**

To: IAA Board of Directors

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

Date: June 30, 2014

Board Date: July 18, 2014

Subject: Award of CIP/Project # I-13-027 to Structural Systems Repair Group, LLC for Parking Garage Improvements at Indianapolis International Airport

### **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. This project is part of the multi-year plan to protect the investment in the parking garage and its revenue stream.

This project was approved for implementation by the Senior Management Team on July 1, 2013; combining the 2013 and 2014 Capital Budget items. The initial contract for the 2013/2014 parking garage improvement design included a compilation of a rehabilitation recommendation report and cost estimates. The project scope and cost estimates in the initial report were presented to Senior Staff on November 25, 2013. The recommendations included increasing the project scope to include rehabilitation of the expansion joints in the elevated roadway, and the construction of a glass enclosure around the top level of the atrium to reduce infiltration of precipitation. On November 25, 2013, Senior Staff approved increasing the project budget by up to \$2,000,000 to add the additional improvements. The glass enclosure has been deferred to a future project to coincide with potential changes to the canopy structure currently under evaluation. The expansion joints in the elevated roadway are proceeding, but are able to be accomplished within the original budget.

On May 16, 2014, the Board approved Plans and Specifications for CIP/Project # I-13-027 – Parking Garage Improvements at Indianapolis International Airport and authorized the public bidding process.

On June 26, 2014, the IAA staff received three bids. The project contained a Base Bid and two alternate bid items. One bid was non-responsive, bidding only a portion of the

Base Bid work. Two complete bids were received for the Base Bid and one complete bid was received for the Base Bid plus Alternate 1 and 2.

Base Bid plus Alternate 1 and 2 can be accomplished with the original project budget and is the complete project. Structural Systems Repair Group, LLC was the lowest responsive and responsible bidder in the amount of \$2,420,604.96 for Base Bid plus Alternate 1 and 2.

In addition to the contract amount, IAA is requesting a construction reserve of 3% of the total contract amount for this project. A construction reserve of 3% has been previously approved by the Board on other projects and successfully implemented to ensure timely approval of minor changes necessary due to unforeseen conditions and circumstances. There are sufficient dollars within this project's budget to accommodate the funding of the 3% contingency for construction reserve. Any change orders exceeding the contract and construction reserve will be submitted to the Board for approval.

The other approved contract for this project is a professional services contract that was executed on August 16, 2013 for elements of initial design work on Parking Garage Improvements 2013/2014 with Parsons Brinkerhoff, Inc. by the Executive Director. On December 2, 2013 an amendment to the initial contract was executed by the Board to provide for the balance of the design services, bidding assistance, construction administration, project close-out services and supplemental construction inspection services to augment IAA staff. Contracting for inspection services provides the IAA with the necessary representation to manage this project without a long-term commitment to additional IAA staff.

Parsons Brinckerhoff, Inc. was selected through a Request for Proposals (RFP) from three firms with statements of qualifications on file for work in this specialty for the 2012 Parking Garage Project. The 2013/2014 design contract with Parsons Brinckerhoff, Inc. leverages their knowledge of the garage from the 2012 project.

### **Scope**

The major rehabilitation elements for the complete 2013/2014 Parking Garage Improvements project are anticipated to include concrete repairs, water proofing measures for the elevators, mechanical rehabilitation of certain elevator components, joint seal replacement at specified locations, stairway replacement for all six staircases surrounding the central atrium for the parking garage, cleaning and sealing of the stainless steel and rehabilitation of the elevated roadway expansion joints.

### **Budget**

This project is included in the approved 2014 Capital Program with spend of \$1,437,510.00 in 2013 and \$1,716,000.00 in 2014 for a total budget of \$3,153,510.00. The total bid of \$2,420,604.96 plus 3% construction reserve is \$2,493,223.11.

**Parking Garage Improvements 2013-2014 Budget**

Contract Amount (including 3% reserve)*	\$2,493,223.11
Design & Other Professional Services**	522,644.54
Construction Contingency (5.7%)	<u>137,642.35</u>
<b>Total Anticipated Project Costs</b>	<b><u><u>\$3,153,510.00</u></u></b>

\*Bid alternatives 1A, 1B, and 1C provide three alternative protective coatings for the stainless steel hand rails and panels in the parking garage. The specifications call for a mock-up of all three coatings to be created, with the IAA selecting the preferred option. As there is some price variation between options, the highest price coating is included in the contract award. If a different coating is chosen, it will result in a deduct change order to the project.

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

The funding for this project will be 100% Airport cash.

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**

Contract award anticipated July 18, 2014 with a substantial completion date of December 31, 2014.

**Supplier Diversity Participation**

The Director of Supplier Diversity has approved the following:

FIRM	AMOUNT			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Sexson Mechanical	\$ 37,400	\$ 0	\$ 0	1.55	0.00	0.00
Aztec WFR Inc.	106,100	0	0	4.38	0.00	0.00
Eagle Mechanical	0	0	16,800	0.00	0.00	0.69
Welling Inc.	0	53,300	0	0.00	2.20	0.00
Net Quest Services	20,000	0	0	0.83	0.00	0.00
<b>Totals</b>	<b>\$163,500</b>	<b>\$53,300</b>	<b>\$16,800</b>	<b>6.76</b>	<b>2.20</b>	<b>0.69</b>

**Recommendation**

The IAA staff has reviewed the bids and recommends that the Board consider for approval an award of contract for Parking Garage Improvements at Indianapolis International Airport, Project # I-13-027, to Structural Systems Repair Group, LLC in an amount not-to-exceed \$2,420,604.96 plus a 3% construction reserve of \$72,618.15 for a total not-to-exceed amount of \$2,493,223.11. Structural Systems Repair Group, LLC was the lowest responsive and responsible bidder. MBE 6.76% (Sexson Mechanical, Aztec WFR Inc., Net Quest Services), WBE 2.20% (Welling Inc.), and VBE 0.69% (Eagle Mechanical).



## **BOARD MEMORANDUM – BID AWARD**

To: IAA Board of Directors

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

Date: June 24, 2014

Board Date: July 18, 2014

Subject: Award of CIP/Project # I-14-020 to Interstate Sealant & Concrete, Inc. for Eagle Hub Apron Rehabilitation at Indianapolis International Airport

### **Background**

The former Eagle Hub at Indianapolis International Airport (IND), located on the north side of IND (see attached exhibit), was constructed in 1992, commissioned in 1993, and expanded in 1999. The United States Postal Service (USPS) ceased aircraft operations at their IND hub in August 2001. In late summer 2012, the Indianapolis Airport Authority (IAA) conducted a facility assessment of the Eagle Hub as part of its reversion from the USPS to IAA on November 30, 2012. This assessment noted deficiencies of the facilities caused by deferred maintenance by the USPS. The IAA and USPS negotiated a cash settlement for the deficiencies in lieu of repairing the deficient items.

To date, the apron has been used primarily for special events, diverted aircraft parking, remain overnight (RON) aircraft parking, and training. The apron will provide airfield support for reuse of the building. The IAA's 2012 Structural Evaluation of Airfield Pavements indicated the apron is in need of rehabilitation including joint sealing and spall repair.

This project was approved for implementation by the Senior Management Team on August 26, 2013.

On May 16, 2014, the Board approved plans and specifications for CIP/Project # I-14-020 – Eagle Hub Apron Rehabilitation and authorized the public bidding process.

On June 26 2014, the IAA staff received one bid. The project contained a base bid with project security or one base bid alternate to fence the project out of the airfield in place of project security. This contract consists of the base bid option using project security, as it was more economical, in the amount of \$722,736.00.

Interstate Sealant & Concrete, Inc. was the lowest responsive and responsible bidder in the amount of \$722,736.00 for the base bid, which is lower than the Engineer's estimate.

In addition to the contract amount, IAA is requesting a construction reserve of 3% of the total contract amount for this project. A construction reserve of 3% has been previously approved by the Board on other projects and successfully implemented to ensure timely approval of minor changes necessary due to unforeseen conditions and circumstances. There are sufficient dollars within this project's budget to accommodate the funding of the 3% contingency for construction reserve. Any change orders exceeding the contract and construction reserve will be submitted to the Board for approval.

Other approved contracts for this project are a professional services contract with Woolpert, Inc. (Woolpert) approved by the Executive Director on December 16, 2013 for field investigation and initial design, and an amendment by the Board on January 17, 2014 for preliminary and final design and construction administration. Woolpert was selected through a qualifications based request for proposals per Federal Aviation Administration (FAA) requirements.

**Scope**

The scope of this rehabilitation project includes crack repair, joint sealing and spall repair for concrete pavements associated with the Eagle Hub Apron at IND.

**Budget**

This project is included in the approved 2014 Capital Budget at a total cost of \$1,551,000.00 for Eagle Hub Apron Rehabilitation. The total bid plus 3% construction reserve is \$744,418.00.

**Project Costs**

Contract Amount (including 3% reserve)	\$ 744,418
Design & Soft Costs	199,974
Contingency (7%)	<u>50,592</u>
Total Anticipated Project Costs	\$ 994,984

The anticipated total project costs are below budget due to availability of IAA staff for inspection, flexibility to use lower cost of security escorts instead of fencing the project out of the airfield operations area (AOA), and favorable bids.

The funding for this project is expected to be 75% AIP grant funds and 25% Airport capital improvement funds.

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 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**

Contract award anticipated July 18, 2014 with a substantial completion date of November 2014.

**Supplier Diversity Participation**

The Director of Supplier Diversity has approved the following:

FIRM	AMOUNT				%			
	DBE	MBE	WBE	VBE	DBE	MBE	WBE	VBE
Interstate Sealant & Concrete	\$600,000	\$0	\$ 0	\$0	83.02%	0%	0%	0%
Indiana Sign & Barricade	20,870	0	20,870	0	2.89%	0%	2.89%	0%
Protection Plus, Inc.	0	0	45,600	0	0%	0%	6.31%	0%
<b>Totals</b>	<b>\$620,870</b>	<b>\$0</b>	<b>\$66,470</b>	<b>\$0</b>	<b>85.91%</b>	<b>0%</b>	<b>9.20%</b>	<b>0%</b>

**Recommendation**

The IAA staff has reviewed the bids and recommends that the Board consider for approval an award of contract for Eagle Hub Apron Rehabilitation at Indianapolis International Airport, Project # I-14-020, to Interstate Sealant & Concrete, Inc. in an amount not-to-exceed \$722,736.00 plus a 3% construction reserve of \$21,682.00 for a total not-to-exceed amount of \$744,418.00. Interstate Sealant & Concrete, Inc. was the lowest responsive and responsible bidder. DBE 85.91% (Interstate Sealant & Concrete, Indiana Sign & Barricade), MBE 0%, WBE 9.20% (Indiana Sign & Barricade, Protection Plus, Inc.), and VBE 0%.



**INDIANAPOLIS INTERNATIONAL AIRPORT**  
EAGLE HUB APRON REHABILITATION  
I-14-020





## **BOARD MEMO - CONTRACT**

To: IAA Board of Directors

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

Date: July 2, 2014

Board Date: July 18, 2014

Subject: Professional Services Contract with Crawford, Murphy & Tilly, Inc. (CMT) for Eagle Creek Airpark (EYE) Master Plan Update – Phase 1, Project # E-15-042

### **Background**

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

On March 24, 2014, the IAA issued a qualifications based Request for Proposals (RFP) to select a planner for this project. Six proposals were received. A review committee made up of five IAA representatives from engineering, properties, operations, procurement, and supplier diversity reviewed and ranked the proposals. On May 13, 2014, the committee conducted short-list interviews with the top three ranked proposers. Crawford, Murphy & Tilly, Inc. (CMT) was ranked highest by the committee to meet this project's requirements.

This project was approved for implementation by the Senior Management Team on March 3, 2014.

**Scope**

The scope of this project is to prepare a MP update for EYE including an updated ALP and summary report. The MP update will include coordination with key users, history and inventory of existing facilities, aerial imagery and FAA airport geographic information system (AGIS) data submission, aeronautical forecasts, facility requirements assessment, alternatives analysis, cost estimates for recommended improvements, and preparation of updated ALP drawing set. The MP update has been structured in two phases (1A and 1B) to accelerate the alternatives analysis to identify the ultimate location of Taxiway B and assess the impact of the revised FAA design standards earlier in the study process. This will allow the other detailed analysis to better support the preferred alternatives and allow more time for advanced coordination with the FAA on these alternatives under their new design standards. The MP update study deliverables will be an updated set of ALP drawings, submission of safety critical AGIS data to the FAA, and a summary report to document the analysis and support the recommendations shown on the ALP drawings including an executive summary brochure.

This study is being conducted as a Phase 1 MP so if there are any outcomes from Phase 1 that need further analysis, the IAA could pursue a Phase 2 and have it be eligible for grant funding. While the project is titled Airport Layout Plan Update in the Capital Budget it is being conducted as a Master Plan Update with a similar scope to be eligible for grant funding under current FAA eligibility.

**Budget**

This project is in the approved 2014 Capital Budget as a 2016-2017 Airport Layout Update. Due to the special grant requirement, it has been accelerated to a 2014-2015 project and is included in the proposed 2015 Capital Budget as a reforecast 2014-2015 project. This professional services planning contract is within the overall project budget of \$314,000.00.

Hourly Fee	\$ 308,500
Expenses	<u>5,500</u>
Total	\$ 314,000

The funding for this project is expected to be 90% FAA grant funds and up to 10% Airport capital improvement funds. The IAA will also be applying for a state grant from INDOT. When there are sufficient monies in the state budget, INDOT provides a grant up to 5% of the funding potentially reducing the Airport capital funding to as little as 5% of the project.

As a regulatory required project by the FAA and being 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 expected to begin on **Date of Execution** and conclude **January 31, 2016** to allow time for FAA review and approval of the ALP.

**Supplier Diversity Participation**

The Director of Supplier Diversity has approved the following:

FIRM	AMOUNT				%			
	DBE	MBE	WBE	VBE	DBE	MBE	WBE	VBE
Journey Engineering	\$31,500	\$ 0	\$31,500	\$ 0	10.21%	0.00%	10.21%	0.00%
VS Engineering	47,647	47,647	0	0	15.44%	15.44%	0.00%	0.00%
Infrastructure Engineering	10,173	10,173	0	0	3.30%	3.30%	0.00%	0.00%
Guidon Design	0	0	0	10,680	0.00%	0.00%	0.00%	3.46%
<b>Totals</b>	<b>\$89,320</b>	<b>\$57,820</b>	<b>\$31,500</b>	<b>\$10,680</b>	<b>28.95%</b>	<b>18.74%</b>	<b>10.21%</b>	<b>3.46%</b>

**Recommendation**

The IAA staff has reviewed the proposal and recommends that the Board consider for approval a contract with Crawford, Murphy & Tilly, Inc. for Eagle Creek Airpark (EYE) Master Plan Update – Phase 1, Project # E-15-042, in an amount not-to-exceed \$308,500.00 (fees) and \$5,500.00 (expenses) for a total not-to-exceed amount of \$314,000.00. DBE 28.95% (Journey Engineering, VS Engineering, Infrastructure Engineering), MBE 18.74% (VS Engineering, Infrastructure Engineering), WBE 10.21% (Journey Engineering), and VBE 3.46% (Guidon Design).



## **BOARD MEMO – ARFF REPLACEMENT**

To: IAA Board of Directors

From: Michael Medvescek, Sr. Director of Operations

Date: July 10, 2014

Board Date: July 18, 2014

Subject: ARFF (Aircraft Rescue Firefighting Vehicle) Replacement

### **Background**

This project replaces a 2002 model year, front line, 3000 gallon ARFF Vehicle with a high reach extendable turret.

The Federal Aviation Administration, in Part 139, requires an airport to be indexed based on the length and number of regularly scheduled passenger flights. This index then outlines minimum numbers of firefighting equipment and amount of extinguishing agent that an airport is required to provide. If the airport is not able to supply this fire coverage the air carrier operations is limited. Due to airport growth, the Indianapolis Airport purchased a fourth ARFF Vehicle in 2001, and kept a reserve, allowing the Airport's index to rise without emergency purchases of additional equipment.

An ARFF (Aircraft Rescue and Fire Fighting) Vehicle is a specialized truck that carries large amounts of water, foam and dry chemical fire extinguishing agents. Unlike other fire trucks, it is designed to fight hydrocarbon fuel fires. It has off road capabilities, as well as the ability to apply fire-fighting agents while the vehicle is in motion.

The Vehicle to be replaced is a 3000 gallon ARFF Truck delivered in 2002. A replacement plan was developed that spread the purchasing of ARFF Vehicles out over a 10-year period. This vehicle has been deferred twice from the FAA recommended 10 year ARFF Vehicle rotation cycle and was noted in the 2012 FAA Part 139 Inspection as an item recommended for replacement.

This project would include the purchase of a similar vehicle that meets the newest FAA, DOT and EPA motor vehicle standards. The current vehicle has systems that no longer have parts available and was not designed with backup systems that would allow the vehicle to remain in-service by FAA standards.

The current vehicle would be disposed of through the IAA online auction process.

Bid requests were sent out to known suppliers and advertised twice beginning June 14, 2014. There were two bidders, with the lowest and most responsible bid submitted by Oshkosh Truck Corporation.

### **Scope**

This project proposes to replace a front line ARFF vehicle with a 3000-gallon water capacity, 420-gallon foam concentrate capacity, 500 pounds of dry chemical firefighting agent, an extendable reach waterway and off road capabilities.

The proposed completion of the project would be within 300 days of the Notice to Proceed (NTP). Airport Operations will oversee the completion of the project for its duration.

### **Budget**

This project was included in the approved 2014 Capital Budget at a cost of \$1 million. The proposed project is AIP eligible for the base bid in the amount of \$777,552 and is anticipated to be grant funded at 75% with the remaining 25% funded from Authority cash. The alternate bid items, totaling \$83,980, are not covered by AIP funding, this results in total cost for replacement of the ARFF of \$861,532 and total grant funding of 67.7%.

This project is being undertaken to replace existing safety equipment that is regulated by the FAA, integral to the continued safe operation of the airport, and anticipated to be grant funded. As a regulatory required project by the FAA and being 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 bidder is allowed 300 days to deliver the vehicle after notice to proceed.

### **Supplier Diversity Participation**

While both out of state bidders provided some form of XBE participation, it has not been confirmed that any are on the list of IAA approved vendors

FIRM	AMOUNT			%		
	DBE	MBE	WBE	DBE	MBE	WBE
Oshkosh Truck Corp				0	0	0
Rosenbauer Minnesota LLC				0	0	0
<b>Totals</b>				0	0	0

**Recommendation**

The IAA staff has reviewed the bids and recommends that the Board consider for approval the purchase of a 3000 gallon ARFF vehicle from the Oshkosh Truck Corporation in the amount of \$861,532.