



**Indianapolis Airport Authority**

**Agenda  
Indianapolis Airport Authority  
November 18, 2016  
8:30 AM**

**I. Call to Order**

**II. Approval of Minutes of the IAA Board's Regular Meeting of October 21, 2016**

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

- a) **Final Public Hearing** on **General Ordinance No. 3-2016** concerning the 2017 Rates and Charges.
- b) **Consider, for approval, adoption** of **General Ordinance No. 3-2016** concerning the 2017 Rates and Charges.
- c) **Consider, for approval, adoption** of **Resolution No. 16-2016**, approving Amendment No. 3 to Lease Agreement with Accredo Health Group, Inc. d/b/a Express Scripts whereby the Lease Agreement term is extended an additional three years through June 30, 2020 in accordance with the rental structure as proposed in Amendment No. 3.

**IV. Board Reports**

President's Report

**V. Official Actions**

Consider, for approval, the individual items on the **IAA General Agenda, dated November 18, 2016.**

**VI. Staff Reports**

Executive Director's Report

**VII. Other Reports/Update**

**VIII. Board Communications**

*Next Meeting: Friday, December 16, 2016 @ 8:00 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 8:46 a.m., on October 21, 2016, in the Airport's Board Room at Indianapolis International Airport. Jean Wojtowicz (Vice President of the Board) presided over the meeting.

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

Jean Wojtowicz, Vice President  
Alfred Bennett, Secretary  
Dr. Philip Borst, Member  
Steve Dillinger, Member  
Barbara Glass, Member  
Lynn Gordon, Member  
Mike Wells, Member

Rex M. Joseph, Jr., 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  
Joseph Heerens, General Counsel  
Shannetta Griffin, Sr. Director of Planning & Development  
Robert Thomson, Sr. Director of Finance  
Reid Goldsmith, Sr. Director of IT  
Maria Wiley, Sr. Director of Audit Compliance, Procurement  
Rachel Hernandez, Interim Director of Human Resources  
Lisa Bierman, Sr. Executive Assistant/Recording Secretary

**APPROVAL OF MINUTES**

Upon a motion by Mr. Bennett, seconded by Mr. Wells and unanimously passed, approval was given to the Minutes of the Regular Meeting of September 16, 2016.

**ORDINANCES, RESOLUTIONS AND PUBLIC HEARINGS**

Vice President Wojtowicz introduced General Ordinance No. 3-2016 concerning the 2017 Rates and Charges.

Vice President Wojtowicz next described Resolution No. 14-2016, concerning the adoption of a new IAA Investment Policy, which amends and replaces the existing IAA Investment Policy effective as of October 21, 2016. Upon a motion by Mr. Wells, seconded by Mr. Dillinger and unanimously passed, approval was given to Resolution No. 14-2016.

Vice President Wojtowicz next described Resolution No. 15-2016, concerning dedicating additional revenues collected from Passenger Facility Charges to pay debt service for the IAA's

outstanding revenue bonds for 2016. Upon a motion by Ms. Glass, seconded by Mr. Wells and unanimously passed, approval was given to Resolution No. 15-2016.

Vice President Wojtowicz next described BP2016-10-01, regarding a certain Real Estate Sale Agreement with Pure Development, Inc., for the sale of 6.395 acres of land located at 9233 East C.R. 550 South, Plainfield, Indiana, and authorizing IAA Staff to consummate the transaction. Vice President Wojtowicz then opened the public hearing on this matter and asked if anyone had any comments. None appearing, Vice President Wojtowicz closed the public hearing and asked for a motion. Upon a motion by Mr. Wells, seconded by Mr. Bennett and unanimously passed, approval was given to BP2016-10-01.

## **BOARD REPORTS**

### **President's Report**

Vice President Wojtowicz congratulated the entire IAA team for being recognized, by Conde' Nast Traveler, as the "Best Airport in the United States" once again. Vice President Wojtowicz also acknowledged and congratulated Executive Director Mario Rodriguez on the White House's recent announcement of his appointment to the U.S. Department of Transportation's Advisory Committee for Aviation Consumer Protection.

## **OFFICIAL ACTIONS**

**INTRODUCTION AND APPROVAL OF THE INDIANAPOLIS AIRPORT AUTHORITY'S GENERAL AGENDA, DATED October 21, 2016:** Vice President Wojtowicz 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:

**BP2016-10-02.** Upon a motion by Mr. Wells, seconded by Dr. Borst and unanimously passed, approval was given to BP2016-10-02.

**BP2016-10-03.** Upon a motion by Mr. Wells, seconded by Mr. Dillinger and unanimously passed, approval was given to BP2016-10-03.

**BP2016-10-04.** Upon a motion by Mr. Bennett, seconded by Ms. Glass and unanimously passed, approval was given to BP2016-10-04.

**BP2016-10-05.** Upon a motion by Mr. Wells, seconded by Ms. Glass and unanimously passed, approval was given to BP2016-10-05.

**BP2016-10-06.** Upon a motion by Mr. Dillinger, seconded by Mr. Bennett and unanimously passed, approval was given to BP2016-10-06.

**BP2016-10-07.** Upon a motion by Mr. Wells, seconded by Ms. Glass and unanimously passed, approval was given to BP2016-10-07.

**BP2016-10-08.** Upon a motion by Mr. Wells, seconded by Mr. Bennett and unanimously passed, approval was given to BP2016-10-08.

**BP2016-10-09.** Upon a motion by Ms. Glass, seconded by Dr. Borst and unanimously passed, approval was given to BP2016-10-09.

**STAFF REPORTS**

**Executive Director's Report**

Mr. Rodriguez announced that Ms. Holli Harrington, IAA's Director of Supplier Diversity, was recently awarded the "2016 Indiana Supplier Diversity Champion Award" by the Indiana Department of Administration, Division of Supplier Diversity. Mr. Rodriguez also introduced Mr. William Stinson, who was recently hired to serve as the IAA's Senior Director of Public Affairs. Lastly, Mr. Rodriguez announced that Indianapolis International Airport was named as a traveler favorite for U.S. airports in the medium-size category by TripAdvisor Traveler's Choice Awards.

**ADJOURNMENT**

Vice President Wojtowicz announced that the next IAA Board meeting is scheduled for November 18, 2016. There being no further business, the meeting was adjourned at 9:01 a.m.

**INDIANAPOLIS AIRPORT AUTHORITY \***

By: \_\_\_\_\_  
Jean Wojtowicz, Vice President

DATED: \_\_\_\_\_

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

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



## Board Memo – 2017 Rates & Charges Ordinance

To: IAA Board of Directors

From: Joseph R. Heerens, IAA General Counsel

Date: October 31, 2016

Board Date: November 18, 2016

Subject: 2017 Rates & Charges Ordinance

### Scope

The 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. Last month, the proposed Rates & Charges Ordinance for 2017 was "introduced" at the public meeting of the Board of the Indianapolis Airport Authority ("IAA") held on October 21, 2016.

This proposed Ordinance (for 2017) sets forth rates (*both current and those proposed to be changed*) that, if approved, will go into effect at the beginning of next year (January 1, 2017). The following paragraphs provide a summary of these changes. Many of the rates and charges are decreasing for next year due to a variety of factors, such as the continuing reduction in our airport debt levels:

1. Section III: Consistent with the terms set forth in the "Airline Use Agreement" that's currently in effect between the IAA and the Signatory Airlines, the following changes are being made:
  - a. The landing fee per 1,000 pounds of Certified Gross Landing Weight has been updated, as per the appropriate calculation: (i) for Signatory Airlines (those airlines signing the above-referenced "Airline Use Agreement"), the landing fee decreases from \$1.95 down to \$1.70; and (ii) for Non-Signatory Airlines (those airlines that do not sign said "Airline Use Agreement"), the landing fee decreases from \$2.93 down to \$2.55.
  - b. The annual space rental charge(s) per square foot has been updated, as per the appropriate calculation: (i) for Signatory Airlines, such rental decreases from \$114.09 down to \$98.22; and (ii) for Non-Signatory Airlines, such rental decreases

from \$171.14 down to \$147.33. With respect to Aircraft Apron, rental decreases: (y) from \$0.71 down to \$0.48 for Signatory Airlines; and (z) from \$1.07 down to \$0.72 for Non-Signatory Airlines.

- c. The “per enplaned passenger fee” paid by Non-Signatory Airlines having less than 3% of the total enplaned passengers at the Airport will decrease from \$7.58 down to \$6.69.

2. Section IV:

- a. For hotels and motels that do not allow paid airport parking on their property, the “per trip” fee is updated from \$0.75 to \$1.00.
- b. For a replacement of a previously issued electronic parking pass/card or hang-tag that may have been lost or misplaced (original issuance is free-of-charge), there shall be a fee not to exceed \$20.00 for the replacement parking pass/card or \$10.00 for the replacement hang-tag, as applicable.
- c. With respect to electrical vehicle charging by customers at the Airport, there shall be a fee of \$2.50 per charge (max of \$2.50 per day).

3. Section V:

- a. In the event a person requires re-fingerprinting in connection with recurring criminal background checks (original background check is free-of-charge), there shall be a fee of \$25.00.

**Schedule**

October 21, 2016	Introduction of General Ordinance No. 3-2016
November 18, 2016	Public Hearing/Consideration for Adoption of said Ordinance

**Revenue and/or Operating Cost Implications**

The “Rates and Charges Ordinance” is the principal document to impose fees and charges for the use of Airport’s facilities and services in support of the 2017 approved Operating and Capital Budgets of the Indianapolis Airport Authority.

**Recommendation**

Approval and adoption of General Ordinance 3-2016 is recommended.



## BOARD MEMO – AMENDMENT TO LEASE AGREEMENT

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: November 2, 2016

Board Date: November 18, 2016

Subject: Amendment No. 3 to Lease Agreement with Board Resolution for Accredo Health Group, Inc. d/b/a Express Scripts

### Background

The Authority and Anthem Prescription Management, LLC entered into a Lease Agreement dated December 4, 2006 for the leasing of administrative office, call center, pharmacy and warehousing space at the Indianapolis Maintenance Center (IMC) to support their specialty pharmacy program. The Agreement was assigned to Accredo Health Group, Inc. d/b/a/ Express Scripts (“Express Scripts”) on September 1, 2013.

The IAA Staff and Express Scripts have negotiated an extension to the Agreement which is set to expire June 30, 2017. Highlights of the Amendment are noted below:

- Extend the Lease Agreement for a three-year period through June 30, 2020.
- Three Year Option Term through June 30, 2023.
- Authority agrees to re-carpet main entrance area as well as re-tile certain break room areas.
- Authority agrees to replace portion of ceiling lighting in architectural perimeter arch.

### Scope

IAA Board adoption of Resolution No. 16-2016, authorizing the execution of Amendment No. 3 to Lease Agreement with Express Scripts.

IAA Staff requests the IAA Board execute Amendment No. 3 to the Lease Agreement with Express Scripts to continue their occupancy of office, pharmacy and warehouse space at the IMC. This Amendment is effective July 1, 2017 for a three-year term.

### Schedule

November 18, 2016: Execution of Amendment No. 3 to Lease Agreement with Board Resolution for Accredo Health Group, Inc.

**Revenue and/or Operating Cost Implications**

**Revenue:**

Rental in year one of the extension is held at \$16.20 p.s.f. for office space and \$5.00 p.s.f. for warehouse space with rental increases occurring in years two and three. Annual rental in year one equals \$1,874,115.24

**Operating Costs:**

The IAA is responsible for the operating costs of the IMC; which such costs are built into the rental rate.

**Supplier Diversity Participation**

Not applicable.

**Recommendation**

IAA Staff recommends the Board consider for approval **Resolution No. 16-2016**, approving Amendment No. 3 to Lease Agreement with Accredo Health Group, Inc. d/b/a Express Scripts whereby the Lease Agreement term is extended an additional three years through June 30, 2020 in accordance with the rental structure as proposed in Amendment No. 3.

**IAA Board Meeting  
General Agenda  
November 18, 2016**

**General:**

- BP2016-11-01**                    **Consider, for approval,** the First Amendment to Lease Agreement with Delta Air Lines, Inc. on behalf of Endeavor Air for storage of aircraft parts to support Endeavor’s aircraft fleet and line maintenance operation.
- BP2016-11-02**                    **Consider, for approval,** the Kuehne + Nagel, Inc. Foreign Trade Zone Operator Agreement as approved by the Greater Indianapolis Foreign Trade Zone Board on October 25, 2016.
- BP2016-11-03**                    **Consider, for approval,** Subaru’s FTZ Operator Amendment #2 and the issuance of a Grantee Concurrence Letter, as supported by the Greater Indianapolis Foreign Trade Zone Board.

**Capital:**

- BP2016-11-04**                    **Consider, for approval,** invitation to bid for the purchase two new multi-tasking snow removal vehicles.
- BP2016-11-05**                    **Consider, for approval,** for approval Amendment No. 2 – a Time Only Extension – with Crawford, Murphy & Tilly, Inc. for Airport Layout Plan Update – Phase I at Eagle Creek Airpark (EYE) to allow adequate time for completion of the project.
- BP2016-11-06**                    **Action 1: Consider, for approval,** Amendment No. 5 - a Time Only Extension - with CHA Consulting, Inc. for Rehabilitate Runway 5L-23R and Taxiway A and Rehabilitate Taxiway B at the Indianapolis International Airport.
- Action 2: Consider, for approval,** Amendment No. 3 - a Time Only Extension – with Hanson Professional Services, Inc. for Rehabilitate Runway 5L-23R and Taxiway A and Rehabilitate Taxiway B at the Indianapolis International Airport.
- BP2016-11-07**                    **Consider, for approval,** an award of a contract to install infrastructure for the installation of vehicular access control equipment at the Indianapolis International Airport to Price Construction Group, LLC in an amount not-to-exceed \$71,124.50 plus a 3% construction reserve of \$2,133.74 for a total of \$73,258.24. Price Construction Group, LLC was the lowest responsive and responsible quoter. Supplier diversity participation is MBE 56.41% (Price Construction Group, LLC and FOSO Construction).

**BP2016-11-08**

**Consider, for approval,** an award of contract for Demolish T-Hangars (Bldgs. 103 – 106) at Eagle Creek Airpark to Ray’s Demolition, LLC in an amount not-to-exceed \$150,000.00 plus a 3% construction reserve of \$4,500.00 for a total of \$154,500.00. Ray’s Demolition, LLC was the lowest responsive and responsible bidder. Supplier diversity participation is MBE 13.33% (Ward Trucking), and WBE 10.00% (L & L Bulk Transport).

**BP2016-11-09**

**Consider, for approval,** a professional services contract with Valancourt International, LLC for IND Terminal & Campus Wayfinding & Signage at Indianapolis International Airport in an amount not-to-exceed \$191,694.00 (fees) and \$10,175.00 (expenses) for a total not-to-exceed amount of \$201,869.00.

**BP2016-11-10**

**Consider, for approval,** Amendment No. 4 to the contract with Parsons Brinckerhoff, Inc. for Parking Garage Improvements 2013-2014 at the Indianapolis International Airport for contract funds reallocation and an extension of time.



Indianapolis Airport Authority

**BOARD MEMO – FIRST AMENDMENT TO LEASE AGREEMENT  
FOR DELTA AIR LINES, INC.**

To: IAA Board of Directors  
From: Marsha Stone, Sr. Director of Commercial Enterprise  
Date: October 31, 2016  
Board Date: November 18, 2016  
Subject: First Amendment to Lease Agreement for Delta Air Lines, Inc.

**Background**

Delta Air Lines, Inc. (Delta) has leased space at the Airport for Endeavor Air (Endeavor) for aircraft parts and storage since November 2013. Endeavor is a wholly owned subsidiary of Delta.

With Endeavor’s operation, Delta has consistently worked with them in determining what type of role they would play at IND. Endeavor’s space could constantly change due to their role in supporting Delta’s aircraft fleet, however, Delta partners with them on a regular basis to ensure their space needs are met.

**Scope**

This amendment is retroactive to January 1, 2016, due to Delta’s legal/property teams working with Endeavor’s team throughout this process to come to agreement on what role Endeavor would specifically play. During this time period, Delta has continued to make all required payments and has kept the IAA whole.

**Schedule**

November 18, 2016: Execution of First Amendment to Lease Agreement for Delta Air Lines, Inc.

**Revenue and/or Operating Cost Implications**

**Revenue:**

Effective January 1, 2016, annual revenue was \$378,208.35, and due to a small space reduction their annual rent decreases as of October 1, 2016 to \$315,230.67.

**Operating Costs:**

Utility fees and facility infrastructure are the responsibility of the IAA and are taken into account in the tenant rental rate structure.

**Supplier Diversity Participation**

Not Applicable.

**Recommendation**

Consider for approval the First Amendment to Lease Agreement with Delta Air Lines, Inc. on behalf of Endeavor Air for storage of aircraft parts to support Endeavor's aircraft fleet and line maintenance operation.



## **BOARD MEMO – FOREIGN TRADE ZONE OPERATOR**

To: IAA Board of Directors

From: Marsha Stone, Sr. Director of Commercial Enterprise

Date: October 28, 2016

Board Date: November 18, 2016

Subject: Kuehne + Nagel, Inc. (K + N) Foreign Trade Zone Operator Agreement

### **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.

K + N is a third-party global warehousing and distribution company which employs over 66,000 people worldwide.

The area seeking FTZ designation is located at: 2840 Fortune Circle West, Indianapolis, IN. This particular site employs 17 individuals and has an annual payroll of \$1.2M. K +N has a total of five locations in central Indiana.

This designation will allow K + N to service their customer’s international trade needs.

The GIFTZ Board concurred with K + N’s request for FTZ designation at the October 25, 2016 GIFTZ Board Meeting.

### **Scope**

The GIFTZ Board supports the IAA Board’s execution of the FTZ Operator Agreement.

### **Schedule**

November 18, 2016: Execution of the FTZ Operator Agreement.

### **Revenue and/or Operating Cost Implications**

#### **Revenue:**

Anticipated revenue impact is \$24,000/annum. FTZ activation is anticipated in the 1st Quarter of 2017.

#### **Operating Costs:**

The GIFTZ has no additional costs associated with the application and designation process.

**Supplier Diversity Participation**

Not applicable.

**Recommendation**

Recommend for approval the Kuehne + Nagel, Inc. Foreign Trade Zone Operator Agreement as approved by the Greater Indianapolis Foreign Trade Zone Board on October 25, 2016.



**BOARD MEMO – SUBARU OF INDIANA AUTOMOTIVE, INC.  
FTZ OPERATOR AMENDMENT**

From: Marsha Stone, Sr. Director of Commercial Enterprise  
Date: October 28, 2016  
Board Date: November 18, 2016  
Subject: Subaru of Indiana, Inc., 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 Subaru of Indiana, Inc. (Subaru) is an automobile manufacturer firm which has changed its name and seeks to modify its defined FTZ boundary due to the addition of a vehicle gate and fence realignment.

Subaru is located at: 5500 State Road 35 East, Lafayette, IN.

This action requires an Amendment to the existing FTZ Operator Agreement previously executed on February 15, 2002, 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 Subaru’s request at their meeting held on October 25, 2016.

**Scope**

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

**Schedule**

November 18, 2016: Execution of the FTZ Operator Amendment #2 and Grantee Concurrence Letter.

**Revenue and/or Operating Cost Implications**

**Revenue:**

Revenue will remain \$60,000/annum.

**Operating Costs:**

The GIFTZ has no additional costs.

**Supplier Diversity Participation**

Not applicable.

**Recommendation**

Consider for approval Subaru's FTZ Operator Amendment #2 and the issuance of a Grantee Concurrence Letter, as supported by the Greater Indianapolis Foreign Trade Zone Board.



## **BOARD MEMO – APPROVAL OF INVITATION TO BID MULTI-TASKING SNOW EQUIPMENT PURCHASE**

To: IAA Board of Directors

From: Michael Medvescek, Sr. Director of Operations and Public Safety

Date: October 28, 2016

Board Date: November 18, 2016

Subject: (2017) Approval for Invitation to Bid for the Purchase of Two New Multi-Tasking Snow Removal Vehicles

### **Background**

In accordance with Title 14, Code of Federal Regulations (CFR), Part 139, as of July 29th, 2016 certificated airports are required to comply with the revised Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5200-30D. AC 150/5200-30D states that a commercial airport as Indianapolis International Airport should have sufficient equipment to clear snow and ice within a ½ hours' time from Priority one areas.

The FAA has mandated new regulations on airfield condition reporting including those caused by winter weather contaminates on runways, taxiways, and aircraft ramps. The FAA in the last four months has updated how areas are classified for snow and ice removal. At IND this has increased Priority One areas considerably from what was required previously. IND is a designated diversion air facility for Chicago O'Hare and Midway airports. Due to the new requirements which affect all airports, IND expects many more diverted aircraft which will require more pavement to be cleared in a timely matter.

The Airport Snow Equipment Replacement Program provides the Indianapolis Airport Authority (IAA) with the equipment necessary to remain compliant with Federal Aviation Regulation (FAR) Part 139. This project also provides the Authority with the equipment needed to remain compliant with FAA guidance on Runway Condition Assessment Matrix (RCAM), and Takeoff and Landing Performance Assessments (TALPA) requirements for winter operations.

To offset the increased pavement to be cleared and to maintain the current levels of safety and customer service this project proposes the purchase of two new multi-tasking equipment similar to the multi-tasking snow removal vehicles currently owned. The (2017) Snow Equipment Replacement Program was part of the approved 2017 Capital Improvement Fund Budget. Airport Operations continues to eliminate old unreliable equipment through the IAA online auction process.

**Scope**

This project proposes the purchase of two new multi-tasking snow removal vehicles with solid deicer spreading capabilities so to meet the needs of the airports ice & snow removal plan. The proposed completion of the project would be within 215 days of the Notice to Proceed (NTP). Airport Operations will oversee the completion of the project for its duration.

**Budget**

This project is included in the 2017 Capital Budget. The proposed project is 100% cash funded. Due to this equipment being considered safety critical this project is exempt under the Authority's hurdle rate policy and has not been subjected to an internal rate of return calculation.

**Schedule**

Board approves the invitation for bids (IFB)	November 18th, 2016
Open bids	December 16th, 2016
Board approves contract	January 20th, 2017
Vehicles delivered	Up to 215 days after NTP

**Supplier Diversity Participation**

After consulting with the IAA Director of Diversity, no certified companies were found that could provide this service.

**Recommendation**

The IAA Staff recommends that the IAA Board consider for approval of an invitation to bid for the purchase two new multi-tasking snow removal vehicles.



## Indianapolis Airport Authority

### **BOARD MEMO – AMENDMENT**

To: IAA Board of Directors

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

Date: October 20, 2016

Board Date: November 18, 2016

Subject: Approval of Amendment No. 2 with Crawford Murphy & Tilly, Inc. (CMT) for Airport Layout Plan Update - Phase I at Eagle Creek Airpark (EYE) (Project No. E-15-042)

#### **Background**

An Airport Layout Plan (ALP) is the guiding document for the future development of an airport 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 as having been approved on September 26, 1980, reaffirmed on May 4, 1983 and then updated for “as-built” conditions on January 12, 1994.

FAA design standards have changed since the approval of the ALP for Eagle Creek; therefore, a grant was issued to the Indianapolis Airport Authority in 2013 to update the ALP for Eagle Creek and the Master Plan. On July 18, 2014, the IAA Board approved a contract with Crawford, Murphy & Tilly, Inc. for Airport Layout Plan Update – Phase I at Eagle Creek Airpark. The original contract end date was January 31, 2016 but has been extended to December 31, 2016 with Amendment No. 1.

Due to unforeseen delays in obtaining FAA approval of specific elements of the Airport Layout Plan, the IAA staff is requesting a time only extension.

#### **Scope**

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

#### **Budget**

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

**Schedule**

The contract term will be extended by Amendment No. 2 to December 31, 2018 to allow adequate time for completion of the project.

**Supplier Diversity Participation**

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

**Contract Summary to Date**

<b>Contract/Amendment &amp; Execution Date</b>	<b>Service &amp; Term</b>	<b>Amount</b>	<b>Diversity Participation %</b>			
			<b>DBE</b>	<b>MBE</b>	<b>WBE</b>	<b>VBE</b>
Original Contract - CMT 7/18/14	Professional Services Term: 7/18/2014 - 1/31/16	\$ 314,000.00	28.45%	18.41%	10.03%	3.40%
Amendment No. 1 TOE	Term: 1/31/16 - 12/31/16	-	0.00%	0.00%	0.00%	0.00%
Amendment No. 2 TOE	Term: 11/18/16 - 12/31/18	\$ -	0.00%	0.00%	0.00%	0.00%
<b>Revised Contract NTE</b>		<b>\$ 314,000.00</b>	<b>28.45%</b>	<b>18.41%</b>	<b>10.03%</b>	<b>3.40%</b>

**Recommendation**

The IAA staff recommends the IAA Board consider for approval Amendment No. 2 – a Time Only Extension – with Crawford, Murphy & Tilly, Inc. for Airport Layout Plan Update – Phase I at Eagle Creek Airpark (EYE) to allow adequate time for completion of the project.



**Indianapolis Airport Authority**

**BOARD MEMO – AMENDMENTS**

To: IAA Board of Directors

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

Date: November 7, 2016

Board Date: November 18, 2016

Subject: Approval of Amendment No. 5 with CHA Consulting, Inc., and Approval of Amendment No. 3 with Hanson Professional Services, for Rehabilitate Runway 5L-23R & Taxiway A and Rehabilitate Taxiway B at Indianapolis International Airport (Project No. I-14-003)

**Background**

In order to maximize the use of available FAA grant funds, the IAA developed a phased approach to rehabilitating Runway 5L-23R and Taxiways A and B at the Indianapolis International Airport, with the final phase of construction being performed in the 2016 season. The IAA Staff desires to retain the engineers of record for the future warranty walk through for the final construction phase as well as assist with certain warranty repairs from earlier phases of the project. Therefore, time only extensions are needed for the related professional services contracts.

**Scope**

There is no impact on the scope for the time only extensions.

**Budget**

There is no impact on the budget for the time only extensions.

**Schedule**

The contract term for both Amendment No. 5 with CHA Consulting, Inc., and Amendment No. 3 with Hanson Professional Services, will be extended to December 31, 2017 for project follow up repairs, extended warranty time period, and project closeout.

**Supplier Diversity Participation**

There is no impact on the supplier diversity participation resulting from the time only extensions.

**Contracts Summary to Date**

Contract/Amendment & Execution	Service & Term	Amount	Minority Participation %			
			DBE	MBE	WBE	VBE
CHA - Contract (11/25/13)	Professional Services Term:11/11/13 to 12/31/15	\$ 148,950.00	23.72%	31.80%	17.61%	0.00%
Amd. No. 1 (12/20/13)	Term: No Change	412,440.51	31.85%	25.48%	7.24%	7.19%
Amd. No. 2 (12/19/14)	Term: 11/11/13 to 12/31/16	90,510.00	18.17%	9.72%	22.85%	0.00%
Amd. No. 3 (9/18/15)	Term: No Change	71,010.00	0.00%	0.00%	0.00%	39.87%
Amd. No. 4 (5/20/16)	Term: No Change	47,280.00	0.00%	0.00%	0.00%	0.00%
Amd. No. 5 -TOE (11/18/16)	Term: 11/11/13 to 12/31/17	-	0.00%	0.00%	0.00%	0.00%
<b>CHA Totals</b>		<b>\$ 770,190.51</b>	<b>23.78%</b>	<b>20.94%</b>	<b>9.97%</b>	<b>7.52%</b>
Hanson - Contract (12/19/14)	Professional Services Term: 12/19/14 to 12/31/16	\$ 162,974.00	19.64%	19.64%	2.52%	4.30%
Amd. No. 1 (6/19/15)	Term: No Change	107,356.32	0.00%	0.00%	0.00%	20.49%
Amd. No. 2 (5/20/16)	Term: No Change	59,225.16	15.20%	15.20%	0.00%	5.07%
Amd. No. 3-TOE (11/18/16)	Term: 12/31/14 to 12/31/17	-	0.00%	0.00%	0.00%	0.00%
<b>Hanson Totals</b>		<b>\$ 329,555.48</b>	<b>12.44%</b>	<b>12.44%</b>	<b>1.24%</b>	<b>9.71%</b>

**Recommendation**

**Action 1**

The IAA staff recommends the IAA Board consider for approval Amendment No. 5 - a Time Only Extension - with CHA Consulting, Inc. for Rehabilitate Runway 5L-23R and Taxiway A and Rehabilitate Taxiway B at the Indianapolis International Airport.

**Action 2**

The IAA staff recommends the IAA Board consider for approval Amendment No. 3 - a Time Only Extension – with Hanson Professional Services, Inc. for Rehabilitate Runway 5L-23R and Taxiway A and Rehabilitate Taxiway B at the Indianapolis International Airport.



**Indianapolis Airport Authority**

**BOARD MEMO – CONTRACT AWARD**

To: IAA Board of Directors

From: Marsha Stone, Senior Director of Commercial Enterprise

Date: November 7, 2016

Board Date: November 18, 2016

Subject: Award of Construction Contract with Price Construction Group, LLC to install infrastructure for the QTA Road Access Control at Indianapolis International Airport

**Background**

This project will provide the infrastructure necessary for the installation of vehicular access control equipment on the Quick Turn Around (QTA) road on the east side of the existing employee parking lot. This work is to bore and pull necessary communication lines and electric runs to the area to install a parking gate and access control equipment. This project will improve revenue controls and security into / out of the employee parking lot.

On October 6, 2016, an RFQ was issued. The IAA staff received two quotes on October 21, 2016. The quotes ranged from \$71,124.50 to \$160,355.00. Price Construction Group, LLC was the lowest responsive and responsible quoter in the amount of \$71,124.50.

In addition to the contract amount, IAA staff 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 IAA 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 the airport's operating budget to accommodate the funding of the 3% contingency for construction reserve. Change orders exceeding the construction reserve will be submitted to the IAA Board for approval.

**Scope**

The scope of work for this contract includes the construction and installation of infrastructure improvements on the QTA road where the road enters the east side of the employee parking lot. The infrastructure improvements consist of a concrete gate island, widening of a portion of the QTA Road to accommodate the gate island, installation of cable and conduits in duct banks for

power and communications, installation of electrical cabinets on new concrete pedestals, and site restoration.

### **Budget**

The Price Construction Group, LLC contract price is \$71,124.50, which will be paid through the Parking Operating Budget, along with up to a 3% construction reserve.

This project is considered a Public Work in excess of \$50,000, which requires IAA Board approval, but is less than \$100,000, therefore qualifying as an operating budget expenditure.

### **Schedule**

Contract award is anticipated November 18, 2016 and the substantial completion is expected to be December 25, 2016.

### **Supplier Diversity Participation**

The Director of Supplier Diversity has approved the following:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Price Construction	\$ 29,124.50	\$ -	\$ -	40.95%	0.00%	0.00%
FOSO Construction	11,000.00	-	-	15.47%	0.00%	0.00%
<b>Totals</b>	<b>\$ 40,124.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>56.41%</b>	<b>0.00%</b>	<b>0.00%</b>

### **Recommendation**

IAA staff recommends the IAA Board consider for approval an award of a contract to install infrastructure for the installation of vehicular access control equipment at the Indianapolis International Airport to Price Construction Group, LLC in an amount not-to-exceed \$71,124.50 plus a 3% construction reserve of \$2,133.74 for a total of \$73,258.24. Price Construction Group, LLC was the lowest responsive and responsible quoter. Supplier diversity participation is MBE 56.41% (Price Construction Group, LLC and FOSO Construction).



## **BOARD MEMO – CONTRACT AWARD**

To: IAA Board of Directors

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

Date: November 7, 2016

Board Date: November 18, 2016

Subject: Award of Construction Contract with Ray’s Demolition, LLC for Demolish T-Hangars (Bldgs. 103 – 106) at Eagle Creek Airpark (Project No. E-17-054)

### **Background**

The four T-Hangar structures in the southeast quadrant of Eagle Creek Airpark were built more than 30 years ago. Due to deterioration and age, this project is being undertaken to demolish the four T-Hangar structures and taxi lanes.

On September 16, 2016, the IAA Board approved plans and specifications and authorized the public bidding process for Demolish T-Hangars (Bldgs. 103 – 106) at Eagle Creek Airpark.

On October 20, 2016, the IAA staff received 4 bids. The project contained a base bid only. The bids ranged from \$150,000.00 to \$228,800.00.

Ray’s Demolition, LLC was the lowest responsive and responsible bidder in the amount of \$150,000.00.

In addition to the contract amount, IAA staff 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 IAA 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. Change orders exceeding the construction reserve will be submitted to the IAA Board for approval.

### **Scope**

This project is being undertaken to demolish four T-Hangar structures and taxi lanes in the southeast quadrant of Eagle Creek Airpark.

### **Budget**

The Ray’s Demolition, LLC contract is \$150,000.00, which is within the approved 2017 Capital Budget for Demolish T-Hangars (Bldgs. 103 – 106) Eagle Creek.

**Demolish T-Hangars (Bldgs. 103 - 106)**

Contract Amount (including 3% reserve)	\$	154,500.00
Design (including survey and geotechnical)		30,253.00
Advertisements for Bid		250.00
<b>Total Anticipated Project Cost</b>	<b>\$</b>	<b>185,003.00</b>

This project will be 100% Airport cash funded.

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

**Supplier Diversity Participation**

The Director of Supplier Diversity has approved the following:

Firm	Amount			%		
	MBE	WBE	VBE	MBE	WBE	VBE
Ward Trucking	\$ 20,000.00	\$ -	\$ -	13.33%	0.00%	0.00%
L & L Bulk Transport	-	15,000.00	-	0.00%	10.00%	0.00%
<b>Totals</b>	<b>\$ 20,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>13.33%</b>	<b>10.00%</b>	<b>0.00%</b>

**Recommendation**

The IAA staff recommends the IAA Board consider for approval an award of contract for Demolish T-Hangars (Bldgs. 103 – 106) at Eagle Creek Airpark to Ray's Demolition, LLC in an amount not-to-exceed \$150,000.00 plus a 3% construction reserve of \$4,500.00 for a total of \$154,500.00. Ray's Demolition, LLC was the lowest responsive and responsible bidder. Supplier diversity participation is MBE 13.33% (Ward Trucking), and WBE 10.00% (L & L Bulk Transport).



## **BOARD MEMO – CONTRACT AWARD**

To: IAA Board of Directors

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

Date: November 7, 2016

Board Date: November 18, 2016

Subject: Approval of Professional Services Contract with Valancourt International, LLC for IND Terminal & Campus Wayfinding & Signage at Indianapolis International Airport (Project No. I-17-069)

### **Background**

Valancourt International, LLC was selected through a qualifications based Request for Proposals (RFP) in 2014. The work performed was an early component of the Terminal/Campus Optimization Program and focused on certain improvements to the terminal campus wayfinding signage. This contract is a continuation of that work and will include additional wayfinding and informational signage as part of the Terminal/Campus Optimization Program.

### **Scope**

The scope of work is to provide a comprehensive wayfinding signage evaluation related to the Indianapolis International Airport (IND). The goal is to improve the customer experience at IND upon arrival on Col. H. Weir Cook Memorial Drive through parking, terminal and concourses. Based on the findings of the evaluation, Valancourt will develop standards and guidelines that will define the aesthetic, functional and technical design at IND, as well as provide consistency in presentation.

### **Budget**

The Valancourt International, LLC contract is \$201,869.00, which is within the approved 2017 Capital Budget for Terminal & Campus Wayfinding & Signage.

This project will be 100% Airport cash funded.

This project is being undertaken as part of a broader Terminal/Campus Optimization Program to enhance customer experience at IND making this project exempt under the Authority's hurdle rate policy. This project has not been subjected to an internal rate of return calculation.

**Schedule**

Contract award anticipated November 18, 2016 with a contract expiration date of March 30, 2018 to implement findings from Terminal/Campus Optimization Program.

**Supplier Diversity Participation**

Due to the specialized nature of the work on this contract, there is limited opportunity for supplier diversity participation.

**Recommendation**

The IAA staff recommends the IAA Board consider for approval a professional services contract with Valancourt International, LLC for IND Terminal & Campus Wayfinding & Signage at Indianapolis International Airport in an amount not-to-exceed \$191,694.00 (fees) and \$10,175.00 (expenses) for a total not-to-exceed amount of \$201,869.00.



Indianapolis Airport Authority

**BOARD MEMO – AMENDMENT NO. 4  
PARSONS BRINCKERHOFF, INC.,**

To: IAA Board of Directors

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

Date: November 18, 2016

Board Date: November 18, 2016

Subject: Approval of Amendment No. 4 with Parsons Brinckerhoff, Inc. for Parking Garage Improvements 2013-2014 at Indianapolis International Airport (Project No. I-13-027)

**Background**

Parsons Brinckerhoff, Inc., the project designer and engineer of record for the Garage Improvements 2013-2014 project, is assisting the IAA in remediating certain work items that did not meet the project specifications. Specific to this amendment, Parsons Brinckerhoff will perform inspection services related to the contractor reinstalling the floor tile at the Ground Transportation Center.

Parsons Brinckerhoff’s existing contract has sufficient funds remaining to cover these inspection services. However, the remaining funds must be reallocated from the expenses category to the fees category in the contract’s Attachment B, and is the primary reason for this amendment.

Additionally, a time extension is needed to ensure the engineer of record is available to assist the IAA with final project close-out and verification of other warranty work items.

**Scope**

Parsons Brinckerhoff will perform inspection services related to the contractor reinstalling the floor tile at the Ground Transportation Center.

**Budget**

There is no increase in the budget for this contract amendment. The amendment is to redistribute the remaining \$11,018 allocated for “Expenses” to “Fees” in Attachment B of the contract.

**Schedule**

The contract term will be extended by Amendment No. 4 to December 31, 2017 allowing for verification of warranty work items.

**Supplier Diversity Participation**

There is no impact on the supplier diversity participation in this amendment.

**Contract Summary to Date**

<b>Contract/Amendment &amp; Execution Date</b>	<b>Service &amp; Term</b>	<b>Amount</b>	<b>Minority Participation %</b>		
			<b>MBE</b>	<b>WBE</b>	<b>VBE</b>
Preliminary Design and Scope Assessment 8/16/2013	Professional Services Term: 8/16/2013 to 12/31/2014	\$ 90,500.00	13.73%	24.66	0.00%
Amendment No. 1 12/20/13	Term: Extended to 4/30/2015	389,235.00	21.00%	9.04%	0.00%
Amendment No. 2 2/20/15	Term: Extended to 2/29/2016	41,887.00	14.97%	9.70%	0.00%
Amendment No. 3 3/18/16	Term: Extended to 12/31/2016	<b>No Change</b>	-	-	-
		<b>\$521,622.00</b>	<b>19.25%</b>	<b>11.80%</b>	<b>0.00%</b>

**Recommendation**

The IAA staff recommends that the IAA Board consider for approval Amendment No. 4 to the contract with Parsons Brinckerhoff, Inc. for Parking Garage Improvements 2013-2014 at the Indianapolis International Airport for contract funds reallocation and an extension of time.