

On **WEDNESDAY, AUGUST 18, 2021**, the **GREATER ORLANDO AVIATION AUTHORITY** met in regular session in the Carl T. Langford Board Room of the Aviation Authority offices in the main terminal building at the Orlando International Airport (OIA), One Jeff Fuqua Boulevard, Orlando, Florida. Chairman Good called the meeting to order at 2:54 p.m. The meeting was posted in accordance with Florida Statutes and a quorum was present. *[Live Streaming from Orlando, FL]*

Authority members present,

M. Carson Good, Chairman
Mayor Buddy Dyer, Vice Chair
Mayor Jerry Demings, Treasurer
Craig Mateer
Dr. John L. Evans, Jr.
Belinda O. Kirkegard

Also present,

Phillip N. Brown, Chief Executive Officer and
Secretary
Kathleen Sharman, Chief Financial Officer
Yovannie Rodriguez, Chief Administrative Officer
Thomas W. Draper, Chief of Operations
Carolyn Fennell, Senior Director of Public
Affairs
Davin Ruohomaki, Senior Director of Construction
and Engineering
Dan Gerber, Interim General Counsel
Gail Musselwhite, Executive Assistant to the CAO and
Recording Secretary

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. Lobbyists are now required to sign-in at the Aviation Authority offices prior to any meetings with Staff or Board members. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member at a location other than the Aviation Authority offices, 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 in the Aviation Authority's offices and the web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

Before the meeting began, Chairman Good asked Mayor Demings to bring the invocation.

Before proceeding with business, Mr. Gerber asked the Board to report any conflicts of interest or violations of the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine Law with regard to any agenda item. None were expressed by any Board member.

APPROVAL OF MINUTES

1. Upon motion by Mayor Demings, second by Mayor Dyer, vote carried to accept the minutes from July 21, 2021 as written.

Dr. Evans left the room at 3:01 p.m.; returning at 3:50 p.m.

TWENTY-YEAR SERVICE AWARD TO DAN CARRINGTON

2. Mr. Friel, Director of Planning & Development, along with Mr. Brown and the Board, recognized Mr. Dan Carrington for his 20 years of service to the Aviation Authority.

RECOGNIZING YEARS OF SERVICE

3. Mr. Troy Stone, Supervisor of Electronics with the Maintenance Department, 20 years of service to the Aviation Authority.

CONSENT AGENDA

4. Upon motion by Mayor Demings, second by Mayor Dyer, vote carried to adopt a resolution as follows: It is hereby resolved by the Greater Orlando Aviation Authority Board that the following Consent Agenda items are approved, accepted, and adopted and execution of all necessary documents is authorized by the Aviation Authority's Officers or Chief Executive Officer:

A. accept for filing the following minutes: June 28, and July 12, 2021, Concessions/Procurement Committee; July 6, July 13, and July 20, 2021, Construction Committee; August 20, September 30, October 26, November 17, December 2, and December 15, 2020 and June 22, July 6, and July 20, 2021, Professional Services Committee; June 1, and July 12, 2021, Construction Finance Oversight Committee; July 8, and July 14, 2021, Design Review Committee; June 3, 2021 Retirement Benefits Committee;

B. accept the recommendation to: (1) find the property listed in this memorandum no longer necessary, useful, or profitable in the operation of the Airport System; (2) request Orlando City Council concurrence and resolution of this finding; and (3) authorize staff to dispose of this property in accordance with the Aviation Authority's Policies and Procedures;

C. accept the recommendation of the Construction Committee to approve Amendment No. 5 to Addendum No. 10 to the Construction Management at Risk (CM@R) Entity Services for South Terminal C, Phase 1, Agreement with Hensel Phelps Construction for BP No. S00154, South Terminal C, Phase 1, Fueling System (GMP No. 11-S) at the Orlando International Airport, for a total negotiated deductive GMP Amendment amount of (\$266,838), which includes a deductive amount of (\$250,000) from Owner Contingency, a deductive amount of (\$1,760) from Performance and Payment Bonds, and a deductive amount of (\$15,078) from the CM@R's Fee (6.031%), resulting in a revised GMP amount of \$32,127,663, with funding credited to General Airport Revenue Bonds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 101126]**;

D. accept the recommendation of the Construction Committee to approve Amendment No. 1 to Addendum No. 27 to the Construction Management at Risk (CM@R) Entity Services for South Terminal C, Phase 1, Agreement with Turner-Kiewit Joint Venture, for BP No. S00180, South Terminal C, Phase 1, Landside Experiential Media Environment (EME) (GMP No. 7-S.4), for a total negotiated deductive GMP Amendment amount of (\$262,439), which includes the deductive amount of (\$250,000) from Allowances, the deductive amount of (\$1,930) from Performance and Payment Bonds, and the deductive amount of (\$10,609) from the CM@R's Fee (4.211%), resulting in a revised total GMP amount of \$11,079,828, with funding credited to General Airport Revenue Bonds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 101127]**;

E. accept the recommendation of the Construction Committee to approve Amendment No. 3 to Addendum No. 28 to the Construction Management at Risk (CM@R) Entity Services for South Terminal C, Phase 1, Agreement with Turner-Kiewit Joint Venture, for BP No. S00181, South Terminal C, Phase 1, Ground Transportation Facility (GTF) (GMP No. 8-S.1), for a total negotiated deductive GMP Amendment amount of (\$525,078), which includes a deductive amount of (\$500,000) from CM@R Contingency, a deductive amount of (\$3,860) from Performance and Payment Bonds, and a deductive amount of (\$21,218)

from CM@R's Fee (4.211%), resulting in a revised GMP amount of \$37,887,372, with funding credited to 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 following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 101128]**;

F. accept the recommendation of the Construction Committee to approve Amendment No. 3 to Addendum No. 11 to the Construction Management at Risk (CM@R) Entity Services for South Terminal C, Phase 1, Agreement with Turner-Kiewit Joint Venture, for BP No. S00141, South Terminal C, Phase 1, Landside Conveying Equipment (GMP No. 5-S.4) at the Orlando International Airport, for a total negotiated deductive GMP Amendment amount of (\$157,523), which includes a deductive amount of (\$150,000) from Owner Contingency, a deductive amount of (\$1,158) from Performance and Payment Bonds, and a deductive amount of (\$6,365) from CM@R's fee (4.211%), resulting in a revised GMP amount of \$15,861,711, with funding credited to 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 following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 101129]**;

G. accept the recommendation of the Construction Committee to approve Amendment No. 4 to Addendum No. 24 to the Construction Management at Risk (CM@R) Entity Services for South Terminal C, Phase 1, Agreement with Turner-Kiewit Joint Venture for BP No. S00148, South Terminal C, Phase 1, Landside Terminal Finishes (GMP No. 7-S.2), for a total negotiated deductive GMP Amendment amount of (\$614,341), which includes a deductive amount of (\$585,000) from Allowances, a deductive amount of (\$4,516) from Performance and Payment Bonds, and a deductive amount of (\$24,825) from the CM@R's fee (4.211%), resulting in a revised total GMP amount of \$90,468,041, with funding credited to General Airport Revenue Bonds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 101130]**;

H. accept the recommendation of the Construction Committee to: (1) approve a no-cost Addendum to the Continuing Architectural Consulting Services Agreement with Bermello Ajamil & Partners, Inc. to exercise the first one-year renewal option and extend the Agreement to January 2, 2023; (2) approve a no-cost Addendum to the Continuing Architectural Consulting Services Agreement with Eleven18 Architecture, PL to exercise the first one-year renewal option and extend the Agreement to January 2, 2023; (3) approve a no-cost Addendum to the Continuing Architectural Consulting Services Agreement with MLM-Martin Architects, Inc. to exercise the first one-year renewal option and extend the Agreement to January 15, 2023; (4) approve a no-cost Addendum to the Continuing Architectural Consulting Services Agreement with Rhodes & Brito Architects, Inc. to exercise the first one-year renewal option and extend the Agreement to January 2, 2023; and, (5) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 101131 - 101134]**;

I. accept the recommendation of the Professional Services Committee to: (1) approve the ranking of firms for Stormwater Drainage Atlas Update Consulting Services at the Orlando International Airport, as follows: First – Kimley-Horn and Associates, Inc.; and, Second – The Roderick Group, Inc. d/b/a Ardmore Roderick; (2) award a Professional Services Agreement for Stormwater Drainage Atlas Update Consulting Services at the Orlando International Airport, to the Kimley-Horn and Associates, Inc.; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary contract documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 101135]**;

J. accept the recommendation of the Concessions/Procurement Committee and (1) approve Amendment No. 7, Contract Extension for Purchasing Contract 19-14, Travel and Support Services with AAA Club Alliance, Inc. d/b/a AAA Corporate Travel Services beginning October 1, 2021, and expiring on September 30, 2022; (2) authorize funding in a not-to-exceed amount of \$15,000 from the Operations and Maintenance Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 101136]**;

K. accept the recommended changes to Organizational Policy, Section 120.02, Construction Committee, and confirm the appointment of the Senior Director of Engineering and Construction as Chairman;

L. accept the recommendation to: (1) Approve Corrected Aviation Authority Board Date of December 15, 2021; and (2) authorize staff and the Chief Executive Officer to execute any documents necessary to correct scrivener’s error;

M. accept the recommendation to approve the amendment to the Aviation Authority Budget for Fiscal Year 2021, and, if necessary, to the Aviation Authority proposed Budget for Fiscal Year 2022;

N. accept the recommendation of the Chief Executive Officer to approve the Memorandum of Understanding with the Transportation Security Administration and authorize the Chief Executive Officer to execute the necessary legal documents **[FILED DOCUMENTARY NO. 101137]**;

O. accept the recommendation to approve Orlando Executive Airport Rates and Charges.

CHIEF EXECUTIVE OFFICER’S (CEO) REPORT

5. Mr. Brown indicated that a copy of the report was included in the board agenda with a copy on file. He stated in addition to what is included in the report an agreement has been made with WalMart to open a vaccination clinic on Thursday, August 19, 2021 in the former Kennedy Space Center location in the East Hall. This clinic is under a federal contract and will be staffed by a WalMart pharmacist and two technicians. Clinic hours are 12:00 pm to 6:00 pm Thursday through Monday and is open to employees, travelers, and the public.

Mr. Mateer noted that only 60% of the landside concessions are open and asked if this was being addressed. Mr. Brown answered in the affirmative. Further discussion ensued.

RECOMMENDATION TO APPROVE SOUTH TERMINAL COMPLEX, PHASE 1 ITEMS

6. Using visual aids (copy on file); Mr. Ruohomaki presented New Business Items A, B, C, D, F, G and H together, as all seven items pertain to the South Terminal Complex Program. Mr. Ruohomaki stated the South Terminal C, Phase 1 remains on target to complete early next year. He indicated that each of these New Business Items have an individual memorandum included in the Board agenda package which has a detailed recommendation with the action requested by the Aviation Authority Board. He further stated that items A – D are contingency moves, items F and G are for staffing, and item H is for benches and waste receptacles.

On May 18, 2016, the Aviation Authority Board approved an award of CM@R Entity Services to Turner Kiewit and on March 19, 2017, the Aviation Authority’s Finance Committee approved an award of CM@R Entity Services to Hensel Phelps.

Mr. Ruohomaki presented a table that detailed each of the items, as follows:

ITEM	CM@R	Bid Package / GMP No.	Amount	Reason for Amendment	Proposed DBE/MWBE/LDB/VBE	Location
NB-A	Hensel Phelps Construction	BP-S00143/ GMP 6-S.1	\$2,800,000	* Increase Owner Contingency ¹	20% MWBE 4% LDB	Airside Terminal
NB-B	Turner-Kiewit Joint Venture	BP-S00147/ GMP 7-S.1	\$945,140	* Increase Owner Contingency ²	20% MWBE 4% LDB	Landside Terminal
NB-C	Hensel Phelps Construction	BP-S00168/ GMP 6-S.4	\$2,200,000	* Increase Owner Contingency ³	20% MWBE 4% LDB	Airside Terminal
NB-D	Turner-Kiewit Joint Venture	BP-S00173/ GMP 7-S.3	\$614,341	* Increase Owner Contingency ⁴	20% MWBE 4% LDB	Landside Terminal

1. Reallocated from PPA to prepare for possible future Change Requests and Settlements related to mechanical trades.
2. Reallocated from GMP 8S.1 to prepare for possible future Change Requests and Interim Settlements related to drywall and skylight scopes.
3. Reallocated from PPA to prepare for possible future Change Requests and Interim Settlements related to interior trades-column covers, wall panels, and interior specialty scopes.
4. Reallocated from GMP 7S.2 to prepare for possible future Change Requests and Interim Settlements related to mechanical and electrical scopes.

New Business Item A

The scope of BP No. S00143 provides for airside terminal early procurement, which includes concrete, steel and waterproofing, elevators/escalators, glass systems, skylights, Heating, Ventilation and Air Conditioning (HVAC), plumbing and fire suppression for South Terminal C.

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee to approve Amendment No. 12 to Addendum No. 8 to the Construction Management at Risk (CM@R) Entity Services for South Terminal C, Phase 1, Agreement with Hensel Phelps Construction for BP No. S00143, South Terminal C, Phase 1, Airside Terminal, Structure and Enclosure (GMP No. 6-S.1) at the Orlando International Airport, for a total negotiated GMP Amendment amount of \$2,800,000, which includes \$2,623,315.49 for Owner Contingency, \$18,472,36 for Performance and Payment Bonds, and \$158,212.16 for the CM@R's Fee (6.031%), resulting in a revised GMP amount of \$180,685,828.46, 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 following satisfactory review by legal counsel.

Upon motion by Mayor Dyer, second by Mrs. Kirkegard, vote carried to approve the recommendation for New Business Item A, as presented **[FILED DOCUMENTARY NO. 101138]**.

New Business Item B

The scope of BP No. S00147 provides the remaining structure and systems for the Landside Terminal, including, but not limited to, precast, masonry, miscellaneous metals, waterproofing and caulking, roofing, applied fireproofing, skylights, interior glass and glazing, doors, frames and hardware, drywall, framing and stucco, metal wall panels, miscellaneous metals, fire protection, and low voltage.

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee to approve Amendment No. 4 to Addendum No. 19 to the Construction Management at Risk (CM@R) Entity Services for South Terminal C, Phase 1, Agreement with Turner-Kiewit Joint Venture for BP No. S00147, South Terminal C, Phase 1 Landside Terminal, Remaining Structure and Systems (GMP No. 7-S.1), for a total negotiated GMP Amendment amount of \$945,140, which includes \$900,000 for Owner Contingency, \$6,948 for Performance and Payment Bonds, and \$38,192 for the CM@R's fee (4.211%), resulting in a revised total GMP amount of \$178,338,277, 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 following satisfactory review by legal counsel.

Upon motion by Mayor Dyer, second by Mr. Mateer, vote carried to approve the recommendation for New Business Item B, as presented **[FILED DOCUMENTARY NO. 101139]**.

New Business Item C

The scope of BP No. S00168 includes the costs for the column covers, interior wall panels, tile, resilient tile and carpet, epoxy flooring, painting, interior specialties, roller window shades, bird control system, and low

voltage systems.

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee to approve Amendment No. 14 to Addendum No. 16 to the Construction Management at Risk (CM@R) Entity Services for South Terminal C, Phase 1, Agreement with Hensel Phelps Construction, for BP No. S00168, South Terminal C, Phase 1, Airside Terminal Interiors, Finishes and Specialties (GMP No. 6-S.4) at the Orlando International Airport, for a total negotiated GMP Amendment amount of \$2,200,000, which includes \$2,061,176 for Owner Contingency, \$14,514 for Performance and Payment Bond, and \$124,310 for the CM@R's Fee (6.031%), resulting in a revised GMP amount of \$67,313,470, 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 following satisfactory review by legal counsel.

Upon motion by Mayor Dyer, second by Mr. Mateer, vote carried to approve the recommendation for New Business Item C, as presented **[FILED DOCUMENTARY NO. 101140]**.

New Business Item D

The scope of BP No. S00173 provides mechanical, electrical and plumbing systems for the Landside Terminal.

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee to approve Amendment No. 5 to Addendum No. 20 to the Construction Management at Risk (CM@R) Entity Services for South Terminal C, Phase 1, Agreement with Turner-Kiewit Joint Venture for BP No. S00173, South Terminal C, Phase 1, Landside Terminal Mechanical/Electrical/Plumbing (MEP) Systems – FDOT (GMP No. 7-S.3), for a total negotiated GMP Amendment amount of \$614,341, which includes \$585,000 for Owner Contingency, \$4,516 for Performance and Payment Bonds, and \$24,825 for the CM@R's fee (4.211%), resulting in a revised GMP amount of \$133,217,053, 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 following satisfactory review by legal counsel.

Upon motion by Mayor Dyer, second by Mrs. Kirkegard, vote carried to approve the recommendation for New Business Item D, as presented **[FILED DOCUMENTARY NO. 101141]**.

New Business Item F

Mr. Ruohomaki stated that in 2015, the firms providing Program and Project Management Services for South Terminal C Program were selected through a competitive award process. On October 21, 2015, the Aviation Authority Board approved a Program and Project Management Services Agreement for the South Terminal C, Phase 1, at the Orlando International Airport, with Kraus-Manning, Inc. A fee has been negotiated with Kraus-Manning, Inc. for a total amount of \$558,610 for FY 2022 Construction Phase OAR Construction Management Support and Cost Estimating Services for W-S00111, South Terminal C, Phase 1 – Program and Project Management Services (OAR), at the Orlando International Airport. These services will provide support services for the construction management efforts and cost estimating services, and will include, but are not limited to, assisting with Guaranteed Maximum Price (GMP) evaluations, extended Construction Management at Risk (CM@R) support services, design production estimates, value engineering support, overall program budget, and change management pricing evaluation efforts. Services will be provided from October 1, 2021, through March 31, 2022.

It was respectfully requested that the Aviation Authority Board resolve to accept the 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 Kraus-Manning, Inc. for FY 2022 Construction Phase OAR Construction Management Support and Cost Estimating Services for W-S00111, South Terminal C, Phase 1 – Program and Project Management Services (OAR), at the Orlando International Airport, for a total not-to-exceed fee amount of \$558,610, 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 following satisfactory review by legal counsel.

Upon motion by Mr. Mateer, second by Mrs. Kirkegard, vote carried to approve the recommendation for New Business Item F, as presented [**FILED DOCUMENTARY NO. 101142**].

New Business Item G

Mr. Ruohomaki stated that in 2015, the firm providing Technology and Multi-Media Systems Specialty Engineering Services for the South Terminal C Program was selected through a competitive award process. On August 19, 2015, the Aviation Authority Board approved the Technology and Multi-Media Systems Specialty Engineer for the South Terminal C, Phase 1, Agreement to Burns Engineering, Inc. A fee has been negotiated with Burns Engineering, Inc. for the total amount of \$2,014,007 for FY 2022 Construction Administration Services for W-S00113, South Terminal C, Phase 1 - Technology and Multi-Media Services, at the Orlando International Airport. Services will include, but are not limited to, assistance to the Aviation Authority in areas of technology and multi-media implementation, oversight, coordination, and construction administration. Services will be effective from October 1, 2021, through May 31, 2022.

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee to approve an Addendum to the Technology and Multi-Media Systems Specialty Engineer for the South Terminal C, Phase 1, Agreement with Burns Engineering, Inc. for FY 2022 Construction Administration Services for W-S00113, South Terminal C, Phase 1 - Technology and Multi-Media Services, at the Orlando International Airport, for the total lump sum fee amount of \$2,014,007, with funding from FDOT Grants 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 following satisfactory review by legal counsel.

Upon motion by Mayor Demings, second by Mr. Mateer, vote carried to approve the recommendation for New Business Item G, as presented [**FILED DOCUMENTARY NO. 101143**].

New Business Item H

Mr. Ruohomaki stated the Aviation Authority has set a precedence for Owner-Procured Furnishings, Fixtures and Equipment (FF&E) and Information Technology (IT) items on recent past programs, such as the South Airport Automated People Mover (APM)/Intermodal Terminal Facility (ITF) Complex Program, Ticket Lobby Modifications Program, and the Airside 4 Improvements Program. The process has evolved into a two-part process, which includes (1) approval of a Procurement Estimate allowing procurements to move forward; and (2) updates to the Construction Committee at the 50% and 75% of the total spent milestones.

On February 19, 2020, the Aviation Authority Board approved (a) the Owner-Procured Detailed Line Item FF&E and IT Estimate for W-S00145, STC Owner-Furnished FF&E and IT Items, at the Orlando International Airport; (b) the FF&E and IT Procurement Plan; and, (c) the Process for Updating the Construction Committee and the Aviation Authority Board regarding W-S00145, STC Owner-Furnished FF&E and IT Items Procurement Plan. As part of this process, as line items in the estimate become more certain, the details of

those line items are brought to the Aviation Authority Board for approval when the threshold for the purchases are greater than \$250,000, or when the procurement method changes to a more restrictive method, such as from competitive bids to sole source procurement. The cost for the purchase of benches and holdroom-type seating, and waste receptacles, for the STC, is greater than \$250,000, and the procurement method for these items, has changed to a more restrictive method; thus, approval by the Aviation Authority Board is required.

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee to: (1) approve the change in the procurement method for the Benches and Holdroom-type Seating, and Waste Receptacles in support of the South Terminal C Program; (2) approve the purchase of the Benches and Holdroom-type Seating, and Waste Receptacles from Forms and Surfaces, for the total not-to-exceed amount of \$469,198, with funding from previously-approved Capital Expenditure Funds and General Airport Revenue Bonds; (3) authorize the Purchasing Office to issue the necessary purchase orders; and, (4) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Upon motion by Mrs. Kirkegard, second by Mayor Demings, vote carried to approve the recommendation for New Business Item H, as presented [**FILED DOCUMENTARY NO. 101144**].

RECOMMENDATION OF THE CONSTRUCTION COMMITTEE TO APPROVE A JOB ORDER CONSTRUCTION SERVICES ADDENDUM TO THE CONTINUING HORIZONTAL CONSTRUCTION SERVICES AGREEMENT WITH CARR & COLLIER, INC. FOR PROJECT H-00341, CHECKPOINT ALPHA REFURBISHMENT, AT THE ORLANDO INTERNATIONAL AIRPORT

7. Using visual aids (copy on file); Mr. Ruohomaki stated Item E is to refurbish and install new facilities at the existing Checkpoint Alpha security checkpoint to render the checkpoint usable for security screening at the Orlando International Airport.

In 2018, the firms providing Continuing Horizontal Construction Services were selected through a competitive award process. Carr & Collier, Inc. is one of the Aviation Authority's continuing horizontal contractors; the work was directly negotiated with Carr & Collier, Inc. because Carr & Collier, Inc. is familiar with the checkpoint area and have badged personnel and vehicles in place to begin work as soon as authorized. Carr & Collier, Inc. also has specialty experience with working inside the Airfield Operations Area (AOA) as well as coordinating project access with the Aviation Authority's Airfield Operations.

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee to approve a Job Order Construction Services Addendum to the Continuing Horizontal Construction Services Agreement with Carr & Collier, Inc. for H-00341, Checkpoint Alpha Refurbishment, at the Orlando International Airport, for the total direct-negotiated amount of \$463,227.41, with funding from previously-approved Capital Expenditure Funds; and, authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Upon motion by Mr. Mateer, second by Mrs. Kirkegard, vote carried to approve the recommendation for New Business Item E, as presented [**FILED DOCUMENTARY NO. 101145**].

RECOMMENDATION OF THE CONCESSIONS/PROCUREMENT COMMITTEE TO AWARD PURCHASING CONTRACT 10-22, TRASH REMOVAL SERVICES AT ORLANDO INTERNATIONAL AIRPORT TO REPUBLIC SERVICES OF FLORIDA, LP

8. Using visual aids (copy on file); Mr. Draper stated Item I is a thirty-six (36) month contract for trash removal services from various locations throughout Orlando International Airport.

On June 14, 2021, an Invitation for Bid was released, and on July 15, 2021, the following bids were received, reviewed, and determined to be responsible and responsive:

<u>Company Name</u>	<u>Total 3-Year Bid Price</u>
Republic Services of Florida, LP	\$1,995,146.58
Waste Pro of Florida, Inc.	\$4,071,064.46
Waste Management Inc. of Florida	\$4,473,864.17

Mr. Draper further stated Republic Services is the incumbent and their pricing has been consistent in the last three bid cycles. He added that all three companies have previously bid on this contract; Waste Pro and Waste Management's bids have always been some of the highest.

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Concessions/Procurement Committee to: (1) award Purchasing Contract 10-22, Trash Removal Services, to Republic Services of Florida, LP as the low responsible and responsive bidder; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$1,995,146.58; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents, following satisfactory review by legal counsel.

Upon motion by Mrs. Kirkegard, second by Mayor Demings, vote carried to approve the recommendation for New Business Item I, as presented **[FILED DOCUMENTARY NO. 101146]**.

RECOMMENDATION OF THE CONCESSIONS/PROCUREMENT COMMITTEE TO ISSUE PURCHASE ORDERS TO VARIOUS LANDFILL FACILITIES TO PAY FEES ASSOCIATED WITH TRASH REMOVAL SERVICES CONTRACT 10-22

9. Using visual aids (copy on file); Mr. Draper stated that Item J is for the transport and disposal of all solid waste, as requested by the Aviation Authority, at the Orange County Landfill or any other Environmental Protection Agency (EPA) approved landfill facility within a twenty (20) mile radius.

Per the contract documents, landfill facilities are selected by the contractor provided that the fees charged at the selected landfill facilities do not exceed the fees charged by the Orange County Landfill. Trash Removal Services Contract 10-22 stipulates that the Aviation Authority shall be responsible for any fees associated with the disposal of the solid waste. The fees from the landfill facilities utilized by the contractor are billed at a tonnage rate directly to the Aviation Authority.

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Concessions/Procurement Committee to: (1) allow multiple purchase orders to be issued to various landfill facilities; (2) authorize funding from Operations and Maintenance Fund in the not-to-exceed amount of \$1,322,000; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents, following satisfactory review by legal counsel.

Upon motion by Mayor Dyer, second by Mrs. Kirkegard, vote carried to approve the recommendation for New Business Item J, as presented **[FILED DOCUMENTARY NO. 101147]**.

RECOMMENDATION OF THE CONCESSIONS/PROCUREMENT COMMITTEE TO AWARD INVITATION FOR BID (IFB) 93280-21, BOARDING PASSES AND BAGGAGE TAGS TO PRINT-O-TAPE, INC.

10. Using visual aids (copy on file); Mr. Draper stated Item K is for a Blanket Purchase Agreement (BPA) for boarding passes and baggage tags, provided on an as-needed basis, from the date of approval by the Aviation Authority Board through July 31, 2023.

The boarding passes and baggage tags will be used by the airlines in the Aviation Authority provided check-in ticket counters and check-in kiosks throughout the airport. The actual amount spent will be based on the

quantities ordered at the proposed unit prices.

On July 9, 2021, the Aviation Authority received the following responses:

<u>Company Name</u>	<u>Total 3-Year Bid Price</u>
Elite Textile Trading, LLC	\$669,945.00
Print-O-Tape, Inc.	\$693,620.00
Stock Keeper, LLC	\$731,300.00
The Office Cart, LLC	\$852,000.00

Staff reviewed the responses and determined the following:

- Elite Textile Trading, LLC did not include reference letters, and their Bidder's Certification was not notarized. Therefore Staff determined that the response from Elite Textile Trading, LLC is non-responsive to the IFB requirements;
- The Office Cart, LLC did not include reference letters. Therefore, Staff determined that the response from The Office Cart, LLC is non-responsive to the IFB requirements;
- Print-O-Tape, Inc. and Stock Keeper, LLC included reference letters, which were verified by Staff and determined as satisfactory to the requirements of the IFB.

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Concessions/Procurement Committee to: (1) deem the bids received from Elite Textile Trading, LLC and The Office Cart, LLC as non-responsive; (2) award Invitation for Bid 93280-21 to Print-O-Tape, Inc. as the low responsible and responsive bidder, in the total not-to-exceed amount of \$693,620; (3) authorize funding from the Operations and Maintenance Fund; and (4) authorize the Purchasing Office to issue the necessary Blanket Purchase Agreement.

Upon motion by Mayor. Demings, second by Mr. Mateer, vote carried to approve the recommendation for New Business Item K, as presented.

RECOMMENDATION OF THE CONCESSIONS/PROCUREMENT COMMITTEE TO AWARD INVITATION FOR BID (IFB) 01-22, TILE, MARBLE AND LIMESTONE REPAIR AND REPLACEMENT SERVICES, AT THE ORLANDO INTERNATIONAL AIRPORT, TO DESIGNERS WEST INTERIORS INC.

11. Using visual aids (copy on file); Mr. Friel stated Item L is for services related to the removal, repair and replacement of various wall/floor tiles, including marble and limestone flooring, at the Orlando International Airport (MCO) as defined in the Performance Work Statement.

The 36-month contract is scheduled to begin on October 1, 2021 with the Aviation Authority having two optional one year renewal periods.

On June 15, 2021, the following responses were received:

<u>Name of Respondent</u>	<u>Initial Thirty-Six Month Bid Price</u>
Designers West Interiors Inc.	\$758,580
Industrial Tile, Inc.	\$1,776,030

Bidders were required to submit the following documentation along with the bids: (i) business license; (ii) a letter of bondability on a surety company letterhead or a letter from a US Bank for a letter of credit confirming that Bidder can obtain one or the other as described in Section 2.3; (iii) proof of insurance requirements in the

amount of Five Million Dollars as described in Section 2.4; and (iv) name and current resume for the Contractor's proposed on-site lead tile setter/installer. Designers West Interiors, Inc. submitted the requested submittals. Industrial Tile, Inc. did not submit a copy of the business license, current resume for the Contractor's proposed on-site lead tile setter/installer, and the proof of insurance is not signed; and therefore should be deemed non-responsive as it relates to the solicitation requirements.

Pricing is based on hourly rates for the lead tile setters/installers, tile setters/installers, helpers, and for additional work multiplied by the estimated number of annual hours; and material markup percentage using parts and materials purchased for reimbursable costs for additional work. The actual amount paid to the contractor is based on actual work requested, performed and approved by the Aviation Authority.

Mr. Friel stated that due to the specialized scope and the on-demand nature of these services, the Small Business Development Department has not established Minority and Women Business Enterprise (MWBE), Local Developing Business (LDB), and/or Veteran Business Enterprise (VBE) goals. He then advised the Board that Designers West Interiors is a current LDB firm, and they were able to compete and win this contract based upon the merits of the proposal.

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Concessions/Procurement Committee and (1) deem the Bid received from Industrial Tile, Inc., as non-responsive; (2) award Purchasing Bid 01-21, Tile, Marble and Limestone Repair and Replacement Services, at the Orlando International Airport, to Designers West Interiors, Inc. for the total not-to-exceed amount of \$758,580, with funding from the Capital Expenditure Fund; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Upon motion by Mr. Mateer, second by Mrs. Kirkegard, vote carried to approve the recommendation for New Business Item L, as presented **[FILED DOCUMENTARY NO. 101148]**.

RECOMMENDATION TO AWARD PURCHASING SINGLE SOURCE CONTRACTS

12. Using visual aids (copy on file); Mr. Friel presented New Business Items M, N and O together. He advised the Board that due to the limited pool of service providers, the Aviation Authority chose to procure these services with Single Source Contracts, as allowed in Policy 450.03 (Non-Competitive Procurements). He further said the manufacturers require that the companies who maintain their equipment be certified, which made it difficult to get pricing for parts because there were no small business companies who are certified by the original equipment manufacturers identified.

New Business Item M

New Business Item M is a recommendation of the Concessions/Procurement Committee to Award Purchasing Single Source 22-21, York Chiller Maintenance Services, at the Orlando International Airport, to Johnson Controls, Inc. (Johnson Controls)

Prior to this solicitation, the Aviation Authority's staff procured the services through a Single Source method (Contract 15-16) which was approved by the Aviation Authority Board on April 20, 2016 and will expire on August 31, 2021.

Staff was authorized to re-solicit the services directly with the OEM as a Single Source in accordance with Aviation Authority's policy. The Aviation Authority will ensure that: a) factory authorized service technicians perform the periodic maintenance that is needed to keep Aviation Authority's equipment operational; b) service technicians are fully trained to perform maintenance on York Chiller equipment (controls HVAC equipment); and c) at a lower OEM hourly rate.

This Single Source Contract requires Johnson Controls to provide management, maintenance and repair services for York Chillers, including all related components associated with electrical starter panels located in the Central Energy Plants located at the Orlando International Airport.

With an aging portfolio of these critical York Chillers, it is important to obtain highly qualified and responsive service providers. This is critical to maintaining the comfort level of conditioned space throughout the airport. The local York team representing the OEM is the current single source provider that is delivering a high level of support with competitive pricing throughout the current contract.

Pricing is based on a monthly price, hourly rate, and mark-up percentage multiplied by the estimated number of months, annual hours or annual service. The actual amount paid is based on actual work requested by the Aviation Authority and satisfactorily provided by Johnson Controls.

New Business Item N

New Business Item N is a recommendation of the Concessions/Procurement Committee to Award Purchasing Single Source 21-21, Daikin/McQuay Chiller Maintenance Services, at the Orlando International Airport, to Daikin Applied Americas, Inc.

On July 13, 2011, the Aviation Authority and Daikin Applied Americas, Inc. negotiated a mutually acceptable Single Source Contract which expired on September 14, 2016. On May 18, 2016, Single Source Contract 14-16 was approved by the Aviation Authority Board and will expire on August 31, 2021.

Staff was authorized to re-solicit the services directly with the OEM as a Single Source in accordance with Aviation Authority policy. The Aviation Authority will ensure that: (a) factory authorized service technicians perform the periodic maintenance that is needed to keep Aviation Authority's equipment operational; (b) service technicians are fully trained to perform maintenance on Daikin/McQuay Chiller equipment (controls HVAC equipment); and, (c) at a lower OEM hourly rate.

This Single Source Contract requires Daikin Applied Americas, Inc. to provide management, maintenance and repair services for sixteen (16) Daikin/McQuay Chillers, including all related components associated with electrical starter panels and variable frequency drives located in the Central Energy Plants at the Orlando International Airport.

With an aging portfolio of these critical Daikin/McQuay Chillers, it is important to obtain highly qualified and responsive service providers. This is critical to maintaining the comfort level of conditioned space throughout the airport. The local Daikin/McQuay team representing the OEM is the current single source provider that is delivering a high level of support with competitive pricing throughout the current contract.

Pricing is based on a monthly price, hourly rate, and mark-up percentage multiplied by the estimated number of months, annual hours or annual service. The actual amount paid is based on actual work requested by the Aviation Authority and satisfactorily provided.

New Business Item O

New Business Item O is a recommendation of the Concessions/Procurement Committee to Award Purchasing Single Source 23-21, Russelectric Electrical Switchgear Equipment Testing, and Maintenance Services, at the Orlando International Airport, to Siemens Industry, Inc. d/b/a Russelectric, A Siemens Business (Russelectric).

Prior to this solicitation, the Aviation Authority's staff procured the services through a competitive procurement method (Contract 04-16) which covers the period of May 1, 2016 through September 30, 2021.

Staff was authorized to re-solicit the services directly with the OEM as a Single Source in accordance with Aviation Authority's policy. The Aviation Authority will ensure that: (a) factory authorized service technicians perform the periodic maintenance that is needed to keep Authority's equipment operational; (b) service technicians are fully trained to perform annual inspections, maintenance, repairs and necessary enhancements and upgrades on Russelectric switchgear equipment; and (c) there are no third party service organizations that have the expertise, experience and record documentation to enable them to fully support a complex specialty system of this type. Further, any maintenance or modification work performed on the Russelectric equipment by third parties will not be documented at Russelectric and will prevent Russelectric in providing competent emergency service when required.

This Single Source Contract requires Russelectric to provide management oversight for all labor, supervision, test and safety equipment, tools, hardware to perform inspection and testing services, materials, supplies, accessories, infrared testing, document and inspection services, and all other items necessary or proper for, or incidental to, performing annual inspections, cleaning, calibrating, adjusting, testing (annual services), modifications, upgrades and repairs of Russelectric electrical switchgear at the Orlando International Airport in accordance with the Contract Documents.

Pricing is based on a monthly price, hourly rate, and mark-up percentage multiplied by the estimated number of months, annual hours or annual service. The actual amount paid on actual work requested by the Aviation Authority and satisfactorily provided.

Chairman Good asked if there were any questions on item M, N or O. Mr. Mateer commented that in the future, before bidding on new equipment, he would like the Aviation Authority to do due diligence to ensure we do not get locked into contracts that we are not able to control the cost; obtain parts; nor will not allow for minority businesses. Mr. Brown said Mr. Mateer made a good point, especially with the South Terminal since new equipment is being installed. He then stated that these chillers have been in operation for several years, and when procured, this was not an anticipated issue. Mrs. Kirkegard asked Mr. Brown if the Aviation Authority would be piggybacking on these items for the South Terminal. Mr. Brown replied that the Aviation Authority has an agreement with OUC to maintain the Chillers for the South Terminal, but we will go through a competitive bid process for the chillers.

Recommended Actions for New Business Items M, N and O

New Business Item M

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Concessions/Procurement Committee to: (1) approve the award of Purchasing Single Source 22-21, York Chiller Maintenance Services, at the Orlando International Airport, to Johnson Controls, Inc., for the total not-to-exceed amount of \$1,728,620, with funding from the Operations and Maintenance Fund; and (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Upon motion by Mr. Mateer, second by Mrs. Kirkegard, vote carried to approve the recommendation for New Business Item M, as presented [**FILED DOCUMENTARY NO. 101149**].

New Business Item N

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Concessions/Procurement Committee to: (1) approve the award of Purchasing Single Source 21-21, Daikin/McQuay Chiller Maintenance Services, to Daikin Applied Americas, Inc. at the Orlando International Airport, for the total not-to-exceed amount of \$2,869,874, with funding from Operations and Maintenance Fund; and (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary

documents following satisfactory review by legal counsel.

Upon motion by Mayor Dyer, second by Mayor Demings, vote carried to approve the recommendation for New Business Item N, as presented **[FILED DOCUMENTARY NO. 101150]**.

New Business Item O

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Concessions/Procurement Committee to: (1) approve the award of Purchasing Single Source 23-21, Russelectric Electrical Switchgear Equipment Testing, and Maintenance Services, to Siemens Industry, Inc.d/b/a Russelectric at the Orlando International Airport, for the total not-to-exceed amount of \$1,023,753, with funding from Operations and Maintenance Fund; and (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Upon motion by Mayor Dyer, second by Mr. Mateer, vote carried to approve the recommendation for New Business Item O, as presented **[FILED DOCUMENTARY NO. 101151]**.

RECOMMENDATION TO AWARD INFORMATION TECHNOLOGY SUPPORT SERVICES

13. Using visual aids (copy on file); Mr. Pelletier presented New Business Items P and Q together, as both items are for Information Technology Support Services.

Mr. Pelletier said in 2018, the following firms were selected through a competitive award process to provide IT Consulting Services, and on June 20, 2018, the Aviation Authority Board approved no-cost base agreements with these firms.

- Advanced IT Concepts, Inc.
- Barich, Inc.
- Faith Group Consulting, LLC
- Technology Management Corporation dba Technology Management Corporation – 1 Incorporated

These no-cost base agreements established the negotiated hourly rates per firm. The consulting services include a broad range of services associated with the planning and implementation of IT projects and initiatives that are identified in the Aviation Authority's Capital Improvement Plan (CIP), IT Master Plan (ITMP), the Aviation Authority's annual project planning process, and other IT projects and initiatives requested by the Aviation Authority.

New Business Item P

New Business Item P is a recommendation of the Professional Services Committee to Approve Multiple Addenda to the Information Technology (IT) Consulting Services Agreement with Barich, Inc.

The PSC recommended approval of the following addenda/amendments to the IT Consulting Services Agreement with Barich, Inc.:

- Addendum No. 22 to the IT Consulting Services Agreement with Barich, Inc. for FY 2022 Information Systems Staff Augmentation to the IT Department for South Terminal C, Phase 1, Construction and Other IT Related Projects Support Services, at the Orlando International Airport, for the total not-to-exceed fee amount of \$304,920, with funding from Aviation Authority Funds, General Airport Revenue Bonds, and Operation and Maintenance Funds (subject to adoption of the FY 2022 Aviation Authority Budget by the Aviation Authority Board under separate item). Services will provide a qualified Senior Managing Consultant in a staff augmentation role to the IT Department, and will serve as an advisor who will discern and document IT internal and external project commitments and schedules, monitor

and report the progress to fulfillment to the Director of IT, coordinate commitment actions among internal and external participants, and contribute to the resolution of problems. Services will be provided from October 1, 2021, through September 30, 2022. Due to the specialized nature of the required services, Barich, Inc. does not propose any small business participation on this Addendum. [Reference PSC Meeting held July 27, 2021, Agenda Item No. 2].

- Addendum No. 23 to the IT Consulting Services Agreement with Barich, Inc. for FY 2022 On-Call MCO Cares Website Support Services, at the Orlando International Airport, for the total not-to-exceed fee amount of \$80,000, with funding from Operation and Maintenance Funds (subject to adoption of the FY 2022 Aviation Authority Budget by the Aviation Authority Board under separate item). Services will include on-call MCO Cares website support to maintain and update the website and its components, as well as subject matter expertise to perform product research, concept development or business analysis, as requested. Services will be provided from October 1, 2021, through September 30, 2022. Barich, Inc. proposes 100% Minority and Women Business Enterprise (MWBE) participation on this addendum. [Reference PSC Meeting held July 27, 2021, Agenda Item No. 3].
- Addendum No. 24 to the IT Consulting Services Agreement with Barich, Inc. for FY 2022 On-Call Airport Integrated Data Broker (AIDB) Support Services, for the total not-to-exceed fee amount of \$50,000, with funding from Operation and Maintenance Funds (subject to adoption of the FY 2022 Aviation Authority Budget by the Aviation Authority Board). These services will provide on-call tasks in support of the AIDB environment and its components, as it relates to sustaining operations support, subject matter expertise which may require product research, concept and development or business analysis prior to project start-up. Services will be provided from October 1, 2021, through September 30, 2022. Due to the specialized scope of the required services, Barich, Inc. does not propose any small business participation on this addendum. [Reference PSC Meeting held July 27, 2021, Agenda Item No. 4].

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the of the Professional Services Committee to approve: (1) Addendum No. 22 to the IT Consulting Services Agreement with Barich, Inc. for FY 2022 Information Systems Staff Augmentation to the IT Department for South Terminal C, Phase 1, Construction and Other IT Related Projects Support Services, at the Orlando International Airport, for the total not-to-exceed fee amount of \$304,920, with funding from Aviation Authority Funds, General Airport Revenue Bonds, and Operation and Maintenance Funds; (2) Addendum No. 23 to the IT Consulting Services Agreement with Barich, Inc. for FY 2022 On-Call MCO Cares Website Support Services, at the Orlando International Airport, for the total not-to-exceed fee amount of \$80,000, with funding from Operation and Maintenance Funds; (3) Addendum No. 24 to the IT Consulting Services Agreement with Barich, Inc. for FY 2022 On-Call Airport Integrated Data Broker (AIDB) Support Services, for the total not-to-exceed fee amount of \$50,000, with funding from Operation and Maintenance Funds; and, (4) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Upon motion by Mrs. Kirkegard, second by Mr. Mateer, vote carried to approve the recommendation for New Business Item P, as presented **[FILED DOCUMENTARY NO. 101152 - 101154]**.

New Business Item Q

New Business Item Q is a recommendation of the Professional Services Committee to Approve Multiple Amendments to the Information Technology Consulting Services Agreement with Faith Group Consulting, LLC

The PSC recommended the following addenda/amendments to the IT Consulting Services Agreement with Faith Group Consulting, LLC:

- Addendum No. 26 to the IT Consulting Services Agreement with Faith Group Consulting, LLC for Fiscal Year (FY) 2022 Digital Content and Innovation Consulting Services at the Orlando International Airport (MCO), for the total lump sum fee amount of \$1,899,996, with funding from Operation and Maintenance Funds (subject to adoption of the FY 2022 Aviation Authority Budget by the Aviation Authority Board under separate item). Services will provided by Synect, subconsultant to the Faith Group Consulting, LLC and include the development of digital content and innovation services for the visual communication ecosystem at the MCO, and will include, but are not limited to, the content maintenance and contract administration, new content strategies and execution, and visual communication innovations for the optimization of the ecosystem. The many digital canvases at MCO are part of a visual communications ecosystem that enables MCO to broadcast original content and deliver a memorable, delightful passenger experience throughout the facility. Services will be provided from October 1, 2021, through September 30, 2022. Due to the specialized scope of the services, Faith Group Consulting, LLC did not propose any small business participation on this addendum. [Reference PSC Meeting held August 3, 2021, Agenda Item No. 2].
- Addendum No. 27 to the IT Consulting Services Agreement with Faith Group Consulting, LLC for FY 2022 On-Call MCO Mobile Application Support and Maintenance, for the total amount of \$104,180, which includes the not-to-exceed fee amount of \$76,580 and the not-to-exceed expenses amount of \$27,600, with funding from Operation and Maintenance Funds (subject to adoption of the FY 2022 Aviation Authority Budget by the Aviation Authority Board under separate item). Services will include, but are not limited to, daily operational monitoring and maintenance support services of the available MCO mobile applications, as well as iOS and Android support, licensing and hosting application management and will be provided by a sub consultant, M2mobi. Services will be provided from October 1, 2021, through September 30, 2022. Due to the specialized scope of the services, Faith Group Consulting, LLC did not propose any small business participation on this addendum. [Reference PSC Meeting held August 3, 2021, Agenda Item No. 3].

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Professional Services Committee to: (1) approve Addendum No. 26 to the IT Consulting Services Agreement with Faith Group Consulting, LLC, for FY 2022 Digital Content and Innovation Consulting Services at the Orlando International Airport, for the total lump sum amount of \$1,899,996, with funding from Operation and Maintenance Funds; (2) approve Addendum No. 27 to the IT Consulting Services Agreement with Faith Group Consulting, LLC, for FY 2022 On-Call MCO Mobile Application Support and Maintenance, for the total amount of \$104,180, which includes the not-to-exceed fee amount of \$76,580 and the not-to-exceed expenses amount of \$27,600, with funding from Operation and Maintenance Funds; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Upon motion by Mayor Demings, second by Mr. Mateer, vote carried to approve the recommendation for New Business Item Q, as presented [**FILED DOCUMENTARY NO. 101155 - 101156**].

RECOMMENDATION TO AUTHORIZE FUNDING FOR NON-BARGAINING AND BARGAINING UNIT COMPENSATION ADJUSTMENTS AND APPROVE REVISED SALARY STRUCTURES

14. Using visual aids (copy on file); Mr. Brown stated New Business Item R is a request to adjust compensation and to revise the salary structure.

Mr. Brown stated that recruitment for employees in the Central Florida area is highly competitive, and both public and private employers are raising their starting hourly rate to \$15.00 per hour, which aligns with the Constitutional Amendment Florida voters passed last year to gradually increase the minimum wage to \$15.00 per hour. He went on to say that GOAA was in the process of reviewing the minimum wage increase when

the COVID-19 pandemic hit, and he believes now is the time to revive it. This will raise our minimum hourly rate from \$12.56 to \$15.00.

The last compensation adjustment and salary structure update for non-bargaining and bargaining unit employees was effective March 24, 2019. In order to provide competitive compensation for hiring and retaining employees, a compensation adjustment is recommended for employees effective October 3, 2021. Updated salary structures, based on market conditions, have been revised and are on file with the Manager of Board Services.

It was respectfully requested that the Aviation Authority Board resolve to: (1) Authorize expenditures of an estimated \$2,400,000.00 for compensation adjustments and associated payroll and benefit costs for non-bargaining and bargaining unit personnel effective October 3, 2021; (2) approve revised non-bargaining and bargaining unit salary structures (includes Fire Department and Executive) and (3) authorize the Chief Executive Officer to implement the compensation adjustments.

Upon motion by Mayor Demings, second by Mr. Mateer, vote carried to approve the recommendation for New Business Item R, as presented.

RECOMMENDATION TO APPROVE THE CONCESSIONS/PROCUREMENT COMMITTEE RANKING OF PROPOSALS AND AWARD OF STC PASSENGER LOUNGE CONCESSION AGREEMENT, AT ORLANDO INTERNATIONAL AIRPORT, TO TRIP HOSPITALITY ORLANDO LLC

15. Using visual aids (copy on file); Ms. Rodriguez stated New Business Item S is an award of the STC Passenger Lounge Concession Agreement.

On March 15, 2021, the Aviation Authority issued a Request for Proposals (RFP) for the non-exclusive right and obligation to rent, occupy, equip, furnish, operate and maintain approximately 9,301 square feet in the South Terminal Complex for the operation of a passenger lounge concession. The term of the concession is ten years and will commence when the South Terminal opens to the public. On May 28, 2021, the Aviation Authority received the following proposals in response to the RFP, listed in alphabetical order:

- AD Partnership LLC, DBA Airport Dimensions (AD Partnership)
- Aspire Lounge - DFB, LLC (Aspire)
- Escape Lounge MCO, LLC (Escape)
- TAV America Operation Services Inc. (TAV America)
- Trip Hospitality Orlando LLC (Trip Hospitality)

On June 25, 2021, the Concessions/Procurement Committee evaluated the proposals received and ranked them as follows:

1. Trip Hospitality
2. AD Partnership
3. Aspire
4. Escape
5. TAV America

Subsequently, AD Partnership appealed the decision of the Concessions/Procurement Committee. Aspire initially appealed but later withdrew its appeal. Trip Hospitality responded to the appeal and cross-appealed as to various items related to AD Partnership's proposal. Escape did not appeal, however did provide written and verbal comments in response to AD Partnership's appeal, which were all considered at the appeal hearing in front of the Chief Executive Officer on July 9, 2021. The appeal documents and the Chief Executive Officer's appeal decision are on file.

Upon Mr. Brown's decision and direction, on July 23, 2021 the Concessions/Procurement Committee reconvened as to the following:

“Evaluate the financial return to the Aviation Authority as defined by the RFP as ‘the proposed percentage of Gross Receipts after consideration of the reasonableness of the information presented and assumption supporting the budget and pro forma submitted by the Proposers’ and Re-evaluate AD Partnership’s proposed ACDBE Participation.”

The Concessions/Procurement Committee received a full staff briefing of its analysis of the Financial Return to the Aviation Authority and the reasonableness of the information presented and assumptions supporting the pro forma. The Concessions/Procurement Committee also received a briefing on AD Partnership’s proposed ACDBE Participation plan. After discussion and deliberation, the Concessions/Procurement Committee ranked the Proposers consistently with the first ranking.

It was respectfully requested that the Aviation Authority Board resolve to: (1) approve the Concessions/Procurement Committee’s ranking of proposals for the STC Passenger Lounge Concession Agreement at Orlando International Airport; (2) award the STC Passenger Lounge Concession at Orlando International Airport to Trip Hospitality Orlando LLC; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the appropriate documents following satisfactory review by legal counsel.

Upon motion by Mr. Mateer, second by Mayor Dyer, vote carried to approve the recommendation for New Business Item S, as presented [**FILED DOCUMENTARY NO. 101157**].

The Chairman called for a recess at 4:04 p.m.; reconvened the meeting at 4:09 p.m.

RECOMMENDATION OF THE CAPITAL MANAGEMENT COMMITTEE TO UPDATE THE FISCAL YEAR 2021-2027 CAPITAL IMPROVEMENT PROGRAM FOR ORLANDO INTERNATIONAL AIRPORT

16. Using visual aids (copy on file); Ms. Sharman stated New Business Item T is one of the most important actions the Board will take because it lays out the plan for the investments for the Airport’s resources for the next several years.

The Capital Improvement Program (CIP) is a multi-year plan of major capital projects linked to the Aviation Authority’s strategic goals that establishes target years for implementation of projects and options for funding. The projects are derived from the Aviation Authority’s Master Plan process and are developed to address airport capacity, asset preservation, and safety and security as well as the demand for air service to Central Florida. Each year the Aviation Authority evaluates and updates the CIP to ensure resources are allocated in the most effective, efficient, and appropriate manner to manage the demands of the facilities at the Orlando International Airport. As a working plan, the CIP will need to evolve and change as economic and regulatory conditions change.

In March 2020, because of the COVID-19 pandemic, the Aviation Authority took action to reduce the fiscal year 2020 Operations and Maintenance budget by at least \$18 million and deferred more than \$28 million of capital projects. Subsequently, in September 2020, the Board approved the 2021 operating budget which was \$30 million less than the 2020 budget and approximately \$45 million less than previously projected. Because the Aviation Authority is committed to meeting its financial obligations while continuing to operate and maintain MCO, it was necessary to adjust the CIP to construct facilities that more appropriately match passenger demand with financial resources.

On August 19, 2020, the Aviation Authority Board approved a \$360.5 million reduction to the CIP, bringing the

total to \$3.756 billion from \$4.116 billion. This reduction included a \$133.6 million reduction to non-STC projects and a \$226.9 million reduction to the existing South Terminal C (STC) programs. The STC programs include the South Terminal Phase 1 (STC-P1) and Phase 1 Expansion (STC-P1X) programs (the Project), and together, these projects were intended to provide a landside and airside terminal facility to support 19 aircraft gates with a capacity of up to 27 Narrow-body aircraft positions.

Because the construction of STC-P1 was well underway, the Project Team focused its scope reduction effort on the work associated with STC-P1X. Certain elements of work for STC-P1X had already been constructed or were under construction such as the landside terminal and site work, while others had been awarded but not yet started such as the Ground Transportation Facility (GTF) and the Airside Terminal. The Project Team identified several elements of work that could be reasonably stopped while allowing for the construction of a fully functional terminal facility and associated infrastructure that supports the operation of 15 gates with a capability of up to 20 aircraft positions.

Mayor Dyer asked if there is a trigger point for when the Aviation Authority might need to start looking at restoring the gates that were removed. Mr. Brown replied that due to the recovery we are seeing, as well as the airline's requests for gates, we have already begun seeking assistance. Mayor Demings then asked what the approximate cost of adding the gates back would be. Mr. Brown estimated \$360,000,000 but said that could be adjusted based on funding. Mr. Brown provided an example: the pedestrian bridge was one of the projects removed; however, Ms. Sharman is working with FDOT for 50% funding of the pedestrian bridge, and she has identified a local match for the remainder. Mr. Brown asked Mayor Demings if that answered his question. Mayor Demings answered in the affirmative.

During the COVID-19 pandemic, work on the South Terminal has continued while most other projects, with the exception of critical safety and security and asset preservation projects were stopped. As of the end of May 2021, the remaining scope of South Terminal was 80% complete with substantial completion of the Project is projected in February 2022.

MCO received \$353,411,209 in Federal Relief funding (Program Funds) which the Aviation Authority may utilize at their discretion to reimburse operating expenses, pay debt service, defease outstanding bonds and/or reimburse capital expenditures. On July 21, 2021, the Aviation Authority Board approved the utilization of a portion of the Program Funds to defease multiple series of outstanding General Airport Revenue Bonds (GARB); \$220.8 million of these Program Funds to defease \$224.4 million of outstanding bonds benefits the Aviation Authority, airlines, and airport users by reducing debt service by \$253.5 million and generating substantial debt service savings of approximately \$32.7 million, thereby improving debt service coverage and debt per enplanement metrics, decreasing rates and charges in the near term which creates a favorable competitive position for the airport, and placing the Aviation Authority in a favorable position to access capital markets in the future.

As part of the CIP evaluation process, the Aviation Authority staff has updated its financial model to incorporate the anticipated collection of PFCs and CFCs based on the updated passenger enplanement forecasts, the anticipated operating revenues available to pay debt service, and available CARES, CRRSA, and ARPA funding to determine the most appropriate mix of funding to be included in the plan.

The development of the update to the CIP for the years FY 2021-2027 is focused on the completion of South Terminal Phase 1 program, advancement of the most critical asset preservation and safety and security projects to ensure the continued safe and efficient operation of the airport, the implementation of technology projects that facilitate passenger processing and support the optimal use of facilities in accordance with our rates and charges methodology and the removal of completed projects. A detailed list of updates were included in the Board memo.

Chairman Good asked if there were any questions. Mrs. Kirkegard asked about the significant leap in cost per enplanements from \$9.25 forecasted for 2022, to \$11.28 forecasted for 2023. Mr. Brown replied that represents the first full year of operation for the South Terminal.

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Capital Management Committee to: (1) Update the Fiscal Year 2021-2027 Capital Improvement Program for Orlando International Airport; and (2) authorize staff to update the Joint Automated Capital Improvement Program based on the update to the Fiscal Year 2021-2027 Capital Improvement Program.

Upon motion by Mayor Demings, second by Mayor Dyer, vote carried to approve the recommendation for New Business Item T, as presented [**FILED DOCUMENTARY NO. 101158**].

RECOMMENDATION OF THE CAPITAL MANAGEMENT COMMITTEE TO UPDATE THE FISCAL YEAR 2021-2027 CAPITAL IMPROVEMENT PROGRAM FOR ORLANDO EXECUTIVE AIRPORT

17. Using visual aids (copy on file); Ms. Sharman stated New Business Item U is the Capital Improvement Program for Orlando Executive Airport.

The CIP is a multi-year plan of major capital projects linked to the Aviation Authority's goals that establishes target years for implementation of projects and options for funding. The projects are derived from several plans produced by and for the Aviation Authority including the Master Plan and Pavement Management Plan and are developed to address airport capacity, asset preservation, safety and security and revenue generation projects. Unlike the Orlando International Airport, most revenue at ORL is generated from aviation and non-aviation ground leases on the airport site.

To obtain Federal Aviation Administration (FAA) or Florida Department of Transportation (FDOT) grants, all Florida airports enter projects into the Florida Department of Transportation's Joint Annual Capital Improvement Program (JACIP). The JACIP is updated based on the Authority's approved CIP. The ORL CIP, last approved by the Aviation Authority Board on December 12, 2018 (2018 CIP), included projects having in a total cost of \$18.7 million for the period FY 2017-2025 as detailed in Exhibit 1.

From that list of 2018 CIP projects, the following projects have been completed:

- Runway Incursion Mitigation
- Airfield pavement marking, lighting and signage projects
- Tree clearing within the airport property boundary
- Redevelopment of Commercial Properties

The proposed projects included in the FY 2021-2027 CIP reflect an austere list primarily concentrated on airfield projects that are candidates for FAA and FDOT funding and provide the backbone of the airport's role as a reliever airport to the Orlando International Airport and to improve the airport's financial self-sufficiency. Projects that are not able to be funded on the timeline outlined on the CIP will be deferred until grant funding is available. Funding for commercial property improvement projects, which must be funded entirely by Aviation Authority funds without the benefit of FAA and FDOT grants, are included in the CIP. These projects are important because 70% of ORL revenues are generated by non-aviation revenues such as the leasing of commercial property.

The proposed recommendations are generally structured based on the following priorities:

1. Maximize funding from FAA and FDOT to fund eligible runway, taxiway and apron rehabilitation projects based on Pavement Condition Index (PCI) assessments
2. Fund highest priority commercial property improvement projects to maximize non-aviation revenue for

ORL

3. Defer airfield projects until matching grant funding is available

Based on these criteria, the ORL CIP has been formulated to address the following projects:

1. Taxiway F, G and K (BP 45) which was awarded at the June 2021 Aviation Authority Board meeting and will begin shortly.
2. Improvements to the Colonial Promenade leasehold in FY 2022 to address deferred maintenance.
3. Rehabilitation of Taxiways A, B & E4 (BP 46) planned in FY 2023-24 are the last of a series of taxiway projects to upgrade the primary taxiway system to good condition
4. Rehabilitation of Runway 7-25, the primary runway at ORL which was last reconstructed in 2002, is planned in FY 2025-26.
5. Three-phased East Ramp Rehabilitation Project, subject to availability of FAA and FDOT funds.

The loss of tenants, mainly due to the economic impact of COVID-19, on the Colonial Promenade property has led to a decline non-aviation revenue at ORL. Prioritizing investment in improvements to this property is critical to attract new tenants and increase leasing revenue. There are currently three active tenants leasing five spaces on the Colonial Promenade property with leases expiring between July 31, 2021 and November 30, 2022. As part of the 2018 CIP, \$2 million was invested in building roof replacement, exterior improvements and interior mitigation. An additional \$2 million is needed for parking lot, HVAC, exterior improvements, and other improvements. The Aviation Authority's lease management consultant, Stiles Property Management projects an approximate 60% increase in the Fair Market Value per square foot if these improvements are completed, based on a Fair Market Rental Analysis report and Appraisal prepared by Pinel & Carpenter, Inc. dated July 19, 2021. Therefore, an additional \$2 million investment in commercial property infrastructure is included in this CIP recommendation. On July 26, 2021, the Capital Management Committee recommended approval of the ORL CIP as shown in Exhibit 1 (on file).

Chairman Good asked if there were any questions. Mrs. Kirkegard asked for a breakdown of the \$2M in improvements to Colonial Promenade. Mr. Brown said the improvements would be vetted through the Commercial Properties Development Committee and reminded the Board that projects \$325,000 and greater would come back to them for approval.

Chairman Good stated that the Aviation Authority hired Stiles to fill up Colonial Promenade with short-term/five year tenants while we looked at the long term redevelopment plan.

Mrs. Kirkegard then asked when the Master Plan was updated. Mr. Brown advised it was last updated in 2016.

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Capital Management Committee to: (1) update the Fiscal Year 2021-2027 Capital Improvement Program for Orlando Executive Airport; and (2) authorize staff to update the Joint Annual Capital Improvement Program using the approved list of projects.

Upon motion by Mayor Dyer, second by Dr. Evans, vote carried to approve the recommendation for New Business Item U, as presented **[FILED DOCUMENTARY NO. 101159]**.

RECOMMENDATION FOR PRELIMINARY APPROVAL OF FISCAL YEAR 2022 AVIATION AUTHORITY BUDGET

18. Using visual aids (copy on file); Ms. Sharman stated New Business Item V is the Aviation Authority's Fiscal Year 2021-2022 budget.

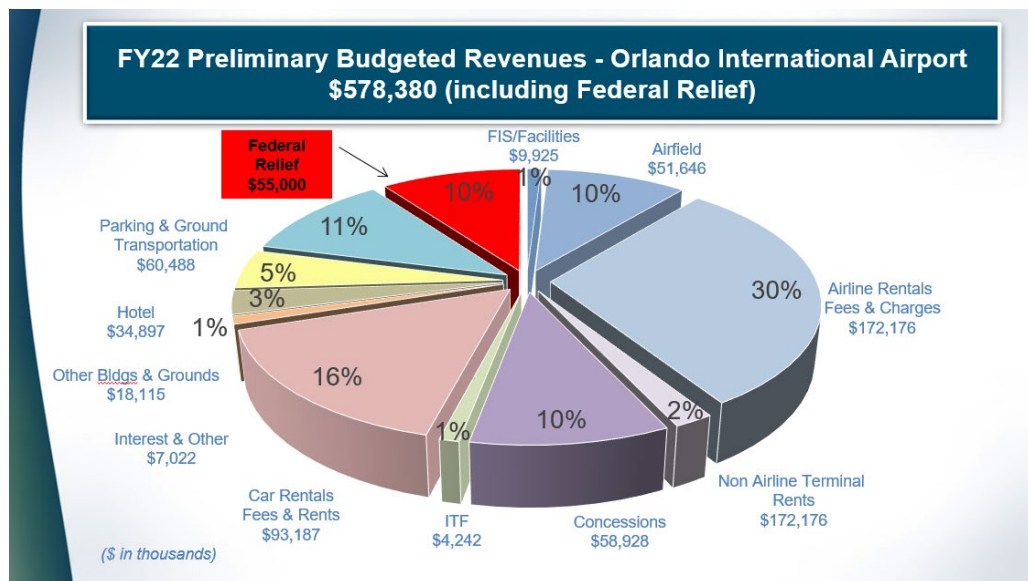
Ms. Sharman began by reminding the Board of the various actions taken during FY 2021 because of the

COVID-19 pandemic: cut costs, deferred maintenance, consolidated facilities, and provided deferrals and/or waivers to airport stakeholders. She went on to say the FY 2022 budget focuses on recovery and growth; as passenger traffic increases and we prepare for the opening of Terminal C.

She then provided a brief overview of the budget process and expressed thanks to the many people who assisted in its preparation. She shared that for the third year in a row, the Aviation Authority has received the Distinguished Budget Award from the Government Finance Officers Association. She then explained the next steps after today's presentation is a public hearing held in conjunction with the Orlando City Council meeting on September 13th, and then the final budget will be brought back for ratification at the September 15th Board meeting.

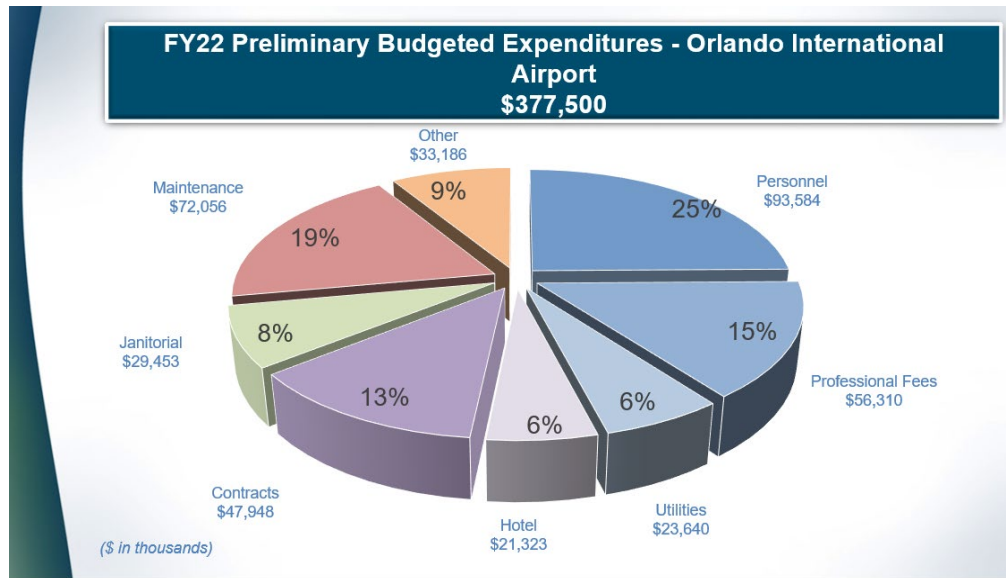
Ms. Sharman moved on to her presentation and explained both the airline and non-airline cost centers and the formulas used for calculating the rates. She proceeded to present the comparison of FY 2022 and FY 2021 Operations & Maintenance expenses for MCO and indicated the \$57M increase reflects the reductions taken in FY 21 and the addition of Terminal C; however, based on FY 19 actuals, there is only a \$27.2M increase. Referring to the Revenues slide, she highlighted remaining revenues of \$76M and said approximately \$15.5M will be shared with participating airlines, pursuant to the Revenue Sharing Agreement.

Ms. Sharman then presented the below revenue and expenditures charts for MCO and highlighted the major changes.



Major increases in revenue:

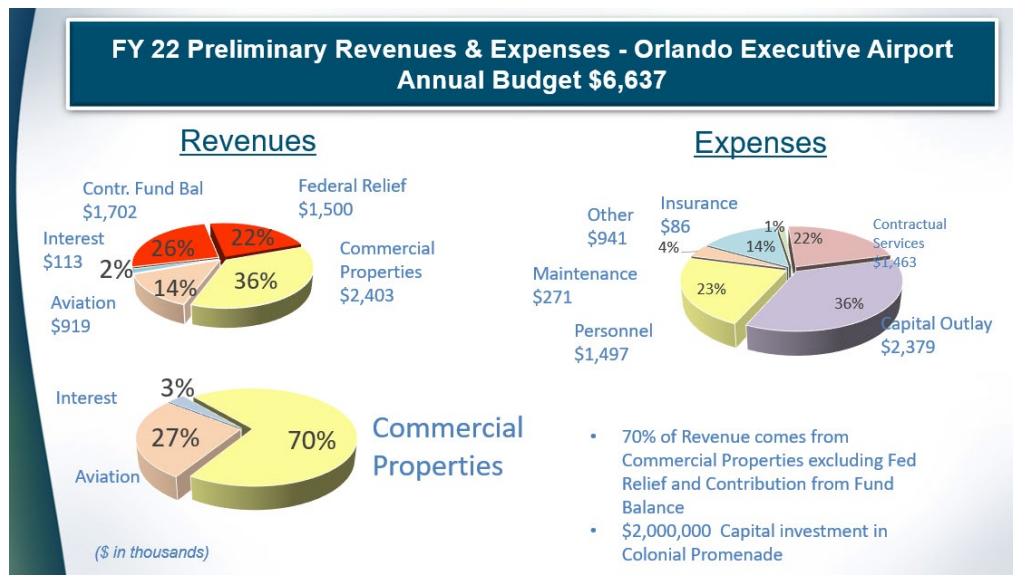
- \$57.1 M Ground Transportation
- \$34.2 M Baggage
- \$26.4 M Concessions
- \$22.7 M Terminal Rents Airlines
- \$14.9 M Hotel
- \$ 8.6 M Non-Airline Terminal Rents
- \$ 7.5 M Other Buildings and Grounds
- \$ 4.0 M FIS & Facility Fees



Major increases in expenditures:

- \$17.2M Maintenance Contracts
- \$10.2M Other Professional Services
- \$ 7.4M Janitorial Services
- \$ 6.1M Management Contracts
- \$ 4.5M Utility Services
- \$ 2.5M Personnel Services
- \$ 2.1M Property and Casualty Insurance
- \$ 1.8M Outside Services
- \$ 1.7M Other Contractual Services
- \$ 1.7M Operating Supplies and Expenses

Ms. Sharman moved on and presented the budget for Orlando Executive Airport, making note that it is a balanced budget. She presented the below revenue and expenditures chart for ORL, highlighting that 70% of revenue comes from commercial property.



- 70% of Revenue comes from Commercial Properties excluding Fed Relief and Contribution from Fund Balance
- \$2,000,000 Capital investment in Colonial Promenade

It is respectfully requested that the Aviation Authority Board resolve to (1) adopt the attached resolution approving the preliminary budget; (2) request Orlando City Council to conduct a public hearing on the preliminary budget within ten days of receipt of the budget; and (3) authorize an Aviation Authority Officer to execute any necessary documents.

Upon motion by Mr. Mateer, second by Mayor Demings, vote carried to approve the recommendation for New Business Item V, as presented **[FILED DOCUMENTARY NO. 101160]**.

Mr. Brown publicly thanked LuAnn Fisher and Gail Musselwhite who stepped up under some difficult circumstances and did an exemplary job.

Mr. Mateer stated that before Mr. Brown's departure, it is important that the Board reward him for his outstanding performance. Chairman Good agreed.

Chairman Good informed the Board that he would be making appointments to the following committees to be approved at next month's Board meeting; Orlando Executive Advisory Committee, Commercial Property Development Committee, and the Finance Committee. He then asked Dr. Evans to head up an Orlando Experience® taskforce. Dr. Evans replied he was happy and honored.

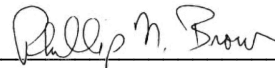
ADJOURNMENT

19. There being no further business to be considered, Chairman Good adjourned the meeting at 5:04 p.m.

(Digitally signed on October 21, 2021)



Anna Farmer
Manager, Board Services



Phillip N. Brown
Chief Executive Officer