

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

DATE: DECEMBER 14, 2022

DAY: WEDNESDAY

TIME: 2:00 P.M.

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

*For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1 of each year for the preceding year. Lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. The lobbyist shall file a Notice of Lobbying (Form 4) detailing each instance of lobbying to the Aviation Authority within 7 calendar days of such lobbying. Lobbyists will also provide a notice to the Aviation Authority when meeting with the Mayor of the City of Orlando or the Mayor of Orange County at their offices. The policy, forms, and instructions are available on the Aviation Authority's offices web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.*

**I. CALL TO ORDER**

**II. INVOCATION**

**III. PLEDGE OF ALLEGIANCE**

**IV. ROLL CALL**

**V. CONSIDERATION OF AVIATION AUTHORITY MINUES FOR SEPTEMBER 21 AND OCTOBER 19, 2022**

**VI. RECOGNIZING YEARS OF SERVICE**

**VII. CONSENT AGENDA**

(These items are considered routine and will be acted upon by the Aviation Authority in one motion. If discussion is requested on an item, it will be considered separately. Items under this section are less than \$325,000 dollars)

- A. Recommendation to Accept Aviation Authority Committee Minutes
- B. Recommendation to Dispose of Surplus Property
- C. Recommendation to Approve the Second Amendment to Shopping Center Lease Agreement at Colonial Promenade Shopping Center, Orlando Executive Airport, with Sam Ash Florida Megastores, LLC ("Sam Ash")
- D. Recommendation of the Construction Committee to Approve an Amendment 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 Project Bid Package (BP) No. S00154, South Terminal C, Phase 1, Fueling System (Guaranteed Maximum Price (GMP) No. 11-S) at the Orlando International Airport
- E. Recommendation of the Construction Committee to Approve a No-Cost Addendum to the Continuing Bridge Inspection Services Agreement to Exercise the Second and Final One-Year Renewal Option
- F. Recommendation of the Construction Committee to Approve an Amendment to Addendum No. 21 to the Program and Project Management Services for the South Terminal C, Phase 1, Agreement, with Cost Management, Inc. dba CMI for Additional Construction Phase Owners Authorized Representative (OAR) Technology Consulting and Support Services for W-S00111, South Terminal C, Phase 1 – Program and Project Management Services (OAR), at the Orlando International Airport
- G. Recommendation to Accept a Public Transportation Grant Agreements (PTGAs) for Orlando International Airport from the Florida Department of Transportation (FDOT)
- H. Recommendation of the Professional Services Committee to Approve Various Addenda to the Information Technology (IT) Consulting Services Agreement with Advanced IT Concepts, Inc. for Fiscal Year (FY) 2023 Staff Augmentation Support Services, at the Orlando International Airport
- I. Recommendation of the Construction Finance Oversight Committee to Approve Funding Action(s) to Various Contracts
- J. Recommendation to the Aviation Authority Board Chairman to ratify the appointment of Michelle Hartmann to the Orlando Executive Airport Advisory Commission (the Commission) as a Fixed Base Operator (FBO) Representative
- K. Recommendation of the Ad Hoc Committee to Rank Firms and Select Proposers for Professional Services Agreement 23-118 Federal Governmental Relations Consultant Services

NOTE: Any person who desires to appeal any decision made at these meetings will need record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based.

- L. Recommendation of the Concessions/Procurement Committee to Approve Amendment No. 3, Second Renewal Option, for Purchasing Contract 07-19, Dock Leveler Preventative Maintenance and Repair Services, at the Orlando International Airport, to Miner Ltd.
- M. Recommendation to Ratify Declaration of Emergency During Hurricane Nicole
- N. Recommendation to Confirm the Designation of the Orlando Executive Airport Commission Chair
- O. Recommendation of the Chief Executive Officer to Nominate Candidate for the Position of Interim Senior Director of Engineering and Construction
- P. Recommendation of the Chief Executive Officer to Nominate Candidate for the Position of Interim Director of Customer Experience
- Q. Promotion of Deputy Fire Chief Brenda Bishop to the Position of Fire Chief
- R. Recommendation to Adopt Organizational Chart and Incorporate into Organizational Policy 101.01

#### **VIII. PROCUREMENTS**

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



- A. Solicitation for Design/Build Services, BP No. S00199, Train Station Passenger Drop-off Lobby (PDL) Parking Lot (Design/Build) at the Orlando International Airport
- B. Letters of Interest (LOI), W-00467, Continuing Civil Engineering Consulting Services

#### **IX. SMALL BUSINESS UPDATE**


#### **X. CHIEF EXECUTIVE OFFICER'S REPORT**

#### **XI. NEW BUSINESS**

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

- A. Recommendation of the Construction Committee to Approve an Amendment to Addendum No. 5 to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Additional Construction Phase Program Management Services for Project Bid Package (BP) No. S00195, Terminal C Airside Concourse Gates C250 – C253, at the Orlando International Airport
- B. Recommendation of the Construction Committee to Approve an Amendment to Addendum No. 9 to the Program and Project Management Services for the South Terminal C, Phase 1, Agreement, with Geotech Consultants International, Inc. dba GCI, Inc. for Additional Construction Phase Owners Authorized Representative (OAR) Services for W-S00111, South Terminal C, Phase 1 – Program and Project Management Services (OAR), at the Orlando International Airport
- C. Recommendation of the Construction Committee to Approve an Addendum to the Continuing Program and Project Management Services Agreement with Geotech Consultants International, Inc. dba GCI, Inc. for Fiscal Year (FY) 2023 Staff Extension Support Services for Operational Readiness for the Executive Administration Department at the Orlando International Airport
- D. Recommendation of the Construction Committee to Approve a Job Order Construction Services Addendum to the Continuing Vertical Construction Services Agreement with Clancy & Theys Construction Co. for Project V-00978, Terminal Top Garage Fire Sprinkler Repair, at the Orlando International Airport
- E. Recommendation of the Construction Committee to Approve an Amendment to Addendum No. 3 to the Specialty Automated People Mover (APM) and Passenger Rail Systems Consulting Services Agreement with Lea + Elliott, Inc. for Additional Design Criteria and Specialty APM Consulting Services for Airsides 2 and 4 APM System Improvement Programming and Procurement at the Orlando International Airport
- F. Recommendation of the Professional Services Committee to Approve Multiple Addenda to the Professional Services Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); Grant and Passenger Facility Charge (PFC) Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports with Anser Advisory Consulting, LLC dba Anser Advisory
-  G. Recommendation of the Professional Services Committee to Approve Multiple Addenda to the Professional Services Agreement for Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); and Audit and Advisory Services at Orlando International and Executive Airports with Carr, Riggs & Ingram, LLC
- H. Recommendation of the Concessions/Procurement Committee to Award Invitation for Bid (IFB) 93777-22, HVAC Rigid Filters, at the Orlando International Airport, to Andrews Filter & Supply Corp.
- I. Recommendation of the Concessions/Procurement Committee to Approve Amendment No. 5, Contract Adjustment, for Purchasing Contract 01-21, Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services, at the Orlando International Airport, to Schindler Elevator Corporation (“Schindler”)
-  J. Recommendation of the Concessions/Procurement Committee to Award Single Source Contract 23-126-SGS for Security Checkpoint Passenger Reservation System to Alclear, LLC
- K. Recommendation of the Concessions/Procurement Committee to Exercise the Second and Final Renewal Option of Purchasing Contract 15-19, Shuttle Bus Management Services at Orlando International Airport with SP Plus Corporation
- L. Recommendation to Ratify Decision of the Chief Executive Officer to Authorize an Emergency Purchase to Mears Destination Services for Shuttle Services for Terminal C Rental Car Customers

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- M. Recommendation for Approval of Amendment No. 1 to the Rental Automobile Concession Agreement (“RAC Agreement”) with Avis Budget Car Rental, LLC, (“Avis”)
- N. Recommendation to Authorize Staff to Enter Into Direct Negotiations with Ready Credit Corporation (“Ready Credit”) for the Prepaid Card Services Concession Agreement (“Concession Agreement”) at the Orlando International Airport (“Airport”)
-  O. Recommendation to Ratify Certain Amended Policies Related to Staff Committees Consistent with Prior Aviation Authority Board Presentation, Codify the Existing Practices of the Construction Finance Oversight Committee in Policy 120.091, Repeal Policy 120.01, Concessions/Procurement Committee, Repeal Policy 120.10, Professional Services Committee, Repeal Policy 120.04, Design Review Committee, Recommendation to Approve New Organizational Policy 120.17, Ad Hoc Committees, New Operational Policy 110.04, Appeal Process and New Operational Policy 110.041, Design Review Appeal Committee
- P. Recommendation to Approve Changes for Organizational Policies 204-01 Code of Ethics and Business Conduct and 130.04 Debarment of Contractors (Debarment) ~~as well as Operational Procedure 204.06 Whistle-Blower under Human Resources, and retire Operational Procedure 204.06 Whistle-Blower under Human Resources~~
- Q. Recommendation of the Compensation Committee to adopt performance-based goals for the Chief Executive Officer for Fiscal Year 2023

**XII. INFORMATION SECTION**

(No action is required on the item(s). Board members should feel free to ask questions on the item(s).)

- A. Notification of Committee Recommendations to the Chief Executive Officer for Approval for December 14, 2022, Aviation Authority Board Meeting
- B. Notification of Releases of RFP/RFB/RFQ/IFB
- C. Notification of Operations and Maintenance Fund Budget Transfers in Excess of \$250,000 Approved by the Chief Financial Officer through September 30, 2022
- D. Notification of Addenda/Amendments with Anser Advisory Consulting, LLC for Construction-Engineering-Financial Consulting Services at the Orlando International Airport
- E. Recommendation to Approve Revisions to multiple Operational Policies: Policy 201.04 – Employee Termination Process, Policy 203.02 – Vacation Leave, 203.03 – Sick Leave, 206.07 – Holidays and Personal Leave and 206.09 Management Benefit Program
- F. Construction Report

**NEXT SCHEDULED AVIATION AUTHORITY BOARD MEETING IS ON WEDNESDAY JANUARY 18, 2023**



## GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4392

### MEMORANDUM

TO: Members of the Aviation Authority

FROM: Scott Shedek, Chairman, Professional Services Committee

DATE: December 14, 2022

### ITEM DESCRIPTION

Recommendation of the Professional Services Committee to Approve Multiple Addenda to the Professional Services Agreement for Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); and Audit and Advisory Services at Orlando International and Executive Airports with Carr, Riggs & Ingram, LLC

### BACKGROUND

In 2022, the firms providing Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the CIP and CIR; Grant and PFC Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports were selected through a competitive award process.

On August 17, 2022, the Aviation Authority Board approved an Agreement for Financial Consulting for Construction, Maintenance, Environmental, and Other Projects; Construction Payment Application and Invoice Review; Financial Consulting for the CIP and CIR; Grant and PFC Application Services; Extension of Staff Services; and Audit and Advisory Services at Orlando International and Executive Airports Agreement with the following firms:

- Anser Advisory Consulting, LLC dba Anser Advisory (*Categories 1, 2, 3, 4, 5 and 6*)
- Carr, Riggs & Ingram, LLC (*Categories 2, 3, and 6*)
- CohnReznick, LLP (*Categories 1, 2, 5 and 6*)
- R.M. Chin & Associates, Inc. (*Categories 1, 3, 4, and 6*)
- Talson International, LLC (*Categories 2 and 6*)

These no-cost base agreements established the negotiated hourly rates, and services are procured on an as-needed or annual basis. The Services were procured utilizing Categories of Services as follows:

**Category 1: Financial Consulting for Construction, Maintenance, Environmental and Other Projects:** Services may include but are not limited to:

- Assist with the development of project control budgets and funding plans for construction projects;
- Review construction contract awards, change orders and professional services fee proposals for contract compliance and funding eligibility for federal, state and other funding sources, including, but not limited to, Bipartisan Infrastructure law (BIL) grants, Airport Improvement Program (AIP) grants, Florida Department

of Transportation (FDOT) grants, Passenger Facility Charges (PFC) funding, Operations and Maintenance funding, Capital Expenditure funding, General Airport Revenue bond funding, Customer Facility Charge (CFC) funding, and other funding sources, as applicable;

- Perform independent, third party reviews of change orders prior to submission to the Authority's Construction Committee; verify that change orders adequately describe the contract change and include plan revisions where applicable; verify independent cost estimates and cost recapitulation worksheets to ensure that change order pricing is aligned with the scope of work; verify funding source and availability of funds for change orders; review change order pricing for supporting documentation and appropriate mark-ups; perform labor burden analysis for change order labor rates, as needed;
- Review scope description, verify availability of funds, review supporting documentation and independent estimates for job order contracts; perform independent estimates; collect, maintain, analyze, and publish change order, professional fees, and labor rate databases; perform reviews for Davis-Bacon wage compliance on Airport Improvement Program (AIP) and other federal funded projects as applicable; and all other services as requested to support the Authority's departments and public committees that are responsible for oversight of construction projects from inception through final close-out; and,
- Executive Reporting, which may include, but is not limited to cost reports, Key Performance Indicator reports for projects, construction project statistics, cash flow projections, and Estimates at Completion (EACs).

**Category 2: Construction Payment Application and Invoice Review:** Services may include, but are not limited to:

- Review construction project payment applications, professional services fee invoices, and other project related invoices for contract compliance, including but not limited to verification of approved billing rates, allowable costs, and supporting documentation, such as certified payrolls, construction change order approvals;
- Review construction project payment applications, professional services fee invoices, and other project related invoices for funding compliance including, but not limited to availability of funding, alignment of scope, verification that costs are eligible, allowable, reasonable and allocable and comply with specific grant agreement terms and federal, state, PFC, and local funding requirements, including compliance with procurement, reporting, Buy American, and prevailing wage requirements, as applicable;
- Prepare payment and funding forms for timely entry into the Authority's accounting system to ensure payment in accordance with Florida prompt payment statutes; and,
- Invoice and payment application tracking reports; and other analysis required for various funding sources.

**Category 3: Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR):** Services may include but are not limited to:

- Assist with the development of project control budgets and funding plans for construction projects;
- Assist in the development and updates of the Capital Improvement Program and Capital Initiation Request budgets;
- Maintain CIP/CIR data, analysis of price escalation and cost estimate validation;

- Evaluation of financing alternatives as it relates to eligibility for Airport Improvement Program (AIP), Florida Department of Transportation (FDOT), Passenger Facility Charges (PFC), Bipartisan Infrastructure law (BIL) and other funding sources;
- Financial analysis, such as cash flow projections for capital projects based on funding sources, financial commitments;
- Financial support activities for bond issuances and other strategic initiatives;
- Financial support services for the annual budget process; and,
- Executive Reporting, which may include, but is not limited to cost reports, Key Performance Indicator reports, construction project statistics, cash flow projections and Estimates at Completion (EACs).

**Category 4: Grant and Passenger Facility Charge (PFC) Application Services:** Services may include, but are not limited to:

- Assist in preparation of applications for federal, state, and PFC funding;
- Assist with requests for federal agency approvals for procurement and contract compliance as needed; and,
- Assist with grant and PFC application close-out.

**Category 5: Extension of Staff Services:** Services may include, but are not limited to:

- Assist the Engineering, Construction, and Finance Departments in preparation for Construction Finance Oversight Committee, Construction Committee, Professional Services Committee, and other meetings upon request;
- Assist with agenda and minutes;
- Assist with contract, purchase order and invoice processing using specified software programs; and,
- Assist with budget planning and tracking, creation of projects and completion of project control forms.

**Category 6: Audit and Advisory Services:**

- Perform audits of engineering and construction contracts, upon request; and,
- Provide advisory services regarding best practices and process improvements.

Under any category, the Services may also include financial, audit, accounting, and other oversight services in support of emergency or disaster recovery efforts, assisting the construction department and legal counsel on construction claims reviews, dispute review board proceedings, legal proceedings, advisory services regarding best practices and process improvements, and any other extension of staff duties as requested to support the Authority.

Procurement services may be awarded to any of the five selected firms; however, the specific services must be awarded per category to the firm(s) that proposed under the specific category.

## **ISSUES**

Per the Aviation Authority's Policy 450.04, the Aviation Authority Board must approve all contract addenda and applicable amendments that result in the value of any contract being increased, in the aggregate, by \$250,000 or more over the contract value.

The PSC has recommended approval of addenda on the above-referenced agreement, as follows:

- Addendum to the Professional Services Agreement for Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); and Audit and Advisory Services at Orlando International and Executive Airports with Carr, Riggs & Ingram, LLC, for Fiscal Year (FY) 2023 Construction Payment Application and Invoice Review at the Orlando International and Executive Airports (Category 2) for the total not-to-exceed fee amount of \$325,650, with funding from previously-approved Operations and Maintenance Funds. These services will provide contract, cost and funding compliance reviews of design and construction related billings in support of the [Finance Engineering and Construction](#) Department; and other related services included in Category 2. Services will be provided through September 30, 2023. The Aviation Authority has reviewed the proposal from Carr, Riggs & Ingram, LLC, and determined that, due to the specific nature of the proposed services, Carr, Riggs & Ingram, LLC did not propose any small business participation on this addendum, and certifies that Carr, Riggs & Ingram, LLC is in good standing as it relates to its small business participation. *[Reference PSC Meeting held November 22, 2022, Agenda Item No. 8].*
- Addendum to the Professional Services Agreement for Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); and Audit and Advisory Services at Orlando International and Executive Airports with Carr, Riggs & Ingram, LLC, for FY 2023 CIP and CIR Support Services to the [Finance Engineering and Construction](#) Department at the Orlando International and Executive Airports (Category 3), for the total not-to-exceed fee amount of \$405,885, with funding from previously-approved Operations and Maintenance Funds. These services will assist with the development of project control budgets and funding plans for construction projects; assist in the development and updates of the CIP and CIR budgets; evaluation of financing alternatives as it relates to eligibility for Airport Improvement Program (AIP), FDOT, PFC, Bipartisan Infrastructure law (BIL) and other funding sources; and other support services included in Category 3, as directed by the Finance Department. Services will be provided through September 30, 2023. The Aviation Authority has reviewed the proposal from Carr, Riggs & Ingram, LLC, and determined that Carr, Riggs & Ingram, LLC proposes 40% Minority and Women Business Enterprise (MWBE) participation on this addendum, and certifies that Carr, Riggs & Ingram, LLC is in good standing as it relates to its small business participation. *[Reference PSC Meeting held November 22, 2022, Agenda Item No. 9].*

As these amendments will result in an aggregate increase to the Aviation Authority's Agreement with Carr, Riggs & Ingram, LLC exceeding \$250,000, Aviation Authority Board approval is required, as outlined in the memorandum.

## **ALTERNATIVES**

None.

## **FISCAL IMPACT**

The fiscal impact is \$731,535. Funding is from previously-approved Operations and Maintenance Funds.

## **RECOMMENDED ACTION**

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Construction Committee and approve (1) an Addendum to the Professional Services Agreement for Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); and Audit and Advisory Services at Orlando International and Executive Airports with Carr, Riggs & Ingram, LLC for FY 2023 Construction Payment Application and Invoice Review at the Orlando International and Executive Airports (Category 2) for the total not-to-exceed fee amount of \$325,650, with funding from previously-approved Operations and Maintenance Funds; (2) an Addendum to the Professional Services Agreement for Construction Payment Application and Invoice Review; Financial Consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR); and Audit and Advisory Services at Orlando International and Executive Airports with Carr, Riggs & Ingram, LLC for FY 2023 CIP and CIR Support Services to the [Finance Engineering and Construction](#) Department at the Orlando International Airport (Category 3), for the total

not-to-exceed fee amount of \$405,885, with funding from previously-approved Operations 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.





## GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4392

### MEMORANDUM

TO: Members of the Aviation Authority

FROM: Brad Friel, Chairman, Concessions/Procurement Committee

DATE: December 14, 2022

### ITEM DESCRIPTION

Recommendation of the Concessions/Procurement Committee to Award Single Source Contract 23-126-SGS for Security Checkpoint Passenger Reservation System to Alclear, LLC

### BACKGROUND

On October 20, 2021, The Aviation Authority Board approved a one (1) year pilot program for a security checkpoint passenger reservation system with Alclear, LLC (Alclear) through September 30, 2022. The pilot program was extended for up to three (3) additional months through December 31, 2022.

Alclear LLC has been providing web-based software, hardware and personnel to operate a reservation system at both the East and West security checkpoints at no cost to the Aviation Authority or the traveling public.

### ISSUES

The Aviation Authority recognizes the opportunity to provide the traveling public the Alclear reservation system. Alclear has been a partner of the Aviation Authority and the implementation of the reservation system at Orlando International Airport has been successful. During the past year, over one hundred twenty thousand customers used the reservation lanes, 60% of the customers surveyed stated that they had more time to shop or dine and customer satisfaction rate is at 95%.

The Aviation Authority staff recommends to enter into an agreement with Alclear for a period of one (1) year effective ~~December 1, 2022~~ January 1, 2023. The one (1) year agreement will also include additional reservation lanes at Terminal C.

Alclear has proposed a price of \$508,050 for the one (1) year agreement. Pricing includes \$300,000 for software subscription, dedicated account management and integration to the flight schedule feed and \$208,050 for the dedicated reservation lanes staff and increased operating hours of the reservation lanes.

This procurement is based on a Single Source Procurement in accordance with Aviation Authority Policy 450.03. The Aviation Authority's policy 450.03, Non-Competitive Procurements, permits the single source procurement from one firm among others in a competitive market place which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling the given purchasing need.

This Contract does not include a Minority and Woman Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement due to the specialized scope.

On October 24, 2022, the Concessions/Procurement Committee recommended award of Single Source Contract 23-126-SGS for Security Checkpoint Passenger Reservation System to Alclear, LLC

## **ALTERNATIVES**

There are no reasonable alternatives under consideration.

## **FISCAL IMPACT**

The fiscal impact of the 1-year agreement is a not-to-exceed amount of \$508,050. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

## **RECOMMENDED ACTION**

It is respectfully requested that the Aviation Authority Board resolve to approve the recommendation of the Concessions/Procurement Committee to: (1) Award a Single Source Procurement for Security Checkpoint Passenger Reservation System to Alclear, LLC for a period of one (1) year; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$508,050; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents, following satisfactory review by legal counsel.



## GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4392

### MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kevin J. Thibault, P.E., Chief Executive Officer

DATE: December 14, 2022

### ITEM DESCRIPTION

Recommendation to Ratify Certain Amended Policies Related to Staff Committees Consistent with Prior Aviation Authority Board Presentation, Codify the Existing Practices of the Construction Finance Oversight Committee in Policy 120.091, Repeal Policy 120.01, Concessions/Procurement Committee, Repeal Policy 120.10, Professional Services Committee, Repeal Policy 120.04, Design Review Committee, Recommendation to Approve New Organizational Policy 120.17, Ad Hoc Committees, New Operational Policy 110.04, Appeal Process and New Operational Policy 110.041, Design Review Appeal Committee

### BACKGROUND

At the October 19, 2022 Aviation Authority Board meeting I presented my vision for streamlining certain staff committee functions. At that meeting I proposed merging the functions of the Concessions/Procurement Committee (CPC) and the Professional Services Committee (PSC) to create a new "Procurement" Committee and other related matters.

Additionally, the Aviation Authority has well established procedures but no formal policy related to the creation of Ad Hoc committees. Appeals also follow established procedures but are not governed by formal policy.

### ISSUES

I recommend the following:

- Creation of a new Organizational Policy 120.18, Procurement Committee, creating the Procurement Committee to commence on January 1, 2023 merging certain functions from the PSC and the CPC. The Procurement Committee will consist of five members, three of whom will be regular members. The other two Procurement Committee members will be selected from a pool of rotating members, appointed by me as needed based on the specific expertise or perspective needed for each procurement. The regular members will be the Director of Airport Operations, Senior Director of Engineering & Construction, and the Director of Purchasing, with the Director of Purchasing serving as Chair. A pool of rotating members serving on an as needed basis would include (but not be limited to) the Director of Finance, Director of Engineering & Architecture, Director of Construction, Director of Concessions, and Senior Director of Marketing & Airline Development. As a result of this, I further recommend:
  - Repeal Policy 120.01, Concessions/Procurement Committee [effective January 1, 2023](#).
  - Repeal Policy 120.10, Professional Services Committee [effective January 1, 2023](#).

- Revise Organizational Policy 120.13, Capital Management Committee (CMC) to function as enabled by the CEO as needed for any functions outside of the classic staff functions. Appointments to the Capital Management Committee shall be made at the time the CMC is activated.
- Revise Organizational Policy 120.091, Construction Finance Oversight Committee codifying existing Aviation Authority practices.
- Creation of a new Organizational Policy 120.17, Ad Hoc Committees, formalizing the creation of Ad Hoc committees, as necessary. The purpose of the Ad Hoc Committee policy is to allow the Chief Executive Officer to create, appoint and direct ad hoc committees to meet a specific goal or objective. The Chief Executive Officer has the discretion to create an ad hoc committee when the Chief Executive Officer deems it in the Aviation Authority's best interest to establish a committee for a specific, infrequent, non-repetitive task which requires subject matter expertise. The Chief Executive Officer has the discretion to appoint the ad hoc committee members based on the task and the specific expertise or perspective needed. Legal counsel serves in an advisory capacity.
- Creation of a new Operational Policy 110.04, Appeal Process, formalizing the well-established historical process in which a recommendation of a Procurement award or intermediate procurement decision can be appealed by a Bidder or Proposer. A Bidder or Proposer for a Procurement may appeal a Committee's recommendation of a Procurement award or an intermediate procurement decision to the Chief Executive Officer.
- Repeal Policy 120.04, Design Review Committee effective January 1, 2023.
- Creation of a new Operational Policy 110.041 formalizing the creation of the Design Review Appeal Committee.

These changes will assist to streamline processes and provide for a more agile agency. This will also foster greater staff communication and open decision-making. All staff functions continue to be important, and transparency is achieved by complex, high-level, record of decision-making in well-written, organized memoranda which detail in a public record why the decision was made and how, even at the staff level. The committee system already operates in this fashion, in that decisions are guided by memoranda, which are easily accessible to the public.

## ALTERNATIVES

None.

## FISCAL IMPACT

There is no fiscal impact related to this item.

## RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board: (1) Ratify Policy 120.18, Procurement Committee, (2) Ratify revisions to Organizational Policy 120.13, Capital Management Committee, (3) Ratify revisions to Organizational Policy 120.091, Construction Finance Oversight Committee, (4) Repeal Policy 120.01, Concessions/Procurement Committee effective January 1, 2023, (5) Repeal Policy 120.10 effective January 1, 2023, Professional Services Committee, (6) Repeal Policy 120.04, Design Review Committee effective January 1, 2023, (7) Approve New Organizational Policy 120.17, Ad Hoc Committees; (8) Approve New Operational Policy 110.04, Appeal Process and Approve New Operational Policy 110.041, Design Review Appeal Committee.