

On **TUESDAY, DECEMBER 19, 2023**, the **PROCUREMENT COMMITTEE** met at the Orlando International Airport in Carl T. Langford Board Room, One Jeff Fuqua Blvd., Orlando, FL 32827. Chair Sharman called the meeting to order at 9:34 a.m. Chair Sharman read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee members confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding any agenda item.

Committee Members present:

Kathleen Sharman, Chair
Marquez Griffin, Vice Chair
Max Marble, Senior Vice President, Capital Programs
Jeff Daniels, Assistant Vice President, Facilities

Also participating:

Karen Ryan, Legal Counsel (Nelson Mullins Riley & Scarborough)
Dan Gerber, Legal Counsel (Rumberger, Kirk & Caldwell)
Debbie McKeown, GOAA Project Controls
Juliana Pena, GOAA Information Technology
Shiv Persaud, GOAA Information Technology
Fransheska Brown, Recording Secretary

CONSENT AGENDA

A. REQUEST FOR APPROVAL OF AN ADDENDUM TO THE GENERAL CONSULTING SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR FY 2024 ON-CALL SUPPORT SERVICES FOR CONCESSIONS DEPARTMENT AT THE ORLANDO INTERNATIONAL AIRPORT.

Upon motion of Mr. Daniels, second by Mr. Marble, vote carried to approve Consent Agenda Item A.

Vote carried to approve an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for FY 2024 On-Call Support Services for Concessions Department, for the total not-to-exceed fees amount of \$47,440.00, with funding from previously-approved Operations and Maintenance Funds.

NEW BUSINESS

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE THE FIRST RENEWAL OPTION FOR PURCHASING AGREEMENT PS-649 AVIATION SPECIALTY CONSULTING SERVICES AND FEDERAL GOVERNMENTAL RELATIONS CONSULTING SERVICES, WITH CAMPBELL-HILL AVIATION GROUP, LLC.

A. Ms. Pena presented the memorandum. Discussion ensued.

Upon motion of Mr. Griffin, second by Mr. Marble, vote carried to recommend to the Aviation Authority Board approval of the First Renewal Option for Purchasing Agreement PS-649 Aviation Specialty Consulting Services and Federal Governmental Relations Consulting Services, with Campbell-Hill Aviation Group, LLC, for the total not-to-exceed fees amount of \$286,000.00, with funding from previously-approved Operations and Maintenance Funds.

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO AWARD THE PROCUREMENT OF SINGLE SOURCE SG-00242 FOR THE HARDWARE DEVICES ASSOCIATED WITH THE QUEUE MANAGEMENT SYSTEM (QMS) TO SITA INFORMATION NETWORKING COMPUTING, USA.

B. Mr. Persaud presented the memorandum. Discussion ensued.

Upon motion of Mr. Marble, second by Mr. Griffin, vote carried to recommend to the Aviation Authority Board approval of an Award of the procurement of Single Source SG-00242 for the hardware devices associated with the Queue Management System (QMS) to SITA Information Networking Computing, USA, for the total not-to-exceed fees amount of \$502,854.24, with funding from previously-approved Capital Expenditure Funds.

INFORMATION ITEMS

The following items were presented for information only:

- A. Office of Small Business Participation Memorandum for the Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an interim update of the Orlando International Airport Layout Plan. [Original Procurement 11/21/2023, Item No. NB-B].
- B. Office of Small Business Participation Memorandum for the Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for a parking capacity analysis, at the Orlando International Airport. [Original Procurement 11/21/2023, Item No. NB-C].
- C. Office of Small Business Participation Memorandum for the Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. f for a parking pricing study at Orlando International Airport. [Original Procurement 11/21/2023, Item No. NB-D].
- D. Office of Small Business Participation Memorandum for the Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin Inc. to provide Water Quality and flow Monitoring for FY 2024, at the Orlando Executive Airport. [Original Procurement 11/21/2023, Item No. NB-E].
- E. Office of Small Business Participation Memorandum for the Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin Inc. to provide FY 2024 On-Call Permitting Assistance, at the Orlando International Airport. [Original Procurement 11/21/2023, Item No. NB-F].

ADJOURNMENT

No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned at 9:42 a.m.



Kathleen M. Sharman, Chair
Procurement Committee
Chief Financial Officer