

GREATER ORLANDO AVIATION AUTHORITY

AD HOC COMMITTEE
PS-643 STATE GOVERNMENTAL RELATIONS CONSULTING SERVICES

AGENDA

DATE: NOVEMBER 3, 2020

DAY: TUESDAY

TIME: 3:30 P.M.

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

Due to the COVID-19 pandemic, the Centers for Disease (CDC) guidelines, and the Greater Orlando Aviation Authority's ongoing focus on safety regarding events and meetings, seating at sunshine committee meetings will be limited according to space and social distancing. Attendance is on a first come, first serve basis. All attendees must wear a face covering. Temperature checks will be conducted before entering the GOAA Offices.

Any appeals of decisions made by the Ad Hoc Committee must be filed with the Chief Executive Officer within five business days (no later than 4:00 p.m. on the fifth business day) of the rendering of that decision. If a bidder or proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal, and it must be received in writing by the Chief Executive Officer, Mr. Phillip N. Brown, via email pbrown@goaa.org, with a copy to lbou@goaa.org (emails will be accepted during the COVID-19 pandemic.)

I. CONSIDERATION OF FIRMS FOR PS-643, STATE GOVERNMENTAL RELATIONS CONSULTING SERVICES (*One firm responded by October 30, 2020*):

- Heffley and Associates

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 Manager of Board Services with questions at (407) 825-2032.