

On **Tuesday, February 6, 2024**, the **CONSTRUCTION FINANCE OVERSIGHT COMMITTEE** of the Greater Orlando Aviation Authority met in the Carl T. Langford Board Room, Orlando International Airport, One Jeff Fuqua Boulevard Orlando, FL 32827. Chairperson Sharman called the meeting to order at 10:00 a.m. The meeting was posted in accordance with Florida Statutes with quorum participating. Office of the Governor, Executive Order Number 20-69.

Committee Members Present:

Kathleen Sharman, Executive Vice President/CFO and Chairperson
Marquez Griffin, Senior Vice President of Operations
Gary Hunt, Vice President of Facilities

Also Present:

Marie Dennis, Deputy Chief Financial Officer
Dan Gerber, GOAA
Melvin Martinez, GOAA
Arlene Grant, GOAA
Ignacia Diaz, GOAA
Dan Carrington, GOAA
Colin Paterson, Ardmore Roderick
John Volpe, Jacobs PMO
Drew Erickson, Jacobs PMO
Brad Miller, Jacobs PMO
Ian Brooks, GOAA
Win Beltran, GCI
Frederick Robinson, Anser Advisory
Fernando Aguero, Anser Advisory
Lance Quick, Anser Advisory
Heather Lee, Anser Advisory
Tracey Goff, Anser Advisory
Hameedah McCondichie, Sr. Admin. Assistant, GOAA
Chayla German, AECOM, Recording Secretary

LOBBYIST DISCLOSURE

For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1 of each year for the preceding year. Lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. The policy, forms, and instructions are available on the Aviation Authority's web site. Please contact the Chief Administrative Officer with questions at (407) 825- 7105.

Chairperson Sharman asked the Committee to report any conflicts of interest or violations of the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law with regard to any agenda item. No Violations were reported.

I. CALL TO ORDER

II. ANNOUNCEMENTS

III. ROLL CALL

IV. CONSIDERATION OF MINUTES AND OLD BUSINESS

A. Minutes of the January 2, 2024 CFOC Meeting

The Committee reviewed the meeting minutes from the January 2, 2024, CFOC. No comments or

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concerns were provided.

B. Old Business

1. Airline Terminal Improvements Program – Chairperson Sharman stated this is still being monitored by Jackie Chan and her team for the relocation of airlines.
2. Terminal C Enhancements Program – Chairperson Sharman stated an updated schedule was handed out before the meeting.
3. Chairperson Sharman stated GOAA and consultants need to get CIP requests in by February 23, 2024. Chairperson Sharman stated Brad Friel and the planning team are conducting a series of planning studies that are due on February 29, 2024. Chairperson Sharman stated a meeting will be held in March to prioritize the CIP to create a first draft by the end of March.

V. CONSENT AGENDA

A. ACTION ITEMS

1. Recommendation to Approve Budget Transfer Request for BP-00485 – Hyatt Lobby Renovation Design/Build at the Orlando International Airport

Ms. Grant presented a memorandum dated February 6, 2024, requesting the committee to approve budget transfer request for BP-00485 – Hyatt Lobby Renovation Design/Build at the Orlando International Airport. The project has restarted and is now ready to move toward the 60% milestone and complete the design/pre-construction phase. However, there are additional design costs in the amount of \$154,476 primarily to include the design for replacement of eight (8) Air Handling Units (AHU), which are past their useful life, located in the Continental Ballroom as well as food service design for the market and design revisions to the bar. The full impact of the construction costs for the AHU replacements will not be known until the design is complete.

Also, the addition of Project Management Services are required because this work was previously managed in-house, but is now being outsourced from CMI, a Continuing Consultant, in the amount of \$179,552 for a total fund reallocation of \$334,028.

There is no fiscal impact to the Hyatt Hotel's overall Capital Improvement Budget. This request would transfer \$334,028 from FY24 CIR00164 to BP-00485 – Hyatt Lobby Renovation D/B.

Chairperson Sharman pointed out to the committee the sentence regarding the full cost of the AHU replacements construction being unknown, because the total cost of the construction may be more than what is budgeted after the design is completed. Chairperson Sharman stated although we are taking funds from the construction funds, we may not have enough funds remaining in the current budget to complete the construction.

The Construction Finance Oversight Committee reached a consensus to approve the transfer of \$334,028 of Capital Expenditure funds from Fiscal Year 2024 Capital Initiation Request #164 – Lobby Renovation to BP-00485 – Hyatt Lobby Renovation Design/Build.

2. Recommendation to Approve Budget Transfer Request for R-00103 – West Aircraft Rescue and Fire Fighting Roof Replacement, Building Renovations Program

Mr. Paterson presented a memorandum dated February 6, 2024, requesting the committee to approve budget transfer for R-00103 – West Aircraft Rescue and Fire Fighting Roof Replacement, Building Renovations Program. Project R-00102- Information Technology (IT) Building Roof Refurbishment has passed substantial completion and is in the closeout phase with a remaining budget of \$97,867 and project R-00103 has also passed substantial completion and is in the closeout phase with a remaining budget of \$4,548. An additional \$22,000 is needed in R-00103 to fund the request to replace the counter flashing and install the expanded metal mesh. It is requested that \$22,000 be transferred from R-00102 to R-00103.

The project team is confident that these transfers will provide sufficient funds to complete the projects based on conditions known at this time. The alternative is to not replace the counter flashing at the West ARFF building which may result in leaking into the new roof system and the building

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causing damage which would incur future costs for additional repairs. There is no overall fiscal impact to the Building Renovations program.

Chairperson Sharman stated this is moving funds from one roof project to another roof project. Chairperson Sharman asked if the money for the IT roof is no longer needed. Mr. Paterson stated the funds are no longer needed as the project is in substantial completion. Mr. Griffin asked if the \$22,000 would be enough. Mr. Paterson confirmed that the amount of \$22,000 is enough to complete the project.

The Construction Finance Oversight Committee reached a consensus to approve the transfer of \$22,000 of Capital Expenditure funds from R-00102 – Information Technology Building Roof Refurbishment to R-00103 - West Aircraft Rescue and Fire Fighting Roof Replacement.

3. Recommendation to Approve Funding Request for the Migration to UKG Pro Workforce Manager, Google Cloud Platform for UKG TeleStaff, and Implementation of UKG Pro People Center

Ms. Dennis presented a memorandum dated February 6, 2024, requesting the committee to approve funding request for the Migration to UKG Pro Workforce Manager, Google Cloud Platform for UKG TeleStaff, and Implementation of UKG Pro People Center. The Aviation Authority is currently utilizing UKG Workforce Central and UKG TeleStaff in the Kronos Private Cloud (KPC). These Software as a Solution (SaaS) services provide time tracking, attendance, leave, scheduling, payroll solutions, and related products, services, and systems for Aviation Authority employees. Both UKG Workforce Central and UKG TeleStaff in the KPC will transition to End of Engineering (EOE) and End of Life (EOL) effective December 31, 2025. In order to ensure no loss or interruption of services, the Business Application Team is recommending that the Aviation Authority transition to the new UKG application, UKG Pro Workforce operated in the Google Cloud Platform (GCP), and transition UKG TeleStaff to the GCP, as soon as possible.

In addition, staff is also recommending transition from multiple current Human Resource systems (Oracle HR, My Career, and Cornerstone) to UKG Pro People Center, which includes UKG Pro People Analytics, Talent Acquisition, Recruiting, and Onboarding. These tools will significantly increase the Human Resource department's efforts and efficiency in employee management, talent acquisition, recruiting, and onboarding.

Additional funding is needed to support migration, implementation, and testing costs for UKG Pro Workforce Manager, TeleStaff, and People Center. The Finance department has identified Capital Expenditure funds in FY 2020 Capital Initiation Request (CIR) #492 – Comm Room Security that can be used to fund the balance needed to complete the UKG migration and implementation project.

There are no reasonable alternatives under consideration. The fiscal impact is the utilization of \$250,000 of Capital Expenditure funds from Fiscal Year 2020 Capital Initiation Request #492 – Comm Room Security to Fiscal Year 2024 Capital Initial Request #1004 – UKG Dimensions Migration.

Mr. Hunt asked if this is an adequate amount. Ms. Dennis confirmed it is. Chairperson Sharman stated this is for UKG, while mentioning once these systems are consolidated, it will be easier to migrate everything to a new comprehensive system should the Aviation Authority desire to do so.

The Construction Finance Oversight Committee reached a consensus to (a) recommend to the Aviation Authority Board to approve the transfer of \$250,000 of Capital Expenditure funds from Fiscal Year 2020 Capital Initiation Request #492 – Comm Room Security to Fiscal Year 2024 Capital Initial Request #1004 – UKG Dimensions Migration; and (b) request concurrence from the City Council of this unbudgeted expenditure.

4. Recommendation to Approve Budget Transfer Request for W-00438 – Federal Emergency Management Agency Map Update , Master Stormwater Planning Program

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Mr. Carrington presented a memorandum dated February 6, 2024, requesting the committee to approve budget transfer request for W-00438 – Federal Emergency Agency Map Update, Master Stormwater Planning Program.

Due to recent flood events, the City of Orlando has requested that the Aviation Authority include the Water Conserv 1 plant and surrounding areas adjacent to the Brightline Vehicle Maintenance Facility (VMF) as part of the FEMA FIRM Panel updates that the Aviation Authority is currently preparing. In support of this effort, a project budget increase is requested in the amount of \$32,668 to W-00438 - FEMA Map Update.

There is no overall fiscal impact to the Master Stormwater Planning program, however this action will decrease the CIP Unallocated budget by \$32,668, leaving a balance of \$837,747.

The Construction Finance Oversight Committee reached a consensus to approve the transfer of \$32,668 of Capital Expenditure funds from ZC-345 – Master Stormwater Planning Capital Improvement Program Unallocated to W-00438 – Federal Emergency Management Agency Map Update.

5. Recommendation to Approve Funding Request for L-00094 – Aviation Authority Executive Office Physical Access Control System, Executive Lobby/Conference/Office Area Renovations Program

Mr. Diaz presented a memorandum dated February 6, 2024, requesting the committee to approve funding request for L-00094 – Aviation Authority Executive Office Physical Access Control System, Executive Lobby/Conference/Office (L/C/O) Area Renovations Program. To further elevate security and access control within the Orlando International Airport (OIA), the Aviation Authority is embarking on a critical project to implement a comprehensive Physical Access Control System (PACS) in the Executive Office.

To provide the budget of \$115,000 for project L-00094, a budget transfer from ZC-388 – Executive L/C/O Area Renovations Capital Improvement Program (CIP) Unallocated is requested.

There is no fiscal impact to the overall Executive L/C/O Area Renovations program, however, the CIP Unallocated project will be reduced by \$115,000 of Line of Credit to be reimbursed by Future General Airport Revenue Bond (GARB) funds.

The Construction Finance Oversight Committee reached a consensus to approve the transfer of \$115,000 of Line of Credit to be Reimbursed by Future General Airport Revenue Bond (GARB) funds from ZC-388 – Executive Lobby/Conference/Office Area Renovations Capital Improvement Program (CIP) Unallocated to L-00094 – Executive Office Physical Access Control System (PACS), Technical, and Design Build Plan Services.

6. Recommendation to Approve Budget Transfer Request for V-S00046 – Baggage Handling System Headache Bars, Terminal C Enhancement Projects Program

Ms. Lee presented a memorandum dated February 6, 2024, requesting the committee to approve budget transfer request for V-S00046 – Baggage Handling System Headache Bars, Terminal C Enhancement Projects Program.

The 60 percent construction documents have been completed. This includes structural plans indicating frame locations and preliminary structural analysis of headache bar frames. Preliminary cost estimates indicate the current project budget for construction of the new headache bar frames and relocation of the existing headache bars will require a project increase. It is recommended that \$150,000 be transferred from Capital Improvement Program (CIP) Unallocated to support this effort.

There are no reasonable alternatives at this time. There is no overall fiscal impact to the Terminal C Enhancement Projects program, however this action will decrease the CIP Unallocated budget by \$150,000, leaving a balance of \$24,475,170.

The Construction Finance Oversight Committee reached a consensus to approve the transfer of \$150,000 of General Airport Revenue Bond (GARB) funds from ZC-377CD2 –

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Capital Improvement Program Unallocated to V-S00046 – Baggage Handling System Headache Bars.

7. Recommendation to Approve Budget Transfer request for BP-S00195 – Terminal C Airside Concourse Gates C250-C253

Mr. Volpe presented a memorandum dated February 6, 2024, requesting the committee to approve budget transfer request for BP-S00195 – Terminal C Airside Concourse Gates C250-C253.

On January 30, 2024, the Construction Committee approved Change Order #22 to the HP BP-S00195 contract, subject to CFOC approval. This Change Order provides a \$4 million allowance for construction of the RLC at the south end of the ASC. A budget transfer of \$4,000,000 from the SMF #1 RLC Set Aside is necessary to provide funding for Change Order #22.

There are no reasonable alternatives. There is no overall fiscal impact to the Terminal C ASC Gates C250-C253 program. If approved, this will reduce ZC-354SMF1 – SMF #1 RLC Set Aside by \$4,000,000.

The Construction Finance Oversight Committee reached a consensus to approve the transfer of \$4,000,000 of General Airport Revenue Bond (GARB) funds from ZC-354SMF1 – Scope Modification Form #1 Ramp Loading Connector Set Aside to BP-S00195 – Terminal C Airside Concourse Gates C250-C253.

8. Recommendation to Approve Various Budget Transfer Requests for the Terminal C Gates C250-253 Ramp/Remain Overnight/Airfield Program

Mr. Vople presented a memorandum dated February 6, 2024, requesting the committee to approve various budget transfer requests for the Terminal C Gates C250-253 Ramp/Remain Overnight (RON)/Airfield Program.

On February 6, 2024, an addendum to the Technology and Multi-Media Systems Specialty Engineer agreement with Burns Engineering, Inc. in the amount of \$180,650 was presented to the Construction Committee for approval, subject to Construction Finance Oversight Committee (CFOC). An extension of professional services to support the GSE add alternate is required.

The initial premium for the Terminal C Gates C250-253 Ramp/RON/Airfield program was \$334,412 based on a project budget of \$90 million. Since then, the program budget has increased to \$170 million, therefore the estimated builders risk insurance premium has increased to \$1,700,000. In addition, the Owner's Protective Professional Indemnity (OPPI) insurance coverage increased from \$220,500 to \$332,000.

With the program budget increase to \$170 million, it was anticipated that soft cost budgets would need to increase. As these are estimated premium amounts, it is requested that \$1,700,000 be added to W-S00121RRA. When actual amounts are determined, any excess budget will be returned to Soft Cost Reserve.

On February 6, 2024, it is anticipated that an addendum to the Architect of Record agreement with HNTB Corporation will be presented to the Construction Committee for approval, subject to CFOC. While sufficient budget exists within this project, the funding sources need to be realigned to support the funding recommendation. Transfers between General Airport Revenue Bond (GARB) and Passenger Facility Charge (PFC) 21 funding sources are recommended; there is no budget increase.

There are no reasonable alternatives. There is no overall fiscal impact to the Terminal C Gates C250-253 Ramp/RON/Airfield program. If approved, this action will reduced the Soft Cost Reserve by \$1,880,650.

The Construction Finance Oversight Committee reached a consensus to approve the transfers reflected in Exhibit 1.

9. Green Evaluation Disclosure – 2017A Bond as of December 31, 2023

Exhibit 2 is a list by project of the funds expended as of December 31, 2023, from proceeds of the 2017A Subordinated Bonds.

There is no fiscal impact.

This item has no recommended action and is for disclosure purposes only.

10. Green Evaluation Disclosure – 2019A Bond as of December 31, 2023

Exhibit 2 is a list by project of the funds expended as of December 31, 2023, from proceeds of the 2019A Bonds.

There is no fiscal impact.

This item has no recommended action and is for disclosure purposes only.

B. PROGRAM BUDGET STATUS WORKSHEETS

1. **North Terminal Baggage Handling System MAC Projects**
Reflects January 2, 2024 CFOC Action
2. **Baggage Handling System**
Reflects new project W-00489
3. **Closed Circuit Television Improvements**
No Changes
4. **Changing Regulatory Requirements**
No Changes
5. **Airsides 2 & 4 APM System Update**
No Changes
6. **Airside 2 & 4 APM Replacement**
Reflects January 2, 2024 CFOC Action
7. **North Terminal Restrooms Upgrade – Phase 1**
No Changes
8. **North Terminal Security Checkpoints**
No Changes
9. **Passenger Processing Efficiency System**
No Changes
10. **Airline Terminal Improvements**
Reflects January 2, 2024 CFOC Actions
11. **Security Enhancement Program**
Reflects January 2, 2024 CFOC Actions
12. **North Terminal Signage**
No Changes
13. **Health & Safety Renovations 2018-2025**
Reflects January 2, 2024 CFOC Action
14. **North Terminal Buildings' Roof Replacement**
No Changes
15. **North Terminal Vertical Circulations Improvements**
No Changes
16. **North Terminal Renovations**
No Changes
17. **North Terminal Building Systems Upgrades**
No Changes

18. Operational Efficiency Relocations
Reflects January 2, 2024 CFOC Action
19. Airfield Pavement Rehabilitation
No Changes
20. Rental Car Quick-Turn-Around Projects
Reflects January 2, 2024 CFOC Actions
21. Terminal A & B RAC Counter & Lobby Improvements
No Changes
22. Roadway Improvements Program
No Changes
23. Rental Car Expansion Program
No Changes
24. Roadway Signage 2018-2025
No Changes
25. Employee Parking Lot
No Changes
26. Ground Transportation Facility Pedestrian Bridge
Reflects January 2, 2024 CFOC Action
27. Roadway Congestion Management Project
No Changes
28. Parking Improvements
No Changes
29. Fiber Infrastructure Program
Reflects October 31, 2023 CFOC Actions
30. Wildlife Attractant Removal
No Changes
31. Building Renovations
Reflects new project W-00499
32. Security Detection System Improvement
No Changes
33. Environmental Mitigation
No Changes
34. Master Stormwater Planning
No Changes
35. New OIA Masterplan
No Changes
36. Advanced Budget, Schedule, & Scoping Analysis (ABSSA)
No Changes
37. C/E/F Annex 2 & Parking
No Changes
38. Infrastructure Development for Tenant Projects
No Changes
39. Airport Power Systems Upgrades
No Changes
40. Executive Lobby/Conference/Office Area Renovations

Reflects new projects

41. **South Terminal C Phase 1**
Reflects January 2, 2024 CFOC Actions
42. **South Terminal C Expansion Phase 1 Expansion**
Reflects January 2, 2024 CFOC Actions
43. **Terminal C Phase 2**
Reflects November 20, 2023 CFOC Action
44. **Terminal C Airside Concourse Gates C250-C253**
Reflects January 2, 2024 CFOC Actions
45. **Terminal C Gates C250-253 Ramp, Remain Overnight (RON), & Airfield**
Reflects January 2, 2024 CFOC Action
46. **Terminal C Enhancements**
Reflects January 2, 2024 CFOC Actions
47. **Passenger Conveyance Systems**
No Changes
48. **Terminal C Landscaping**
Reflects January 2, 2024 CFOC Action
49. **South Computer Room Buildout**
No Changes
50. **Hyatt Regency Hotel**
Reflects November 20, 2023 CFOC Action
51. **Orlando Executive Airport Active Project**
No Changes
52. **Rail Infrastructure Oversight**
No Changes

VI. START-UP PACKAGES AND RATIFICATION ITEMS

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VII. INFORMATIONAL/DISCUSSION ITEMS

- A. 2024 CFOC Meeting and Memo Deadline Schedule
- B. 2024 CFOC Meeting and Deadline Calendar
- C. Info Item: 1/2/2024 CFOC 5A4 – Recommendation to Approve Request to Transfer 2013A and 2019A General Airport Revenue Bonds Funds to V-00990 – Baggage Handling System North Terminal High Speed Diverters, North Terminal Baggage Handling Move/Add/Change Projects
- D. Info Item: 1/2/2024 CFOC 5A7 – Recommendation to Approve Budget Transfer Requests for V-S00047 – Landside and Airside Signage Improvements and V-S00048 – Garage and Roadway Signage Improvements, Terminal C Enhancements Projects Program.
- E. Info Item: 11/20/2023 CFOC 5A1 – Recommendation to Approve Budget Transfer Request for V-S00049 – Copa Airlines Relocation, V-S00050 – Avianca Airlines Relocation, and V-S00051 – AeroMexico Airlines Relocation, Airline Terminal Improvements Program.
- F. Info Item: 1/2/2024 CFOC 5A1 – Recommendation to Approve Budget Transfer Request for R-00100 – Emergency Roof Repairs and Waterproofing Maintenance.

Chairperson Sharman mentioned the next scheduled CFOC meeting will be held Monday, March 4, 2024, at 11:00 a.m. The CFOC memorandum deadline is February 16, 2024, at 10:00 a.m. CFOC memos should be submitted to cfocSubmissions@goaa.org. The initial CFOC agenda review meeting will be held on

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February 19, at 11 a.m. via Microsoft Teams.

ADJOURNMENT

Having no further business to conduct, the meeting was adjourned at 10:30 a.m.

A handwritten signature in black ink that reads "Kathleen M. Sharman, CFO". The signature is written in a cursive, flowing style.

Kathleen M. Sharman, Chairperson
Construction Finance Oversight Committee
Chief Financial Officer