



Indianapolis Airport Authority
IAA Board of Directors Meeting Agenda
June 19, 2020
8:00 AM
Virtual Meeting via Webex

I. Call to Order

II. Approval of Minutes of the IAA Board’s Virtual Webex Meeting of May 29, 2020.

III. Ordinances, Resolutions and Public Hearings

- a) **Public hearing of General Ordinance No. 01-2020**, concerning an amendment to the 2020 Rates and Charges Ordinance, as more particularly described in said **BP2020-06-01**.
- b) **Consider for Approval General Ordinance No. 01-2020**, concerning an amendment to the 2020 Rates and Charges Ordinance as more particularly described in **BP2020-06-01**
- c) **Introduction of General Ordinance No. 2-2020**, concerning the Indianapolis Airport Authority’s budget for 2021, as more particularly described in **BP2020-06-02**.
- d) **Consider for approval and adoption of Resolution 10-2020**, authorizing the IAA’s quarterly interest billing calculations be suspended for 2020 through July 31, 2020, as more particularly described in **BP2020-06-03**.
- e) **Consider for approval**, adoption of **Resolution No. 11-2020**, authorizing the Amended and Restated GIFTZ By-Laws and Articles of Incorporation, as more particularly described in said **BP2020-06-04**.

IV. Board Reports

- a) Board President’s Report

V. Official Actions

Consider, for approval, the individual items on the **IAA General Agenda, dated June 19, 2020**.

VI. Staff Reports

- a) **Executive Director’s Report**
 - i. INDCares Information Campaign – Keith Berlen/Bill Stinson
 - ii. IAA’s Equity and Inclusion Report – Holli Harrington

VII. Other Reports/Update

- a) **Board Communications** *Next Meeting: Friday, July 17, 2020*

MINUTES
Board of Directors Meeting
Indianapolis Airport Authority

The Regular Meeting of the Indianapolis Airport Authority (IAA) Board was called to order at 9:02 am, on May 29, 2020, via virtual Webex.

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

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

IAA Executive Staff attending as panelists via Webex:

Mario Rodriguez, Executive Director
Keith Berlen, Sr. Director of Operations and Public Safety
Robert Thomson, Sr. Director of Finance
Lisa Bierman, IAA Board Liaison
Marsha Stone, Sr. Director of Commercial Enterprise
Jarod Klaas, Sr. Director of Planning and Development
Tenley Drescher-Rhoades, General Counsel
Rachel Stevens, Sr. Director of Human Resources

Board President Meeting Introduction:

President Glass announced that there is a quorum present, and the board meeting would proceed with a first and second motion to each agenda item. In the event that there would be any abstentions or negative votes regarding an agenda item, then there would be a roll call taken for that agenda item. President Glass asked Ms. Bierman, IAA Board Liaison, to proceed with a roll call vote of all Board Members to proceed with the protocol for the Board agenda items. Board Members unanimously passed and approved to proceed with the meeting in this fashion.

APPROVAL OF MINUTES

President Glass asked for a motion to approve the Board Meeting Minutes of April 24, 2020. Mr. Voorhies made the first motion for approval; Ms. Catchings seconded the motion. Board Members unanimously passed and approved the Meeting Minutes for the IAA Board Meeting held on April 24, 2020.

ORDINANCES, RESOLUTIONS AND PUBLIC HEARING

President Glass introduced Mr. Robert Thomson, Sr. Director of Finance, who introduced **General Ordinance No. 01-2020**, concerning an amendment to the 2020 Rates and Charges Ordinance, as more particularly described in said **BP2020-05-01**, outlining a new long-term aircraft parking rate and the reason this has come forward is the unprecedented need for long-term parking of aircraft across the nation. No vote was taken as this was only an introduction of the amendment. President Glass asked if there are questions or discussion. A discussion about the introduced General Ordinance followed.

Next, President Glass introduced Marsha Stone, Sr. Director of Commercial Enterprise, who introduced **Resolution No. 09-2020** concerning authorizing the lease amendments to Concession and Rental Car Operators, as more particularly described in **BP2020-05-02**. Upon a motion by Mr. Whetstone and seconded by Mr. McClamroch and unanimously passed, approval was given to **Resolution No. 09-2020**.

BOARD REPORTS

President Glass recognized Chief Richard "Rick" Gentry to honor and thank him for his 40 years of service with the Indianapolis Airport Authority with the Airport Fire Department. President Glass explained that during Chief Gentry's career he served as fire chief for 23 years. He began his fire service career serving four years in the U.S. Air Force where he received special aircraft rescue and firefighting training and ultimately assigned to the Fire Department at Grissom Air Force Base. His experience landed him a job here at the Airport Fire Department in 1980. During his career, the fire department consistently scored a zero discrepancies report from the FAA during their annual inspections of the Airport. Further, President Glass thanked Chief Gentry for his service, stated we will miss you, and we all hope you enjoy your retirement.

Next, President Glass announced for the record that the Board of Directors has received and filed the 2019 IAA sub-committee annual reports for the Finance and Audit Committee, Human Resources Committee, Reliever Airport Committee, and Terminal Optimization Committee.

OFFICIAL ACTIONS

INTRODUCTION AND APPROVAL OF THE INDIANAPOLIS AIRPORT AUTHORITY'S GENERAL AGENDA DATED May 29, 2020: President Glass introduced and then verbally described each of the individual items listed on the General Agenda.

BP2020-05-03 Upon a motion by Ms. Davis, seconded by Mr. Schleter and unanimously passed, approval was given to **BP2020-05-03**.

BP2020-05-04 Upon a motion by Mr. Gaither, seconded by Mr. Powers and unanimously passed, approval was given to **BP2020-05-04**.

BP2020-05-05 Upon a motion by Mr. Dillinger, seconded by Mr. Voorhies and unanimously passed, approval was given to **BP2020-05-05**.

BP2020-05-06 Upon a motion by Ms. Catchings, seconded by Mr. Whetstone and unanimously passed, approval was given to **BP2020-05-06**.

BP2020-05-07 Upon a motion by Mr. McClamroch, seconded by Ms. Davis and unanimously passed, approval was given to **BP2020-05-07**.

BP2020-05-08 Upon a motion by Mr. Schleter, seconded by Mr. Gaither, and unanimously passed, approval was given to **BP2020-05-08**.

BP2020-05-09 Upon a motion by Mr. Powers, seconded by Mr. Dillinger and unanimously passed, approval was given to **BP2020-05-08**.

STAFF REPORTS

Executive Director's Report

Mr. Mario Rodriguez, Executive Director, introduced Keith Berlen, Sr. Director of Operations and Public Safety who gave a brief COVID 19 Operations Update.

Next, Mr. Rodriguez announced the recent IAA Awards consisting of:

- Airports Council International-Airport Service Quality Awards 2019 Best Airport in North America (8th consecutive year and 9 years overall),
- American Council of Engineering Companies (ACEC) Indiana, 2020 Engineering Excellence Award/Grand Project Award for the Stormwater and Deicing Capacity Projects,
- Greater Indiana Clean Cities Coalition (Greater Indiana) 2020 Clean Air Champion, Electric Award

The IAA Board meeting is available to stream from this link:

[Play recording](#) (39 mins)

Recording password: QifJmUr7

Other Reports/Updates

None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:30 am.

INDIANAPOLIS AIRPORT AUTHORITY *

By: _____
Barbara Glass, President

DATED: _____

By: _____
Mamon Powers III, Secretary

* Signed under the authority of IAA Board Resolution #13-2017

DRAFT



Indianapolis Airport Authority

Board Memo – Amendment to 2020 Rates & Charges

To: IAA Board of Directors

From: Robert Thomson, Sr. Director for Finance

Date: June 12, 2020

Board Date: June 19, 2020

Subject: Amendment to 2020 Rates & Charges Ordinance

Scope

The Board of the Indianapolis Airport Authority (“IAA”) annually adopts an ordinance in order to implement a schedule of rates and charges for the use of the Airport’s facilities and services. General Ordinance 6-2019, establishing the rates and charges for 2020, was passed by the Board on November 15, 2019.

The COVID-19 pandemic has caused a drastic reduction in air travel to the extent that airlines have been forced to park many of their aircraft at various airports, including at Indianapolis International Airport (“IND”). General Ordinance 6-2019 does not provide for a rental fee for long-term parking of aircraft. The proposed General Ordinance 1-2020 would resolve the issue by establishing a fee for long-term parking. All public notices about the introduction and public hearing of this proposed Ordinance were properly published in the local newspapers, as required by Indiana law.

The long-term parking rate set forth by this proposed General Ordinance 1-2020, if approved, will go into effect immediately and provides for the following to be added to the current rates and charges as set forth in General Ordinance 6-2019:

- In Section III(B), a new paragraph 7 is added to provide for a \$50.00 fee per day, per aircraft, retroactive to March 13, 2020 when a state of emergency was declared by the President, for indefinite long-term parking at Aircraft Remote Parking Areas at IND as a result of the COVID-19 global pandemic and the subsequent drastic reduction in air travel.

Schedule

May 29, 2020	General Ordinance No. 1-2020 was introduced at the IAA Special Board Meeting
June 19, 2020	Public Hearing/Consideration for Adoption of said Ordinance

Revenue and/or Operating Cost Implications

The annual Rates & Charges Ordinance is the principal document to impose fees and charges for the use of the Airport’s facilities and services in support of the 2020 approved Operating and Capital Budgets of the IAA. The proposed long-term aircraft remote parking use fee is cost

recovery based as mandated by the FAA policy regarding the establishment of airport rates and charges.

Recommendation

IAA staff recommends IAA Board to consider the approval and adoption of the attached General Ordinance No. 1-2020.



BOARD MEMO – 2021 BUDGET ORDINANCE

To: IAA Board of Directors

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

Date: June 4, 2020

Board Date: June 19, 2020

Subject: 2021 Budget Ordinance

Attached is the draft template of the 2021 Budget Ordinance No. 02-2020. At this time, staff are working through the final details of the 2021 Budget. This Budget Ordinance, when adopted, will set the maximum appropriation (expenditure) levels for 2021.

The budget process requires an introduction, an initial hearing and presentation, and the final hearing and adoption of the Budget by August 31, 2020. The June 19, 2020 Board meeting will be the verbal Introduction of the Ordinance. The Ordinance is introduced, and no detail is discussed or presented.

The 2021 Airport System Fund Budget (which includes the Operating Budget) and Capital Improvement Fund Budget assumptions will be reviewed in detail with the Finance and Audit Committee on June 19th and 22nd, 2020. This Budget review meeting occurs in advance of the Initial Public Hearing on the Budget, which is scheduled for the July 17, 2020 Board meeting. The Final Hearing on the 2021 Budget will be held on August 21, 2020, at which time the Board will be asked to accept or reject the 2021 Budget Ordinance.

The Indianapolis City-County Council (Council) requires the Board to accept the 2021 Budget Ordinance by August 31, 2020. The Council Municipal Corporations Committee will hold a hearing in September 2019 to review the 2021 Budget, and the Council will approve the Budget in October 2019.

BOARD MEMO

SUSPENSION OF INTEREST ON PAST DUE BILLINGS DUE TO COVID-19

To: IAA Board of Directors

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

Date: June 9, 2020

Board Date: June 19, 2020

Subject: Suspension of interest on past due billings due to COVID-19 disruption

Background

The outbreak of a new strain of coronavirus (“COVID-19”), an upper respiratory tract illness, has spread to numerous countries across the globe, including the United States. The World Health Organization has characterized COVID-19 as a pandemic. The worldwide outbreak of COVID-19 has caused significant disruptions to domestic and international air travel, including both passenger and cargo operations.

The President of the United States, the Governor of the State of Indiana and the Mayor of Indianapolis (“City”) all have declared states of emergency as a result of the COVID-19 pandemic. The U.S. government and governments of other countries have closed borders to nonessential travel and issued other travel restrictions and warnings. The President of the United States issued the Coronavirus Guidelines for America, calling upon Americans to take actions to slow the spread of COVID-19 in the United States, including, among other things, avoiding discretionary travel. Various state and local governments and agencies and others have also imposed restrictions on travel, and have restricted public gatherings and large group events, ordered residents to stay at home, promoted or required working from home, and ordered closure of schools, restaurants, bars, and other public venues. The State of Indiana and the City of Indianapolis, have issued directives for all people to stay at home except to meet essential needs or to work to provide essential services (“stay-at-home directives”). The duration of these directives, even when considering the phased reopening plans, is not certain.

Re: Suspension of interest on past due billings due to COVID-19 disruption

Section X of IAA General Ordinance 06-2019, subsequently amended by General Ordinance 1-2020, provides for interest to be charged on billings that exceed thirty days past the due date.

Collection activities during the pandemic have been modified from traditional collection activities to a focus on reconciliation of amounts billed and due. Considering the impact that the COVID-19 disruption has had on operational activities, it is recommended that IAA's quarterly interest billing calculations be suspended for 2020 through July 31, 2020. Normal collection activities will resume when interest on past due billings are no longer modified by this temporary suspension.

Recommendation

Considering the impact that the COVID-19 disruption has had on operational activities, IAA Staff recommends the IAA Board authorize the IAA's quarterly interest billing calculations be suspended for 2020 through July 31, 2020.



**BOARD MEMO – AMENDED & RESTATED BY-LAWS AND
ARTICLES OF INCORPORATION FOR THE GREATER INDIANAPOLIS FOREIGN
TRADE ZONE, INC.**

To: IAA Board of Directors

From: Jeff Gaither, Chairman of the Greater Indianapolis Foreign Trade Zone, Inc. and member of the Indianapolis Airport Authority Board of Directors.

Date: June 2, 2020

Board Date: June 19, 2020

Subject: Amended & Restated By-Laws and Articles of Incorporation for the Greater Indianapolis Foreign Trade Zone, Inc.

Background

In 1980, once IAA’s pending application to become a “grantee” was approved in Washington, D.C., the Greater Indianapolis Foreign Trade Zone, Inc. (GIFTZ), was created to administer and market the FTZ program on behalf of the Indianapolis Airport Authority (IAA)

In September 1981, IAA’s application was approved, and a *grant of authority* was issued from the Washington D.C. FTZ Board, Department of Commerce. IAA became Grantee #72 residing over Central Indiana with a territory that currently serves businesses located in 41 counties extending to the Illinois and Ohio state lines.

GIFTZ is a not-for-profit 501C (6). The GIFTZ Board has historically been comprised of an appointed IAA Board member (as FTZ Chairman) and one IAA staff member (as Operating Director) as well as elected community members. The GIFTZ By-Laws and Articles of Incorporation were initially created in 1980 and were last updated in 2000.

Scope

To streamline internal processes and expedite customer requests, it would benefit GIFTZ to amend and restate both its By-Laws and Articles of Incorporation.

As has been since the inception of the GIFTZ, the IAA Board is the governing entity of the GIFTZ while the FTZ Board has been mainly an advisory board which provides recommendation to the IAA Board. As the local FTZ program has matured, it has become evident, the need to streamline would be an effective change as companies are receptive to as streamlined a process as possible. Still at hand is receiving final approval from the FTZ Board in Washington D.C. As this final approval is lengthy, anything that the IAA/FTZ can do on a local level to expedite subject matter is of the

utmost importance. Therefore, modifications to the GIFTZ By-Laws and Articles of Incorporation are necessary, including GIFTZ Board makeup/reduction in members.

Schedule

June 19, 2020: IAA Board reviews and approves Amended and Restated By-Laws and Articles of Incorporation.
June 22, 2020: Amended and Restated By-Laws and Articles of Incorporation are filed with the State of Indiana.

Revenue and/or Operating Cost Implications

Revenue:

The GIFTZ has no income associated with this action.

Operating Costs:

Minimal one-time filing fees with the State of Indiana.

Supplier Diversity Participation

Not applicable.

Recommendation

The GIFTZ Board Chairman and the Operating Director of the GIFTZ recommend the IAA Board consider for adoption the Amended and Restated By-Laws and Articles of Incorporation for the Greater Indianapolis Foreign Trade Zone, Inc.

**IAA Board Virtual Meeting
General Agenda
June 19, 2020**

General:

BP2020-06-05 **Consider, for approval,** a Land & Building Amendment #1 with Avis Budget Car Rental, LLC, changing the term to five years, with no options, and adding 9,063 square feet of employee parking to their leasehold.

BP2020-06-06 **Consider, for approval,** a Land and Building Agreement with General Services Administration for U.S. Customs and Border Protection to occupy Building #15.

Capital:

BP2020-06-07 **Consider, for approval,** Change Order No. 2 (Final & Balancing) with Evans Development Company, Inc. for Storm Structures – Indy Regional (Phase I) at Indianapolis Regional Airport in an amount not-to-exceed \$157,747.89. Supplier diversity participation for Change Order No. 2 is WBE 3.26% (Laura Kopetsky Tri-Ax, Inc.).

BP2020-06-08 **Action 1:** The IAA staff recommends the IAA Board consider approval of Change Order No. 4 with Charles C. Brandt Construction Co. for the Concessions Refresh White Box at Indianapolis International Airport in an amount not-to-exceed \$33,830.00.

Action 2: The IAA staff recommends the IAA Board consider approval of an additional construction reserve for the construction contract with Charles C. Brandt Construction Co. in the amount of \$50,000.00.

BP2020-06-09 **Consider, for approval,** a professional services contract with Butler, Fairman & Seufert, Inc. for the Remain Overnight Apron Design – Part A Preliminary Engineering and Programming at Indianapolis International Airport in the amount not-to-exceed \$255,753.00 (fees and expenses). Supplier diversity participation is DBE 20.16% (the Etica Group and Jacobi, Toombs, and Lanz), MBE 23.52% (CTL Engineering and Jacobi, Toombs, and Lanz), WBE 10.50% (the Etica Group) and VBE 2.96% (B&R Consulting).



BOARD MEMO- LAND & BUILDING AMENDMENT #1 WITH AVIS BUDGET CAR RENTAL, LLC

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: April 27, 2020

Board Date: June 19, 2020

Subject: Land and Building Amendment #1 with Avis Budget Car Rental, LLC (“Avis”)

Background

Previously, the Avis Building #18 lease was not renewed to make way for the Phase 2 Infosys development area. In the fall of 2019, Avis moved to Building #130 located on the eastern portion of the airport property. This move allowed Avis to keep its car maintenance facility on the IND campus and support its operational needs.

The Agreement was executed on September 20, 2019, with an initial term of one (1) year and two (2) 1-year option periods.

The long-term use for the IAA of this leasehold is the eventual expansion of the Mars Ditch Basin (stormwater and deicing fluids management); therefore, IAA has the right to terminate the Lease on six-months written notice to Avis.

Scope

Staff requests the IAA Board execute the Land & Building Amendment #1 with Avis Budget Car Rental, LLC.

Avis Budget Car Rental, LLC requested an Amendment to facilitate the financial amortization of their \$500,000 investment into the facility over a five-year term and to add additional parking for their employees.

There are no option periods under this Amendment.

Schedule

June 19, 2020: IAA Board approval of Land & Building Amendment #1 with Avis Budget Car Rental, LLC

Revenue and/or Operating Cost Implications Revenue

Revenue:

During the five (5) year term, Avis will pay the following annual rental rates for 242,935 square feet

of land & building area and an additional 9,063 square feet of employee parking area at Indianapolis International Airport:

- 9-1-19 – 9-19-20, Avis will pay a total of \$101,642.94 in annual rent.
- 9-20-20 – 9-30-21, Avis will pay a total of \$104,589.23 in annual rent.
- 10-1-21 – 9-30-22, Avis will pay a total of \$107,726.90 in annual rent.
- 10-1-22 – 9-30-23, Avis will pay a total of \$110,958.70 in annual rent.
- 10-1-23 – 9-30-24, Avis will pay a total of \$114,287.46 in annual rent.

Operating Cost:

Avis is responsible for all costs associated with the maintenance, operation, and utilities of the leasehold.

Supplier Diversity Participation

N/A

Recommendation

IAA Staff recommends IAA Board to consider for approval a Land & Building Amendment #1 with Avis Budget Car Rental, LLC, changing the term to five years, with no options, and adding 9,063 square feet of employee parking to their leasehold.



BOARD MEMO - LAND & BUILDING AGREEMENT WITH GENERAL SERVICES ADMINISTRATION

From: Marsha Stone, Sr. Director of Commercial Enterprise
Date: June 4, 2020
Board Date: June 19, 2020
Subject: Land and Building Agreement with General Services Administration

Background

General Services Administration (GSA) represents and administrates property leases for the United States governmental agencies. U.S. Customs and Border Protection (CBP) is currently located in Building #1 at Indianapolis International Airport. Their current Lease Amendment #7 was executed on January 9, 2020 and has an initial term length of one (1) year with two (2) 1-year options.

GSA seeks to move CBP operations from Building #1 to Building #15 as the need for more square footage is required for the CBP operations at IND as well as to comply with newly adopted GSA and CBP security standards.

IAA will remodel the building and be reimbursed for tenant requested specific improvements. A total of \$256,306.20 will be recovered over the ten-year primary term of the Lease. Any construction overages related to their specific needs above this defined amount will be reimbursed by the GSA upon construction completion.

Scope

Staff requests the IAA Board execute the Land and Building Agreement with the General Service Administration to allow U.S. Customs and Border Protection to move their operations to a facility that conforms to their revised operating and leasing standards.

The initial term length of the Agreement is for ten (10) years. GSA has the option to extend the term length one (1) time for five (5) years.

Schedule

June 19, 2020: IAA Board approval of Land and Building Agreement with the General Services Administration.
June 26, 2020: GSA execution of the Land and Building Agreement.
June 29, 2020: IAA Engineering will begin the process to coordinate and project manage the remodel of Building #15 for GSA/CBP with a target of completion date by 3/31/2021.

Revenue and/or Operating Cost Implications Revenue

Revenue:

During the initial term of ten (10) years and optional five (5) year term, GSA will pay the following rental structure:

- Years 1-5, GSA will pay a total of \$161,528.69 in annual rent (of which \$25,630.62 per year is to recover IAA expended funds for tenant specific requested improvements).
- Years 6-10, GSA will pay a total of \$163,733.65 in annual rent (of which \$25,630.62 per year is to recover IAA expended funds for tenant specific requested improvements).
- Years 11-15, GSA will pay a total of \$140,374.14 in annual rent (all IAA funds for tenant specific requested improvements have been recovered in years 1-10).

Operating Cost:

IAA estimates operating costs for providing maintenance and utilities for this site is approximately \$62,000 per year, which will be recovered through GSA's rental payment.

Supplier Diversity Participation

The Supplier Diversity goal established for the associated capital project of building improvements is 28% overall participation comprised of 15% MBE, 10% WBE, and/or 3% VBE.

Recommendation

IAA staff recommends the IAA Board consider for approval a Land and Building Agreement with General Services Administration for U.S. Customs and Border Protection to occupy Building #15.



BOARD MEMO – CHANGE ORDER

To: IAA Board of Directors

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

Date: June 10, 2020

Board Date: June 19, 2020

Subject: Approval of Change Order No. 2 (Final & Balancing) with Evans Development Company, Inc. for Storm Structures – Indy Regional (Phase I) at Indianapolis Regional Airport (Project No. C-19-078)

Background

On August 23, 2018, the Senior Director of Planning & Development approved a task order with Infrastructure Engineering through their 2018 On-Call Contract for Phase I design (upper half) of the Storm Water System at Indianapolis Regional Airport. This project was designed to rehabilitate the failing stormwater system without replacing it; thereby preserving the active aviation infrastructure above.

On April 19, 2019, the IAA Board of Directors approved a contract with Evans Development Company, Inc. with a construction reserve of 3% of the total contract amount for this project.

On August 16, 2019, the IAA Senior Director of Planning & Development executed Change Order No. 1 with Evans Development Company, Inc. to remove and dispose of down stream blockage causing water to back up into the project site such that it impacted the contractor's work.

Change Order Summary

Contract changes fall under one of three categories: Errors/Omissions, Unforeseen Circumstances, or additional Owner requested scope. Typically, the cost of an error is paid by the designer as the error may require work already completed to be redone. Omissions are items that are corrected before work is performed and for which the designers are typically charged up to 15% of the cost because the item may have to be negotiated with the contractor. Unforeseen circumstances are items that could not reasonably have been anticipated by the designer and therefore are not charged against the designer. Owner requested scope changes that occur when, during construction, the Owner identifies, and directs the contractor to complete, additional work which benefits the Owner. Change Order No. 1 was an Owner requested change to replace a section of abandoned farmer's field tile located a short distance north of the airfield storm system. This field tile was not connected to the system during its original construction, causing a constant wet area that was marshy and difficult to mow.

This Change Order No. 2 addresses increases and decreases in the quantities called for in design and Unforeseen Circumstances. The Unforeseen Circumstances were uncovered during excavation, and include failed connections between pipe sections, as well as, failed joints at storm structures which allowed the inflow of granular material into the system. Both conditions also resulted in depressions at the ground surface.

Below is a description of the increases and decreases in the quantities in the original unit cost proposal:

Change Order No. 2 (Not within approved 3% Construction Contingency)

• Deduct for unused engineering hours	\$ (5,577.60)
• Add removal of 2- linear feet (LF) of D-701 pipe	\$ 291.50
• Add 20- LF of silt fence	\$ 275.80
• Add 4,443- Square Feet (SF) of seeding	\$ 1,993.50
• Deduct 2,043- SF topsoil	\$ (6,088.14)
• Add 89- LF of D-701 pipe removed and relaid	\$ 77,077.44
• Add 10- D-751 Castings, furnish and adjust to grade	\$ 19,176.00
• Add 18- LF of D-701 – 18” Reinforced Concrete Pipe	\$ 6,168.96
• Deduct 2- SP-28 Seal Pipe Tap	\$ (1,972.20)
• Add 24-cubic yards (CY) of flowable fill	\$ 8,760.00
Owner Requested Sub Total	\$ 100,105.26

Additional work revealed during excavation of Storm Sewer Structures

• Replace failed drainage tile	\$ 8,741.00
• Frame and grate shipping credit for units not used	\$ (5,100.00)
• Replacement of Storm Structure 50, which had settled and no longer functioned properly	\$ 54,001.63

Unforeseen Sub Total	\$ 57,642.63
Change Order No. 2 Total	\$ 157,747.89

Budget

The Evans Development Company, Inc. Change Order No. 2 (Final & Balancing) is \$157,747.89 which is within the approved 2020 Capital Budget for Storm Structures – Indy Regional (Phase I) at Indy Regional Airport.

Storm Structures - Indy Regional - Revised Construction Amount

Construction Contract Amount	\$	312,879.47
Previous Change Order		2,407.00
Current Change Order No. 2 (F&B)		157,747.89
New Construction Contract Total	\$	473,034.36

Project Costs

Design (including survey and geotechnical)	\$	187,316.40
Advertisements for Bid		338.00
Construction Contract Amount	\$	312,879.47
Previous Change Order		2,407.00
Current Change Order No. 2 (F&B)		157,747.89
Revised Total Anticipated Project Cost	\$	660,688.76

This project is 100% Airport cash funded.

Schedule

The contract term was extended by 20 workdays.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Laura Kopetsky Tri-Ax, Inc.	\$ -	\$ 5,141.50	\$ -	0.00%	3.26%	0.00%
Totals	\$ -	\$ 5,141.50	\$ -	0.00%	3.26%	0.00%

Project Summary to Date

Contract/Change Order	Execution	Total Contract Amount	Diversity Participation %		
			MBE	WBE	VBE
Keramida, Inc. 2017 Task Order 1	9/7/2017	\$ 66,815.90	0.00%	27.23%	76.67%
Keramida, Inc. 2017 Task Order 2	11/17/2017	\$ 22,390.00	0.00%	15.59%	84.41%
Kermida, Inc. 2018 Task Order 1	5/30/2018	\$ 3,000.00	0.00%	100.00%	0.00%
Infrastructure Engineering 2018 Task Order 2	8/23/2018	95,110.50	0.00%	1.58%	5.17%
EDCO Contract	4/19/2019	312,879.47	0.96%	2.96%	0.00%
EDCO Change Order No. 1	8/16/2019	2,407.00	0.00%	18.70%	0.00%
EDCO Change Order No. 2	6/19/2020	157,747.89	0.00%	3.26%	0.00%
Revised Contract NTE		\$ 660,350.76	0.45%	6.04%	11.07%

Recommendation

The IAA staff recommends the IAA Board consider for approval Change Order No. 2 (Final & Balancing) with Evans Development Company, Inc. for Storm Structures – Indy Regional (Phase I) at Indianapolis Regional Airport in an amount not-to-exceed \$157,747.89. Supplier diversity participation for Change Order No. 2 is WBE 3.26% (Laura Kopetsky Tri-Ax, Inc.).



Indianapolis Airport Authority

BOARD MEMO – CHANGE ORDER

To: IAA Board of Directors

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

Date: June 10, 2020

Board Date: June 19, 2020

Subject: Approval of Change Order No. 4 and the approval of an additional construction reserve with Charles C. Brandt Construction Co. for Concessions Refresh White Box at Indianapolis International Airport (Project No. I-17-014)

Background

The Indianapolis International Airport opened in 2008 with a variety of concessions including dining, shopping and specialty services. Many of the concession leases have expired and the concessions program has been modified to accommodate changes in passenger needs. As a result, some tenant spaces are changing function (e.g., retail space is becoming restaurant space), while other new concessions spaces are being created - some of which came from relocating certain TSA support and back office functions to other less “prime” areas. Similarly, the work is divided into two projects; the Concessions Refresh White Box (Infrastructure improvements and temporary enclosure walls) and the Concessions Refresh White Box–TSA (Finished spaces for relocated TSA functions). This contract is for the Concessions Refresh White Box project.

On February 15, 2019, the IAA Board executed a contract with Charles C. Brandt Construction for the construction of the Concessions Refresh White Box.

On May 28, 2019, the Senior Director of Planning & Development approved Change Order No. 1 to include the construction of a stone dumpster pad that will be removed and repaired at the end of the project.

On September 20, 2019, the IAA Board of Directors approved Change Order No. 2 and approved an additional construction reserve of \$80,000.00 for mechanical, electrical and plumbing costs.

On January 13, 2020, the Senior Director of Planning & Development approved Change Order No. 3 for additional construction enclosure panels, plumbing and electrical work to accommodate additional tenant construction activities.

Change Order Summary

Contract changes fall under one of three categories: Errors/Omissions, Unforeseen Circumstances, or additional Owner requested scope. Typically, the cost of an error is paid by

the designer as the error may require work already completed to be redone. Omissions are items that are corrected before work is performed and for which the designers are typically charged up to 15% of the cost because the item may have to be negotiated with the contractor. Unforeseen circumstances are items that could not reasonably have been anticipated by the designer and therefore are not charged against the designer. Owner requested scope changes occur when, during construction, the Owner identifies, and directs the contractor to complete, additional work which benefits the Owner.

The contract scope changes are summarized below, and include previously approved Change Order Nos. 1, 2, and 3, proposed Change Order No. 4, and a request for additional construction reserves. These changes address Owner requested scope changes and unforeseen circumstances. The vast majority of these changes were a result of revisions requested by tenants after the project had been designed and bid, resulting in enhanced customer services, increased revenue, and an improved overall passenger experience.

The following are Owner requested scope changes initiated by IAA after the development of the initial Project scope and budget:

- Construct a consolidated dumpster pad to accommodate multiple contractors working simultaneously in the terminal (\$7,000)
- Demolish three seldomly used Amenity Centers to increase available square footage for tenant space and the construction of Sensory Rooms and Animal Relief Areas (\$21,000)
- Relocate two play areas on an interim basis while designs are prepared for new play areas (\$2,000)

The following unforeseen changes occurred as a result of tenant desire to provide improved offerings, enhance customer experience and increase revenue generation to the Airport:

- Erect additional construction enclosure panels at two locations to provide two-sided exposure and enhance traffic flow (\$15,000)
- Erect additional construction enclosure panels at two locations to increase the size of the store (\$17,000)
- Provide additional construction enclosure panels and temporary infrastructure at six locations to accommodate phased construction while maintaining customer offerings (\$28,000)
- Provide additional permanent infrastructure to six locations for expanded offerings (\$67,000)
- Provide additional construction enclosure panels to accommodate accelerated phasing of construction at two locations (\$15,000)

The additional construction reserve is being requested for the following reasons:

- Additional white box potential due to industry uncertainty surrounding the COVID-19 pandemic
- Increased project duration due to construction stoppage during the COVID -19 pandemic
- Increased maintenance to construction enclosure panels due to extended duration on site

Total for all change orders, including proposed Change Order No. 4: \$171,636.08

Budget

The Charles C. Brandt Construction Change Order No. 4 is \$33,830.00 which is within the approved 2020 Reforecasted Capital Budget for the Concessions Refresh White Box project.

Revised Construction Amount

Original Construction Contract Amount	\$	726,400.00
Previous Change Orders (18.97% of contract)		137,806.08
Proposed Change Order No. 4 (4.66% of contract)		33,830.00
New Construction Contract Total	\$	898,036.08

White Box Project Costs

Design	\$	188,639.19
Advertisements for Bid		646.00
Construction Contract Amount		726,400.00
Previous Change Orders		137,806.08
Current Change Order No. 4 (4.66%)		33,830.00
Additional Construction Reserve		50,000.00
Revised Total Anticipated White Box Project Cost	\$	1,137,321.27

This project will be 100% Airport cash funded.

This project is being undertaken to prepare tenant spaces which will be leased in the future to a third-party.

Schedule

This change order does not change the term of the contract. Substantial completion is expected to occur July 2021.

Supplier Diversity Participation

There is no supplier diversity participation on this Change Order.

Contract Summary to Date

Contract/Change Order/Amendment	Execution	Total Contract Amount	Diversity Participation %		
			MBE	WBE	VBE
CC Brandt-Construction Contract	2/15/2019	\$ 726,400.00	27.61%	0.00%	1.09%
CC Brandt-Change Order No. 1	5/29/2019	\$ 6,265.00	0.00%	0.00%	0.00%
CC Brandt-Change Order No. 2	9/7/2019	\$ 57,877.08	30.67%	0.00%	0.00%
CC Brandt-Change Order No. 3	1/9/2020	\$ 73,664.00	55.21%	0.00%	0.00%
CC Brandt-Change Order No. 4	6/19/2020	\$ 33,830.00	0.00%	0.00%	0.00%
Revised Contract NTE		\$ 898,036.08	28.84%	0.00%	0.88%

Recommendation

Action 1: The IAA staff recommends the IAA Board consider approval of Change Order No. 4 with Charles C. Brandt Construction Co. for the Concessions Refresh White Box at Indianapolis International Airport in an amount not-to-exceed \$33,830.00.

Action 2: The IAA staff recommends the IAA Board consider approval of an additional construction reserve for the construction contract with Charles C. Brandt Construction Co. in the amount of \$50,000.00.



Indianapolis Airport Authority

BOARD MEMO – CONTRACT AWARD

To: IAA Board of Directors

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

Date: June 10, 2020

Board Date: June 19, 2020

Subject: Approve Professional Services Contract with Butler, Fairman & Seufert, Inc. (BF&S) for Remain Overnight Apron Design – Part A Preliminary Engineering and Programming at Indianapolis International Airport (Project No. I-20-065)

Background

Prior to the COVID-19 pandemic, the Indianapolis International Airport (IND) was experiencing a continuous increase in airline activity, as well as the requirement to park aircraft over-night (referred to as Remain Over Night, or RON). In an effort to facilitate RON parking at IND, in 2019 the Indianapolis Airport Authority (IAA) analyzed several potential locations for RON parking and determined the site most suited for RON parking was the area between the terminal apron and Taxiway C, known as the “C Island”. This location offers operational flexibility and accommodates a variety of aircraft fleet mixes, while also being the most financially feasible.

At this time, the need for RON parking has been diminished; however, it is expected the eventual recovery will again necessitate RON parking. Additionally, the IAA expects further stimulus funds to be made available in the near-term; therefore, in order to position the IAA to be the beneficiary of whatever additional funding is made available it is recommending proceeding with Part A design now, with the intent of completing the design (Part B) once a firmer understanding of the timing and potentiality of funding is made clear.

Part A will consist of the field work (survey, Geotech, etc..) required to complete the design, as well as the completion of up to 30% design. Part B, to be issued by amendment once construction funding is identified, will take design from 30% to bidding. This allows for a minimal outlay for Part A while ensuring an expedited delivery of the complete design, via Part B, once funding is assured.

On February 7, 2020, the IAA issued a Request for Qualifications (RFQ) per Federal Aviation Administration (FAA) requirements to select a designer for this project, with responses due on March 20, 2020. Five Statements of Qualifications were received. A review committee made up

of three IAA representatives reviewed and ranked the qualifications, with BF&S being ranked by the committee as the best qualified to provide the professional services needed.

The subject contract will cover the Part A Preliminary Engineering and Programming effort, which is a precursor to the future Part B Project Design. The intent of moving forward with Part A now, and thereafter Part B, is to position this project to compete for Airport Improvement Program (AIP), future stimulus, or land reimbursement funds. Therefore, the Part B Project Design will be awarded by amendment once the funding source and timing is determined.

Scope

The scope for the Remain Overnight Apron design project is broken down into various types of consultant services discussed in FAA Advisory Circular 15/5100-14E, including the following:

Part A Preliminary Engineering and Programming

- Task 1 – Project Administration (included in Part A and Part B)
- Task 2 – Field Investigations and Existing Conditions
- Task 3 – Preliminary Design
- Task 4 – Utility Coordination
- Task 5 – Environmental Coordination

Part B Project Design (to be issued by amendment)

- Task 6 – 30% Design
- Task 7 – 60% Design
- Task 8 – 90% Design
- Task 9 – Bidding Assistance
- Task 10 – Construction Administration

Budget

The BF&S contract is \$255,753.00, which is included in the 2020 Reforecast Capital Budget for Remain Overnight Apron at Indianapolis International Airport.

This project will be 100% Airport cash funded; however, the IAA anticipates seeking reimbursement for up to 75% of the costs via FAA grant funds or land reimbursement funds.

The project is being undertaken to improve the RON aircraft parking at IND, thus enhancing the operations; therefore, this project is exempt under the IAA's hurdle rate policy.

Schedule

Contract award anticipated June 2020 with a contract expiration date of December 31, 2020.

Supplier Diversity Participation

The Director of Supplier Diversity has approved the following:

Firm	Amount				%			
	DBE	MBE	WBE	VBE	DBE	MBE	WBE	VBE
The Etica Group	\$ 26,864.00	\$ -	\$ 26,864.00	\$ -	10.50%	0.00%	10.50%	0.00%
CTL Eng., Inc.	-	35,443.00	-	-	0.00%	13.86%	0.00%	0.00%
Jacobi, Toombs, and Lanz	24,698.00	24,698.00	-	-	9.66%	9.66%	0.00%	0.00%
B&R Consulting	-	-	-	7,560.00	0.00%	0.00%	0.00%	2.96%
Totals	\$ 51,562.00	\$ 60,141.00	\$ 26,864.00	\$ 7,560.00	20.16%	23.52%	10.50%	2.96%

Recommendation

The IAA staff recommends the IAA Board of Directors consider for approval a professional services contract with Butler, Fairman & Seufert, Inc. for the Remain Overnight Apron Design – Part A Preliminary Engineering and Programming at Indianapolis International Airport in the amount not-to-exceed \$255,753.00 (fees and expenses). Supplier diversity participation is DBE 20.16% (the Etica Group and Jacobi, Toombs, and Lanz), MBE 23.52% (CTL Engineering and Jacobi, Toombs, and Lanz), WBE 10.50% (the Etica Group) and VBE 2.96% (B&R Consulting).