

**GREATER ORLANDO AVIATION AUTHORITY**  
**REVISED AGENDA**

DATE: DECEMBER 15, 2021

DAY: WEDNESDAY

TIME: 2:00 P.M.

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

**The Aviation Authority is subject to federal mask mandates. Federal law requires wearing a mask at all times in and on the airport property. Failure to comply may result in removal and denial of re-entry. Refusing to wear a mask in or on the airport property is a violation of federal law; individuals may be subject to penalties under federal law.**

**Currently, seating inside the Board Room is limited to 25 and lobby seating is limited to 10 seats. Attendance is on a first-come, first-served basis. No standing in the lobby will be permitted.**

**Individuals who wish to speak at the Board meeting on an item being considered on the agenda will be asked to fill out a speaker request card. GOAA live streams the meeting over Orange TV and its own You Tube channel (OrlandoAirports) so that the public can monitor the proceedings. The meeting can also be streamed through the GOAA website, [www.OrlandoAirports.net](http://www.OrlandoAirports.net).**

**I. CALL TO ORDER**

**II. INVOCATION**

**III. PLEDGE OF ALLEGIANCE**

**IV. ROLL CALL**

**V. CONSIDERATION OF AVIATION AUTHORITY MINUTES FOR OCTOBER 20, AND NOVEMBER 10, 2021**

**VI. PRESENTATION**

- A. University of Central Florida/Greater Orlando Aviation Authority Strategic Collaboration Update**

**VII. 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 \$325,000 dollars)

- A. Recommendation to Accept Committee Minutes
- B. Recommendation to Dispose of Surplus Property
- C. Recommendation of the Construction Committee to Approve a No-Cost Addendum to the Continuing Bridge Inspection Services Agreement to Exercise the First One-Year Renewal Option
- D. Recommendation of the Professional Services Committee to Rank Firms Shortlisted for Design Services for Taxiways G and H Rehabilitation, Phases 1 and 2 (W432) at the Orlando International Airport
- E. Recommendation to Approve the Amendment Number 1 to the Amended and Restated Global Agreement by and between the Greater Orlando Aviation Authority ("Authority") and the Orlando Utilities Commission ("OUC")
- F. Recommendation of the Retirement Benefits Committee (RBC) to Approve the Transition from Vanguard Index Funds to Fidelity Index Funds within the Defined Contribution Plan (401a), Deferred Compensation Plan (457b) and the Defined Benefit Plan (DB) (the Plans)
- G. Recommendation to Extend the Pilot COVID-19 Testing Program with Adventist Health System/Sunbelt, Inc. d/b/a/ AdventHealth Centra Care and Approve an Additional Pilot Program for COVID-19 Testing with COVID Testing LLC at Orlando International Airport
- H. Recommendation of the Capital Management Committee to Update the Fiscal Year 2021-2027 Capital Improvement Program
- I. Recommendation to amend Organizational Policy 110.01, Chief Executive Officer

**VIII. PROCUREMENTS**

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

- A. Invitation For Bid for Plumbing Services, Hyatt Hotel
- B. Request for Proposals, COVID-19 Testing and Wellness Center
- C. Request for Proposals, Central Receiving and Distribution Center (CRDC) Services

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.

**IX. CHIEF EXECUTIVE OFFICER'S REPORT**

**X. NEW BUSINESS**

(Pursuant to Florida Statute 332.0075, contracts in excess of \$325,000 are listed under this section as separate line items)

- A. Recommendation of the Construction Committee to Approve a Job Order Construction Services Addendum to the Continuing Electrical Construction Services Agreement with H.L. Pruitt Corporation for Project E-00272, Airfield Virtual Ramp Control (VRC) Infrastructure Installation, at the Orlando International Airport
- B. Recommendation of the Construction Committee to Approve Amendment No. 5 to Addendum No. 20 to the Architect of Record (and Major Subconsultants) for South Terminal C, Phase 1, Agreement with HNTB Corporation for Additional Fiscal Year (FY) 2022 Construction Administration (CA) Services for W-S00110, South Terminal C, Phase 1, at the Orlando International Airport
- C. Recommendation of the Construction Committee to Approve Amendment No. 2 to Addendum No. 20 to the Program and Project Management Services Agreement for South Terminal C, Phase 1, Program, with Cost Management, Inc. dba CMI (MWBE/LDB) for Additional Fiscal Year (FY) 2022 Construction Phase Owner's Authorized Representative (OAR) Support Services for W-S00111, South Terminal C, Phase 1 – Program and Project Management Services, at the Orlando International Airport
- D. Recommendation of the Construction Committee to Approve an Addendum to the Program and Project Management Services Agreement for South Terminal C, Phase 1, Program, with Geotech Consultants International, Inc. dba GCI, Inc. (MWBE/VBE) for Fiscal Year (FY) 2022 Construction Phase Owner's Authorized Representative (OAR) Support Services for W-S00111, South Terminal C, Phase 1 – Program and Project Management Services, at the Orlando International Airport
- E. Recommendation of the Concessions/Procurement Committee to Award Purchasing Single Source 04-22, Trane Chiller Maintenance Services, at the Orlando International Airport, to Trane U.S. Inc.
- F. Recommendation of the Concessions/Procurement Committee to Approve Amendment No. 1, for an Increase in Value to Purchasing Contract 06-21, Security Area Monitor (SAM) Services, with Universal Protection Services dba Allied Universal Security Services (AUS)
- G. Recommendation to Approve Remediation and Access Agreement and MRO Hangar Lease Agreement with Frontier Airlines, Inc.
- H. Recommendation to Approve Amendment No. 2 to Fuel System Lease Agreement at Orlando International Airport, with Orlando Fuel Facilities, LLC.
- I. Recommendation to Approve Corporate Hangar Lease Agreement at Orlando International Airport, with Orlando Magic, Ltd.
- J. Recommendation to Approve the Ground Lease Agreement by and between the Aviation Authority and the City of Orlando
- K. Recommendation to Extend Interim General Counsel for an Additional Six Months
- L. Motion to Take From the Table and Vote on Item – April 21, 2021 Agenda Item, New Business, O, Recommendation Of November 13, 2019, Transition Committee To Retain Internal General Counsel And Recommendation To Extend Interim General Counsel For Up To 18 months
- M. Presentation of Recruited Candidates for Chief Executive Officer and Selection for the Next Phase of the Recruitment Process

**XI. 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 for December 15, 2021, Aviation Authority Board Meeting
- B. Notification of Release of RFP/RFB/RFQ/IFBs
- C. Notification of the Professional Services Committee's Approval of the Lists of Pre-Qualified Subcontractors/Suppliers for Major Trade Packages for the South Terminal C, Phase 1, Program, at the Orlando International Airport
- D. Notification of Operation and Maintenance Fund Budget Transfers in Excess of \$250,000 Approved by the Chief Financial Officer between July 1, 2021, and September 30, 2021
- E. Voluntary Notice of IRS Examination of Airport Facilities Revenue Bonds Series 2010A (Non-AMT) of the City of Orlando, Florida
- F. Notice of Potential Bond Issue with the Electronic Municipal Market Access System
- G. Construction Progress Report

*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*

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*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.*

**NEXT SCHEDULED AVIATION AUTHORITY BOARD MEETING IS ON WEDNESDAY, JANUARY 19, 2022**



**GREATER ORLANDO AVIATION AUTHORITY**

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Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4399

**MEMORANDUM**

TO: Members of the Aviation Authority

FROM: Phillip N. Brown, Chief Executive Officer

DATE: December 15, 2021

**ITEM DESCRIPTION**

Recommendation to amend Organizational Policy 110.01, Chief Executive Officer

**BACKGROUND**

There is a possibility that a new Chief Executive Officer (CEO) will not be employed upon my retirement on January 31, 2022. The current Aviation Authority policy regarding the Absence of Chief Executive Officer contemplates an active, employed CEO in the position when the policy is needed. It is prudent for the Aviation Authority Board to contemplate a gap in employment of a CEO and act accordingly.

**ISSUES**

I propose the changes to Organizational Policy 110.01, which are attached to this Memorandum.

**ALTERNATIVES**

The Aviation Authority Board may reject this recommendation or modify it.

**FISCAL IMPACT**

None

**RECOMMENDED ACTION**

It is respectfully requested that the Aviation Authority Board resolve to amend Organizational Policy 110.01 as presented.

**OBJECTIVE** To direct the operation of all airports and projects under the jurisdiction of the Aviation Authority, plan facilities and services to meet the community's aviation needs.

**POLICY**

**General** The Chief Executive Officer reports to the Aviation Authority Board, is responsible for the implementation of Board policies, and directs the operation, management, and promotion of all activities with which the Aviation Authority is charged under the provisions of its enabling legislation.

**Specific Responsibilities**

**Planning** The Chief Executive Officer:  
  
Recommends specific goals and objectives to the Aviation Authority Board.

Collects and evaluates data pertaining to:

- population trends and movement of population centers,
- airline needs,
- general aviation needs,
- other transportation media,
- all applicable regulations and laws,
- technological advances,
- community needs,
- needs and plans of other agencies and authorities.

Develops plans for airport expansion, improvement, and additions.

Directs the operation of airports through staff.

**Expenditure of Funds for Professional Services** In addition to the expenditure of funds specifically authorized elsewhere within the Policy and Procedure Manual, the Chief Executive Officer may approve, with or without requiring a competitive solicitation process, the acquisition or award of

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Professional Services, in a total anticipated amount not to exceed \$250,000, when funding is available for such professional services.

If a competitive process, as defined in the Aviation Authority's procurement policy 450.02, Competitive Procurements, or construction policies 130.01, Construction Contracts and Changes, and 130.02, Construction and Engineering Related Professional, Consulting and Continuing Services, is not conducted, Aviation Authority form 110.01, Professional Services Award, shall be completed and signed by the department seeking such Professional Services and signed by the Chief Executive Officer prior to the Aviation Authority entering into any contract.

"Professional Services" for the purpose of this policy, are defined as services for the rendering, by an independent contracting individual or firm having expertise in a particular industry or subject matter due to specialized education, training, licensure or skill, of advice, reports, conclusions, recommendations or other outputs resulting from the time and effort of the service provider, as opposed to the acquisition of specific commodities or of services not requiring any specialized education, licensing, training or skill (e.g. janitorial services). Professional Services include, but are not limited to:

- Evaluations, consultations, management systems, management consulting, compilation of statistical data in support of planning and operating airport activities, expert witnesses, appraisal services, accounting and legal services and research and development studies or reports on the findings of consultants,
- Services within the scope or practice of architecture, engineering, landscape architecture, registered surveying, and mapping as defined within Consultants Competitive Negotiation Act, Florida Statutes, 287.055.

Any contract award and/or expenditure made in accordance with this provision shall be made known to the Aviation Authority Board by the next regularly scheduled meeting.

**Memberships**

The Chief Executive Officer may serve as a member and provide technical assistance to organizations, boards, and committees connected with the Aviation Authority to the extent consistent with Aviation Authority policies.

**Execution of  
Certain**

In addition to the approval and execution of agreements specifically authorized elsewhere within the Policy and Procedure Manual, the

**Employment-  
Related  
Agreements**

Chief Executive Officer may approve and execute, on behalf of the Aviation Authority, agreements relating to the termination of employment of current or former employees of the Aviation Authority (including separation agreements and severance agreements), provided that (1) any severance pay to be made to a current or former employee that is not otherwise provided for in a contract or employment agreement (other than payments required or permitted to be made by separate policy or authorization) does not exceed an amount greater than six (6) weeks of salary, and (2) funding is available for such payment.

Any agreement approved and executed by the Chief Executive Officer in accordance with this provision requiring a payment to a current or former employee (other than payment required or permitted to be made by separate policy or authorization) shall be made known to the Aviation Authority Board by the next regularly scheduled Board meeting.

**Anticipated  
Absence of the  
Chief Executive  
Officer**

In the absence of the Chief Executive Officer, a designee will be appointed by the Chief Executive Officer to serve in an ~~a~~Acting capacity and perform such duties inherent to the Chief Executive Officer's position for the duration of the absence. —The Chief Executive Officer will present to the Aviation Authority Board for approval the names of up to two individuals who may serve as Acting Chief Executive Officer in case of an absence. When an anticipated absence will occur, the Chief Executive Officer will select an Acting Chief Executive Officer from names previously approved by the Board to serve as Acting Chief Executive Officer.

**Unanticipated  
Absence of the  
Chief Executive  
Officer or Acting  
Chief Executive  
Officer**

Should the Chief Executive Officer or Acting Chief Executive Officer be unable to perform the assigned duties for any reason, the Chief of Operations shall serve as Acting Chief Executive Officer until the Chairman of the Aviation Authority Board designates a new ~~a~~ Acting Chief Executive Officer. The new Acting Chief Executive Officer will, ~~to~~ be confirmed by the Aviation Authority Board at its next meeting.

**Organizational  
Chart**

See attachment.

**Forms**

Professional Services Award Form

**APPROVAL AND UPDATE HISTORY**

**Format and  
Re-numbering  
Approval**

Aviation Authority Board: August 28, 1991 (4R)

**Last Approval**

Aviation Authority Board: April 20, 2016  
Chief Executive Officer: May 13, 2021

**Supersedes**

All Previous



## PROFESSIONAL SERVICES AWARD

This document is used to provide information for approval of award for Professional Services by the Chief Executive Officer under Aviation Authority Policy 110.01, if a competitive process as defined in the Aviation Authority's procurement policy 450.02 or construction policies 130.01 or 130.02 is not conducted in advance of such award.

Date: \_\_\_\_\_

1. Description of required Professional Services and reasons that the service is required:
2. Firm selected to provide the Professional Services:
3. Cost of the Professional Services (Current fiscal year cost and total cost):
4. Accounting code to be charged for the services:
5. Justification for selection of this firm to provide the services:
  - A. Provide information regarding research performed to ensure that the recommended source is appropriate. Include the contractor's capabilities and experience to fulfill the Aviation Authority's requirements.
  - B. Indicate competitive quotations obtained and/or how costs were determined to be fair and reasonable.

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer

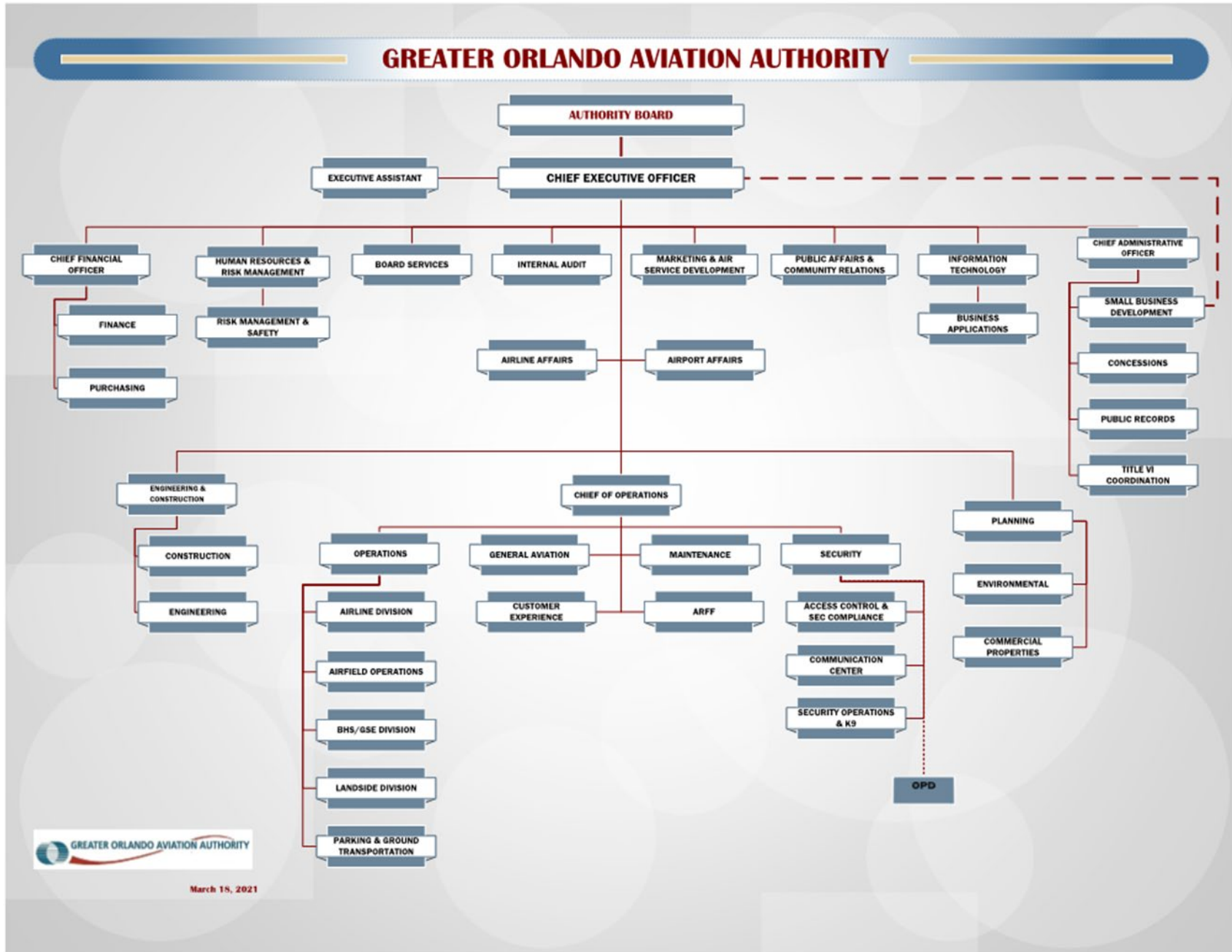
\_\_\_\_\_  
Date

(Approved / Disapproved)

Professional Services processing instructions:

Upon approval of this award justification:

1. Complete a professional services contract, if required. Only Officers of the Aviation Authority may sign Contracts.
2. Process a requisition. If a formal professional services contract was not required, include a complete description of the required professional services with the requisition.



UPDATED ORG CHART - INSERTED

