

STATE ARMORY BOARD

July 17, 2024

The Indiana State Armory Board convened at 10 o'clock A.M., Wednesday, July 17, 2024 in the Adjutant General's Conference Room, located on the second floor of Building One at Indiana Joint Forces Headquarters, located on Stout Field, Indianapolis, Indiana, 46241, pursuant to notice given to all concerned.

MEMBERS PRESENT:

Brigadier General (BG) (Retired) Michael A. Kiefer – President
Brigadier General (BG) (Retired) Ronald W. Henry – Vice President
Colonel (COL) (Retired) Marjorie K. Courtney – Member
Colonel (COL) (Retired) Timothy R. Warrick – Member
Colonel (COL) (Retired) Todd D. Townsend – Member

OTHERS PRESENT:

Brigadier General Michael Grundman – Director, State Operations
Mr. Jason Thompson – General Counsel, Adjutant General's Office
Colonel (COL) (Retired) John Silva – Controller
Colonel (COL) (Retired) Steven Hines – Director of Operations, Camp Atterbury
Mrs. Mary Carrico – Director, State Purchasing and Contracting Office
Mrs. Stephanie Brossman – Field Auditor
Mr. James Mahern – Director, State Facilities Office
Mr. Jason Brady – Construction and Facilities Management Office (CFMO)
Ms. Terri Levy – Administrative Assistant to the Director, State Operations
Ms. Heather Salinas - Director, National Guard Alumni Programs
Mrs. Connie Sellers – Marketing Specialist, Indiana National Guard

THOSE ABSENT:

Major General (MG) R. Dale Lyles – the Adjutant General – Secretary-Treasurer
Ms. Mary L. Barbee – Business Administrator – Recorder

3. MINUTES OF LAST MEETING:

- **Call to Order:** Brigadier General (Retired) Kiefer acknowledged the presence of a quorum and called the meeting to order.
- **Recognition:** Brigadier General (Retired) Kiefer recognized Colonel (Retired) Courtney for her service and dedication to the State Armory Board and wished her success in her future endeavors.
- **Approval of Minutes:** The minutes from the April 3, 2024 meeting were presented for approval. Motion to approve by Colonel (Retired) Courtney, seconded by Colonel (Retired) Warrick, and carried.

4. TREASURER'S REPORT:

- **Discussion on Minutes Style:** Prior to presenting the Treasurer's Report, Colonel (Retired) Courtney asked the Board members if they preferred bullet-style or narrative-style minutes. Colonel (Retired) Silva emphasized the acceptability of bullet-style minutes by the State Board of Accounts during audits and highlighted their use in audits.
- **Audit Participation:** Colonel (Retired) Silva stated that the Controller's Office was participating in two audits: one for cooperative agreements on the federal side and another centered around the State Armory Board Main and Special Programs accounts. He anticipated no issues with the audits and noted it was "Audit Season."

Special Programs Account:

- **Balance Sheet:** Cash on Hand: \$659,024.05; Accounts Receivable: \$31,839.59 (primarily fees due from IVY Tech); Total Assets: \$690,863.64.
- **Liabilities and Equity:** CAIN: \$63,550.00 (Pruv Mobility initiative); Equity: \$36,755.63 (Cyber Academy budget).

Profit and Loss Statement:

- **Income:** AGO Administrative Fees: \$17,104.05; CAIN Income: \$18,450.00; Ivy Tech Facility Charge: \$9,483.00; Late Fees from Students: \$354.36; Room Leases: \$53,098.61; Total Income: \$98,490.02.
- **Expenses:** Cyber Academy: \$34,787.82 (facility resetting, appliances, dorm improvements); NIC Fees: \$231.29; Postage Fees: \$120.00; Total Expenses: \$63,139.11.
- **Special Programs Account Status:** Colonel (Retired) Silva stated the account continues to increase monetarily and indicated a plan to utilize the funds, possibly to be briefed by Cyber Academy personnel.

State Armory Board Main Account:

- Checking Account Balance: \$1,943,894.63.
- Certificates of Deposit: Balance: \$900,000.00; monitored regularly with an expiry/roll-over timeframe of 12 to 18 months.
- Total Assets: \$2,843,894.63.
- **Liabilities and Equity:**
 - o Sease, Gerig: \$15,000.00 remaining.
 - o HYCA Foundation: \$13,294.40 remaining.
 - o Knightstown: \$71,755.70.
 - o Muscatatuck: \$52,759.07.

- o Ceremonial Unit: \$56,366.57.

Other Financial Details:

- CD Interest: \$9,165.04.
- Court Martial Income: \$230.00.
- HYCA Cadet: \$1,550.00.
- Knightstown Income: \$1,109.75.
- Miscellaneous Income: \$100.00.
- Muscatatuck Income: \$900.00.
- Refunds: \$5.01 (bank charges).
- Reimbursements: \$723.35.
- Rental of Properties: \$31,402.50.
- Total Income for Reporting Period: \$45,185.65.

Expenses Since Last Meeting:

- Computer and Internet Expenses: \$2,299.43 (QuickBooks software).
- Danville Local Armory Board: \$3,502.68 (reopening).
- Umbarger Conference Center Rental: \$750.00.
- IGR Expenses: \$34,792.45 (equipment, uniforms, computers).
- Insurance Expense: \$75.00 (General Henry's bond).
- Plaques and Awards: \$5,678.87.
- Professional Fees: \$3,732.14 (surveying of Jasper).
- Repairs and Maintenance: \$12,670.00 (Shelbyville).
- Sease, Gerig Events: \$10,000.00.
- TAG Public Relations: \$5,276.00.
- Travel Expense: \$5,276.00 (reimbursed back to the Board).
- Wellness Center: \$4,707.53 (equipment warranty).

Approval:

- Motion: Approval of the Treasurer's Report was made by Colonel (Retired) Warrick, seconded by Colonel (Retired) Courtney, and carried.

5. MRS. MARY CARRICO WILL PROVIDE AN UPDATE ON CURRENT STATE ARMORY BOARD CONTRACTS.

Mrs. Carrico provided an update on current contracts. She informed the Board that there were no contracts requiring signatures at this meeting but stated that contracts would be forthcoming.

- **Camp Atterbury Projects:**

- o Building 304 and 305 renovations: \$1,656,200.00
- o Building 118 renovation: \$1,613,800.00

Upcoming Projects: Mrs. Carrico listed the upcoming projects to be presented for signature within the next four weeks:

- Shelbyville Runway Repair
- Terre Haute Female Latrine Expansion
- Bloomington Modernization
- Stout Field Building 7 HVAC Repair
- Stout Field Building 3 Phased Rooftop Unit Replacement
- Building 1 Roof Replacement
- Building 15 Roof Replacement
- Kessler Roof Replacement
- Elkhart Armory HVAC and Controls
- Columbus Modernization

6. MR. JAMES MAHERN WILL PROVIDE A SHORT BRIEFING ON STATE FACILITIES.

Mr. Mahern provided a briefing on state facilities and projects.

- **Design and Construction Reports:**
 - Mr. Mahern directed the Board to the design and construction reports included in their folders, highlighting the status of ongoing projects and inviting questions.
 - With no questions from the Board, Mr. Mahern proceeded to discuss P.M. (Preventive Maintenance) expenditures and routine work.

Fiscal Year Expenditures:

- Total: \$5,260,000.00 in regular maintenance and repair
- 2,444 work orders processed, averaging \$2,155 per work order
- Approximately \$22,000.00 processed daily
- Mr. Mahern emphasized the aging nature of the armories and the attention they required.

Hamilton County Readiness Center:

- In response to a question from Colonel (Retired) Townsend, Mr. Mahern reported that the Hamilton County Readiness Center was approximately 42% constructed, with construction crews now working on the interior.

7. MR. JAMES MAHERN WILL REQUEST APPROVAL OF UTILITY EASEMENTS (WATER, SEWER, AND ELECTRIC) ASSOCIATED WITH THE HAMILTON COUNTY READINESS CENTER.

Mr. Mahern requested approval for utility easements related to the new Hamilton County Readiness Center.

• **Easement Details:**

- The design drawings in the packets included the areas requiring easements for sewer, water, and electricity.
- Permanent easement (green area) and temporary construction area (orange part) for sewer and water.
- Electrical easement (blue line) required to provide power to the site.
- Mr. Mahern confirmed that the easement language had been reviewed and approved by his office, the FMO's office, and general counsel.

Motion:

- Approval for the utility easements was recommended by Colonel Courtney, seconded by Colonel Warrick, and carried.

8. MR. JAMES MAHERN WILL DISCUSS THE PROPOSED SALE OF SMALL PROPERTY ADJACENT TO THE TERRE HAUTE AIRPORT.

Mr. Mahern discussed the proposed sale of a small property adjacent to Terre Haute Airport. He stated that a homeowner, whose shed is slightly over the borderline of their property and the Board's, wished to purchase a portion of the land. The homeowner will cover all survey and legal proceedings costs to establish a utility line to the shed. Mr. Thompson added that the small parcel of land is represented by a realtor and that he will return with financial transaction details at a later date.

9. MR. JASON BRADY WILL PROVIDE A SHORT BRIEFING ON CONSTRUCTION AND FACILITIES MANAGEMENT OFFICE PROJECTS AND WILL PROVIDE AN OVERVIEW OF ELECTRIC VEHICLE (EV) CHARGING STATIONS AND PAYMENT PROCESS.

Mr. Brady provided a briefing on construction and facilities management projects and the overview of EV charging stations and payment process.

- **ZeroEmission Fleet Requirement:** Mr. Brady stated the Department of Defense plans to implement a zero-emission fleet. The Indiana National Guard currently has 22 electric or plug-in hybrid vehicles.
- **Infrastructure:** Infrastructure to support these vehicles is being established at Camp Atterbury, Stout Field, Tyndall, and other locations throughout the state.
- **Charging Station Management:** The State Armory Board will set up and pay for utilities associated with ChargePoint. Users will pay via credit/debit cards, with proceeds going to ChargePoint, who will then pay the State Armory Board, which will pay the utility company.
- **Funding:** Mr. Brady stated \$1,600,000.00 had been spent on the project to date, and it is fully federally funded but state-implemented.
- **Civilian Access:** Brigadier General (Retired) Keifer inquired about civilian vehicle access to charging stations. Mr. Brady stated that civilian access/use is not required, but employees and civilians can utilize the chargers for personal use, based on Department of Defense (DoD) guidance on excess capacity usage.
- **Motion:** Brigadier General (Retired) Keifer motioned to establish a line item within the Special Programs Account for the monetary aspects of the EV Charging Stations. Motion seconded by Colonel (Retired) Courtney, and carried.

10. CAPTAIN CORBIN BARBER WILL PROVIDE A BRIEFING ON THE CYBER ACADEMY AND PROPOSED BUDGET FOR FISCAL YEAR 2025.

Captain Corbin Barber presented the Fiscal Year 2025 briefing on the Cyber Academy and proposed budget.

- **Cohorts and Enrollment:** Six cohorts have passed through the Cyber Academy with an average enrollment of 34. Enrollment continues to grow with nearly 20% being members of the Indiana National Guard.
- **Improvements:** Upgrades to student housing include an additional kitchen, enclosed porch, and blackout curtains, necessary for the potential reversion to troop housing.
- **Feasibility Study:** A 420% increase in funds for safety and modernization will support a feasibility study of Building 5104. The study includes evaluating fire suppression, accessibility, emergency procedures, and environmental contaminants for conversion into additional student housing as desired by Major General Lyles.
- **Motion:** Motion to approve the Cyber Academy's Fiscal Year 2025 budget of \$415,000.00 was made by Colonel (Retired) Courtney, seconded by Colonel (Retired) Warrick, and carried.

11. CAPTAIN CORBIN BARBER WILL PRESENT THE FISCAL YEAR 2025 BUDGET FOR THE MUSCATATUCK URBAN TRAINING CENTER (MUTC).

Captain Corbin Barber presented the Fiscal Year 2025 budget for the Muscatatuck Urban Training Center. He indicated no significant changes from the previous year and highlighted the 20th anniversary of the Indiana National Guard assuming ownership of the property.

- **Motion:** Motion to approve the \$6,500.00 Fiscal Year 2025 budget was made by Colonel (Retired) Courtney, seconded by Colonel (Retired) Warrick, and carried.

12. SERGEANT FIRST CLASS AARON ZWISSLER WILL PRESENT THE CEREMONIAL UNIT'S BUDGET REQUEST FOR FISCAL YEAR 2025.

Sergeant First Class Aaron Zwissler requested \$158,145.00 for the Ceremonial Unit's Fiscal Year 2025 budget, noting a 25% decrease from the previous year.

- **Achievements:** The Ceremonial Unit supported 106 full-honors funerals, and over 2,300 two-man detail funerals during Fiscal Year 2024. They participated in 42 events, including 2 caisson team funerals.
- **Color Guard Training:** Sergeant First Class Zwissler reported positive progress in training full-time support personnel and ongoing efforts to promote volunteerism within the unit.
- **Motion:** Motion to approve the Fiscal Year 2025 budget was made by Colonel (Retired) Courtney, seconded by Colonel (Retired) Townsend, and carried.

13. COMMAND SERGEANT MAJOR (CSM-INGR) CHARLES "CHARLIE" BROWN III AND CORPORAL (CPL-INGR) WILL PRESENT THE FISCAL YEAR 2025 BUDGET REQUEST FOR THE INDIANA GUARD RESERVE (INGR).

Command Sergeant Major (CSM) Charles "Charlie" Brown III and Corporal (CPL) Pintuorn Bissett presented the Fiscal Year 2025 budget for the Indiana Guard Reserve, requesting \$190,326.00, a 167% increase from the previous year.

- **Justification:** The increase covers costs of items previously under-budgeted and necessary for the Guard Reserve's operations.
- **Missions:** The Guard Reserve supported 26 missions including Veteran's Day parade activities, marshalling for the Indianapolis Metropolitan Police Department, and various events at the Indianapolis Motor Speedway.

Motion: Motion to approve the budget, with a mid-year review of fund usage was made by Colonel (Retired) Warrick, seconded by Colonel (Retired) Courtney, and carried.

14. MS. HEATHER SALINAS WILL REQUEST FUNDING NOT TO EXCEED \$40,000.00 FOR ALUMNI REUNION FUNDING.

Ms. Heather Salinas requested funding not to exceed \$40,000.00 for the upcoming Indiana National Guard Alumni/Veteran Reunion to be held at Camp Atterbury, Indiana on Saturday, September 27, 2024.

- **Event Details:** The reunion will include a briefing by the Adjutant General and vendors goods/services valuable to alumni/veterans. \$20,000.00 is requested for the event, with a plan for an additional \$20,000.00 for future events.
- **Motion:** Motion to approve \$20,000.00 for the reunion was made by Colonel (Retired) Courtney, seconded by Brigadier General (Retired) Henry, and carried.

15. COLONEL (COL) (RETIRED) JORG STACHEL WILL REQUEST FUNDS NOT TO EXCEED \$1,000.00 FOR REPAIRS TO THE CAMP ATTERBURY 38TH INFANTRY DIVISION VETERAN'S MEMORIAL.

Colonel (Retired) Jorg Stachel requested \$1,000.00 to repair the 38th Infantry Division Veteran's Memorial at Camp Atterbury.

- **Details:** The repairs will be conducted by a contractor. Colonel (Retired) Hines suggested a representative from Camp Atterbury attend State Armory Board meetings to discuss future installation requirements.
- **Motion:** Motion to grant \$1,000.00 for the memorial repairs was made by Colonel (Retired) Courtney, seconded by Colonel (Retired) Townsend, and carried.

16. PUBLIC COMMENTS

No persons from the general population were present at the meeting; therefore, no comments were made.

17. REMARKS FROM THE ADJUTANT GENERAL.

Brigadier General Grundman spoke in the absence of Major General Lyles, who was meeting with the Indiana Department of Education. Brigadier General Grundman gave the Board an update concerning the status of the Indiana National Guard.

18. DATE AND TIME OF NEXT MEETING.

There being nothing further to discuss, the next meeting of the State Armory Board was determined to take place on Wednesday October 23, 2024 at 10 o'clock in the Adjutant General's Conference Room.

_____ *Michael A. Kiefer* _____

BRIGADIER GENERAL MICHAEL A. KIEFER, INNG (RET)
PRESIDENT, INDIANA STATE ARMORY BOARD

_____ *R. Dale Lyles* _____

MAJOR GENERAL R. DALE LYLES, INNG
THE ADJUTANT GENERAL, SECRETARY-TREASURER