On **TUESDAY, August 13, 2024,** the **PROCUREMENT COMMITTEE** met at the Carl T. Langford Board Room Orlando International Airport, One Jeff Fuqua Blvd. Orlando, FL 32827. Chair Griffin called the meeting to order at 9:35 a.m. Chair Griffin read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee members confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding any agenda item.

Committee Members present:

Marquez Griffin, Vice Chair, GOAA Senior Vice President, MCO Operations

Robert Furr, GOAA Vice President, Engineering and Architecture

Iranetta Dennis, GOAA Vice President, Small Business

Jeff Daniels, GOAA Assistant Vice President, Facilities

Tricia Cottman, GOAA Vice President, Risk Management

Marie Dennis, GOAA Deputy Chief Financial Officer, Finance

Also participating:

Karen Ryan, Legal Counsel (Nelson Mullins Riley & Scarborough LLP)

Kelly Loll, GOAA Vice President, Procurement Services

Ingrid-Lamour Thomas, GOAA Senior Administrator, Small Business Development

Jill Overstreet, GOAA Manager, Risk Management

David Harris, GOAA Senior Manager, Procurement Services

Janice Hughes, GOAA Assistant Manager, Procurement Services

Christopher DeLoatche, GOAA Manager, Planning

Keegan O'Brien, GOAA Assistant Vice President, Planning

Tim Mentzer, GOAA Deputy Fire Chief, ARFF

Tawana Allen, GOAA Vice President, Customer Experience

Gene Angel, GOAA Manager, Facilities

Dillan Montenegro, GOAA Recording Secretary, Procurement Services

CONSIDERATIONS OF MINUTES FOR July 23, AND July 30, 2024

Upon motion by Mrs. Marie Dennis, seconded by Mr. Daniels, vote carried to approve the meeting minutes from July 23, and July 30, 2024

CONSENT AGENDA

Upon Motion by Mr. Daniels, seconded by Mrs. Iranetta Dennis, vote carried to approve all the Consent Agenda Items.

A. **Request for Approval of an Addendum to the Continuing Transportation Planning Services Agreement with HNTB Corporation for LYNX Busses Siting Support Services at the Orlando International Airport (MCO).**

B. **Request for Approval of an Amendment to Addendum 10 to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. for additional fiscal year 2024 On-Call Transportation Planning Review Services at the Orlando International Airport (MCO).**

C. **Request for Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with DRMP, Inc. for 2024 Wildlife Hazard Management Training at Orlando International Airport (MCO)**

NEW BUSINESS

A. **REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD FOR APPROVAL OF AN ADDENDUM TO THE CONTINUING PROGRAM AND PROJECT MANAGEMENT SERVICES AGREEMENT WITH AECOM TECHNICAL SERVICES, INC. FOR FISCAL YEAR (FY) 2025 STAFF EXTENSION SUPPORT SERVICES FOR PROJECT CONTROLS AT ORLANDO INTERNATIONAL AIRPORT (MCO).**

Upon motion by Mrs. Marie Dennis, seconded by Mr. Daniels, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for the not-to-exceed amount of $173,120.00.

B. **REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD FOR APPROVAL OF AN ADDENDUM TO THE GENERAL CONSULTING SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR ON-CALL ENVIRONMENTAL PLANNING AND NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) COMPLIANCE CONSULTING SERVICES AT ORLANDO INTERNATIONAL AIRPORT (MCO)**

Upon motion by Mr. Furr, seconded by Mrs. Marie Dennis, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the general consulting services agreement with Ricondo & Associates, Inc. for the not-to-exceed amount of $38,258.00

C. **REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD FOR APPROVAL OF AN ADDENDUM TO THE CONTINUING ON-CALL ARCHITECTURE AND ENGINEERING CONSULTANT SERVICES WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR EAST AIRFIELD SITE DEVELOPMENT PLANNING AT ORLANDO INTERNATION AIRPORT.**

Upon motion by Mr. Daniels, seconded by Mr. Furr, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the continuing on-call architecture and engineering consultant services with Kimley-Horn and Associates, Inc. for the not-to-exceed amount of $1,195,970.00

D. **REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD FOR APPROVAL OF AN AMENDMENT TO ADDENDUM 68 TO THE GENERAL CONSULTING SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR PRE-PLANNING ACTIVITES FOR ENVIRONMENTAL ASSESSMENT DEVELOPMENT AT ORLANDO INTERNATIONAL AIRPORT.**

Upon motion by Mrs. Marie Dennis, seconded by Mr. Daniels, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Amendment to Addendum 68 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Pre-Planning activities for the not-to-exceed amount of $7,502.51.

E. **REQUEST FOR RECOMMENDATION TO AVIATION AUTHORITY BOARD TO AWARD OTHER ENTITY CONTRACT (OEC) 24-765-OEC FOR ONE AIRCRAFT RESCUE FIRE FIGHTING (ARFF) RESCUE VEHICLE FROM MATHENY MOTOR TRUCK CO. D/B/A MATHENY FIRE & EMERGENCY UTILIZING FLORIDA SHERIFFS ASSOCIATION CONTRACT# FSA23-VEF17.0.**

Upon motion by Mrs. Marie Dennis, seconded by Mrs. Iranetta Dennis, vote carried to approve the recommendation to the Aviation Authority Board to Award Other Entity Contract (OEC) 24-765-OEC for One Aircraft Rescue Fire Fighting (ARFF) Rescue Vehicle from Matheny Motor Truck Co. d/b/a Matheny Fire & Emergency for the not-to-exceed amount of $339,452.

F. **REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE AMENDMENT NO. 3, ONE MONTH EXTENSION TO PURCHASING CONTRACT 19-20, CUSTOMER SERVICE AMBASSADOR'S SERVICES WITH REAL TIME SERVICES D/B/ATOP TALENT STAFFING (TOP TALENT)**

Upon motion by Mr. Daniels, seconded by Mr. Furr, vote carried to approve that the following be recommended to the Aviation Authority Board: to 1) extend Purchasing Contract 19-20, Customer Service Ambassadors Service with Real Time Services d/b/a Top Talent Staffing, for a period of up to 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.

G. **REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE AMENDMENT NO. 3, ONE MONTH EXTENSION TO PURCHASING CONTRACT 19-20, CUSTOMER SERVICE AMBASSADOR'S SERVICES WITH REAL TIME SERVICES D/B/ATOP TALENT STAFFING (TOP TALENT)**

Upon motion by Mrs. Marie Dennis, seconded by Mr. Daniels, vote carried to approve that the following be recommended to the Aviation Authority Board: (1) 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 for a not-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.

CONSIDERATION OF FIRMS FOR VEHICLE AND EQUIPMENT MAINTENANCE SERVICES (24-205-RFP)

Upon motion by Mr. Furr, seconded by Mr. Daniels, vote was approved to proceed into direct negotiations with Transdev Fleet Services, Inc., for pricing determined reasonable by the Department, to be presented directly to the Aviation Authority Board for approval.

- Transdev Fleet Services, Inc.

TWO MINUTE RECESS - CHANGE COMMITTEE MEMBERS FOR THE EVALUATION OF INSURANCE BROKER SERVICES (24-642-RFP)

Jeff Daniels was replaced by Tricia Cottman, who confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding the agenda item.

CONSIDERATION OF FIRMS FOR INSURANCE BROKER SERVICES FOR RISK MANAGEMENT PROGRAM (24-642-RFP)

Tom Keel and Matt Susin representing McGriff Insurance Services, LLC. spoke at the public meeting for 3 minutes each.

Upon motion by Mrs. Cottman, seconded by Mrs. Marie Dennis, vote was approved to proceed into interviews for the five proposers at a later date.

- Alliant Insurance Services, Inc.
- Aon Risk Services, Inc. of Florida
- Arthur J Gallagher Risk Management Services LLC.
- McGriff Insurance Services, LLC.
- Southeastern Series of Lockton, Inc.

ADJOURNMENT

1. No additional public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned by
   11:00 a.m.

Chair Griffin

Procurement Committee

Senior Vice President of Operations