

**GREATER ORLANDO AVIATION AUTHORITY
AGENDA**

DATE: WEDNESDAY, AUGUST 21, 2024

TIME: 2:00 P.M.

PLACE: CARL T. LANGFORD BOARD ROOM, ORLANDO INTERNATIONAL AIRPORT, ONE JEFF FUQUA BOULEVARD

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 lobbyist shall file a Notice of Lobbying (Form 4) detailing each instance of lobbying to the Aviation Authority within 7 calendar days of such lobbying. Lobbyists will also provide a notice to the Aviation Authority when meeting with the Mayor of the City of Orlando or the Mayor of Orange County at their offices. The policy, forms, and instructions are available on the Aviation Authority's offices web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. CONSIDERATION OF AVIATION AUTHORITY MINUTES FOR JUNE 19, 2024

VI. SERVICE RECOGNITIONS

VII. CHAIRMAN'S REPORT

VIII. CHIEF EXECUTIVE OFFICER'S REPORT

IX. BOARD PRESENTATIONS

X. CONSENT AGENDA

(These items are considered routine and will be acted upon by the Aviation Authority in one motion. If discussion is requested on an item, it will be considered separately. Items under this section are less than \$1,000,000 dollars)

- A. Recommendation to Accept Aviation Authority Committee Minutes
- B. Recommendation of the Construction Committee to the Aviation Authority Board for Approval of Change Order(s) to Various Construction Contracts
- C. Recommendation of the Construction Committee to Approve No-Cost Addenda to the Continuing Vertical Construction Services Agreements to Exercise the First One-Year Renewal Option
- D. Recommendation of the Construction Committee to Approve a No-Cost Addendum to the Land Development, Land Planning and Land Management Consulting Services Agreement with Dykes Everett & Company, LLC to Exercise the Second and Final One-Year Renewal Option
- E. Recommendation of the Construction Committee to Approve Multiple Addenda to the Continuing Program and Project Management Services Agreement with Cost Management, Inc. dba CMI (CMI)
- F. Recommendation of the Procurement Committee to Approve Multiple Addenda to the General Consulting Services Agreement with Ricondo & Associates, Inc. (Ricondo) at the Orlando International Airport (MCO)
- G. Recommendation of the Procurement Committee to Approve Amendment No. 1, the First Renewal Option for Purchasing Contract 01-22 Tile, Marble and Limestone Repair and Replacement Services with Designers West Interiors Inc.
- H. Recommendation of the Procurement Committee to Approve the Award Other Entity Contract 24-758-OEC for five Chevy Silverados, four GMC Sierras, four Ford Mavericks, and three Ford Explorers from Alan Jay Ford/Chevrolet utilizing Sourcwell Contracts 060920-NAF and 091521-NAF
- I. Recommendation of the Procurement Committee to Approve Amendment No. 2, the First Renewal Option for Purchasing Contract 09- 21, Satellite Buildings Janitorial Maintenance with Sterling Building Services, Inc.

NOTE: Any person who desires to appeal any decision made at these meetings will need record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based.

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X. CONSENT AGENDA (Cont'd)

- J. Recommendation of the Procurement Committee to Approve Amendment 2, Increase in Value for Purchasing Contract 21-21, Daikin/McQuay Chiller Maintenance Services with Daikin Applied Americas, Inc.
- K. Recommendation of the Procurement Committee to Approve Amendment No. 2, the Second Renewal Option of Purchasing Contract 23-20, Specialized Commercial Cleaning Services with Florida Cleaning Systems, Inc.
- L. Recommendation of the Procurement Committee to Award Invitation for Bid 24-466-IFB Lift Station Preventative Maintenance Services to Central Florida Pump
- M. Recommendation of the Procurement Committee to Award Other Entity Contract (OEC) 24-765-OEC for One Aircraft Rescue and Fire Fighting (ARFF) Rescue Vehicle from Matheny Motor Truck Co. d/b/a Matheny Fire & Emergency, utilizing the Florida Sheriffs Association Contract #FSA23-VEF17.0
- N. Recommendation of the Procurement Committee to Approve Amendment No. 3, Three-Month Extension to Purchasing Contract 18-18, Vehicle and Equipment Maintenance Services with Transdev Services, Inc. formally known as First Vehicle Services, Inc. (Transdev)
- O. Recommendation of the Construction Finance Oversight Committee (CFOC) to Approve Funding Action(s) to Various Contracts
- P. Recommendation of the Procurement Committee to Approve Amendment No. 1, Contract Adjustment, for Procurement Agreement PS-713 Concessions Consulting Services Agreement with AirProjects, Inc.
- Q. Recommendation to Approve Revisions to Organizational Policy 120.08, Retirement Benefits Committee
- R. Recommendation to Approve Revisions to Organizational Policy 203.02, Vacation Leave
- S. Recommendation to Approve Revisions to Organizational Policy 203.03, Sick Leave
- T. Recommendation to Approve Amendments to Operational Policy 110.04, Appeals Process
- U. Recommendation to Amend Organizational Policy Section 450.10, Procurement Card Operational Procedure
- V. Recommendation to Approve Delegation of Authority to the Chief Financial Officer to Approve Budget Transfers in Excess of \$250,000 through September 30, 2024
- W. Recommendation to Accept Public Transportation Grant Agreements (PTGA) for Orlando International Airport (MCO) from the Florida Department of Transportation (FDOT)
- X. Recommendation to Accept Public Transportation Grant Agreements (PTGA) for Orlando Executive Airport (ORL) from the Florida Department of Transportation (FDOT)
- Y. Recommendation of the Ad Hoc Committee to Award Request for Proposals 24-396, Legal Services for Infrastructure and Construction
- Z. Recommendation of the Ad Hoc Committee to Award Request for Proposals 24-395, Legal Services for Procurement Services Department
- AA. Recommendation of the Procurement Committee to Approve Amendment No. 3, One Month Extension to Purchasing Contract 19-20, Customer Service Ambassadors Services with Real Time Services d/b/a Top Talent Staffing (Top Talent)

XI. NEW BUSINESS

(Consistent with GOAA Policy 450.04, contracts in excess of \$1,000,000 are listed under this section as separate line items)

- A. Recommendation of the Construction Committee to Approve an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. (Ricondo) for Professional Services in support of Project W-00525, MCO Airport Master Plan Update at the Orlando International Airport (MCO)
- B. Recommendation of the Procurement Committee to Approve an Addendum to the Continuing On-Call Architecture and Engineering Consulting Services with Kimley-Horn and Associates, Inc. (KHA) for East Airfield Site Development Planning Services at the Orlando International Airport (MCO)
- C. Recommendation of the Procurement Committee to Award Invitation for Bid 24-123-IFB Aquatic Weed Control Services to Bio-Tech Consulting, LLC
- D. Recommendation to Approve the Maintenance Facility Lease Agreement with Enterprise Leasing Company of Orlando, LLC (Enterprise) at Orlando International Airport (MCO)
- E. Recommendation to Approve Amendment No. 5 to U.S. Government Lease for Real Property with the United States of America for a U.S. Department of Agriculture (USDA) at Orlando International Airport
- F. Recommendation to Approve an Other Transaction Agreement (OTA) with the Department of Homeland Security, Transportation Security Administration (TSA), at Orlando International Airport (MCO)
- G. Recommendation of the Procurement Committee to Award Invitation for Bid 24-162-2-IFB Fire Sprinkler System Maintenance Services to Sciens Orlando, LLC
- H. Recommendation of the Procurement Committee to Award Invitation for Bid 24-320-IFB, Pest Control Services to Home Paramount Pest Control
- I. Recommendation of the Procurement Committee to Award Invitation for Bid 24-515-IFB Landscape Maintenance Services for the Air Operations Area (AOA) to P & L Lawn Maintenance and Irrigation, Inc.
- J. Recommendation of the Procurement Committee to Award Request for Proposals 24-163-RFP, Customer Service Ambassadors at Orlando International Airport as follows: Location One: Terminals A & B to ABM Aviation, Inc.; Location Two: Terminal C and Train Station to VIP Hospitality LLC

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XI. NEW BUSINESS (Cont'd)

- K. Recommendation to Approve Amendment 4 to the Duty Free/Duty Paid Concession Agreement with DFASS Group (Orlando), LLC
- L. Recommendation to Approve Benefit Plan Renewals for Active and Retired Employees
- M. Recommendation to Approve the Contract Value for Professional Services Agreement 24-106-RFP Auditing Services
- N. Recommendation to Approve the Sixth Amended and Restated Resolution Authorizing Collection of a Customer Facility Charge at Orlando International Airport
- O. Recommendation to Approve the Third Amended and Restated Resolution Relating to Airline Rates and Charges and Airline Operating Terms and Conditions for the Use of Facilities and Services at Orlando International Airport, and Various Airline Rate Documents Described Herein
- P. Recommendation for Preliminary Approval of Fiscal Year 2025 Aviation Authority Budget

XII. PROCUREMENTS

(Notification for release of documents for different services at the Aviation Authority in excess of \$500,000)

- A. Request for Statement of Qualifications, Continuing Signage Construction Services (W515)
- B. Request for Proposals, Autonomous Vehicle Services
- C. Request for Proposals, Driver Training Simulator Services

XIII. INFORMATION SECTION

(No action is required on the item(s). Board members should feel free to ask questions on the item(s).)

- A. Notification of Committee Recommendations to the Chief Executive Officer for Approval at the August 21, 2024, Aviation Authority Board Meeting
- B. Notification of Release of RFP/RFB/RFQ/IFB
- C. Aviation Authority Compensation Study
- D. Construction Report

DRAFT

On **WEDNESDAY, JUNE 19, 2024**, THE **GREATER ORLANDO AVIATION AUTHORITY** met in regular session in the Carl T. Langford Board Room of the Aviation Authority offices in the main terminal building at the Orlando International Airport (OIA), One Jeff Fuqua Boulevard, Orlando, Florida. Chairman Weisheyer called the meeting to order at 2:01 pm. The meeting was posted in accordance with Florida Statutes and a quorum was present. *[Live Streaming from Orlando, FL]*

Authority members present,

Tim Weisheyer, Chairman
Dr. John Evans, Vice Chairman
Carson Good, Immediate Past Chair
Mayor Jerry Demings
Mayor Buddy Dyer
Stephanie Kopelousos
Joe Nunziata

Also present,

Kevin J. Thibault, Chief Executive Officer (telephonically)
Richard Clarke, Chief Creative Officer
Kenyatta Lee, Chief of External Affairs
Anthony Davit, Chief Operating Officer
Victoria Jaramillo, Chief Development Offer
Kathleen Sharman, Chief Financial Officer
Tianna Dumond, Senior Vice President, Internal Audit
Brad Friel, Senior Vice President, Multi-Modal Planning & Environmental
Max Marble, Senior Vice President, Capital Programs
Daniel J. Gerber, General Counsel
Anna Farmer, Manager, Board Services and Recording Secretary

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Before the meeting began, Chairman Weisheyer asked Dr. Marcus Bieschke, Director of Ministry Development and Associate Teaching Pastor at Discovery Church in Orlando to bring the invocation.

Next, Chairman Weisheyer congratulated the two new Board Members, Stephanie Kopelousos and Joe Nunziata. He also recognized this as the first Board Meeting without Craig Mateer and Belinda Kirkegard and thanked them for their time and leadership to the Authority.

Next, Mr. Gerber read the Conflict of Interest Statement; there were no affirmative responses from the Board members.

ELECTION OF TREASURER

1. Chairman Weisheyer facilitated the nominations for the new Treasurer.

Mr. Good nominated for Joe Nunziata to serve as Treasurer. Hearing no other nominations, Chairman Weisheyer called for the vote, which was unanimously in favor of Mr. Nunziata as Treasurer.

APPROVAL OF MINUTES

2. Upon motion by Mayor Dyer, second by Mayor Demings, vote carried to accept the board meeting minutes of May 15, 2024, as written.

Chairman Weisheyer stated that Mr. Thibault is attending the meeting telephonically and Mr. Davit is sitting in the Chief Executive Officer position.

CONSENT AGENDA

3. Mr. Davit requested that Consent Agenda Item E be pulled from the agenda. Upon motion by Mr. Good, second by Dr. Evans, vote carried to adopt a resolution as follows: It is hereby resolved by the Greater Orlando Aviation Authority Board that the following Consent Agenda items are approved, accepted, and adopted and execution of all necessary documents is authorized by the Aviation Authority's Officers or Chief Executive Officer:

A. accept for filing the following minutes: April 16, 2024 Ad-Hoc Committee (RFP 24-107; Investment Advisory Services); February 21, 2024 Auditor Selection Committee; September 28, 2023 Capital Management Committee; April 2, April 9, April 16, and April 23, 2024 Construction Committee; May 1, 2024 Construction Finance Oversight Committee; and, March 27, 2024 Finance Committee;

B. accept the recommendation to: (1) find the property listed in this memorandum no longer necessary, useful, or profitable in the operation of the Airport System; (2) request Orlando City Council concurrence and resolution of this finding; and, (3) authorize staff to dispose of this property in accordance with the Aviation Authority's Policies and Procedures;

C. accept the recommendation of the Construction Committee and approve an Amendment to Addendum No. 52 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for the Update of the TDCM on W-00496, North Terminal Refresh at MCO, for the total not-to-exceed fees amount of \$453,816, with funding from Line of Credit to be reimbursed by General Airport Revenue Bonds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel;

D. accept the recommendation of the Construction Committee and approve an Addendum to the Continuing Vertical Construction Services Agreement with Clancy & Theys Construction Co. for the Award of V-S00046, Terminal C Enhancements BHS Headache Bars at MCO, for the total bid amount of \$278,185, with funding from Line of Credit to be reimbursed by Aviation Authority Funds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel;

E. item was pulled from the agenda;

F. accept the recommendation to: (1) approve Amendment No. 9 to Fixed Base Operator Lease Agreement with Atlantic Aviation – Orlando Executive, LLC, as presented; and, (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the appropriate documents following satisfactory review by legal counsel;

G. accept the recommendation to: (1) approve the Amendment No. 22 to Fixed Base Operator Lease Agreement with Sheltair Orlando Air Center, LLC, as presented; and, (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the appropriate documents following satisfactory review by legal counsel;

H. accept the recommendation of the Procurement Committee to: (1) award 24-612-OEC for a one-time procurement of one SH8000 Stripe Hog Waterblasting System to Waterblasting, LLC doing business as Hog Technologies as the awarded Contractor; (2) authorize funding in the not-to exceed amount of \$834,685.49 from the Capital Expenditure Fund; and, (3) approve the Procurement Services Department to issue the necessary Purchase Order;

I. accept the recommendation of the Procurement Committee to: (1) award 24-637-OEC for a one-time procurement of three John Deere 6120M cab tractors, three John Deere FC15R Flex Wing rotary cutters and three John Deere Z970R ZTrak mowers to Everglades Equipment Group as the awarded contractor; (2) authorize the funding in the not-to-exceed amount of \$529,786.44 from the Capital Expenditure Fund; and, (3) approve the Procurement Services Department to issue the necessary Purchase Order;

J. accept the recommendation of the Procurement Committee to: (1) award 24-661-OEC for a one-time procurement of eight Chevy Silverado trucks, one Chevy Silverado utility truck, two Ford Explorers, two Ford Mavericks, and one Nissan Frontier truck from Alan Jay Fleet Sales utilizing Sourcwell Contract – 2024 091521-NAF & 06; (2) authorize the funding in the not-to-exceed amount of \$689,190 from the Capital Expenditure Fund; and, (3) approve the Procurement Services Department to issue the necessary Purchase Order;

K. accept the recommendation of the Procurement Committee to: (1) deem Miami Tribal Systems Integrators, Paloma Technologies and Pro Electrical Service, Inc. as non-responsive, (2) approve the selection of all five shortlisted firms for On-Call Low Voltage Wiring and Installation Services at the Orlando International Airport, Orlando Executive Airport and Other Facilities operated by the Aviation Authority as follows (in alphabetical order): Archis, Inc., Certified Network Professionals, Inc., Orlando Business Telephone Systems, Inc., Precision Contracting Services, Inc., and Quality Cable Contractors, Inc.; (3) approve a no cost On-Call Low Voltage Wiring and Installation Services Agreement with each of the five selected firms; and, (4) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel;

L. accept the recommendation of the Procurement Committee to: (1) award Invitation for Bid 24-392-IFB to Twist Aero, LLC as the low responsible and responsive bidder; (2) authorize funding from previously approved Capital Expenditure Funds in the not-to-exceed amount of \$266,850; and, (3) authorize the Procurement Services Department to issue the necessary purchase order;

M. accept the recommendation of the Retirement Benefits Committee to: (1) award 24-249 Request for Proposal Professional Services Pension Attorney to Klausner, Kaufman, Jensen & Levinson; (2) award the contract for three years with two, one year options; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel;

N. accept the recommendation to approve the required changes to, and the extension of the Air Service Incentive Program (ASIP) to expire on September 30, 2029;

O. accept the recommendation of the Procurement Committee for the approval of Addenda to the General Consulting Services Agreement with Ricondo & Associates, Inc. for the following services, and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel: (a) Update to the Graphic Standards for Airline Tenants and Airline Service Providers at MCO, for the total amount of \$151,239, which includes the not-to-exceed fees amount of \$144,964 and the not-to-exceed expenses amount of \$6,275, with funding from previously-approved Capital Expenditure Funds; and, (b) Pre-Planning Activities for Environmental Assessment Development at MCO, for the total not-to-exceed fees amount of \$227,536, with funding from previously-approved Capital Expenditure Funds;

P. accept the recommendation of the Auditor Selection Committee to: (1) accept the ranking of proposers in response to 24-106-RFP, Audit Services, as follows: first: MSL, PA; second: Plante & Moran, PLLC; third: RSM US LLP, fourth: Marcum, LLP; (2) authorize staff to negotiate a contract with the first-ranked firm; and, (3) should negotiations with the first-ranked firm be unsuccessful, proceed with negotiations in rank order until an agreement is reached;

Q. accept the recommendation of the Finance Committee to: (1) approve the ranking of the firms for Professional Services (24-107-RFP), Investment Advisory Services, as follows: first – Public Trust Advisors LLC; second – Chandler Asset Management, Inc.; and third – Meeder Public Funds, Inc.; (2) award the Investment Advisory Services contract to the first ranked firm, Public Trust Advisors LLC, for a 5-year term with initial service to commence on or about October 1, 2024; (3) approve the contract value in a not-to-exceed amount of \$915,000, with funding from the Operations and Maintenance Fund; and, (4) authorized staff to take any and all actions and execute any and all documents deemed necessary to enter into one or more agreements for Investment Advisory Services following satisfactory legal review;

R. accept the recommendation to authorize the Chief Executive Officer to modify Policy 120.18 Procurement Committee and Policy 120.02 Construction Committee as presented in the memorandum;

S. accept the recommendation of the Procurement Committee to: (1) approve Amendment to Single Source Contract 23-457-SGS00222, with Oceaneering International, Inc., following completion of the Single Source Intent to Award posting notification period; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$711,048.00; and, (3) authorize an Aviation Authority officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel;

T. accept the recommendation of the Construction Committee to: (1) approve Change Order No. H-00361-01 for \$160,700 and 42 calendar day time extension to Substantial Completion, with funding as

outlined in Attachment A; and, (2) authorize an Aviation Authority Officer of the Chief Executive Officer to execute the change order(s) following satisfactory review by legal counsel;

U. accept the recommendation to confirm the Chairman's Committee appointments;

V. accept the recommendation of the Chief Executive Officer's nomination and confirm the appointment of Mr. Harsh Wardhan Uchariya as the Vice President, Information Technology.

CHIEF EXECUTIVE OFFICER REPORT

4. Mr. Thibault's report included the following:

- i. Partnership with UCF – 'English on the Fly' program
- ii. Employees who completed the American Association of Airport Executives Certified Members course
- iii. Upgrade to AA bond rating
- iv. Pedestrian bridge progress – projected ribbon cutting fall 2024
- v. New Passport Office coming to Orlando
- vi. Passenger volume growth and forecasting future years
- vii. Reminder there is not a Board meeting in July
- viii. Liberty Weekend Celebration - July 29th

Dr. Evans questioned if management has discussed compensation for employees due to inflation. Mr. Thibault acknowledged his concern and offered a separate meeting.

NEW BUSINESS ITEMS

5. Using visual aids (copies on file); Staff presented the following new business items.

A. New Business Item A is a Recommendation of the Construction Committee to Approve an Addendum to the Continuing Vertical Construction Services Agreement with Clancy & Theys Construction Co. (C&T) for the Award of Project V-01023, Airsides 2 and 4 Continuity of Operations Plan (COOP) Ramps (Design/Build) at the Orlando International Airport (MCO)

Upon motion by Mayor Dyer, second by Mayor Demings, vote carried to accept the recommendation of the Construction Committee and approve an Addendum to the Continuing Vertical Construction Services Agreement with Clancy & Theys Construction Co. for the Award of V-01023, Airsides 2 and 4 COOP Ramps (Design/Build) at MCO, for the total bid amount of \$2,414,910, with funding from Line of Credit to be reimbursed by General Airport Revenue Bonds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

B. New Business Item B is a Recommendation of the Construction Committee to Approve an Amendment to Addendum No. 22 to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. (AECOM) for Additional Design, Bid and Award Phase Owner's Authorized Representative (OAR) Services for W-00497, North Terminal Refresh Program Oversight, at the Orlando International Airport (MCO)

Mr. Good left and returned to the Board Room at 2:23 p.m.

Upon motion by Dr. Evans, second by Mr. Nunziata, vote carried to accept the recommendation of the Construction Committee and approve an Amendment to Addendum No. 22 to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Additional Design, Bid and Award Phase OAR Services for W-00497, North Terminal Refresh Program Oversight, at MCO, for the total not-to-exceed fees amount of \$1,538,592, with funding from Line of Credit to be reimbursed by future General Airport Revenue Bonds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

C. New Business Item C is a Recommendation of the Procurement Committee to Award Invitation

for Bid 24-506-IFB, Purchase of Ten Pre-Conditioned Air Units, to ITW GSE, Inc.

Upon motion by Mayor Demings, second by Mayor Dyer, vote carried to accept the recommendation of the Procurement Committee to: (1) award Invitation for Bid 24-506-IFB to ITW GSE, Inc. as the low responsible and responsive bidder; (2) authorize funding from the previously approved Capital Expenditure Fund in the not-to-exceed amount of \$1,226,525; and, (3) authorize the Procurement Services Department to issue the necessary purchase order.

Mr. Good acknowledged Mr. Draper's retirement and his help with a recent customer situation. Mr. Draper thanked his team for the hard work and dedication they provide each day.

Introducing Mrs. Walker-Denis as the presenter for the next item, Mr. Davit thanked her for the hard work she has given as Interim Vice President of Information Technology.

D. New Business Item D is a Recommendation of the Procurement Committee to Award the Request for Proposals (RFP) 24-117-RFP, Information Technology Specialist Staff at the Greater Orlando Aviation Authority (Aviation Authority) and Other Facilities Operated by the Aviation Authority to ServiceTec International, Inc.

Upon motion by Mayor Dyer, second by Mr. Good, vote carried the recommendation of the Procurement Committee to: (1) concur with the Procurement Committee's recommendation to deem LanceSoft, Inc., AllSTEM Connections, Inc., Archis, Inc., Bahwan Cyber Tek Inc., Info Way Solutions, LLC, RightIT Solutions, LLC, and Virtelligence, Inc. as non-responsive, (2) approve the award of Request for Proposals (RFP) 24-117-RFP, Information Technology Specialist Staff at the Aviation Authority and Other Facilities to ServiceTec International, Inc.; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$11,071,840; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

E. New Business Item E is a Recommendation of the Procurement Committee to Approve Amendment No. 1, the First and Second Renewal Option for Purchasing Contract 17-21, Management of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services with Electric Services, Inc.

Upon motion by Mr. Nunziata, second by Mayor Dyer, vote carried to accept the recommendation of the Procurement Committee to: (1) approve Amendment No. 1, First and Second Renewal Option, for Purchasing Contract 17-21, Management of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services with Electric Services, Inc.; (2) authorize funding in the not-to-exceed amount of \$5,171,063.45 from the Operations and Maintenance Fund; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

F. New Business Item F is a Recommendation of the Procurement Committee to Award Invitation for Bid 24-535-IFB Holiday Decoration Services to Miller Lights, Inc.

Upon motion by Mayor Demings, second by Mayor Dyer, vote carried to accept the recommendation of the Procurement Committee to: (1) approve Award Invitation for Bid 24-535-IFB Holiday Decoration Services to Miller Lights, Inc.; (2) authorize funding in the not-to-exceed amount of \$1,312,198.40 from the Operations and Maintenance Fund; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

G. New Business Item G is a Recommendation to Approve Amendment No. 2 to the Rental Automobile Concession Agreement with Sixt Rent A Car, LLC at Orlando International Airport

Upon motion by Mayor Demings, second by Dr. Evans, vote carried to accept the recommendation to: (1) approve Amendment No. 2 to the Rental Automobile Concession Agreement with Sixt Rent A Car, LLC at Orlando International Airport; and, (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the appropriate documents following satisfactory review by legal counsel.

H. New Business Item H is a Recommendation of the Capital Management Committee to Approve the Fiscal Year 2024-2029 Capital Improvement Program for Orlando International Airport (MCO)

Upon motion by Mayor Demings, second by Dr. Evans, vote carried to accept the recommendation of the Capital Management Committee to: (1) approve the Orlando International Airport Fiscal Year 2024-2029 Capital Improvement Program as presented in the memorandum; (2) grant permission to the Chief Financial Officer to subsequently update the Capital Improvement Program, with no change to the overall CIP budget, based on potential funding optimization scenarios; (3) authorize staff to submit a Letter of Intent (LOI) to the Build America Bureau for a TIFIA loan to assist with financing the ConRAC; and, (4) authorize staff to update the Joint Automated Capital Improvement Program based on the new Fiscal Year 2024-2029 Capital Improvement Program.

I. New Business Item I is a Recommendation of the Capital Management Committee to Update the Fiscal Year 2024-2029 Capital Improvement Program for Orlando Executive Airport (ORL)

Upon motion by Mr. Good, second by Mr. Nunziata, vote carried to accept the recommendation of the Capital Management Committee to: (1) approve the update of the Orlando Executive Airport Fiscal Year 2024-2029 Capital Improvement Program as presented in the memorandum; (2) grant permission to the Chief Financial Officer to subsequently update the Capital Improvement Program, with no change to the overall CIP budget, based on potential funding optimization scenarios; and, (3) authorize staff to update the Joint Automated Capital Improvement Program based on the update to the Fiscal Year 2024-2029 Capital Improvement Program.

Mr. Good commented on the opportunity that ORL gives for corporate businesses, jet airplane services and potential investments.

Before the meeting closed, Mr. Davit thanked Mr. Brian Gilliam, Vice President of Security, for his time at the Aviation Authority as he will be retiring at the end of the month.

ADJOURNMENT

6. There being no further business to be considered, Chairman Weisheyer adjourned the meeting at 3:03 p.m.

(Digitally signed on , 2024)

Anna Farmer
Manager, Board Services and Recording Secretary

Kevin J. Thibault
Chief Executive Officer



GREATER ORLANDO AVIATION AUTHORITY

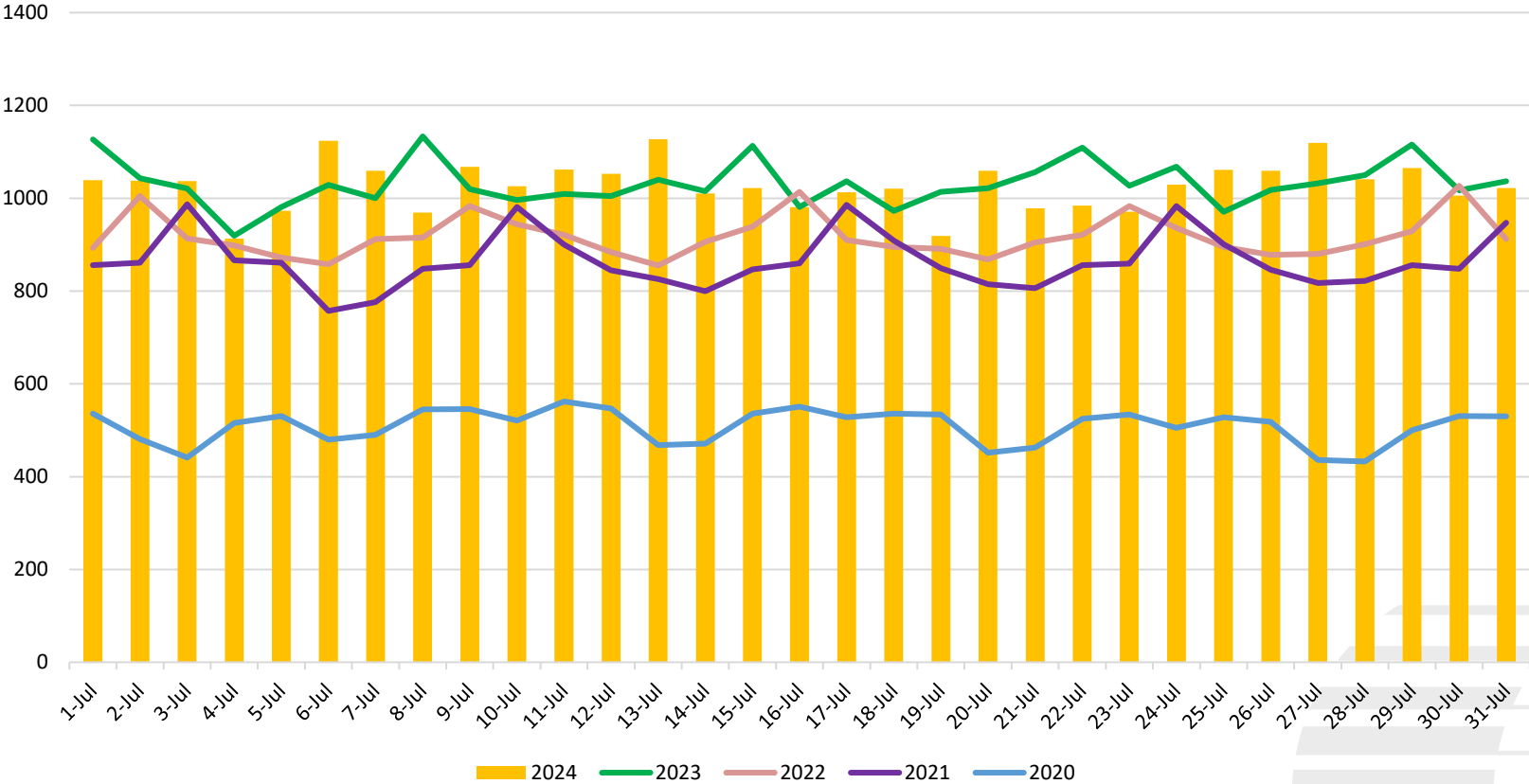
Innovation Connecting the World

CEO REPORT



DAILY FLIGHT ACTIVITY

JULY 2024

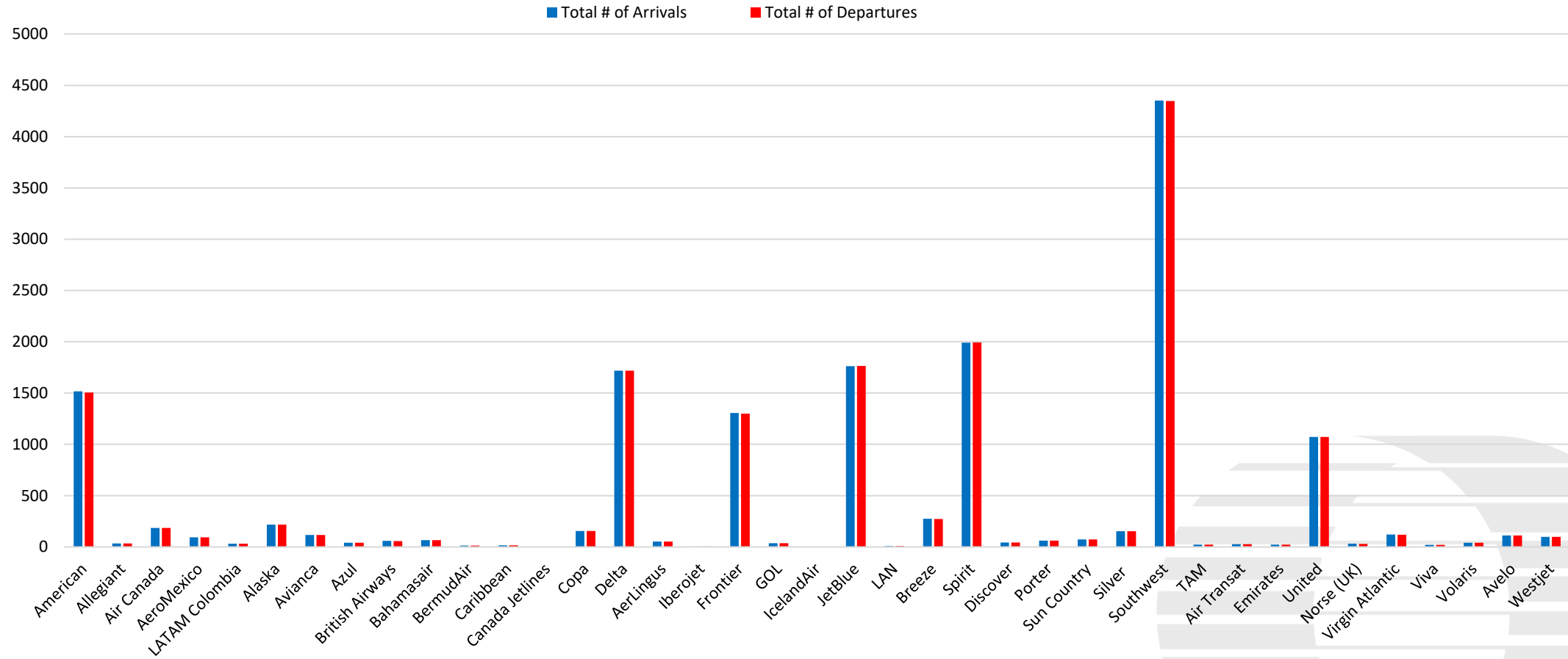


GREATER ORLANDO AVIATION AUTHORITY

Innovation Connecting the World

FLIGHT ACTIVITY BY AIRLINE

JULY 2024

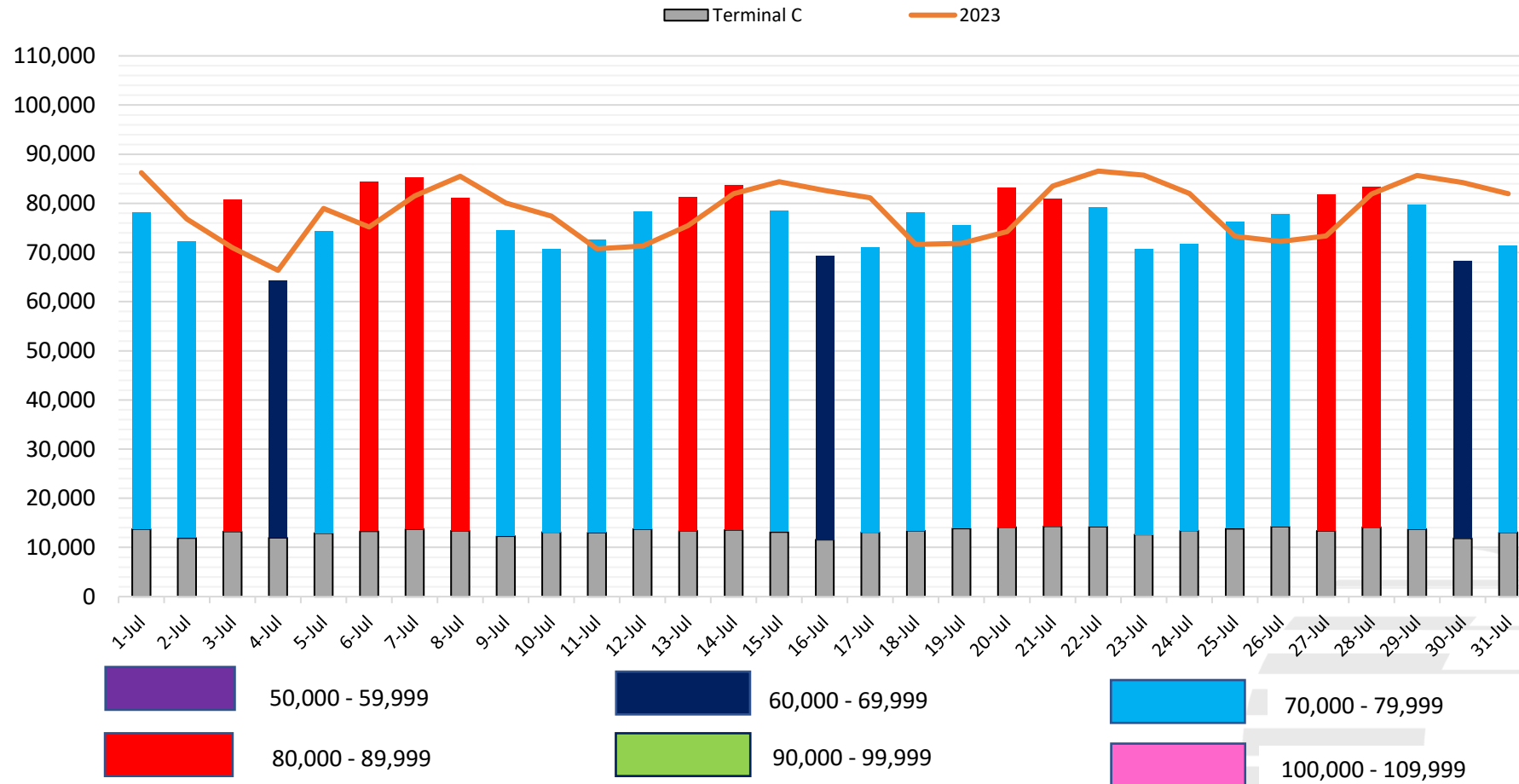


GREATER ORLANDO AVIATION AUTHORITY

Innovation Connecting the World

DAILY DEPARTING PASSENGERS

JULY 2024

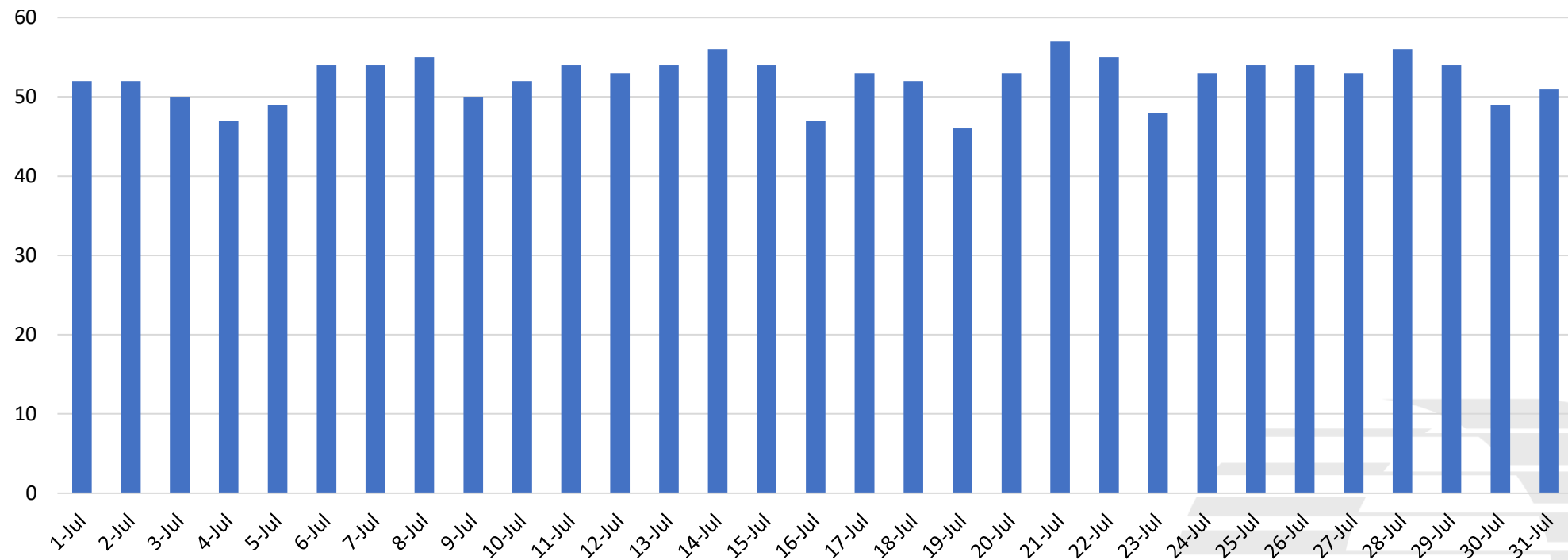


GREATER ORLANDO AVIATION AUTHORITY

Innovation Connecting the World

INTERNATIONAL ACTIVITY – FLIGHTS

JULY 2024

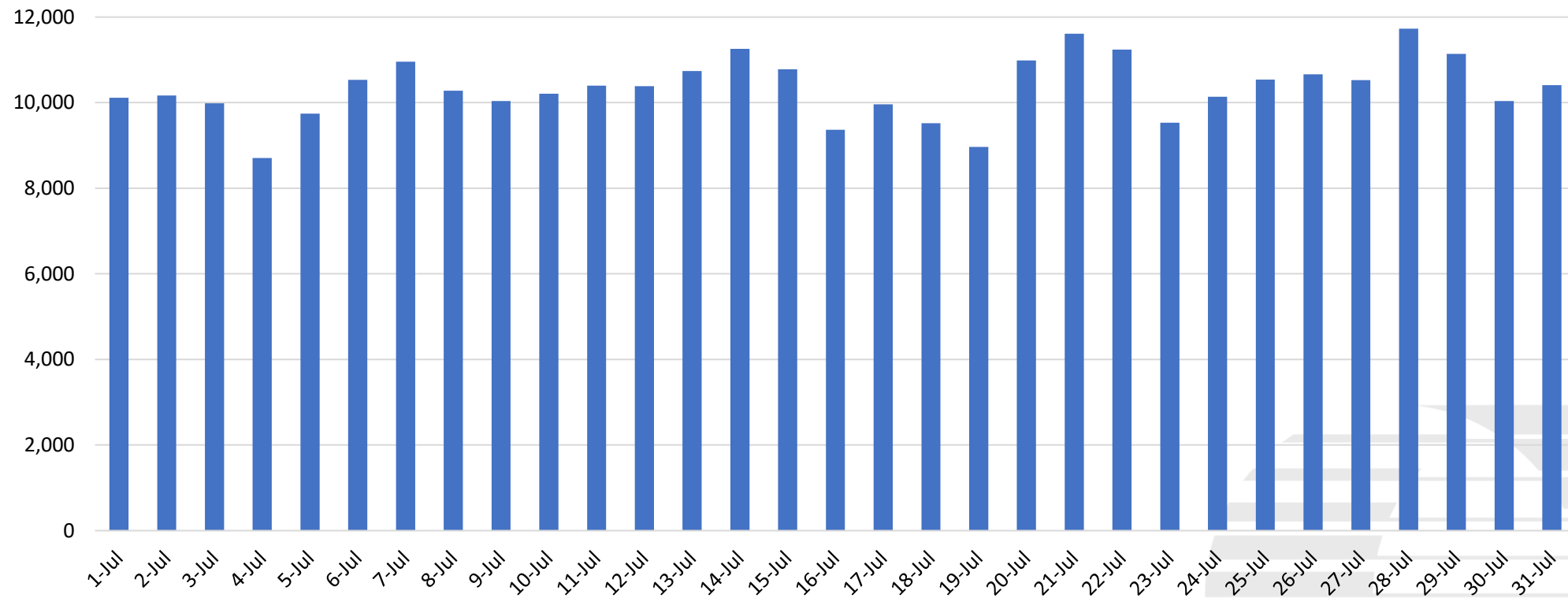


GREATER ORLANDO AVIATION AUTHORITY

Innovation Connecting the World

INTERNATIONAL ACTIVITY – ARRIVING PASSENGERS

JULY 2024

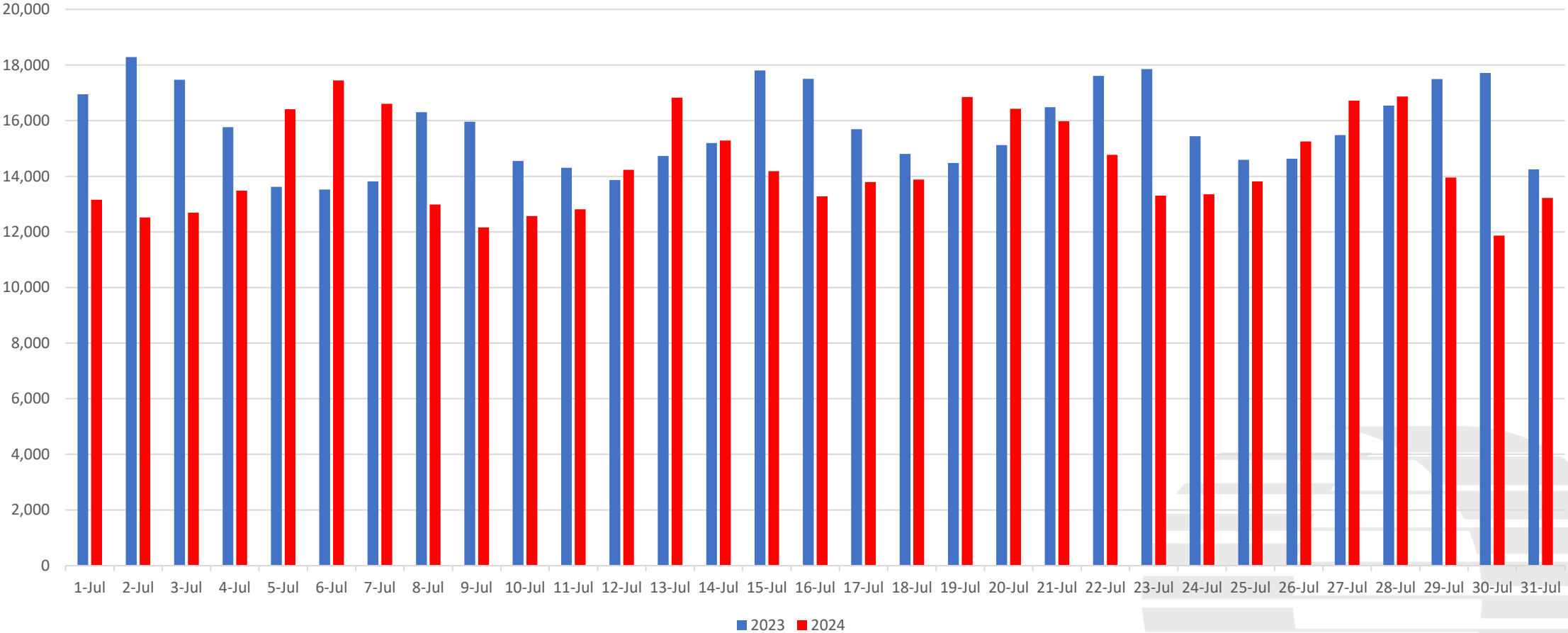


GREATER ORLANDO AVIATION AUTHORITY

Innovation Connecting the World

DAILY PARKING

JULY 2024



GREATER ORLANDO AVIATION AUTHORITY

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PASSENGER TRAFFIC STATISTICS

12-MONTHS ENDED JUNE 2024

	June 2024	% Chg	YE June 2024	% Chg
Domestic	4,226,862	1.3%	51,345,071	6.9%
International	708,018	23.0%	7,460,701	14.4%
Total	4,934,880	3.9%	58,805,772	7.8%

KEY TAKEAWAYS:

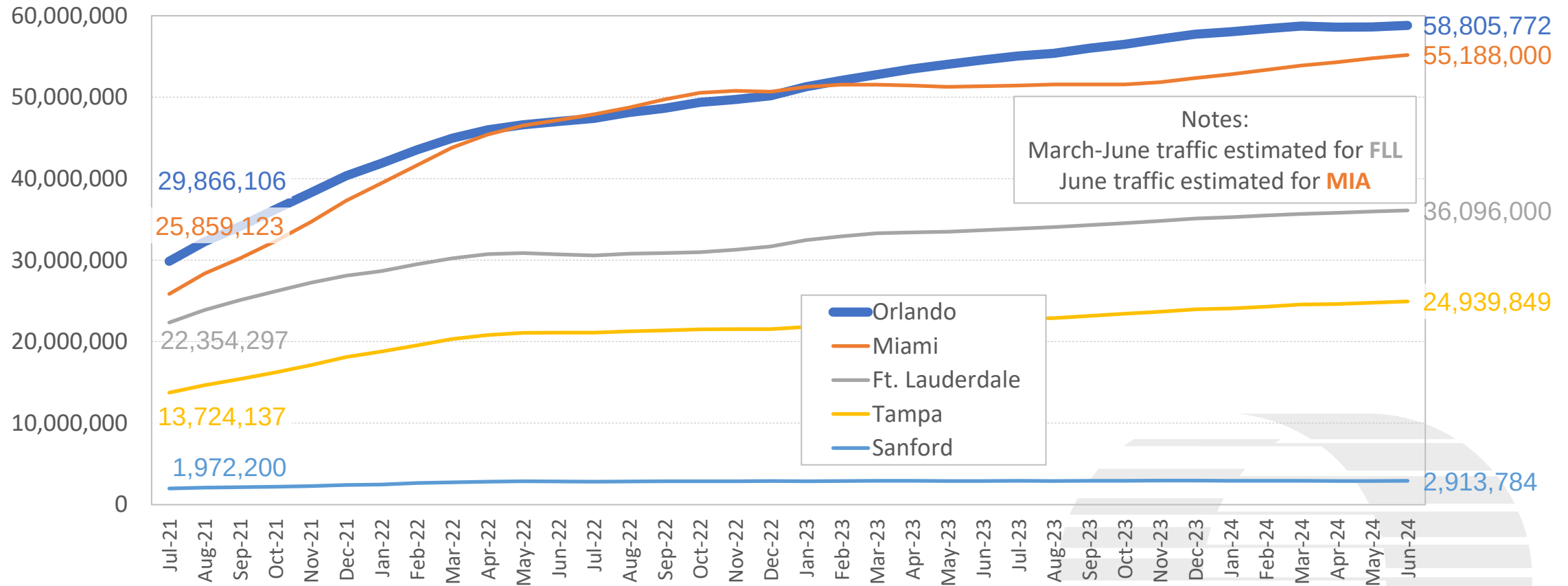
- International traffic is at an all-time high
- Domestic traffic is 86,000 below the all-time high



GREATER ORLANDO AVIATION AUTHORITY

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FLORIDA AIRPORTS ROLLING 12-MONTH PASSENGER TRAFFIC



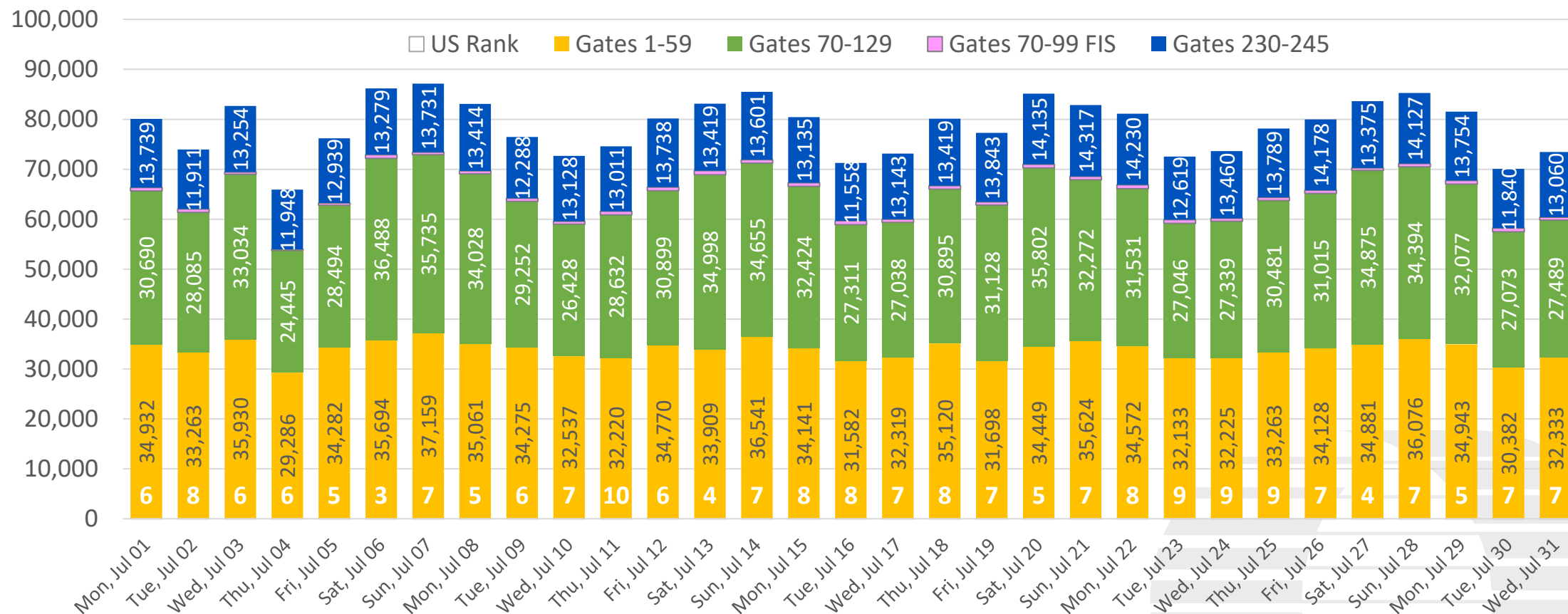
Source: Airport web sites for select Florida airports.



GREATER ORLANDO AVIATION AUTHORITY
Innovation Connecting the World

6TH BUSIEST U.S. AIRPORT FOR TSA SCREENINGS

JULY 2024

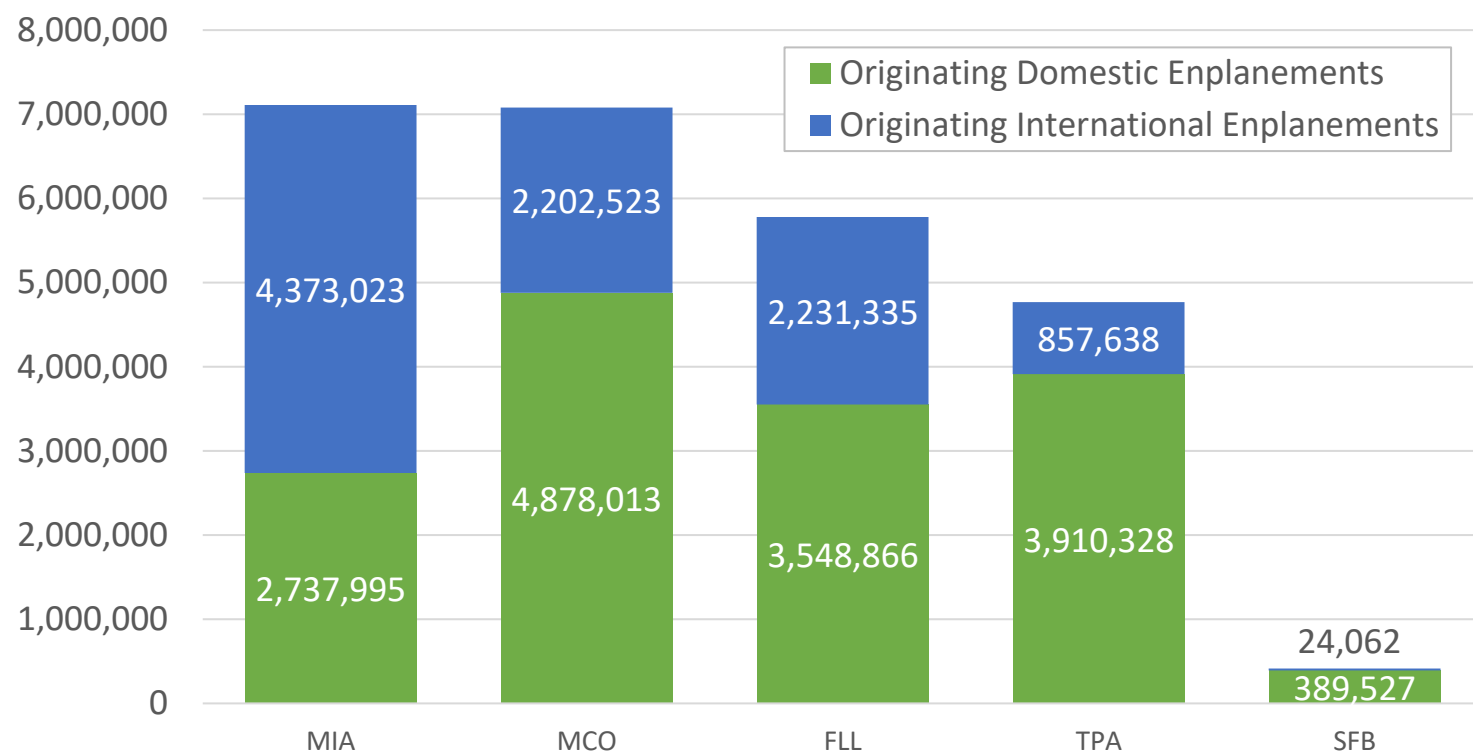


GREATER ORLANDO AVIATION AUTHORITY

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ORIGINATING TRAFFIC FROM SELECT FLORIDA AIRPORTS

12-MONTHS ENDED MARCH 2024



KEY TAKEAWAY:

- In terms of local originating traffic, MCO and MIA lead the state



GREATER ORLANDO AVIATION AUTHORITY

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UPCOMING SERVICE STARTS/RESUMPTIONS

Destination	Airline	Date
Toronto, Ontario (u)		Aug 1
Hartford, CT		Aug 14
New Orleans, LA		Aug 15
Reykjavik, Iceland (u)		Sep 5
Hartford, CT		Oct 2
Lansing, MI (n, u)		Oct 2
Bangor, ME (n, u)		Oct 3
Cincinnati, OH		Oct 3
Evansville, IN (u)		Oct 4
Albuquerque, NM (u)		Oct 5
El Paso, TX (u)		Oct 5
Grand Rapids, MI		Oct 5
Jackson, MS (u)		Oct 5
Tulsa, OK		Oct 5
Lancaster, PA (n, u)		Oct 8



GREATER ORLANDO AVIATION AUTHORITY

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Destination	Airline	Date
Phoenix, AZ		Oct 8
Portsmouth, NH (n, u)		Oct 9
Punta Cana, Dominican Republic		Oct 9
Houston/Hobby, TX		Oct 11
Long Island/Islip, NY (n)		Oct 24
Winnipeg, Manitoba (u)		Oct 25
London/Heathrow, England* (n)		Oct 26
Amsterdam, Netherlands		Oct 27
Ottawa, Ontario		Oct 27
Halifax, Nova Scotia		Oct 28
Portland, ME (n)		Oct 28
Kitchener-Waterloo, Ontario (n, u)		Oct 29
Quebec City, Quebec (u)		Oct 30
Quebec City, Quebec		Nov 1
Cancun, Mexico		Nov 3

OPERATIONS VOLUMES MCO

JULY 2024

38.0M Gallons
(25% FTZ)

2.4M Departing Passengers

15.9K Departing Flights



Received
922 Trucks
7.3M Gallons



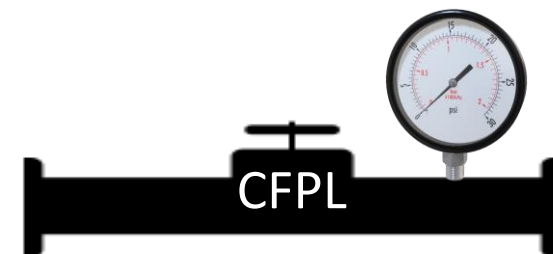
Daily Avg: 1,227,250 gallons

Peak Day: 7/28 – 1,317,174

Low Day: 7/04 – 1,063,539

Aug Forecast: 34.9M Gallons

1.1M Daily Avg.



Received 27.8M
Gallons

(Includes other supplier shipments)



GREATER ORLANDO AVIATION AUTHORITY

Innovation Connecting the World

ORL JULY OPERATIONS

FAA Operations Count (Source: The Operations Network (OPSNET))														
	January	February	March	April	May	June	July	August	September	October	November	December	Ops YTD (current month)	
2020	11,649	10,055	10,985	5,778	9,125	10,381	10,868	10,326	9,885	11,702	10,489	11,596	68,841	
2021	11,257	9,982	12,741	12,451	13,320	12,270	11,732	11,977	12,215	13,914	13,157	12,878	83,753	
2022	11,880	13,846	14,936	15,277	14,443	11,240	11,423	11,677	9,677	13,408	13,086	13,900	93,045	
2023	15,745	13,566	16,034	14,115	16,154	15,116	15,304	15,476	14,772	16,834	13,888	14,223	106,034	
2024	15,519	15,710	16,015	16,151	15,731	14,644	16,746						110,516	
%D '23	-1.4%	15.8%	-0.1%	14.4%	-2.6%	-3.1%	9.4%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	4.2%	%D YTD

Key Notes:

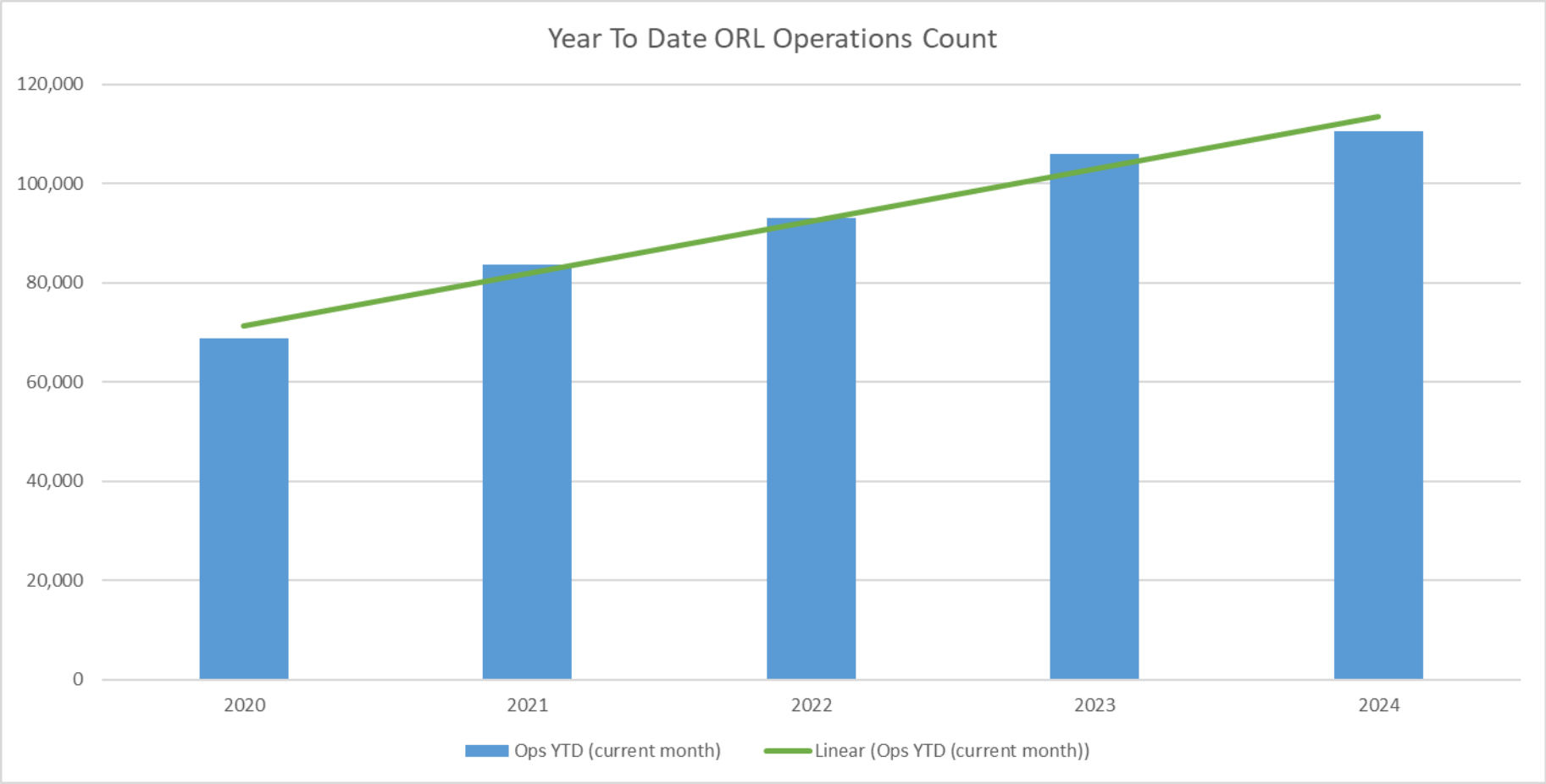
- Up 9% vs July 2023
- Up 4% vs 2023 YTD



ORLANDO EXECUTIVE AIRPORT | ORL

Advancing Aviation, Business & Community

ORL JULY OPERATIONS

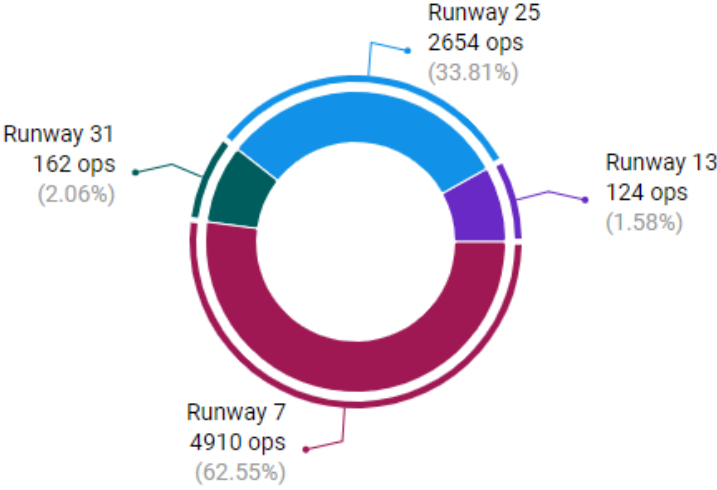


ORLANDO EXECUTIVE AIRPORT | ORL

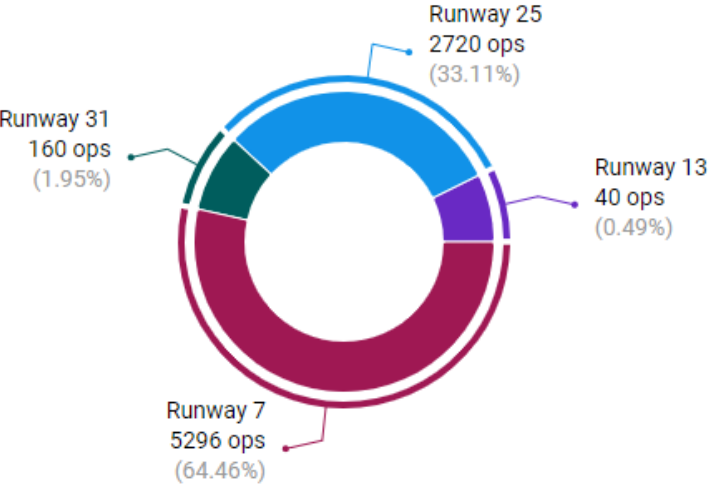
Advancing Aviation, Business & Community

ORL JULY OPERATIONS

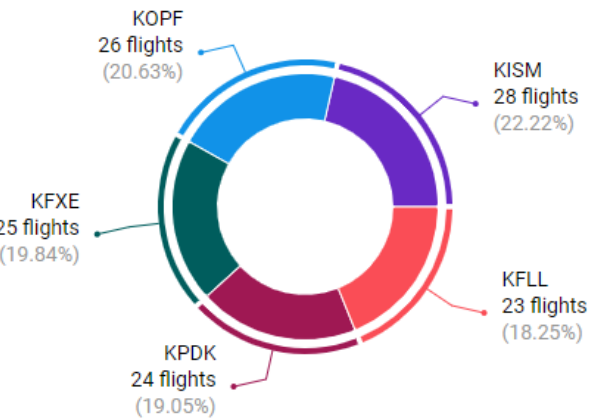
Landings



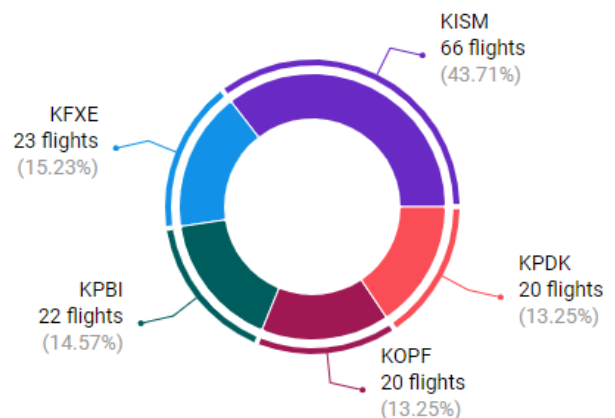
Takeoffs



Top Origin Airports



Top Destination Airports





MEMORANDUM

TO: Members of the Aviation Authority

FROM: Anna Farmer, Manager, Board Services

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Accept Aviation Authority Committee Minutes

BACKGROUND

The following Aviation Authority Committee meeting minutes are provided in conjunction with the agenda package for the board meeting:

1. May 15, 2024 Auditor Selection Committee
2. November 10, November 28, and December 11, 2023 Compensation Committee
3. April 30, May 7, May 14, May 21, May 28, June 4, June 18, June 25, July 2, and July 16, 2024 Construction Committee
4. June 4, and July 9, 2024 Construction Finance Oversight Committee

The minutes package is provided under separate cover on the website at: www.orlandoairports.net

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept these minutes for filing.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Scott Shedek, Chair, Construction Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Construction Committee to the Aviation Authority Board for Approval of Change Order(s) to Various Construction Contracts

BACKGROUND

At its meeting on August 6, 2024, the Construction Committee recommended approval of the change order(s) as outlined in Attachment A.

ISSUES

Description of change for each change order is outlined in Attachment A.

SMALL BUSINESS

Not applicable.

ALTERNATIVES

None.

FISCAL IMPACT

The funding source for each change order is outlined in Attachment A.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee to: (1) approve Change Order No. Bid Package (BP) No. 000497-01 for (\$46,539.76) and 58 calendar day time extension to Substantial Completion, with funding as outlined in Attachment A; (2) approve Change Order No. H-00361-02 for \$301,055 and 111 calendar day time extension to Substantial Completion, with funding as outlined in Attachment A; and, (3) authorize an Aviation Authority Officer of the Chief Executive Officer to execute the change order(s) following satisfactory review by legal counsel.

Attachment A (Page 1 of 2)

Change Order No. BP No. 000497-01

Construction Committee: August 6, 2024
Project: Taxiways G and H Rehabilitation – Construction Phase 1
Contractor: Hubbard Construction Company

Amount This Change Order: (\$ 46,539.76) (-0.2% of Original Contract Price)
Original Contract Amount: \$32,179,042.64
Previous Change Orders: \$ 0.00 (0.0% of Original Contract Price)
Revised Contract Amount: \$32,132,502.88

Time Extension: 58 calendar days to Substantial Completion.

Funding Source: Federal Aviation Administration and Florida Department of Transportation to the extent eligible, previously-approved Capital Expenditure Funds and General Airport Revenue Bonds.

Description of Change: 1. Various interim quantity adjustments. DEDUCT: (\$46,539.76); and, 2. Increase the contract time for Substantial Completion by 58 calendar days, from 315 calendar days to 373 calendar days, associated with the geometric modifications of Taxiways H1, H2 and H3. ADD: \$0.

Reason for Change: 1. Owner Requested Change: Interim adjustments are necessary to reconcile over 65 line items of contract quantities to the actual quantities installed; and, 2. Owner Requested Change: Additional time needed for required geometric modifications of Taxiways H1, H2 and H3, and subsequent runway closures during construction.

Change Order No. H-00361-02

Construction Committee: August 6, 2024
Project: MCO Jeff Fuqua Boulevard (Loop Road) Terminal B Entrance Reconfiguration (Design/Build)
Contractor: The Middlesex Corporation

Amount This Change Order: \$ 301,055.00 (8.6% of Original Contract Price)
Original Contract Amount: \$3,490,000.00
Previous Change Orders: \$ 160,700.00 (4.6% of Original Contract Price)
Revised Contract Amount: \$3,951,755.00

Time Extension: 111 calendar days to Substantial Completion.

Funding Source: General Airport Revenue Bonds.

Description of Change: 1. Provide labor, material, equipment and supervision to incorporate design/construction modifications to the existing Contract Documents that will revise the entry lane configuration, new headache bar, drainage modifications and installation of new barrier walls. ADD: \$301,055; and, 2. Increase the contract time for Substantial Completion by 111 calendar days, from 222 calendar days to 333 calendar days, associated with the additional work items included in Item No. 1 above. ADD: \$0.

Attachment A (Page 2 of 2)

Reason for Change: 1. Owner Requested Change: During the design/build process, initial entry configuration concept drawings for H-00361 were submitted by the contractor for review and approval. After thorough reviews by the Aviation Authority's Planning/ Wayfinding and Parking Services, it was determined that additional entry re-configuration modifications would need to be incorporated with the construction documents for effectiveness and better customer experience. The Contractor and its Design/Build Team (i.e., C&S Companies) provided various entry re-configuration options for Aviation Authority review. Option No. 2 was selected which includes new pavement for the existing lane for non-rental cars, new barrier walls, new headache bar installation, and drainage modifications; and, 2. Owner Requested Change. Additional time is needed for the new design modifications, field construction work and procurement lead time.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Scott Shedek, Chair, Construction Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Construction Committee to Approve No-Cost Addenda to the Continuing Vertical Construction Services Agreements to Exercise the First One-Year Renewal Option

BACKGROUND

On September 15, 2021, the Aviation Authority Board approved Continuing Vertical Construction Services Agreements with the following fifteen firms, following a competitive award process in compliance with state statutes and Aviation Authority policies.

- Clancy & Theys Construction Co.
- Collage Design and Construction Group, Inc. dba The Collage Companies
- Gomez Construction Co. (MWBE)
- H.A. Contracting Corporation
- H. W. Davis Construction, Inc.
- Johnson-Laux Construction, LLC (MWBE)
- LEGO Construction Co. (DBE/MWBE)
- McCree Design Builders, Inc.
- Mejia International Group Corporation (MWBE)
- Ovation Construction Company
- R.L. Burns, Inc.
- Roderick Group, Inc. dba Ardmore Roderick (The) (DBE/MWBE)
- RUSH Facilities, LLC
- T&G Corporation dba T&G Constructors (MWBE)
- Votum Construction, LLC (DBE/MWBE/LDB)

The scope of work to be performed under these continuing vertical construction services contracts includes, but is not limited to, general site construction, design-build, foundation, structural, masonry, electrical, plumbing, mechanical, interior and exterior finishes, painting, roofing, furnishings, and other work normally associated with vertical construction.

The provisions of these agreements include a three-year service agreement with optional renewal periods of two additional one-year terms upon mutual agreement of the Aviation Authority and the contractor.

The current agreements expire as follows:

Contractor
Clancy & Theys Construction Co.

Expiration Date
October 1, 2024

The Collage Companies	October 1, 2024
Gomez Construction Co.	October 1, 2024
H.A. Contracting Corporation	October 22, 2024
HW Davis Construction	September 28, 2024
Johnson-Laux Construction	October 6, 2024
LEGO Construction Co.	October 13, 2024
McCree Design Builders	October 6, 2024
Mejia International Group Corporation	October 13, 2024
Ovation Construction Co.	October 1, 2024
Roderick Group, Inc. dba Ardmore Roderick (The)	October 25, 2024
RUSH Facilities	October 1, 2024
T&G Constructors	October 13, 2024
Votum Construction	October 29, 2024

ISSUES

Since 2021, Engineering and Construction staff, and Owner's Authorized Representatives (OAR), have actively communicated with these continuing contractors to be engaged, aware and participate in bid opportunities when the Aviation Authority issues invitations to bid. These conversations have included the need to respond to bid opportunities, even if to submit a statement that the contractor is not interested in the opportunity to bid.

R.L. Burns, Inc. filed for bankruptcy and its continuing vertical construction services agreement was terminated for convenience by the Aviation Authority in 2023.

McCree Design Builders, Inc. has had a history of poor performance on its projects.

The Roderick Group, Inc. dba Ardmore Roderick has stated to the Aviation Authority that it prefers to focus on its Program and Project Management (OAR) Services Agreement, and not pursue any work under its continuing vertical construction services agreement.

Of the remaining twelve continuing vertical contractors, the following four firms are not being recommended for extension because of non-responsiveness to the Aviation Authority:

Contractor
Johnson-Laux Construction, LLC
RUSH Facilities, LLC
T&G Corporation dba T&C Constructors
Votum Construction, LLC

To maintain continuing vertical construction services on an as-needed basis, exercising the first one-year renewal option is requested with the remaining eight contractors as follows:

Contractor	Expiration Date
Clancy & Theys Construction Co.	October 1, 2024
The Collage Companies	October 1, 2024
Gomez Construction Co.	October 1, 2024
H.A. Contracting Corporation	October 22, 2024
HW Davis Construction	September 28, 2024
LEGO Construction Co.	October 13, 2024
Mejia International Group Corporation	October 13, 2024
Ovation Construction Co.	October 1, 2024

In response to the Aviation Authority's notification, these eight firms have provided a letter of concurrence with the first one-year renewal option.

On August 6, 2024, the Construction Committee recommended approval of No-Cost Addenda to the Continuing Vertical Construction Services Agreements to exercise the First One-Year Renewal Option with the following eight firms:

Contractor

Clancy & Theys Construction Co.
The Collage Companies
Gomez Construction Co.
H.A. Contracting Corporation
HW Davis Construction
LEGO Construction Co.
Mejia International Group Corporation
Ovation Construction Co.

SMALL BUSINESS

Not applicable.

ALTERNATIVES

The Aviation Authority Board could request staff to advertise for new Continuing Vertical Construction Services.

FISCAL IMPACT

There is no fiscal impact for these addenda. Future addenda will be based on specific tasks of work as assigned with approved funding source.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee to: (1) approve a No-Cost Addendum to exercise the first one-year renewal option and extend the continuing vertical construction services agreements with each of the following eight firms as shown below; and, (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel:

Contractor	Expiration Date
Clancy & Theys Construction Co.	October 1, 2025
Collage Design and Construction Group, Inc. dba the Collage Companies	October 1, 2025
Gomez Construction Co.	October 1, 2025
H.A. Contracting Corporation	October 22, 2025
HW Davis Construction, Inc.	September 28, 2025
LEGO Construction Co.	October 13, 2025
Mejia International Group Corporation	October 13, 2025
Ovation Construction Co.	October 1, 2025



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Scott Shedek, Chair, Construction Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Construction Committee to Approve a No-Cost Addendum to the Land Development, Land Planning and Land Management Consulting Services Agreement with Dykes Everett & Company, LLC to Exercise the Second and Final One-Year Renewal Option

BACKGROUND

On December 9, 2020, the Aviation Authority Board approved a Land Development, Land Planning and Land Management Consulting Services Agreement with Dykes Everett & Company, LLC, following a competitive award process in compliance with the state statutes and Aviation Authority policies.

The agreement is structured as a no-cost base agreement with negotiated hourly rates. Services that are within the advertised scope are negotiated on an as-needed or annual basis, and awarded as addenda to the base agreement. Dykes Everett & Company, LLC will provide services that include, but are not limited to, consulting on the use and development of strategic resources, including best practices for land planning, development, and management for the Aviation Authority, including, but not limited to, the East Airfield Development Area and Mud Lake Properties; preparation of necessary procurement bid documents to advance land management activities for the East Airfield Development Area and Mud Lake Properties; special projects and miscellaneous economic and land development support services; land management project administration and implementation and related professional services; assistance with land planning, land development, permitting, land surveying and resource evaluation, economic and strategic planning, intergovernmental negotiation coordination, public/private partnerships; and all other related services related to land development, planning, or management including coordination with the Aviation Authority, its consultants, the City of Orlando, water management districts and all agencies having jurisdiction over the Airport. The Services may also include studies and preparation of reports involving scope definition and validation of projects, evaluation and documentation of existing conditions; bid/procurement and award, permitting, project administration, technical support, land planning support on various Aviation Authority projects and all other related professional services which may be required where the Aviation Authority elects not to solicit letters of interest by means of public advertisement.

The provisions of the Land Development, Land Planning and Land Management Consulting Services Agreement include a three-year service agreement with optional renewal periods of two additional one-year terms upon mutual agreement of the Aviation Authority and the consulting firm. The first extension was approved by the Aviation Authority Board on August 16, 2023, and expires January 15, 2025. Dykes Everett & Company, LLC has been responsive to the Aviation Authority's needs.

ISSUES

To maintain the Land Development, Land Planning and Land Management Consulting Services on an as-needed basis, the second and final renewal option is required. In response to the Aviation Authority's notification, Dykes Everett & Company, LLC provided a letter of concurrence of the second and final one-year renewal option.

On August 6, 2024, the Construction Committee recommended approval of a No-Cost Addendum to the Land Development, Land Planning and Land Management Consulting Services Agreement with Dykes Everett & Company, LLC to exercise the Second and Final One-Year Renewal Option and extend the Agreement to January 15, 2026.

SMALL BUSINESS

Although no small business goal was established for the base contract, Dykes Everett and Company, LLC has committed to a 20% target for small business participation. Beyond establishing a percentage goal, Dykes Everett and Company, LLC has created a growth and development plan for small business subcontractors that fosters growth and experience, allowing a small business firm to truly improve its scope and quality of services over time. The goal is to achieve not only a 20% target over the next budget year, it is also, perhaps more importantly, to train, develop, and onboard some new and important small business operators.

The Aviation Authority has reviewed the small business participation by Dykes Everett & Company, LLC on its current assignments, and determined that Dykes Everett & Company, LLC has proposed an average of 19% small business participation, and has achieved 18.4% small business participation to date.

ALTERNATIVES

The Aviation Authority Board could request staff to advertise for new Land Development, Land Planning and Land Management Consulting Services.

FISCAL IMPACT

There is no fiscal impact for this addendum. Future addenda will be based on specific tasks of work as assigned with approved funding source.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board accept the recommendation of the Construction Committee to: (1) approve a no cost Addendum to the Land Development, Land Planning and Land Management Consulting Services Agreement with Dykes Everett & Company, LLC to exercise the second and final one-year renewal option and extend the Agreement to January 15, 2026; and, (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Scott Shedek, Chair, Construction Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Construction Committee to Approve Multiple Addenda to the Continuing Program and Project Management Services Agreement with Cost Management, Inc. dba CMI (CMI)

BACKGROUND

On May 18, 2022, the Aviation Authority Board approved Continuing Program and Project Management Services Agreements with the following firms, following a competitive award process in compliance with state statutes and Aviation Authority policies:

- AECOM Technical Services, Inc.
- Cost Management, Inc. dba CMI (*MWBE*)
- Geotech Consultants International, Inc. dba GCI, Inc. (*MWBE*)
- PSA Constructors, Inc. dba PSA Management, Inc. (*MWBE/LDB*)
- The Roderick Group, Inc. dba Ardmore Roderick (*MWBE*)
- WSP USA, Inc.

The agreements are structured as a no-cost base agreement with negotiated hourly rates. Services that are within the advertised scope are negotiated on an as-needed or annual basis, and awarded as addenda to the base agreement. The terms of the agreements shall be for a period of three years with optional renewal periods of two additional one-year terms, to be exercised at the discretion of the Aviation Authority and accepted by both parties.

Scope includes all services necessary for the management of the design and construction of both individual projects and programs, consisting of two or more individual projects, including the management of design from planning and conceptual design phase through detailed design, bidding and award of construction contracts; development of design criteria documents, and management of design/build contracts; management of the construction and commissioning of projects, including performing as the OAR; providing material testing, quantity surveying, construction inspection, construction safety compliance inspection, and other services required to verify compliance of construction with contract documents; providing cost estimating, cost control, scheduling, progress reporting, and planning services to support both design and construction activities; negotiations of contracts for program and project related professional and construction services required from the Aviation Authority's other consultants and contractors; coordination of the activities of multiple consultants and contractors onsite; and all other related services, which may be required to accomplish the planning, funding, design, bidding and award, construction, commissioning and operation of projects and programs for the Aviation Authority's existing and future facilities.

As of July 2024, a total of 27 addenda, and applicable amendments, to the Continuing Program and Project Management Services Agreement with CMI have been approved. A summary of these approvals can be provided upon request.

ISSUES

Per the Aviation Authority's Policy 450.04, the Aviation Authority Board must approve all contract addenda and applicable amendments that result in the value of any contract being increased, in the aggregate, by \$250,000 or more over the contract value. The Construction Committee (CC) and the Procurement Committee (PC) recommended approval of addenda and applicable amendments to the above-referenced agreement, as follows:

- Addendum for Project Management Services in support of Bid Package (BP) No. 00485, Hyatt Lobby Renovations at the Orlando International Airport (MCO), for the total not-to-exceed fees amount of \$386,880, with funding from Hyatt Lobby Renovations (CIR00164). BP No. 00485 entails major interior finish upgrades and new furnishings to the Hyatt 1st Floor Motor Court Lobby, 3rd Floor Elevator Lobby, 4th Floor Lobby, Briefing Room, Meeting Room Corridors/Performance Balcony, Continental Ballroom and Lobby Bar. A new Market Grab-n-Go will be an added amenity to the 4th Floor Lobby area across from the Lobby Bar. CMI services will include, but are not limited to, construction management, oversight, inspection services and material testing for BP No. 00485. Additional assistance to the Aviation Authority in the areas of pre-construction, construction project management, project control, contract administration, construction coordination and close-out services are also included. CMI is a certified MWBE firm. The Aviation Authority has reviewed the proposal from CMI and determined that CMI does not propose any small business participation on this Addendum and certifies that CMI is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference CC Meeting held July 30, 2024, Agenda Item No. IV-A].*
- Amendment to Addendum No. 8 for Additional Fiscal Year (FY) Small Project OAR Support Services at MCO, Orlando Executive Airport (ORL) and Other Facilities operated by the Aviation Authority, for the total not-to-exceed fees amount of \$50,092, with funding from previously-approved Operations and Maintenance Funds. Services will include, but are not limited to, project definition and development, including the preparation of documents, review of costs for potential projects as directed by the Aviation Authority for submission to the Construction Committee for consideration, inspections of Aviation Authority facilities, definition of scope issues, contact and coordination of repairs as required to address warranty and emergency issues, and administrative support services. CMI is a certified MWBE firm. The Aviation Authority has reviewed the proposal from CMI and determined that CMI does not propose any small business participation on this Addendum and certifies that CMI is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held July 30, 2024, Agenda Item No. III-J].*

As these addenda and applicable amendments will result in an aggregate increase to the Aviation Authority's Agreement with CMI exceeding \$250,000, Aviation Authority Board approval is required.

SMALL BUSINESS

Individual small business participation is included for each of the addenda listed above.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is a not-to-exceed amount of \$436,972. Funding is from Hyatt Lobby Renovations (CIR00164) and previously-approved Operations and Maintenance Funds.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendations of the Construction Committee and Procurement Committee for the Continuing Program and Project Management Services Agreement with Cost Management, Inc. dba CMI to: (1) approve an Addendum for Project Management Services in support of BP No. 00485, Hyatt Lobby Renovations at MCO, for the total not-to-exceed fees amount of \$386,880, with funding from Hyatt Lobby Renovations (CIR00164); (2) approve an Amendment to Addendum No. 8 for Additional FY Small Project OAR Support Services at MCO, ORL and Other Facilities operated by the Aviation Authority, for the total not-to-exceed fees amount of \$50,092, with funding from previously-approved Operations and Maintenance Funds; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve Multiple Addenda to the General Consulting Services Agreement with Ricondo & Associates, Inc. (Ricondo) at the Orlando International Airport (MCO)

BACKGROUND

On December 9, 2020, the Aviation Authority Board approved the General Consulting Services Agreement with Ricondo, following a competitive award process in compliance with state statutes and Aviation Authority policies.

The agreement is structured as a no-cost base agreement with negotiated hourly rates. Services that are within the advertised scope are negotiated on an as-needed or annual basis, and awarded as addenda to the base agreement. The scope of advertised services includes advising and supporting the Aviation Authority through assessments, studies, master planning, concept development, and preparation of design-build criteria packages, extension of staff, and other efforts as assigned for the development, management, and operation of the existing and future facilities. The services may also include interfacing with the Aviation Authority's committees and the Aviation Authority's departments, and coordinating and providing documentation required by federal, state, and local agencies, including the Federal Aviation Administration (FAA); the Transportation Security Administration (TSA); the Florida Department of Transportation (FDOT); the Orlando Utilities Commission (OUC); the Division of Strategic Business Development; City of Orlando; Orange County, Florida; and, other agencies as required.

As of July 2024, a total of 71 addenda, and applicable amendments, to the General Consulting Services Agreement with Ricondo have been approved. A summary of these approvals can be provided upon request.

ISSUES

Per the Aviation Authority's Policy 450.04, the Aviation Authority Board must approve all contract addenda and applicable amendments that result in the value of any contract being increased, in the aggregate, by \$250,000 or more over the contract value. The Procurement Committee (PC) recommended approval of addenda to the above-referenced agreement, as follows:

- Amendment to Addendum No. 68 for Additional Pre-Planning Activities for Environmental Assessment Development at MCO, for the total not-to-exceed expenses amount of \$7,502.51, with funding from previously-approved Capital Expenditure Funds. Addendum No. 68 was approved by the Procurement Committee on June 19, 2024, for the total amount of \$227,536. Since then, additional services to support the initial pre-planning activities are required and will include a Cultural Resources Assessment Survey (CRAS). This CRAS entails shovel tests being performed in areas proposed for project-related surface disturbance is anticipated to occur, including areas that may be disturbed by construction materials transport, staging and other temporary disturbances. Ricondo is adding Archaeological Consultants, Inc., a certified Minority and Women Business Enterprise (MWBE) firm, to its team for these additional services.

The Aviation Authority has reviewed the proposal from Ricondo and determined that Ricondo proposes 100% MWBE participation on this Amendment. With this amendment, the cumulative small business participation for Addendum No. 68 is 4% and certifies that Ricondo is in good standing as it relates to its small business participation. *[Reference PC Meeting held August 13, 2024, Agenda Item No. III-C].*

- Addendum for FY 2024 On-Call Environmental Planning and National Environmental Policy Act (NEPA) Compliance Consulting Services at MCO, for the total not-to-exceed fees amount of \$38,258, with funding from previously-approved Operations and Maintenance Funds. Services will provide on-call environmental planning and NEPA compliance consulting services as needed by the Aviation Authority. Services are related to strategy planning for NEPA compliance relative to new, proposed development or modifications/expansions of existing facilities and infrastructure; consultations on existing environmental documents prepared for agency approvals; pre-NEPA planning activities; preparation of categorical exclusion applications; internal Aviation Authority coordination on NEPA compliance strategies and coordination meetings with the FAA or other regulatory agencies; and technical studies and documentation in support of securing NEPA compliance or related permitting. The Aviation Authority has reviewed the proposal from Ricondo, and determined that Ricondo does not propose any small business participation on this Addendum and certifies that Ricondo is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held August 13, 2024, Agenda Item No. III-A].*

As these addenda and applicable amendments will result in an aggregate increase to the Aviation Authority's Agreement with Ricondo exceeding \$250,000, Aviation Authority Board approval is required.

SMALL BUSINESS

Individual small business participation is included for each of the addenda listed above.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is a total not-to-exceed amount of \$45,760.51. Funding is from previously-approved Capital Expenditure Funds and previously-approved Operations and Maintenance Funds.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee for the General Consulting Services Agreement with Ricondo & Associates, Inc. to: (1) approve an Amendment to Addendum No. 68 for Additional Pre-Planning Activities for Environmental Assessment Development at MCO, for the total not-to-exceed expenses amount of \$7,502.51, with funding from previously-approved Capital Expenditure Funds; (2) approve an Addendum for FY 2024 On-Call Environmental Planning and National Environmental Policy Act (NEPA) Compliance Consulting Services at MCO, for the total not-to-exceed fees amount of \$38,258, with funding from previously-approved Operations and Maintenance Funds; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve Amendment No. 1, the First Renewal Option for Purchasing Contract 01-22 Tile, Marble and Limestone Repair and Replacement Services with Designers West Interiors Inc.

BACKGROUND

The initial term of the contract is for 36 months, effective October 21, 2021, and expiring September 30, 2024, with the Aviation Authority having options to renew the Agreement for two additional periods of one year each.

This Contract requires Designers West Interiors, Inc. to provide all supervision, labor, equipment, tools, miscellaneous materials specified in this Specification and all other items necessary or proper for, or incidental to, performing the removal, repair and replacement of various wall/floor tiles, including marble and limestone flooring, as directed by the Aviation Authority utilizing Aviation Authority-provided tile and marble and limestone.

ISSUES

Based on the information known at this time, Designers West Interiors Inc. has performed satisfactorily during the initial term of the contract.

Pricing is based on hourly rates for the lead tile setters/installers, tile setters/installers, helpers, and for additional work multiplied by the estimated number of annual hours; and material markup percentage using parts and materials purchased for reimbursable cost for additional work. The actual amount paid to the contractor is based on actual work requested, performed, and approved by the Aviation Authority.

On July 30, 2024, the Procurement Committee recommended exercising the first renewal option of Purchasing 01-22 Tile, Marble and Limestone Repair and Replacement Services with Designers West Interiors Inc.

SMALL BUSINESS

The Small Business Development Department reviewed the scope of the above referenced solicitation and did not recommend a small business participation goal due to the limited scope and the lack of certified small business firms that are ready, willing, and able to participate.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact for the First Renewal Option is a not-to-exceed amount of \$252,860. Funding required in the subsequent fiscal year will be allocated from previously-approved Capital Expenditure Funds.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to: (1) approve Amendment No. 1, the First Renewal Option for Purchasing Contract 01-22 Tile, Marble and Limestone Repair and Replacement Services with Designers West Interiors Inc.; (2) authorize funding in the not-to-exceed amount of \$252,860 from the previously-approved Capital Expenditure Funds; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve the Award Other Entity Contract 24-758-OEC for five Chevy Silverados, four GMC Sierras, four Ford Mavericks, and three Ford Explorers from Alan Jay Ford/Chevrolet utilizing Sourcewell Contracts 060920-NAF and 091521-NAF

BACKGROUND

Approval of this request will result in the purchase of five Chevy Silverados, four GMC Sierras, four Ford Mavericks, and three Ford Explorers from Alan Jay Ford/Chevrolet.

Requisition Table			
Description	Quote	Cost	Fund
Qty 1 – 2024 Ford Explorer	55069-2	\$41,769	501027/ CIR#00062 Vehicle Replacement (rolling stock)
Qty 5 - 2024 Chevy Silverado 1500 Crew Cab	55065-2	\$266,685	501094 / CIR#00961 New Vehicles
Qty 4 - 2024 GMC Sierra 1500 Crew Cab	55329-1	\$214,952	501094 / CIR#00961 New Vehicles
Qty 4 - 2024 Ford Maverick Super Crew XLT	54018-2	\$121,352	501094 / CIR#00961 New Vehicles
Qty 2 - 2024 Ford Explorer	55069-2	\$83,538	501094 / CIR#00961 New Vehicles

New vehicles are needed because of staffing increases. Replacement vehicles are needed because of their lifespan.

One Ford Explorer unit will be a vehicle replacement to the Aviation Authority's fleet. Five Chevy Silverado trucks, four CMC Sierras trucks, four Ford Maverick trucks and two Ford Explorer units will be new vehicles supporting new staffing additions.

ISSUES

Sourcewell Contract 060920-NAF is effective until August 1, 2025, and Sourcewell Contract 091521-NAF is effective until November 8, 2025.

The purchase of these units will be new additions and replacements to the fleet that will provide the Aviation Authority with the capability to self-perform airport maintenance.

On July 30, 2024, the Procurement Committee recommended approval of these vehicle purchases.

SMALL BUSINESS

The Small Business Development Department (SBDD) has reviewed the requirements for the above-referenced solicitation and determined that due to the limited and specialized scope of the required services, and/or lack of ready, willing, and able certified small businesses, it does not lend itself to MWBE/LDB/VBE participation. In addition, SBDD cannot change the terms and conditions of an existing contract such as Sourcewell Contracts 091521-NAF and 060920-NAF.

ALTERNATIVES

None.

FISCAL IMPACT

The value of this procurement is a not-to-exceed amount of \$728,296. Funding is available from the previously-approved Capital Expenditure Fund.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to: (1) award Other Entity Contract (OEC) 24-758-OEC for five Chevy Silverados, four GMC Sierras, four Ford Mavericks, and three Ford Explorers from Alan Jay Ford/Chevrolet utilizing Sourcewell Contracts 060920-NAF and 091521-NAF; (2) authorize the funding in the not-to-exceed amount of \$728,296 from the previously-approved Capital Expenditure Fund; and, (3) approve the Procurement Services Department to issue the necessary Purchase Order.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve Amendment No. 2, the First Renewal Option for Purchasing Contract 09- 21, Satellite Buildings Janitorial Maintenance with Sterling Building Services, Inc.

BACKGROUND

The initial term of the contract is for 36 months, effective September 1, 2021, through August 31, 2024, with the Aviation Authority having options to renew the contract for two additional periods of one year each.

This contract requires Sterling Building Services, Inc. to furnish all labor, supervision, equipment, tools, janitorial cleaning supplies, supplies (except hand soap and trash liners), paper products (except paper towels and toilet tissue), dispensers and electronically dispensed air-freshener in all bathrooms, fuel, oil, lubricants, uniforms, and all other items necessary or proper for, or incidental to, performing janitorial maintenance of the satellite buildings.

ISSUES

Based on the information known at this time, Sterling Building Services, Inc. has performed satisfactorily during the initial term of the contract.

The annual value for the First Renewal Option is for a total not-to-exceed amount of \$568,447.53 which includes the addition of a new service location and a rate increase per square foot as allowed per the terms and conditions of the contract. The actual amount paid to the contractor is based on actual work requested, performed, and approved by the Aviation Authority.

On July 30, 2024, the Procurement Committee recommended exercising the first renewal options of Purchasing Contract 09- 21, Satellite Buildings Janitorial Maintenance with Sterling Building Services, Inc.

SMALL BUSINESS

This contract is designated as Local Developing Business (LDB) direct. The Small Business Development Department certifies that this contract is in good standing as it relates to LDB participation.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact of this award is a not-to-exceed amount of \$568,447.53. Funding required in the current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to: (1) approve Amendment No. 2, the First Renewal Option for Purchasing Contract 09-21, Satellite Buildings Janitorial Maintenance with Sterling Building Services, Inc.; (2) authorize funding in the not-to-exceed amount of \$568,447.53 from the Operations and Maintenance Fund; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve Amendment 2, Increase in Value for Purchasing Contract 21-21, Daikin/McQuay Chiller Maintenance Services with Daikin Applied Americas, Inc.

BACKGROUND

The initial term of the Contract is for 60 months which commenced on September 1, 2021, through August 31, 2026, with the Aviation Authority having options to renew the contract for two additional periods of one year each.

This contract requires Daikin Applied Americas, Inc. to provide management, maintenance, and repair services to Daikin/ McQuay chillers, including all related components associated with electrical starter panels and variable frequency drives located in the Central Energy Plants at the Orlando International Airport. The work to be performed by Daikin Applied Americas, Inc. includes, but is not limited to, labor, supervision, training, testing, technical services, consulting services, repair, replacement of obsolete parts, parts, necessary materials and supplies, equipment, tools (including any necessary special tools and equipment), chemicals (excluding refrigerants) and all other accessories, services, facilities, activities, and procedures at the Orlando International Airport, in accordance with the Contract Documents.

ISSUES

Staff requests that the contract value be increased by \$600,000 due to the age of the Main Chiller Plant equipment needing additional parts and servicing.

Pricing is based on a monthly and hourly rate as well as a mark-up percentage multiplied by the estimated number of months, annual hours, or annual service. The amount paid to the Contractor is based on the work requested, performed, and approved by the Aviation Authority. The increase in value will include the purchase of additional parts, materials, and rentals for repairs and additional work hours.

On July 23, 2024, the Procurement Committee recommended the approval of Amendment 2, Increase in Value for Purchasing Contract 21-21, Daikin/McQuay Chiller Maintenance Services with Daikin Applied Americas, Inc.

SMALL BUSINESS

This Contract does not include a Minority and Woman Owned Business Enterprise or Local Developing Business participation requirement due to limited scope and availability.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact of this award is a not-to-exceed amount of \$600,000. Funding required in the subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to: (1) approve Amendment No. 2, Increase in Value for Purchasing Contract 21-21, Daikin/McQuay Chiller Maintenance Services with Daikin Applied Americas, Inc.; (2) authorize funding in the not-to-exceed amount of \$600,000 from the Operations and Maintenance Fund; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve Amendment No. 2, the Second Renewal Option of Purchasing Contract 23-20, Specialized Commercial Cleaning Services with Florida Cleaning Systems, Inc.

BACKGROUND

The initial term of the contract is for 36 months, effective August 1, 2020, through July 31, 2023, with the Aviation Authority having options to renew the contract for two additional periods of one year each.

Florida Cleaning Systems, Inc. shall provide all labor, supervision, chemicals, materials, water trucks, equipment (including aerial lift equipment) and all other items necessary or proper for, or incidental to, performing interior/exterior window, interior/exterior skylights, interior/exterior canopy, and specialty surface cleaning services as well as all accessories necessary to effectively perform pressure washing services to remove all gum, oil, stickers, soil, algae, grease deposits and other foreign substances from roadway bridge abutments, knee-walls, piers, and ticket and toll structures at the Orlando International Airport in accordance with the contract.

ISSUES

Based on the information known at this time, Florida Cleaning Systems, Inc. has performed satisfactorily during the term of the contract.

The annual value of the Second Renewal Option is a not-to-exceed amount of \$432,526.89. The actual amount paid to the contractor is based on actual work requested, performed, and approved by the Aviation Authority.

On July 30, 2024, the Procurement Committee recommended exercising the Second Renewal Option of Purchasing Contract 23-20, Specialized Commercial Cleaning Services with Florida Cleaning Systems, Inc.

SMALL BUSINESS

The contract includes a Minority and Women Business Enterprise participation requirement. The participation goal for this contract is 20%. The Small Business Development Department certifies that this contract is in good standing as it relates to the participation requirement.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact of this Second Renewal Option is a not-to-exceed amount of \$432,526.89. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal year will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to: (1) approve Amendment No. 2, the Second Renewal Option of Purchasing Contract 23-20, Specialized Commercial Cleaning Services with Florida Cleaning Systems, Inc.; (2) authorize funding in the not-to-exceed amount of \$432,526.89 from the Operations and Maintenance Fund; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Award Invitation for Bid 24-466-IFB Lift Station Preventative Maintenance Services to Central Florida Pump

BACKGROUND

On April 14, 2024, the Aviation Authority issued an Invitation for Bid 24-466-IFB for Lift Station Preventative Maintenance Services. The term of this contract will be for five years with initial service starting on or about October 1, 2024.

The Contractor shall provide all labor and parts required for lift station preventive maintenance and repair services, including the removal of existing pumps for refurbishment, rehabilitation, and/or rebuilding, followed by reinstallation and correct alignment of all components.

ISSUES

On May 14, 2024, the Aviation Authority received the following responses:

<u>Name of Respondent</u>	<u>Total Five-Year Bid Price</u>
Central Florida Pump	\$372,150.00
Carver Water Technology	\$398,502.00

On July 30, 2024, the Procurement Committee recommended the award of Invitation 24-466-IFB Lift Station Preventative Maintenance Services to Central Florida Pump.

SMALL BUSINESS

The Small Business Development Department reviewed the scope of the above referenced solicitation and did not recommend a small business participation goal due to the limited scope and the lack of certified small business firms that are ready, willing, and able to participate.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact of this award is a not-to-exceed amount of \$372,150 for the five-year period. Funding required in the current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to: (1) award Invitation for Bid 224-466-IFB Lift Station Preventative Maintenance Services to Central Florida Pump; (2) authorize funding in the not-to-exceed amount of \$372,150 from the Operations and Maintenance Fund; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Award Other Entity Contract (OEC) 24-765-OEC for One Aircraft Rescue and Fire Fighting (ARFF) Rescue Vehicle from Matheny Motor Truck Co. d/b/a Matheny Fire & Emergency, Utilizing the Florida Sheriffs Association Contract #FSA23-VEF17.0

BACKGROUND

The Aviation Authority's ARFF Department provides aircraft and structural fire services as well as emergency medical services (EMS) with transport capabilities. The ARFF department also provides special operation rescues in high-angle, vehicle machinery, water and confined space, via three ARFF stations strategically located around the airfield. For EMS emergencies, ARFF operates two Advanced Life Support (ALS) Rescue units with transport capabilities and responds to over 6,500 EMS calls for service per year. These calls for service range from life-threatening to non-life-threatening emergencies or responses for passenger assistance.

ISSUES

The growth of the airport and the increase in passenger traffic has produced significant increases in call volume, especially related to EMS. The new rescue unit will replace an existing unit that is nearing its life cycle. The new unit is necessary to keep up with the increased service requests and it will include enhanced capabilities and features for ARFF responding to emergencies.

This purchase is based on a Government Contract/Annual Contract in accordance with Aviation Authority Policy 450.03. The Aviation Authority may acquire Goods, Services and Professional Services by Direct Negotiation or other methods involving limited or no competition from a Supplier having a requirements contract, annual agreement, or multi-year contract with any public entity (e.g., federal, state, county, city, authority, school board, Buying Cooperative, etc.) for Goods, Services, or Professional Services described in the contract and at prices or discounts no less favorable than any set forth in such Contracts.

Florida Sheriffs Association Contract #FSA23-VEF17.0 is effective until March 31, 2025. Pursuant to the terms of the Florida Sheriffs Association Contract, Matheny Motor Truck Co. has proposed the price of \$339,452 for the new rescue vehicle.

On August 13, 2024, the Procurement Committee recommended the award of Other Entity Contract 24-765-OEC for the purchase of one rescue vehicle from Matheny Motor Truck Co. d/b/a Matheny Fire & Emergency, utilizing the Florida Sheriffs Association Contract #FSA23-VEF17.0

SMALL BUSINESS

The Small Business Development Department (SBDD) has reviewed the requirements for the above-referenced solicitation and determined that due to the limited and specialized scope of the required services, and/or lack of ready, willing, and able certified small businesses, it does not lend itself to MWBE/LDB/VBE participation. In addition, SBDD cannot change the terms and conditions of an existing contract such as the Florida Sheriffs Association Contract #FSA23-VEF17.0.

ALTERNATIVES

None.

FISCAL IMPACT

The value of this procurement is a not-to-exceed amount of \$339,452. Funding that is required will be allocated from the previously-approved Capital Expenditure Fund.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to: (1) approve the purchase of one ARFF rescue vehicle from Matheny Motor Truck Co. d/b/a Matheny Fire & Emergency, utilizing the Florida Sheriffs Association Contract #FSA23-VEF17.0; (2) authorize funding from the previously-approved Capital Expenditure Fund in the not-to-exceed amount of \$339,452; and, (3) authorize the Procurement Office to issue the necessary purchase order.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve Amendment No. 3, three-month extension to Purchasing Contract 18-18, Vehicle and Equipment Maintenance Services with Transdev Services, Inc. formally known as First Vehicle Services, Inc. (Transdev)

BACKGROUND

The initial term of the contract was for 36 months, which commenced on September 1, 2018, with the Aviation Authority having the option to renew the contract for one additional period of three years. The first renewal option is due to expire August 31, 2024.

This contract requires Transdev to furnish all labor, supervision, materials and supplies, equipment, uniforms and all other items necessary or proper for, or incidental to, performing vehicle and equipment maintenance services at the Orlando International Airport (OIA) and Orlando Executive Airport (OEA) in accordance with the contract documents.

ISSUES

The current renewal term expires on August 31, 2024.

The new contract is in the award process. The three-month extension through November 30, 2024, will provide sufficient time to complete the new contract award.

On August 13, 2024, the Procurement Committee recommended the approval of Amendment No. 3, three-month extension to Purchasing Contract 18-18, Vehicle and Equipment Maintenance Services with Transdev Services, Inc.

SMALL BUSINESS

The contract includes a Minority and Women Business Enterprise (MWBE) participation goal of 13% and a Local Developing Business (LDB) participation goal of 15%. The Small Business Development Department certifies that Transdev is in good standing as it relates to small business participation.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact of this award is a not-to-exceed amount of \$851,336.22. Funding required in the current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to: (1) approve Amendment No. 3, three-month extension to Purchasing Contract 18-18, Vehicle and Equipment Maintenance Services with Transdev Services, Inc., (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$851,336.22; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kathleen M. Sharman, Chair, Construction Finance Oversight Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Construction Finance Oversight Committee (CFOC) to Approve Funding Action(s) to Various Contracts

BACKGROUND

At its meeting on August 8, 2024, the CFOC recommended approval of the funding action(s) as outlined in Attachment A.

ISSUES

Description of each action is outlined in Attachment A.

SMALL BUSINESS

Not applicable.

ALTERNATIVES

None.

FISCAL IMPACT

Funding source for each action is outlined in Attachment A.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Finance Oversight Committee to: (1) approve the transfer of \$110,000 of Capital Expenditure funds from fund balance for a Sensory Room, as outlined in Attachment A; (2) \$380,930 of Capital Expenditure funds from fund balance to H-00379, Taxiway Safety Area Improvements, as outlined in Attachment A; and, (3) request concurrence from the Orlando City Council for this unbudgeted expenditure, following satisfactory review by legal counsel.

Attachment A (Page 1 of 2)

Sensory Room

CFOC:

August 8, 2024

BACKGROUND:

The Aviation Authority's Customer Experience department has completed an assessment of the Airport's customer experience programs and initiatives, in addition to obtaining global benchmarking information from other airports. Based upon the information received, the Customer Experience department has determined the need to better align with global best practices, ultimately enhancing the overall customer experience for all. One of the areas identified is the need to improve accommodations for passengers with sensory processing difficulties or other disabilities.

ISSUES:

The absence of a sensory room for Terminals A and B highlights a gap in accommodating passengers with sensory processing difficulties or other disabilities. Sensory rooms provide a calm environment for these passengers, helping to reduce anxiety and sensory overload. Including such a facility can enhance the airport's accessibility and inclusivity, leading to improved customer satisfaction and potentially increasing the airport's overall rating in future audits by demonstrating a commitment to accommodating diverse passenger needs. Moreover, the addition of a sensory room aligns with the Aviation Authority's strategic plan to excel in responsiveness to customer needs.

The Customer Experience department has identified Capital Expenditure funds in the fiscal year (FY) 2024 Capital Initiation Request (CIR) #841 - Relocation of Information Centers that can be used to fund the sensory room project. Although these funds are intended for the relocation of information centers, the Customer Experience department believes they will not use these funds within this fiscal year. The Aviation Authority is currently evaluating the scope of the information booth relocation project. At this stage, it is unclear whether additional funding will be necessary. Therefore, it is requested that the transfer reflected in Table 1 be approved.

Table 1

Project	Funds	Current Budget	Proposed Change	Proposed Budget
FY24 CIR00841 Relocation of Information Ctrs.	CapEx	\$ 620,000	\$ (110,000)	\$ 510,000
Sensory Room	CapEx	\$ -	\$ 110,000	\$ 110,000
	Total	\$ 620,000	\$ -	\$ 620,000

Approval by the Aviation Authority Board and concurrence by the Orlando City Council is required for the transfer of \$110,000 of Capital Expenditure Funds from Fund Balance for a Sensory Room.

Attachment A (Page 2 of 2)

H-00379, Taxiway Safety Area Improvements

CFOC:

August 8, 2024

BACKGROUND:

In coordination with the Federal Aviation Authority (FAA), the Aviation Authority has elected to widen specific taxiways traversing bridges and culverts to enhance travel lane efficiency.

ISSUES:

Project H-00379 - Taxiway Safety Area Improvements aims to improve safety on taxiway travel lanes located on bridges and culverts. Construction will include cutting the curb flush to widen the travel lanes and any work required to level, patch, and paint the disturbed surfaces.

Project H-00328 – Fiscal Year (FY) 2023 Airside 3 Ramp Slab Rehabilitation is completely closed out and has an available balance of \$606,030 of Capital Expenditure funds. In order to reduce project H-00328 to final costs, it is requested that the remaining available balance of \$380,930 be utilized for H-00379 as reflected in Table 1.

Table 1

Project	Award	Current Budget	Pending Changes	Proposed Changes	Proposed Budget
<u>H-00379 Taxiway Safety Area Improvements</u>					
CAPEX	\$	-	\$	380,930	\$ 380,930
<u>H-00328 FY23 Airside 3 Ramp Slab Replacement</u>					
FDOT	\$	524,561	\$	-	\$ 524,561
CAPEX		1,475,718	(225,100)	(380,930)	869,688
Total H-00328	\$	2,000,279	\$ (225,100)	\$ (380,930)	\$ 1,394,250

Approval by the Aviation Authority Board and concurrence by the Orlando City Council is required for the transfer of \$380,930 of Capital Expenditure Funds from Fund Balance to H-00379, Taxiway Safety Area Improvements.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve Amendment No. 1, Contract Adjustment, for Procurement Agreement PS-713 Concessions Consulting Services Agreement with AirProjects, Inc.

BACKGROUND

On September 21, 2022, the Aviation Authority Board awarded Request for Proposal PS-713 Concessions Consulting Services Agreement to AirProjects, Inc. as a no-cost base agreement. Tasks/Amendments are awarded on an as needed or annual basis. The initial term expires October 31, 2025, with two one-year renewal options.

The agreement requires AirProjects, Inc. to provide concessions planning and implementation services for new and existing facilities at Orlando International Airport, to include, but not limited to, the North Terminal Complex, South Airport APM/ITF Complex, Terminal C, Phase 1, Orlando Executive Airport, and other facilities operated by the Aviation Authority. In addition, AirProjects advises the Aviation Authority on matters involving concessions, including, but not limited to, food and beverage, news and sundries, specialty retail, and duty free/duty paid.

ISSUES

Staff is requesting to add the following task for AirProjects, Inc. to assist the Aviation Authority with completion of Phase 2 for the concession master planning and implementation efforts for Terminals A and B at Orlando International Airport and assist Staff with any updates required for the concession master plan and leasing strategy developed in Phase 1.

On July 30, 2024, the Procurement Committee recommended approval of Amendment No. 1, Contract Adjustment, for Procurement Agreement PS-713 Concessions Consulting Services Agreement with AirProjects, Inc.

SMALL BUSINESS

The agreement has a Minority and Women Business Enterprise participation requirement of 10%. The Small Business Development Department certifies that AirProjects, Inc., is in good standing as it relates to small business participation. The same small business participation requirement will apply to this amendment. Additionally, AirProjects, Inc. is a certified MWBE and DBE.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact for this Amendment is a not-to-exceed amount of \$214,887. Funding required in the current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to: (1) approve Amendment No. 1, Contract Adjustment, for Procurement Agreement PS-713 Concessions Consulting Services Agreement with AirProjects, Inc; (2) authorize funding in the not-to-exceed amount of \$214,887 from the Operations and Maintenance Fund; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Randolph Hudgins, Vice President, Human Resources

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Approve Revisions to Organizational Policy 120.08, Retirement Benefits Committee

BACKGROUND

Currently, the Retirement Benefits Committee (RBC) is composed of the following voting members:

- Vice President of Human Resources, Chair
- Chief Financial Officer, Vice Chair
- Vice President of Internal Audit
- Assistant Vice President of Airport Affairs
- Chief Administrative Officer
- Two additional staff members at CEO discretion

The Chief Executive Officer is authorized to make changes to committee memberships on an interim basis with ratification required by the Aviation Authority Board at its next regularly scheduled meeting.

ISSUES

Due to the retirement of Luis Olivero, Assistant Vice President of Airport Affairs in June of 2024, the RBC has one less voting member as defined by Policy 120.08, Retirement Benefits Committee. To provide greater flexibility, Staff is recommending the removal of Assistant Vice President of Airport Affairs as a voting member and increase the number of CEO appointed staff members to three.

SMALL BUSINESS

Not applicable.

ALTERNATIVES

The Aviation Authority Board can elect not to approve the update to Organizational Policy 120.08, Retirement Benefits Committee.

FISCAL IMPACT

Not applicable.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommended revisions to Organizational Policy 120.08, Retirement Benefits Committee.

OBJECTIVE	To formalize the efforts of administering the Retirement Benefits.
------------------	--

**METHOD OF
OPERATION**

Composition

The Retirement Benefits Committee is composed of the following voting members:

- Vice President of Human Resources, Chair
- Chief Financial Officer, Vice Chair
- Vice President of Internal Audit
- ~~Assistant Vice President of Airport Affairs~~
- Chief Administrative Officer
- ~~Two~~ Three (32) additional staff members at CEO discretion

The Chief Executive Officer is authorized to make changes to committee memberships on an interim basis with ratification required by the Aviation Authority Board at its next regularly scheduled meeting.

The Committee may request to be advised by other members of the Aviation Authority staff, the Aviation Authority's legal advisors, and other consultants of the Aviation Authority.

Function

The function of the Retirement Benefits Committee is to formalize the efforts of administering the Retirement Plans and the Other Post-Employment Benefits Trust (OPEB), including submitting an annual report to the Aviation Authority Board summarizing the financial status of the Retirement Plans and the OPEB Trust.

The Retirement Benefits Committee shall also determine matters involving Contractors to include on the Debarment List in accordance with Policy 130.04, Debarment of Contractors.

Notice

In compliance with the Florida Statutes governing public meetings, proper notice of Committee meetings will be given and minutes will be published.

Meeting Meetings are scheduled as necessary, by the Chair, at a time and place designated by the Chair.

See Also Policy 130.04, Debarment of Contractors

**APPROVAL AND
UPDATE HISTORY**

Last Approval Aviation Authority Board: October 19, 2022
Chief Executive Officer: October 19, 2022

Supersedes All Previous



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Randolph Hudgins, Vice President, Human Resources

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Approve Revisions to Organizational Policy 203.02, Vacation Leave

BACKGROUND

This procedure provides vacation leave to regular Aviation Authority employees, except as otherwise provided in a collective bargaining agreement, which shall prevail.

Accrued vacation leave is earned vacation leave that may be used at the employee's discretion with the approval of the department Vice President or designee. Vacation leave accrual is current with weeks worked, not with weeks paid, and is earned when the employee is in a paid status the majority of a workweek except where superseded by other applicable policies.

Vacation leave begins to accrue from the first full week of employment. Accrued vacation leave will not be available to use during the first six months of employment.

ISSUES

To address concerns of newly hired employees and to provide valuable benefits sooner, staff is recommending the removal of the six-month waiting period for the use of accrued vacation leave.

SMALL BUSINESS

Not Applicable.

ALTERNATIVES

The Aviation Authority Board can elect not to approve the update to Organizational Policy 203.02, Vacation Leave.

FISCAL IMPACT

Funding for accrued leave is budgeted on an annual basis as a part of the Aviation Authority's Operations and Maintenance Fund.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommended revisions to Organizational Policy 203.02, Vacation Leave.

OBJECTIVE

To grant eligible Aviation Authority employees an annual vacation period

**METHOD OF
OPERATION**

General

This procedure provides vacation leave to regular Aviation Authority employees, except as otherwise provided in a collective bargaining agreement, which shall prevail.

Definitions

Senior Executive. Executive management classification above Vice President level.

**Accrued Vacation
Leave and Eligibility**

Accrued vacation leave is earned vacation leave that may be used at the employee's discretion with the approval of the department Vice President or designee. Vacation leave accrual is current with weeks worked, not with weeks paid, and is earned when the employee is in a paid status the majority of a workweek except where superseded by other applicable policies.

Vacation leave begins to accrue from the first full week of employment. Accrued vacation leave will ~~not~~ be available to use upon accrual with no waiting period~~during the first six (6) months of employment.~~

**Maximum Vacation
Leave**

The maximum vacation leave accruals are as follows: 440 hours for full time regular employees; 622 hours for ARFF combat employees; and, 220 hours for part time regular employees. Vacation leave accrual will be suspended until the employee's accrued vacation leave balance falls below the maximum and then will be reinstated.

**Earning Rate
of Vacation Leave**

Full time regular employees, except ARFF combat personnel, receive accrual of vacation leave hours in accordance with these rates:

Employed From	Vacation Leave Accrued
0 to 4 year anniversary	1.55 hours per week
4 to 9 year anniversary	1.85 hours per week
9 to 19 year anniversary	2.31 hours per week
19 to 24 year anniversary	3.08 hours per week
24 year anniversary and above	3.85 hours per week

Aircraft Rescue and Firefighting combat personnel (ARFF) receive accrual of vacation leave hours in accordance with these rates:

Employed From	Vacation Leave Accrued
0 to 4 year anniversary	4.68 hours per week
4 to 9 year anniversary	5.18 hours per week
9 to 24 year anniversary	5.56 hours per week
24 year anniversary and above	6.43 hours per week

**Rotating Shift
Employees**

Employees normally required to work rotating shifts who do not receive remuneration for certain holidays (other than New Year's Day, Independence Day, Christmas, and Personal Leave Days) accrue vacation leave at the rate of .93 hours per week, in addition to the vacation leave accrual based on years of service outlined above.

**Regular Part-Time
Employees**

Employees working a regular schedule between 20 and 40 hours per week receive one-half the accrual of vacation leave hours outlined above for full time regular employees.

Employees working a regular schedule of less than 20 hours per week do not receive any accrual of vacation leave hours.

**Use and Scheduling
of Vacation Time**

Vacation leave is a fringe benefit. All eligible employees are encouraged to take their vacation leave each year.

Hours used for vacation leave are charged according to the employee's standard work day. The minimum charge for vacation leave is one quarter-hour (15 minutes); thereafter, additional charges are in quarter-hour increments. Vacation leave used to supplement certain leaves of absences such as Short Term Disability and Workers' Compensation may be taken in any increment to receive up to 100% of base pay.

Scheduling of vacation leave is done by the department supervisor, manager, and/or Vice President as appropriate. The employee must complete a Notification of Intended Leave Form No. 203.02.1 or submit a Time Off Request (TOR) via the time and attendance system. Requests should be submitted for approval at least 48 hours prior to the requested vacation leave date. It is the employee's responsibility to have the vacation leave request approved prior to taking the vacation time off.

Vacation leave requests are approved pending available vacation leave at the time of usage. It is the employee's responsibility to have enough accrued vacation leave available at the time vacation leave is requested as well as when it is taken.

Exception: Forty-eight (48) hour notice for requested vacation leave may be waived for emergency situations at the discretion of the supervisor or manager with the Vice President's approval.

Vacation leave is granted in accordance with the operational needs of the department. If a vacation leave request cannot be approved for operational reasons, the approving supervisor will notify the employee as soon as possible.

Previously approved vacation leave may be revised or denied by the approving supervisor/Vice President if the employee does not have enough accrued vacation leave at the time of usage.

Accrued vacation leave cannot be waived in exchange for extra pay, except by using the Vacation Buy Down Program. An employee who is reported on the regular payroll as being in a work status cannot be reported for the same period as being in a vacation leave status.

An employee who receives a disciplinary suspension without pay under Policy 204.02, Allegations of Misconduct, may be allowed to forfeit accrued vacation leave time in lieu of suspension without pay. Such forfeiture will be day-for-day and approved in advance and at the discretion of the department Vice President or Senior Executive of the department.

The Aviation Authority will apply accrued vacation leave when an employee is absent due to illness or injury and has exhausted their accrued sick leave or during an employee's leave under the Family and Medical Leave Act (FMLA) as applicable (Refer to Policy 203.07, Family and Medical Leave Act).

If sick leave has been exhausted, the Aviation Authority will apply accrued vacation leave during a Short Term Disability (STD) or Workers' Compensation waiting period.

An employee may elect to use accrued vacation leave to supplement STD or Workers' Compensation benefits.

Once an employee has submitted their notice of separation, resignation or retirement, previously approved vacation leave may be revised or denied by the approving Vice President based on operational needs. During the notice period, the employee's last day worked may be considered

the date of termination and the employee will be paid for accrued vacation leave as described in Payment of Accrued Leave Following Termination.

**Vacation Buy Down
Program**

This program may be authorized by the Chief Executive Officer. The program allows employees to elect to be paid for some of their accrued vacation leave up to a maximum of 80 hours (100 hours for ARFF combat and 40 hours for part time employees). No proof of financial hardship is required to participate in this program.

Employees must maintain a minimum accrued vacation leave balance of 80 hours (100 hours for ARFF combat and 40 hours for part time employees) after buy down.

An employee's vacation leave balance as of the pay period immediately preceding the cutoff date will be considered when determining the minimum balance requirement. It is the employee's responsibility to maintain the minimum balance requirement of accrued vacation leave and to advise the Human Resources Department if they use accrued vacation leave between the cutoff date and the pay date of the vacation buy down which may cause the employee's vacation leave accruals to fall below the minimum balance requirement.

The employee may be in violation of this policy if the employee does not notify Human Resources of such a change in their vacation leave balance and may be subject to discipline in accordance with Policy 204.02, Allegations of Misconduct. Violations will be reviewed on a case by case basis. Previously requested vacation buy down hours may be adjusted or denied if the minimum balance requirement is not maintained.

If an employee is in a working out of class status, vacation buy down will be paid at the employee's base rate of pay.

Request for payment of "Vacation Buy Down" must be submitted on Form 203.02.2, Vacation Buy Down Program, to the Human Resources department by the published deadline.

**ARFF DROP
Program Buy Down**

According to Florida Retirement System (FRS) guidelines for the DROP Program, an ARFF employee participating in FRS is eligible to receive a one-time payment for unused accrued vacation leave for the sole purpose of inclusion in FRS benefit calculations. The "DROP Program Buy Down" must be approved in advance by the Chief

Financial Officer and the Chief Executive Officer and payment will be made for no more than 500 hours of accrued vacation leave. Approval will be subject to available funding. ARFF employees who received payment under “Vacation Buy Down” prior to receiving payment under the “DROP Program Buy Down” will only be eligible under the “DROP Program Buy Down” to receive payment for no more than 500 hours of accrued vacation leave minus the number of accrued vacation leave hours paid under “Vacation Buy Down” during the preceding 12 months. ARFF employees who receive payment under the “DROP Program Buy Down” are not eligible to receive payment under “Vacation Buy Down” after receiving payment under the “DROP Program Buy Down” if they received the maximum payment of 500 hours for accrued vacation leave and/or their accrued vacation leave balance is below the vacation leave minimum number of hours.

Request for payment of “ARFF DROP Buy Down” must be submitted on Form 203.02.3, ARFF DROP Program Buy Down, to the Human Resources Department.

**Holiday While on
Vacation Leave**

When a holiday falls within an employee’s vacation period, the holiday is not charged to the employee’s vacation leave. Holiday pay is paid in accordance with the employee’s standard workday.

**Payment of Accrued
Leave Following
Termination**

An employee is paid for accrued vacation leave upon resignation, retirement, death, or any other reason for separation, if the employee has completed six (6) months of employment.

Employees who separate from employment with the Aviation Authority for any reason within their initial six (6) months of employment forfeit all of their unused accrued vacation leave.

When an employee dies and is eligible for payment of accrued vacation leave, payment will be made to the employee’s spouse in accordance with Florida Statutes section 222.15(1). In the event there is no spouse, payment will be made to the relatives set forth in that statute.

Forms

Notification of Intended Leave, Form 203.02.1 Vacation Buy Down, Form 203.02.2
ARFF DROP Program Buy Down, Form 203.02.3

**APPROVAL AND
UPDATE HISTORY**

**Format and
Re-numbering
Approval**

Authority Board: August 28, 1991 (4R)

Last Approval

Aviation Authority Board: December 14, 2022
Chief Executive Officer: December 14, 2022

SUPERSEDES

All Previous

GREATER ORLANDO AVIATION AUTHORITY NOTIFICATION OF INTENDED LEAVE

SECTION I – TO BE COMPLETED BY EMPLOYEE (PLEASE PRINT)

Section I Complete Section I and submit to your Department Payroll Clerk at least 48 hours prior to requested leave date.

Employee Name: _____ Date of Request: _____

Department: _____ Shift: ☒ Regular ☐ Rotating ☐ Night Differential

Request Leave:

☐ Vacation Leave From: _____ Thru: _____ No. of Hours: _____
☐ Personal Leave From: _____ Thru: _____ No. of Hours: _____

I understand that by signing below, I am responsible for showing that I have enough leave accrual available when the time requested is used.

Employee's Signature

Supervisor's Signature

SECTION II – TO BE COMPLETED BY PAYROLL CLERK

Available leave at time of request.

Vacation Leave _____

Personal Leave _____

Confirm leave available at time of usage.

Vacation Leave _____

Personal Leave _____

Payroll Clerk Signature Date

Payroll Clerk Signature Date

SECTION III – TO BE COMPLETED BY DEPARTMENT DIRECTOR

☐ Approved: Pending available leave at time of usage

☐ Disapproved: Due to:

Employee's Leave is:

Department Vice President or Designee Signature

Date

PAYROLL CLERK: Keep original with department payroll records

FORM 203.02.1 REV 6/2017

VACATION BUY DOWN PROGRAM

I understand this program allows me to elect to be paid for some of my accrued vacation leave, up to a maximum of 80 hours for full time regular employees (100 hours for ARFF combat employees; 40 hours for part time regular employees) while still maintaining a minimum accrued vacation leave balance of 80 hours for full time regular employees (100 hours for ARFF combat employees; 40 hours for part time employees) accrued vacation leave after buy down. This program is inclusive of financial hardships.

My signature acknowledges the following:

- I am responsible for ensuring the required minimum vacation leave balance is available on the buy down pay date; and
- I may be in violation of Policy 203.02 if my accrued vacation leave balance falls below the required minimum accrued vacation leave balance between the cutoff date and the pay date. (Refer to Policy 203.02)

SECTION I:

Employee Name _____ Employee # _____ Date _____

Number of Hours Requested _____ (max 80 hours full time employees)
(max 100 hours ARFF combat employees)
(max 40 hours part time employees)

Employee Signature

SECTION II: DEPARTMENT PAYROLL VERIFICATION:

Current Number of Accrued Vacation Leave Hours _____

Requested Buy Down of Accrued Vacation Leave Hours _____
(max 80 hours full time employees)
(max 100 hours ARFF combat employees)
(max 40 hours part time regular employees)

Total Accrued Vacation Leave Hours after Buy Down _____
(min 80 hours for regular employees)
(min 100 hours ARFF combat)
(min 40 hours part time regular employees)

Payroll Clerk Verification Signature: _____ Date: _____

SECTION III: HUMAN RESOURCES DEPARTMENT:

Human Resources Signature: _____ Date: _____

ARFF DROP PROGRAM BUY DOWN

I understand I have the option of receiving a lump sum payment for unused accrued vacation leave earned in accordance with GOAA's Vacation Leave policy for the sole purpose of inclusion in my FRS benefit calculation. I further understand that payment for no more than 500 hours of accrued vacation leave will be eligible for inclusion in my retirement benefit calculation, adjusted for any Vacation Buy Down payment received during the preceding 12 months. By signing below, I elect to take the accrued vacation leave benefit before the beginning of DROP, the amount of (up to 500 hours) which will be included in the calculation.

Employee Name _____ Employee # _____ Date _____

Number of Accrued Vacation Leave Hours Requested _____ (maximum 500)

Employee Signature

HUMAN RESOURCES DEPARTMENT

Current Number of Accrued Vacation Leave Hours _____

Requested Buy Down of Accrued Vacation Leave Hours _____
(max 500 hours)

Total Accrued Vacation Leave Hours after Buy Down _____

HR REPRESENTATIVE _____ DATE _____

Pay Date _____

AUTHORIZATION: _____ DATE _____
Human Resources Vice President

Department Senior Executive

FUNDING AVAILABLE: _____ DATE _____
Chief Financial Officer

APPROVED: _____ DATE _____
Chief Executive Officer

FINANCE DEPARTMENT/PAYROLL:

DATE RECEIVED _____ DATE PROCESSED _____

PAYROLL REPRESENTATIVE _____



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Randolph Hudgins, Vice President, Human Resources

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Approve Revisions to Organizational Policy 203.03, Sick Leave

BACKGROUND

This procedure provides sick leave to regular Aviation Authority employees, except as otherwise provided in a collective bargaining agreement, which shall prevail.

A regular full-time employee accrues one and nine-tenths (1.9) hours of sick leave for each full 40-hour week of employment with the Aviation Authority. Aircraft Rescue and Fire Fighting combat personnel (ARFF) who are on a 50-hour work week accrue two and seven tenths (2.7) hours per week. Part-time employees working 20 or more hours per week accrue one-half the rate for full-time employees.

Sick leave accrual is earned when the employee is in a paid status the majority of a workweek except where superseded by other applicable policies.

Sick leave time accrues from the first full week of employment and has no maximum accumulation limit.

Paid sick leave is not granted during the employee's first three months of employment.

ISSUES

To address concerns of newly hired employees and to provide valuable benefits sooner, staff is recommending the removal of the three-month waiting period for the use of accrued sick leave.

SMALL BUSINESS

Not applicable.

ALTERNATIVES

The Aviation Authority Board can elect not to approve the update to Organizational Policy 203.03, Sick Leave.

FISCAL IMPACT

Funding for accrued leave is budgeted on an annual basis as a part of the Aviation Authority's Operations and Maintenance Fund.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommended revisions to Organizational Policy 203.03, Sick Leave.

OBJECTIVE

To establish a sick leave policy for all regular Aviation Authority employees except as otherwise provided in a collective bargaining agreement, which shall prevail.

**METHOD OF
OPERATION**

General

Sick leave absence is not considered a fringe benefit nor an employee right. Sick leave, as noted under "Absence on Sick Leave," below, is considered a legitimate reason for an employee to be absent with pay from official duties. However, sick leave must not be abused. Permission to use paid sick leave is granted only for the time actually required.

Sick leave may be used, upon approval as set forth under "Authorization of the Supervisor," when an employee is experiencing physical or mental symptoms that would negatively affect work performance or expose co-workers to communicable illness.

The Aviation Authority may apply accrued vacation leave when an employee is absent for physical or mental health reasons and has exhausted their accrued sick leave.

**Sick Leave
Earned**

A regular full-time employee accrues one and nine-tenths (1.9) hours of sick leave for each full forty (40) hour week of employment with the Aviation Authority. Aircraft Rescue and Fire Fighting combat personnel (ARFF) who are on a fifty (50) hour work week accrue two and seven tenths (2.7) hours per week. Part-time employees working 20 or more hours per week accrue one-half the rate for full-time employees.

Sick leave accrual is earned when the employee is in a paid status the majority of a workweek except where superseded by other applicable policies.

Sick leave time accrues from the first full week of employment and has no maximum accumulation limit.

Accrued sick leave will be available to use upon accrual with no waiting period. Paid sick leave is not granted during the employee's first three (3) months of employment.

**Absence on
Sick Leave**

Examples of when sick leave may be authorized include, but are not limited to:

- incapacitation by reason of illness, injury, or mental health,
- medical, mental health, dental, or optical examination/treatment, and
- care of immediate family members who have a bona fide illness, injury, or mental health condition. (For purposes of this policy, a family member is defined as spouse, child, parent, or person for whom employee is legal guardian).

**Minimum Charge
for Sick Leave**

The minimum charge for sick leave is one quarter-hour (15 minutes); thereafter, additional charges are in quarter-hour increments. Sick leave used to supplement certain leaves of absence such as Short-Term Disability (STD) and Workers' Compensation may be taken in any increment to receive up to 100% of base pay.

**Authorization of
the Supervisor**

The immediate supervisor may authorize an employee to be absent due to any of the reasons as outlined under "Absence on Sick Leave," above. The failure of the employee to secure this authorization is cause for denial of sick leave pay for the period of absence.

Due to staffing requirements, ARFF personnel are required to notify their supervisor by 6:30 a.m. on the day sick leave is requested.

**Required
Doctor's
Certificate**

An employee unable to return to work after a period of two (2) consecutive workdays (ARFF personnel after two (2) consecutive work shifts) may be required to furnish a doctor's certificate for the sick leave used. The department director may require an employee to furnish a doctor's certificate for any sick leave used. A required doctor's certificate must be furnished to Human Resources and must contain sufficient information to allow the Aviation Authority to determine whether the employee is entitled to use sick leave for the absences. Refusal to furnish a required doctor's certificate could result in disciplinary action, as provided in Section 204.02, Allegations of Misconduct.

**Retiring
Employee
Sick Leave**

An employee who retires from Aviation Authority employment and meets the qualifications for retirement under one of the Aviation Authority's pension plans and who is eligible immediately to receive a monthly pension payment, or who leaves Aviation Authority full time employment after twenty (20) or more years, is paid for one-third (1/3) of the value of the total amount of their unused accrued sick leave as of the last day of employment, not to exceed payment for 533 hours (ARFF, 661 hours).

**Deceased
Employee Sick
Leave**

When an employee dies, payment of one-third (1/3) of the value of the unused accrued sick leave at time of death is paid to the employee's spouse in accordance with Florida Statutes section 222.15(1). In the event there is no spouse, payment will be made to the relatives set forth in that statute. Payment does not exceed the equivalent of 533 hours (ARFF, 661) at the deceased employee's current rate of pay.

When an employee dies as a result of a duty-related injury the full value of the deceased employee's unused accrued sick leave at time of death is paid in the same manner as stated above.

**Termination of
Employment**

Once an employee submits a notice of separation, resignation or retirement, an employee may be required to furnish a doctor's certificate for any sick leave used after such notice is given.

An employee who resigns, or is terminated, from Aviation Authority employment will not be granted payment for accrued sick leave, unless otherwise provided in "Retiring Employee Sick Leave" section of this Policy.

For sick leave benefits upon re-employment, see Section 201.06, Employee Rights Upon Re-employment.

**Aviation
Authority-
Directed Medical
Examinations**

Aviation Authority-directed medical examinations are not chargeable to sick leave. Time away from work for such work-related examinations is reflected on the payroll as time worked.

**Response to
Public Health
Emergencies**

In the event of a declared public health emergency which is communicable in nature, the Chief Executive Officer (CEO) has the sole discretion to authorize leave with pay for employees who are symptomatic, infected or had an exposure which could create risk of infection to others in the workplace. The CEO will establish criteria and procedures for approval of leave with pay as warranted by the declared public health emergency.

**APPROVAL AND
UPDATE HISTORY**

Last Approval Aviation Authority Board: December 14, 2022
Chief Executive Officer: March 6, 2024

Supersedes All Previous



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kevin J. Thibault, P.E. Chief Executive Officer

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Approve Amendments to Operational Policy 110.04, Appeals Process

BACKGROUND

Operational Policy 110.04 specifies the procedures for appealing decisions by the Procurement Committee and other Aviation Authority committees which recommend action to the Board. Proposers may appeal recommended actions to the Chief Executive Officer before the matters come before the Board. The Chief Executive Officer has many options on appeal, including but not limited to affirming the committee's recommendation or reversing the recommendation.

ISSUES

Many government agencies require proposers seeking to appeal a procurement recommendation to post a bond, cash, or other collateral to cover the expense of the appeal. Preserving the right to appeal a committee recommendation is a critical step on providing due process to those proposing for Aviation Authority contracts. Well-supported appeals can lead to process improvements and sound decisions. Unsupported appeals, though, can be costly to the Aviation Authority as they consume staff and counsel resources, including the Chief Executive Officer's time to review, hear and decide the appeal.

Staff and counsel have reviewed various options in state and local governments to find an appropriate balance between preserving the right to appeal and avoiding the unnecessary expense and effort resulting from an unsupportable appeal. The City of Orlando requires a protest filing fee of \$250 and an appeal deposit of the lesser of \$5,000 or 1% of the contract value to protest a procurement decision. If the protester is successful in the bid protest, a portion of the deposit is refunded. The proposed policy change largely follows City of Orlando Ordinance 7.900(b).

A red-lined copy comparing the current policy to the proposed policy is attached to this memorandum.

SMALL BUSINESS

Not applicable.

ALTERNATIVES

The Aviation Authority Board can adopt or amend the recommendation.

FISCAL IMPACT

None.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommended revisions to Operational Policy 110.04, Appeals Process.

OBJECTIVE To establish the process in which an award of services can be appealed by a Bidder or Proposer.

POLICY A Bidder or Proposer for a Procurement may appeal a Committee's recommendation regarding a Procurement award or finding that the Bidder or Proposer was non-responsive or not responsible to the Chief Executive Officer.

DEFINITIONS **Appellant(s).** Any-Bidder or Proposer which appeals the recommendation.

Competitor(s). The other Bidders or Proposers.

Bidder and Proposer. Used as defined in Purchasing Policy 450.01.

METHOD OF OPERATION APPEAL INITIATION Any~~The~~ Appellant(s) shall send a letter, delivered in person to the Aviation Authority office or electronically, to the Chief Executive Officer detailing all of the reasons for the appeal no later than within the time prescribed for the appeal, usually five business days offrom the decision being appealed, unless otherwise directed in the solicitation documents.

APPEAL DEPOSIT To secure the costs, expenses, charges and attorneys' fees incurred by the Aviation Authority as a result of an appeal, each Appellant shall deposit with the Aviation Authority a cashier's check, a certified check, a money order, a letter of credit, or a bond payable to the Greater Orlando Aviation Authority in an amount equal to the lesser of:

(1) one percent (1%) of the estimated or actual total of the bid, proposal price, or Minimum Annual Guaranteed revenue to the Aviation Authority; or

(2) five thousand dollars (\$5,000.00).

The collateral or bond must be posted and received no later than five (5) days after the deadline to submit an appeal.

If the Chief Executive Officer renders a final decision in favor of any Appellant, the Aviation Authority will return the Appellants' deposits in full within sixty (60) days of the Chief Executive Officer's final decision.

Failure to comply with this requirement in whole or in part will be deemed a waiver of the appeal. The Appellants shall in every

instance be liable for all their costs and expenses incurred related to an appeal, including any fees and costs of associated litigation.

APPEAL RESOLUTION

The Chief Executive Officer will review the Appellant's letter and determine whether the Appellant has stated a good faith foundation for the appeal. If the Chief Executive Officer determines there is no good faith basis in fact or law for the appeal, the Committee's recommendation may proceed to the Aviation Authority Board. If the Chief Executive Officer determines there is a good faith basis for the appeal, then the Chief Executive Officer will notify the Competitors that they may respond to the Appellant's letter and specify a time for response. Any Competitor which wishes to respond to the Appellant's appeal must respond in detail within the time for the response letter. If a Competitor does not respond to the Appellant's letter, it waives any arguments it has regarding the appeal. The Chief Executive Officer has the sole discretion to require or allow additional letters regarding the appeal.

After the time for other Competitors to respond to the Appellant's letter has passed, the Chief Executive Officer may either, at the Chief Executive Officer's sole discretion:

1. Decide the appeal based only upon the letters; or,
2. Have a hearing at which all Competitors which provided timely appeal and response letters may argue their points for the appeal.

If the Chief Executive Officer decides to have a hearing, the Chief Executive Officer has the sole discretion to set the procedures for each hearing such as the date, time and location for the hearing, the length of the arguments, and the order of arguments, for example.

RECORD OF APPEAL HEARING

The Aviation Authority will not record appeal hearings. Any Competitor which desires a record of the hearing must contract with a court reporter to record of the hearing.

APPROVAL AND UPDATE HISTORY

Aviation Authority Board: December 14, 2022 (New)



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kathleen M. Sharman, Chief Financial Officer

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Amend Organizational Policy Section 450.10, Procurement Card Operational Procedure

BACKGROUND

The Aviation Authority's Organizational Policy Section 450.10, Procurement Card Operational Procedure (Policy), establishes the procedures governing the use of an Aviation Authority issued credit card which provides a method of payment for certain purchases of goods and services while simplifying the payment process and reducing workload with a resultant reduction in time merchants must wait for payment.

The Policy governs a small order purchasing system for Aviation Authority employees while ensuring that the purchase of goods and services continues to be accomplished in accordance with Aviation Authority's policies. The Policy also establishes internal controls so that procurement cards are used only for authorized purposes, and to limit the Aviation Authority's exposure to and liability from inappropriate use of the procurement card.

ISSUES

The Policy was last updated in June 2018. Aviation Authority staff has reviewed the Policy and are making various recommended changes. The revised Policy will provide clear and easy to understand guidance for authorized procurement card holders to purchase goods and services by this method of payment at the lowest cost appropriate to the Aviation Authority's business objectives, while maintaining compliance with Aviation Authority's policies and procedures. These Policy revisions are also in support of the CEO goals to increase operational effectiveness and best practice benchmarking. A summary of key revisions include:

- Based on the implementation of an online banking system through the card issuer, the policy has been updated to better reflect new internal procedures for reconciling card transactions
- Following an internal audit and reported recommendations, changes have been made to ensure more controls around compliance and card usage
- Added recommended periodic refresher training for both Cardholders and Approving Officials
- Added Procurement Card Notice of Violation Form
- Removed references to the obsolete Travel Procurement Card which was replaced with the implementation of the Travel Card Program
- Updated prohibited purchases, including but not limited to inventory goods available through the Material Management Department
- Update key definitions to reflect current procedures and controls
- Updated titles to reflect current roles within the organization

A copy of the redlined policy is attached for review.

SMALL BUSINESS

Not applicable.

ALTERNATIVES

None.

FISCAL IMPACT

None.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommended revisions to Organizational Policy Section 450.10, Procurement Card Operational Procedure.

Operational Procedure:
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OBJECTIVE	Small Order Purchasing System: To provide a small order purchasing system for Aviation Authority employees while ensuring that the purchasing of goods and services continues to be accomplished in accordance with the Aviation Authority's policies, <u>and at pricing that is advantageous to the Aviation Authority.</u> ~~Travel P-Card: With Chief Financial Officer approval, a separate travel p-card may be issued to designated Aviation Authority Employees to book approved travel for Aviation Authority employees.~~ Internal Controls: To establish internal controls so that procurement cards are used only for authorized purposes, and to limit the Aviation Authority's exposure to and liability from inappropriate use of the procurement card. Payment Method: To provide a method of payment for certain purchases, ~~contracts, and agreements~~ for the purpose of simplifying the payment process and reducing workload with a resultant reduction in time merchants must wait for payment. Efficiency: To promote operational efficiency, reduction in payables transactions, and vendor goodwill.
SCOPE	Application: This policy applies to use of, supervision of, and administration of Aviation Authority procurement cards as a payment method for Aviation Authority purchases. It applies to employees who use or authorize the use of the procurement card, employees who approve purchases made with a procurement card, employees who administer any aspect of the program, including approving or making payments for procurement card purchases, and supervisors of employees who perform all of these functions. Authority and Responsibility: This policy and procedure delineates the authorization and responsibilities within the Aviation Authority, provides a framework to administer the procurement card program, and is designed to ensure that a Cardholder uses the procurement card for Aviation Authority approved purchases only within the specific dollar and transaction limits that have been assigned to the Cardholder's procurement card.
<u>DEFINITIONS</u> CHARACTERISTICS	Authorized User or Cardholder: An individual appointed by the department ~~director~~ <u>Vice President</u> who has been issued a ~~P~~procurement

	~~C~~card with which to purchase goods or services in accordance with Aviation Authority policies. Approving Official: An ~~individual~~<u>Aviation Authority employee</u> that is authorized to verify and approve ~~charges received for a~~ Cardholder's ~~P~~procurement ~~C~~card ~~transactions~~<u>purchases</u>, in accordance with this policy. Merchant Category Codes: <u>A merchant category code (MC Code) is a four-digit number used by credit card companies to classify businesses. An MC Code indicates the types of services or goods being sold to customers.</u> Program Manager~~Administrator:~~ <u>The Program Manager~~Administrator~~ manages the Procurement Card program for the Aviation Authority.</u> Notice of Violation: <u>A notice issued to a Cardholder should transactions be deemed improper and/or unauthorized as defined within the operationalthis operational procedure.</u> System of Record: <u>The issuing Bank online platform used to order, cancel, and manage procurement cards, and reconcile transactions.</u>
CHARACTERISTICS	A Procurement Card (P-Card) as referenced in the Aviation Authority policies is a credit card issued to the Aviation Authority in the name of an authorized user to purchase authorized goods and services within established limitations for Aviation Authority business purposes. - Each card is unique and contains information such as the Cardholder's name, account number, and expiration date along with the Aviation Authority's name and tax-exempt number. - A ~~P-Card~~<u>Procurement Card</u> differs from a standard credit card due to the presence of additional controls. The Aviation Authority, not the Cardholder, is responsible for the payment of purchases made with an Aviation Authority P-~~Card~~<u>Procurement Card</u>. <u>The Cardholder is responsible for ensuring all purchases are in accordance with this policy.</u>~~The Cardholder is responsible for all authorized and unauthorized purchases made with an Aviation Authority P-rocurement Card.~~

RESPONSIBILITIES	The Chief Financial Officer shall designate a Program ~~Manager Administrator~~ and a Payables Administrator. Program ~~Manager Administrator~~: The Program ~~Manger Administrator~~ ~~manages administers~~ the ~~Procurement P-Card~~ program for the Aviation Authority. The Program ~~Manager Administrator~~ <u>reviews and updates policies and procedures</u>, manages the issuance of ~~Procurement Card P-Cards~~ to authorized Cardholders, maintains an updated list of ~~cardholders~~ <u>Cardholders</u> and their Approving Officials, maintains associated documentation, recommends transaction and other limits in accordance with policy, provides orientation to new users, <u>refresher training to current users</u>, ensures that appropriately authorized limits are maintained, ensures appropriate cancellation of accounts and destruction of expired or cancelled cards, and interfaces with the card issuer. The Program ~~Manager Administrator~~ may designate an individual within the ~~Finance Purchasing Department~~ to perform the day-to-day administrative functions <u>in support of the responsibilities detailed above</u>. <u>The Program Manager Administrator is also responsible for issuing a Notice of Violation to a Cardholder should transactions been deemed improper and/or unauthorized as defined within this operational procedure.</u> Payables Administrator: The Payables Administrator ensures that payments to the card issuer are duly authorized, that Cardholders have provided required supporting documentation, <u>that P-Card purchases and transactions are compliant with policy and procedure</u> ~~policies and procedures~~, and that invoices from the card issuer are reconciled. Department ~~Director~~ Vice Presidents: Department ~~Director~~ <u>Vice Presidents</u> are responsible for: • Appointing Procurement Cardholders within their departments and assigning dollar, transaction, and other limitations for their Cardholders' purchases within the policy guidelines; • Assigning department Approving Officials who have knowledge of the job responsibilities of each Cardholder; and • Administering disciplinary action <u>based on notifications issued by the Program Manager Administrator</u> in accordance with applicable ~~policy and procedure~~ <u>policies and procedures</u>. Approving Official: Each Approving Official is required to attend an Approving Official orientation session, <u>as well as attend periodic refresher</u>
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	<u>training as deemed necessary by the Program Manager Administrator.</u> Approving Officials will be responsible for completing disclosure forms and/or conflict of interest statements as required by Section 101.02, Code of Ethics and Business Conduct. Approving Officials shall sign a "Procurement Card Approving Official Agreement" (Form Number 450.10.4), and forward the form to the Program <u>Manager Administrator</u> before performing the following activities: • The Approving Official shall review and approve each Cardholder's transactions and supporting documentation submitted for approval in order to verify that the goods or services purchased were for official use and that the transaction(s) were in accordance with <u>policy and procedure policies and procedures</u>; • The Approving Official shall review and approve the transactions, billing statement(s) and associated documentation submitted by Cardholders to verify that the required paperwork is attached and that the account codes assigned to the transactions are appropriate; • The Approving Official shall assist the Cardholder in resolving any questions or issues about the purchases and shall approve the transactions within <u>ten five (105)</u> business days after posting. Every effort should be made to approve transactions <u>within for</u> the <u>current appropriate</u> billing cycle <u>for processing before the 18th of each month</u>; and • If a purchase is determined to be unnecessary or not for official use, then it will be the responsibility of the Approving Official to <u>notify the Department Vice President and Program Manager Administrator and</u> initiate an appropriate resolution activity, which may include: • Requiring the Cardholder to return the item for credit and obtain a credit voucher demonstrating the item has been returned for credit; • Recommending suspension and/or termination of the Cardholder's privileges for improper and/or unauthorized use as defined <u>within this the operational procedure below</u>; and • Recommending disciplinary action for improper and/or unauthorized use as defined <u>within this the operational procedure, below</u> and in accordance with Section 204.02, Allegations of Misconduct.
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	<u>Note:</u> In cases of <u>suspected</u> fraud, ~~Policy~~<u>Section 150.02, Handling Suspected Dishonest, Fraudulent, or Wrongful Conduct should be followed.</u> In addition to any administrative, <u>disciplinary action</u> and/or <u>disciplinary action termination of employment</u> that may ~~be taken~~<u>occur as a result</u>, the employee may be required to reimburse the Aviation Authority for the total amount of the improper charges and other expenses incurred by the Aviation Authority as a result of fraudulent use, such as collection costs, attorney fees, etc. Cardholder: Each Cardholder is required to attend ~~the a~~ Cardholder orientation session, <u>as well as attend periodic refresher training as deemed necessary by the Program Manager Administrator.</u> Cardholders shall sign a “Procurement Card Cardholder Agreement” (Form Number 450.10.2), and forward the form to the Program ~~Manager Administrator~~ before performing the activities that follow: • The Cardholder is responsible to ensure the physical security of the ~~Procurement Card~~<u>P-Card</u> and to protect the account; • <u>Cardholders are prohibited from lending their P-Card procurement card, or sharing the P-Card procurement card account number with any other individual;</u> • The Cardholder is responsible for purchasing those goods or services required for use by the Aviation Authority that are governed by this policy and other Aviation Authority policies including the Local Developing Business and Minority and Woman Owned Business Enterprise policies; • The Cardholder is responsible for ~~providing the Payable Administrator with the~~<u>reconciling transactions in the System of Record within five (5) business days of posting, and include</u> required back-up documentation <u>and business justification comments</u> to support purchases and credits ~~no later than the date required by the Accounts Payable Department to allow for the updating of the financial accounts and balancing the Aviation Authority's Procurement Card statement;~~ and • If the Cardholder has scheduled time away from the Aviation Authority, <u>the eCardholder should make every effort to reconcile transactions in the System of Record prior to scheduled time away. when the supporting documentation for Procurement Card purchases are due to the Payables Administrator, the Cardholder shall provide</u>
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	~~all necessary documentation to the Approving Official for submission to Accounts Payable within the required time frame.~~
MERCHANT AUTHORIZATION	Merchant Purchase Authorization: Merchants are responsible for obtaining appropriate approval authorizations for credit card purchases, including ~~procurement card~~ <u>P-Card</u> transactions, from the credit card issuer. When a merchant seeks authorization for a purchase, the card issuer's authorization system will check each individual Cardholder's assigned spending limits before authorization for that transaction is granted. If any of the limit parameters are exceeded, then approval should be denied and the transaction should be blocked.
CARDHOLDER SPENDING LIMITS	Delegation of Authority: The delegation of authority that has been provided to each Cardholder establishes the maximum transaction value, daily transaction limit and monthly credit limit that are unique to each Cardholder within the specific merchant groups approved for use by the ~~Procurement Card Program Manager/Administrator~~. These limits will be included in the ~~Request for Procurement Card~~<u>Procurement Card Application</u> (Form 450.10.1). Assigned Limits: Department ~~Director~~<u>Vice Presidents</u> may, and are recommended to, assign limits lower than the policy maximums appropriate for members of their staff based upon the needs and responsibilities of the individual staff member. The Department ~~Director~~<u>Vice President</u> shall determine the transaction dollar value limits assigned to an individual card. The single transaction dollar value limit shall not exceed \$5,000 for any Cardholder without prior approval of the Department ~~Director~~<u>Vice President</u> and the Chief Financial Officer. The cumulative number of transactions that will be approved for a single Cardholder shall not exceed 10 in one (1) business day, except as authorized in accordance with an Emergency Situation as defined in <u>Section 450.01, Procurement</u> Introductions and Definitions. The Department ~~Director~~<u>Vice President</u> shall determine the daily transaction limit assigned to an individual card. The cumulative transaction dollar limit shall not exceed \$5,000 for a single purchase for a single Cardholder in any one (1) business day. The Department ~~Director~~<u>Vice President</u> shall determine the cumulative transaction credit limits—that will be approved for a single Cardholder within a one (1) day and any one (1) calendar month period.

	<u>A temporary increase in a Cardholder's² spending limit may be authorized by the Program Manager with the approval of both the Department Vice President and the Chief Financial Officer or designee on a case by case basis.</u> Each Cardholder's transactions will be limited to ~~merchants~~ <u>MC Codes</u> within specific groups that have been assigned to the individual Cardholder's ~~P-Card~~ <u>card</u>. Temporary approval of MC ~~C~~ <u>codes</u> may be authorized by the Program ~~Manager~~ <u>Administrator</u> with the approval of <u>both the Department Vice President and</u> the Chief Financial Officer <u>or designee</u> on a case by case basis. ~~A Procurement Card may be issued to pay for purchase of inventory goods when it is determined to be the most cost effective method of payment, when the goods were selected through a competitive process, and when the purchase of the goods has been processed and approved in accordance with Aviation Authority policies. The Assistant Director of Purchasing shall concur with Procurement Card payment for inventory goods prior to the purchase. Purchase and payment shall not exceed authorized quantities or costs. The Assistant Director~~ <u>Vice President of Purchasing, with concurrence from the Chief Financial Officer, shall establish limits for the Procurement Card designated to replenish inventory goods.</u> The Chief Executive Officer or designee shall establish limits as required for Emergency Situations as defined in <u>Policy</u> <u>Section</u> 450.01, <u>Procurement Introduction and Definitions</u>.
CARD REQUESTS AND CHANGES	Card Requests: A "~~Request for Procurement Card~~ <u>Procurement Card Application</u>" (Form Number 450.10.01) shall be completed to initiate all requests for new Cardholders or to make changes to the records of current Cardholders. The form will be processed through the Program ~~Manager~~ <u>Administrator</u> who will forward the request to the card issuer to obtain the new ~~Procurement Card~~ <u>P-Card</u> or to process the change(s) requested. Approval: The Department ~~Director~~ <u>Vice President</u> and the Program ~~Manager~~ <u>Administrator</u> must approve all requests for ~~Procurement Card~~ <u>P-Cards</u>. When the Program ~~Manager~~ <u>Administrator</u> receives the ~~Procurement Card~~ <u>P-Card</u> from the card issuer, the Cardholder will be notified by the Program ~~Manager~~ <u>Administrator</u> and will be required to attend an orientation session and complete and sign Form 450.10.2 prior to receiving ~~his/her~~ <u>their</u> card.

PROCUREMENT CARD USE	Authorized Purchases: The ~~Procurement Card~~<u>P-Card</u> is to be used for authorized purchases only. Authorized purchases are purchases of goods or services for the direct benefit and use of the Aviation Authority that are consistent with the monetary limitations for such purchases by the Aviation Authority Cardholder as are established by the Aviation Authority's policies, including the authorization required pursuant to this policy. <u>All purchases must be shipped or delivered to an official Aviation Authority address.</u> <u>Cardholders should utilize existing contracts and/or preferred vendors to ensure pricing that is most advantageous to the Aviation Authority.</u> ~~When approved by the Chief Financial Officer, the Procurement Card~~<u>P-Card</u> ~~may also be used as a method of payment for goods or services purchased by contract, agreement or purchase order irrespective of the merchant code or type in those cases where the vendor has indicated willingness to accept payment through the Procurement Card~~<u>process.</u> Prohibited Purchases: A ~~Procurement Card~~<u>P-Card</u> shall not be used ~~for the to purchase~~ <u>of the following items, including but not limited to:</u> 1. Gift cards ~~(except as authorized by the Chief Financial Officer);~~ 2. Gasoline; 3. Diesel fuel; 4. Heating oil; 5. Food or beverages ~~(except as authorized for travel purposes);~~ 6. Personal items; ~~7. Telephone calls;~~ ~~8.7.~~ <u>Cash advances; or</u> ~~8.~~ <u>Capital items; or</u> ~~9.~~ <u>Travel expenses; or</u> ~~9.10.~~ <u>Material Management Inventory Goods as defined by the Material Management Inventory List.</u> The above purchases may be authorized in accordance with an Emergency Situation as defined in ~~Policy Section~~ 450.01, <u>Procurement</u> Introductions and Definitions, and ~~Policy Section~~ 450.03, Non-Competitive Procurements. <u>The above purchases may be authorized on a case-by-case basis with written approval by both the Cardholder's Vice President and Chief Financial Officer or designee. If an approval exception is received, a copy</u>
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	<u>of the written authorization must be attached to the receipt in the System of Record.</u> Goods or services normally processed through Section 430.02, Authorized Travel Expenses and Subsistence, are expressly prohibited; ~~except for designated Travel P-Cards authorized by the Chief Financial Officer.~~ Registration fees for ~~in-house~~ webinars and pre-approved <u>local conference registrations and/or training seminars</u> are authorized ~~Procurement Card~~<u>P-Card</u> purchases. For purposes of this section, capital items are defined <u>per Section 420.02, Fixed Assets Capitalization Threshold</u>, as items of value greater than ~~\$15,000.00~~ having a useful life of more than one year and components of those items having a useful life of more than one year that in the aggregate exceed ~~\$15,000.00~~, such as a credenza with an attached overhead shelving system. Replacement parts or repairs are not capital items. The ~~Procurement Card~~<u>P-Card</u> shall not be used to purchase non-capital items over \$5,000.~~00~~ or to purchase components that in aggregate exceed \$5,000.~~00~~, except as ~~payment for the purchasing of inventory items by the Supervisor of Material Control, or as~~ authorized by the Chief Executive Officer or designee in an Emergency Situation, as indicated in the section of this policy that describes Cardholder Spending Limits. The ~~procurement card~~<u>P-Card</u> shall only be used to purchase items funded by the Operations and Maintenance Fund. Exceptions to the Operations and Maintenance Fund restriction may be granted only with the written consent of the Chief Financial Officer. Over-The-Counter Purchases: When a purchase is made over the counter, the Cardholder is to obtain a customer copy of the charge slip and a merchant receipt if one is issued. The charge slip or related receipt must show in sufficient detail the types and numbers of items purchased and the unit cost. The charge slip/receipt should also indicate that no sales tax was charged. Foreign Purchases: If a Cardholder needs to purchase goods from a foreign merchant, a ~~Procurement Card~~<u>P-Card</u> may be used for the purchase. International Service Fees that may be charged for foreign purchases by the card provider are allowed.
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	Purchases By Telephone or Internet: Purchases may be made by telephone or internet when the goods or services can be described in sufficient detail so that the parties to the transaction have a clear understanding of what is being acquired. When a purchase is made by telephone or internet, the Cardholder shall instruct the merchant: • To include on the shipping document, receipt, and/or packing slip the words: "Procurement Card Purchase" and to insert the word "<u>Visa - (Cardholder's name)</u>" in place of a purchase order number in the appropriate space(s). An itemized invoice with unit prices and item descriptions shall be included and also marked as a ~~Procurement Card~~ <u>P-Card</u> purchase. The information on this document will allow Material Control to verify the shipment and notify the Cardholder that the shipment has been received; • To charge the ~~Procurement Card~~ <u>P-Card</u> on the date when shipment is made or service provided so that receipt of shipment or performance of service can be reconciled against the appropriate entry on the Cardholder's billing statement; • To only include in the sale those items that the merchant has in stock and available to ship; • That the Aviation Authority does not allow "back orders" to be charged; and • That the items ordered must ship complete to arrive at the Aviation Authority no later than 30 days from the date of placing the order. Receipts and Proof of Purchase: The Cardholder is solely responsible for retaining all itemized receipts, charge slips, packing lists, and/or other proof-of-purchase documents associated with ~~Procurement Card~~ <u>P-Card</u> transactions for the purpose of submitting reconciled billing statements for approval and payment. For lost or misplaced receipts, Form 450.10.3, Lost Receipt Affidavit, must be completed. Returns for Credit: If the goods received are unsatisfactory, the Cardholder should contact the merchant as soon as possible. Depending upon the circumstances, Cardholders may want to return the merchandise for full credit or retain the goods and receive a partial credit. Under no circumstances should a cardholder accept cash for returned goods.
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	~~The~~ Cardholder should make sure the merchant will credit the ~~Procurement Card~~<u>P-Card</u> in the manner and dollar amount that is agreed upon. The account code to be used for approving the credit should be the same as the original transaction. Cardholder's Transaction Record: Each time a purchase transaction is made that will be paid using a ~~Procurement Card~~<u>P-Card</u>, whether it is done over the counter, through the internet or by telephone, a record of the transaction ~~will be automatically~~ <u>must be</u> created <u>in the System of Record</u>~~by the Cardholder. Actual transaction entries may be on paper or done electronically~~. <u>A copy of the itemized proof of purchase or receipt should be attached to the transaction in the System of Record by the Cardholder within five (5) business days of the date of posting.</u> This document~~ation~~ <u>will</u> ~~later~~ be used to verify the purchase transaction listed on the Cardholder's billing statement. The only exception to this would be for subscription services such as cable, internet, etc. that are billed monthly with no paper invoice. ~~Billing Statements: Upon receipt of each billing statement, the Cardholder shall review the listed transactions, attach the appropriate receipts, charge slips, packing lists, etc., and approve the transactions.~~ Cardholder Absence: <u>Cardholder should make every effort to reconcile transactions in the System of Record prior to scheduled time away.</u>~~If a Cardholder has scheduled an absence during the time the next billing statement is due, a copy of the statement for the absent Cardholder will be forwarded to the Payables Administrator or designee with other Cardholders' statements. Transactions must be approved by the Cardholder prior to leaving on travel or extended leave. The Payables Administrator or designee will process payment of the statement but keep it in suspense.~~
Billing & Shipping Addresses	The billing address for all P-Cards is the <u>address of the Program Manager.</u> ~~Administrator~~<u>cardholder's department or physical address, as determined by their department.</u> If ~~theyour~~ shipping address is different from ~~theyour~~ billing address, Cardholders will advise vendors for each order. <u>All items must be sent delivered to an official Aviation Authority addresswarehouse, with exception to those expressly stated in PolicySection 450.09, Procurement/Material Control, for example, dog food and supplies ordered by K-9 personnel, office supplies, medical supplies for use by Airport Rescue Fire Fighters, promotional items/supplies, and items being</u>

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	<u>shipped to the Orlando Executive Airport. Any other exceptions must be approved by the Chief Executive Officer prior to placing the order.</u>
Invoice and Payment Procedures	Billing Statement: The card issuer will provide a comprehensive billing statement to the Aviation Authority at the end of each billing cycle in accordance with the terms of the Aviation Authority's agreement with the card issuer. <u>The Each</u> Cardholder will receive a billing statement for each transaction that has been posted to <u>their P-Card each card</u> during each billing cycle. The Cardholder will not receive a billing statement if the Cardholder has not used the <u>Procurement CardP-Card</u> during the billing cycle and no adjustments have been processed by the card issuer from earlier transactions. Payment: The Payables Administrator will pay for purchases made by Cardholders and <u>—</u>approved by the Approving Official, utilizing a <u>Procurement CardP-Card</u> against approved billing statements within the terms of the Aviation Authority's agreement with the card issuer, and subject to dispute resolution procedures provided below.
Disputes	Responsibility: The Cardholder is responsible for initiating corrective action in the event that a transaction appears on a billing statement and is deemed to be in dispute. A disputed item could be, but is not limited to, the result of an unauthorized charge, or a duplicate transaction posting. Action: The Cardholder should immediately attempt to resolve disputed items directly with the vendor. The Cardholder has the responsibility to address a disputed item as soon as it has been identified. The Cardholder shall contact the merchant and request a credit against the disputed transaction. When receiving a credit it must be applied to the <u>cardholder'sCardholder's</u> account. A cash credit for returned items is prohibited and considered a violation of this policy. It is essential that the time frames and documentation requirements established by the <u>Procurement Card Issuercard issuer</u> be followed to protect the Aviation Authority's rights in dispute. Dispute policies and procedures issued by the <u>Procurement Card Issuercard issuer</u>, as well as the Cardholder agreement, will be provided at the time <u>Procurement CardsP-Cards</u> are issued to Cardholders.

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	If the merchant refuses to provide a credit for the disputed transaction, the transaction shall continue to be considered in dispute and additional action shall be taken as follows: • Disputes that cannot be resolved with the vendor must be filed within 60 days of the transaction posting date; • A “Cardholder Statement of Disputed Item” Form 450.10.05 must be completed by the Cardholder with all documentation of efforts to resolve the dispute with the vendor attached. This form shall be forwarded with a copy of the billing statement through the Approving Official to the Program ~~Manager~~<u>Administrator</u> for adjustment and/or resolution with the card issuer. The Program <u>Manager Administrator</u> will notify the Cardholder and Approving Official of the action taken on disputed items and will forward Form 450.10.5 to the Payables Administrator or designee.
Lost or Stolen Procurement Cards	Notification to Card Issuer: Should any Cardholder lose or have ~~his/her/their Procurement Card~~<u>P-Card</u> stolen, ~~he/she/they~~ must notify the card issuer immediately upon discovery of the loss. The telephone number(s) of the card issuer will be provided when the card is issued to the Cardholders. Internal Notifications: In addition to notifying the card issuer, the Cardholder must notify ~~his/her/their~~ Approving Official and the Program <u>Manager Administrator</u> of the lost or stolen card within one (1) business day after discovery of the loss or theft of the card. The Cardholder’s Approving Official is required to submit ~~documentation a written report~~ to the Program ~~Manager Administrator~~, within five (5) business days after notification, ~~detailing including~~ the complete information on the loss, the date the loss was discovered, the location where the loss occurred, ~~O~~if known,) the purchases that the Cardholder had made prior to the loss, and any other pertinent information. Should the card be found/returned, it must be turned in to the Program ~~Manager Administrator~~ for destruction.
Improper or Unauthorized Use	~~Random~~ reviews of all Cardholder transactions <u>will be conducted</u> by the Payables Administrator, ~~along with random periodic reviews by the and/or Internal Audit Department will be conducted.~~ Cardholders and Approving Officials who are found to be in violation of prescribed P-Card policies and procedures <u>will be issued a Notice of Violation, Form 450.10.6, and</u> face possible disciplinary action, which may include suspension or termination of P-Card privileges, <u>possible disciplinary action</u>, or legal action as warranted by the severity of the offense.

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PurchasingFinance**

	If an employee unintentionally uses a P-Card for personal use, <u>or uses a personal card on an Aviation Authority business account</u>, the employee must notify the Department ~~Director~~<u>Vice President</u> within 10 business days. The first offense may result in P-Card suspension and subsequent offenses may result in P-Card termination.
Administration of Disciplinary Action	Upon <u>issuance of Form 450.10.6, Notice of Violation</u>,~~notification~~ by the Program ~~Manager~~<u>Administrator</u>, disciplinary action, if warranted, will be administered by the Department ~~Director~~<u>Vice President</u> in accordance with Section 204.02, Allegations of Misconduct and in accordance with the guidelines listed below based on the severity of the Cardholder's actions and the result of those actions. In each instance, the Cardholder, the Approving Official and the Department ~~Director~~<u>Vice President</u> will be reminded of the P-Card policies set forth in this <u>operational procedure</u>~~manual~~. The guidelines below include, but are not limited to, disciplinary action for failure to comply with program guidelines: Card Suspension: An employee may receive a <u>Notice of Violation</u>~~written warning or and~~ may have ~~Procurement Card~~<u>P-Card</u> privileges suspended for the following reasons: (1) Use of the card exceeding a) maximum dollar amounts allowed for a single purchase, and/or b) maximum number of transactions allowed <u>in one day</u> and/or c) dollar limit allowed in one ~~business~~-day and/or d) maximum monthly dollar amount may result in P-Card privileges suspended for 30 days. (2) Use of a card to purchase items that a Cardholder is aware are back-ordered (i.e. items not currently in stock) may result in P-Card privileges suspended for 30 days. (3) Failure to provide itemized receipts and other required documentation to substantiate reports related to Cardholder activity in a timely manner may result in P-Card privileges suspended for 30 days. (4) The improper payment of sales tax on P-Card purchases shall require the Cardholder to resolve the sales tax issue. Failure to resolve within 60 days of the first billing cycle of the sales tax item may result in P-Card privileges suspended for 30 days.

	(5) Any splitting or division of purchases for the purpose of avoiding the limitation on single purchase amounts and/or number of transactions allowed in a business day may result in P-Card privileges suspended for up to six (6) months. (6) Use of a ~~card~~ <u>P-Card</u> for purposes other than those expressly allowed by this policy or as authorized by the Chief Executive Officer or designee for an Emergency Situation as defined in <u>Policy Section 450.01, Procurement Introduction and Definitions</u> (<u>refer to prohibited items listed above</u>)~~including, but not limited to, the purchase of gasoline, diesel fuel, heating oil, food or beverages, personal items, telephone calls, capital items, unauthorized gift cards or cash advances~~) may result in P-Card privileges suspended for up to six (6) months. (7) <u>-</u>Failure of the Cardholder or Approving Official to approve transactions within 20 calendar days of the closing of the billing cycle. Card Suspension Required Action: In the event that the Cardholder's privileges have been suspended, the Approving Official will hold the ~~card~~ <u>P-Card</u> for the term of the suspension and may, but is not required to, reissue the ~~card~~ <u>P-Card</u> to the Cardholder when the suspension has been served. Card Termination: A Cardholder's ~~Procurement Card~~ <u>P-Card</u> privileges may be terminated for the following reasons: • A Cardholder's violation of the items listed above that result in three (3) suspensions; • Use of a card for any purpose other than the purchase of goods and/or services for official use by the Aviation Authority and not reported within 10 business days; • A Cardholder's employment by the Aviation Authority is terminated for any reason; or • Any unauthorized use of the ~~Procurement Card~~ <u>P-Card</u> deemed by the Aviation Authority in its sole discretion to merit termination of ~~Procurement Card~~ <u>P-Card</u> privileges.
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	Card Termination Required Actions: In the event a Cardholder's ~~Procurement Card~~<u>P-Card</u> privileges are terminated, <u>the following actions should be taken immediately:</u> • The Approving Official shall collect the card from the Cardholder, destroy ~~the card~~<u>the P-Card</u>, and send the destroyed ~~card~~<u>P-Card</u> with a memorandum explaining the reason for the termination of privileges to the Program ~~Manager~~<u>Administrator</u>; • <u>The Program</u> ~~Manager~~<u>Administrator</u> will notify the card issuer that the ~~card~~<u>P-Card</u> has been destroyed and is no longer in use; and • In the event the Approving Official is not able to collect a suspended or terminated ~~Procurement Card~~<u>P-Card</u> for any reason, then the Approving Official shall immediately notify the Program ~~Manager~~<u>Administrator</u> by telephone and follow-up with a ~~memo~~<u>memorandum</u> or e-mail to ensure the ~~Procurement Card~~<u>P-Card</u> is suspended/voided. • Upon termination of employment, the cardholder will provide all outstanding receipts to their Approving Official. Failure to do so may result in unreconciled charges being taken from the employee's benefits accrued at time of termination or due to the Aviation Authority within 30 days after termination. The Program ~~Manager~~<u>Administrator</u> shall notify the card issuer to suspend or void the particular ~~Procurement Card~~<u>P-Card</u> account to prevent any further purchases. The Payables Administrator will manage the payment of ~~Procurement Card~~<u>P-Card</u> expenditures and advise the Program ~~Manager~~<u>Administrator</u> of possible violations. The Program ~~Manager~~<u>Administrator</u> will manage the ~~card~~<u>P-Card</u> administration and provide notices to Cardholders, Approving Officials, and Department ~~Director~~<u>Vice Presidents</u> of possible violations. Department ~~Director~~<u>Vice Presidents</u> will ~~submit documentation of action taken to address each violation to~~<u>coordinate with</u> the Program ~~Manager~~<u>Administrator</u> <u>to address each violation and determine what steps should be taken.</u>
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**Operational Procedure:
Procurement Card**

**Section 450.10
Purchasing Finance**

	The Program ~~Manager/Administrator~~ will provide a summary report periodically to the Chief Financial Officer <u>and Senior Vice President of Internal Audit</u> detailing all violations and associated actions implemented to address the violations.
FORMS	Form 450.10.1 - Procurement Card Application Form 450.10.2 - Procurement Card Cardholder Agreement Form 450.10.3 - Lost Receipt Affidavit Form 450.10.4 - Procurement Card Approving Official Agreement Form 450.10.5 - Cardholder Statement of Disputed Item(s) <u>Form 450.10.6 -- Procurement Card Notice of Violation</u>
<u>REFERENCES</u>	<u>Section 101.02 – Code of Ethics and Business Conduct</u> <u>Section 150.02 – Handling Suspected Dishonest, Fraudulent, or Wrongful Conduct</u> ~~Policy~~ <u>Section 204.02 – Human Resources-Allegations of Misconduct</u> <u>Section 420.02 – Fixed Assets Capitalization Threshold</u> ~~Policy~~ <u>Section 450.01 – Procurement Introductions & Definitions: Emergency Situations</u> ~~Policy~~ <u>Section 430.02 – Authorized Travel Expense & Subsistence</u> ~~Policy~~ <u>Section 450.03 – Non-Competitive Procurements</u> <u>Section 450.09 – Procurement/Material Control</u>
APPROVAL AND UPDATE HISTORY	
Last Approval	Aviation Authority Board: October 17, 2012 Chief Executive Officer: June 5, 2018
Supersedes	All Previous

PROCUREMENT CARD APPLICATION

TO: Program ~~Manager~~Administrator

FROM: _____ DEPARTMENT: _____

- ☐ Request for a new Procurement Card
- ☐ Change to an existing Procurement Card
- ☐ Temporary Change to an existing P-Card

Cardholder (Print):	_____	_____	_____
	FIRST	MIDDLE	LAST
Title:	_____		
Employee ID #:	_____		
Reports To (Title):	_____		
Office Address:	_____		
Office Phone:	_____		
Mobile Phone:	_____		
Email Address:	_____		
Signature:	_____	Date:	_____

To be completed by the Department Vice President or Delegation of Authority:

Single transaction dollar value shall not exceed:	\$ _____	(Max is \$5,000 per day)
Number of transactions daily shall not exceed:	_____	(Max is 10 per day)
Monthly cumulative transaction value shall not exceed:	\$ _____	(Maximum is \$5,000)
Default Account Code:	_____	552001 000 000000
Merchant Code Access:	GOAA1 and GOAA2 (default)	
Additional MC Access:	_____	
Signature:	_____	Date: _____

(Delegation of Authority signatures will not be accepted as proper authorization and approval)

To be completed by the Program Manager:

Received and Processed by the Procurement Card Program ~~Manager~~ Administrator:	
Name (Print):	_____
Title (Print):	_____
Signature:	_____
Date:	_____

PROCUREMENT CARD CARDHOLDER AGREEMENT

Please review the terms stated below, sign, date, and return to your Approving Official. You will receive a copy for your records. Please note that this Cardholder Agreement also acts as your signature card and will be kept on file in the Purchasing Department.

I, _____, hereby acknowledge receipt of a GOAA Procurement Card ending in number (last 4 digits) _____ (the "Card"). I have verified the information contained thereon and attest to its accuracy.

I have attended training and received, read, and understand the Greater Orlando Aviation Authority Procurement Card Cardholder Instructions and Section 450.10 of the Aviation Authority's Policies and Procedures Manual. I agree to accept responsibility for the protection and proper use of the Card in accordance with the above-referenced instructions and policies and procedures. I understand that I am the only person permitted to use this Card. I understand that my use of the Card is subject to audit by the Aviation Authority, that my purchases with the Card are limited to the number of transactions per day and dollar amounts per day as set forth in the policies and procedures, and that the Card is not to be used to purchase certain commodities as outlined in the policies and procedures. I further understand that all purchases must be for official business on behalf of the Aviation Authority.

I agree to immediately notify my Approving Official, the Program ~~Manager~~ Administrator and Bank of America at the numbers listed below, if the Card is lost or stolen. I also agree to immediately notify my Approving Official if unauthorized charges appear on my statement of account. I understand that failure to immediately notify my Approving Official of the presence of unauthorized charges on my statement of account could subject me to disciplinary action and make me responsible for charges resulting from fraudulent use of the Card.

Bank Contact:	Bank of America	Customer Service (including lost/stolen
	315 S. Calhoun Street, 2 nd	1-888-449-2273
	Tallahassee, FL 32301-6916	24 hours/day, 7 days/week

Use of the Aviation Authority P-Card other than as authorized in this policy shall be considered misappropriation of Aviation Authority funds. This could result in:

- a) Immediate and irrevocable forfeiture of the Card; and
- b) Disciplinary action that may include termination of employment.

If the Aviation Authority initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay court costs, reasonable attorney's fees and other expenses incurred by the Aviation Authority in such proceedings if the Aviation Authority prevails in such legal action.

I understand that the Aviation Authority may suspend or terminate my privileges to use the Card at any time for any reason. I agree to surrender the Card immediately upon retirement, termination of employment, termination of Cardholder privileges, transfer to another department, or upon the request of the Approving Official, the Program ~~Manager~~Administrator, or an authorized representative of the issuer (bank). I understand that use of the Card after Cardholder privileges have been suspended or terminated is prohibited, and that I will be held responsible for charges resulting from such use.

Signature

Date

Printed Name

Department

Title

Program ~~Manager~~Administrator Approval:

Signature

Date

Printed Name

Department

Title

LOST RECEIPT AFFIDAVIT

IMPORTANT: This form is to be used only after all other attempts to obtain a copy of the original receipt have been exhausted. It is not intended to replace lost receipts on a consistent basis. Lost receipts should occur infrequently. It is an employee's responsibility to obtain receipts, as required by 450.10 Procurement Card Operational Procedures

The employee must attempt to obtain a copy of the original receipt from the merchant when feasible. This form is used by the employee to substantiate a purchase made on their procurement card where the original receipt is not available or has been lost. It is to be filled out for each transaction where the receipt is missing and signed separately by the employee's Approving Official indicating approval of the expense. The completed and approved form must be attached to the transaction on the related procurement statement. One for is required for each missing receipt.

Date of Purchase: _____ **Transaction Amount:** _____

Supplier/Merchant Name (including address):

Detailed Description of the item(s) purchased:

Reason receipt is missing and why a copy cannot be obtained:

I verify that the transaction was a valid, authorized business expense related to the Authority, and complies with policy and procedures: Attempts to obtain a copy of the receipt were made. The information provided in this form is accurate and true.

Employee Name (Print): _____ **Date:** _____

Employee Signature: _____

Approving Official's Name (Print): _____ **Date:** _____

Approving Official's Signature: _____

**PROCUREMENT CARD
APPROVING OFFICIAL AGREEMENT**

Please carefully review the terms stated below. Sign, date, and return this agreement to the Program ~~Manager~~Administrator. You will receive a copy for your records.

I, _____, hereby acknowledge that I attended training and have received, read, and understand the Greater Orlando Aviation Authority Procurement Card Approving Official Instructions and Section 450.10 of the Aviation Authority's Policies and Procedures Manual. I agree to accept responsibility for the proper and accurate review of the use of Aviation Authority Procurement Cards ("Cards") by those employees ("Cardholders") designated to forward their Statements of Account ("Statements") to me. I know and understand the authorizations and limitations on the use of the Cards assigned to each of the Cardholders and I agree to monitor and review the usage of said Cards to ensure compliance with the above referenced instructions and policies and procedures.

I agree to immediately notify the Program ~~Manager~~Administrator and my Department Vice President if apprised of the loss or theft of a Card. I further agree to immediately verify by telephone the reporting of the loss or theft of any such Card to Bank of America:

Bank	Bank of America	Customer Service (including
	315 S. Calhoun Street, 2 nd	1-888-449-2273
	Tallahassee, FL 32301-6916	24 hours/day, 7 days/week

I agree to immediately notify the Program ~~Manager~~Administrator and my Department Vice President if unauthorized charges appear on any Statement, or if any Cardholder is delinquent in forwarding their transactions for my review. I also agree to timely and accurately review each transaction and forward same to Accounts Payable within five (5) business days after receipt from the Cardholder.

I acknowledge that any failure upon my part to comply with the terms of this agreement shall constitute grounds for discipline in accordance with Section 204.02 of the Aviation Authority's policies and procedures. I understand that said discipline may consist of any or all of the provisions set forth in Section 204.02 and may also result in suspension or revocation of my Approving Official responsibilities.

Signature

Date

Printed Name

Department

Title

Program ~~Manager~~**Administrator** Approval:

Signature

Date

Printed Name

Department

Title

CARDHOLDER STATEMENT OF DISPUTED ITEMS

TO: Program ~~Manager~~Administrator

Date: / /

VIA: _____ (Approving Official)

FROM: _____ (Cardholder)

SUBJECT: Disputed Item on Procurement Card Billing Statement

The following item(s) listed on the Statement of Account is/are disputed.

DATE OF BILLING: / /

TRANSCATION IN DISPUTE: _____
(Merchant)

TRANSACTION DATE: / /
(Attach a copy of the billing statement to this form)

EXPLANATION:

REQUESTED ACTION:

CARDHOLDER'S SIGNATURE: _____

APPROVING OFFICAL'S SIGNATURE: _____

(Forward completed form to the Program ~~Manager~~Administrator)

DISPUTE OUTCOME/RESOLUTION:

PROGRAM ~~MANAGER~~ADMINISTRATOR

SIGNATURE:

Date: / /

PROCUREMENT CARD NOTICE OF VIOLATION

In accordance with the Procurement Card Operational Procedure Section 450.10, this violation is being issued as a result of the transaction detailed below.

Initiated by: _____ Date: _____
Cardholder Name: _____ Vendor: _____
Department: _____ Transaction Date: _____
Authorized Approver: _____ Amount: _____
Number of Cardholder Violation(s): _____

PROCUREMENT CARD MISUSE:

_____ Purchase of Prohibited Items	_____ Missing itemized receipts or invoices
_____ Split Purchases	_____ Unreconciled Transactions
_____ Lending of card or card number	_____ Unauthorized Purchase
_____ Using multiple cards to circumvent limits	_____ Other as defined below

DESCRIPTION OF VIOLATION:

RECOMMENDED ACTION:

CARDHOLDER ACKNOWLEDGEMENT – I hereby acknowledge that the above transaction is a violation of the Procurement Card Operational Procedure Section 450.10. I further acknowledge that repeated abuse could result in revocation of my procurement card and acknowledge that I have been warned through the use of this form. I understand that I am permitted to make procurement card purchases in compliance with Section 450.10 and agree to refer to the Operational Procedure or consult with the Program ~~Manager~~Administrator if I am unsure about the Procurement Card policies and procedures.

Cardholder's Name _____ Signature _____ Date _____

DEPARTMENT VICE PRESIDENT

Disciplinary action will be administered in accordance with applicable policies and procedures.

Vice President's Name _____ Signature _____ Date _____



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kevin J. Thibault, P.E., Chief Executive Officer

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Approve Delegation of Authority to the Chief Financial Officer to Approve Budget Transfers in Excess of \$250,000 through September 30, 2024

BACKGROUND

As the fiscal year-end approaches, various Operations & Maintenance (O&M) budget line items become overdrawn, and others remain under-drawn. As a result, departments prepare budget transfers to re-align the budget and provide sufficient funds to complete expenditures through September 30, 2024.

This re-alignment will not increase the total amount of authorized expenditures from the approved O&M budget. However, budget transfers in excess of \$250,000 require approval by the Aviation Authority Board.

ISSUES

In accordance with Policy 450.04, to expedite processing of these transfers without delay, the Aviation Authority Board has traditionally approved its delegation of authority to approve transfers in excess of \$250,000 near year-end to the Chief Financial Officer.

Staff is requesting approval for the Chief Financial Officer to make these re-alignments for the period of August 21 through September 30, 2024.

SMALL BUSINESS

Not applicable.

ALTERNATIVES

The Aviation Authority Board may modify or reject this request.

FISCAL IMPACT

None.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to authorize the Chief Financial Officer to approve budget transfers in excess of \$250,000 for the period of August 21 through September 30, 2024. The Chief Financial Officer will subsequently inform the Board of the budget transfers approved during this time frame.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kathleen M. Sharman, Chief Financial Officer

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Accept Public Transportation Grant Agreements (PTGA) for Orlando International Airport (MCO) from the Florida Department of Transportation (FDOT)

BACKGROUND

Throughout the year, FDOT provides grants (i.e., PTGA) to match funds with the Aviation Authority for certain projects in accordance with the Aviation Authority's Capital Improvement Program.

ISSUES

The Aviation Authority has received a PTGA from FDOT for MCO to award a grant for Bid Package (BP) No. 00498, Taxiways G & H Rehabilitation – Phase 2. The scope of work includes, but is not limited to, consultant services, survey and geotechnical costs, permitting, construction inspection and material testing costs, mobilization and demobilization, maintenance of traffic, erosion control, demolition, pavement enhancement or reconstruction, joint rehabilitation for PCC pavement, pavement marking, drainage, stormwater structures, fencing and gates, and sodding, including all materials, equipment, labor, and incidentals required to rehabilitate the taxiway pavement. Taxiway Lighting Installation/Upgrade, airfield lighting, cables, guidance signs, conduits, lightning protection, structural concrete, required vault equipment modifications, including all materials, equipment, labor, and incidentals required to complete the project.

SMALL BUSINESS

Not applicable.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is the acceptance of FDOT funding in the total amount of \$2,974,095. The Aviation Authority's matching funds in the amount of \$2,974,095 will be from General Airport Revenue Bonds.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board ratify the Resolution to: (1) accept PTGA FM 451261-2; and, (2) authorize the Chief Executive Officer and the Assistant Secretary to execute the necessary documents.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kathleen M. Sharman, Chief Financial Officer

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Accept Public Transportation Grant Agreements (PTGA) for Orlando Executive Airport (ORL) from the Florida Department of Transportation (FDOT)

BACKGROUND

Throughout the year, FDOT provides grants (i.e., PTGA) to match funds with the Aviation Authority for certain projects in accordance with the Aviation Authority's Capital Improvement Program.

ISSUES

The Aviation Authority has received a PTGA from FDOT for ORL to award a grant for Bid Package (BP) No. BP-00050, Design of Runway 7/25 Rehabilitation. The scope of work includes, but is not limited to, consultant and design fees for the design of Runway 7/25 rehabilitation and lighting upgrades. The survey and geotechnical costs, permitting, pavement demolition, surface course improvements (such as concrete, asphalt, rejuvenators, or sealants), joint construction, runway grooving, pavement markings and striping, airfield lighting and signage improvements, recalculation of the pavement PCN, updating the new PCN numbers on the FAA Form 5010 and the FAD, sodding, and safety barricades, including all materials, equipment, labor, and incidentals required to rehabilitate the runway pavement. The Sponsor will comply with Aviation Program Assurances.

SMALL BUSINESS

Not applicable.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is the acceptance of FDOT funding in the total amount of \$122,010. The Aviation Authority's matching funds in the amount of \$30,502 will be from ORL Revenue Funds.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board ratify the Resolution to: (1) accept PTGA FM 453940-1; and, (2) authorize the Chief Executive Officer and the Assistant Secretary to execute the necessary documents.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kathleen M. Sharman, Chair, Ad Hoc Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Ad Hoc Committee to Award Request for Proposals 24-396, Legal Services for Infrastructure and Construction

BACKGROUND

The Aviation Authority contracts legal services to support construction and infrastructure efforts to outside law firms on a non-exclusive basis. The Aviation Authority has formally procured the primary law firm services for many years, even though it is under no legal obligation to do so. The Aviation Authority Board previously extended the contract for the incumbent principal firm providing this service, Nelson Mullins Riley and Scarborough LLP (“Nelson Mullins”).

The Aviation Authority has conducted two procurement efforts for this contract during the past year. During both efforts, the Aviation Authority advertised the contract opportunity with The Florida Bar, which provides outreach to all Florida lawyers; the Orange County Bar Association, which provides outreach to all law firms with a presence in Orange County; OpenGov, which is the Aviation Authority’s procurement platform; and, through the Aviation Authority’s agendas and website. Both efforts yielded substantial interest in the opportunity based on activity on OpenGov. The second effort resulted in more than 87 downloads of the RFP, of which approximately 50 of those downloading the RFP were identifiable as law firms.

Five law firms submitted proposals:

- Becker & Poliakoff
- Friedman Sklar
- Sasso & Sasso
- Saul Ewing LLP
- WhiteBird Law

ISSUES

The Ad Hoc Committee deemed all five proposers responsible and responsive proposers on July 10, 2024 and decided to interview the proposers. The Ad Hoc Committee conducted interviews of the five proposers on July 24, 2024.

The Becker & Poliakoff firm stood out among the proposers for several reasons. First, Becker offered a local, experienced lead counsel with several completed infrastructure and construction projects valued at greater than one billion dollars each. Second, the firm has a deep bench with aviation projects at Fort-Lauderdale Hollywood International Airport and construction, contract, and procurement projects at multiple airports. Third, the firm

highlighted a team approach with multiple lawyers experienced in federal and state funded transportation projects, P3 projects, and construction financing advice.

The WhiteBird firm demonstrated very good experience in its construction work at Melbourne International Airport, including a recent terminal project. WhiteBird further offered experienced counsel with national experience in consolidated rental car infrastructure planning, federally-financed airport construction projects, and airport terminal renovation efforts. The WhiteBird firm's proposed lead counsel has less experience than Becker's lead counsel in complex project delivery. For this reason, the Committee ranked Becker & Poliakoff first; however, the Committee also saw value in offering limited projects to the WhiteBird firm, as determined by staff and General Counsel.

All five firms presented leaders specialized in construction law with recognized sophisticated practices. The two firms mentioned above distinguished themselves over the other well-qualified firms.

The Ad Hoc Committee ranked the firms as follows:

- Becker & Poliakoff
- WhiteBird Law
- Sasso & Sasso
- Saul Ewing LLP
- Friedman Sklar

SMALL BUSINESS

There is no Small Business impact associated with this recommendation.

ALTERNATIVES

The Aviation Authority Board can accept, reject or modify this recommendation.

FISCAL IMPACT

There is no fiscal impact associated with this recommendation. The Aviation Authority's hourly rates for counsel are fixed. Counsel bill on an hourly basis as needed.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Ad Hoc Committee to: (1) award Request for Proposals, 24-396, Legal Services for Infrastructure and Construction to Becker & Poliakoff; and, (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kathleen M. Sharman, Chair, Ad Hoc Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Ad Hoc Committee to Award Request for Proposals 24-395, Legal Services for Procurement Services Department

BACKGROUND

The Aviation Authority contracts legal services to support the Procurement Department with outside law firms on a non-exclusive basis. The Aviation Authority has formally procured the primary law firm services for many years, even though it is under no legal obligation to do so. The Aviation Authority Board previously extended the contract for the incumbent principal firm providing this service, Nelson Mullins Riley and Scarborough LLP (“Nelson Mullins”).

The Aviation Authority has conducted two procurement efforts for this contract during the past year. During both efforts, the Aviation Authority advertised the contract opportunity with The Florida Bar, which provides outreach to all Florida lawyers; the Orange County Bar Association, which provides outreach to all law firms with a presence in Orange County; OpenGov, which is the Aviation Authority’s procurement platform; and, through the Aviation Authority’s agendas and website. Both efforts yielded substantial interest in the opportunity based on activity in OpenGov. The second effort resulted in 51 downloads of the RFP, of which approximately 24 of those downloading the RFP were identifiable as law firms.

Four law firms submitted proposals:

- Coronel David Law Firm
- DSK Law
- Gunster
- Nelson Mullins Riley & Scarborough LLP

ISSUES

The Ad Hoc Committee deemed all four proposers responsible and responsive proposers on July 10, 2024 and decided to interview the proposers. The Ad Hoc Committee interviewed the four proposers on July 24, 2024.

The Nelson Mullins firm stood out among the four Proposers for Procurement Department counsel. First, Nelson Mullins demonstrated long-term professional investment in airport and transportation procurement issues. Nelson Mullins’ references include CFX and Jacksonville Transportation Authority. The firm also serves as counsel to more than five large and medium-sized airports on specific infrastructure and construction projects. The large-scale, complex federal and state funded construction procurements planned by the Aviation Authority in the next several years must be executed in partnership with experienced counsel. The Committee saw considerable value in

combining Nelson Mullins' experienced construction lawyer on the Procurement Department team. Second, the combined Nelson Mullins team has represented agencies, counties and school systems in countless procurement efforts through their experienced former county attorney, deputy county attorney and in private practice. No team's experience approached the depth and breadth of experience as Nelson Mullins in the conception-to-development-to-award procurement process

The Gunster firm's team members' experience leans heavily towards bid protest litigation. The Aviation Authority has not required this service for many years. However, the Committee considered the Gunster firm's state government experience and one Miami-based team member's experience in Miami-Dade County aviation procurements as providing an opportunity to integrate new counsel into the program as directed by staff and General Counsel.

The other two proposers offered counsel who, while outstanding in their field, did not demonstrate the day-to-day large-scale public-entity procurement experience that Nelson Mullins offered nor the experience that Gunster offered.

The Committee ranked the proposers as follows:

- Nelson Mullins Riley and Scarborough LLP
- Gunster
- DSK
- Coronel David Law Firm

SMALL BUSINESS

There is no Small Business impact associated with this recommendation.

ALTERNATIVES

The Aviation Authority Board can accept, reject or modify this recommendation.

FISCAL IMPACT

There is no fiscal impact associated with this recommendation. The Aviation Authority's hourly rates for counsel are fixed. Counsel bill on an hourly basis as needed.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to: (1) accept the recommendation of the Ad Hoc Committee to award Request for Proposals, 24-395, Legal Services for Procurement Department to Nelson Mullins Riley and Scarborough LLP; and, (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve Amendment No. 3, One Month Extension to Purchasing Contract 19-20, Customer Service Ambassadors Services with Real Time Services d/b/a Top Talent Staffing (Top Talent)

BACKGROUND

The contract is to provide all labor, supervision, management, administrative oversight, supplies, and all other items necessary or proper for, or incidental to, providing Customer Service Ambassador Services at the Orlando International Airport, in accordance with the contract documents.

On March 20, 2020, the Aviation Authority Board awarded Purchasing Contract 19-20, Customer Service Ambassadors at Orlando International Airport, to Top Talent. The initial term of the contract was for three years, at an initial cost of \$14,996,768 with the Aviation Authority having options to renew the contract for two additional periods of one year each.

On April 20, 2023, the Chief Executive Officer approved Amendment No. 1 in the not-to-exceed amount of \$79,320 to add passenger mobility assistance for Terminal C.

On May 15, 2024, the Aviation Authority Board approved Amendment No. 2 to extend the contract for a period of four months through September 30, 2024, in the not-to-exceed amount of \$2,222,500 to allow adequate time to complete and award two new contracts.

ISSUES

The current four-month extension term expires on September 30, 2024. The Aviation Authority understands the importance of providing Customer Service Ambassador services to all who travel through and utilize the Airport. These services have been successful in providing a positive customer experience, providing necessary information for the customer journey, and reducing anxiety with the travel experience.

The two new contracts are in the award process. Due to the procurement process timeline taking longer than expected, additional time is needed to complete the procurement. The one-month extension through October 31, 2024, will provide sufficient time to complete the new contracts award and allow a transitional period for the awarded contractors. Top Talent Staffing has agreed to the one-month extension at the same terms, conditions and pricing.

On August 13, 2024, the Procurement Committee recommended the one-month extension to Purchasing Contract 19-20 with Top Talent.

SMALL BUSINESS

The Contract includes a Minority and Women Business Enterprise (MWBE) participation Goal of 20%. The Small Business Development Department certifies that Top Talent is in good standing as it relates to small business participation.

ALTERNATIVES

There are no reasonable alternatives under consideration.

FISCAL IMPACT

The fiscal impact of this Amendment is a not-to-exceed amount of \$555,625. Funding will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to: (1) extend Purchasing Contract 19-20, Customer Service Ambassadors Services with Real Time Services d/b/a Top Talent Staffing, for a period of one month; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$555,625; and, (3) authorize an Aviation Authority officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Scott Shedek, Chair, Construction Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Construction Committee to Approve an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. (Ricondo) for Professional Services in support of Project W-00525, MCO Airport Master Plan Update at the Orlando International Airport (MCO)

BACKGROUND

On December 9, 2020, the Aviation Authority Board approved the General Consulting Services Agreement with Ricondo, following a competitive award process in compliance with state statutes and Aviation Authority policies.

The agreement is structured as a no-cost base agreement with negotiated hourly rates. Services that are within the advertised scope are negotiated on an as-needed or annual basis, and awarded as addenda to the base agreement. The scope of advertised services includes advising and supporting the Aviation Authority through assessments, studies, master planning, concept development, and preparation of design-build criteria packages, extension of staff, and other efforts as assigned for the development, management, and operation of the existing and future facilities. The services may also include interfacing with the Aviation Authority's committees and the Aviation Authority's departments, and coordinating and providing documentation required by federal, state, and local agencies, including the Federal Aviation Administration (FAA); the Transportation Security Administration (TSA); the Florida Department of Transportation (FDOT); the Orlando Utilities Commission (OUC); the Division of Strategic Business Development; City of Orlando; Orange County, Florida; and, other agencies as required.

ISSUES

A fee has been negotiated with Ricondo for Professional Services in support of W-00525, MCO Airport Master Plan Update at MCO, for the total not-to-exceed fees amount of \$4,799,486. Services will consist of professional services and technical analyses to assist the Aviation Authority with the preparation of an update to the MCO Airport Master Plan to successfully complete the MCO Master Plan Update (MPU) within the FAA and FDOT framework. The MPU will address MCO's developmental needs through the next twenty years to realize the Aviation Authority's long-term strategic visions for serving its tenants, businesses, and community stakeholders. The MPU will include holistic analyses of existing MCO facilities, a review of recently completed studies/analyses, and development of aviation activity forecasts which will be used to determine existing facility capacities/capabilities, and the identification of any deficiencies the MPU may need to address to meet MCO's needs for the 5-, 10- and 20-year planning horizons. Completion of the proposed tasks will be established at the start of the project and prior to conducting the Initiation Meeting. The task schedule for the MPU will be organized to ensure coordination between the airside, landside and terminal facility analyses. It is anticipated the services will span approximately 30 months from the time the Initiation Meeting is held until the Airport Layout Plans are ready for submission to the FAA for its review and approval.

On August 6, 2024, the Construction Committee recommended to the Aviation Authority Board approval of an Addendum to the General Consulting Services Agreement with Ricondo for Professional Services in support of W-00525, MCO Airport Master Plan Update, at MCO.

SMALL BUSINESS

The Aviation Authority has reviewed the proposal from Ricondo, and determined that Ricondo proposes 16% Minority and Women Business Enterprise (MWBE) and 5% Local Developing Business (LDB) participation on this addendum, and certifies that Ricondo is in good standing as it relates to its small business participation.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is total not-to-exceed amount of \$4,799,486. Funding is from General Airport Revenue Bonds.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee to: (1) approve an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Professional Services in support of W-00525, MCO Airport Master Plan Update at MCO, for the total not-to-exceed fees amount of \$4,799,486, with funding from General Airport Revenue Bonds; and, (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve an Addendum to the Continuing On-Call Architecture and Engineering Consulting Services with Kimley-Horn and Associates, Inc. (KHA) for East Airfield Site Development Planning Services at the Orlando International Airport (MCO)

BACKGROUND

On May 15, 2024, the Aviation Authority Board approved a Continuing On-Call Architecture and Engineering Services Agreement with the following firms:

- C&S Engineers, Inc.
- Garver Engineers, LLC
- Kimley-Horn and Associates, Inc.
- Michael Baker International, Inc.
- RS&H, Inc.

These no-cost base agreements established the negotiated hourly rates. The continuing on-call architecture and engineering and related professional services will include, but are not limited to, the following disciplines:

- | | |
|---|--|
| • Airport engineering | • Interior design |
| • Navigational Aids (NAVAIDS) planning and design | • Marine engineering |
| • Land management and engineering development | • Civil engineering |
| • Cost estimating/ scheduling | • Pavement and facility inspections |
| • Airport planning | • Structural engineering |
| • Aviation and automotive fueling systems design | • Land Surveying |
| • Architecture planning and design | • Electrical engineering |
| • Landscape architecture | • Geotechnical engineering |
| • Materials testing | • Subsurface utility engineering |
| • Land use zoning and airspace | • Transportation and traffic engineering |
| • Sustainability and resilience | • Environmental Engineering |
| • CAD/GIS/BIM services | • Fire protection systems engineering |
| • Building envelope and evaluation | • Electric systems design |
| • Bridge inspection | • Mechanical and plumbing engineering |
| • Communications/IT systems design | • Other related services |

ISSUES

A fee has been negotiated with KHA for East Airfield Site Development Planning Services at MCO, for the total amount of \$1,225,970. Services will consist of East Airfield site development planning efforts for external project

review, financial analysis and Aviation Authority approval, and will include, but not be limited to, survey site development planning, stormwater master planning and permitting, Federal Emergency Management Agency (FEMA) Conditional Letter of Map Revision (CLOMR) floodplan analysis, water, reclaim, sanitary sewer, electrical/communications, and natural gas utility master planning. Additionally, these services will include (1) updating the site development conceptual stormwater approval permitting through the South Florida Water Management District for the proposed East Airfield development areas and will require the site development of conceptual stormwater plans as well as mass grading plans for the associated areas; (2) developing the site development infrastructure plans which include roadways, wet utilities, such as potable water, sanitary sewer and reclaim water, dry utilities such as power and communications, and natural gas; and, (3) providing transportation analysis and documentation services to advise on the site development planning and support submittal requirements, and permitting applications.

On August 13, 2024, the Procurement Committee recommended to the Aviation Authority Board approval of an Addendum to the Continuing On-Call Architecture and Engineering Consulting Services Agreement with KHA for East Airfield Site Development Planning Services at MCO.

SMALL BUSINESS

The Aviation Authority has reviewed the proposal from KHA, and determined that KHA proposes 12% Minority and Women Business Enterprise (MWBE) participation on this addendum, and certifies that KHA is in good standing as it relates to its small business participation.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is a total amount of \$1,225,970, which includes the not-to-exceed fees amount of \$1,195,970 and the not-to-exceed expenses amount of \$30,000. Funding is from CIR00938 and CIR00752 Funds (subject to adoption by the Aviation Authority Board of the FY 2025 Aviation Authority Budget under separate item).

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee and approve an Addendum to the Continuing On-Call Architecture and Engineering Consulting Services Agreement with Kimley-Horn and Associates, Inc. for East Airfield Site Development Planning Services at MCO, for the total amount of \$1,225,970, which includes the not-to-exceed fees amount of \$1,195,970 and the not-to-exceed expenses amount of \$30,000, with funding from CIR00938 and CIR00752 Funds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Award Invitation for Bid 24-123-IFB Aquatic Weed Control Services to Bio-Tech Consulting, LLC

BACKGROUND

On June 9, 2024, the Aviation Authority issued an Invitation for Bid 24-123-IFB Aquatic Weed Control Services. The term of this contract will be for five years with initial services starting on or about September 1, 2024.

The Contractor shall perform aquatic weed control of all undesirable aquatic plants as necessary to maintain a free flow of water and an acceptable aesthetic appearance in lakes, canals, ponds, with the location of such treatment areas shown for the Orlando International Airport and Orlando Executive Airport in accordance with the contract documents.

ISSUES

On July 9, 2024, the Aviation Authority received the following responses:

<u>Name of Respondent</u>	<u>Total Five-Year Bid Price</u>
Bio-Tech Consulting, LLC	\$1,053,418.80
Karina's Lakefront Maintenance	\$2,110,821.04
Environmental Management Acquisition LLC dba Estate Mgmt. Services	\$2,325,716.50

Staff's review of the respondents' submissions found the respondents were responsive and responsible to the IFB requirements.

On July 30, 2024, the Procurement Committee recommended the award of Invitation for Bid 24-123-IFB Aquatic Weed Control Services to Bio-Tech Consulting, LLC.

SMALL BUSINESS

The Small Business Development Department reviewed the scope of the above referenced solicitation and did not recommend a small business participation goal due to the limited scope and lack of certified small business firms that are ready, willing, and able to participate.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact of this award is a not-to-exceed amount of \$1,053,418.80 for the five-year period. Funding required in the current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to: (1) award Invitation for Bid 24-123-IFB Aquatic Weed Control Services to Bio-Tech Consulting, LLC; (2) authorize funding in the not-to-exceed amount of \$1,053,418.80 from the Operations and Maintenance Fund; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Jay A. Cassens, Vice President, Real Estate

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Approve the Maintenance Facility Lease Agreement with Enterprise Leasing Company of Orlando, LLC (Enterprise) at Orlando International Airport (MCO)

BACKGROUND

Enterprise has the right to operate a rental automobile concession at the Airport under the Rental Automobile Concession Agreement between the Aviation Authority and Enterprise dated September 1, 2022, as amended on February 17, 2023, expiring on September 30, 2032.

In connection with the operation of a concession under the preceding Rental Automobile Concession Agreements, through successive assignments, Enterprise as successor, entered into a Maintenance Facility Ground Lease Agreement dated December 29, 1989, for approximately 25 acres, the term was extended to September 30, 2019. Ownership of the improvements transferred to the Aviation Authority effective October 1, 2009.

Effective October 1, 2019, Enterprise exercised the five-year option to extend the Maintenance Facility Ground Lease Agreement, thereby extending the ground lease term until September 30, 2024.

ISSUES

The Parties desire to enter into a Maintenance Facility Lease Agreement for the 24.107-acre site, commencing on October 1, 2024, and ending on September 30, 2032, in alignment with the expiration date of the Rental Automobile Concession Agreement. If the Rental Automobile Concession Agreement is extended two years or more, Enterprise shall have the option to extend the Term of the Maintenance Facility Ground Lease Agreement by two years.

The Annual Rent for the Premises is determined by the appraised fair market rental value for the land and improvements. Based on the appraisal, annual rent increases from \$1,023,495 to \$1,283,766, an increase of 25.43%. A rent adjustment will occur in year six following a reappraisal of the land and improvements.

SMALL BUSINESS

Small business goals do not apply to real estate leases.

ALTERNATIVES

None.

FISCAL IMPACT

The annual rent of the proposed new Maintenance Facility Lease Agreement is \$1,283,766. The estimated total rent revenue over the eight-year term is \$10,270,128.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation to: (1) approve the Maintenance Facility Lease Agreement with Enterprise at MCO; and, (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the appropriate documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Jay A. Cassens, Vice President, Real Estate

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 5 to U.S. Government Lease for Real Property with the United States of America for a U.S. Department of Agriculture (USDA) at Orlando International Airport

BACKGROUND

On March 3, 2000, the Aviation Authority executed a Lease with the United States of America for the USDA to conduct operations at Orlando International Airport. USDA works closely with Customs and Border Protection, US Fish and Wildlife Services, Florida Department of Agriculture and Consumer Services, exporters, importers, brokers, shippers, and fumigators to successfully protect agricultural interests in Central Florida and provide an avenue for regulated plant material to enter U.S. commerce safely.

USDA occupies 16,892 square feet at 9317 Tradeport Drive (Bldg. 446), Orlando International Airport. The effective date of the lease was October 1, 1999, and the termination date was September 30, 2014. Amendment No. 1 was executed to reflect an increase in rental rate effective July 1, 2007. Amendment No. 2 provided for a one-year extension of the lease for the period October 1, 2014, to September 30, 2015, at the same rent, and on the same terms and conditions. Amendment No. 3 provided for a four-year extension of the lease for the period October 1, 2015, to September 30, 2019, with an option to extend the term of the lease for an additional five-year term effective October 1, 2019, with a 90-day termination by either party. USDA exercised the option to extend until September 30, 2024 (Amendment No. 4).

ISSUES

USDA desires to extend the current agreement for a period of five years.

The annual rent of \$233,110 is based on the fair market value for improvements and includes fixed three percent annual escalations throughout the term. The operating expenses of \$38,007 annually, billed during the term of the lease agreement are reconciled annually and may be adjusted at the end of the lease year to the actual cost of the operation and maintenance of the building and site.

SMALL BUSINESS

Small business goals do not apply to real estate leases.

ALTERNATIVES

None.

FISCAL IMPACT

Amendment No. 5 to lease as negotiated will generate \$1,237,611 in rent and expense recovery of \$190,035 over the five-year term.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation to: (1) approve Amendment No. 5 to the U.S. Government Lease for Real Property with the United States of America for USDA, extending the term for five years through September 30, 2029; and, (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute all necessary related documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Jay A. Cassens, Vice President, Real Estate

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Approve an Other Transaction Agreement (OTA) with the Department of Homeland Security, Transportation Security Administration (TSA), at Orlando International Airport (MCO)

BACKGROUND

Under the terms of the Aviation and Transportation Security Act, (the ASTA), TSA is required to deploy personnel to screen passengers, property, and baggage at airports. To carry out this statutory mandate, it is necessary for TSA to use certain airport space and facilities at necessary security checkpoints.

Pursuant to Section 511 of the Department of Homeland Security Appropriations Act, 2005, the Airport agrees to provide baggage and passenger screening space at no rental cost to TSA. This provision is part of the Airport's obligation to comply with a security program and recognizes the benefits that TSA's security function provides to the Airport and traveling public.

Beginning October 1, 2003, TSA and the Aviation Authority entered into a License Agreement and subsequent OTA agreements for TSA's use of federal-mandated checkpoint space and provide a vehicle for the reimbursement of utility costs incurred by the Aviation Authority attributable for TSA's equipment.

ISSUES

The existing OTA is dated May 24, 2019. The proposed OTA is effective June 1, 2024, for an initial term of one year with four one-year option periods. The TSA has obligated the reimbursable funding amount for the new initial one-year period, effective June 1, 2024. The OTA provides for termination by either party with at least thirty days' notice.

It is necessary and desirable for the Aviation Authority to enter into a new agreement for the reimbursement of utility costs. Additionally, the Authority will need to enter into annual amendments as costs are updated based on equipment, consumption, and utility rates prior to the commencement of each option period. Due to the OTA reimbursable amount collected, Aviation Authority Board approval is required.

SMALL BUSINESS

Small business goals do not apply to real estate leases.

ALTERNATIVES

None.

FISCAL IMPACT

The OTA will generate \$307,342.68 annually in expense recovery for the initial one-year period of performance and is estimated at \$1,536,713.40 over the five-year period.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation to: (1) approve the OTA with the Department of Homeland Security, Transportation Security Administration (TSA), for an initial term of one year with four one-year option periods commencing June 1, 2024; (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute modifications for cost adjustments following satisfactory review by legal counsel; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute all necessary related documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Award Invitation for Bid 24-162-2-IFB Fire Sprinkler System Maintenance Services to Sciens Orlando, LLC

BACKGROUND

On April 30, 2024, the Aviation Authority issued an Invitation for Bid 24-162-2-IFB Fire Sprinkler System Maintenance Service. The term of this contract will be for five years with initial service starting on or about October 1, 2024.

Sciens Orlando, LLC shall provide Fire Sprinkler Systems Maintenance Services for all water-based sprinkler systems located throughout the Orlando International Airport in accordance with all State of Florida and City of Orlando currently adopted applicable codes, in accordance with the contract documents.

ISSUES

On May 21, 2024, the Aviation Authority received the following responses:

<u>Name of Respondent</u>	<u>Total Five-Year Bid Price</u>
Sciens Orlando, LLC	\$3,110,999.71
Randall Mechanical, Inc.	\$3,726,625.00
Summit Fire & Security	\$3,977,410.00
Int'l Fire Protection, Inc.	\$4,789,594.00

Staff's review of the submissions found that the Respondents were responsive and responsible to the requirements of the Invitation for Bid.

On July 30, 2024, the Procurement Committee recommended the award of Invitation for Bid 24-162-2-IFB Fire Sprinkler System Maintenance Services to Sciens Orlando, LLC.

SMALL BUSINESS

The Small Business Development Department reviewed the scope of the above referenced solicitation and did not recommend a small business participation goal due to the limited scope and the lack of certified small business firms that are ready, willing, and able to participate.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact of this award is a not-to-exceed amount of \$3,110,999.71 for the five-year period. Funding required in the current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to: (1) award Invitation for Bid 24-162-2-IFB Fire Sprinkler System Maintenance Services to Sciens Orlando, LLC; (2) authorize funding in the not-to-exceed amount of \$3,110,999.71 from the Operations and Maintenance Fund; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Award Invitation for Bid 24-320-IFB, Pest Control Services to Home Paramount Pest Control

BACKGROUND

On April 30, 2024, the Aviation Authority issued an Invitation for Bid 24-320-2-IFB for Pest Control Services. The term of the Contract will be for five years with initial service to start on or about September 1, 2024.

The contractor shall provide all labor, supervision, materials, tools, equipment, supplies, chemicals, product data, and incidentals for the effective eradication and control of pests, including, but not limited to, insects and rodents which are normally considered to be a nuisance or which pose potential hazard to human health and all other items necessary or proper for, or incidental to, performing pest control services at the Orlando International Airport and the Orlando Executive Airport in accordance with the contract documents.

ISSUES

On May 21, 2024, the Aviation Authority received the following responses:

<u>Name of Respondent</u>	<u>Total Five-Year Bid Price</u>
Home Paramount Pest Control	\$1,041,448.00
Wilton Exterminating Service, Inc.	\$1,159,817.39
Rentokil North America	\$1,982,406.00
Grow Care Outdoor Solutions	\$2,178,058.43
McCall Service NW, LLC	\$3,474,225.00

The amount paid to the Contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the daily prices for each area listed and the hourly rate for additional services in accordance with the contract documents.

On July 30, 2024, the Procurement Committee recommended the approval to Award Invitation for Bid 24-320-IFB, Pest Control Services to Home Paramount Pest Control.

SMALL BUSINESS

The Small Business Development Department reviewed the scope of the above referenced solicitation and did not recommend a small business participation goal due to the limited scope and the lack of certified small business firms that are ready, willing, and able to participate.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact of this award is a not-to-exceed amount of \$1,041,448 for the five-year period. Funding required in the current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to: (1) award Invitation for Bid 24-320-IFB, Pest Control Services to Home Paramount Pest Control; (2) authorize funding in the not-to-exceed amount of \$1,041,448 from the Operations and Maintenance Fund; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Award Invitation for Bid 24-515-IFB Landscape Maintenance Services for the Air Operations Area (AOA) to P & L Lawn Maintenance and Irrigation, Inc.

BACKGROUND

On May 5, 2024, the Aviation Authority issued an Invitation for Bid 24-515-IFB Landscape Maintenance for the AOA. The term of this contract will be for five years with initial service starting on or about October 1, 2024.

The contractor shall provide all labor, supervision, materials (including any replacement plant material and irrigation parts required), supplies, tools, equipment, licenses, permits, chemicals, fertilizer, mulch, and all other items necessary or proper for, or incidental to, performing exterior landscape maintenance and irrigation maintenance services of specified roadway landscape areas located inside the AOA at the Orlando International Airport in accordance with the contract documents.

ISSUES

On June 4, 2024, the Aviation Authority received seven responses:

<u>Name of Respondent</u>	<u>Total Five-Year Bid Price</u>
A.L.G. Landscaping and Concrete Work, Inc.	\$1,862,106.04
P & L Lawn Maintenance and Irrigation, Inc.	\$2,301,930.00
Rotol Consultants, Inc.	\$3,461,327.75
Helping Hand Lawn Care	\$4,610,200.00
Superior Landscaping & Lawn Care	\$7,938,892.05
Atria Landscape Development	\$12,528,480.00
Able Business Services	\$25,620,763.23

References for the low respondent were checked. A.L.G. Landscaping and Concrete Work, Inc. (A.L.G.) was determined to be non-responsive in meeting the minimum requirements; the references provided did not validate the bidder's capabilities and experience because the references were not of similar size and scope of the Aviation Authority. A.L.G. also indicated in their response the services provided were for lawn care, trash removal and tree debris removal only.

On July 23, 2024, the Procurement Committee recommended the award of Invitation for Bid 24-515-IFB Landscape Maintenance Services for the AOA to P & L Lawn Maintenance and Irrigation, Inc.

SMALL BUSINESS

The Small Business Development Department reviewed the scope of the above referenced solicitation and did not recommend a small business participation goal due to the limited scope and the lack of certified small business firms that are ready, willing, and able to participate.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact of this award is a not-to-exceed amount of \$2,301,930 for the five-year period. Funding required in the current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to: (1) award Invitation for Bid 24-515-IFB Landscape Maintenance Services for the AOA to P & L Lawn Maintenance; (2) authorize funding in the not-to-exceed amount of \$2,301,930 from the Operations and Maintenance Fund; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Award Request for Proposals 24-163-RFP, Customer Service Ambassadors at Orlando International Airport as follows:

- Location One: Terminals A & B to ABM Aviation, Inc.
- Location Two: Terminal C and Train Station to VIP Hospitality LLC

BACKGROUND

On January 21, 2024, the Aviation Authority issued Request for Proposals 24-163-RFP, Customer Service Ambassadors. The RFP will result in the award of two contracts as follows: Location One, Terminals A & B and Location Two, Terminal C and Train Station. The term of the contracts will be for five years, with the goal to commence initial service on or about November 1, 2024.

The contracts are to provide all labor, supervision, management, administrative oversight, supplies, and all other items necessary or proper for, or incidental to, providing premium level Customer Service Ambassador Services at the Orlando International Airport, in accordance with the contract documents.

ISSUES

The Aviation Authority established the following evaluation criteria for this Request for Proposals:

EVALUATION CRITERIA	
CATEGORY	POINTS
Experience and Qualifications of Respondent; Successful Completion of Similar Projects of Size and Scope; References.	25
Knowledge and Experience of key personnel, Manager and Staff.	20
Approach and Methodology: Operational and Customer Service Plan, Management & Innovative Tools, Training and Engagement Plan, Staffing Plan, Technology Plan, Transition Plan and has demonstrated the capacity and ability to provide the requested services.	25
Meeting MWBE Action Plan and participation goals and Prior or Pending Convictions, Indictments, Investigations, and Claims.	10
Management Fee	20
TOTAL:	100

On February 27, 2024, the Aviation Authority received eleven proposals. On April 9, 2024, the Procurement Committee deemed Aviotec Services and Innovative Systems Group of Florida as non-responsive due to not meeting the Small Business Program requirements. Below are the remaining nine firms listed in alphabetical order, with the total five-year price for each:

<u>Proposer</u>	<u>Location One Total 5-Year Price</u>	<u>Location Two Total 5-Year Price</u>
ABM Aviation, Inc.	\$37,531,594.44	\$31,136,257.12
BAGS	\$39,820,448.00	\$33,347,125.00
Flagship Aviation Services	\$38,446,786.39	\$32,088,832.57
GC Services	\$47,110,922.77	\$40,106,317.20
Realtime Services	\$35,832,525.00	\$29,878,825.00
Sunshine Enterprise USA LLC	\$42,295,837.00	\$35,154,800.00
Triangle Services Inc	\$38,034,311.41	\$31,476,686.13
Tryfacta, Inc.	\$34,362,189.36	\$28,739,454.93
VIP Hospitality LLC	\$37,583,192.00	\$31,006,158.00

The above proposed prices include the Management Fee and the Aviation Authority provided reimbursable payroll and operating expense budget.

The Proposers' total five-year Management Fees are as follows:

<u>Proposer</u>	<u>Location One: 5-Year Management Fee</u>	<u>Location Two: 5-Year Management Fee</u>
ABM Aviation, Inc.	\$6,974,794.44	\$5,965,657.12
BAGS	\$9,263,648.00	\$8,176,525.00
Flagship Aviation Services	\$7,889,986.39	\$6,918,232.57
GC Services	\$16,554,122.77	\$14,935,717.20
Realtime Services	\$5,275,725.00	\$4,708,225.00
Sunshine Enterprise USA LLC	\$11,739,037.00	\$9,984,200.00
Triangle Services Inc	\$7,477,511.41	\$6,306,086.13
Tryfacta, Inc.	\$3,805,389.36	\$3,568,854.93
VIP Hospitality LLC	\$7,026,392.00	\$5,835,558.00

The Management Fee is the competitive price proposal for the RFP. The Management Fee is inclusive of salaries of management positions, overhead, workers compensation, general liability and other insurance, performance and customs bond, payroll processing, recruiting expenses/training, badges and keys, office equipment, operating supplies, management software, retirement matching contribution for participating reimbursable positions and all other associated performance costs not listed as reimbursable expenses. The reimbursable budget includes labor costs for services rendered, health care benefits, uniforms and supplies. Any items under the reimbursable budget are paid for as requested and approved.

On May 21, 2024, the Procurement Committee met to comparatively consider the proposal submissions and scored the Proposers. Tryfacta's proposed management fee was unreasonably low, and therefore, Tryfacta, Inc. was deemed non-responsive and was not included in the evaluation scoring.

The scores per category and proposer are as follows:

Location One, Terminals A & B:

EVALUATION CRITERIA	Max Points	ABM Aviation, Inc.	BAGS	Flagship Aviation Services	GC Services	Realtime Services	Sunshine Enterprises, USA LLC	Triangle Services, Inc.	VIP Hospitality, LLC
Experience and Qualifications and References	25.00	24.00	18.00	15.00	15.00	17.00	16.00	16.00	24.00
Knowledge and Experience of Key Personnel, Manager & Staff.	20.00	19.00	17.00	13.00	13.00	15.00	13.00	14.00	19.00
Approach and Methodology	25.00	24.00	20.00	16.00	15.00	16.00	15.00	15.00	24.00
MWBE Participation, Convictions, Indictments, Investigations, Conflict of Management Fee	10.00	9.00	8.00	6.00	8.00	7.00	9.00	8.00	7.00
	20.00	15.13	11.39	13.37	6.37	20.00	8.99	14.11	15.02
Total Score	100.00	91.13	74.39	63.37	57.37	75.00	61.99	67.11	89.02

Location Two, Terminal C and Train Station:

EVALUATION CRITERIA	Max Points	ABM Aviation, Inc.	BAGS	Flagship Aviation Services	GC Services	Realtime Services	Sunshine Enterprises, USA LLC	Triangle Services, Inc.	VIP Hospitality, LLC
Experience and Qualifications and References	25.00	24.00	18.00	15.00	15.00	17.00	16.00	16.00	24.00
Knowledge and Experience of Key Personnel, Manager & Staff.	20.00	19.00	17.00	13.00	13.00	15.00	13.00	14.00	19.00
Approach and Methodology	25.00	24.00	20.00	16.00	15.00	16.00	15.00	15.00	24.00
MWBE Participation, Convictions, Indictments, Investigations, Conflict of Management Fee	10.00	9.00	7.00	6.00	9.00	6.00	8.00	7.00	7.00
	20.00	15.78	11.52	13.61	6.30	20.00	9.43	14.93	16.14
Total Score	100.00	91.78	73.52	63.61	58.30	74.00	61.43	66.93	90.14

Based thereon, the Procurement Committee recommended the award as follows:

- Location One: Terminals A & B to ABM Aviation, Inc.
- Location Two: Terminals C and Train Station to VIP Hospitality LLC

On May 30, 2024, Realtime Services appealed the Committee's recommendation. The recommendation of the Procurement Committee was affirmed by the Chief Executive Officer (copies of relevant appeal documents are attached).

SMALL BUSINESS

The contract includes a Minority and Women Business Enterprise (MWBE) participation Goal of 20%. ABM Aviation, Inc. proposed a MWBE goal of 29.2% and VIP Hospitality, LLC proposed a MWBE goal of 20%.

ALTERNATIVES

None.

FISCAL IMPACT

The five-year value of Request for Proposals 24-163-RFP is a not-to-exceed amount of \$37,531,594.44 for Location One and \$31,006,158.00 for Location Two. Funding will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to: (1) deem Aviotec Services and Innovative Systems Group as non-responsive and deem Tryfacta non-responsive; (2) approve the Procurement Committee's ranking and award Contract 24-163-RFP, Location One to ABM Aviation, Inc. and Location Two to VIP Hospitality, LLC ; (3) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$37,531,594.44 for Location One and \$31,006,158.00 for Location Two; and, (4) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

VIA EMAIL

July 29, 2024

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RE: 24-163 Customer Service Ambassadors

Dear Messrs. and Mmes.,

Realtime Services, Inc. (“Realtime”) appeals the recommendation of the Procurement Committee (“Committee”) to award Request for Proposal 24-163-RFP (“RFP”) to ABM Aviation, Inc. and VIP Hospitality, LLC, Triangle Services, Inc. (“Triangle”) and Tryfacta, Inc. (“Tryfacta”) also submitted letters appealing the Committee’s decision.

Legal counsel informs me that Florida law provides that a procurement recommendation is evaluated on an abuse of discretion standard. I have been advised that case law defining this standard leads to the conclusion that absent arbitrariness, capriciousness, fraud, illegality, dishonesty, misconduct, or facial non-responsiveness, a procurement recommendation or decision is a discretionary action which should be respected. See generally, *Dep’t of Transp. v. Groves-Watkins Constructors*, 530 So. 2d 912, 913 (Fla. 1988)); *Emerald Corr. Mgmt. v. Bay Cnty. Bd. of Cnty. Comm’rs*, 955 So. 2d 647, 651 (Fla. 1st DCA 2007); *Sutron Corp. v. Lake Cnty. Water Auth.*, 870 So. 2d 930, 932 (Fla. 5th DCA 2004). I will use these standards throughout this decision.

Appeal Deadline and Waiver Issues

Realtime submitted two appeal letters. The first Realtime letter was submitted on May 30, 2024. Realtime’s May 30 appeal letter was timely received by the Aviation Authority in accordance with RFP Section 5.1, which states¹:

5.1 Intent to Award-Appeal

Any Respondent who is adversely affected by a decision or intended decision concerning this competitive solicitation or contract award and who wants to appeal such specifications, decision, or intended decision shall file an appeal within five (5) business days and in compliance with the Aviation Authority’s Policy 110.04, Appeal Process. Failure to file an appeal in accordance with the Aviation Authority’s Policy 110.04, shall constitute a waiver of the appeal process.

The intent to award to a Respondent, if any, will be posted on the Aviation Authority’s Website for review by interested parties, and will remain posted for a period of five (5) business days; excluding weekends, federal holidays, and Aviation Authority’s holidays. Failure to file an appeal in accordance with the above stated policy shall constitute a waiver of the appeal process.

The Notice of Intent to award was publicly issued on May 23, 2024. Therefore, Realtime’s appeal arrived within five business days of the Notice of Intent.

¹ I have pasted into this decision images clipped from various documents, such as Section 5.1.

Realtime noted in its initial appeal that it made a public records request to support its appeal efforts and that it had not yet received the requested records. The Aviation Authority's public records office maintains a database of public records requests. The database demonstrates that on May 22, 2024, a Realtime representative made a public records request regarding this proposed award. At my direction, counsel investigated the status of public records request compliance based on Realtime's statements in the May 30 letter. Counsel advised that the May 22 public records request was not completed in a reasonable time given the appeal deadline and further advised that Realtime should be able to supplement its May 30 letter.

As of May 30, the appeal deadline, no other Proposer for this RFP submitted an appeal letter. A review of the public records database shows that only ABM, Sunshine Enterprises USA, and Realtime made public records requests by May 30. The Aviation Authority allowed Realtime to supplement its timely appeal letter. On June 6, the Aviation Authority acknowledged Realtime's appeal, sent Realtime's May 30 appeal letter to all competitors, and added:

Due to the delay in processing Realtime Services' public records request, Realtime may prepare a supplemental appeal letter which is due by email no later than 1:00 pm EDT, June 11, 2024. The letter must be emailed to me at anna.farmer@goaa.org and to Daniel J. Gerber at dgerber@rumberger.com. Any entity which wishes to respond to Realtime's supplemental appeal letter must respond by email no later than 5:00 pm EDT, June 17, 2024, to the same recipients.

The June 6 letter did not extend the deadline for appeals in general. The June 6 letter specified that *Realtime* may prepare a supplemental appeal letter; but, it did not open the appeal period for other proposers. The Aviation Authority routinely sets appeal response deadlines in response to appeals. This situation was no different. Setting a response deadline is not an invitation to proposers which missed the deadline to get another chance to appeal.

I note that every Procurement Committee meeting agenda includes a statement notifying Proposers of the appeal deadline for decisions made at the meeting. I also note that this Committee meeting included, as is standard practice, the Committee Chair reading aloud the instructions for appeal and the appeal deadline at the start of the meeting.²

Only Realtime met the appeal deadline. Triangle's and Tryfacta's first letters, submitted June 10 and June 11, respectively, were late and, therefore, their appeal was waived. Triangle and Tryfacta cannot point to delayed compliance with public records requests to avoid the

² The deadline specified on the agenda and at the meeting was May 28, five business days from May 21, 2024. The Notice of Intent was issued on May 23, therefore according the RFP language, the appeal deadline was May 30.

waiver. The Aviation Authority's public records office indicates Tryfacta made a public records request on June 6, seven days after the appeal deadline passed. There is no identifiable public records request from a Triangle representative. Therefore, I find that Triangle's and Tryfacta's appeals are denied as untimely.

Even if the late appeals were accepted, both appeals would still be denied. Tryfacta argues that its proposal was improperly rejected as not responsible under Aviation Authority Policy 450.02. Under that policy, the Aviation Authority reserves the right to reject an unreasonably low price proposal if the competitively proposed price is more than 25% lower than the next lowest price. Here, the Management Fee section of the RFP was competed separately for two locations, Location 1 and Location 2. For Location 1, Tryfacta's Management Fee proposal was 27.8% less than the next lowest proposal. For Location 2, the difference was 31.9%. The Aviation Authority has the option, but is not required, to request price confirmation before the Committee hearing and further test the reasonableness of a competitor's price proposal. That choice was within staff's discretion and even if Tryfacta's appeal was timely, staff's decision not to make further inquiry was not arbitrary or capricious, nor was it in violation of the Aviation Authority's policy.

At the appeal hearing, Tryfacta argued that its price was "within 1%" of the current contractor's price for performing its current contract and, therefore, its price cannot be unreasonable. From the figures cited by Tryfacta (\$2.2 million versus \$2.199 million management fee), it appears that Tryfacta was trying to make the point that its Location 1 Year 1 through Year 3 pricing was equal to the expiring contractor's Year 1 through Year 3 pricing for the completed years 2021 through 2024. This comparison is problematic for several reasons. First, Realtime, the expiring contractor, offered its Year 1 pricing in a competitive procurement in January 2020. Realtime's contract was delayed due to COVID-19 until June 2021. Realtime honored its January 2020 price beginning in June 2021. It is unreasonable in the current economic climate to compare pre-COVID-19 labor management pricing for a FY2025 contract term. Second, on the current proposal for Location 1 Year 1 through Year 3, Realtime, the incumbent, proposed \$3.036 million, compared to Tryfacta's \$2.199 million. Realtime's expiring contract management fee for contract Year 3, 2024, is \$1.084 million, which is consistent with the pricing Realtime proposed for Year 1 of the new contract (\$965,000). The difference in the relevant pricing for the years 2025 until 2028 in Years 1 through 3 for the contract subject to this competition is far greater than the 1% which Tryfacta presented. Third, viewing all Proposers' submitted pricing, it was not an abuse of discretion for the Committee to find Tryfacta's pricing unreasonably low.

Further, the Committee's decision to find Tryfacta not responsible was made at a noticed meeting, in public, in accordance with Florida's Sunshine Law.³ Tryfacta received the meeting notice and did not attend the Committee meeting. Staff and the Committee publicly discussed Tryfacta's price proposal at the Committee meeting. The Committee Chair asked for public comment, which is the Committee's standard practice. Additionally, the Committee agenda notified the public of the right to speak to any item on the agenda, pursuant to its standard practice. The agenda was directly sent to the proposers in advance of the meeting. The Committee's Recording Secretary confirmed, on the record, that no person requested the opportunity to speak at the Committee meeting. Tryfacta, if it disputed the staff report or initial Committee recommendation, had the right and opportunity to speak before the Committee voted. Yet, it did not attend and, therefore, did not provide any rebuttal to staff's report.

The balance of Tryfacta's issues are addressed below, as they echo points made by Realtime.

Triangle's appeal would also be denied if its letter was timely filed. Triangle's appeal letter largely mirrors points made by Tryfacta and Realtime except on one point. Triangle emphasized that its scoring was adversely affected because its designated manager was hired by the Aviation Authority before the Committee conducted its evaluation. Aviation Authority staff reported at the Committee hearing, "The staff and manager that they propose is no longer with them [sic]." One can understand Triangle's frustration in this rare situation. On the other hand, staff's report and the Committee's evaluation was not limited to just this fact on the relevant Evaluation Criteria. Staff reported lack of clarity and lack of relevant overall experience in Triangle's proposal on key points. Further, taking all factors into account, the Committee scored Triangle as the fifth-ranked proposer for Location 1 and Location 2. Affirming Triangle's appeal on this point and awarding Triangle the six additional points for which it could have qualified under the Evaluation Criteria (assuming for now that their proposed Staffing Plan and Manager merit the maximum points) results in Triangle finishing no better than fourth place on Location 2 and it remains in fifth place on Location 1. Therefore, awarding Triangle the points to which it may be entitled under this appeal does not propel Triangle to the first-ranked or second-ranked position.

At the appeal hearing, Realtime objected to any statements made by ABM or VIP because VIP failed to submit a written response and because, in its view, ABM's response was non-substantive and conclusory. The purpose of the appeal process is to challenge the Committee's or staff's action. Unlike litigation, in which two parties contest each other over issues, the Aviation Authority's appeal process challenges the Committee's decision. Failing to respond in writing waives the right to make an *argument at the appeal hearing*. The lack of an appeal

³ Section 286.011, Florida Statutes.

response by the winning proposer does not mean that the winning proposer has defaulted its right to the contract if the Committee's recommendation was correct.⁴

VIP was allowed to make a statement at the hearing; however, VIP's comments play no role in this decision. ABM's situation was different. ABM submitted a letter supporting the Committee's decision, stated that in its view the Committee did not act arbitrarily or capriciously, and stated that Realtime's appeal allegations were not supported by the facts. ABM's comments at the hearing did not stray from its general acceptance of the Committee's recommendation and disagreement with contrary views. In any case, ABM's comments at the hearing, if given any weight, would not change this decision.

Evaluation Criteria Issues

Realtime appeals because, in its view, the Committee acted arbitrarily in its scoring. Realtime further challenges the clarity of the RFP scoring system.

Realtime claims that the staff reports and the Committee focused on "premium" level service far too much. The RFP stated that premium service for the Aviation Authority's customers was being sought in the competitive process. RFP Section 4.1.d states:

- d. Contractor shall provide high-energy, enthusiastic, and engaged staff to perform premium-level customer service functions to everyone traveling through the Orlando International Airport and other Aviation Authority operated facilities, to promote company offerings for a seamless customer journey, loyalty, and positive word-of-mouth.

Therefore, the proposers were on notice that "premium-level customer service" was a focus of the RFP.

Realtime's fallback position is that the term "premium-level customer service" was not defined in the RFP and, therefore, it did not know that was one of the Aviation Authority's interests. This argument fails for several reasons. First, "premium-level" is a term of common usage that requires no further definition. Second, the dictionary definition of "premium" in this use is "of exceptional quality or amount" and there is no special use here that deviates from that common definition. *Merriam-Webster Dictionary accessed online at merriam-webster.com*. Second, if the proposers had any concern about the meaning of "premium-level customer service," the proposers had the opportunity to ask about that term and how to address it during the RFP's specified Question-and-Answer period. Aviation Authority procurement practices,

⁴ Future Proposers are cautioned that submitting a full response is the better practice.

including in this RFP, allow a robust Question-and-Answer period to allow possible Proposers to clarify or define the RFP terms before the Proposers' responses are due. Ninety-seven questions were asked during the RFP's Question-and-Answer period. None requested clarification on this point.

Realtime appeals, too, by stating that the Committee gave higher scores to the recommended firms "for matters not listed in the RFP scoring criteria such as the use of 'apps'." This argument ignores prompt 10.7 "Innovative Solutions" under the category "Approach and Methodology" in the RFP, which asked proposers to "[d]escribe your company's proposed innovative solutions and tools to enhance the services to be provided. This may include organizational and social innovation, software, and hardware and other operational solutions."

None of the proposers addressed the other points on appeal in the Question-and-Answer period either, such as weighting of one criteria over another or the claimed inconsistency between the information sought in certain sections of the RFP and the Evaluation Criteria.

Last, staff summarized the strengths and weaknesses of the proposers in the publicly noticed, publicly-open Committee meeting. After that summary, but before the Committee made its deliberations, the Proposers had the opportunity to speak. No member of the public nor any Proposer filled out a speaker request card or verbally asked to rebut, contradict, or offer the Committee a more complete understanding of the proposals after the staff presentations.

Scoring Issues

Realtime appeals on the basis that there was too much subjectivity and not enough specificity in point allocation for the Committee to soundly exercise its discretion. Consistent with the Aviation Authority's RFP format, this RFP separated the Evaluation Criteria into several sections with assigned points for each section. Scoring RFPs on a 100-point scale broken into sections of lesser points each is a common approach both at the Aviation Authority and is in use at other governmental agencies in Florida.

As to Realtime's claim about subjectivity, Florida Administrative and case law is consistent on the inherently subjective nature of RFPs:

An RFP (Request for Proposal) is inherently more subjective than an ITB (Invitation to Bid). An RFP generally asks proposers to propose a solution to the issuer's stated needs and to estimate the cost of the proposed solution. Proposals generally describe the proposer's sense of the best solution and its cost. Criteria and procedures prescribed in an RFP are intended to minimize, but not eliminate, the subjectivity inherent in the RFP process.

Gibbons & Company, Inc., Petitioner v. State of Florida, Florida Board Of Regents, Respondent, 1999 WL 1486501 (Fla.Div.Admin.Hrgs. 1999). The RFP reflects state law providing notice of the subjective nature of the evaluation. The Evaluation Criteria in the Project Documents states:

The Aviation Authority, in its sole discretion, may award the Contract to the responsible and responsive Respondent submitting the Response which is deemed to be the most advantageous to the Aviation Authority, price and other factors being considered.

Section 287.057(b)(4), Florida Statutes, defines “Request for Proposals,” in part, as:

The contract shall be awarded by written notice to the responsible and responsive vendor whose proposal is determined in writing to be the most advantageous to the state, taking into consideration the price and other criteria set forth in the request for proposals.

Federal procurement law is largely consistent with Florida on this point. “It is well-settled that, within the parameters of the evaluation scheme established in the solicitation, agency evaluators may and should use their subjective judgment in assessing the relative importance of the various strengths, risks, and weaknesses contained in the proposals being evaluated.” *Matter of Peterson Builders*, B- 244614 (Comp.Gen. 1992).

Location 1 and 2 Scoring and Ranking

Realtime’s appeal attempts to make the point that the Committee erred in its deliberations and evaluation about the two locations at which the winning proposers would perform their services. The RFP explained the two service locations:

4.1 Overview

a. This contract is for two distinct areas (Locations) within the Orlando International Airport:

- 1) Location 1 -Terminals A & B
- 2) Location 2 - Terminal C & Train Station

Respondents may bid on one or both of the distinct areas (Location) of this contract.

RFP section 2.1.f explained further, “The Aviation Authority shall have the right, but not the obligation, to award all or any portion of the services.”

The RFP combined the competition for both locations. This construct makes sense for many reasons: The services to be provided are exactly the same; the Aviation Authority's goals are the same; the experience, qualifications, references and approach for the proposers are the same for both locations; and, the services were not broken into two RFPs with different criteria. The only difference between the two locations is the size of the operation and, therefore, the price component is different for each location. (In this competition, as in many others, the price component is the proposers' Management Fee. The Management Fee was scored as a mathematical ratio of the responsive and responsible proposers' Management Fee prices compared to the total value of the available points in this criterion). As a corollary to price, Small Business participation could vary between Location 1 and Location 2.

The scoring tables reflect this approach. The Committee's evaluation remained constant for the first three Evaluation Criteria, which were evaluated on the same information. The last two Evaluation Criteria were scored based on the data specifically attributable to the two locations:

Location 1 – Terminals A & B

EVALUATION CRITERIA	Max Points	ABM Aviation, Inc.	BAGS	Flagship Aviation Services	GC Services	Realtime Services	Sunshine Enterprises, USA LLC	Triangle Services, Inc.	VP Hospitality, LLC
Experience and Qualifications and References	25.00	24.00	18.00	15.00	15.00	17.00	16.00	16.00	24.00
Knowledge and Experience of Key Personnel, Manager & Staff.	20.00	19.00	17.00	13.00	13.00	15.00	13.00	14.00	19.00
Approach and Methodology	25.00	24.00	20.00	16.00	15.00	16.00	15.00	15.00	24.00
MWBE Participation, Convictions, Indictments, Investigations, Conflict of Management Fee	10.00	9.00	8.00	6.00	8.00	7.00	9.00	8.00	7.00
	20.00	15.13	11.39	13.37	6.37	20.00	8.99	14.11	15.02
Total Score	100.00	91.13	74.39	63.37	57.37	75.00	61.99	67.11	89.02

Location 2 – Terminal C and Train Station

EVALUATION CRITERIA	Max Points	ABM Aviation, Inc.	BAGS	Flagship Aviation Services	GC Services	Realtime Services	Sunshine Enterprises, USA LLC	Triangle Services, Inc.	VP Hospitality, LLC
Experience and Qualifications and References	25.00	24.00	18.00	15.00	15.00	17.00	16.00	16.00	24.00
Knowledge and Experience of Key Personnel, Manager & Staff.	20.00	19.00	17.00	13.00	13.00	15.00	13.00	14.00	19.00
Approach and Methodology	25.00	24.00	20.00	16.00	15.00	16.00	15.00	15.00	24.00
MWBE Participation, Convictions, Indictments, Investigations, Conflict of Management Fee	10.00	9.00	7.00	6.00	9.00	6.00	8.00	7.00	7.00
	20.00	15.78	11.52	13.61	6.30	20.00	9.43	14.93	16.14
Total Score	100.00	91.78	73.52	63.61	58.30	74.00	61.43	66.93	90.14

ABM Aviation was the first-ranked proposer on both locations. VIP Hospitality was the second-ranked proposer on both locations. Consistent with the RFP, the Committee exercised its discretion to recommend one proposer for Location 1 and one proposer for Location 2.

At the Committee meeting, on the record, the Committee discussed how the recommended action would be reported to the Aviation Authority Board. The Committee ranked ABM as the recommended proposer for Location 1 and ranked VIP Hospitality as the recommended proposer for Location 2.⁵

Other Issues

I will address some other points raised by Realtime. Realtime claims that the Committee focused only upon the MWBE Goals in its discussion of the fourth Evaluation Criterion, “Ability to meet MWBE Participation; Prior or Pending Convictions, Indictments, Investigations, Claims, other response requirements and Proof of Insurance.” There was no material difference in any elements of this criterion other than MWBE participation. Therefore, there was no reason for the Committee to deliberate on undifferentiated factors if no proposer had, for example, criminal convictions.

Realtime claims that ABM is not a responsible bidder because it is “not profitable” if one excludes from its financial statement “inflated goodwill.” It appears that Realtime submitted as an exhibit to its appeal a portion of ABM Aviation’s parent’s Consolidated Balance Sheet to demonstrate this point. The argument and exhibit are unpersuasive. The submitted audited financial statement and online audited financial statements for ABM’s parent do not include any going concern warning; do not include any note that goodwill is inflated (as suggested by Realtime); and, demonstrate that total assets far exceed current liabilities. Realtime did not offer any proof that the audited financial statements and value of goodwill were in error or fraudulent. Realtime’s “financial stress” arguments are also unpersuasive. As routinely explained by the Finance Department staff at many Procurement Committee meetings, Dun and Bradstreet stress indicators alone do not lead to a conclusion that a bidder or proposer is not responsible. Therefore, I do not find that the committee erred in finding ABM a responsible proposer.

⁵ Realtime claims that the Notice of Intent “swapped” the two-highest ranked firms for Location 1 and Location 2 and left the balance of the firms in the order of the evaluated points. Given the option to award to two locations and given the points generated through the subjective and objective evaluation criteria, the recommended ranking on each location was within the Committee’s discretion. Contrary to Realtime’s assertion, there is no evidence that the Committee “just made up” how it scored and ranked the proposers. The Committee discussed this option thoroughly in the public Committee meeting.

Realtime claims that the Notice of Intent to Award was insufficient because it did not provide the basis of the ranking to the proposers. This claim is unpersuasive. Realtime offers no legal support for its position that the Notice of Intent to Award was insufficient. The Committee met in a public meeting, duly noticed for the proposers. The scoring was conducted in the Sunshine during frank deliberations among the Committee members. Further, the scoring charts referenced earlier in this decision are displayed in the Aviation Authority's Board Room public-facing monitors during the public meeting for the audience to see in real time. Any person attending the meeting had ample opportunity to be fully apprised of the bases for the Notice of Intent to Award. Realtime did not attend the publicly noticed Committee hearing and, therefore, did not take the opportunity to see the scoring process.⁶

Realtime further argues that the Committee erred in ranking "out of state" companies more highly than a local company. This argument is unsupportable and no legal authority was provided that would lend credence to this position. The Aviation Authority cannot discriminate in favor of "local" companies pursuant to the legal obligations under which it operates, except in the most limited circumstances, none of which are present here.

Realtime, joined by Triangle, stated at the appeal hearing, that it was "curious" that the Committee member's individual evaluations were similar. "Similar" is not "the same." Similarity can indicate that the Committee members understood their assignment, sufficiently evaluated the proposals, and arrived at roughly the same estimated subjective value of each proposal based on their experience and the contents of the proposals themselves. Too much inconsistency in individual evaluations could indicate that the RFP was constructed poorly or was not adequately reviewed. Here, the Committee members' comments and final consensus scoring efforts show some similar impressions of the proposals, but hardly unanimous initial personal scores. I will not substitute my judgment for the Committee members' individual appraisals and find nothing that rises to the standard of review on this appeal.

Ultimately, Realtime alleges, in a conclusory fashion, that the Committee acted arbitrarily and capriciously. The Procurement Committee is comprised of senior, experienced staff members. On the date of this evaluation, the Committee included multiple members who have served on the Committee through several RFP evaluations. Each member of the Committee and staff are trained on and participate in procurement practices, are well-versed in the Sunshine law, educated on how to avoid any appearance of impropriety, and are specifically taught about prohibitions regarding conduit communications. I reviewed the Committee hearing audio file.

⁶ Proposers ABM, BAGS, Flagship, GC Services, and Triangle were present at the Committee meeting. As noted before, none spoke before Committee deliberations began. Notably, two out of the three companies presenting appeals, Realtime and Tryfacta, did not attend.

The audio file reveals that both staff and the Committee engaged in thorough, professional discussion about the Evaluation Criteria. The Committee spent one-hour and forty-one minutes on this agenda item. Approximately fifty-five minutes was spent in deliberations. The members' deliberations demonstrate that each Committee member was well-prepared for the meeting, had a good understanding of the proposals, and understood the criteria against which the proposals were to be evaluated.

Conclusion

Realtime has not demonstrated that the Procurement Committee's decision was the result of arbitrariness, capriciousness, fraud, illegality, dishonesty, misconduct, or facial non-responsiveness. Therefore, I affirm the Committee's recommendation to recommend the award of Request for Proposal 24-163-RFP Location 1 to ABM Aviation, Inc. and Location 2 to VIP Hospitality LLC.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. Thibault', is written over a light gray rectangular background.

Kevin J. Thibault, P.E.
Chief Executive Officer

C Dan Gerber, General Counsel, Rumberger Kirk
Daniel W. Langley, Legal Counsel for Realtime Services, Inc.

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* A. KURT ARDAMAN

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* DANIEL W. LANGLEY

HILLARY GRIFFITH

BRANDON POWNALL

MICHAEL D. TEMPKINS

* FLORIDA BAR BOARD CERTIFIED IN
CITY, COUNTY AND LOCAL GOVERNMENT

May 30, 2024

VIA EMAIL (kevin.thibault@goaa.org)

Greater Orlando Aviation Authority
Attn: Mr. Kevin J. Thibault, Chief Executive Officer
Orlando International Airport
One Jeff Fuqua Blvd.
Orlando, FL 32827

**RE: NOTICE OF APPEAL/BID PROTEST
24-163-RFP CUSTOMER AMBASSADOR SERVICES**

My law firm and I have the pleasure of representing Realtime Services, Inc. d/b/a TopTalent Staffing ("Realtime Services"). Please consider this correspondence to be a formal notice of appeal on behalf of Realtime Services to protest the Greater Orlando Aviation Authority Procurement Committee's Notice of Intent to Award 24-163-RFP Customer Ambassador Services ("RFP") to ABM Aviation, Inc. and VIP Hospitality, LLC.

The Notice of Intent to Award posted on GOAA's website on May 23, 2024, is deficient, as it fails to advise Realtime Services and other RFP responders of the scoring or basis for the rankings by the members of the Procurement Committee. Moreover, the Notice of Intent to Award contains an impossibility regarding the scoring of the proposals. The First and Second ranked proposers are swapped for Location 1 and Location 2, yet the Third through Eight ranked proposers are in the same exact order for each of the two locations. This begs the question, how did the proposal with the most points end up having fewer points awarded for a different location?

Furthermore, during the May 21, 2024, Procurement Committee meeting, the Procurement Committee members failed to have any discussion about the scores assigned to the responses to the RFP. The individual members of the Procurement Committee did not announce their individual scores for the responses to the RFP. However, without doing so, somehow, the Procurement Committee members were able to know in what order each of them ranked the responses to the RFP concerning two different locations. Based on this, it appears that non-public discussions and deliberations occurred between the Procurement Committee members or at least a non-member liaison was used in a manner that violates the due process rights of Realtime Services and constitutes a violation of the Government in the Sunshine law.

The RFP scoring and ranking is arbitrary and capricious. The RFP lacks instructions to the Procurement Committee members on how to award the points in each category. Additionally, some of the point categories contain multiple unrelated items and Procurement Committee members are arbitrarily assigning points without specific criteria on how to allocate points in each of the specified categories based on the differing unrelated topics. This inconsistency in scoring methodology mirrors the unexplained discrepancies in the Notice of Intent to Award for Location 1 and Location 2, further undermining the credibility of the evaluation process. The RFP provided no guidance on the relative importance or weighted scoring of the evaluation criteria. This lack of clear direction and ambiguous criteria allowed for an overly subjective evaluation process that unfairly disadvantaged Realtime Service's proposal. Further, there are no criteria for scoring or ranking proposals for two different locations.

GOAA has denied Realtime Services due process by not promptly providing public records needed to evaluate all the bases for challenging the Procurement Committee's Notice of Intent to Award. As you know, GOAA has a five business day deadline for filing appeals of Procurement Committee decisions. The Procurement Committee did not provide proposers with access to all proposals, score sheets, and other relevant records needed to support its decision or to allow proposers to evaluate a potential challenge to the Notice of Intent to Award. On May 23, 2024, Realtime Services filed a public records request to GOAA seeking public records relevant to an appeal of the Procurement Committee's Notice of Intent to Award. Even after multiple emails from Realtime Services seeking status updates for the records it requested and explaining the importance of receiving the requested records, GOAA has not provided the requested records. Moreover, the lack of record production prevents us from determining whether the scoring and evaluation process complied with the criteria set forth in the RFP. Realtime Services reserves its right to amend the basis of its appeal/bid protest upon receiving and evaluating the relevant procurement records sought.

Realtime Services requests that the Procurement Committee's Notice of Intent to Award 24-163-RFP be rescinded, that all proposals be rejected, and that the procurement process for Customer Ambassador Services start over.

Sincerely,

A handwritten signature in blue ink, appearing to read "Daniel W. Langley" and "Hillary Griffith", is written over a horizontal line.

Daniel W. Langley
Hillary Griffith

Cc: Yovannie Rodriguez, Chief Administrative Officer (yovannie.rodriguez@goaa.org)



VIA EMAIL

June 6, 2024

ABM Aviation, Inc
Chris Simons
4151 Ashford Dunwoody Road, Suite 600
Atlanta, GA 30319
chris.simons@abm.com

Flagship Aviation Services
Courtney Wright
405 S Kimball Ave
Southlake, TX 76092
cwright@flagshipinc.com

Realtime Services Inc DBA TopTalent
Staffing Robert Herring
1936 Lee Road, Suite 240
Winter Park, FL 32789
bob@toptalentusa.com

Triangle Services Inc
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550 W Sunrise Blvd
Fort Lauderdale, FL 33311
tknowles@triangleservices.com

VIP Hospitality LLC
Gregory Worrell
1451 West Cypress Creek Road, Suite 201
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mbosse@maketraveleasier.com

GC Services
Sandy Ellis
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proposal.group@intelogix.com

Sunshine Enterprise USA LLC
Sam Faragalla
500 Winderley Place Suite 218
Maitland, FL 32751
samf@seu-usa.com

Tryfacta, Inc
Adesh Tyagi
121 S Orange Ave Ste 1500
Orlando, FL 32801
rfp@tryfacta.com

RE: 24-163 Customer Service Ambassadors

Dear Messrs. and Mmes.,

The Aviation Authority received the attached appeal following the Notice of Intent to Award on May 23, 2024.

Due to the delay in processing Realtime Services' public records request, Realtime may prepare a supplemental appeal letter which is due by email no later than 1:00 pm EDT, June 11, 2024. The letter must be emailed to me at anna.farmer@goaa.org and to Daniel J. Gerber at dgerber@rumberger.com. Any entity which wishes to respond to Realtime's supplemental appeal letter must respond by email no later than 5:00 pm EDT, June 17, 2024, to the same recipients.

After the supplemental appeal letter and any responses are reviewed, the Chief Executive Officer will determine the next step in the process, if any.

Sincerely,



Anna M. Farmer
Manager, Board Services

C Dan Gerber, General Counsel, Rumberger Kirk
 Daniel W. Langley, Legal Counsel for Realtime Services, Inc.
 Hillary Griffith, Legal Counsel for Realtime Services, Inc.



550 W Sunrise Blvd, Fort Lauderdale, FL 33311
main 516.561.1700 / fax 516.561.1599
www.TriangleServices.com

VIA EMAIL (Kevin.Thibault@goaa.org)

Date: June 10, 2024

Greater Orlando Aviation Authority
Attn: Mr. Kevin J. Thibault, Chief Executive Officer
Orlando International Airport
One Jeff Fuqua Blvd.
Orlando, FL 32827

Formal Notice of Appeal 24-163 RFP Customer Service Ambassadors

To: The Greater Orlando Aviation Authority Procurement Committee

From: Triangle Services, Inc.

Subject: Protest Notice of Intent to Award 24-163-RFP Customer Ambassador Services

Please consider this correspondence as a formal notice of appeal on behalf of Triangle Services, Inc. We are protesting the Greater Orlando Aviation Authority (GOAA) Procurement Committee's Notice of Intent to Award 24-163-RFP Customer Ambassador Services ("RFP") to ABM Aviation, Inc. and VIP Hospitality, LLC.

Deficiencies in the Notice of Intent to Award

The Notice of Intent to Award, posted on GOAA's website on May 23, 2024, is deficient for several reasons:

1. **Lack of Transparency in Scoring:**
 - The Notice fails to provide Triangle Services and other RFP responders with the scoring details or the basis for the rankings assigned by the Procurement Committee members.
2. **Inconsistencies and Impossibilities:**
 - The Notice contains an inherent impossibility regarding the scoring of the proposals. Specifically, the First and Second ranked proposers are interchanged between Location 1 and Location 2, while the Third through Eighth ranked proposers maintain the same order for both locations. This discrepancy raises the question: how did the proposal with the most points end up receiving fewer points at a different location?

Issues Arising from the Procurement Committee Meeting

During the Procurement Committee meeting on May 21, 2024, several procedural flaws were noted:

1. **Lack of Discussion:**



- The Procurement Committee members did not engage in any detailed discussion about the scores assigned to the RFP responses.
- 2. **Arbitrary Scoring:**
 - The Committee members assigned scores after a brief presentation by a GOAA subject matter expert (SME), without allowing RFP responders to clarify their positions or provide additional information.
- 3. **Potential Bias and Non-Public Deliberations:**
 - The SME negatively influenced the scoring for Triangle Services by providing misleading information about our management plan, specifically the employment status of our proposed manager. The GOAA SME made it known during the Procurement Committee meeting that our management plan was not as strong since our proposed manager was no longer with the company. Our manager was not only qualified but after the RFP was submitted, GOAA hired her as an Assistant Manager. We propose we should have received the highest ranking. It was not disclosed that the manager had been hired by GOAA as an Assistant Manager after the RFP had been submitted, which indicates that non-public discussions may have occurred, violating the due process rights of Triangle Services and constitutes a violation of the Government in the Sunshine law. Or if nothing else, Triangle should have been engaged with a conversation with GOAA that they hired our manager, and do we have an alternative replacement.

Arbitrary and Capricious Evaluation Process

The RFP scoring and ranking process was fundamentally flawed:

1. **Lack of Clear Instructions:**
 - The RFP did not provide specific instructions to the Procurement Committee members on how to allocate points in each category.
2. **Subjective Evaluation:**
 - Certain point categories contained multiple unrelated items, leading to arbitrary point allocations without clear criteria. The absence of guidance on the relative importance or weighted scoring of the evaluation criteria resulted in an overly subjective evaluation process that unfairly disadvantaged Triangle Services.

Denial of Due Process

GOAA has denied Triangle Services due process in the following ways:

1. **Delayed Access to Public Records:**
 - GOAA has not promptly provided the public records needed to evaluate the basis for challenging the Procurement Committee's decision. Despite a five-business day deadline for filing appeals, proposers were not given access to all proposals, score sheets, and other relevant records to support a thorough evaluation of the decision.
2. **Lack of Transparency in Scoring:**
 - The opacity of the scoring process prevents us from determining whether the evaluation process complied with the criteria set forth in the RFP.

Request for Remedial Action



Given the aforementioned issues, Triangle Services formally requests the following actions:

1. **Rescind the Notice of Intent to Award 24-163-RFP.**
2. **Reject all current proposals.**
3. **Restart the procurement process for Customer Ambassador Services.**
4. **Or a reranking where Triangle's management should have received the highest score, as GOAA hired our manger, she obviously was the top candidate prior to RFP process based on the fact GOAA hired her.**

Conclusion

Triangle Services reserves the right to amend the basis of its appeal/bid protest upon receiving and evaluating the relevant procurement records sought.

Sincerely,

A handwritten signature in blue ink, appearing to read 'TRC CP'.

Thomas R. Knowles
Triangle Services, Inc.

Cc: Yovannie Rodriguez, Chief Administrative Officer (yovannie.rodriguez@goaa.org)



ABM Aviation, Inc.
4151 Ashford Dunwoody Road, Suite 600
Atlanta, GA 30319
Office: (404) 926-4200

June 11, 2024

Ms. Anna M. Farmer
Manager, Board Services
Orlando International Airport
One Jeff Fugua Boulevard
Orlando, Florida 32827

RE: 24-163 RFP Customer Service Ambassadors

Dear Madam,

In accordance with your Appeal Acknowledgment Letter, *RE:24-163 RFP Customer Service Ambassadors* dated June 6, 2024 ("RFP"), ABM Aviation, Inc. ("ABM") hereby timely files this response to the appeal filed by Realtime Services, Inc. ("Realtime Services") regarding the RFP as issued by the Greater Orlando Aviation Authority ("GOAA").

It is apparent to ABM that Realtime Service's appeal contains multiple allegations that are not supported by the factual history of how the RFP process was conducted. ABM has successfully and unsuccessfully responded to hundreds of Requests for Proposals across the United States throughout its history. Far from being "arbitrary and capricious," we have found that this RFP was professionally conducted with the same level of transparency that is to be expected from any other Request for Proposal.

Regardless of whether ABM has been selected, we have seen a consistent effort to professionally and transparently conduct the Request for Proposal process on the part of the GOAA and Orlando International Airport. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brad Lurie". The signature is fluid and cursive, with a long horizontal stroke at the end.

Brad Lurie
Senior Vice President

June 11, 2024

By Tryfacta, Inc.

Via Email: (kevin.thibault@goaa.org)

Greater Orlando Aviation Authority
Attn: Mr. Kevin J. Thibault, Chief Executive Officer
Orlando International Airport
One Jeff Fuqua Blvd.
Orlando, FL 32827

RE: Bid Protest by Tryfacta, Inc. for 24-163-RFP: Customer Service Ambassadors

Dear Sir,

In accordance with 24-163-RFP: Customer Service Ambassadors (“the RFP”), Tryfacta, Inc. (“Tryfacta”), respectfully submits this bid protest (“Bid Protest”), challenging the Greater Orlando Aviation Authority’s (“GOAA”) non-evaluation of Tryfacta’s proposal in response to the RFP for 24-163-RFP: Customer Service Ambassadors.

According to GOAA, the following vendors were considered for award on May 23, 2024:

Location 1: ABM Aviation, Inc.

Location 2: VIP Hospitality, LLC.

On June 6, 2024, all vendors, including Tryfacta, received Appeal Acknowledgement Letter on behalf of Mr. Thibault in response to Realtime’s notice of appeal/bid protest challenging the bid.

Summary of Tryfacta Protest:

In Official Notice #7: Procurement Committee Meeting document posted on the OpenGov portal, below 9 firms, including Tryfacta, Inc., were considered:

CONSIDERATION OF FIRMS FOR 24-163-RFP CUSTOMER AMBASSADOR SERVICES.

- ABM Aviation, Inc.
- BAGS
- Flagship Aviation Services
- GC Services
- Realtime Services
- Sunshine Enterprise, USA LLC.
- Triangle Services, Inc.
- Tryfacta, Inc.
- VIP Hospitality, LLC.

On May 21, 2024, the Procurement Committee evaluated the responses for 24-163-RFP Customer Service Ambassadors for Location 1 and Location 2; Official Notice #8: Intent to Award was posted approving ABM Aviation, Inc and VIP Hospitality, LLC. to be recommended to the Aviation Authority Board. Tryfacta, Inc.'s name was not on the Official Notice #8 and was not ranked in the list.

The posted notice did not represent the scoring criteria either. Tryfacta emailed the procurement services on May 23, 2024 to seek clarification and received the below response from Ms. Janice K. Hughes:

“At the beginning of the Procurement Committee Meeting to evaluate 24-163-RFP Customer Service Ambassadors, Tryfacta’s Management fee was reviewed. As allowed per Aviation Authority Policy 450.02, the Procurement Committee deemed Tryfacta non-responsible as Tryfacta’s Management Fee is more than 25% lower than the next low Management Fee presented by Realtime Services, Inc. Therefore, Tryfacta’s RFP was not evaluated by the Procurement Committee.

The analysis per location:

Location 1: The difference between Tryfacta Management Fee and RealTime Management Fee is 32%.

Location 2: The difference between Tryfacta Management Fee and RealTime Management Fee is 27.53%.”

On June 6, 2024, Tryfacta submitted a public request for the scoring criteria and bid tabulation matrix. On June 7, 2024, Tryfacta received the staff matrix and scoring through Public Records Request—R003843-060624. The staff matrix review reveals that Tryfacta's capabilities met all the required points.

As allowed per GOAA Policy 450.02, the Procurement Committee deemed Tryfacta non-responsible as Tryfacta’s Management Fee is more than 25% lower than the next low Management Fee presented by Realtime Services, Inc. ***The Greater Orlando Aviation Authority Policy (GOAA) 450.02 under section “Unreasonably Low Quotes -*** When the Aviation Authority suspects that a responsive Bid or Proposal is unreasonably low, the Aviation Authority may request the Offeror to reconsider the response. The Offeror can either confirm its price or withdraw its bid or proposal. Within ten (10) business days from the date of the Aviation Authority’s request for reconsideration (three (3) business days for quotes), the Offeror shall inform the Aviation Authority of its position and provide supporting documentation.”

The GOAA did not request to confirm Tryfacta price, and GOAA did not request for reconsideration; Tryfacta should have been given three (3) business days for quotes as per ***Greater Orlando Aviation Authority Policy 450.02***. Tryfacta was not asked to confirm its position on the price or provide any opportunities for supporting documentation. Tryfacta believes its price is very competitive. It has 180+ government agency clients, such as major Airports, multiple State governments, and local county government agencies, such as the State of Florida, Orange County Public Schools, Miami-Dade County, and Miami-Dade County Aviation Departments, that have awarded Tryfacta contracts that are competitive in Price, and Tryfacta has been delivering on such competitive prices.

Tryfacta's Success in Similar Roles:

Tryfacta, Inc., is a Local City of Orlando company certified as a **Disadvantaged Business Enterprise (DBE)** by the **Florida Department of Transportation (FDOT)**, a **Minority/Women Owned Certified Business (M/WBE)** by **Greater Orlando Aviation Authority (GOAA)**, and M/WBE owned Business by the **Florida State Minority Supplier Development Council**. Tryfacta has various offices in Florida, including Orlando, Kissimmee, Miami, Clearwater, West Palm Beach, and Weston (Ft. Lauderdale).

Tryfacta has gained over 27 years of experience providing similar competitive services without fail to our government and commercial clients in the State of Florida and across the United States. In 2023, we deployed over 3,600+ resources and ran a payroll of over 4,000+ for government and commercial clients across the United States. Tryfacta has been providing services to government clients in Florida, such as the **County of Orange, Miami-Dade County, State of Florida DMS, Miami-Dade Public Schools**, and many other Florida counties and cities. In 2023 alone, Tryfacta, Inc. has already deployed 826+ resources on Florida-based government contracts across various positions, including **Customer Service Ambassadors/Representatives**, Office Assistants, Secretaries, Theatre Crew, Warehouse Workers, and many others. Based on our previous record of providing services for multiple domains, we have gained expertise in providing resources for managing travel, tourism, and hospitality personnel.

Notable achievements: Tryfacta, Inc. has gained the significant achievements mentioned below.

- Dunn & Bradstreet Rating of 4A1
- **2024 Rank #1 fastest growing company in America by INC. magazine Regionals**
<https://www.inc.com/profile/tryfacta>
- **2023 Rank #1 fastest growing company in America by INC. 5000 magazine in Customer Services and IT Services**
- Tryfacta recruited and deployed many positions such as Customer Service Ambassadors, most notably 787 resources for Miami Dade County, over 300 resources for Fort Bend County, more than 300 resources for Santa Clara Valley Water District, over 240 resources for the Commonwealth of Kentucky, and more than 385 resources for the City of Albuquerque and County of Alameda.

GOAA cited the low management fee for not evaluating Tryfacta's proposal. However, we would like to highlight that our pricing has been competitive for many clients, where we have successfully delivered similar services at prices that may seem low to others. If our proposal's management fee were not feasible, we would not have offered it.

Here are some snapshots demonstrating our success with competitive and low pricing margins compared to other vendors:

Project Snapshot #1

Client Name	Dallas-Fort Worth International Airport (Airport), Texas
Project Duration	August 2018 to Present
Number of Resources deployed	830+ Resources

Our Experience: Tryfacta, Inc. delivers extensive services across all five terminals of one of the world's largest airports, covering 6.3 million square feet with 73.3 million passengers. We have deployed over 830 resources to provide 24x7 uninterrupted services, including roles such as **On-Site Manager, Assistant Manager, Administrative Staff, Supervisors,** and many cleaning staff. Additionally, we have stationed over **175 Customer Service Ambassadors** across various positions and areas to enhance the passenger experience. These Ambassadors work in shifts, covering all aspects of service as directed by our site manager at each terminal.

Project Snapshot #2

Client Name	HCL America (Across the United States)
Duration	September 2015 – Current
Number of Resources deployed	1625+ resources

Our Experience: Tryfacta, Inc. provides comprehensive Staffing Services to HCL America as a subcontracting partner for **government** and commercial clients in various locations. We are dedicated to offering staffing solutions across the hospitality industry, encompassing sectors such as airports, hotels, restaurants and food service, resorts and leisure lodging, event planning and management, casinos and gaming, travel and tourism, theme parks and attractions, sports and recreation facilities, and cultural and heritage sites. Over the last eight years, we have supplied more than 1625 resources, including over 275 **Customer Service Ambassadors**, to meet the diverse needs of HCL and public sector clients. Our deployed resources have played a crucial role in serving a **combined passenger** count of over **50 million annually across these sectors**, demonstrating our commitment to excellence in the hospitality industry.

Project Snapshot #3

Client Name	Miami Dade County, Florida
Duration	January 2023 - Present
Number of Resources deployed	787+ resources

Our Experience: In 2023, Tryfacta, Inc. achieved the top ranking for the Miami Dade County contract, with a budget of **\$93,233,850.00** over five years. During the year 2023, Tryfacta deployed **787 professionals** across various roles, including 150 **Customer Service Ambassadors/Representatives**, Accountants, Arts Project Specialists, Bar Managers, Community Resource Specialists, Cultural Affairs Assistants, Dance Instructors, Election Support Specialists, Eligibility Interviewers, Environmental Technicians, Forensic Technicians, Purchasing Specialists, Social Workers, Special Project Administrators, Telephone Console Operators, Theatre Crew, and Marketing Assistants, among others.

These resources were distributed across more than 20 departments, contributing to an annual visitor count of 30 million people including Miami International Airport.

Project Snapshot #4

Client Name	City of Albuquerque, New Mexico
Project Duration	June 2018– Current
Number of Resources deployed	818+ resources
Our Experience: The City of Albuquerque awarded this contract to five companies in June 2018. This contract’s previous spending was approximately \$89,000,000. Tryfacta, Inc. scored highest on this contract and was allowed to transition resources. Currently, we are providing services to the City of Albuquerque, New Mexico. Under this contract, we have deployed a total of 818 resources across various departments. Additionally, we have deployed over 150 resources specifically for Customer Service Ambassadors across these departments. These resources were distributed across more than 14 departments, contributing to an annual visitor count of 30 million people.	

Project Snapshot #5

Client Name	Commonwealth of Kentucky
Project Duration	Jan 2022 – Current
Number of Resources deployed	247+ resources
Our Experience: We offer Temporary Staffing services to various departments across the Commonwealth of Kentucky. Since the inception of this project in January 2022, we have successfully deployed over 247 resources, including more than 85 dedicated to Customer Service Ambassadors roles. Our services span multiple departments throughout the Commonwealth of Kentucky, contributing to an impressive annual visitor count of 30 million people.	

Conclusion:

GOAA has a five-business-day deadline for filing appeals of Procurement Committee decisions. However, we did not receive the scoring matrix until June 7, 2024, which delayed our process for submitting a notice of protest. If Tryfacta had been allowed to explain its price position and provide supporting documentation, Tryfacta is confident that GOAA would have intended to award the contract to Tryfacta. Since the process did not adhere to GOAA Policy 450.02, Tryfacta requests to be evaluated and scored like other bidders. A re-evaluation of the bids should be conducted, allowing for a new decision on the intent to award or contract award to be announced.

Tryfacta respectfully requests that GOAA either (1) consider Tryfacta for evaluation or (2) reject all bids and solicit bids for 24-163-RFP.

Respectfully submitted,

Adesh Tyagi
President
Tryfacta, Inc.
Tel: (408) 893-5500
Email: RFP@tryfacta.com

Cc: Yovannie Rodriguez, Chief Administrative Officer (yovannie.rodriguez@goaa.org)

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JULIAN K. DOMINICK (1924-2003)

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*FLORIDA BAR BOARD CERTIFIED IN CITY,
COUNTY AND LOCAL GOVERNMENT LAW

June 11, 2024

VIA EMAIL (anna.farmer@goaa.org)

Greater Orlando Aviation Authority
Attn: Mr. Kevin J. Thibault, Chief Executive Officer
c/o Anna Farmer, Manager, Board Services
Orlando International Airport
One Jeff Fuqua Blvd.
Orlando, FL 32827

**RE: SUPPLEMENTAL NOTICE OF APPEAL/BID PROTEST
24-163-RFP CUSTOMER AMBASSADOR SERVICES**

My law firm and I have the pleasure of representing Realtime Services, Inc. d/b/a TopTalent Staffing ("Realtime Services"). Please consider this correspondence to be a supplemental formal notice of appeal on behalf of Realtime Services to protest the Greater Orlando Aviation Authority Procurement Committee's Notice of Intent to Award 24-163-RFP Customer Ambassador Services ("RFP") to ABM Aviation, Inc. and VIP Hospitality, LLC.

Realtime Services is a local, small business headquartered in Orange County, Florida. Realtime Services has an established local management team and local workforce, including long-term MWBE relationships. Realtime Services has been delivering high-quality staffing solutions in Central Florida for over three decades and has a professional team consistently deploying 450 to 500 employees to serve clients' needs. Realtime Services has a long-standing relationship with the Greater Orlando Aviation Authority (GOAA), providing qualified Customer Service Ambassadors for the Orlando International Airport for over 20 years. Realtime has an exemplary record with GOAA and has the most experience of any proposer that responded to the RFP of providing the Customer Ambassador Services required.

The proposed award to ABM Aviation, Inc. and VIP Hospitality, LLC should be thrown out for a number of reasons. First, it just does not make good business or government policy sense to proceed as recommended by the Procurement Committee. Realtime Services was the lowest

responsive and responsible proposal/bid for both Location 1 and Location 2 by far. It will cost GOAA an extra \$2,826,402.44 over a five year period by awarding contracts as proposed by the Procurement Committee. Could GOAA possibly go any farther away from Central Florida to find contractors to provide a local workforce than a contractor from New York, New York and another from Renton, Washington? How long will it take these out-of-state companies to recruit and train a local workforce? Moreover, ADM Aviation, Inc. is a large, publicly traded company. If the goal is to spend a lot more money and to take away opportunities for responsible and responsive small, local businesses in favor of out of state big businesses, the Procurement Committee met the goal.

GOAA has denied Realtime Services due process by not posting a sufficient Notice of Intent to Award, by not promptly providing public records and by wrongfully redacting public information needed to evaluate all the bases for challenging the Procurement Committee's Notice of Intent to Award. The Notice of Intent to Award posted on GOAA's website on May 23, 2024, is deficient, as it fails to advise Realtime Services and other RFP responders of the scoring or basis for the rankings by the members of the Procurement Committee. GOAA has denied Realtime Services due process by not promptly providing public records needed to evaluate all the bases for challenging the Procurement Committee's Notice of Intent to Award. GOAA has a five business day deadline for filing appeals of Procurement Committee decisions. The Procurement Committee did not provide proposers with access to all proposals, score sheets, meeting minutes, and other relevant records needed to support its decision or to allow proposers to evaluate a potential challenge to the Notice of Intent to Award.

On May 23, 2024, Realtime Services filed a public records request to GOAA seeking public records relevant to an appeal of the Procurement Committee's Notice of Intent to Award. GOAA did not provide the requested records before the expiration of the appeal deadline notwithstanding Realtime Services' multiple requests for updates for the records it requested and explaining the importance of receiving the requested records. On June 6, 2024, GOAA issued its acknowledgment letter granting Realtime Services additional time (3 business days) until June 11th at 1:00 p.m. to submit a supplemental appeal letter. However, at the time GOAA issued the acknowledgment letter, GOAA still had not provided critical requested records necessary for Realtime Services to evaluate bases for an appeal, including without limitation, not providing the Procurement Committee's scoring sheets for the proposals. Some records were released by GOAA late Friday afternoon on June 7th and others were just released yesterday (Monday, June 10th). However, GOAA has still not provided multiple public records requested by Realtime Services.

Moreover, in records that GOAA did provide, GOAA has wrongfully redacted what it is calling "financial information" by asserting an inapplicable public records exemption under Section 119.07(5)(b), Fla. Stat., which only provides an exemption for bank account numbers and debit, charge and credit card numbers. Included in the wrongfully redacted "financial information" is GOAA staff's financial analysis and concerns regarding the financial condition of the Procurement Committee's top ranked proposer, ABM Industries. Since ABM Industries Inc. is ("ABM") a publicly traded company, Realtime Services was able to review ADM Industries' latest financial report filed with the SEC at:

<https://www.sec.gov/ix?doc=/Archives/edgar/data/771497/000077149724000013/abm-20240430.htm>

What is clear from reviewing ABM's publicly filed audited financial report is that ABM should have been rejected by GOAA for not being a responsible proposer/bidder. Based on the most recent audits, ABM has a negative equity of \$647 million if its inflated goodwill value is excluded (see attached consolidated balance sheet). Further, ABM is not a profitable company since it has lost millions of dollars during the past couple years.

During the Procurement Committee meeting evaluating the RFP responses, it was identified by staff that a few companies, including ABM were experiencing financial stress. Yet that was not given any weight in the scoring of Section 4 or any other evaluation category. It also appears that GOAA was wrongfully concealing the details of the financial stress information by redacting it from the public records provided to Realtime Services. The decision to ignore ABM's financial stress and practical insolvency and to conceal it from public records disclosure not only undermines fiscal responsibility but also calls into question the integrity of the evaluation process and deprives due process to Realtime Services.

Upon review of the public records provided and the audio from the Procurement Committee meeting, it is clear that the RFP scoring criteria and the Procurement Committee's scoring and ranking of the proposals is arbitrary and capricious. The RFP lacks instructions to the Procurement Committee members on how to award the points in each category, which led to an arbitrary and capricious result. Additionally, some of the point categories contain multiple unrelated items and Procurement Committee members are arbitrarily assigning points without specific criteria on how to allocate points in each of the specified categories based on the differing unrelated topics. The RFP provided no guidance on the relative importance or weighted scoring of the evaluation criteria. This represents a deficiency in the evaluation process, as it indicates a lack of focus and consistency in the assessment of proposals. This lack of clear direction and ambiguous criteria allowed for an overly subjective evaluation process that unfairly disadvantaged Realtime Service's proposal. This was made clear during the Procurement Committee meeting, when it was noted that the criteria outlined in section 4 encompassed too many disparate elements, leading to some criteria being overlooked or ignored.

In fact, the Procurement Committee members noted that the only thing they focused on in section 4 was the MWBE Participation, ignoring six other elements. The Procurement Committee justified this decision by noting that the other six elements had been discussed, and essentially all the companies were the same on those elements, so they should focus on only MWBE. Nowhere in the evaluation criteria does it state that MWBE should be given 100% of the weight in section 4. Also, the Committee members were clearly punishing Realtime Services and other proposers for meeting and not exceeding the MWBE participation notwithstanding that the scoring criteria in Section 4 states "ability to meet MWBE Participation." The scoring criteria says nothing about points being awarded based on exceeding the MWBE Participation goal or that points would be subtracted for just meeting the MWBE Participation goal.

Other factors like "premium-level customer service" seemed to get disproportionate emphasis and weight in the scoring of ABM and VIP Hospitality, LLC ("VIP"). Although Section 4.1 d. of RFP vaguely mentions "premium-level customer service functions" in one sentence of a 75-page document, the RFP evaluation criteria did not assign any weight to "premium" or "luxury" services over any other level services. Nor does the RFP define what is meant by "premium" or

“luxury” services such that a proposer could provide an appropriate response to that requirement. This presents an issue, as the staff subject matter experts (SMEs) repeatedly highlighted premium services as a positive or strength. This approach disadvantaged smaller, local companies like Realtime Services in favor of larger, publicly-traded and out-of-state companies such as VIP and ABM. Additionally, the Procurement Committee members discussed and gave higher scores to VIP and ABM for matters not listed in the RFP scoring criteria such as use of “apps”.

Further, Realtime Services was scored arbitrarily in Sections 1 through 4 of the scoring criteria. For example, Section 1 and Section 2 of the scoring criteria involve the companies' knowledge, qualifications and experience in providing the service -- (i.e., 1. Experience and Qualifications & 2. Knowledge and Experience of Key Personnel and Staff). As the incumbent company providing the Customer Ambassador Services to GOAA, Realtime Services clearly has the most direct experience, qualifications and knowledge, yet Realtime Services was arbitrarily given a much lower score under Section 1 & Section 2 than ABM and VIP.

The RFP scoring criteria gave no guidance on how the scoring or ranking of proposals should differ for the two different service locations, and the Procurement Committee just made up how they scored and ranked the second location differently from the first location.

Realtime Services requests that the Procurement Committee's Notice of Intent to Award 24-163-RFP be rescinded, that all proposals be rejected, and that the procurement process for Customer Ambassador Services start over.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Langley', with a stylized flourish at the end.

Daniel W. Langley
Hillary Griffith

cc: Dan Gerber, GOAA General Counsel (via email dgerber@rumberger.com)
Bob Herring, Real Time Services (via email bob@toptalentusa.com)

ABM INDUSTRIES INCORPORATED AND SUBSIDIARIES

CONSOLIDATED BALANCE SHEETS

(In millions, except share and per share amounts)

ASSETS

Current assets

Cash and cash equivalents
Trade accounts receivable, net of allowances of \$25.0 and \$22.6 at
October 31, 2023 and 2022, respectively
Costs incurred in excess of amounts billed
Prepaid expenses
Other current assets
Total current assets

Other investments

Property, plant and equipment, net of accumulated depreciation of \$326.5 and
\$296.9 at October 31, 2023 and 2022, respectively

Right-of-use assets

Other intangible assets, net of accumulated amortization of \$438.3 and
\$455.8 at October 31, 2023 and 2022, respectively

Goodwill

Other noncurrent assets

Total assets

LIABILITIES AND STOCKHOLDERS' EQUITY

Current liabilities

Current portion of debt, net
Trade accounts payable
Accrued compensation
Accrued taxes—other than income
Deferred revenue
Insurance claims
Income taxes payable
Current portion of lease liabilities
Other accrued liabilities
Total current liabilities

Long-term debt, net

Long-term lease liabilities

Deferred income tax liability, net

Noncurrent insurance claims

Other noncurrent liabilities

Noncurrent income taxes payable

Total liabilities

Commitments and contingencies

Stockholders' Equity

Preferred stock, \$0.01 par value; 500,000 shares authorized; none issued

Common stock, \$0.01 par value; 100,000,000 shares authorized;
82,637,367 and 65,587,894 shares issued and outstanding at
October 31, 2023 and 2022, respectively

Additional paid-in capital

Accumulated other comprehensive loss, net of taxes

Retained earnings

Total stockholders' equity

Total liabilities and stockholders' equity

October 31,	
2023	2022
\$ 69.5	\$ 73.0
1,365.0	1,278.7
139.2	75.8
78.5	82.1
58.6	51.6
1,710.7	1,561.2
28.8	14.5
131.5	125.4
113.4	115.2
302.9	378.5
2,491.3	2,485.6
155.0	188.5
\$ 4,933.7	\$ 4,868.9
\$ 31.5	\$ 181.5
299.1	315.5
249.7	246.6
50.9	124.7
90.1	46.3
177.0	171.4
17.9	5.6
32.5	30.3
261.2	230.2
1,217.9	1,353.2
1,279.8	1,086.3
98.8	104.5
85.0	89.7
387.5	387.7
61.1	126.0
3.7	4.2
3,133.8	3,151.7
0.6	0.7
558.9	675.5
(9.2)	(16.2)
1,249.6	1,057.2
1,799.9	1,717.2
\$ 4,933.7	\$ 4,868.9

See accompanying notes to consolidated financial statements.

Net Equity
(Millions)

$$\begin{aligned}
 & \text{①} \quad 1,799.6 \quad 1,717.2 \\
 & \text{Goodwill} - 2,491.3 \quad - 2,485.6 \\
 & \hline
 & \$ = 691.7 \quad \$ = 768.4
 \end{aligned}$$



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Tracy Harris, Vice President, Concessions

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Approve Amendment 4 to the Duty Free/Duty Paid Concession Agreement with DFASS Group (Orlando), LLC

BACKGROUND

DFASS Group (Orlando) LLC (DFASS) currently operates a Duty Free/Duty Paid Concession on Airsides 1 and 4 of Terminals A & B, and in the Palm Court of Terminal C. The Aviation Authority Board approved Amendment 2 to the Duty Free/Duty Paid Concession Agreement (Agreement), which provided an extension of the Airsides 1 and 4 locations to November 3, 2027. This same amendment added the space in Terminal C, due to the anticipated closure of the Airside 1 Customs and Border Protection Federal Inspection Station ("FIS"). The Airsides 1 and 4 locations expire on November 3, 2027. The Terminal C location expires on September 30, 2032. DFASS currently pays the greater of a Minimum Annual Concession Fees (MACF) or a tiered percentage of gross receipts as follows: 27% of gross receipts from \$0-\$10,000,000; 33% of gross receipts from \$10,000,001 - \$18,000,000; and 37% of gross receipts over \$18,000,000. Following the adoption of Amendment 2, Airlines operating on Airside 1 continued to operate a substantial number of international departures and it was in the Aviation Authority's best interest to continue to provide Duty Free purchase options for those passengers.

ISSUES

DFASS approached the Aviation Authority with a request to make the Airside 4 and Terminal C locations co-terminus with an expiration date of September 30, 2032. Because of the uncertainty of the FIS staffing models and the viability of Duty Free options in Airsides 1 and 4, Staff negotiated Amendment 4 with DFASS to provide for the co-terminus date as requested. Additionally, Amendment 4 requires DFASS to refurbish the Airside 4 and Terminal C stores at designated times during the term of the agreement and pay the Aviation Authority an enhanced tiered percentage of gross receipts as follows: 27% of gross receipts from \$1 to \$5,500,000; 30% of gross receipts from \$5,500,001 to \$11,000,000; 33% of gross receipts from \$11,000,001 to \$17,000,000; and 37% of gross receipts over \$17,000,000. The Aviation Authority also reserves the right, in its sole discretion, to terminate all, or a portion of, the Airsides 1 and 4 locations with 180 days' notice should international departures be discontinued or if space is required to accommodate the Terminals A & B Concessions Master Plan.

SMALL BUSINESS

The Airport Concession Disadvantaged Business Enterprise participation for this agreement is set at 25%.

ALTERNATIVES

The Aviation Authority Board could elect not to approve Amendment 4 with DFASS.

FISCAL IMPACT

The Aviation Authority will continue to receive the greater of the MACF, currently \$4,514,253, or a tiered percent of gross receipts as follows: 27% of gross receipts from \$1 to \$5,500,000; 30% of gross receipts from \$5,500,001 to \$11,000,000; 33% of gross receipts from \$11,000,001 to \$17,000,000; and 37% of gross receipts over \$17,000,000.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to: (1) approve Amendment 4 to the Duty Free/Duty Paid Agreement with DFASS Group (Orlando) LLC; and, (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kevin J. Thibault, P.E., Chief Executive Officer

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Approve Benefit Plan Renewals for Active and Retired Employees

BACKGROUND

The medical, dental, vision, flexible spending account (FSA), life and disability plans are part of the employee benefit package for the Aviation Authority's regular employees and applicable benefits for retirees.

Our Benefits Consultant, Alliant and Human Resources conducted an RFP for medical providers on a fully insured and self-funded basis. Aetna, CIGNA, United Health and Rosensure were selected as finalists and interviewed. CIGNA was selected as the recommended partner going forward.

CIGNA provides the following coverages:

- Five fully-insured plans: Choice In-Network Plan, Choice Plus Point-of-Service (POS) Plan, High Deductible Health Plan with Health Savings Account (HSA), and for post-65 retirees, a Prescription Drug Plan (PDP), and Medicare Supplemental Plans
- Two fully-insured dental plans: Dental Health Maintenance Organization (DHMO) and Preferred Provider Organization (PPO)
- Base and Buy-Up Vision plans on a fully-insured basis
- Administrative services for the FSA
- Administrative services for the HSA

Mutual of Omaha provides the following coverages:

- Life, Accidental Death & Dismemberment (AD&D) and Long-Term Disability plans on a fully insured basis
- Employee Paid Optional Life Insurance plan
- Advice-to-Pay for the self-insured Short-Term Disability plan

Employee standard contributions for medical coverage are as follows:

- Choice In-Network Plan
10% contribution for employee-only coverage or 20% for employee plus dependent coverage
- Choice Plus Point-of-Service Plan
15% contribution for employee-only coverage or 25% for employee plus dependent coverage

- High Deductible/Health Savings Account (HSA) Plan
10% contribution for employee-only coverage and 20% for employee plus dependent coverage

Employee wellness contributions for medical coverage are as follows:

- Choice In-Network Plan
8.91% contribution for employee-only coverage or 17.81% for employee plus dependent coverage
- Choice Plus Point-of-Service Plan
13.36% contribution for employee-only coverage or 22.26% for employee plus dependent coverage
- High Deductible/Health Savings Account (HSA) Plan
0% contribution for employee-only coverage and 13.73% for employee plus dependent coverage

To be eligible for the wellness contributions, an employee must have a qualified annual physical during the timeframes communicated as part of our wellness program.

For employees hired on or before September 30, 2006, the Aviation Authority's share premium costs for retiree-only coverage is based on years of service at retirement. Employees hired after September 30, 2006, pay 100% of the premium and are not eligible for cost-sharing. All retirees pay 100% of the premium for dependent coverage.

Employees who provide proof of other credible group coverage may elect to opt-out of Aviation Authority provided medical and/or dental plans. Employees who opt out of both plans may receive \$1,118 for the Plan year. Currently, 96 employees have opted out of the medical plan and 66 have opted out of the dental plan.

For Employees enrolled in the High Deductible Health Plan/HSA Plan, the Aviation Authority contributes \$1,250 annually for employee-only plan elections and \$2,500 annually for family-plan elections to the associated Health Savings Accounts.

ISSUES

Medical Coverage (Active Employees & Pre-65 Retirees)

The industry trend for health coverage increases is approximately 7.5% for medical and pharmacy combined. The Aviation Authority's claims loss ratio for the last 12 months through June 2024 was 91%. This is approximately 10% higher than the prior year. However, the renewal for 2025 was negotiated based on claims through February.

The funding methodology was reviewed. Based on claims through May 2024, it was determined that a self-funded program would cost approximately \$286,709 more than the final fully insured offer and come with an additional worst-case liability of \$5,012,212.

Additionally, the Aviation Authority's current program with CIGNA is eligible for a dividend based on experience. The positive experience in 2022 resulted in a surplus of \$2,643,618 of which the Aviation Authority received \$1,321,809 into a Premium Stabilization Reserve. The dividend for 2023 was approximately \$853,863. The dividend for 2024 will be calculated in May of 2025. There is a guaranteed dividend for 2025 mentioned above that will be credited to GOAA's Premium Stabilization Reserve in the first quarter of 2025.

Human Resources and Finance recommend that the Aviation Authority remain fully insured for Plan Year 2025, continue the wellness program that offers a financial incentive for participating employees, and re-evaluate self-funding for Plan Year 2026.

Finally, CIGNA will be opening a clinic staffed by a nurse with a remote physician on Aviation Authority property. This process is underway. There will be no cost to the Aviation Authority other than build-out and space for 2025. Pricing is being negotiated beyond the first year.

The current annualized premium for Active Employees and Pre-65 Retirees is \$21,514,626. CIGNA's proposed renewal for the fully insured medical and pharmacy plans for 2025 is 0%.

Medical (Medicare Eligible Retirees – Post 65)

The Aviation Authority continues to provide coverage for Medicare eligible (post-65) retirees through a Medicare Supplemental Medical Plan and a Part D Prescription Drug Plan. The current annualized premium is \$1,524,068.

CIGNA proposed a combined increase of 9.72% for a total increase of \$148,160. This reflects the current environment in the post-65 population.

CIGNA proposed a group Medicare Advantage plan as an additional option for our Medicare eligible Retirees (post-65) for 2023. This plan provides 100% coverage for any physician who accepts Medicare. This was offered as an option for 2023 participants. There are currently two enrollees. CIGNA is non-renewing this option for GOAA based on participation and financial pressure in this segment.

Dental (Active and Retirees)

The current annualized premium is \$785,246. CIGNA'S proposed renewal is 0%.

Vision (Active and Retirees)

The current annualized premium is \$118,589 with a proposed increase of 5% on the buy-up plan for 2025. This would be an overall increase of \$5,669.

Flexible Spending Account (FSA)

The current FSA rate is \$4.59 per participant, per month. CIGNA proposed no increase. The annual estimated cost is \$14,872 (based on 260 participants).

Health Savings Account (HSA)

Current HSA funding is \$1,250 for individual and \$2,500 for family and equates to \$201,250 based on current enrollment.

Life and Disability

The current and renewal annualized premium with Mutual of Omaha is \$555,409. The rates are guaranteed until 1/1/26.

Optional Life Insurance

Optional employee and dependent life insurance coverage is an employee paid benefit with Mutual of Omaha.

The Patient-Centered Outcomes Research (PCORI)

This fee is included in the 2023 renewal and represents approximately \$3,644 of the total medical premium. This amount is paid by Cigna directly to the IRS.

SMALL BUSINESS

Not applicable.

ALTERNATIVES

None.

FISCAL IMPACT

Current group health insurance premiums are effective through December 31, 2024. Premium estimates for Plan Year 2025, effective January 1, 2025, are based on participation, employment levels and employee plan elections as of June 30, 2024.

The 2025 calendar year plan cost for medical, dental, and vision, under the proposed recommendation, for Active Employees and Retirees, is \$24,096,358. This represents a .64%, or \$153,829 increase over 2024 plan year cost.

Retirees will contribute approximately \$603,817 for 2025.

The 2025 calendar year plan cost for life insurance, long-term disability, short-term disability advice-to-pay services and the flexible spending account will be \$570,280.

Assuming plan elections remain the same as 2025, the Aviation Authority will contribute \$201,250 to the Health Savings Accounts (HSA). Funding is from the Operations and Maintenance Fund.

Additionally, assuming opt-out elections remain the same as 2024, the Aviation Authority will provide opt-out payments to employees totaling approximately \$83,400 for 2025.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to: (1) approve the proposed renewals with CIGNA for medical, dental, vision and FSA and the Mutual of Omaha for life, long term disability, short term disability advice-to-pay services, and voluntary life; (2) approve the continuation of the medical and/or dental opt-out program; (3) approve the CIGNA post-65 Medicare Supplemental and Part D Prescription Drug Plan with removal of CIGNA's group Medicare Advantage plan; (4) approve the continued employer contribution percentages for Wellness Program Participants; (5) approve the standard employer/employee contribution percentages for Non-Wellness Program Participants; (6) authorize funding from previously-approved Operations and Maintenance Funds; and, (7) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kathleen M. Sharman, Chief Financial Officer

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Approve the Contract Value for Professional Services Agreement 24-106-RFP Auditing Services

BACKGROUND

On June 19, 2024, the Aviation Authority Board approved the recommendation of the Auditor Selection Committee to rank Proposers for 24-106-RFP Auditing Services as follows:

First: MSL, PA
Second: Plante & Moran, PLLC
Third: RSM US LLP
Fourth: Marcum, LLP

The scope of services shall include, but are not limited to, the following:

- Annual audit of the Aviation Authority's financial statements including quarterly reviews
- Annual audit of the special-purpose financial statements of the accounts maintained by Hyatt Corporation for the Hyatt Regency Orlando International Airport
- Audit of the Aviation Authority's Defined Benefit Retirement Plan, Defined Contribution Retirement Plan and Other Post Employment Benefit Plan

ISSUES

At its meeting on June 19, 2024, the Aviation Authority Board authorized staff to negotiate a contract with the first-ranked firm for a period of five years and should negotiations with the first-ranked firm be unsuccessful, proceed with negotiations in rank order until an agreement is reached.

The first ranked firm, MSL, PA, proposed the following rates for the five-year contract term:

24-106-RFP AUDIT SERVICES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
GOAA Year End Audit	\$ 165,000.00	\$ 169,000.00	\$ 173,500.00	\$ 177,500.00	\$ 182,000.00
Hyatt Year End Audit	\$ 39,500.00	\$ 40,500.00	\$ 41,500.00	\$ 42,500.00	\$ 43,550.00
Quarterly Reviews	\$ 20,700.00	\$ 21,225.00	\$ 21,750.00	\$ 22,290.00	\$ 22,800.00
Retirement and Other Post Employment Benefit Plan Audits	\$ 39,000.00	\$ 39,975.00	\$ 40,950.00	\$ 41,800.00	\$ 42,850.00
Annual Totals:	\$ 264,200.00	\$ 270,700.00	\$ 277,700.00	\$ 284,090.00	\$ 291,200.00
			TOTAL CONTRACT VALUE:		\$ 1,387,890.00

Staff is recommending the approval of a contract for 24-106-RFP Audit Services with MSL, PA in a not-to-exceed amount of \$1,387,890 for the five-year term of the Agreement.

SMALL BUSINESS

MSL, PA has committed to meeting the Aviation Authority's MWBE participation goal of 17%.

ALTERNATIVES

None.

FISCAL IMPACT

Fees for 24-106-RFP Audit Services in a not-to-exceed amount of 1,387,890 will be allocated from the Operations and Maintenance Fund for the contract term of five years. Required funding will be approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept staff's recommendation to: (1) approve the contract value for 24-106-RFP Audit Services with MSL, PA in a not-to-exceed amount of \$1,387,890 for the five-year term of the Agreement; (2) approve funding from the Operations and Maintenance Fund; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents, following satisfactory review by legal counsel.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kevin J. Thibault, P.E., Chief Executive Officer

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Approve the Sixth Amended and Restated Resolution Authorizing Collection of a Customer Facility Charge at Orlando International Airport

BACKGROUND

The Aviation Authority has levied a rental car Customer Facility Charge (“CFC”) on all customers renting a vehicle from the Airport since October 1, 2008. Between August 20, 2008, and today, the Aviation Authority has adopted five amended and restated rental car (CFC) authorizing resolutions clarifying certain definitions and amending the permitted use of funds accumulated in the Facility Improvement Fund.

CFCs may be used by the Aviation Authority to cash fund the costs and expenses of, or pay debt service for, financing, interim financing, designing, constructing, operating, relocating, and maintaining (a) rental automobile related facilities or Customer Service Facilities, (b) facilities be modified, improved, or relocated to accommodate rental automobile related facilities at the Airport or the Customer Service Facilities, and (c) to the extent not needed to satisfy reasonably expected project costs or debt service due for rental automobile related facilities set forth in the Aviation Authority’s Capital Improvement Plan, any other project or facility for which general airport revenues may be lawfully used or to the extent pledged as a source of repayment for debt.

At the September 2023 Aviation Authority Board meeting, the Aviation Authority adopted the Fourth Amended and Restated Resolution (Fourth Resolution) regarding Customer Facility Charges, increasing the CFC to \$6.00 per transaction day, with a maximum collection period of 7 days. The increase was intended to provide funding to enhance the rental car customer experience and rental automobile concessionaires (“RACs”) operations with improved facilities. In October 2023, at the request of the RACs, the Aviation Authority adopted The Fifth Amended and Restated Resolution Authorizing Collection of a Customer Facility Charge (Fifth Resolution) at the Orlando International Airport, which delayed the implementation of the CFC increase to December 1, 2023.

ISSUES

In light of the significant growth in traffic and as part of the evaluation of improved and expanded facilities for rental car operations and enhancements to the rental car customer experience, the Aviation Authority, with the support of the RACs has decided to pursue the design and construction of a consolidated rental car facility (“ConRAC”). A ConRAC would consolidate rental car operations from all terminals into its own dedicated facility. This consolidation would free up significant space in the passenger parking garages currently occupied by the RACs.

The ConRac is expected to be funded primarily by CFCs. In order to generate sufficient cash and debt proceeds to pay for the design and commencement of construction of the ConRAC, and to adequately support CFC backed bond debt that will be needed to finance the bulk of the construction project, Staff is recommending that the CFC be increased to \$9.00 per transaction day, for the same maximum of 7 days. Non-traditional financing sources, such as

low-cost Transportation Infrastructure Finance and Innovation Act (“TIFIA”) loan from the U.S. Department of Transportation and other ConRAC use payments will be considered in order to keep the CFC increase to a minimum.

Staff notified the RACs operating at MCO of the recommended increase in CFC and provided the RACs with a draft of the proposed Sixth Resolution. Staff also discussed the rationale for the proposed increase with the RACs. The RACs asked questions and proposed certain changes to clarify how to address rentals that begin before the effective date of the increased CFC but end after the effective date and how to address reservations made before the effective date for dates after the effective date. Staff and the RACs discussed the proposals and Staff have incorporated some, but not all, of the RACs recommendations. Staff consider the RACs to be supportive of the project and understanding of the need for the increase. Staff, in the spirit of the partnership, incorporated into the proposed Sixth Resolution that the effective date be delayed until November 1, 2024, in order to give the RACs ample time to inform their customers of the increase.

SMALL BUSINESS

Not applicable.

ALTERNATIVES

The Board can accept, reject, or modify this proposed resolution.

FISCAL IMPACT

Based on the June 2024 rolling 12-month rental car transaction days at MCO, it is anticipated that the Aviation Authority would receive approximately \$32,800,000 in additional CFC Revenue in FY 25 as a result of these changes.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to adopt the Sixth Amended and Restated Resolution Authorizing Collection of a Customer Facility Charge (Sixth Resolution) at Orlando International Airport, increasing the CFC to \$9.00 per transaction day for a maximum of 7 days for rental car transactions commencing after November 1, 2024, regardless of when the reservation for such transaction was made.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kevin J. Thibault, P.E., Chief Executive Officer

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation to Approve the Third Amended and Restated Resolution Relating to Airline Rates and Charges and Airline Operating Terms and Conditions for the Use of Facilities and Services at Orlando International Airport, and Various Airline Rate Documents Described Herein

BACKGROUND

Airline rates and charges and operating terms and conditions have been established by resolution since November 1, 2013, as opposed to being set forth in leases with each individual airline. Rates and charges are established under the resolution by applying certain formulas to the cost of airport facilities and equipment (Rate Methodology). Airlines that commit to use and pay for certain space over time and who agree not to challenge the Rate Methodology are offered the chance to share in excess airport revenues by signing a Rate and Revenue Sharing Agreement (Revenue Sharing Agreement). Since 2013 there have been periodic refinements to the Rate Methodology and to the revenue sharing arrangement with the airlines. The current Rate Methodology and Rate and Revenue Sharing Agreement became effective October 1, 2019. The Revenue Sharing Agreement expires September 30, 2024.

The Rate Methodology is designed to recover from the air carriers using the Orlando International Airport (MCO) their fairly allocated share of costs in accordance with the U.S. Department of Transportation's Policy Regarding Airport Rates and Charges, 61 Fed. Reg. 31994 (Jun. 21, 1996), as amended, and other applicable laws. Documentation in support of implementing rates and charges and operating terms and conditions by Rate Resolution include:

1. Third Amended and Restated Resolution of the Greater Orlando Aviation Authority Relating to Airline Rates and Charges and Airline Operating Terms and Conditions for the Use of Facilities and Services at Orlando International Airport
2. Rate Book containing the Rate Methodology beginning in Fiscal Year 2025
3. Operating Permit which allows an airline to operate on a monthly basis
4. Letter of Authorization which allows an airline to commit to use and pay for facilities other than on a per use basis
5. Airline Operations Procedures which contain detailed operating rules
6. Revenue Sharing Agreement for Fiscal Year 2025 through Fiscal Year 2026 which provides for revenue sharing with participating airlines

ISSUES

After several in-person consultation meetings, the exchange of several offers and counteroffers with the Participating Airlines, GOAA presented its final counteroffer to the airlines at the FY 2025 budget meeting on July

18, 2024. Based on comments by the airlines at this meeting, the rate documents were further revised to their final form as documented in a communication on July 22, 2024.

Essential elements of the proposed changes to the Rate Resolution, Rate Methodology, and Revenue Sharing Agreement include the following:

1. Revise the priority and allocation of Remaining Revenues between the Aviation Authority and the Participating Airlines in each Fiscal Year by (a) increasing the Authority's share of the first tranche from \$55 million to \$110 million, (b) increasing the Participating Airline's first tranche from \$10 million to \$17 million, (c) adding a new third step allocation whereby 75% of the amounts paid by the airlines in debt service coverage in the Fiscal Year is credited back to the Participating Airlines with the Authority retaining 25%, and (d) any amounts remaining shared 50/50.
2. Simplify the Baggage Handling Service ("BHS") Fee from differential fees for each of Terminals A/B and Terminal C enplaning and deplaning passengers to a single airport wide BHS fee per passenger (enplaning and deplaning) and eliminate any adjustments to the total BHS fee requirement based on millions of annual passengers (MAP).
3. Include debt service coverage in rate base without regard to projected or actual all-in coverage (with sharing 75% to Participating Airlines to the extent available).
4. Recover the cost of Authority office space in the terminals through an allocation of the cost of this space based on the Terminal Rate to each of the cost centers. The Aviation Authority office space will continue to be classified as Rentable Space.
5. Implement a new security screening checkpoint (SSCP) fee per enplaned passenger with SSCP space reclassified from non-rentable to Rentable Space. The SSCP space times the Terminal Rate will be multiplied by 97% to yield the SSCP requirement for the airlines. Enplaned passengers account for approximately 97% of current TSA checkpoint counts.

SMALL BUSINESS

Not applicable.

ALTERNATIVES

None.

FISCAL IMPACT

Gross passenger airline revenue budgeted for FY 2025 is \$438 million.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation to: (1) approve the Third Amended and Restated Resolution Relating to Airline Rates and Charges and Airline Operating Terms and Conditions for the Use of Facilities and Services at Orlando International Airport; (2) approve the Rate Book, the Rate Methodology described therein, and the specific Rates and Charges calculated thereunder for the use and occupancy of the Airport beginning October 1, 2024, and authorize the Chief Executive Officer to provide notice to the airlines operating at the Airport of such Rates and Charges; (3) authorize the Chief Executive Officer to approve and provide notice to the Airlines of Rates and Charges for future fiscal years that are calculated in accordance with the Rate Methodology approved hereby and to deliver such notice in the form of a Rate Book or rate schedule; (4) approve the form and concept of the Rate and Revenue Sharing Extension Agreement (through FY 2026) for use with existing Participating Airlines and the Rate and Revenue Sharing Agreement for new Participating Airlines, including for each any changes thereto not inconsistent with the Resolution that are deemed reasonable and appropriate by the Chief Executive Officer after review by legal counsel; (5) authorize and direct the Chief Executive Officer to execute from time to time Rate and Revenue Sharing Extension Agreements with airlines satisfying the

conditions thereof to the extent a sufficient number of airlines, in the Chief Executive Officer's discretion, executes such agreements; (6) approve the forms of new Letter of Authorization and Operating Permit and an Extension Agreement for execution by existing Participating Airlines, including any changes thereto not inconsistent with the Resolution that are deemed reasonable and appropriate by the Chief Executive Officer after review by legal counsel, and authorize and direct the Chief Executive Officer to execute from time to time Letters of Authorization and Operating Permits and any documents serving a similar function with airlines satisfying the conditions thereof; (7) authorize Staff to develop, adopt, amend, modify, and implement from time to time such operational policies and procedures for the use and occupancy of the Airport that are not inconsistent with the Resolution; and, (8) request Orlando City Council concurrence, as necessary, to any of the foregoing requiring City approval.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kathleen M. Sharman, Chief Financial Officer

DATE: August 21, 2024

ITEM DESCRIPTION

Recommendation for Preliminary Approval of Fiscal Year 2025 Aviation Authority Budget

BACKGROUND

The Aviation Authority Staff has prepared a preliminary 2024-2025 Fiscal Year Budget for Orlando International Airport (MCO) and Orlando Executive Airport (ORL). A resolution authorizing the Aviation Authority's preliminary 2024-2025 Fiscal Year Budget is required by the Aviation Authority Board. The Orlando City Council will conduct a public hearing within ten days of receipt of this preliminary budget.

ISSUES

To align the budget with the goals of the Authority's Strategic Plan, and to assist in providing an exceptional travel experience for your customers, we are pleased to present the budget for the fiscal year 2024-2025. The proposed fiscal year 2025 budget does include an 10.3% increase in Operating and Maintenance (O&M) expenses over the prior year budget. Significant drivers of this increase include:

- Additional Staff to meet the growing needs of the Authority.
- Salary and benefit modifications to retain current staff and attract new talent, both internally and with our contractors and terminal ambassadors.
- General cost of providing goods and services, including increased contractual costs on maintenance agreements and increased contract costs for employee and passenger shuttle services as the Authority continues to compete with local municipalities and theme parks to hire bus drivers and maintenance workers.

The proposed budget also includes five methodology changes that are included in the Rate Methodology changes proposed in a separate board item on this agenda.

Attached please find more detailed information relating to the proposed budget of the Greater Orlando Aviation Authority for the fiscal year ending September 30, 2025.

MCO Preliminary 2024-2025 Fiscal Year Budget

A summary comparison of the budget from the current fiscal year and the proposed budget are provided below:

	FY 2025	FY 2024
Revenues	\$941,278,000	\$831,620,000
Less Airport Exclusive Revenues	(\$8,234,366)	(\$6,317,042)
Adjusted Revenues	\$933,043,634	\$825,302,958
Expenses		
Operations & Maintenance/Reserve	\$575,826,667	\$536,878,333
Debt Service – GARB	\$139,958,889	\$104,754,710
Debt Service – PFC Supported	\$73,688,720	\$80,213,737
Less: Available PFC Revenues	(\$73,688,720)	(\$80,213,737)
Central Energy Plant	\$10,189,285	\$10,189,285
Total Airport Requirement	\$725,974,841	\$651,822,329
Gross Remaining Revenues	\$207,068,794	\$173,480,630
Debt Service Coverage Ratios:		
Senior Lien Debt	5.15x	5.85x
All Indebtedness	2.00x	2.04x
Cost Per Enplaned Passenger (CPE)	\$13.53	\$10.64
CPE for Participating Airlines	\$11.92	\$9.28

Expenditures:

The proposed Operation and Maintenance (O&M) Budget for Fiscal Year 2025, totaling \$567.0 million, is budgeted to increase approximately \$52.9 million over Fiscal Year 2024. Significant variances are listed below:

- Salaries and Benefits - \$9.2M increase includes COLA, benefits, and 29 new employees.
- General Consultant - \$1.1M increase includes Planning Services, Wayfinding Studies, and Three Full-time OAR Support.
- Other Professional Services - \$4.7M increase includes Security Operations for Screening Passengers and Deliveries, Digital Signage Annual Increase, New Innovation Projects, Staff Support for Cost Reporting, Construction Committee Review, Capital Support, Tenant Project Oversight, Small Projects, and Airport Risk Management and Safety Compliance.
- Landscaping - \$1.1M New Contracts and Annual Increase in Contract Rates.
- Janitorial Services - \$5.3M New Contract and Annual Increase in Contract Rate.
- Management Contracts - \$17.0M Increase in Parking and Shuttle contracts due to New Contracts that Includes Providing Buses. City of Orlando OPD Includes Salary and Benefit Increases of 6% and a City Wide Increase of 4%. Also, Includes Increase in Hotel Expenses as Guests Return Increasing Occupancy.
- Other Contractual Services - \$3.6M Includes Mobility Vehicles that Includes Drivers and New Full-year Contract for Traffic Enforcement.
- Utilities - \$1.0M Increase 3% for Estimated Power/Water Usage.
- Property & Casualty - \$2.5M Increase in Total Insured Values and Adding Completed Projects.
- Maintenance Contracts - \$6.0M Annual Increase in Various Contracts.
- Other Promotional Activities - \$0.7M for Various Special Projects.
- Retiree Health and Life Insurance - \$0.7M Increase Annual Contribution for OPEB.

Revenues:

The proposed Revenue Budget for Fiscal Year 2025 is \$941.3 million, an increase of approximately \$109.7 million, as compared to the budget for Fiscal Year 2024. The factors responsible for the net increases are:

- Landing Fees – \$4.5M increase in rate due to increase in O&M Expenses, Debt Service and Coverage, and recovery of the cost of Authority administrative space in the Terminals
- Apron Fees - \$1.5M increase in the Net Apron Requirement, due to increase Debt Service in O&M Expenses, Coverage, and recovery of the cost of Authority administrative space in the Terminals
- Ramp Parking & RON Fees - \$0.4M increase due to same increases as Apron
- Airline Equipment - \$1.0M increase in rate base costs due to Debt Service and Coverage
- Fuel Systems - \$0.2M increase on hydrant fueling
- Terminal Premises Rentals - \$46.8M increase in rate resulting from increase in O&M Expenses, Debt Service and Coverage, and recovery of the cost of Authority administrative space in the terminals, and addition of Security Screening checkpoint fee
- Baggage - \$14.4M increase in direct BHS O&M Expenses and terminal rental rate as well as conversion to single airport wide BHS
- FIS & Facility Fee - \$7.7M increase in rates and international passengers
- Concession - \$10.4M increase reflected in MAGs and additional concessions
- Other Building and Grounds - \$0.9M increase in commercial rental rates
- Hotel - \$2.5M increase in occupancy, average room rate, and ancillary services
- Parking and Ground Transportation - \$8.9M increase with additional parking capacity
- Rental car - \$3.1M increase due to new lease of rental car overflow parking
- Commercial lane - \$4.0M increase due to dwell and congestion fees
- Rail Station - \$1.6 increase on concession revenue and passenger boarding fees with increased rail passengers
- Other Operating and Non-Operating items – \$0.5M activity/demand increase in miscellaneous reimbursable items such as badges and telecom charges
- Interest - \$1.3M increase in rates and investment balances

The expenditures and revenues detailed above resulted in rates and charges which were presented to the airlines on July 18, 2024, and shared as modified on July 22, 2024, and shared with the airlines. A budget comparison of the Rates & Charges for Fiscal Year 2025, compared to Fiscal Year 2024, for MCO is summarized below:

	Budget FY 2025	Budget FY 2024
CPE for Participating Airlines	\$11.92	\$9.28
CPE All Airlines	\$13.53	\$10.64
Landing Fees per 1000/lbs.	\$2.2023	\$2.0323
Apron Fee per gate	\$113,964	\$94,397
Terminal Premises Rate per square foot	\$226.93	\$204.43
Airline Equipment Charge per gate	\$111,181	\$97,415
North Inbound Baggage System Fee per deplaned passenger	-	\$1.84
North Outbound Baggage System Fee per enplaned passenger	-	\$1.85
South Inbound Baggage System Fee per deplaned passenger	-	\$2.30
South Outbound Baggage System Fee per enplaned passenger	-	\$3.10
Single Airport Wide Baggage System Fee per enplaning and deplaning passenger	\$2.22	

South Terminal Annual Common Use Fee per annual access gate	\$642,757	\$580,673
FIS Fee Per Person	\$6.00	\$4.50
Security Checkpoint Fee per enplaned passenger	\$1.17	-

ORL Preliminary 2024-2025 Fiscal Year Budget

A budget comparison of the Budget for Fiscal Year 2025 compared to Fiscal Year 2024 for ORL is summarized below:

	<u>FY 2025</u>	<u>FY 2024</u>
Revenues		
Aviation Related	\$1,349,797	\$1,330,554
Commercial Properties	\$2,798,010	\$3,115,486
Other Revenue	\$717,726	\$513,960
Federal Relief	-	\$748,100
Total Revenues	<u>\$4,865,533</u>	<u>\$5,708,100</u>
Contribution from OEA Revenue Fund	<u>\$5,826,848</u>	<u>-</u>
Total Revenues and Other Contributions	\$10,692,381	\$5,708,100
Expenses		
Operations & Facilities	\$2,092,580	\$1,961,820
Safety & Security	\$1,325,190	\$1,811,230
Administration	\$736,770	\$754,020
Other Expenses	<u>\$351,400</u>	<u>\$329,930</u>
Total Expenses	<u>\$4,505,940</u>	<u>\$4,857,000</u>
Capital Outlay and Improvements	<u>\$6,186,441</u>	<u>\$851,100</u>
Total Expenses and Capital Outlay	\$10,692,381	\$5,708,100

Revenues:

- Aviation Related - Approximately \$19,000 in increased revenues from new land rental.
- Commercial Properties - Approximately \$318,000 decrease in revenues from commercial leases cancelled at Colonial Promenade
- Other Revenues – Approximately \$204,000 increase in interest income and other operating
- Federal Relief – decrease of \$748,000 due to close out of the CARES grant
- Contribution from OEA Revenue – approximately \$5.8 million dollar increase to utilize previously received CARES funds as matching funds for grant funded construction projects.

Expenses:

- Operations and Facilities increases of approximately \$131,000 for increased contractual services for Colonial Promenade and Aviation Authority salaries and benefits.
- Safety and Security decreased of \$486,000 due to adjustments to the contract services from Orlando Fire Department

- FY 25 Capital Outlay and Improvements increases of \$5.3 million. This is primarily made up of matching funds for grant projects such as Runway 7-25 Rehabilitation, East Ramp Phase 1a and 1b, a stormwater assessment, OUC infrastructure, stormwater restoration and generator installation.

In summary, the preliminary 2024-2025 Fiscal Year Budget for MCO is \$941,278,000 and the preliminary budget for ORL is \$10,692,381.

SMALL BUSINESS

Not applicable.

ALTERNATIVES

The Aviation Authority Board could modify the preliminary 2024-2025 Fiscal Year Budget.

FISCAL IMPACT

The total budget for Fiscal Year 2025 is \$941,278,000 for MCO and \$10,692,381 for ORL.

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to: (1) adopt the attached resolution approving the 2024-2025 preliminary budget; (2) request Orlando City Council to conduct a public hearing on the preliminary budget within ten days of receipt of the budget; and, (3) authorize an Aviation Authority Officer to execute any necessary documents.

**RESOLUTION BY THE GREATER ORLANDO AVIATION AUTHORITY
CONCERNING THE AVIATION AUTHORITY'S
2024-2025 FISCAL YEAR BUDGET**

WHEREAS, the City of Orlando, Florida (the "City") a municipal corporation in the County of Orange, State of Florida, owns the Orlando International Airport and Orlando Executive Airport (the "Airports"); and

WHEREAS, the Greater Orlando Aviation Authority (the "Authority"), pursuant to Chapter 57-1658, Special Laws of Florida 1957, as amended, The Greater Orlando Aviation Authority Act as codified and amended (the "Act"), was created and established to exercise those powers granted under the Act; and

WHEREAS, the City, pursuant to the Act and Operation and Use Agreement with the Authority dated September 27, 1976, as amended and restated as of October 1, 2015, transferred custody, control and management of the Airports to the Authority; and

WHEREAS, the Authority, at its meeting of August 21, 2024, considered the matter of its preliminary 2024-2025 Fiscal Year Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE GREATER ORLANDO AVIATION AUTHORITY:

1. That the preliminary annual Budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025, is necessary to provide for anticipated expenditures of the Authority for all of its projects during the ensuing fiscal year, including operating expenses, capital outlays, materials, labor, equipment, supplies, payments of principal and interest on all outstanding revenue bonds and subordinated indebtedness of the Authority, and sinking fund and reserve requirements of such bonds and other subordinated indebtedness; and represents the judgment and intent of the Authority as to the needs of its Departments as to their fiscal requirements for the ensuing fiscal year.

2. That such preliminary Budget provides for expenditures only to the extent of funds legally available to the Authority for the ensuing fiscal year from established sources, based upon

past experience and reasonable projections thereof, and from new projects or new sources of income of the Authority.

3. That said preliminary annual Budget, attached hereto and made part hereof, is hereby adopted and submitted to the City Council of the City of Orlando, Florida.

4. That the City Council of the City of Orlando is requested, within ten (10) days of its receipt of such preliminary Budget, to conduct a public hearing with respect thereto.

5. That a copy of the preliminary Budget be filed in the Authority's documentary files.

BE IT FURTHER RESOLVED that funds in the Budget for the fiscal year ended September 30, 2024, which have been encumbered prior to that date as a result of purchase orders issued by the Greater Orlando Aviation Authority are hereby reappropriated as part of the Budget for the fiscal year commencing October 1, 2024.

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon its adoption.

PASSED AND ADOPTED this 21st day of August 2024.

GREATER ORLANDO AVIATION AUTHORITY

BY

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: _____



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Brad Friel, Senior Vice President, Multi-Modal Planning and Environmental

DATE: August 21, 2024

TYPE OF RELEASE

Request for Statement of Qualifications

SERVICE/TYPE

Continuing Signage Construction Services (W515)

RELEASE DATE

August 2024

COMMITTEE AND DATE

Procurement Committee / October 2024

AWARD DATE

December 11, 2024

SCOPE/SERVICES

The scope of work to be performed under these continuing signage construction contracts includes, but is not limited to, the layout, fabrication, programming, and installation of new and the replacement of outdated and obsolete static wayfinding signage (sign cans and/or sign panels) for interior, exterior, roadway, and other public facility work. This work may also include dynamic signage with head-end and network installation as well as low and high voltage sign power requirements, interactive signs, video walls, and other forms of the new messaging technologies.

SMALL BUSINESS PARTICIPATION

Proposers will be required to prepare a written action plan that demonstrates the Proposer's understanding of the Aviation Authority's Disadvantaged Business Enterprise (DBE), Minority and Women Business Enterprise (MWBE), Local Developing Business (LDB) and Veteran Business Enterprise (VBE) Participation Programs, and how the Proposer will achieve the participation goals for these type of services. The Aviation Authority will establish DBE, MWBE, LDB, or VBE participation goals for each negotiated project or scope.

VALUE/TERM

\$250,000 - \$500,000 per year per contract. Term will be for a period of five years. The Aviation Authority intends to select multiple firms to enter into non-exclusive no-cost base agreements with negotiated rates. Specific projects/scopes of services will be negotiated and added to the agreement via contract addenda.

INCUMBENT

AC Signs, LLC; Media 1 Signs Inc.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Senior Vice President, Operations

DATE: August 21, 2024

TYPE OF RELEASE

Request for Proposals

SERVICE/TYPE

Autonomous Vehicle Services

RELEASE DATE

October 2024

COMMITTEE AND DATE

Procurement Committee – December 2024

AWARD DATE

January 2025

SCOPE/SERVICES

This Request for Proposal is to provide Autonomous Vehicle Services for courteous, safe, and expeditious movement of customers. This will be accomplished by providing and managing a fleet of autonomous vehicles and operators for passenger movement from Surface Lot 1 to the Train Station, at Orlando International Airport.

SMALL BUSINESS PARTICIPATION

The RFP will have an estimated Small Business participation goal of 20%, subject to final scope and availability.

VALUE/TERM

The Contract term will be for five years. The value of the five-year term is estimated at \$6,550,000.

INCUMBENT

New contract.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Senior Vice President, Operations

DATE: August 21, 2024

TYPE OF RELEASE

Request for Proposals

SERVICE/TYPE

Driver Training Simulator System

RELEASE DATE

November 2024

COMMITTEE AND DATE

Procurement Committee – January 2025

AWARD DATE

February 2025

SCOPE/SERVICES

This Request for Proposal is for Driver Training Simulator system. The RFP will be for hardware, software and support services. Simulated Driver Training is a required component of the Aviation Authority's Driver Training Program. These simulators allow to safely operate a vehicle on the airport's movement area without direct exposure to air traffic or other hazards that may present in the Air Operations Area.

SMALL BUSINESS PARTICIPATION

This RFP will not include small business participation goal due to limited and specialized scope.

VALUE/TERM

The contract term will be for five years. The value of the five-year term is estimated at \$940,000.

INCUMBENT

New contract.



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Marquez A. Griffin, Chair, Procurement Committee

DATE: August 21, 2024

ITEM DESCRIPTION

Notification of Committee Recommendations to the Chief Executive Officer for Approval at the August 21, 2024, Aviation Authority Board Meeting

BACKGROUND

The attached list represents contracts executed by the Chief Executive Officer or designee per Board Policy or requiring notification to the Board.

The following list represents contracts recommended by the Procurement Committee (PC) to be executed by the Chief Executive Officer requiring notification to the Aviation Authority Board:

- Amendment to Addendum No. 36 to the Continuing Program and Project Management Services Agreement with Geotech Consultants International, Inc. dba GCI, Inc. (GCI) for Fiscal Year (FY) 2024 Staff Extension Support Services for Small Projects, including Project Manager and Project Coordinator Services for the Construction Department at the Orlando International Airport (MCO), for the total deductive not-to-exceed fees amount of (\$100,000, with funding credited to previously-approved Operations and Maintenance Funds. Addendum No. 36 was approved by the Aviation Authority on September 27, 2023, for the total amount of \$332,862. Since then, staff have reviewed the budget for these services and determined that the budgeted funding will not be fully expended. A reduction in this funding can be achieved without affecting the remaining services needed through FY 2024. This reduced funding will be reallocated to the previously-approved Operations and Maintenance Funds. The Aviation Authority has reviewed the proposal from GCI and determined that the proposed deductive amendment to Addendum No. 36 does not have any impact on the small business participation. *[Reference PC Meeting held July 23, 2024, Agenda Item No. III-H].*
- Addendum to the Continuing Environmental Engineering Consulting Services Agreement with Montrose Environmental Solutions, Inc. (Montrose) for FY 2024 On-Call Environmental Compliance Services at MCO, for the total not-to-exceed fees amount of \$30,000, with funding from previously-approved Operations and Maintenance Funds. Services will include on-call environmental compliance services in support of MCO and tenant compliance with applicable environmental permits or standards. These services include evaluations and inspections of MCO sites, both tenant and Aviation Authority operated, to ensure environmental compliance. Inspections include evaluation of storage systems, hazardous materials usage, site-specific drainage, significant spills and leakage, oil/water separators, petroleum storage tank conditions and documentation, stormwater conditions, grease trap conditions, grounds maintenance and environmental record keeping. Services also include deficiency reporting, accommodation/access to network and records storage locations, immediate potential hazard evaluation and reporting, and assistance with identification and evaluation of potential Airport Improvement Program (AIP) grants and funding for planning and development of public-use airports that include the National Plan of Integrated

Airport Systems. The Aviation Authority has reviewed the proposal from Montrose, and determined that Montrose does not propose any small business participation on this addendum, and certifies that Montrose is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held July 23, 2024, Agenda Item No. III-F].*

- Addendum to the Continuing Environmental Engineering Consulting Services Agreement with Terracon Consultants, Inc. (Terracon) for FY 2024 On-Call Environmental Engineering Consulting Services at MCO, for the total not-to-exceed fees amount of \$30,000, with funding from previously-approved Operations and Maintenance Funds. Services will include conducting all phases of environmental review, planning, assessment and response; spill prevention planning and implementation, response and management plans; and interfacing with regulators and industry professionals to develop communication strategies, disposal options, soil and other material and waste management protocols, sampling and engagement, with stakeholders; and all other related services. The Aviation Authority has reviewed the proposal from Terracon, and determined that Terracon does not propose any small business participation on this addendum, and certifies that Terracon is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held July 23, 2024, Agenda Item No. III-G].*
- Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. (Ricondo) for Airport Layout Plan (ALP) Update Support Services at MCO, for the total not-to-exceed fees amount of \$40,000, with funding from previously-approved Capital Expenditure Funds. Services include any ALP updates needed to reflect new development or proposed capital projects not indicated in the current Federal Aviation Administration (FAA)-approved ALP for MCO as well as modifications to existing conditions or future development included in the FAA-approved ALP. Any such ALP updates will be submitted by the Aviation Authority to the FAA for approval as part of “pen-and-ink change” requests. The Aviation Authority has reviewed the proposal from Ricondo, and determined that Ricondo does not propose any small business participation on this addendum, and certifies that Ricondo is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held July 23, 2024, Agenda Item No. III-A].*
- Amendment to Addendum No. 44 to the General Consulting Services Agreement with Ricondo for Additional FY 2024 On-Call General Consulting Services at MCO, for the total not-to-exceed fees amount of \$80,000, with funding from previously-approved Operations and Maintenance Funds. Services will include on-call as-needed general consulting services related to airfield analyses, terminal planning/programming, airspace analyses, vertiport planning, airport activity forecasting, capital improvement program support and implementation services, cargo and general aviation facility concept development, benchmarking analyses, preparation of 3D renderings, aircraft parking plan analyses, and all other related miscellaneous general consulting and advisory services. The Aviation Authority has reviewed the proposal from Ricondo, and determined that Ricondo does not propose any small business participation on this amendment, and certifies that Ricondo is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held July 23, 2024, Agenda Item No. III-B].*
- Addendum to the General Consulting Services Agreement with Ricondo for Project Implementation Staff Support Services at MCO, for the total not-to-exceed fees amount of \$32,805, with funding from previously-approved Operations and Maintenance Funds. Services will include staff extension support services related to professional consulting services for strategic planning, congestion management, master planning, terminal planning/programming, capital improvement program or project implementation support, and other related miscellaneous general consulting services. The Aviation Authority has reviewed the proposal from Ricondo, and determined that Ricondo proposes 4.3% MWBE participation on this addendum, and certifies that Ricondo is in good standing as it relates to its small business participation. *[Reference PC Meeting held July 23, 2024, Agenda Item No. III-C].*
- Amendment to Addendum No. 59 to the General Consulting Services Agreement with Ricondo for Additional FY 2024 On-Call General Consulting Services at Orlando Executive Airport (ORL), for the total

not-to-exceed fees amount of \$13,062, with funding from previously-approved Operations and Maintenance Funds. Services will include on-call as-needed miscellaneous general consulting or advisory services related to assistance with preparation of site plans for helicopter operations, development of parcels, and commercial properties at ORL. The Aviation Authority has reviewed the proposal from Ricondo, and determined that Ricondo does not propose any small business participation on this amendment, and certifies that Ricondo is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held July 23, 2024, Agenda Item No. III-D].*

- Addendum to the General Consulting Services Agreement with Ricondo for an Economic Impact Study of Advanced Air Mobility (AAM) at MCO, for the total not-to-exceed fees amount of \$48,443, with funding from previously-approved Capital Expenditure Funds. Services will include conducting an economic impact study for AAM within the East Airfield development site at MCO. Ricondo will employ general methodologies and definitions of economic impact as described by the Federal Aviation Administration (FAA). The FAA stated that economic impacts measure the importance of aviation as an industry in terms of the employment it provides and the goods and services it consumes. In addition, economic impacts are the beneficial results that help to generate and sustain public support for airports. The Aviation Authority has reviewed the proposal from Ricondo, and determined that Ricondo proposes 5.1% MWBE participation on this addendum, and certifies that Ricondo is in good standing as it relates to its small business participation. *[Reference PC Meeting held July 23, 2024, Agenda Item No. III-E].*

PROCUREMENT SUBMITTALS FOR BOARD NOTIFICATION - August 2024 ITEMS								
Action	Competition	Vendor	Committee Approval	Cost	Funding	Description of Goods or Service	Terms	Date Signed
Award	24-260	Atlantic Employee Screening	VPPS	\$ 240,000.00	O&M	Pre-Employment Background Investigation Services	8/1/2024-7/31/2029	7/29/2024
Amendment	PS-352	Arthur J Gallagher Risk Management Services LLC	VPPS	\$ 235,542.00	O&M	Amendment No. 6 12-month Extension Pricing	5/1/2024-4/30/2025	5/22/2024
Amendment	PS-352	Arthur J Gallagher Risk Management Services LLC	VPPS	\$ 8,000.00	O&M	Amendment No. 7 Contract Adjustment - to provide Phase 2 Enterprise Risk Management (ERM) Needs Assessment for the Aviation Authority.	5/20/2024-9/30/2025	6/25/2024
Non-Competitive	Emergency Purchase EP-00477	Central Florida Pump	CEO	\$5,775.00	O&M	Repairs to E-31 Lift Station, replaced pump/motor, copper pipe, relays and the control panel.	One time Servcies	4/11/2024
Non-Competitive	Emergency Purchase EP-00481	Ready Plumbing and Fire Protection	CEO	\$6,865.00	O&M	Replaced a defective 3" backflow preventer assembly with OS&Y valves - \$6865.00 B Terminal Cooling Tower	One time Servcies	4/11/2024
Non-Competitive	Emergency Purchase EP-00482	AC Signs, LLC	CEO	\$13,700.00	O&M	Allegiant & VIVA Airlines logos needed to be added and arranged alphabetically to all overhead signs for Terminal B.	One time Servcies	4/23/2024
Non-Competitive	Emergency Purchase EP-00487	RW Services	CEO	\$6,800.35	O&M	Water and grease leaked into a plumbing chase and overflowed into the Vanderlande breakroom. Contractor performed extraction of water/grease, disposal and application of anti-microbial agent to surfaces.	One time Servcies	6/5/2024
Non-Competitive	Emergency Purchase EP-00491	Frank Gay Commercial Services	CEO	\$8,661.08	O&M	Replaced deteriorating pipe AS4 Ramp level has 40' of sanitary sewer drainpipe which is cracked causing buildup of trash and bugs.	One time Servcies	6/5/2024
Non-Competitive	Emergency Purchase EP-00492	Middlesex	CEO	\$15,436.68	O&M	Install S-3 hot mix asphalt to repair road at Gate E-57. Road had deteriorated to the point it was unsafe for vehicle traffic to pass due to significant potholes and needed to be repaved.	One time Servcies	6/5/2024
Non-Competitive	Emergency Purchase EP-00493	Stark Tech	CEO	\$13,382.40	O&M	South terminal communication room FCU chilled water supply line pipe separated from fitting, contractor needed to freeze flow to make proper repair and add in additional shutoff valves.	One time Servcies	6/5/2024

Action	Competition	Vendor	Committee Approval	Cost	Funding	Description of Goods or Service	Terms	Date Signed
Non-Competitive	Single Source SG-000252	Rural Metro Fire	CEO	\$248,900.00	O&M	The Operations and Use Agreement between the Aviation Authority and the City of Orlando was amended in Jan 24, removing the requirement that the City provide crash services to ORL. ORL is seeking to contract crash services for a trial period of one year. Rural Metro will provide 1 FTE responsible to perform crash response duties at ORL daily, 0700 – 2200. ARFF vehicle and office space will be provided by ORL.	12 months	4/15/2024



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kevin J. Thibault, P.E., Chief Executive Officer

DATE: August 21, 2024

ITEM DESCRIPTION

Notification of Release of RFP/RFB/RFQ/IFB

BACKGROUND

The list below represents the release of documents for different services at the Aviation Authority under \$500,000.00

TYPE OF RELEASE	SERVICE/TYPE	ESTIMATED RELEASE DATE	ESTIMATED AWARD DATE	SCOPE/SERVICE	VALUE/TERM
IFB	Service/5 Years	August 2024	December 2024	Automatic door repair and maintenance services	Less than \$500K
IFB	Service/5 Years	August 2024	October 2024	Photometric and Constant Current Regulators ("CCR") testing and calibration of the airfield light fixtures on the airport's runways	Less than \$500K



MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kevin J. Thibault, P.E., Chief Executive Officer

DATE: August 21, 2024

ITEM DESCRIPTION

Aviation Authority Compensation Study

BACKGROUND

In line with its dedication to attracting and retaining top talent, the leadership of Aviation Authority recognized the need to update its compensation and classification systems to align with best practices. To achieve this objective, the Aviation Authority partnered with Evergreen Solutions, LLC in August 2023. The collaboration aimed to evaluate the strengths and weaknesses of current systems, conduct a comprehensive job and pay grade analysis to ensure internal fairness, gather peer salary data for external benchmarking, and refine the compensation and classification structures to better match market standards. Through this initiative, Aviation Authority leadership gained invaluable insights into employee demographics, sentiments, and market trends, enhancing their understanding of both internal and external equity considerations.

Attached for your information is the executive summary and full report of the compensation study results. Recommended actions related to the compensation study will be presented to the Aviation Authority Board for approval at a later date.



GREATER ORLANDO AVIATION AUTHORITY

Innovation Connecting the World

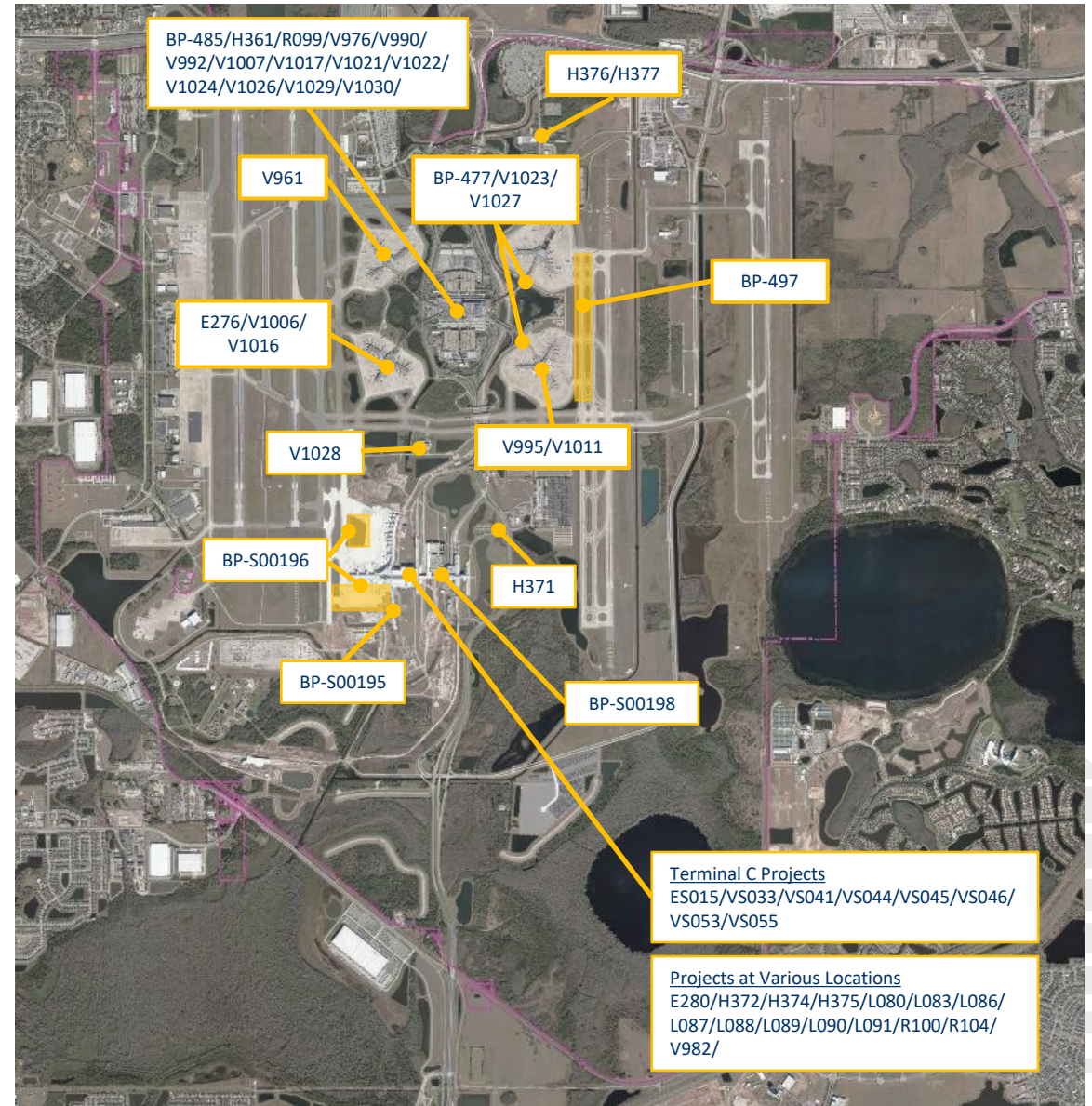
CONSTRUCTION PROGRESS REPORT

For Board Meeting of August 21, 2024



MCO Location Map for Active Construction Projects

Project No	Description	Contractor (Vendor)
BP-00477	AIRSIDES 2 AND 4 APM IMPROVEMENTS	Mitsubishi
BP-00485	HYATT LOBBY RENOVATION (DESIGN/BUILD)	The Weitz Company LLC
BP-00497	TAXIWAYS G & H REHABILITATION - CONSTRUCTION PHASE 1	Hubbard Construction Company
BP-S00195	TERM C, PH 1X - AIRSIDE CONCOURSE	Hensel Phelps Construction
BP-S00196	TERM C, PH 1X - AIRFIELD CIVIL, APRON AND TAXIWAY PAVING, AND GSE FACILITY	Prince Contracting, LLC
BP-S00198	TERMINAL C MULTI-MODAL CONNECTOR PEDESTRIAN BRIDGE & RAC LOBBY (D/B)	The Weitz Company LLC
E-00280	WEST AIRFIELD ELECTRICAL UPGRADES	H. L. Pruitt Corporation
E-S00015	TERMINAL C KVAR PILOT PROGRAM	Electric Services, Inc.
H-00361	JFB (LOOP RD) TERMINAL B ENTRANCE RECONFIGURATION (D/B)	The Middlesex Corporation
H-00371	Wrong Way Signage and Roadway Markings	The Middlesex Corporation
H-00372	TAXIWAY B1 PAVEMENT REPAIRS	The Middlesex Corporation
H-00374	TRITURATOR SEWER LINE REPLACEMENT (DESIGN/BUILD)	Carr & Collier Inc.
H-00375	BEAR ROAD DITCH CLEANING	HORMAC Construction Group, Inc.
H-00376	CARGO ROAD BUILDING 858 PARKING LOT SEALCOAT AND RE-STRIPING	The Middlesex Corporation
H-00377	CASA VERDE PEDESTRIAN CROSSWALK	The Middlesex Corporation
L-00080	ACS/REX BUTTONS REPLACEMENT	Quality Cable Contractors, Inc.
L-00083	N TERMINAL MAIN COMM RM TO S TERMINAL ITF MAIN COMM RM	OBTS
L-00086	ON-CALL LOW VOLTAGE SERVICES (FY24-MOUNTCHOR)	Atlantis Electrical Systems, LLC
L-00087	ON-CALL LOW VOLTAGE SERVICES (FY24-QCC)	Quality Cable Contractors, Inc.
L-00088	ON-CALL LOW VOLTAGE SERVICES (FY24-OBTS)	OBTS
L-00089	ON-CALL LOW VOLTAGE SERVICES (FY24-CNET)	Certified Network Professionals, Inc.
L-00090	ON-CALL LOW VOLTAGE SERVICES (FY24-ARCHIS)	Archis Technologies, Inc.
L-00091	ON-CALL LOW VOLTAGE SERVICES (FY24-PCS)	Precision Contracting Services, Inc.
L-00095	LIDAR INFRASTRUCTURE (QUEUE MANAGEMENT SYSTEM)	OBTS
R-00099	TERMINALS A & B RENTAL CAR QTA CANOPY LEAKS	RUSH Facilities, LLC
R-00100	2022-2023 EMERGENCY ROOF REPAIRS AND WATERPROOFING MAINTENANCE	P&A Roofing and Sheet Metal, Inc.
R-00104	17L/35R VAULT ROOF REPLACEMENT	P&A Roofing and Sheet Metal, Inc.
V-00961	AIRSIDE 1 APM CEILING REPAIRS	The Collage Companies
V-00976	SMART RESTROOM PILOT PROJECT	H.A. Contracting Corporation
V-00982	MCO CAMPUS KEY & LOCK REPLACEMENT	H.A. Contracting Corporation
V-00990	BHS HIGH SPEED DIVERTER (HSD) UPGRADE	H. W. Davis Construction, Inc.
V-00992	REHABILITATION OF STRUCTURAL STEEL COMMERCIAL LANES CANOPIES	Clancy & Theys Construction Co.
V-00995	REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B)	Gomez Construction Company
V-01006	AIRSIDE 3 WING 1 RAMP LEVEL UPGRADES	H.A. Contracting Corporation
V-01007	TERMINAL B AREA 4 LEVEL 2 BHS ROOF REPAIR	H. W. Davis Construction, Inc.
V-01011	AIRSIDE 4 60'S WING RENOVATION (D/B)	Gomez Construction Company
V-01016	AIRSIDE 3 WING 2 RAMP LEVEL RESTROOM REFURBISHMENT	H. W. Davis Construction, Inc.
V-01017	HVAC IMPROVEMENTS FOR GOAA EXECUTIVE OFFICES	The Collage Companies
V-01021	NTC EAST CHECKPOINT HVAC MODIFICATIONS	The Collage Companies
V-01022	NORTH TERMINAL A AND B EAST AND WEST CHECKPOINT SIGNAGE	Gomez Construction Company
V-01023	AIRSIDES 2 AND 4 COOP RAMPS (DESIGN/BUILD)	Clancy & Theys Construction Co.
V-01024	NORTH TERMINAL A-SIDE PARKING GARAGE STORM DRAIN REPAIRS	The Collage Companies
V-01026	AMERICAN AIRLINES AIRSIDE 3 ROOF DRAIN RE-ROUTING	Clancy & Theys Construction Co.
V-01027	AIRSIDES 2 AND 4 COOP RAMPS (DESIGN/BUILD)	H. W. Davis Construction, Inc.
V-01028	CENTERFIELD ARFF TEMPORARY KITCHEN AND DEMOLITION	Clancy & Theys Construction Co.
V-01029	REPLACE LEVEL 2 EV CHARGERS A & B GARAGES	Gomez Construction Company
V-01030	LIDAR INFRASTRUCTURE (QUEUE MANAGEMENT SYSTEM)	The Collage Companies
V-S00033	TERMINAL C CBP AND TSA REGULATORY CHANGES (D/B)	Clancy & Theys Construction Co.
V-S00041	TERMINAL C BHS CANOPY AND CHECKPOINT DELTA IMPROVEMENTS	Clancy & Theys Construction Co.
V-S00044	TERMINAL C TENANT BUILDOUT (COMPLETION OF BP-S187)	The Collage Companies
V-S00045	TERMINAL C ENHANCEMENTS TRASH ROOM PLATFORMS	Gomez Construction Company
V-S00046	TERMINAL C BHS HEADACHE BARS	Clancy & Theys Construction Co.
V-S00053	HVAC DAMPER AT BRIGHTLINE STATION	Gomez Construction Company
V-S00055	TERMINAL C ENHANCEMENTS PROGRAM- FIS PIER MODE LEDs, ACS & DOOR IMPR.	Gomez Construction Company



ORL Location Map for Active Construction Projects

No Active Construction Projects.



GREATER ORLANDO AVIATION AUTHORITY

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PROJECTS IN CONSTRUCTION

BP-00477-MCO AIRSIDES 2 AND 4 APM IMPROVEMENTS

CONTRACTOR: Mitsubishi Heavy Industries America, Inc. **GOAA CONTACTS:**
A/E: Lea & Elliott, Inc. Sponsor: Operations
OAR: WSP USA Inc. **Construction:** Scott Shedek
FUNDING: O&M (Operations & Maintenance Fund),Cap. **PROJECT COST:** \$178,120,550.00
Ex. (Capital Expenditure Fund),PFCs
(Passenger Facility Charges)

SCOPE: Design, fabricate, and install the Operating System (OS) of two Automated People Mover (APM) systems (i.e., replacement of the two existing OS at Airsides 2 and 4) at the Orlando International Airport.

STATUS: Project is in the design/submittal/procurement phase. Preliminary technical design reviews are complete. Contractor continues to conduct site surveys for the power distribution systems, station equipment rooms, and central control room. The phasing plan for coordination with the existing APM system has been approved.

					NOTICE TO PROCEED: 01/24/24	
CONSTRUCTION COST:					TIME(DAYS)	COMPLETION
Original Contract		\$177,808,750.00			1165	04/02/27
Thru Change Order #	2	\$311,800.00	0.2%		0	
Current Contract		\$178,120,550.00			1165	04/02/27
Paid To Date Thru PA #	4	\$10,460,718.34	5.9%		Time: 15.8%	
					ANTICIPATED COMPLETION: On Schedule	

PROJECTS IN CONSTRUCTION

BP-00485-MCO HYATT LOBBY RENOVATION (DESIGN/BUILD)

CONTRACTOR:	The Weitz Company LLC	GOAA CONTACTS:	
A/E:	NONE	Sponsor:	Hyatt Regency Hotel
OAR:	Cost Management, Inc., dba CMI	Construction:	Arlene Grant
FUNDING:	Cap. Ex. (Capital Expenditure Fund)	PROJECT COST:	\$7,948,620.00

SCOPE:

Lobby renovations of the Hyatt Regency Hotel at the Orlando International Airport will include new carpeting and hard flooring/floor tiles; wayfinding signage; new millwork and equipment; replace interior landscaping and planters; new access lighting; light fixtures and ceiling fans; painting and new wall coverings; and, new soft seating/area rugs/televisions.

STATUS:

Project is nearing the completion of the Design Pre-Construction Phase. The 60% estimate and baseline schedule were received in June 2024. Review comments noted several line items within the project deliverables and were returned to the Contractor for clarification and revision. Woven carpeting and artwork shop drawing review processes are underway. Procurement of the owner-furnished chandeliers has been approval and review of the delivery schedule is underway.

				NOTICE TO PROCEED: 11/19/19	
CONSTRUCTION COST:				TIME(DAYS)	COMPLETION
Original Contract		\$882,060.35		365	11/17/20
Thru Change Order #	2	\$293,100.00	33.2%	0	
Current Contract		\$1,175,160.35		365	11/17/20
Paid To Date Thru PA #	11	\$990,518.03	84.3%	Time: 470.1%	

ANTICIPATED COMPLETION: Late 2025

PROJECTS IN CONSTRUCTION

BP-00497-MCO TAXIWAYS G & H REHABILITATION – CONSTRUCTION PHASE 1

CONTRACTOR:	Hubbard Construction Company	GOAA CONTACTS:	
A/E:	AECOM Technical Services, Inc.	Sponsor:	Engineering & Construction
OAR:	The Roderick Group, Inc. dba Ardmore Roderick	Construction:	Scott Shedek
FUNDING:	Cap. Ex. (Capital Expenditure Fund),FAA AIP,FDOT	PROJECT COST:	\$39,266,493.64

SCOPE:

Rehabilitation of a portion of Taxiways G and H and the connectors north of Taxiway E at the Orlando International Airport. Construction work will include resealing the joints and replacing isolated cracked slabs for the concrete pavement, rehabilitating the asphalt shoulders, and improvements for pavement geometry, taxiway markings, lighting and signage.

STATUS:

Scope has been adjusted to leave current taxiways intact, in accordance with ATCT comments and FAA approval. Project schedule has been re-sequenced to incorporate FAA comments. Phases 4 and 5 are complete. Schedule adjustment will then be Phase 1, followed by Phase 3 and finally Phase 2. Change Order No. 1 resolves all costs associated with this scope adjustment and extends the project schedule to accommodate this schedule revision.

CONSTRUCTION COST:

Original Contract		\$32,179,042.64			
Thru Change Order #	1	(\$46,539.76)	-0.1%		
Current Contract		\$32,132,502.88			
Paid To Date Thru PA #	6	\$10,460,343.67	32.6%		

NOTICE TO PROCEED: 12/20/23

TIME(DAYS)	COMPLETION
315	10/29/24
<u>0</u>	
315	10/29/24
Time: 73.7%	

ANTICIPATED COMPLETION: 12/31/2024

PROJECTS IN CONSTRUCTION

BP-S00195-MCO TERM C, PH 1X - AIRSIDE CONCOURSE

CONTRACTOR:	Hensel Phelps Construction Co. dba Hensel Phelps Construction	GOAA CONTACTS:	
A/E:	HNTB Corporation	Sponsor:	Engineering & Construction
OAR:	Jacobs Project Management Co.	Construction:	Scott Shedek
FUNDING:	GARBS (General Account Revenue Bonds),PFCs (Passenger Facility Charges)	PROJECT COST:	\$285,287,850.00

SCOPE:

Concrete, masonry, waterproofing, fireproofing, doors, frames and hardware, tile, resilient tile and carpet, fire suppression, plumbing and Heating, Ventilation, Air Conditioning (HVAC), electrical and low voltage work, elevators and an escalator for four aircraft gates as part of the expansion of Terminal C at the Orlando International Airport.

STATUS:

At S1, ramp level activities continue with overhead MEP rough-in, while at the upper floors, the installation of low roofs progresses alongside exterior metal paneling, interior framing and overhead MEP. At S2, ramp level advancements include the build-out of MER 11 and electrical rooms, with ongoing work on metal paneling, interior drywall installation, overhead MEP rough-in, terrazzo installation, and rooftop equipment setup on the upper floors. Similarly, at S3, ramp level activities involve the build-out of MER 12 and electrical rooms, along with concurrent progress on metal paneling, overhead MEP rough-in, interior drywall, terrazzo, and rooftop equipment installation. At S4, ramp level work focuses on overhead MEP rough-in and PCA room build-out, with chillers and expansion tanks already set. Terrazzo installation is progressing and will move to S1 and restrooms next, while interior framing and preparation for air barrier and metal panel installation continues on the upper floors. At Gate C250, masonry and exterior framing work is in-progress, whereas Gates C251 and C252 undergo exterior close-in and flashing installation. Gate C253 experiences masonry and exterior framing activities. Additionally, BHS canopy foundation work is in-progress, along with bollard installation in the southern half of the bag sortation area.

NOTICE TO PROCEED: 12/06/22

CONSTRUCTION COST:

Original Contract		\$277,006,000.00			
Thru Change Order #	46	\$8,281,850.00	3.0%		
Current Contract		\$285,287,850.00			
Paid To Date Thru PA #	20	\$147,856,186.75	51.8%		

TIME(DAYS)

COMPLETION

1095	12/04/25
0	
1095	12/04/25

Time: 55.1%

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

BP-S00196-MCO TERM C, PH 1X - AIRFIELD CIVIL, APRON AND TAXIWAY PAVING, AND GROUND SUPPORT EQUIPMENT FACILITY

CONTRACTOR:	Prince Contracting, LLC	GOAA CONTACTS:	
A/E:	HNTB Corporation	Sponsor:	Engineering & Construction
OAR:	Jacobs Project Management Co.	Construction:	Christina Taylor
FUNDING:	GARBS (General Account Revenue Bonds),PFCs (Passenger Facility Charges),FAA,FDOT	PROJECT COST:	\$127,829,000.00

SCOPE:

Underground utilities on the ramp and airfield, including drainage, sanitary mains, water, and power work for the expansion of Terminal C at the Orlando International Airport. Construction of all grading, base and pavement for ramp areas, Remain Over Night (RON) areas, taxiway extensions (Taxiway E1); construction of all pavement markings, taxiway signage, and airfield lighting required for the project while maintaining the function of the current airfield as coordinated with Airfield Operations; providing all maintenance of traffic to phase the work and maintain access needed for airfield operations; and maintaining the integrity of the secure fence at all times.

STATUS:

Work is concentrated within Phases 1 and 2A. The new vehicle service road has been constructed and paved. Fuel system installation is in-progress. Hydrant pits and double-walled fuel piping have been installed. Temporary AOA barrier walls and fence installation is ongoing. Batch plant, horizontal, and FDEP permits have been approved.

				NOTICE TO PROCEED: 03/06/24	
CONSTRUCTION COST:				TIME(DAYS)	COMPLETION
Original Contract		\$127,829,000.00		1228	07/16/27
Thru Change Order #	4	(\$37,868.98)	0.0%	0	
Current Contract		\$127,791,131.02		1228	07/16/27
Paid To Date Thru PA #	3	\$3,854,585.42	3.0%	Time: 11.2%	
				ANTICIPATED COMPLETION: On Schedule	

PROJECTS IN CONSTRUCTION

BP-S00198-MCO TERMINAL C MULTI-MODAL CONNECTOR PEDESTRIAN BRIDGE & RENTAL CAR LOBBY (D/B)

CONTRACTOR: The Weitz Company LLC

A/E: NONE

OAR: Jacobs Project Management Co.

FUNDING: CFCs (Customer Facility Charges), FDOT, GARBS (General Account Revenue Bonds)

GOAA CONTACTS:

Sponsor: Engineering & Construction

Construction: Torie Brooks

PROJECT COST: \$113,595,254.00

SCOPE:

Demolition, masonry, waterproofing and caulking, roofing, fireproofing, fire stopping, skylights, interior glass and glazing, curtain wall, doors, frames and hardware, drywall, framing, finishes, fire protection, mechanical, and plumbing work to expand the Ground Transportation Facility Boulevard with conditioned air connection between the Landside Terminal C and the Train Station Complex at the Orlando International Airport. This scope also includes moving walkways and a rental car lobby.

STATUS:

Concrete columns, beams and elevated concrete deck placements are complete for the pedestrian bridge. Structural steel framing is complete. MEP rough-in is ongoing. Roof decking is nearly complete and installation of the roofing system is underway. Garage C fire sprinkler work has commenced. RAC lobby permit was issued and foundation work is underway.

NOTICE TO PROCEED: 07/27/23

CONSTRUCTION COST:

Original Contract		\$113,293,387.00	
Thru Change Order #	6	\$301,867.00	0.3%
Current Contract		\$113,595,254.00	
Paid To Date Thru PA #	9	\$33,689,574.14	29.7%

TIME(DAYS)

COMPLETION

686 06/11/25

0

686 06/11/25

Time: 51.2%

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

E-00280-MCO WEST AIRFIELD ELECTRICAL UPGRADES

CONTRACTOR:	H. L. Pruitt Corporation	GOAA CONTACTS:	
A/E:	Avcon, Inc.	Sponsor:	Maintenance
OAR:	PSA Constructors Inc. dba PSA Management Inc.	Construction:	Tuan N. Nguyen
FUNDING:	Cap. Ex. (Capital Expenditure Fund)	PROJECT COST:	\$3,003,334.00

SCOPE: Provide electrical upgrades to the west airfield electrical system at the Orlando International Airport.

STATUS: All taxiway lighting, signage, cable, fiber from tower to vaults, and beacon replacement activities are complete. Delivery and installation of the new generator, as well as additional electrical installation associated with the generator, will now occur in early 2025.

					NOTICE TO PROCEED: 06/12/23	
CONSTRUCTION COST:					TIME(DAYS)	COMPLETION
Original Contract		\$3,003,334.00			365	06/10/24
Thru Change Order #	1	(\$92,054.82)	-3.1%		0	
Current Contract		\$2,911,279.18			365	06/10/24
Paid To Date Thru PA #	5	\$1,656,115.52	56.9%		Time: 75.6%	
					ANTICIPATED COMPLETION: 3/31/2025	

PROJECTS IN CONSTRUCTION

E-S00015-MCO TERMINAL C KVAR PILOT PROGRAM

CONTRACTOR:	Electric Services, Inc.	GOAA CONTACTS:	
A/E:	HNTB Corporation	Sponsor:	Engineering & Construction
OAR:	AECOM Technical Services, Inc.	Construction:	Scott Shedek
FUNDING:	GARBS (General Account Revenue Bonds)	PROJECT COST:	\$500,000.00

SCOPE:

Install new units, breakers and feeders at the Terminal C Airside at the Orlando International Airport. Scope includes verifying field dimensions of existing equipment in electrical rooms (as-builts); reviewing as-built panel schedules; metering and obtaining power data from panels; designing KiloVolt Amperes Reactive (KVAR) corrections to include detailing unit, sizing breakers and feeders and relocating existing items to make room for new units; and testing, metering, recording, making adjustments, and analyzing for total solution.

STATUS:

Equipment has been installed, inspected and tested. Final commissioning and Owner training activities have been completed. Final cost reconciliation and SCADA system updates are in-progress.

NOTICE TO PROCEED: 11/28/23

CONSTRUCTION COST:

Original Contract		\$135,218.71	
Thru Change Order #	1	\$2,263.64	1.7%
Current Contract		\$137,482.35	
Paid To Date Thru PA #	5	\$122,757.77	89.3%

TIME(DAYS)

120
<u>0</u>
120
Time: 151.7%

COMPLETION

03/26/24
03/26/24

ANTICIPATED COMPLETION: 9/30/2024
--

PROJECTS IN CONSTRUCTION

H-00361-MCO JFB (LOOP RD) TERMINAL B ENTRANCE RECONFIGURATION (D/B)

CONTRACTOR: The Middlesex Corporation

A/E: NONE

OAR: Cost Management, Inc., dba CMI

FUNDING: GARBS (General Account Revenue Bonds)

GOAA CONTACTS:

Sponsor: Multi-Modal Planning &
Environmental

Construction: Scott Shedek

PROJECT COST: \$3,650,700.00

SCOPE:

Design and construct a reconfiguration of the roadway system that enters Terminal B to include the entrances to the Arrivals curb, Departures curb, Ground Transportation curb, Terminal B Parking Garage and Rental Car Return at the Orlando International Airport. Scope also includes any related roadway, building improvement and related services.

STATUS:

Construction activities to reconfigure the roadway are ongoing. Additional signage modifications and new lighting, approved via Change Order No. 1, are complete. Additional exit lane paving, headache bar installation, drainage modifications and installation of barrier walls is pending change order approval and will extend Substantial Completion.

NOTICE TO PROCEED: 12/27/23

CONSTRUCTION COST:

Original Contract		\$3,490,000.00	
Thru Change Order #	2	\$461,755.00	13.2%
Current Contract		\$3,951,755.00	
Paid To Date Thru PA #	5	\$1,130,183.32	28.6%

TIME(DAYS)

COMPLETION

180

06/23/24

42

222

08/04/24

Time: 95.0%

**ANTICIPATED
COMPLETION:
11/30/2024**

PROJECTS IN CONSTRUCTION

H-00371-MCO Wrong Way Signage and Roadway Markings

CONTRACTOR: The Middlesex Corporation

GOAA CONTACTS:

A/E: HDR Engineering, Inc.

Sponsor: Facilities

OAR: Loyal Wingman, LLC

Construction: Scott Shedek

FUNDING: O&M (Operations & Maintenance Fund)

PROJECT COST: \$285,332.00

SCOPE:

Fabricate and install flashing 'Wrong Way' warning signs and roadway pavement markings at the Orlando International Airport. Provide all Maintenance of Traffic required to safely construct all required project elements. Some construction may be coordinated during the day, but pavement markings and some signage must be constructed at night.

STATUS:

The warning signs are long-lead items and have been ordered with delivery anticipated by late August 2024. Roadway activities, such as the pavement markings, are in-progress.

NOTICE TO PROCEED: 06/17/24

CONSTRUCTION COST:

Original Contract \$232,445.00

Thru Change Order # 0 \$0.00 0.0%

Current Contract **\$232,445.00**

Paid To Date Thru PA # 0 \$0.00 0.0%

TIME(DAYS)

140

0

140

Time: 0.00%

COMPLETION

11/03/24

11/03/24

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

H-00372-MCO TAXIWAY B1 PAVEMENT REPAIRS

CONTRACTOR: The Middlesex Corporation
A/E: AECOM Technical Services, Inc.
OAR: Loyal Wingman, LLC
FUNDING: Cap. Ex. (Capital Expenditure Fund)

GOAA CONTACTS:
Sponsor: Facilities
Construction: Scott Shedek
PROJECT COST: \$258,206.00

SCOPE:

Mill and re-surface asphalt paving along the centerline of Taxiway B1 at the Orlando International Airport. Scope will remove and repair rutting for approximately 560 LF between Runway 18L/36R and Taxiway C. Milling will be on either side of the centerline in sections 13 feet wide that will preserve the centerline pavement markings and in-pavement lights. Contractor will remove 4 light fixtures on the Taxiway B swingline, replace the fixtures with mud plates before milling, then core and re-install fixtures after paving. Contractor will be responsible for all coordination, devices, and measures required to safely close the section of Taxiway B1 to accommodate the work including all lighted barricades, covering signs, masking lights, and temporary markings needed.

STATUS:

Project achieved Substantial Completion on 5/30/2024 and is now in closeout.

				NOTICE TO PROCEED: 04/30/24	
CONSTRUCTION COST:				TIME(DAYS)	COMPLETION
Original Contract		\$213,453.00		45	06/13/24
Thru Change Order #	0	\$0.00	0.0%	0	
Current Contract		\$213,453.00		45	06/13/24
Paid To Date Thru PA #	1	\$202,780.35	95.0%	Time: 100.0%	
				ANTICIPATED COMPLETION: SubstCompl	

PROJECTS IN CONSTRUCTION

H-00374-MCO TRITURATOR SEWER LINE REPLACEMENT (DESIGN/BUILD)

CONTRACTOR: Carr & Collier Inc.

A/E: NONE

OAR: Geotech Consultants International, Inc., dba
GCI, Inc.

FUNDING: Cap. Ex. (Capital Expenditure Fund)

GOAA CONTACTS:

Sponsor: Facilities

Construction: Scott Shedek

PROJECT COST: \$249,000.00

SCOPE:

Reconfigure sanitary sewer piping system at Airsides 1 and 3 at the Orlando International Airport. Scope includes extending the piping system from Airsides 1 and 3 triturators' service area to an existing adjacent one.

STATUS:

Project is in design/submittal/procurement phase. Contractor has verified elevations and depths to various pipes in vaults/manholes. Preliminary sketch of piping is being review by Aviation Authority staff and City of Orlando wastewater division.

NOTICE TO PROCEED: 07/11/24

CONSTRUCTION COST:

Original Contract		\$190,027.75	
Thru Change Order #	0	\$0.00	0.0%
Current Contract		\$190,027.75	
Paid To Date Thru PA #	0	\$0.00	0.0%

TIME(DAYS)

COMPLETION

120	11/07/24
<u>0</u>	
120	11/07/24
Time: 0.00%	

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

H-00375-MCO BEAR ROAD DITCH CLEANING

CONTRACTOR: HORMAC Construction Group, Inc.

A/E: NONE

OAR: Cost Management, Inc., dba CMI

FUNDING: O&M (Operations & Maintenance Fund)

GOAA CONTACTS:

Sponsor: Facilities

Construction: Scott Shedek

PROJECT COST: \$181,500.00

SCOPE:

Clean out storm drainage ditch approximately 650" LF long x 65' LF wide located along Bear Road at the Orlando International Airport. Scope will include clearing existing organic debris, removing trees, and mulching to grade level.

STATUS:

Field utility locates are complete. MOT signage/barriers are in-place and clearing of debris and tree removal activities are underway.

NOTICE TO PROCEED: 05/30/24

CONSTRUCTION COST:

Original Contract		\$156,000.00	
Thru Change Order #	0	\$0.00	0.0%
Current Contract		\$156,000.00	
Paid To Date Thru PA #	0	\$0.00	0.0%

TIME(DAYS)

COMPLETION

90	08/27/24
<u>0</u>	
90	08/27/24
Time: 0.00%	

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

H-00376-MCO CARGO ROAD BUILDING 858 PARKING LOT SEALCOAT AND RE-STRIPING

CONTRACTOR: The Middlesex Corporation

A/E: NONE

OAR: Cost Management, Inc., dba CMI

FUNDING: O&M (Operations & Maintenance Fund)

GOAA CONTACTS:

Sponsor: Facilities

Construction: Scott Shedek

PROJECT COST: \$65,500.00

SCOPE:

Seal coat and re-stripe parking lot at Cargo Road, Bldg. 858, approximately 100,000 SF at the Orlando International Airport. Additional scope included miscellaneous asphalt repairs, re-pinning existing parking stops and cutting back overgrown vegetation around the parking lot perimeter.

STATUS:

Project achieved Substantial Completion on 7/30/24 and is now in closeout.

NOTICE TO PROCEED: 05/29/24

CONSTRUCTION COST:

Original Contract \$55,190.00

Thru Change Order # 0 \$0.00 0.0%

Current Contract **\$55,190.00**

Paid To Date Thru PA # 0 \$0.00 0.0%

TIME(DAYS)

COMPLETION

45 07/12/24

0

45 07/12/24

Time: 0.00%

**ANTICIPATED
COMPLETION:
SubstCompl**

PROJECTS IN CONSTRUCTION

H-00377-MCO CASA VERDE PEDESTRIAN CROSSWALK

CONTRACTOR: The Middlesex Corporation

A/E: NONE

OAR: Loyal Wingman, LLC

FUNDING: O&M (Operations & Maintenance Fund)

GOAA CONTACTS:

Sponsor: Facilities

Construction: Scott Shedek

PROJECT COST: \$79,612.00

SCOPE:

Pedestrian crosswalk improvements at Casa Verde Rd. near the Facilities building at the Orlando International Airport. Scope includes asphalt paving, pavement markings, solar assembly sign, speed tables, and humps.

STATUS:

Field work is nearing completion.

NOTICE TO PROCEED: 06/04/24

CONSTRUCTION COST:

Original Contract		\$63,339.93	
Thru Change Order #	1	\$990.00	1.6%
Current Contract		\$64,329.93	
Paid To Date Thru PA #	0	\$0.00	0.0%

TIME(DAYS)

COMPLETION

60	08/02/24
<u>0</u>	
60	08/02/24
Time: 0.00%	

**ANTICIPATED
COMPLETION:
8/31/2024**

PROJECTS IN CONSTRUCTION

L-00080-MCO ACS/REX BUTTONS REPLACEMENT

CONTRACTOR:	Quality Cable Contractors, Inc.	GOAA CONTACTS:	
A/E:	NONE	Sponsor:	Security
OAR:	PSA Constructors Inc. dba PSA Management Inc.	Construction:	Scott Shedek
FUNDING:	GARBS (General Account Revenue Bonds)	PROJECT COST:	\$248,000.00

SCOPE:

Remove Request to Exit (REX) buttons and replace with Access Control System (ACS) card readers at numerous locations at Airsides 2 and 3 at the Orlando International Airport. Scope will include replacement of one iStar panel, new cabling for each new card reader, and associated programming. These are for emergency access points from the Ramp Level to the Transfer Level of the airside.

STATUS:

Original scope for ACS card reader replacement is complete. Change order activities for additional cabling/conduit, programming and iStar panels are nearing completion.

					NOTICE TO PROCEED: 09/25/23	
CONSTRUCTION COST:					TIME(DAYS)	COMPLETION
Original Contract		\$77,527.00		90	12/23/23	
Thru Change Order #	2	\$150,505.78	194.1%	0		
Current Contract		\$228,032.78		90	12/23/23	
Paid To Date Thru PA #	2	\$63,735.50	28.0%	Time: 241.1%	ANTICIPATED COMPLETION: 8/31/2024	

PROJECTS IN CONSTRUCTION

L-00083-MCO N TERMINAL MAIN COMM RM TO S TERMINAL ITF MAIN COMM RM

CONTRACTOR: Orlando Business Telephone Systems, Inc.

A/E: NONE

OAR: NONE

FUNDING: Cap. Ex. (Capital Expenditure Fund)

GOAA CONTACTS:

Sponsor: Information Technology

Construction: Paul Haust

PROJECT COST: \$392,455.00

SCOPE:

Provide and install one (approximately 14,500 feet) 864-strand single-mode outside plant Fiber Optic Cable (FOC) between the North Terminal Main Comm Room and South Terminal ITF Main Comm Room at the Orlando International Airport. Comm Rooms are NTLN ZCC 01 5753 and SITF ZWW 01 1764. Proposed route (see attached diagram) is from North Terminal along AS03 Service road to Jeff Fuqua Blvd, continue along Eastern side of AS03, bypassing Center ARFF and following entrance road to Garage C, turning East into Main Comm Room at the ITF. FOC will be pulled through the existing underground communication duct bank / man-hole system between the North Terminal and South Terminal buildings.

STATUS:

Field work is ongoing.

NOTICE TO PROCEED: 06/10/24

CONSTRUCTION COST:

Original Contract		\$318,423.82	
Thru Change Order #	0	\$0.00	0.0%
Current Contract		\$318,423.82	
Paid To Date Thru PA #	0	\$0.00	0.0%

TIME(DAYS)

90
0
90
Time: 0.00%

COMPLETION

09/07/24

09/07/24

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

L-00086-MCO ON-CALL LOW VOLTAGE SERVICES (FY24-MOUNTCHOR)

CONTRACTOR: Atlantis Electrical Systems, LLC

GOAA CONTACTS:

A/E: NONE

Sponsor: Information Technology

OAR: NONE

Construction: Paul Haust

FUNDING: O&M (Operations & Maintenance Fund)

PROJECT COST: \$250,000.00

SCOPE:

Provide on-call low voltage cabling installation and repair services for all Aviation Authority facilities at the Orlando International Airport.

STATUS:

Project is in on-call status.

NOTICE TO PROCEED: 10/25/23

CONSTRUCTION COST:

TIME(DAYS)

COMPLETION

Original Contract \$200,000.00

342

09/30/24

Thru Change Order # 1 (\$181,811.32) -90.9%

0

Current Contract

\$18,188.68

342

09/30/24

Paid To Date Thru PA # 3 \$17,733.96 97.5%

Time: 43.0%

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

L-00087-MCO ON-CALL LOW VOLTAGE SERVICES (FY24-QCC)

CONTRACTOR: Quality Cable Contractors, Inc.

GOAA CONTACTS:

A/E: NONE

Sponsor: Information Technology

OAR: NONE

Construction: Paul Haust

FUNDING: O&M (Operations & Maintenance Fund)

PROJECT COST: \$400,000.00

SCOPE:

Provide on-call low voltage cabling installation and repair services for all Aviation Authority facilities at the Orlando International Airport.

STATUS:

Project is in on-call status.

NOTICE TO PROCEED: 10/01/23

CONSTRUCTION COST:

TIME(DAYS)

COMPLETION

Original Contract \$300,000.00

365

09/29/24

Thru Change Order # 1 \$100,000.00 33.3%

0

Current Contract

\$400,000.00

365

09/29/24

Paid To Date Thru PA # 3 \$24,776.61 6.2%

Time: 80.8%

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

L-00088-MCO ON-CALL LOW VOLTAGE SERVICES (FY24-OBTS)

CONTRACTOR: Orlando Business Telephone Systems, Inc.

GOAA CONTACTS:

A/E: NONE

Sponsor: Information Technology

OAR: NONE

Construction: Paul Haust

FUNDING: O&M (Operations & Maintenance Fund)

PROJECT COST: \$400,000.00

SCOPE:

Provide on-call low voltage cabling installation and repair services for all Aviation Authority facilities at the Orlando International Airport.

STATUS:

Project is in on-call status.

NOTICE TO PROCEED: 10/01/23

CONSTRUCTION COST:

TIME(DAYS)

COMPLETION

Original Contract \$300,000.00

366

09/30/24

Thru Change Order # 2 \$200,000.00 66.7%

0

Current Contract

\$500,000.00

366

09/30/24

Paid To Date Thru PA # 9 \$231,711.67 46.3%

Time: 85.2%

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

L-00089-MCO ON-CALL LOW VOLTAGE SERVICES (FY24-CNET)

CONTRACTOR: Certified Network Professionals, Inc.

GOAA CONTACTS:

A/E: NONE

Sponsor: Information Technology

OAR: NONE

Construction: Paul Haust

FUNDING: O&M (Operations & Maintenance Fund)

PROJECT COST: \$100,000.00

SCOPE: Provide on-call low voltage cabling installation and repair services for all Aviation Authority facilities at the Orlando International Airport.

STATUS: Project is in on-call status.

NOTICE TO PROCEED: 10/01/23

CONSTRUCTION COST:

TIME(DAYS)

COMPLETION

Original Contract \$50,000.00

365

09/29/24

Thru Change Order # 1 \$50,000.00 100.0%

0

Current Contract

\$100,000.00

365

09/29/24

Paid To Date Thru PA # 2 \$21,381.32 21.4%

Time: 80.8%

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

L-00090-MCO ON-CALL LOW VOLTAGE SERVICES (FY24-ARCHIS)

CONTRACTOR: Archis Technologies, Inc.

GOAA CONTACTS:

A/E: NONE

Sponsor: Information Technology

OAR: NONE

Construction: Paul Haust

FUNDING: O&M (Operations & Maintenance Fund)

PROJECT COST: \$125,000.00

SCOPE: Provide on-call low voltage cabling installation and repair services for all Aviation Authority facilities at the Orlando International Airport.

STATUS: Project is in on-call status.

NOTICE TO PROCEED: 10/25/23

CONSTRUCTION COST:

TIME(DAYS)

COMPLETION

Original Contract \$75,000.00

342

09/30/24

Thru Change Order # 1 \$50,000.00 66.7%

0

Current Contract **\$125,000.00**

342

09/30/24

Paid To Date Thru PA # 3 \$30,691.23 24.6%

Time: 44.7%

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

L-00091-MCO ON-CALL LOW VOLTAGE SERVICES (FY24-PCS)

CONTRACTOR: Precision Contracting Services, Inc.

A/E: NONE

OAR: NONE

FUNDING: O&M (Operations & Maintenance Fund)

GOAA CONTACTS:

Sponsor: Information Technology

Construction: Paul Haust

PROJECT COST: \$100,000.00

SCOPE: Provide on-call low voltage cabling installation and repair services for all Aviation Authority facilities at the Orlando International Airport.

STATUS: Project is in on-call status.

NOTICE TO PROCEED: 10/25/23

CONSTRUCTION COST:

Original Contract \$100,000.00

Thru Change Order # 0 \$0.00 0.0%

Current Contract **\$100,000.00**

Paid To Date Thru PA # 0 \$0.00 0.0%

TIME(DAYS)

342

0

342

Time: 0.00%

COMPLETION

09/30/24

09/30/24

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

L-00095-MCO LIDAR INFRASTRUCTURE (QUEUE MANAGEMENT SYSTEM)

CONTRACTOR: Orlando Business Telephone Systems, Inc.

A/E: NONE

OAR: NONE

FUNDING: Cap. Ex. (Capital Expenditure Fund)

GOAA CONTACTS:

Sponsor: Information Technology

Construction: Paul Haust

PROJECT COST: \$179,003.81

SCOPE:

Build the conduit and copper cable infrastructure necessary to support the LIDAR devices for monitoring the East and West Security Checkpoints at the Orlando International Airport. Contractor will also be responsible for installing and connecting the devices, in addition to working with Beonic to fine-tune the direction of the sensors.

STATUS:

Project is in the submittal/procurement phase.

NOTICE TO PROCEED: 07/18/24

CONSTRUCTION COST:

Original Contract		\$179,003.81	
Thru Change Order #	0	\$0.00	0.0%
Current Contract		\$179,003.81	
Paid To Date Thru PA #	0	\$0.00	0.0%

TIME(DAYS)

COMPLETION

55	09/10/24
0	
55	09/10/24
Time: 0.00%	

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

R-00099-MCO TERMINALS A & B RENTAL CAR QTA CANOPY LEAKS

CONTRACTOR:	RUSH Facilities, LLC	GOAA CONTACTS:	
A/E:	CMC Design Group, Inc.	Sponsor:	Facilities
OAR:	Geotech Consultants International, Inc., dba GCI, Inc.	Construction:	Scott Shedek
FUNDING:	Cap. Ex. (Capital Expenditure Fund)	PROJECT COST:	\$315,200.00

SCOPE:

Canopy leak repairs to the Terminals A and B RAC QTA at the Orlando International Airport will include, but are not limited to, vacuuming debris from all perimeter and center gutters; power washing/sewer jetting perimeter and center gutters, including column drains; patching holes in perimeter and center gutters, as required; coating inside bottom of perimeter and center gutters with acrylic-based elastomeric coating; replacing any damaged or missing deck clips; and, checking and re-sealing structural column penetrations.

STATUS:

A-Side Building Canopy repairs are complete. Scope development for B-Side repairs is underway. Work will include Building Canopy B-2 repairs and associated cleaning and gutter replacement. After fully defined, the project will be bid to the continuing vertical contractors.

NOTICE TO PROCEED: 06/05/23

CONSTRUCTION COST:

Original Contract		\$265,448.77			
Thru Change Order #	0	\$0.00	0.0%		
Current Contract		\$265,448.77			
Paid To Date Thru PA #	1	\$69,910.50	26.3%		

TIME(DAYS)

COMPLETION

	30	07/04/23
	<u>0</u>	
	30	07/04/23
Time: 423.3%		

**ANTICIPATED
COMPLETION:
9/30/2024**

PROJECTS IN CONSTRUCTION

R-00100-MCO 2022-2023 EMERGENCY ROOF REPAIRS AND WATERPROOFING MAINTENANCE

CONTRACTOR: P&A Roofing and Sheet Metal, Inc.

A/E: NONE

OAR: NONE

FUNDING: Cap. Ex. (Capital Expenditure Fund)

GOAA CONTACTS:

Sponsor: Facilities

Construction: Lionel Brown

PROJECT COST: \$350,000.00

SCOPE:

Provide emergency response for GOAA building envelope repairs and waterproofing at the Orlando International Airport, and perform scheduled maintenance as directed by the Aviation Authority.

STATUS:

Project is in on-call status.

NOTICE TO PROCEED: 11/01/22

CONSTRUCTION COST:

Original Contract		\$200,000.00	
Thru Change Order #	1	\$150,000.00	75.0%
Current Contract		\$350,000.00	
Paid To Date Thru PA #	17	\$265,605.96	75.9%

TIME(DAYS)

COMPLETION

435

01/09/24

234

669

08/30/24

Time: 94.6%

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

R-00104-MCO 17L/35R VAULT ROOF REPLACEMENT

CONTRACTOR: P&A Roofing and Sheet Metal, Inc.

GOAA CONTACTS:

A/E: NONE

Sponsor: Facilities

OAR: The Roderick Group, Inc. dba Ardmore
Roderick

Construction: Scott Shedek

FUNDING: Cap. Ex. (Capital Expenditure Fund)

PROJECT COST: \$475,608.00

SCOPE:

Replace roof at 17L/35R vault building at the Orlando International Airport. Revised scope, authorized via Change Order No. 1, includes complete removal of existing roof to metal deck, with insulation, enlarged scuppers, interior protection, A/C anchor tie-downs, and raising A/C units and fan curbs.

STATUS:

Submittals that incorporate Change Order No. 1 scope have been approved and submitted to City of Orlando for permitting.

NOTICE TO PROCEED: 05/20/24

CONSTRUCTION COST:

Original Contract		\$183,000.00	
Thru Change Order #	1	\$221,284.45	120.9%
Current Contract		\$404,284.45	
Paid To Date Thru PA #	0	\$0.00	0.0%

TIME(DAYS)

COMPLETION

120	09/16/24
<u>0</u>	
120	09/16/24
Time: 0.00%	

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

V-00961-MCO AIRSIDE 1 APM CEILING REPAIRS

CONTRACTOR:	Collage Design and Construction Group, Inc. dba The Collage Companies	GOAA CONTACTS:	
A/E:	NONE	Sponsor:	Facilities
OAR:	Cost Management, Inc., dba CMI	Construction:	Scott Shedek
FUNDING:	O&M (Operations & Maintenance Fund)	PROJECT COST:	\$268,500.00

SCOPE:

Reseal skylights and perform interior drywall repairs and painting at Airside 1 APM Station and Landside at Orlando International Airport. Scope includes removal and replacement of all existing damaged drywall, and, finish and paint drywall to match existing ceiling and walls, such as finish and color. Contractor shall protect surrounding work areas from damage or disfiguration and remove waste materials, debris and rubbish from jobsite daily.

STATUS:

Skylight sealing and water testing activities are in-progress. Interior drywall repairs and painting will occur following successful water testing of seals.

					NOTICE TO PROCEED: 05/30/24	
CONSTRUCTION COST:					TIME(DAYS)	COMPLETION
Original Contract		\$234,453.00			120	09/26/24
Thru Change Order #	0	\$0.00	0.0%		0	
Current Contract		\$234,453.00			120	09/26/24
Paid To Date Thru PA #	0	\$0.00	0.0%	Time: 0.00%	ANTICIPATED COMPLETION: On Schedule	

PROJECTS IN CONSTRUCTION

V-00976-MCO SMART RESTROOM PILOT PROJECT

CONTRACTOR:	H.A. Contracting Corporation	GOAA CONTACTS:	
A/E:	C&S Engineers, Inc.	Sponsor:	Engineering & Construction
OAR:	Cost Management, Inc., dba CMI	Construction:	Scott Shedek
FUNDING:	O&M (Operations & Maintenance Fund)	PROJECT COST:	\$114,818.00

SCOPE:

Evaluate and implement the use of a system of sensors to monitor certain metrics in terminal restrooms at the Orlando International Airport. The sensors will collect data which can be utilized to schedule maintenance and cleaning of the restrooms to improve passenger experience. Specific sensors for water levels (to identify standing water on the floors), waste receptacle/paper towel and toilet paper capacities, CO2, water flow (to identify leaks), custodial electronic check-in and customer satisfaction feedback will be implemented. The project will use one set of mens/womens restrooms in a frequently used location to test the sensor system.

STATUS:

Construction infrastructure activities are complete. Integration of the restroom sensor components with the Aviation Authority's IT system is being reviewed along with the TRAX system annual maintenance services.

				NOTICE TO PROCEED: 12/26/23	
CONSTRUCTION COST:				TIME(DAYS)	COMPLETION
Original Contract		\$87,623.52		150	05/23/24
Thru Change Order #	0	\$0.00	0.0%	0	
Current Contract		\$87,623.52		150	05/23/24
Paid To Date Thru PA #	4	\$53,756.72	61.3%	Time: 148.7%	ANTICIPATED COMPLETION: SubstCompl

PROJECTS IN CONSTRUCTION

V-00982-MCO MCO CAMPUS KEY & LOCK REPLACEMENT

CONTRACTOR:	H.A. Contracting Corporation	GOAA CONTACTS:	
A/E:	NONE	Sponsor:	Security
OAR:	PSA Constructors Inc. dba PSA Management Inc.	Construction:	Torie Brooks
FUNDING:	FDOT,GARBS (General Account Revenue Bonds),LOC (Line of Credit)	PROJECT COST:	\$3,100,000.00

SCOPE:

Manage the installation, switch out the cores, and manage the key management system of owner-furnished equipment, lock cores, ancillary equipment, accessories, and other requirements to replace the lock and key system for the entire MCO Campus at the Orlando International Airport.

STATUS:

Core replacement and key distribution quantities to date include 5,000 new cores and keys with approximately 2,050 cores installed and keys distributed. Approximately 2,000 of the new cores could not be installed because of required hardware repairs and core redesignation as requested by Aviation Authority Security. Installation of cores in various North Terminal Facilities is 80% complete and includes MEP rooms, storage, corridors, exterior doors, etc. Core installation and key distribution is complete for Terminal C, with the exception of the CBP. An updated schedule was provided and is under review, which will address an anticipated revised Substantial Completion of December 2024.

NOTICE TO PROCEED: 01/29/24

CONSTRUCTION COST:

Original Contract		\$419,900.00			
Thru Change Order #	1	\$42,638.94	10.2%		
Current Contract		\$462,538.94			
Paid To Date Thru PA #	3	\$91,000.27	19.7%		

TIME(DAYS)

COMPLETION

	150	06/26/24
	0	
	150	06/26/24
Time: 81.3%		

**ANTICIPATED
COMPLETION:
12/30/2024**

PROJECTS IN CONSTRUCTION

V-00990-MCO BHS HIGH SPEED DIVERTER (HSD) UPGRADE

CONTRACTOR:	H. W. Davis Construction, Inc.	GOAA CONTACTS:	
A/E:	NONE	Sponsor:	Operations
OAR:	PSA Constructors Inc. dba PSA Management Inc.	Construction:	Scott Shedek
FUNDING:	Aviation Authority Funds	PROJECT COST:	\$2,687,000.00

SCOPE:

Replace 71 existing baggage diverters throughout the North Terminal BHS to the latest available diverters at the Orlando International Airport. Specific diverters to be replaced will include 56 Siemens, Version 1, baggage diverters, which the manufacturer no longer offers parts or support (Version 3 is currently being manufactured), and 15 aging Vanderlande diverters which are no longer supported.

STATUS:

Project has been formally paused via letter to the Contractor on July 14, 2024, until B-Pod baggage scanners are stabilized. Once stabilized, project will restart with work in E-Pod.

NOTICE TO PROCEED: 07/02/24

CONSTRUCTION COST:

					TIME(DAYS)	COMPLETION
Original Contract		\$172,974.00			90	09/29/24
Thru Change Order #	0	\$0.00	0.0%		<u>0</u>	
Current Contract		\$172,974.00			90	09/29/24
Paid To Date Thru PA #	0	\$0.00	0.0%		Time: 0.00%	

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

V-00992-MCO REHABILITATION OF STRUCTURAL STEEL COMMERCIAL LANES CANOPIES

CONTRACTOR: Clancy & Theys Construction Co.

GOAA CONTACTS:

A/E: Avcon, Inc.

Sponsor: Facilities

OAR: The Roderick Group, Inc. dba Ardmore
Roderick

Construction: Scott Shedek

FUNDING: Cap. Ex. (Capital Expenditure Fund),GARBS
(General Account Revenue Bonds)

PROJECT COST: \$3,033,125.00

SCOPE:

Repair and paint the Landside A commercial lane canopies, including structural steel and any associated infrastructure necessary to repair the canopies at the Orlando International Airport.

STATUS:

Project achieved Substantial Completion on 8/1/2024. Project is now in closeout.

NOTICE TO PROCEED: 11/27/23

CONSTRUCTION COST:

TIME(DAYS)

COMPLETION

Original Contract \$1,980,592.00

203

06/16/24

Thru Change Order # 2 \$510,183.53 25.8%

0

Current Contract **\$2,490,775.53**

203

06/16/24

Paid To Date Thru PA # 7 \$1,999,842.24 80.3%

Time: 117.2%

**ANTICIPATED
COMPLETION:
SubstCompl**

PROJECTS IN CONSTRUCTION

V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B)

CONTRACTOR: Gomez Construction Company

GOAA CONTACTS:

A/E: NONE

Sponsor: Facilities

OAR: Cost Management, Inc., dba CMI

Construction: Christina Taylor

FUNDING: O&M (Operations & Maintenance Fund)

PROJECT COST: \$2,500,000.00

SCOPE:

Design and construct the replacement of Elevator P58 at Airside 4 at the Orlando International Airport. Scope will also include all related work associated with the elevator replacement.

STATUS:

Elevator permit documents have been submitted for approval. Equipment fabrication is underway, with delivery anticipated by early October 2024.

NOTICE TO PROCEED: 02/28/24

CONSTRUCTION COST:

TIME(DAYS)

COMPLETION

Original Contract \$998,948.26

365

02/26/25

Thru Change Order # 0 \$0.00 0.0%

0

Current Contract

\$998,948.26

365

02/26/25

Paid To Date Thru PA # 2 \$168,271.38 16.8%

Time: 35.9%

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

V-01006-MCO AIRSIDE 3 WING 1 RAMP LEVEL UPGRADES

CONTRACTOR: H.A. Contracting Corporation

GOAA CONTACTS:

A/E: NONE

Sponsor: Facilities

OAR: Cost Management, Inc., dba CMI

Construction: Christina Taylor

FUNDING: Cap. Ex. (Capital Expenditure Fund)

PROJECT COST: \$276,000.00

SCOPE:

Renovate Airside 3, Wing 1 Ramp Level corridor and one women's and men's restroom at the Orlando International Airport. Scope will include, but is not limited to, plumbing, electrical for hand dryers, lighting, painting, floor and wall tile, ceiling tile, and bathroom accessories.

STATUS:

Project achieved Substantial Completion on 8/9/2024 and is now in closeout.

NOTICE TO PROCEED: 11/01/23

CONSTRUCTION COST:

TIME(DAYS)

COMPLETION

Original Contract \$234,920.00

160

04/08/24

Thru Change Order # 0 \$0.00 0.0%

0

Current Contract **\$234,920.00**

160

04/08/24

Paid To Date Thru PA # 4 \$181,854.98 77.4%

Time: 162.5%

**ANTICIPATED
COMPLETION:
SubstCompl**

PROJECTS IN CONSTRUCTION

V-01007-MCO TERMINAL B AREA 4 LEVEL 2 BHS ROOF REPAIR

CONTRACTOR: H. W. Davis Construction, Inc.

GOAA CONTACTS:

A/E: NONE

Sponsor: Facilities

OAR: PSA Constructors Inc. dba PSA Management Inc.

Construction: Christina Taylor

FUNDING: O&M (Operations & Maintenance Fund)

PROJECT COST: \$112,560.00

SCOPE:

Construct a cover over the western end of the Baggage Handling System (BHS) machinery to protect the equipment from the weather at the Orlando International Airport..

STATUS:

Installation of cover over BHS machinery (base scope) was completed on June 30, 2024. Change order work to extend the fascia for additional coverage is in-progress. Additional change order work to seal gutters is being priced.

NOTICE TO PROCEED: 03/15/24

CONSTRUCTION COST:

TIME(DAYS)

COMPLETION

Original Contract

\$71,272.00

90

06/12/24

Thru Change Order #

1

\$10,477.00

14.7%

0

Current Contract

\$81,749.00

90

06/12/24

Paid To Date Thru PA #

2

\$66,977.14

81.9%

Time: 158.9%

**ANTICIPATED
COMPLETION:
9/30/2024**

PROJECTS IN CONSTRUCTION

V-01011-MCO AIRSIDE 4 60'S WING RENOVATION (D/B)

CONTRACTOR:	Gomez Construction Company	GOAA CONTACTS:	
A/E:	NONE	Sponsor:	Engineering & Construction
OAR:	WSP USA Inc.	Construction:	Scott Shedek
FUNDING:	GARBS (General Account Revenue Bonds)	PROJECT COST:	\$1,150,000.00

SCOPE:

Design and renovate a portion of the 60s Wing, associated hold rooms, and corridor leading to the 60s wing at Airside 4 at the Orlando International Airport. Renovations will include, but are not limited to, the removal of the 60s Wing escalator, widening of existing 60s Wing staircase, demolition of two exterior doors to be infilled with block and waterproofed, replacement of carpeting and ceiling tiles, replacement of existing light fixtures, painting, new signage, new CCTV cameras, new ACS card readers, replacement of existing HVAC ductwork, cleaning and recertification of existing wall mounted AC units, and replacement of broken store front glass.

STATUS:

All demolition activities are complete. All work associated with CT-80 is complete and a Temporary Certificate of Occupancy has been issued for the space. Installation of power and data conduits are complete. All new work authorized via change order is underway. Escalator E-51 is scheduled for removal in late August 2024.

				NOTICE TO PROCEED: 02/28/24	
CONSTRUCTION COST:				TIME(DAYS)	COMPLETION
Original Contract		\$999,222.00		180	08/25/24
Thru Change Order #	8	\$615,407.22	61.6%	0	
Current Contract		\$1,614,629.22		180	08/25/24
Paid To Date Thru PA #	4	\$420,544.15	26.0%	Time: 85.6%	ANTICIPATED COMPLETION: 8/31/2024

PROJECTS IN CONSTRUCTION

V-01016-MCO AIRSIDE 3 WING 2 RAMP LEVEL RESTROOM REFURBISHMENT

CONTRACTOR: H. W. Davis Construction, Inc.

A/E: NONE

OAR: The Roderick Group, Inc. dba Ardmore
Roderick

FUNDING: Cap. Ex. (Capital Expenditure Fund)

GOAA CONTACTS:

Sponsor: Facilities

Construction: Scott Shedek

PROJECT COST: \$193,000.00

SCOPE:

Refurbish Restrooms 4521 and 4524 at Airside 3, Wing 2, Ramp Level at the Orlando International Airport.

STATUS:

Renovation work is ongoing.

CONSTRUCTION COST:

Original Contract		\$156,500.00	
Thru Change Order #	0	\$0.00	0.0%
Current Contract		\$156,500.00	
Paid To Date Thru PA #	1	\$16,481.55	10.5%

NOTICE TO PROCEED: 05/20/24

TIME(DAYS)

COMPLETION

39	06/27/24
<u>0</u>	
39	06/27/24
Time: 135.9%	

**ANTICIPATED
COMPLETION:
8/31/2024**

PROJECTS IN CONSTRUCTION

V-01017-MCO HVAC IMPROVEMENTS FOR GOAA EXECUTIVE OFFICES

CONTRACTOR: Collage Design and Construction Group, Inc.
dba The Collage Companies

A/E: NONE

OAR: Cost Management, Inc., dba CMI

FUNDING: O&M (Operations & Maintenance Fund)

GOAA CONTACTS:

Sponsor: Facilities

Construction: Scott Shedek

PROJECT COST: \$230,950.00

SCOPE:

Design and construction requirements for HVAC improvements at the Aviation Authority Executive Office at the Orlando International Airport. Scope consists of all design requirements, labor, materials, equipment and supervision to provide HVAC improvements. Scope includes installation of new ductwork, verification of existing transfer duct dampers, AHU and backdraft damper operating conditions, ceiling plenum infrastructure, investigation/modifications to existing transfer air duct design within the executive offices and adjacent space/conference rooms for improving air movement throughout the office ceilings to help eliminate negative pressurization/stagnation issues in the plenum.

STATUS:

Above-ceiling equipment evaluations are complete and the mechanical duct work modifications are nearing completion.

NOTICE TO PROCEED: 04/08/24

CONSTRUCTION COST:

Original Contract		\$200,456.00	
Thru Change Order #	1	\$0.00	0.0%
Current Contract		\$200,456.00	
Paid To Date Thru PA #	2	\$10,152.58	5.1%

TIME(DAYS)

COMPLETION

120

08/05/24

0

120

08/05/24

Time: 99.2%

**ANTICIPATED
COMPLETION:
8/31/2024**

PROJECTS IN CONSTRUCTION

V-01021-MCO NTC EAST CHECKPOINT HVAC MODIFICATIONS

CONTRACTOR:	Collage Design and Construction Group, Inc. dba The Collage Companies	GOAA CONTACTS:	
A/E:	NONE	Sponsor:	Facilities
OAR:	Cost Management, Inc., dba CMI	Construction:	Scott Shedek
FUNDING:	O&M (Operations & Maintenance Fund)	PROJECT COST:	\$377,500.00

SCOPE:

Design and construct HVAC improvements to the East Checkpoint Atrium Space at the Orlando International Airport. Design scope includes design modifications to the existing HVAC controls serving the APM lobby space; design for High Volume Low Speed (HVLS) Ceiling Fans in Atrium space between the APM Lobby and TSA Screening areas; design for the addition of nozzle-type diffusers at the APM entry/disembark lobbies (Supply Air Distribution); and, design for the addition of nozzle-type diffusers at the East Atrium/TSA (Supply Air Distribution). Construction scope includes installation of fourteen nozzle-type diffusers at the East Atrium/TSA areas and replacement of the existing linear diffusers over the TSA screening areas..

STATUS:

Field work is nearing completion.

					NOTICE TO PROCEED: 05/30/24	
CONSTRUCTION COST:					TIME(DAYS)	COMPLETION
Original Contract		\$325,149.00			90	08/27/24
Thru Change Order #	0	\$0.00	0.0%		<u>0</u>	
Current Contract		\$325,149.00			90	08/27/24
Paid To Date Thru PA #	0	\$0.00	0.0%		Time: 0.00%	

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

V-01022-MCO NORTH TERMINAL A AND B EAST AND WEST CHECKPOINT SIGNAGE

CONTRACTOR: Gomez Construction Company

A/E: NONE

OAR: Cost Management, Inc., dba CMI

FUNDING: GARBS (General Account Revenue Bonds)

GOAA CONTACTS:

Sponsor: Facilities

Construction: Scott Shedek

PROJECT COST: \$110,000.00

SCOPE:

Relocate existing artwork and install new signage (aluminum channel lettering) at North Terminal A and B East and West Checkpoint Entry at the Orlando International Airport.

STATUS:

Project achieved Substantial Completion on 7/16/2024 and is now in closeout.

NOTICE TO PROCEED: 04/17/24

CONSTRUCTION COST:

Original Contract		\$96,217.49	
Thru Change Order #	0	\$0.00	0.0%
Current Contract		\$96,217.49	
Paid To Date Thru PA #	2	\$80,192.57	83.3%

TIME(DAYS)

COMPLETION

90	07/15/24
0	
90	07/15/24
Time: 103.3%	

**ANTICIPATED
COMPLETION:
SubstCompl**

PROJECTS IN CONSTRUCTION

V-01023-MCO AIRSIDES 2 AND 4 COOP RAMPS (DESIGN/BUILD)

CONTRACTOR:	Clancy & Theys Construction Co.	GOAA CONTACTS:	
A/E:	NONE	Sponsor:	Facilities
OAR:	WSP USA Inc.	Construction:	Scott Shedek
FUNDING:	GARBS (General Account Revenue Bonds)	PROJECT COST:	\$2,500,000.00

SCOPE:

Design and build a permanent single-lane switchback ramp at the 4600 APM emergency exit stairwell at Airside 4, and a permanent double-lane switchback ramp at the 4800 APM emergency exit stairwell at Airside 2 at the Orlando International Airport. Each switchback ramp shall be covered to include overhead lighting and black chain link fencing installed around the perimeter of the structure.

STATUS:

Project is in design/submittal/procurement phase.

				NOTICE TO PROCEED: 07/25/24	
CONSTRUCTION COST:				TIME(DAYS)	COMPLETION
Original Contract		\$2,414,910.00		270	04/20/25
Thru Change Order #	0	\$0.00	0.0%	0	
Current Contract		\$2,414,910.00		270	04/20/25
Paid To Date Thru PA #	0	\$0.00	0.0%	Time: 0.00%	

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

V-01024-MCO NORTH TERMINAL A-SIDE PARKING GARAGE STORM DRAIN REPAIRS

CONTRACTOR: Collage Design and Construction Group, Inc.
dba The Collage Companies

GOAA CONTACTS:

A/E: NONE

Sponsor: Facilities

OAR: Cost Management, Inc., dba CMI

Construction: Scott Shedek

FUNDING: Cap. Ex. (Capital Expenditure Fund)

PROJECT COST: \$142,000.00

SCOPE:

Demolish and dispose of sixteen damaged storm drain pipes and replace with new no hub cast iron piping/fittings and heavy duty no hub bands at the Orlando International Airport. Scope includes connections to the existing storm drain risers and floor drains (storm drains in slab to remain). New piping will be painted in accordance with Aviation Authority specifications.

STATUS:

Field work is in-progress.

NOTICE TO PROCEED: 05/21/24

CONSTRUCTION COST:

Original Contract		\$115,997.00	
Thru Change Order #	0	\$0.00	0.0%
Current Contract		\$115,997.00	
Paid To Date Thru PA #	0	\$0.00	0.0%

TIME(DAYS)

COMPLETION

90	08/18/24
<u>0</u>	
90	08/18/24
Time: 0.00%	

**ANTICIPATED
COMPLETION:
8/31/2024**

PROJECTS IN CONSTRUCTION

V-01026-MCO AMERICAN AIRLINES AIRSIDE 3 ROOF DRAIN RE-ROUTING

CONTRACTOR: Clancy & Theys Construction Co.

GOAA CONTACTS:

A/E: NONE

Sponsor: Facilities

OAR: Cost Management, Inc., dba CMI

Construction: Scott Shedek

FUNDING: Cap. Ex. (Capital Expenditure Fund)

PROJECT COST: \$29,500.00

SCOPE:

Re-route 10" roof drain by installing an 8" reducer and routing Schedule 40 PVC piping into adjacent stairwell at Gate 33 at the Orlando International Airport. Scope also includes miscellaneous concrete infill work.

STATUS:

Formwork for the concrete pad is complete. Roof drain re-routing activities are nearing completion.

NOTICE TO PROCEED: 05/29/24

CONSTRUCTION COST:

Original Contract		\$21,674.99	
Thru Change Order #	0	\$0.00	0.0%
Current Contract		\$21,674.99	
Paid To Date Thru PA #	0	\$0.00	0.0%

TIME(DAYS)

COMPLETION

60	07/27/24
0	
60	07/27/24
Time: 0.00%	

**ANTICIPATED
COMPLETION:
8/31/2024**

PROJECTS IN CONSTRUCTION

V-01027-MCO AIRSIDE 3 RAMP LEVEL CORRIDOR AND STAIR REFURBISHMENT

CONTRACTOR: H. W. Davis Construction, Inc.

A/E: NONE

OAR: The Roderick Group, Inc. dba Ardmore
Roderick

FUNDING: Cap. Ex. (Capital Expenditure Fund)

GOAA CONTACTS:

Sponsor: Maintenance

Construction: Scott Shedek

PROJECT COST: \$200,000.00

SCOPE:

Refurbish the common area corridors and stairwells at the Airside 3 Wings 2 and 3 Ramp Level to include ceiling tile replacement, repainting the walls, and FRP installation at the Orlando International Airport.

STATUS:

Renovation work is ongoing.

NOTICE TO PROCEED: 08/05/24

CONSTRUCTION COST:

Original Contract		\$175,213.00	
Thru Change Order #	0	\$0.00	0.0%
Current Contract		\$175,213.00	
Paid To Date Thru PA #	0	\$0.00	0.0%

TIME(DAYS)

COMPLETION

48	09/21/24
0	
48	09/21/24
Time: 0.00%	

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

V-01028-MCO CENTERFIELD ARFF TEMPORARY KITCHEN AND DEMOLITION

CONTRACTOR: Clancy & Theys Construction Co.

A/E: Avcon, Inc.

OAR: The Roderick Group, Inc. dba Ardmore
Roderick

FUNDING: Cap. Ex. (Capital Expenditure Fund)

GOAA CONTACTS:

Sponsor: ARFF

Construction: Scott Shedek

PROJECT COST: \$402,000.00

SCOPE:

Provide 40-foot temporary modular kitchen for a 24-week rental period for use during the demolition and construction of a new kitchen at the Centerfield ARFF Station at the Orlando International Airport. Scope will include grading the area, all utility connections, required permits, set-up, tear down, and removal. A fabric awning to cover the walkway to the kitchen will also be provided.

STATUS:

Permit documents for the kitchen rebuild have been submitted to the City of Orlando for review and comments. Temporary kitchen is scheduled for delivery and installation in late September 2024.

CONSTRUCTION COST:

Original Contract		\$321,366.63	
Thru Change Order #	0	\$0.00	0.0%
Current Contract		\$321,366.63	
Paid To Date Thru PA #	0	\$0.00	0.0%

NOTICE TO PROCEED: 07/11/24

TIME(DAYS)

COMPLETION

240

03/07/25

0

240

03/07/25

Time: 0.00%

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

V-01029-MCO REPLACE LEVEL 2 EV CHARGERS A & B GARAGES

CONTRACTOR: Gomez Construction Company

GOAA CONTACTS:

A/E: NONE

Sponsor: Environmental

OAR: PSA Constructors Inc. dba PSA Management Inc.

Construction: Scott Shedek

FUNDING: Cap. Ex. (Capital Expenditure Fund)

PROJECT COST: \$187,861.00

SCOPE:

Replace 18 existing OUC maintained WIFI capable EV Chargers with new Level 2 Chargers at the Orlando International Airport. Scope includes new chargers, disconnects, meters on panels to monitor usage and rain protection/shielding to protect existing electrical panels that are exposed to the weather.

STATUS:

EV chargers have been delivered. Miscellaneous field work, such as bollard installation, is in-progress. Electrical drawings are in design, in preparation for submission to the City of Orlando for permitting.

NOTICE TO PROCEED: 06/04/24

CONSTRUCTION COST:

TIME(DAYS)

COMPLETION

Original Contract \$156,861.00

120

10/01/24

Thru Change Order # 0 \$0.00 0.0%

0

Current Contract

\$156,861.00

120

10/01/24

Paid To Date Thru PA # 0 \$0.00 0.0%

Time: 0.00%

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

V-01030-MCO RENOVATION OF PLANNING OFFICES

CONTRACTOR:	Collage Design and Construction Group, Inc. dba The Collage Companies	GOAA CONTACTS:	
A/E:	NONE	Sponsor:	Multi-Modal Planning & Environmental
OAR:	The Roderick Group, Inc. dba Ardmore Roderick	Construction:	Scott Shedek
FUNDING:	Cap. Ex. (Capital Expenditure Fund)	PROJECT COST:	\$98,675.00

SCOPE:

Provide various renovations to the Planning Building Offices at the Orlando International Airport. Scope includes adding one metal door transition at door to bathrooms, replacing all ceiling grid and tiles in the hallway, bathrooms, breakroom, storage room, and back offices, providing interior and exterior signs, office ID plaques at eight doors, and providing two new doors and frames at building entrances.

STATUS:

Construction work is ongoing.

					NOTICE TO PROCEED: 07/29/24	
CONSTRUCTION COST:					TIME(DAYS)	COMPLETION
Original Contract		\$89,089.00			55	09/21/24
Thru Change Order #	0	\$0.00	0.0%		0	
Current Contract		\$89,089.00			55	09/21/24
Paid To Date Thru PA #	0	\$0.00	0.0%		Time: 0.00%	
					ANTICIPATED COMPLETION: On Schedule	

PROJECTS IN CONSTRUCTION

V-S00033-MCO TERMINAL C CBP AND TSA REGULATORY CHANGES (D/B)

CONTRACTOR:	Clancy & Theys Construction Co.	GOAA CONTACTS:	
A/E:	NONE	Sponsor:	Engineering & Construction
OAR:	Geotech Consultants International, Inc., dba GCI, Inc.	Construction:	Scott Shedek
FUNDING:	GARBS (General Account Revenue Bonds)	PROJECT COST:	\$1,267,503.00

SCOPE:

Design-build services to install, replace, and modify spaces under regulatory control, including TSA and CBP spaces as needed, to meet changing regulatory requirements or agency requests at the Orlando International Airport.

STATUS:

All original scope activities plus additional TSA and CBP scope requests through Change Order No. 10 are complete. Change Order Nos. 11 and 12 for CBP restrooms and breakroom renovations have been approved. Construction activities are in-progress to complete the change order work.

NOTICE TO PROCEED: 10/18/22

CONSTRUCTION COST:

Original Contract		\$177,196.00		
Thru Change Order #	12	\$1,090,306.17	615.3%	
Current Contract		\$1,267,502.17		
Paid To Date Thru PA #	10	\$718,851.18	56.7%	

TIME(DAYS)

COMPLETION

270	07/14/23
<u>339</u>	
609	06/17/24

Time: 105.1%

**ANTICIPATED
COMPLETION:
9/30/2024**

PROJECTS IN CONSTRUCTION

V-S00041-MCO TERMINAL C BHS CANOPY AND CHECKPOINT DELTA IMPROVEMENTS

CONTRACTOR: Clancy & Theys Construction Co.

GOAA CONTACTS:

A/E: NONE

Sponsor: Engineering & Construction

OAR: PSA Constructors Inc. dba PSA Management Inc.

Construction: Torie Brooks

FUNDING: Aviation Authority Funds, GARBS (General Account Revenue Bonds)

PROJECT COST: \$250,000.00

SCOPE:

Improvements to BHS canopy and Checkpoint Delta at Terminal C at the Orlando International Airport. Scope includes vertical construction to install/raise sprinkler system and address BHS canopy and building connection for rain protection; and add window film and interior chair rail at Checkpoint Delta.

STATUS:

All improvements are completion. Final sign-off/inspection of the fire sprinkler permit is only outstanding issue for closeout.

NOTICE TO PROCEED: 01/30/24

CONSTRUCTION COST:

Original Contract		\$150,755.58	
Thru Change Order #	1	\$0.00	0.0%
Current Contract		\$150,755.58	
Paid To Date Thru PA #	2	\$113,865.54	75.5%

TIME(DAYS)

COMPLETION

120	05/28/24
<u>0</u>	
120	05/28/24
Time: 159.2%	

**ANTICIPATED
COMPLETION:
9/30/2024**

PROJECTS IN CONSTRUCTION

V-S00044-MCO TERMINAL C TENANT BUILDOUT (COMPLETION OF BP-S187)

CONTRACTOR:	Collage Design and Construction Group, Inc. dba The Collage Companies	GOAA CONTACTS:	
A/E:	NONE	Sponsor:	Engineering & Construction
OAR:	Geotech Consultants International, Inc., dba GCI, Inc.	Construction:	Torie Brooks
FUNDING:	GARBS (General Account Revenue Bonds)	PROJECT COST:	\$250,000.00

SCOPE:

Complete the remaining scope of work for BP-S187 at Terminal C at the Orlando International Airport. Build-out of Landside Terminal (LST) and Airside Concourse (ASC) airline tenant construction of approximately 10,511 SF, with work consisting of taking over and finaling existing BP-S187 City permits; completing construction of tenant spaces that were planned and designed under the BP-S187 project; and project closeout. Scope includes, but is not limited to, interior partition walls, door openings, millwork, interior finishes, and extension of all building systems (mechanical, electrical, minimal plumbing, fire protection, security, communication, alarm systems).

STATUS:

Construction activities of the electrical, mechanical and finish work are nearing completion. City inspections to test the emergency communications system are underway.

NOTICE TO PROCEED: 11/20/23

CONSTRUCTION COST:

				TIME(DAYS)	COMPLETION
Original Contract		\$199,000.00		90	02/17/24
Thru Change Order #	1	\$0.00	0.0%	<u>0</u>	
Current Contract		\$199,000.00		90	02/17/24
Paid To Date Thru PA #	1	\$0.00	0.0%	Time: 220.0%	

**ANTICIPATED
COMPLETION:
8/31/2024**

PROJECTS IN CONSTRUCTION

V-S00045-MCO TERMINAL C ENHANCEMENTS TRASH ROOM PLATFORMS

CONTRACTOR:	Gomez Construction Company	GOAA CONTACTS:	
A/E:	NONE	Sponsor:	Engineering & Construction
OAR:	PSA Constructors Inc. dba PSA Management Inc.	Construction:	Torie Brooks
FUNDING:	GARBS (General Account Revenue Bonds)	PROJECT COST:	\$115,000.00

SCOPE:

Provide and install two trash dumpster platforms and associated power on the ground floor of the loading dock at the Landside Terminal dumpster room at Terminal C at Orlando International Airport. Scope will include miscellaneous construction for placement of the prefabricated platforms and will allow for dumpsters to be loaded horizontally for overhead clearance.

STATUS:

Field work is 95% complete. Delays with delivery of owner-furnished winches will postpone installation until late August 2024.

NOTICE TO PROCEED: 12/12/23

CONSTRUCTION COST:

Original Contract		\$105,439.38			
Thru Change Order #	1	\$4,621.33	4.4%		
Current Contract		\$110,060.71			
Paid To Date Thru PA #	1	\$38,333.83	34.8%		

TIME(DAYS)

COMPLETION

	120	04/09/24
	<u>0</u>	
	120	04/09/24
Time: 40.0%		

**ANTICIPATED
COMPLETION:
9/30/2024**

PROJECTS IN CONSTRUCTION

V-S00046-MCO TERMINAL C BHS HEADACHE BARS

CONTRACTOR: Clancy & Theys Construction Co.

A/E: NONE

OAR: NONE

FUNDING: Aviation Authority Funds

GOAA CONTACTS:

Sponsor: Engineering & Construction

Construction: Torie Brooks

PROJECT COST: \$350,000.00

SCOPE:

Install structural headache bars at the entrances at the tug areas/bag make-up at the ramp of the Airside at Terminal C at the Orlando International Airport.

STATUS:

Project is in submittal/procurement phase.

NOTICE TO PROCEED: 07/25/24

CONSTRUCTION COST:

Original Contract		\$278,185.00	
Thru Change Order #	0	\$0.00	0.0%
Current Contract		\$278,185.00	
Paid To Date Thru PA #	0	\$0.00	0.0%

TIME(DAYS)

COMPLETION

150	12/21/24
<u>0</u>	
150	12/21/24
Time: 0.00%	

**ANTICIPATED
COMPLETION:
On Schedule**

PROJECTS IN CONSTRUCTION

V-S00053-MCO HVAC DAMPER AT BRIGHTLINE STATION

CONTRACTOR: Gomez Construction Company

GOAA CONTACTS:

A/E: NONE

Sponsor: Facilities

OAR: PSA Constructors Inc. dba PSA Management Inc.

Construction: Torie Brooks

FUNDING: O&M (Operations & Maintenance Fund)

PROJECT COST: \$90,181.00

SCOPE:

Provide damper in HVAC line at the Terminal C Train Station at the Orlando International Airport.
Scope is to prevent condensation leaks.

STATUS:

Field work is underway.

NOTICE TO PROCEED: 05/07/24

CONSTRUCTION COST:

Original Contract		\$73,118.27	
Thru Change Order #	0	\$0.00	0.0%
Current Contract		\$73,118.27	
Paid To Date Thru PA #	0	\$0.00	0.0%

TIME(DAYS)

COMPLETION

90

08/04/24

0

90

08/04/24

Time: 0.00%

**ANTICIPATED
COMPLETION:
9/30/2024**

PROJECTS IN CONSTRUCTION

V-S00055-MCO TERMINAL C ENHANCEMENTS PROGRAM- FIS PIER MODE LEDs, ACS AND DOOR IMPROVEMENTS

CONTRACTOR: Gomez Construction Company

A/E: NONE

OAR: PSA Constructors Inc. dba PSA Management Inc.

FUNDING: GARBS (General Account Revenue Bonds)

GOAA CONTACTS:

Sponsor: Engineering & Construction

Construction: Torie Brooks

PROJECT COST: \$250,000.00

SCOPE:

Includes FIS Pier Mode LEDs and miscellaneous ACS and door improvements such as but not limited to commissary doors and employee screening door improvements with ACS and associated hardware at the Orlando International Airport.

STATUS:

Field work to modify employee checkpoint and commissary storage doors is in-progress. Installation of LED indicator lights is scheduled for late August 2024.

NOTICE TO PROCEED: 06/04/24

CONSTRUCTION COST:

Original Contract		\$107,576.43	
Thru Change Order #	0	\$0.00	0.0%
Current Contract		\$107,576.43	
Paid To Date Thru PA #	0	\$0.00	0.0%

TIME(DAYS)

COMPLETION

120	10/01/24
<u>0</u>	
120	10/01/24
Time: 0.00%	

**ANTICIPATED
COMPLETION:
On Schedule**