

On **WEDNESDAY, NOVEMBER 10, 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 2:00 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
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
Dan Gerber, Interim General Counsel
Anna Farmer, Manager, Board Services 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 Dr. David Uth to bring the invocation.

APPROVAL OF MINUTES

1. Upon motion by Mrs. Kirkegard, second by Mayor Demings, vote carried to accept the minutes from September 15, 2021, minutes as written.

CONSENT AGENDA

2. Item F was considered separately. Upon motion by Mayor Dyer, second by Mrs. Kirkegard, 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: September 20, and October 4, 2021 Concessions/Procurement Committee; October 5, and October 12, 2021 Construction Committee; September 28, 2021 Design Review Committee;

B. accept the recommendation of the Construction Committee to: (1) approve a No-Cost Addendum to the Continuing Horizontal Construction Services Agreement with Carr & Collier, Inc. to exercise the second and final one-year renewal option and extend the Agreement to March 13, 2023; (2) approve a No-Cost Addendum to the Continuing Horizontal Construction Services Agreement with Cathcart Construction Company – Florida, LLC to exercise the second and final one-year renewal option and extend the Agreement

to March 13, 2023; (3) approve a No-Cost Addendum to the Continuing Horizontal Construction Services Agreement with Gibbs & Register, Inc. to exercise the second and final one-year renewal option and extend the Agreement to March 13, 2023; (4) approve a No-Cost Addendum to the Continuing Horizontal Construction Services Agreement with Prime Construction Group, Inc. to exercise the second and final one-year renewal option and extend the Agreement to March 19, 2023; (5) approve a No-Cost Addendum to the Continuing Horizontal Construction Services Agreement with The Middlesex Corporation to exercise the second and final one-year renewal option and extend the Agreement to March 13, 2023; (6) approve a No-Cost Addendum to the Continuing Horizontal Construction Services Agreement with Valencia Construction Group, Inc. to exercise the second and final one-year renewal option and extend the Agreement to March 20, 2023; and, (7) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel [**FILED DOCUMENTARY NO. 101235 - 101240**];

C. accept the recommendation of the Construction Committee to: approve a Job Order Construction Services Addendum to the Continuing Electrical Construction Services Agreement with Transportation Systems, Inc. for ES-00012, South Terminal C Roadway Lighting, at the Orlando International Airport, for the total direct-negotiated amount of \$321,044.93, 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 [**FILED DOCUMENTARY NO. 101241**];

D. ratify the Resolution to (1) accept Amendment 2 to Public Transportation Grant Agreement FM 448178-1-94-1; and, (2) authorize the Chief Executive Officer and the Assistant Secretary to execute the necessary documents [**FILED DOCUMENTARY NO. 101242**];

E. accept the recommendation of the Concessions/Procurement Committee to (1) approve Amendment No. 1, First Renewal Option, for Purchasing Contract 02-19, Holiday Decoration Services, with D & K Design LLC, d/b/a Danken; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$253,228; 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. 101243**];

RECOMMENDATION OF THE CHIEF EXECUTIVE OFFICER TO NOMINATE CANDIDATE FOR THE POSITION OF DIRECTOR OF CONSTRUCTION

3. Mr. Ruohomaki presented this item.

Mr. Ruohomaki introduced Mr. Scott Shedek, the successful candidate for the Director of Construction position. This position was vacant due to the retirement of Mr. Patterson in July. Mr. Ruohomaki went on and described Mr. Shedek's experience with the Aviation Authority.

It was respectfully requested that the Aviation Authority Board resolve to accept the Chief Executive Officer's nomination and confirm the appointment of Scott Shedek as the Director of Construction, effective November 10, 2021.

Upon motion by Mayor Dyer, second by Mr. Mateer, vote carried to approve the recommendation for Consent Agenda Item F as presented.

PROCUREMENTS

4. Mr. Brown informed the Board of one upcoming procurement: Request for Proposals for the North and South Terminal Complex ATM-Bank Concession.

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. In addition to the information included in his report, he informed the Board that during the Airports Council International's (ACI) annual conference earlier this week, Ms. Kathleen Sharman, Chief Financial Officer, received the 2021 Finance Professional of the Year Award - Large Airports. He also provided an update on Concessions and advised that staff will continue monitoring, and announced that we are compliant with FDOT's Florida Statute 332.0075(5)(a) posting requirements. During Mr. Brown's report, in honor of Veteran's Day, a presentation of GOAA employees who have served in the Armed forces was shown.

RECOMMENDATION OF THE CONSTRUCTION COMMITTEE TO APPROVE (1) THE CHANGE IN THE PROCUREMENT METHOD CHANGE TO SOLE SOURCE FOR STANCHIONS, GATES AND POSTS, AND PANEL SYSTEM; AND (2) THE SOLE SOURCE PURCHASE AND INSTALLATION OF STANCHIONS, GATES AND POSTS, AND PANEL SYSTEM, IN SUPPORT OF THE SOUTH TERMINAL C, PHASE 1, PROGRAM, AT THE ORLANDO INTERNATIONAL AIRPORT, FROM LAVI INDUSTRIES

6. Using visual aids (copy on file); Mr. Ruohomaki presented New Business Item A.

On February 19, 2020, the Aviation Authority Board approved the Owner-Procured Detailed Line Item Furnishings, Fixtures and Equipment (FF&E) Estimate and Procurement Plan in support of the South Terminal C (STC) Program, at the Orlando International Airport.

The procurement method for the Stanchions, Gates and Posts, and Panel System has changed from "Compete" and "Other Entity Contract" to "Sole Source", which is a more restrictive procurement method. The purchase and installation amount of these items will be for a total not-to-exceed amount of \$450,000. Due to refinements in the configurations of several areas such as the Checkpoint, multiple purchase orders to multiple vendors are anticipated. The cost for the purchase and installation of the Stanchions, Gates and Posts, and Panel System 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.

The Aviation Authority has reviewed the FF&E and IT Procurement Plan, and determined that, due to the specific nature of the required items, vendors for FF&E products are not required to propose any Minority and Women Business Enterprise (MWBE) and Local Developing Business (LDB)/Veteran Business Enterprise (VBE) participation for these items. In this procurement of FF&E Items, participation goals of 17% MWBE and 1.7% LDB/VBE were established for competitively bid items. This item does not have any impact on the small business participation.

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee to (1) approve the procurement method change to Sole Source for Stanchions, Gates and Posts, and Panel System; (2) approve the Sole Source Purchase and Installation of Stanchions, Gates and Posts, and Panel System, in support of the South Terminal C, Phase 1, Program, at the Orlando International Airport, from Lavi Industries, for the total not-to-exceed amount of \$450,000, 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 Mayor Dyer, second by Mrs. Kirkegard, vote carried to approve the recommendation for New Business Item A, as presented **[FILED DOCUMENTARY NO. 101244]**.

RECOMMENDATION TO APPROVE AMENDMENT NO. 5, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 01-17, AUTOMATED PEOPLE MOVER (APM) OPERATION AND MAINTENANCE, WITH CRYSTAL MOVER SERVICES, INC. ("CMSI")

7. Using visual aids (copy on file); Mr. Draper presented New Business Item B.

The Contract requires CMSI to furnish all repair parts, materials, consumables, tools, manuals, training, management, supervision, and skilled labor as necessary for the Operation and Maintenance of the Aviation Authority's APM system for Airside 1, Airside 3 and the South APM Complex on a twenty-four (24) hour per day, seven (7) day per week basis.

The Contract Bid in September of 2013 provided yearly constant unadjusted/non-escalated lump sum fixed pricing. The contract specifications stipulate that the annual lump sum fixed prices shall be adjusted for inflation at the beginning of each contract year using the latest Employment Cost, Machinery and Equipment and Metal Products Indexes for Labor, Parts and Materials as published by the U.S. Bureau of Labor Statistics. Amendment No. 5 reflects a Labor Index factor of 1.1789, and a Parts and Materials Producer Price Index factor of 1.2598. These Index factors adjust the Contract base bid to current year values resulting in a Contract adjustment of \$867,407.

The Small Business Development Department certifies that the vendor is in good standing as it relates to the small business participation goals of 1.75% Minority and Women Business Enterprise and 4.6% Local

Developing Business/Veteran Business Enterprise.

It was respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Concessions/Procurement Committee and (1) approve Amendment No. 5, the Economic Price Adjustment for Purchasing Contract 01-17, Automated People Mover (APM) Operation and Maintenance with Crystal Mover Services, at the Orlando International Airport for the total not-to-exceed amount of \$867,407 with funding from the Operations and Maintenance Funds; 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 Mrs. Kirkegard, vote carried to approve the recommendation for New Business Item B, as presented [**FILED DOCUMENTARY NO. 101245**].

RECOMMENDATION TO APPROVE PUBLICATION OF CHIEF EXECUTIVE OFFICER RECRUITMENT SPECIFICATION PREPARED BY KORN FERRY

8. Mr. Michael Bell, Senior Client Partner with Korn Ferry, was available to answer questions for New Business Item C.

Using their standard process, Korn Ferry developed a CEO Recruitment Specification; copy included in the Board agenda packet for the Board's review and consideration. The Specification will guide Korn Ferry in its recruitment process, and it will be published on aviation and airport industry websites to promote the CEO vacancy.

It was respectfully requested that the Aviation Authority Board approve publication of the Chief Executive Officer Recruitment Specification.

Chairman Good stated he would like the following statement inserted in the specification: CEO's responsibilities include assessment, enforcement, and continuous improvement of small business and diversity programs and participation.

Upon motion by Mr. Mateer, second by Mrs. Kirkegard, vote carried to approve the addition to the specification.

Upon motion by Mayor Dyer, second by Mrs. Kirkegard, vote carried to approve the recommendation for New Business Item C, as amended.

Mr. Gerber instructed the Board members to take additional precautions against receiving any information that would violate the Sunshine Law during the recruitment process.

Mayor Dyer complimented the work done by Korn Ferry.

In recognition of Veteran's Day, Mrs. Kirkegard gave a shout-out to the Army's Golden Knights by sharing two pictures of her parachuting with them.

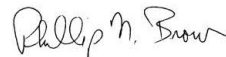
ADJOURNMENT

9. There being no further business to be considered, Chairman Good adjourned the meeting at 2:35 p.m.

(Digitally signed on December 15, 2021)



Anna Farmer
Manager, Board Services



Phillip N. Brown
Chief Executive Officer