



GREATER ORLANDO AVIATION AUTHORITY

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AUDITOR SELECTION COMMITTEE

May 15, 2024





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FINANCE COMMITTEE

May 15, 2024





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AVIATION AUTHORITY BOARD MEETING

May 15, 2024





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CONSIDERATION OF MEETING MINUTES





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SPECIAL RECOGNITION





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CONSENT AGENDA ITEMS





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PROCUREMENTS



PROCUREMENTS

Release Date: June 3, 2024

Release Type	Package	Square Feet	Term Length	ACDBE Goal	Minimum Annual Concession Fee
RFP	NTC Package 1	27,214	13 years	25%	\$5,770,000
RFP	NTC Package 2	9,167	10 years	25%	\$2,200,000
RFP	NTC Package 3	2,942	10 years	30%	\$1,001,000
RFP	NTC Package 4	13,548	10 years	25%	\$5,960,000
RFP	NTC Package 5	9,805	10 years	20%	\$3,860,000
RFP	NTC Package 6	1,353	10 years	20%	\$30,000
RFP	NTC Package 7	14,368	10 years	25%	\$1,950,000
Negotiation	NTC Package 8	4,455	10 years	100%	\$418,000



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CEO REPORT



COLONEL JOE KITTINGER AWARD

Capt. Steve “Snak” Nakagawa

Career Highlights

- Commissioned 1986 through Naval ROTC program at USC
- Naval Flight Officer & Test Pilot
 - 28 years service
 - Flew A-6E Intruder & EA-6B Prowler
 - More than 2,700 flight hours in 23 different aircraft
 - 652 carrier landings
- Commander, Naval Air Warfare Center Training Systems Division
- Program Director, *Cenflurence*; Florida High Tech Corridor
- Board of Directors: Orlando Science Center, Central Florida STEM Education Council, Central Florida Partnership, Opera Orlando
- Orange County Mayor’s 2015 Distinguished Asian American of the Year



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NEW BUSINESS ITEM A

**Recommendation to Approve Concession
Limitations for North Terminal Concessions
Packages for Estimated Release in 2024 and 2025**

BACKGROUND

The Aviation Authority's Policy for Awarding and Operating Concessions and Consumer Service Privileges allows concession limitations to be established for each procurement by limiting square footage, number of concepts, maximum percentage of overall gross receipts, or any other Board approved limitation.

Concession limitations are utilized to maximize diversification of competition and amenities available to the traveling public and to ensure capacity and operations are maximized.



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ISSUES

Staff and its consultant have reviewed the North Terminal Concession Packages and propose to limit a Proposer to the award of 20% of the Food & Beverage Program and 25% of the Retail Program based on square footage.

- “Proposer” shall include any entity with a substantial interest in the entity identified as the Proposer in response to the Request for Proposals.
- “Substantial Interest” means an equity interest of 20% or greater in the Proposer (i.e., the entity which will hold the concession agreement), or any interest (equity, debt, guarantor, parent or otherwise) which would give the entity holding the interest the power to control the concessionaire.

Consistent with the Policy, the limitation strategy may be re-assessed with the release of each set of packages.



Phase 1 Packages: Release on or about June 3, 2024

	Food Service		Retail		Total	
	Sq. Ft.	Pct. of Program	Sq. Ft.	Pct. of Program	Sq. Ft.	Pct. of Program
Package 1	20,785	15.2%	6,429	9.9%	27,214	13.5%
Package 2	9,167	6.7%	0	0.0%	9,167	4.5%
Package 3	2,942	2.2%	0	0.0%	2,942	1.5%
Package 4	0	0.0%	13,548	20.8%	13,548	6.7%
Package 5	0	0.0%	9,805	15.0%	9,805	4.9%
Package 6	0	0.0%	1,353	2.1%	1,353	0.7%
Package 7	14,368	10.5%	0	0.0%	14,368	7.1%
Package 8	4,455	3.3%	0	0.0%	4,455	2.2%



Phase 2 Packages: Release in Fall 2024

	Food Service		Retail		Total	
	Sq. Ft.	Pct. of Program	Sq. Ft.	Pct. of Program	Sq. Ft.	Pct. of Program
Package 9	22,889	16.8%	0	0.0%	23,241	11.5%
Package 10	9,734	7.1%	0	0.0%	9,734	4.8%
Package 11	1,870	1.4%	0	0.0%	1,870	0.9%
Package 12	1,100	0.8%	0	0.0%	1,100	0.5%
Package 13	3,990	2.9%	0	0.0%	3,990	2.0%
Package 14	17,782	13.0%	0	0.0%	17,782	8.8%
Package 15	0	0.0%	2,756	4.2%	2,756	1.4%



Phase 3 Packages: Release in Spring 2025

	Food Service		Retail		Total	
	Sq. Ft.	Pct. of Program	Sq. Ft.	Pct. of Program	Sq. Ft.	Pct. of Program
Package 16	6,383	4.7%	0	0.0%	6,383	3.2%
Package 17	12,707	9.3%	0	0.0%	12,707	6.3%



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SMALL BUSINESS

There is no Small Business participation goal attributed to this recommendation; however, there are ACDBE participation goals associated with each package.

FISCAL IMPACT

None.

RECOMMENDED ACTION

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

- Limit a Proposer to the award of 20% of the North Terminal Food & Beverage Program and 25% of the North Terminal Retail Program based on square footage. “Proposer” shall be defined as any entity with a substantial interest in the entity identified as the Proposer in response to the Request for Proposals. “Substantial Interest” means any equity interest of 20% or greater in the Proposer, or any interest which would give the entity holding the interest power to control the concessionaire.



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NEW BUSINESS ITEM B

**Recommendation to Approve the East Hall Theme
Retail Concession Agreement with SeaWorld
Parks and Entertainment LLC**

BACKGROUND

SeaWorld Parks and Entertainment LLC (SeaWorld) currently operates a Theme Retail Concession in the East Hall of the North Terminal Complex which will expire on May 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 SeaWorld negotiated a new Theme Retail Concession Agreement for the East Hall location. The terms are as follows:

- Commencement date is June 1, 2024
- Term is 10 years
- Premises are 2,375 square feet
- Concessionaire to pay to the Aviation Authority, the greater of:
 - Minimum Annual Concession Fee, initially \$200,000; 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

SeaWorld will pay the Aviation Authority the greater of a Minimum Annual Concession Fee, initially \$200,000, 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 SeaWorld Parks and Entertainment LLC; 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 C

**Recommendation to Approve Amendment 1 to the
Distributed Antenna System Agreement with New
Cingular Wireless, PCS (AT&T)**



BACKGROUND

In April 2018, the Aviation Authority Board approved Distributed Antenna System Agreements (DAS Agreements) with New Cingular Wireless PCS (AT&T) to provide cellular coverage in Terminals A, B, and C existing facilities. The Agreements will expire on April 30, 2025.

ISSUES

AT&T will invest \$4 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, AT&T 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 AT&T 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 New Cingular Wireless PCS 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 D

**Construction Phase Executive Program Management
and Oversight Services with Jacobs Project
Management Co. for Terminal C Phase 1 Expansion**

BACKGROUND

On February 15, 2023, the Aviation Authority Board awarded an Executive Program Management and Oversight (EPMO) Services for Terminal C Programs Agreement with Jacobs Project Management Co. (Jacobs), following a competitive award process in compliance with state statutes and Aviation Authority policies.

Scope includes extensive experience and technical expertise in the management and oversight of comparable aviation or intermodal capital programs with the responsibility of managing various Terminal C Programs and related projects.

Services under this agreement to date have been authorized by the Board as follows:

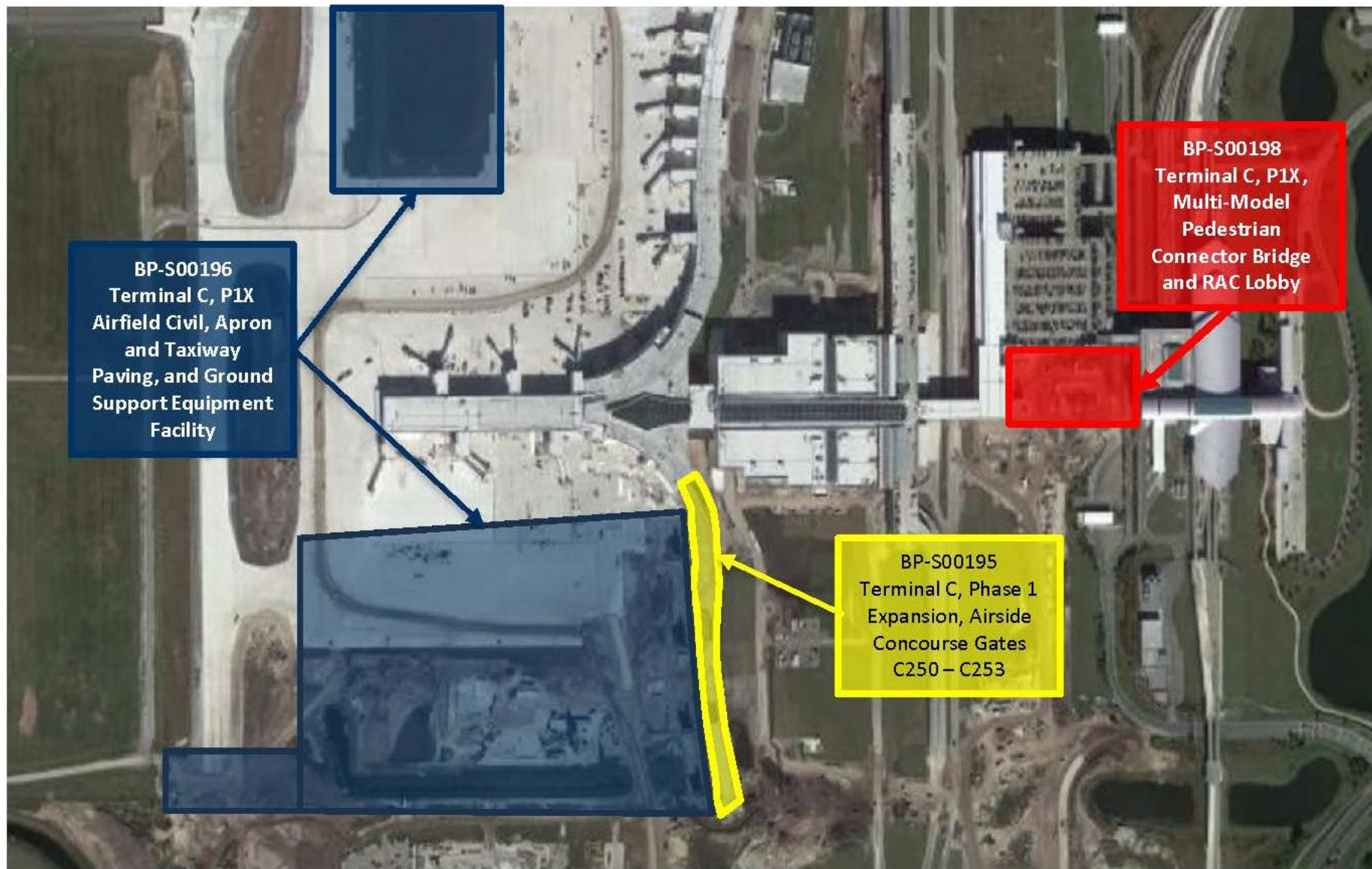
- August 15, 2023: Addendum 3, Core and Leadership Team, \$12,233,846
- September 26, 2023: Addendum 3, Amendment 1, QC/Inspection Team, \$11,497,202



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ISSUES



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ISSUES

The award of BP No. S-00196 in March 2024 included a longer construction duration than negotiated for Addendum 3 and Amendment 1; and awarded bid alternates increasing the overall construction scope. These changes require additional project management, airfield paving inspector and material testing resources based on the construction activities associated with the two add alternate scope and the longer construction schedule.

An Amendment to Addendum No. 3 will add additional positions for the airfield project, extend current staff through final completion of the project, and define previously-approved allowance line items.

A fee has been negotiated with Jacobs for a total amount of \$5,208,446.53 for these additional services and reconciliation of allowances.



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SMALL BUSINESS

The Aviation Authority has reviewed the proposal from Jacobs Project Management Co. and determined that Jacobs Project Management Co. proposes 28% Disadvantage Business Enterprise (DBE) participation on this amendment and certifies that Jacobs Project Management Co. is in good standing as it relates to its Small Business participation.

FISCAL IMPACT

Fiscal impact is \$5,208,446.53. Funding is from Florida Department of Transportation (FDOT) Grants to the extent eligible, Passenger Facility Charges to the extent eligible, Customer Facility Charges to the extent eligible, and General Airport Revenue Bonds.



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RECOMMENDED ACTION

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

- Approve an Amendment to Addendum No. 3 to the Executive PMO Services for Terminal C Programs Agreement with Jacobs Project Management Co. for Additional Executive PMO Services for the Terminal C Programs at MCO, for the total amount of \$5,208,446.53, which includes the not-to-exceed fees amount of \$4,289,060.53 and the not-to-exceed reimbursable expenses amount of \$919,386, with funding from FDOT Grants to the extent eligible, Passenger Facility Charges to the extent eligible, Customer 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 E

Concept Refinement Services with Ricondo &
Associates, Inc. for W-S00211, Terminal C Phase 2
Program Development



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 project scope 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.

On October 18, 2023, the Aviation Authority Board approved Addendum No. 48 to the General Consulting Services Agreement with Ricondo for Initial Program Definition Document (PDD) for Terminal C Phase 2, for the total amount of \$1,090,217.



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ISSUES



Conceptual Rendering – Terminal C Phase 2 Ultimate Buildout



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ISSUES

A fee has been negotiated with Ricondo for Concept Refinement in support of W-S00211, Development of the PDD for the Terminal C, Phase 2, Program at MCO, for the total not-to-exceed fees amount of \$1,018,559.

Services will include, but are not limited to, concept refinement for airline scenario development, refinement of program requirements and phasing, financial analyses, airside and terminal concept refinements, additional landside coordination, accommodations of cost estimator activities, and Industry Day preparation and participation. Services are anticipated through March 2025.



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SMALL BUSINESS

The Aviation Authority has reviewed the proposal from Ricondo, and determined that Ricondo proposes 22% Minority and Women Business Enterprise (MWBE) participation on the amendment, and certifies that Ricondo is in good standing as it relates to its Small Business participation.

FISCAL IMPACT

Fiscal impact is \$1,018,559. Funding is from previously-approved Capital Expenditure Funds.



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RECOMMENDED ACTION

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

- **Approve an Amendment to Addendum No. 48 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Concept Refinement in support of W-S00211, Development of the PDD for the Terminal C, Phase 2, Program, for the total not-to-exceed fees amount of \$1,018,559, with funding from previously-approved Capital Expenditure Funds; 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 F

Recommendation to Approve a Memorandum of Agreement (MOA) with U.S. Customs and Border Protection (CBP) for Information Technology Upgrades at Orlando International Airport

BACKGROUND

Airports are required to provide a fully furnished space with equipment without any charge to CBP and reimburse CBP for expenses incurred for communications and information technology (IT) equipment and services according to Title 8 of United States Code 8 U.S.C. § 1223-1224 and 1356(a).

A MOA with CBP was approved by the Aviation Authority Board on April 17, 2017, in the not-to-exceed amount of \$1,465,025 to reimburse CBP for all expenses related to IT and communications equipment at the North Terminal Federal Inspection Station(FIS).

Pursuant to the MOA, upgrades may be required on a schedule determined by CBP (approximately every 3 to 5 years, as needed).



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ISSUES

On April 15, 2024, The Aviation Authority received a MOA and Cost Sign-Off Document from CBP for the upgrade of IT equipment at the North Terminal FIS. CBP will procure and install the IT equipment necessary for the upgrade and the Aviation Authority will reimburse CBP for the actual cost.

The actual cost for the equipment upgrade is \$890,422. Additionally, recurring costs of network maintenance are estimated at \$24,600 per year.



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SMALL BUSINESS

This scope does not include Small Business participation requirements.

FISCAL IMPACT

Funding for the communications and IT equipment upgrade in the amount of \$890,422 and for the recurring annual network maintenance costs in the amount of \$24,600 will be allocated from the Capital Expenditure Fund and the Operations and Maintenance Fund.



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RECOMMENDED ACTION

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

- Approve a Memorandum of Agreement with U.S. Customs and Border Protection for Information Technology infrastructure upgrades at the Orlando International Airport;
- Authorize funding for the IT equipment upgrade in the amount of \$890,422 and for the recurring annual network maintenance costs in the amount of \$24,600 from the Capital Expenditure Fund and the Operations and Maintenance Fund; 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 G

**Recommendation of the Procurement Committee to
Approve Amendment No. 2, Four Months Extension to
Purchasing Contract 19-20, Customer Service
Ambassadors with Real-Time Services
d/b/a Top Talent Staffing**

BACKGROUND

The Contract is to provide all labor, supervision, management, administrative oversight, supplies, and all other items necessary to provide Customer Service Ambassador Services at the Orlando International Airport.

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

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



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ISSUES

The Aviation Authority understands the importance of providing Customer Service Ambassador services to all who travel through and utilize the Airport. These services successfully provide a positive customer experience, providing necessary information for the customer journey to reduce anxiety with the travel experience. The three-year initial term expires on May 31, 2024.

Staff recommends extending the existing Top Talent Contract for a period of four months through September 30, 2024, at the same terms, conditions, and pricing, to allow adequate time to complete the new Customer Service Ambassador procurement and to provide a transitionary period for the awarded contractor(s).

The Aviation Authority is in the process of a competitive procurement for a Customer Service Ambassador contract, which is planned to be presented during the next Aviation Authority Board Meeting.



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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.

FISCAL IMPACT

The fiscal impact of the four-month extension is a not-to-exceed amount of \$2,222,500 with funding from the Operations and Maintenance Fund.



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RECOMMENDED ACTION

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

- **Extend Purchasing Contract 19-20, Customer Service Ambassador Services with Real Time Services d/b/a Top Talent Staffing, for a period of four months;**
- **Authorize funding from the Operations and Maintenance Fund in the not-to exceed amount of \$2,222,500; 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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NEXT MEETING

JUNE 19, 2024

