



GREATER ORLANDO AVIATION AUTHORITY

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AUDITOR SELECTION COMMITTEE MEETING

February 21, 2024





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CONSENT AGENDA ITEM A

**Recommendation to Approve Solicitation Documents
for Request for Proposals 24-106-RFP External
Auditing Services**

RFP EXTERNAL AUDITING SERVICES

RFP Release Date	Completion of FY 23 ACFR (Approx. March 2024)
Proposals Due	April 22, 2024
Evaluation Committee Date	May 15, 2024
Evaluation Committee Interviews (Optional)	May 22, 2024
Last Day to Appeal	May 29, 2024
Board Approval of Ranking and Negotiations	June 19, 2024
Board Approval of Final Award	August 21, 2024
Contract Effective Date	September 1, 2024



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FINANCE COMMITTEE MEETING

February 21, 2024





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NEW BUSINESS ITEM A

**Recommendation to Approve Final Terms of an
Aggregate \$550 Million Line of Credit Facility with
Bank of America, N.A., and Wells Fargo Bank, N.A.**

TERMS – EXISTING VS. NEW

	Unutilized Fee	Tax Exempt Rate (Variable)	Taxable Rate (Variable)	Tax Exempt Rate (Indicative Fixed)	Taxable Rate (Indicative Fixed)	Expiration Date
Bank of America-Existing	20 bps (waived after 50% utilized)	SIFMA + 29 bps	BSBY + 62 bps	N/A	N/A	July 31, 2024
Bank of America-New	20 bps (waived after 50% utilized)	79% of SOFR with a SOFR adj. of 10 bps + 35 bps	100% of SOFR + 67 bps	3.95%	5.05%	July 31, 2026
Wells Fargo-Existing	20 bps (waived after 50% utilized)	80% of SOFR + 29 bps	100% of SOFR + 62 bps	N/A	N/A	July 29, 2024
Wells Fargo-New	20 bps	79% of SOFR + 45 bps	100% of SOFR + 67 bps	4.38%	5.61%	March 31, 2026



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NEW BUSINESS ITEM B

**Recommendation to Utilize the Line of Credit Facility
to Facilitate a Taxable Advance Refunding for Certain
Series of Outstanding Bonds**



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AVIATION AUTHORITY BOARD MEETING

February 21, 2024





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CONSIDERATION OF MEETING MINUTES



RECOGNIZING YEARS OF SERVICE

25 YEARS



Michael "Eddie" Taylor – Supervisor – Airfield Operations

30 YEARS



Kimberly Collins – District Chief – ARFF



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RECOGNIZING YEARS OF SERVICE

Aurea Colon Pereira
25 Years of Service



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CONSENT AGENDA ITEMS





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PROCUREMENTS





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CEO REPORT





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NEW BUSINESS ITEMS A AND B

**BP No. S00196, Terminal C, Phase 1 Expansion –
Airfield Civil, Apron and Taxiway Paving, and
Ground Support Equipment Facility**

BACKGROUND

In 2020, portions of Terminal C, Phase 1, Program were deferred as a result of the COVID-19 pandemic. These portions included:

- Four Airside Concourse Gates (BP No. S00195)
- Airfield Civil, Apron and Taxiway Paving (BP No. S00196)
- Multi-Modal Connector Pedestrian Bridge and Rental Car Lobby (BP No. S00198)

In November 2021, the Bipartisan Infrastructure Law (BIL) was passed, including a discretionary grant program administered by the Federal Aviation Administration (FAA). To apply for the grant, the Aviation Authority had to update its Capital Improvement Plan (CIP) to reflect both the BIL entitlement grants and the discretionary grant.



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BACKGROUND

In March 2022, the Aviation Authority's updated CIP included the new Terminal C Phase 1 Expansion (P1X) Restart Program, which includes the three deferred projects. Since then, the Aviation Authority submitted its initial grant pre-application.

To date, the Aviation Authority has been awarded approximately \$99 million in BIL competitive grants for the Terminal C Phase 1 Expansion (P1X) Program.

In September 2022, the Aviation Authority Board approved the procurement and authorized payment of premiums for the Rolling Master Builders Risk Insurance, effective November 1, 2022, for the Terminal C P1X Program.



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ISSUES

BP No. S00196 includes, but is not limited to, the construction of all grading, base and pavement for the Terminal C south apron area adjacent to BP No. S00195; south Remain Overnight (RON) parking apron; aircraft fueling system; underground utilities; taxiway extensions of Taxiways E1, B and B13; pavement markings, taxiway signage; airfield lighting; all maintenance of traffic to phase the work and maintain access needed for airfield operations.

Two Add Alternates, as part of BP No. S00196, include, but are not limited to:

- **Add Alternate No. 1, North RON parking apron, includes all construction of grading, base and pavement areas, airfield lighting and pavement markings; all maintenance of traffic to phase the work and maintain access needed for airfield operations.**
- **Add Alternate No. 2, Ground Support Equipment (GSE) Facility, includes all construction of underground utilities including drainage, potable water, sanitary, power, and fiber; construction of all grading, base and pavement for the GSE facility.**



BP No. S00196 SITE MAP



**BP No. S00196
North RON**

**BP No. S00195
Gates C250-C253**

**BP No. S00196
Airfield Civil, Apron
and Taxiway Paving**

**BP No. S00196
South RON**

**BP No. S00196
GSE**



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ISSUES

On December 21, 2023 three bidders responded to the Aviation Authority's advertisement for construction bids for BP-S00196 as follows:

Bidder	Base Bid	Add. Alternate No. 1	Add. Alternate No. 2	Total Bid Price
Prince Contracting, LLC	\$96,213,912.50	\$17,149,981.00	\$8,465,106.50	\$121,829,000.00
Kiewit Infrastructure South Co.	\$103,060,248.05	\$13,744,423.39	\$10,871,194.66	\$127,675,866.10
The Middlesex Corporation	\$99,649,278.00	\$20,065,966.00	\$10,675,880.00	\$130,391,124.00



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ISSUES

Assuming Board approval, the construction Notice to Proceed is anticipated in March 2024 and be complete in July 2027.

New Business Item	Vendor	Amount	Scope	DBE Program Participation
NB-A	Prince Contracting, LLC	\$121,829,000.00	Award of BP No. S00196	30%
NB-A	Arthur J. Gallagher Risk Management Services, LLC	\$1,365,588.00	Rolling Master Builders Risk Insurance	Not Applicable
NB-B	HNTB Corporation	\$3,952,595.50	Construction Administration Services	8.2%



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ISSUES

On January 2, 2024, the Construction Committee recommended the award of BP No. S00196, Terminal C, Phase 1 Expansion (P1X) - Airfield Civil, Apron and Taxiway Paving, and Ground Support Equipment Facility at the Orlando International Airport (Base Bid plus Add Alternate Nos. 1 and 2) to Prince Contracting, LLC.

By January 9, 2024, an appeal of the Construction Committee's recommendation was received from Kiewit Infrastructure South Co. and joined by The Middlesex Corporation. The recommendation of the Construction Committee was affirmed by the Chief Executive Officer on February 9, 2024.



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RECOMMENDED ACTION NEW BUSINESS ITEM A

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee to:

- Award of BP No. S00196, Terminal C, Phase 1 Expansion (P1X) - Airfield Civil, Apron and Taxiway Paving, and Ground Support Equipment Facility at the Orlando International Airport, to Prince Contracting, LLC, for the total bid amount of \$121,829,000 (Base Bid plus Add Alternate Nos. 1 and 2), with funding from future FAA BIL AIG and FDOT Grants to the extent eligible and General Airport Revenue Bonds;
- Approve the expenditure for Insurance Premium for Builders Risk Insurance on BP No. S00196 for the total amount of \$1,365,588, with funding from Passenger Facility Charges to the extent eligible and General Airport Revenue Bonds; and,
- Authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents in a form satisfactory to such officer, following satisfactory review by legal counsel.



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RECOMMENDED ACTION NEW BUSINESS ITEM B

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee to:

- Approve an Addendum to the Architect of Record for South Terminal C, Phase 1, Agreement with HNTB Corporation for Construction Administration Services for BP No. S00196, Terminal C, Phase 1 Expansion (P1X), Airfield Civil, Apron and Taxiway Paving, at the Orlando International Airport, for the total not-to-exceed fee amount of \$3,952,595.50, with funding from Passenger Facility Charges to the extent eligible and General Airport Revenue Bonds; and,
- Authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents in a form satisfactory to such officer, following satisfactory review by legal counsel.





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NEW BUSINESS ITEM C

**Recommendation to Approve the East Hall Theme
Retail Concession Agreement with Universal City
Development Partners LTD**



BACKGROUND

Universal City Development Partners LTD (Universal) currently operates a Theme Retail Concession in the East Hall of the North Terminal Complex which will expire on March 31, 2024. Pursuant to the Concessions Policy, due to the unique nature of the local theme parks, Theme Retail Concessions are procured through direct negotiations.

ISSUES

Staff and Universal negotiated a new Theme Retail Concession Agreement (Agreement) for the East Hall location. The terms are as follows:

- Commencement date is April 1, 2024
- Term is 15 years with the Aviation Authority having the right to recover any portion of the premises to accommodate change in design or use of the terminal
- Premises are 3,389 square feet
- Concessionaire to pay to the Aviation Authority the greater of:
 - Minimum Annual Concession Fee, initially \$385,000; or
 - Privilege fees tiered at 22%, 24% or 25% based on gross receipts



SMALL BUSINESS

Because of the specialized nature of the theme retail providers, there is no Airport Concession Disadvantaged Business Enterprise goal for this agreement.

FISCAL IMPACT

Universal will pay the Aviation Authority the greater of a Minimum Annual Concession Fee, initially \$385,000, or a percentage of gross receipts as follows:

- 22% - \$1 to \$4,000,000
- 24% - \$4,000,001 - \$7,000,000
- 25% - \$7,000,000+



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RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation to:

- **Approve the East Hall Theme Retail Concession Agreement with Universal City Development Partners, LTD; and,**
- **Authorize an Aviation Authority Officer of the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.**



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NEW BUSINESS ITEM D

**Recommendation to Approve Amendment 1 to the
Distributed Antenna System Agreement with
Verizon Wireless Personal Communications, LP**

BACKGROUND

In April 2018, the Aviation Authority Board approved a Distributed Antenna System Agreement (DAS Agreement) with Verizon Wireless Personal Communications, LP (Verizon) to provide cellular coverage in Terminals A, B, and C existing facilities. The Agreement will expire on April 30, 2025.

ISSUES

Verizon will invest \$4.5 million to upgrade and enhance the existing DAS system to:

- Provide more consistently reliable connections in Terminals A, B, and C
- Design and install DAS in the South Concourse of Terminal C
- Extend cellular coverage in the Pedestrian Bridge/Rental Car lobby space
- Extend DAS coverage to outdoor airside ramps and parking garages
- Introduce 5G services

In order to amortize the investment, Verizon is requesting an extension to the existing agreement. The new termination date will be April 30, 2030.



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SMALL BUSINESS

Because of the specialized nature of the services provided, there is no Airport Concession Disadvantaged Business Enterprise goal for this agreement.

FISCAL IMPACT

The Aviation Authority will continue to receive the revenue stipulated in the agreement, currently \$376,504, with an annual increase of five percent.



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RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation to:

- **Approve Amendment 1 to the DAS Agreement with Verizon Wireless Personal Communications, LP to extend the term to expire on April 30, 2030; and,**
- **Authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.**



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NEW BUSINESS ITEM E

Recommendation of the Procurement Committee to Approve Migration to UKG Pro Workforce Manager, Google Cloud Platform for UKG TeleStaff, and the Implementation of UKG Pro People Center (24-298-OEC) through the Utilization of US Communities Agreement #18220

BACKGROUND

Currently the ARFF department utilizes Telestaff to handle their complex staffing and shift operation indexing to ensure the appropriate coverage for day-to-day operations. Additionally, UKG Workforce Central handles all of the time tracking, schedule and leave for all Aviation Authority employees.

The Human Resources department is currently using multiple systems to manage their day-to-day functionality:

- Cornerstone (My Career)
- Oracle HR

Because there are multiple systems, several independent logs and spreadsheets must be maintained manually to manage information related to key Human Resources functions such as hiring, terminations, transfers/changes, and organization charts. This results in Human Resources staff having to refer to multiple locations and sources to obtain reports and other information critical to making informed and timely decisions.



ISSUES

UKG Workforce Central will transition to End of Engineering and End of Life effective December 31, 2025. On this date, all associated support from UKG Global Support, Service as a Software, and other professional services will end.

To ensure no loss or interruption of services, the Business Application Team recommends that the Aviation Authority transition to UKG Workforce Manager and UKG Telestaff operated in the Google Cloud Platform as soon as possible. Continued seamless integration between these two systems is imperative.

Moving towards a single platform will give the Aviation Authority a comprehensive view of the functionality, integrations and customizations required across the various modules as well as a more streamlined cost structure. This will also allow the Aviation Authority to compare costs with similar employee management platforms in the future.



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ISSUES

Staff also recommends transitioning from the current Human Resources systems to UKG Pro People Center, which includes UKG Pro People Analytics, Talent Acquisition, Recruiting, and Onboarding. Moving to one system of record will significantly streamline processes and give all Aviation Authority employees more effective tools.

Other efficiencies and benefits will include:

- An employee self-service portal
- Single sign-on capabilities
- A simplified user interface



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SMALL BUSINESS

The Aviation Authority's Small Business Development Department reviewed this procurement and determined no participation goals could be established for Minority and Women Business Enterprise (MWBE), Local Developing Business (LDB) and/or Veteran Business Enterprise (VBE) due to the specialized scope, and terms and conditions of 24-298-OEC US Communities Agreement #18220.

FISCAL IMPACT

The fiscal impact of this request is a not-to-exceed amount of \$350,000 for implementation costs which will be funded from previously approved Capital Expenditure Funds. Funding for Service as a Software fees for 60 months is a not-to-exceed amount of \$1,250,000 and will be from the Operations and Maintenance Fund. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in 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.



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RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to:

- Approve Migration to UKG Pro Workforce Manager, Google Cloud Platform for UKG TeleStaff, and the Implementation of UKG Pro People Center (24-298-OEC) through the Utilization of US Communities Agreement #18220;
- Authorize funding for implementation in the not-to-exceed amount of \$350,000 from previously approved Capital Expenditure Funds;
- Authorize funding for Service as a Software fees for 60 months in a not-to-exceed amount of \$1,250,000 from Operations and Maintenance Funds;
- Authorize staff to take any and all actions and execute any and all documents deemed necessary subject to satisfactory legal review; and,
- Request concurrence from Orlando City Council for this unbudgeted expenditure.





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NEW BUSINESS AGENDA ITEM F

Recommendation of the Procurement Committee to Approve Purchases of Computer Hardware and Software Maintenance, Support, Maintenance and Support Subscription and License Renewals

BACKGROUND & ISSUES

This request is for multiple purchases of Computer Hardware and Software Maintenance, Support, Maintenance, and Support Renewals, and License Renewals, as well as Software as a Service (SaaS) License Renewal and other Internet-Based Subscription Service Renewals.

Utilize various procurement methods (RFQs, OECs, Single/Sole Source).

Aviation Authority computer hardware and software applications require technical maintenance and support for their continuous efficient and effective operation.

The IT and Purchasing Departments collaborate to continually review and update the Aviation Authority's Master List of hardware and software applications that require ongoing technical maintenance and support.

The Aviation Authority's Purchasing Department makes every effort to obtain competitive pricing on initial agreement purchases and agreement renewals. Still, in many cases, the agreements and the technical expertise required are only available directly from the original hardware or software manufacturers.



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SMALL BUSINESS PARTICIPATION

Due to the limited and specialized scope of the required services a MWBE/LDB/VBE participation goal is not applicable.

FISCAL IMPACT

- One-year fiscal impact is not-to-exceed \$13,360,196.42
- Period: April 1, 2024, through March 31, 2025
- Funding is from Operations and Maintenance Funds.



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RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee to:

- Approve the Purchase of Computer Hardware and Software Maintenance, Support, Maintenance, and Support Renewals, which renew within the twelve-month approval period of April 1, 2024, through March 31, 2025;
- Authorize funding from approved departments' Operations and Maintenance (O&M) Funds in the amount of \$13,360,196.42, which includes a contingency of 20% for anticipated price increases and the purchase of new licenses and hardware support; and,
- Authorize the Purchasing Department to award purchase orders for each renewal utilizing competitive quotations, direct negotiations, single source procurement, sole source procurements, Other Entity Contracts (OECs), procurement cards, or other methods in compliance with referenced Aviation Authority policies.



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