

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

DATE: WEDNESDAY, SEPTEMBER 27, 2023

TIME: 3:00 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 MINUTES FOR AUGUST 2 (BOARD WORKSHOP), AND AUGUST 16, 2023**

**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 \$1,000,000 dollars)

- A. Recommendation to Accept Aviation Authority Committee Minutes
- B. Recommendation to Dispose of Surplus Property
- C. Recommendation of the Construction Committee to Approve an Addendum to the Specialty Automated People Mover (APM) and Passenger Rail Systems Consulting Services Agreement with Lea + Elliott, Inc. at the Orlando International Airport (MCO)
- D. Recommendation to Approve Operational Procedure Policy Section 420.02 Fixed Asset Capitalization Threshold
- E. Recommendation of the Procurement Committee to Approve an Addendum to the Continuing Civil Engineering Services Agreement with Avcon, Inc. for FY 2024 On-Call Civil Engineering Services, at the Orlando International Airport
- F. Recommendation of the Procurement Committee to Approve an Addendum to the Continuing Civil Engineering Services Agreement with Kimley-Horn and Associates, Inc. for FY 2024 On-Call Civil Engineering Services, at the Orlando International Airport
- G. Recommendation of the Construction Committee to Approve No-Cost Addenda to the Continuing Mechanical-Electrical-Plumbing (MEP) Engineering Consulting Services Agreements at the Orlando International Airport, Orlando Executive Airport, and Other Facilities operated by the Aviation Authority, to Exercise an Additional Renewal Option through March 31, 2024
- H. Recommendation of the Procurement Committee to Approve an Addendum to the Continuing Mechanical, Electrical, Plumbing (MEP) Engineering Services Agreement with C&S Engineers, Inc. for Fiscal Year (FY) 2024 On-Call MEP Engineering Services, at the Orlando International Airport
- I. Recommendation of the Procurement Committee to Approve an Addendum to the Continuing Mechanical, Electrical, Plumbing (MEP) Engineering Services Agreement with Matern Professional Engineering, Inc. for FY 2024 On-Call MEP Engineering Services, at the Orlando International Airport
- J. Recommendation of the Procurement Committee to Approve an Addendum to the Continuing Mechanical, Electrical, Plumbing (MEP) Engineering Services Agreement with SGM Engineering, Inc. for FY 2024 On-Call MEP Engineering Services, at the Orlando International Airport
- K. Recommendation of the Procurement Committee to Approve Multiple Addenda to the Continuing Environmental Engineering Consulting Services Agreement with MSE Group, LLC for Fiscal Year (FY) 2024 Environmental Engineering Consulting Services at the Orlando International Airport (MCO) and Orlando Executive Airport (ORL)

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.

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**VII. CONSENT AGENDA Cont'd**

- L. Recommendation of the Procurement Committee to Approve Multiple Addenda to the Continuing Environmental Services Agreement with MSE Group, LLC for Fiscal Year (FY) 2024 Environmental Consulting Services at the Orlando International Airport (MCO)
- M. Recommendation of the Procurement Committee to Approve Multiple Addenda to the Continuing Environmental Engineering Consulting Services Agreement with Terracon Consultants, Inc. for Fiscal Year (FY) 2024 Environmental Engineering Consulting Services at the Orlando International Airport (MCO)
- N. Recommendation of the Construction 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
- O. Recommendation of the Procurement Committee to Approve an Addendum to the Continuing Program and Project Management Services Agreement with Cost Management, Inc. dba CMI for Fiscal Year (FY) 2024 Small Project Owner's Authorized Representative (OAR) Support Services at the Orlando International Airport
- P. Recommendation of the Procurement Committee to Approve Multiple Addenda to the General Consulting Services Agreement with Ricondo & Associates, Inc. at the Orlando International Airport (MCO)
- Q. Recommendation of the Construction Committee to Approve a Job Order Construction Services Addendum to the Continuing Low Voltage Construction Services Agreement with Quality Cable Contractors, Inc. for Construction Services for Project L-00087, On-Call Low Voltage Services (FY24-QCC), at the Orlando International Airport
- R. Recommendation of the Construction Committee to Approve a Job Order Construction Services Addendum to the Continuing Low Voltage Construction Services Agreement with Orlando Business Telephone Systems, Inc. for Construction Services for Project L-00088, On-Call Low Voltage Services (FY24-OBTS), at the Orlando International Airport
- S. Recommendation of the Construction Committee to Approve an Amendment to Addendum No. 48 to the Architect of Record for South Terminal C, Phase 1, Agreement with HNTB Corporation for Additional Design Services for Bid Package (BP) S00196, Terminal C, Phase 1 Expansion (P1X), Airfield Civil, Apron and Taxiway Paving, at the Orlando International Airport
- T. Recommendation of the Construction Committee to Approve Change Order(s) to Various Contracts
- U. Recommendation of the Construction Finance Oversight Committee to Approve Funding Action(s) to Various Contracts
- V. Recommendation of the Ground Transportation Committee to Amend the Ground Transportation Rules and Regulations

**VIII. PROCUREMENTS**

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

- A. Request for Proposals, 24-108-RFP for a \$550 Million Revolving Line of Credit (LOC) Facility
- B. Request for Proposals, Underwriter Services
- C. Request for Proposals, Dynamic Signage Ecosystem (Display Ground)
- D. Request for Proposals, Customer Experience Ambassadors – Terminals A and B
- E. Request for Proposals, Customer Experience Ambassadors – Terminal C and Train Station
- F. Invitation for Bid, Aquarium Maintenance Services

**IX. SPECIAL ACTION ITEMS**

- A. Recommendation for Approval of The Greater Orlando Aviation Authority's 2023 Strategic Plan
- B. Recommendation of the Chief Executive Officer to Nominate Candidate for the Position of Senior Vice President of Operations

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

**XI. NEW BUSINESS**

(Consistent with GOAA Policy 450.04, contracts in excess of \$1,000,000 are listed under this section as separate line items)

- A. Recommendation of the Construction Committee to Approve Multiple Addenda to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Fiscal Year (FY) 2024 Staff Extension Support Services at the Orlando International Airport
- B. Recommendation of the Procurement Committee to Approve Multiple Addenda to the Continuing Program and Project Management Services Agreement with Geotech Consultants International, Inc. dba GCI, Inc. for Fiscal Year (FY) 2024 Owner's Authorized Representative (OAR) Support Services at the Orlando International Airport
- C. Recommendation of the Construction Committee to Approve Change Order Nos. 18 and 19 with Vanderlande Industries, Inc. on Bid Package (BP) No. S00132, Terminal C, Phase 1, Baggage Handling System (BHS) at the Orlando International Airport

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**XI. NEW BUSINESS Cont'd**

- D. Recommendation of the Construction Committee to Approve Final Cost Reconciliations to the Applicable Addenda to the Construction Management at Risk (CM@R) Entity Services for South Terminal C, Phase 1, Agreement with Turner-Kiewit Joint Venture at the Orlando International Airport (MCO)
- E. Recommendation of the Construction Committee to Approve an Amendment to Addendum No. 3 to the Executive Program Management and Oversight (PMO) Services for Terminal C Programs Agreement with Jacobs Project Management Co. for Additional Executive Project Management and Oversight PMO Services for the Terminal C Programs at the Orlando International Airport
- F. Recommendation of the Construction 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 Procurement Committee to Award Purchasing Invitation for Bids (IFB) 24-103-IFB, Janitorial Supplies at the Orlando International Airport, to Multiple Suppliers
- H. Recommendation of the Procurement Committee to Award Invitation for Bid 23-364-IFB, Landscape Maintenance of Parking Lots to Brightview Landscape Services Inc.
- I. Recommendation of the Procurement Committee to Approve a Two-Year Extension to Purchasing Contract 23-05, Multi-Use Flight Information Display (MUFID) System Installation and Maintenance with SITA Information Networking Computing USA, Inc.
- J. Recommendation of the Procurement Committee to Exercise the First Renewal Option of Purchasing Contract 10-21, Federal Inspection Stations (FIS) Customer Service and Support Staff Services at Orlando International Airport with Southeast Airport Services, Inc.
- K. Recommendation of the Procurement Committee to Approve a Contract Adjustment and a One-Year Extension to Purchasing Contract 15-19, Shuttle Bus Management Services at Orlando International Airport with SP Plus Corporation
- L. Recommendation to Authorize Funding for Non-Bargaining Employee General Increases Adjustment
- M. Recommendation to Approve Benefit Plan Renewals for Active and Retired Employees
- N. Recommendation to Approve a Fourth Amended and Restated Resolution Authorizing the Collection of a Customer Facility Charge at the Orlando International Airport
- O. Recommendation for Final Adoption of the Aviation Authority's Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024

**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 September 27, 2023, Aviation Authority Board Meeting
- B. Revisions to Organizational Policy, 203.07, Family Medical Leave Act (FMLA)
- C. Notification of Release of RFP/RFB/RFQ'S/IFB'S
- D. Construction Report

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



## GREATER ORLANDO AVIATION AUTHORITY

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

### MEMORANDUM

TO: Members of the Aviation Authority

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

DATE: September 27, 2023

### ITEM DESCRIPTION

Recommendation of the Chief Executive Officer to Nominate Candidate for the Position of Senior Vice President of Operations

### BACKGROUND

Mr. Tom Draper currently serves as the Chief of Operations and reports to the Chief Operating Officer. Mr. Draper has brought forward his intent to retire effective October 2024.

Effective succession planning is in the best interest of the Aviation Authority. A new position, Senior Vice President of Operations, will allow Mr. Draper's successor to serve under the mentorship of Mr. Draper and allow for smooth transition after his retirement. Mr. Draper currently oversees Operations at MCO and ORL, Security, ARFF and Facility Maintenance.

The Senior Vice President of Operations will be responsible for overall management of the Authority's Operations divisions at Orlando International Airport (OIA) including but not limited to Landside, Airfield, Airline, Baggage Handling Systems, Parking Operations and Ground Transportation Services, as well as Airport Operations at Orlando Executive Airport (OEA) in addition to steady transition of Security, ARFF and Facility Maintenance through October 2024. The ability to appropriately manage these operations in their entirety requires a high degree of professional expertise in the dissemination of information to airport partners; detailed knowledge of the airport community; expansive knowledge of the aviation industry and overall airport operations; and groomed executive leadership skills.

### ISSUES

I nominate Mr. Marquez Griffin as the Senior Vice President of Operations.

Mr. Griffin currently serves as the Vice President of MCO Operations and has been employed with the Aviation Authority since June 2008. He has over 25 years of airport/airline operations experience, including 18 years of experience in leadership roles. He has a Master of Science in Air Transportation Management and a Master of Business Administration in Aviation, both from Embry-Riddle Aeronautical University. Mr. Griffin holds an Accredited Airport Executive (A.A.E.) and Airport Certified Employee (ACE) certifications with the American Association of Airport Executives and is an International Aerodrome Certified Employee with the International Association of Airport Executives.

### ALTERNATIVES

The Aviation Authority can reject the Chief Executive Officer's nomination.

**SPECIAL ACTION ITEM – B –**

**FISCAL IMPACT**

Funding is available through previously approved Operations and Maintenance Funds.

**RECOMMENDED ACTION**

It is respectfully requested that the Aviation Authority Board resolve to accept the Chief Executive Officer's nomination and confirm the appointment of Mr. Marquez Griffin as the Senior Vice President of Operations.



## GREATER ORLANDO AVIATION AUTHORITY

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

### MEMORANDUM

TO: Members of the Aviation Authority

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

DATE: September 27, 2023

### ITEM DESCRIPTION

Recommendation to Approve Benefit Plan Renewals for Active and Retired Employees

### BACKGROUND

The medical, dental, vision, flexible spending account (FSA), life and disability plans are part of the employee benefit package for the Aviation Authority's regular employees and applicable benefits for retirees.

CIGNA provides the following coverages:

- Five fully-insured plans: Choice In-Network Plan, Choice Plus Point of Service(POS) Plan, High Deductible Health Plan with Health Savings Account(HSA), and for post-65 retirees, a Prescription Drug Plan (PDP), and Medicare Supplemental Plans
- Two fully-insured dental plans: Dental Health Maintenance Organization (DHMO) and Preferred Dental Program (PPO)
- Base and Buy-Up vision plans on a fully-insured basis
- Administrative services for the FSA
- Administrative services for HSA Administration

Mutual of Omaha provides the following coverages:

- Life, Accidental Death & Dismemberment (AD&D) and Long-Term Disability plans on a fully insured basis
- Employee Paid optional Life Insurance plan
- Advice-to-Pay for the self-insured Short-Term Disability plan

Employee standard contributions for medical coverage are as follows:

- Choice In-Network Plan  
10% contribution for employee-only coverage or 20% for employee plus dependent coverage
- Choice Plus Point-of-Service Plan  
15% contribution for employee-only coverage or 25% for employee plus dependent coverage
- High Deductible/Health Savings Account (HSA) Plan  
10% contribution for employee-only coverage and 20% for employee plus dependent coverage

Employee wellness contributions for medical coverage are as follows:

- Choice In-Network Plan  
8.91% contribution for employee-only coverage or 17.81% for employee plus dependent coverage
- Choice Plus Point-of-Service Plan  
13.36% contribution for employee-only coverage or 22.26% for employee plus dependent coverage
- High Deductible/Health Savings Account (HSA) Plan  
0% contribution for employee-only coverage and 13.73% for employee plus dependent coverage

Employees hired on or before September 30, 2006, share premium costs for Retiree-only coverage based on years of service at retirement. Employees hired after September 30, 2006, pay 100% of the premium and are not eligible for cost-sharing. All Retirees pay 100% of the premium for dependent coverage.

Employees who provide proof of other credible group coverage may elect to opt-out of Authority provided medical and/or dental plans. Employees who opt-out of both plans receive \$1,118 for the Plan year. Currently, 108 employees have opted out of the medical plan and 72 have opted out of the dental plan.

For Employees enrolled in the High Deductible/HSA Plan, the Aviation Authority contributes \$1,000 annually for employee-only plan elections and \$2,000 annually for family-plan elections to the associated Health Savings Accounts.

## ISSUES

### Medical Coverage (Active Employees & Pre-65 Retirees)

The industry trend or inflation for health coverage is approximately 7.5% for medical and pharmacy combined. The Aviation Authority's claims loss ratio for the last 12 months through July 2022 was 80.4%.

Our Benefits Consultant, Alliant, Human Resources and the Finance Team have, over the last 12 years, conducted retrospective reviews to determine the financial outcome had our medical plan been self-funded. This was reviewed in depth for the Plan Year 2024. For Plan Year 2024, statistical modeling shows a 94% potential for savings of approximately (\$2,400,088) in a self-funded program versus a fully insured program. However, the Aviation Authority would assume an additional liability of \$4,393,978.

Additionally, the Authority's current program with CIGNA is eligible for a dividend based on experience. The positive experience in 2022 resulted in a surplus of \$2,643,618 of which the Authority received \$1,321,809 into a Premium Stabilization Reserve. If the current claim trend continues, the potential for a surplus based on 2023 is anticipated.

Human Resources and Finance recommend we remain fully insured for Plan Year 2024, continue the wellness program that offers a financial incentive for participating employees, and re-evaluate self-funding for Plan Year 2025.

To be eligible for the wellness contributions, an employee must have a qualified annual physical during the timeframes communicated as part of our wellness program.

The current annualized premium for Active Employees and Pre-65 Retirees is \$20,811,833. CIGNA'S proposed renewal for the fully insured medical and pharmacy plans for 2024 was 2.7% based on early negotiation. The increase was negotiated to 0%.

### Medical (Medicare Eligible Retirees – Post 65)

The Aviation Authority continues to provide coverage for Medicare eligible (post-65) Retirees through a Medicare Supplemental Medical Plan and a Part D Prescription Drug Plan. The current annualized premium is ~~\$~~\$1,209,469. CIGNA proposed a combined increase of 3.31 % for a total increase of \$40,003. This reflects a change in the prescription copay structure that is the option chosen by the Aviation Authority to meet Florida legislation. This will result in a slightly richer benefit at retail and a similar decrease in benefits for mail.

CIGNA proposed a group Medicare Advantage plan as an additional option for our Medicare eligible Retirees (post-65) for 2023. This plan provides 100% coverage for any physician who accepts Medicare. A concern regarding offering this plan is some providers who do not accept CIGNA Medicare Advantage individual plans may be confused and provide the member with inaccurate information. This can be overcome through targeted communication. While there are some enhanced benefits such as built-in wellness incentives, there is utilization review and pre-authorization requirements that aren't in place with the current Medicare Supplement Offer.

This was offered as an option for 2023 and there is one enrolled recipient. The renewal is 3.88%. This plan will be offered as an option again for 2024.

#### Dental (Active and Retirees)

The current annualized premium is \$665,384. CIGNA'S proposed renewal is \$688,711; an increase of \$23,237 or 3.51% over 2023 costs. Proposed recommendation is to increase Dental PPO plan coverage levels including the benefit maximum increasing from \$1,500 to \$2,000 and the coinsurance coverage levels increasing from 100/80/50/50 to 100/90/65/65. If increased benefit features are incorporated, and the Aviation Authority absorbs the increased benefit, this would be an additional \$114,598 annually in increased costs.

#### Vision (Active and Retirees)

The current annualized premium is \$82,694 with no proposed increase for 2024. Proposed recommendation is to increase the Vision Plan benefit for frames or contacts from \$130 to \$175 and for the Aviation Authority to absorb the cost. This increased benefit allowance for frames or contacts would increase cost to Aviation Authority by \$4,038 annually.

#### Flexible Spending Account (FSA)

The current FSA rate is \$4.59 per participant, per month. CIGNA proposed no increase. The annual estimated cost is \$13,770 (based on 250 participants).

#### Health Savings Account (HSA)

To encourage participation in the HSA, I am making a recommendation to increase the Aviation Authority's funding to the HSA by \$250 for individual enrollment and by \$500 for family enrollment (Current HSA funding is \$1,000 for individual and \$2,500 for family and would increase to \$1,250 for individual enrollment and ~~\$32,000 500~~ for family enrollment). The increase to the Aviation Authority would be \$15,750 over current funding level.

#### Life and Disability

The current and renewal annualized premium with Mutual of Omaha is \$470,078. The current retiree life benefit of \$1,000 has been in place for an extended period of time. It is recommended that this be increased to \$2,500 to be more reflective of costs associated with a death. The impact of this change is an additional \$14,482 in premium for a total of \$498,530.

#### Optional Life Insurance

Optional life insurance coverage is an employee paid benefit with Mutual of Omaha.

#### The Patient-Centered Outcomes Research (PCORI)

This fee is included in the 2023 renewal and represents approximately \$4,764 of the total medical premium. This amount is paid by Cigna directly to the IRS.

### **ALTERNATIVES**

No other alternatives are under consideration.

### **FISCAL IMPACT**

Current group health insurance premiums are effective through December 31, 2023. Premium estimates for Plan Year 2024, effective January 1, 2024, are based on participation, employment levels and employee plan elections as of June 30, 2023.

The 2024 calendar year plan cost for medical, dental, and vision, under the proposed recommendation, for Active Employees and Retirees, is **\$22,832,710**. This represents a .28%, or **\$63,330** increase over



2023 plan year cost. Increasing the dental benefits as recommended will increase GOAA's costs by \$114,598. Increasing the vision as recommended will increase the cost to the Authority by \$4,038.

Retirees will contribute approximately \$417,242 for 2024.

The 2024 calendar year plan cost for life insurance, long-term disability, short-term disability advice-to-pay services and the flexible spending account will be \$498,530. Increasing the life insurance for retirees as recommended will increase the cost to GOAA by \$14,482.

Assuming plan elections remain the same as 2023, the Aviation Authority will contribute \$62,000 to the Health Savings Accounts (HSA). Funding is from the Operations and Maintenance Fund. Enhancing the benefits as recommended for the GOAA HSA contribution will increase GOAA's projected costs by \$15,570 over the current funding level.

Additionally, assuming opt-out elections remain the same as 2023, the Aviation Authority will provide opt-out payments to employees totaling approximately \$80,496 for 2024.

### **RECOMMENDED ACTION**

It is respectfully requested that the Aviation Authority Board resolve to: (1) approve the proposed renewals with CIGNA for medical, dental, vision and FSA and the Mutual of Omaha for life, long term disability, short term disability advice to pay services, and voluntary life with the enhancements referenced; (2) approve the continuation of the medical and/or dental opt-out program; (3) approve the CIGNA post-65 Medicare Supplemental and Part D Prescription Drug Plan with an optional offering of Cigna's group Medicare Advantage plan; (4) approve the continued employer contribution percentages for Wellness Program Participants; (5) approve the standard employer/employee contribution percentages for Non-Wellness Program Participants; (6) authorize funding from previously approved Operations and Maintenance Fund; and (7) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following review by legal counsel.