

On **Tuesday, October 1, 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 10:36 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 M. Sharman, Executive Vice President/CFO and Chairperson
Tracy Conner Harris, Vice President of Concessions
Gary Hunt, Vice President of Facilities
Max Marble, Senior Vice President of Capital Programs

Also Present:

Melvin Martinez, GOAA
Robert Connell, GOAA
Arlene Grant, GOAA
Paul Cook, GOAA
Tuan Nguyen, GOAA
Danielle Plummer, GOAA
Quinn Crum, GOAA
Kelly Loll, GOAA
Ramfis Morales, WSP
Ksenia Merck, KMerck & Associates
Colin Paterson, Ardmore Roderick
Isadore Carrie, Carrie Company
Tracey Goff, Anser Advisory
Drew Erickson, Jacobs
Hameedah McCondichie, 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 September 3, 2024, CFOC Meeting

The Committee reviewed the meeting minutes from September 3, 2024, CFOC. No comments or concerns were provided.

B. Old Business

1. Airline Terminal Improvements Program – Chairperson Sharman stated this is still being monitored by Jackie Chin and her team for the relocation of airlines.

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2. Terminal C Enhancement Projects Program – Chairperson Sharman stated this is still being monitored by Ms. Merck.

V. CONSENT AGENDA

A. ACTION ITEMS

1. Recommendation to Approve Funding Request for the Purchase of an Integrated Database Management System, Access Control

Mr. Cook presented a memorandum dated October 1, 2024, requesting the committee to approve a funding request for the purchase of an Integrated Database Management System (IDMS) for access control. The software system currently in place has an end of service date of March 2025.

The IDMS implementation is anticipated to take up to two years, including time allowed for procurement and project closeout. To move forward with this effort now, it is requested that funding from FY23 CIR00786 - SAFE Badging System Upgrade, FY20 CIR00492 - Comm Room Security and FY21 CIR00668 - Checkpoint Alpha Reconfiguration be repurposed for the IDMS implementation as the updated cost necessitates additional funds beyond the previous allotment.

At this time, the badging software is a higher priority than the Comm Room Security and the Checkpoint Alpha Reconfiguration projects due to the impending end of life and support date. As these projects are still important, funding will be requested in fiscal year 2026.

There are no reasonable alternatives at this time. The fiscal impact is the utilization of \$1,758,125 of Capital Expenditure funds.

Chairperson Sharman asked whether it was acceptable to postpone the Comm Room Security and Checkpoint Alpha Reconfiguration projects. Mr. Cook confirmed the postponement of the Comm Room Security and Checkpoint Alpha Reconfiguration projects and stated the IDMS project is a higher priority at this time due to the end-of-life timeline.

The Construction Finance Oversight Committee reached a consensus to approve the transfer of (a) \$334,600 of Capital Expenditure funds from Fiscal Year (FY) 2023 Capital Initiation Request (CIR) #00786 – SAFE Badging System Upgrade to fund balance; (b) \$519,675 of Capital Expenditure funds from FY20 CIR00492 – Comm Room Security to fund balance; (c) \$903,850 of Capital Expenditure funds from FY21 CIR00668 – Checkpoint Alpha Reconfiguration to fund balance; and (d) recommend to the Aviation Authority board to (1) approve the transfer of \$1,758,125 of Capital Expenditure funds from fund balance for the purchase of an Integrated Database Management System; and (2) request concurrence from the City Council for this unbudgeted expenditure.

2. Recommendation to Approve Budget Transfer Request for R-00104 - 17L/35R Vault Roof Replacement, Building Renovations Program

Mr. Paterson presented a memorandum dated October 1, 2024, requesting the committee to approve a budget transfer request for R-00104 - 17L/35R Vault Roof Replacement. On April 25, 2024, a contract was signed with P&A Roofing to replace the leaking roof of the 17L/35R Vault at Orlando International Airport, and due to newly discovered wall leaks, GOAA Maintenance has requested waterproofing of the building's exterior to ensure it is watertight.

This building contains sensitive equipment for runway lighting, so it is imperative that the building be watertight. To facilitate this need, it is requested that \$88,200 of Capital Expenditure funds be transferred from ZC-371 - Non-Terminal Buildings Roof Replacement Capital Improvement Program (CIP) Unallocated to R-00104 – 17L/35R Vault Roof Replacement.

The alternative is to only replace the roof and not waterproof the walls which are also currently leaking. There is no overall fiscal impact to the Building Renovations program, however CIP Unallocated will be reduced by \$88,200.

The Construction Finance Oversight Committee reached a consensus to approve the transfer of \$88,200 of Capital Expenditure funds from ZC-371 – Non-Terminal Buildings Roof Replacement Capital Improvement Program Unallocated to R-00104 - 17L/35R Vault Roof Replacement.

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3. Recommendation to Approve Budget Transfer Request for R-00105 - Building 858 Roof Replacement, Building Renovations Program

Mr. Paterson presented a memorandum dated October 1, 2024, requesting the committee to approve a budget transfer request for R-00105 - Building 858 Roof Replacement. Following an evaluation in June 2022, A/R/C Associates, Inc. recommended the replacement of the upper roof and repairs to the lower roof of Building 858 at Orlando International Airport; however, due to further deterioration, it is now essential to replace both roofs.

The existing non-terminal building upper and lower roofs on Building 858 are currently leaking and are in need of replacement. To facilitate this need, it is requested that uncommitted available Capital Expenditure funds be transferred to R-00105 in the amount of \$78,689 from R-00102 - Information Technology (IT) Building Roof Replacement, \$8,523 from R-00103 - West Aircraft Rescue and Fire Fighting (ARFF) Sector B Roof Replacement, and \$187,941 from ZC-371 - Non-Terminal Buildings Roof Replacement Capital Improvement Program (CIP) Unallocated.

Projects R-00102 - IT Building Roof Replacement and R-00103 - West ARFF Sector B Roof Replacement are completed and closed out. 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 lower roof on Building 858 which is currently leaking. There is no overall fiscal impact to the Building Renovations program, however CIP Unallocated will be reduced by \$187,941.

The Construction Finance Oversight Committee reached a consensus to approve the transfer of (a) \$78,689 of Capital Expenditure funds from R-00102 - Information Technology (IT) Building Roof Replacement to R-00105 - Building 858 Roof Replacement; (b) \$8,523 of Capital Expenditure funds from R-00103 - West Aircraft Rescue and Fire Fighting (ARFF) Sector B Roof Replacement to R-00105; and (c) \$187,941 of Capital Expenditure funds from ZC-371 - Non-Terminal Buildings Roof Replacement Capital Improvement Program Unallocated to R-00105.

4. Recommendation to Approve Budget Transfer Request for W-S00113RRA – Technology & Multi-Media Systems Specialty Engineer, Terminal C Gates C250-253 Ramp/Remain Overnight/Airfield Program

Mr. Erickson presented a memorandum dated October 1, 2024, requesting the committee to approve a budget transfer request for W-S00113RRA - Technology & Multi-Media Systems Specialty Engineer. The Aviation Authority has requested information regarding the electrical design of the Ground Support Equipment (GSE) and if there is capacity for potential electric vehicle charging of electronic Ground Support Equipment (eGSE). This requires the need to identify the probable requirements for conduit infrastructure to service future airline tenant eGSE charging needs.

It has been determined that Capital Expenditure funds are best suited for this item, therefore it is requested that the transfers defined within the recommended action be approved.

There are no reasonable alternatives. There is no overall fiscal impact to the Terminal C Gates C250-C253 Ramp/Remain Overnight/Airfield program, however Soft Cost Reserve will be reduced by \$64,712.

The Construction Finance Oversight Committee reached a consensus to approve the transfer of (a) \$51,770 of General Airport Revenue Bond (GARB) funds from ZC-356 – Soft Cost Reserve to BP-S00196RRAAPR – Terminal C Phase 1X, Airfield Civil, Apron, Taxiway Paving, and Ground Support Equipment Facility, Apron; (b) \$12,942 of GARB funds from ZC-356 to BP-S00196RRAAFF - Terminal C Phase 1X, Airfield Civil, Apron, Taxiway Paving, and Ground Support Equipment Facility, Airfield/Fuel; (c) \$51,770 of Capital Expenditure funds from BP-S00196RRAAPR to W-S00113RRA - Technology & Multi-Media Systems Specialty Engineer; and (d) \$12,942 of Capital Expenditure funds from BP-S00196RRAAFF to W-S00113RRA.

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5. 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 October 1, 2024, requesting the committee to approve a budget transfer request for BP-00485 - Hyatt Lobby Renovation Design/Build at the Orlando International Airport. This project will focus on renovating the 4th floor lobby, bar, east lobby, performance balcony, ballroom pre-function areas, business center, Continental Ballroom, briefing room, and two minor areas: the 1st floor motor court and the 3rd floor elevator lobby. The main objective is to transform these spaces to align with Hyatt Regency branding standards.

The procurement estimate dated September 17, 2024, outlines an estimated total cost of \$2,041,641 for the procurement of Furniture, Fixtures, & Equipment (FF&E), which includes attic stock, contingency, and estimated freight. To facilitate the FF&E purchase order process, approval is requested to transfer \$2,041,641 from the Hyatt Fiscal Year 2024 Capital Initiation Request (CIR) #00164 to BP-00485 - Hyatt Lobby Renovation Design/Build.

There are no reasonable alternatives. There is no fiscal impact to the Hyatt Hotel's overall Capital Improvement Budget. This request will utilize \$2,041,641 of Capital Expenditure funds from FY24 CIR00164 leaving a balance of \$2,775,929.

Chairperson Sharman asked whether this procurement process would align with previous Hyatt procurements and those for Terminal C FF&E, specifically regarding a schedule that outlines procurement methods and thresholds for returning to Construction Committee. Kelly Loll, Vice President of Purchasing & Procurement, clarified that the threshold is based on the contingency amount included within the procurement estimate. Ms. Grant confirmed that if costs exceed the estimate by 5%, she will return to the Construction Committee for approval.

The Construction Finance Oversight Committee reached a consensus to approve the transfer of \$2,041,641 of Capital Expenditure funds from Fiscal Year 2024 Capital Initiation Request #164 – Lobby Renovation to BP-00485 - Hyatt Lobby Renovation Design/Build.

6. Recommendation to Approve Budget Transfer Request for Various Signage Projects, Terminal C Enhancement Projects Program

Ms. Merck presented a memorandum dated October 1, 2024, requesting the committee to approve a budget transfer request for various signage projects within the Terminal C Enhancement Projects program. The startup package for V-S00047 has been revised to include scope originally intended for V-S00048 - Garage and Roadway Signage Improvements, as well as added scope for further signage requirements. The expanded scope will include miscellaneous signage improvements for Terminal C Landside, Airside, Garage C and Entrance Road.

To track costs between cost centers, separate 'A' and 'B' projects will be created with an initial \$475,000 each. Funding will be reallocated between the two projects once a contractor is onboard, the Schedule of Values is established and the cost centers are defined. The transfers recommended to fund the revised V-S00047 project scopes are defined within the recommended action.

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 Capital Improvement Program (CIP) Unallocated budget by \$450,000.

Chairperson Sharman asked if the total project cost is \$950,000. Ms. Merck confirmed this amount.

The Construction Finance Oversight Committee reached a consensus to (a) approve the transfer of (1) \$250,000 of General Airport Revenue Bond (GARB) funds from V-S00047 - Landside and Airside Signage Improvements to V-S00047A - Terminal C Signage Improvements (Landside/Airside); (2) \$225,000 of GARB funds from ZC-377CD2 – Capital Improvement Program Unallocated to V-S00047A; (3) \$250,000 of GARB funds from V-S00048 - Garage and Roadway Signage Improvements to V-S00047B - Terminal C Signage Improvements (Garage/Roadway); and (4) \$225,000 of GARB funds from ZC-377CD2 to V-S00047B; and (b) authorize the reallocation of funds between V-S00047A and V-S00047B at such time as the Schedule of Values is created and the funding between the cost centers is defined.

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7. Recommendation to Approve Budget Transfer Request for H-00365 – Miscellaneous Airfield Pavement Rehabilitation

Mr. Carrie presented a memorandum dated October 1, 2024, requesting the committee to approve a budget transfer request for H-00365 - Miscellaneous Airfield Pavement Rehabilitation. This project was created to reduce the footprint of the blast pad located at Runway 18-Right and rehabilitate airfield pavement as required. The base bid includes scope to reduce the size of the blast pad, mill and resurface the primary blast pad area, and grade and sod the secondary blast pad area.

The alternate portion of this project includes scope to mill and resurface a portion of Taxiway Charlie. Capital Expenditure funds have been identified in Fiscal Year (FY) 2023 Capital Initiation Request (CIR) #00525 – Airfield Pavement in the amount of \$200,000, which is requested to be transferred to H-00365 to fund this work.

The project team is confident that this transfer will provide sufficient funds to complete the project based on conditions known at this time.

There are no other reasonable alternatives under consideration. The fiscal impact is the utilization of previously approved Capital Expenditure funds in the amount of \$200,000 from FY 2023 CIR00525 - Airfield Pavement.

Chairperson Sharman asked if the team was comfortable using the funds from CIR00525 for this project. Mr. Carrie confirmed.

The Construction Finance Oversight Committee reached a consensus to approve the transfer of \$200,000 of previously approved Capital Expenditure funds from Fiscal Year 2023 Capital Initiation Request #00525 – Airfield Pavement to H-00365 – Miscellaneous Airfield Pavement Rehabilitation.

8. Recommendation to Approve Budget Transfer Requests for Security Enhancement and Closed-Circuit Television Improvements Programs

Mr. Cook presented a memorandum dated October 1, 2024, requesting the committee to approve budget transfer requests for Security Enhancement and Closed-Circuit Television (CCTV) Improvement Programs. The Florida Department of Transportation (FDOT) Public Transportation Grant Agreement (PTGA) 438486-2 included in V-00980 funds several security projects. While the V-00980 project budget includes \$550,000 of future FDOT funding, the current PTGA 438486-2 will need to be expended prior to requesting a new FDOT security grant. To fully expend the existing PTGA, the funding transfers defined in the recommended action are recommended.

While the funding realignment requested in the recommended action is expected to result in use of the entire \$4.3M of FDOT funding, the projects will not be completed by the June 1, 2025, expiration date. An extension will be requested; however, a final response is not expected until the second quarter of fiscal year 2025. To ensure that sufficient funds are available to support the FDOT funded projects underway pending extension approval, it is recommended that set-asides be established in the amount of \$4,244,912.

There are no reasonable alternatives at this time. There is no overall impact to the CCTV or Security Enhancement programs.

The Construction Finance Oversight Committee reached a consensus to approve (a) the transfer of (1) \$550,000 of Florida Department of Transportation (FDOT) Public Transportation Grant Agreement (PTGA) 438486-2 funding from V-00982 - Campus Key & Lock Replacement to V-00980 - Closed-Circuit Television (CCTV) Renewal and Replacement; (2) \$550,000 of future FDOT funding from V-00980 to ZC-310 – Security Enhancement Program Capital Improvement Program (CIP) Unallocated; (3) \$374,148 of General Airport Revenue Bond (GARB) funds from TBD10 – Checkpoint B Reconfiguration to V-00982; and (4) \$175,852 of GARB funds from ZC-310 to V-00982; and (b) the set-aside of (1) \$4,000,000 of GARB funds in TBD4 - West Ramp Access Control Implementation; and (2) \$244,912 of GARB funds in TBD2 - SOC Expansion, Double Positions from 2 to 4; (c) the authorization to reduce set-asides incrementally upon receipt of funds from FDOT by the amounts received.

B. PROGRAM BUDGET STATUS WORKSHEETS

1. **North Terminal Baggage Handling System MAC Projects**
No Changes
2. **Baggage Handling System**
Reflects September 3, 2024, CFOC Action
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 September 3, 2024, CFOC Action
7. **North Terminal Security Checkpoints**
No Changes
8. **Passenger Processing Efficiency System**
No Changes
9. **Airline Terminal Improvements**
No Changes
10. **Security Enhancement Program**
Reflects September 3, 2024, CFOC Action
11. **North Terminal Signage**
No Changes
12. **Health & Safety Renovations 2018-2025**
No Changes
13. **North Terminal Buildings' Roof Replacement**
No Changes
14. **North Terminal Vertical Circulation Improvements**
No Changes
15. **North Terminal Renovations**
No Changes
16. **North Terminal Building Systems Upgrades**
No Changes
17. **Pedestrian Boarding Bridges**
No Changes
18. **NT PAX Mods for RACs Access to APM**
No Changes
19. **Airfield Pavement Rehabilitation**
Reflects September 3, 2024, CFOC Action
20. **Rental Car Quick-Turn-Around Projects**
No Changes
21. **Terminal A & B RAC Counter & Lobby Improvements**
No Changes
22. **Roadway Improvements Program**
No Changes

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23. Consolidated 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 September 3, 2024, CFOC Action
27. Roadway Congestion Management Project
No Changes
28. Parking Improvements
Reflects September 3, 2024, CFOC Action
29. Fiber Infrastructure Program
No Changes
30. Wildlife Attractant Removal
No Changes
31. Building Renovations
No Changes
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
No Changes
41. *Intentionally Left Blank*
42. Terminal C Phase 2
No Changes
43. Terminal C Airside Concourse Gates C250-C253
Reflects September 3, 2024, CFOC Action
44. Terminal C Gates C250-253 Ramp, Remain Overnight (RON), & Airfield
No Changes
45. Terminal C Enhancement Projects
Reflects September 3, 2024, CFOC Action

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46. Passenger Conveyance Systems
No Changes
47. Terminal C Landscaping
No Changes
48. South Computer Room Buildout
No Changes
49. Hyatt Regency Hotel
Reflects September 3, 2024, CFOC Action
50. Orlando Executive Airport Active Projects
No Changes
51. Rail Infrastructure Oversight
No Changes

VI. START-UP PACKAGES AND RATIFICATION ITEMS

A. START-UP PACKAGES

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B. RATIFICATION ITEMS

Recommendation to Approve the Funding Transfers of Various Capital Improvement Plan Programs

On June 19, 2024, the Aviation Authority Board approved the annual update to the Orlando International Airport (MCO) Capital Improvement Plan (CIP).

In preparation for a planned future bond issue, there are two funding changes recommended that impact General Airport Revenue Bond (GARB) and Capital Expenditure funds within the CIP. Capital Expenditure funds are recommended for the following programs:

- Terminal C Landscaping program; V-S00062 - Interior Landscaping. The scope of this project includes the purchase and installation of a variety of interior plants and planters that are ideally suited for Capital Expenditure funding.
- Airfield program; H-00370 - Select Airside Apron Rehabilitation. This funding transfer will result in consistent use of Capital Expenditure funds for this on-going annual rehabilitation effort.

No additional budget transfers are currently required to realign the CIP, however, there may be future adjustments recommended to maximize the use of grant funds, as appropriate. The approved MCO CIP does not include any FY 2025 Airport Terminal Program (ATP) funding due to the uncertainty and highly competitive nature of this program. However, if the grants are awarded to MCO, the following funding adjustments would be recommended:

- Landside Renovation and Circulation Improvements: ATP funding would be recommended first to support BP-00501 - Landside Levels 1 & 2 Renovations with any remaining balance targeting the North Terminal (NT) Passenger (PAX) Modifications for Rental Car (RAC) Access to the Automated People Mover (APM). GARB funding would be released.
- Airside Restroom Upgrade and Expansion: BIL AIG funds currently programmed in this project would be transferred first to support the BP-00501 – Landside Levels 1 & 2 Renovations, with any surplus programmed for the NT PAX Modifications program. GARB funding would be released from the NT PAX Modifications program.
- Passenger Boarding Bridge Replacements: ATP funds awarded for this project would result in a release of GARB funds.

There are no reasonable alternatives at this time. There is no change to the total CIP amount.

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The Construction Finance Oversight Committee reached a consensus to ratify (a) the funding transfers reflected in Exhibit 1; and (b) authorization for the Chief Financial Officer to make budget adjustments as needed in the event Federal Aviation Administration Bipartisan Infrastructure Law Airport Terminal Program funds are awarded, subject to Aviation Authority Board approval.

VII. INFORMATIONAL/DISCUSSION ITEMS

- A. 2024 CFOC Meeting and Memo Deadline Schedule
- B. 2024 CFOC Meeting and Deadline Calendar
- C. Info Item: 8/8/24 CFOC 5A9 – Recommendation to Approve a Budget Realignment of Line of Credit and General Airport Revenue Bond funds for Various Capital Projects

Chairperson Sharman mentioned the next scheduled CFOC meeting will be held October 29, 2024, at 3:30 p.m. The CFOC memorandum deadline is October 15, 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 October 17, 2024, at 1:30 p.m. via Microsoft Teams Meeting.

ADJOURNMENT

Having no further business to conduct, the meeting was adjourned at 11:05 a.m.



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