

On **AUGUST 22, 2022**, the **CONCESSIONS/PROCUREMENT COMMITTEE** of the **GREATER ORLANDO AVIATION AUTHORITY** met in the Carl T. Langford Board Room at Orlando International Airport, One Jeff Fuqua Boulevard, Orlando, Florida, 32827. Chairman Friel called the meeting to order at 1:35p.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

**Committee members present:** Bradley Friel, Chairman  
Yovannie Rodriguez, Vice-Chairman  
Tom Draper, Chief of Operations  
Brian Engle, Director, Customer Experience  
Victoria Jaramillo, Senior Director, Marketing

**Staff/Others present:** Jo Thacker, Nelson Mullins, Legal Counsel  
Gail Musselwhite, Recording Secretary

*Chairman Friel began by announcing that if a bidder or proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal, to the Chief Executive Officer, Mr. Kevin J. Thibault, via email at [kevin.thibault@goaa.org](mailto:kevin.thibault@goaa.org) with copy to [gail.musselwhite@goaa.org](mailto:gail.musselwhite@goaa.org) by Monday, August 29, 2022 - no later than 4:00pm*

*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. 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.*

*Those who would like to speak on any of the items on the agenda today, please fill out a speaker card that is available at the sign-in table or with **Ms. Musselwhite**, Recording Secretary*

Before proceeding to business, Ms. Thacker asked Committee members 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 Committee member.

#### **MINUTES**

1. Upon motion by Mr. Draper, second by Mr. Engle, motion passed to accept the June 9, 2022 minutes as written.

#### **CONSENT AGENDA**

2. Chairman Friel asked if anyone in the audience would like to speak regarding the Consent Agenda items. Ms. Musselwhite confirmed she had not received any speaker requests. Chairman Friel then asked if any Committee member had questions or wished to pull the item for discussion.

After discussion between the Committee members and upon motion by Vice-Chair Rodriguez, second by Mr. Draper, vote carried to approve the following Consent Agenda items:

A. approve that the following be recommended to the Chief Executive Officer: (1) Award Contract 23-110-OEC, Noise and Operations Monitoring System Software Licenses, Support, and Maintenance Services to Casper Airport Solutions, Inc. utilizing the Hillsborough County Aviation Authority Contract No. 20815; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$240,750; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

B. approve that the following be recommended to the Chief Executive Officer: (1) reject the IFB response from Cold Wall, Inc. due to the requirement from Liebert that factory specific certification / training

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be completed and is required to purchase repair parts for the new Liebert units installed in Terminal C from the factory; and (2) authorize Staff to revise the IFB Documents and to re-solicit this IFB.

C. approve that the following be recommended to the Chief Executive Officer: (1) award Request for Quotation (RFQ) 93790-22 Purchase of Certificate Migration & Installation & Dial Plan (APS) utilizing the GSA IT Schedule GS-35F-0156V to Avaya Inc.; (2) authorize funding from the Capital Expenditure and Operations and Maintenance Funds, in the not-to-exceed amount of \$242,184.83; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

**RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 01-23, ROADWAY AND EXTERIOR ELECTRICAL MAINTENANCE SERVICES TO TRANSPORTATION SYSTEMS, INC.**

3. This item was presented by Rick Schulz, Maintenance.

This Contract will be to provide all labor, supervision, materials, miscellaneous parts, equipment, tools, and all other accessories, services, and preparation of Maintenance of Traffic (MOT) for repairing or replacing light fixture controls, or electrical service related equipment associated with signs, lighting, bridges, buildings or structures and other associated equipment, and all other items necessary or proper for, or incidental to, performing roadway electrical maintenance and electrical services at the Orlando International Airport (OIA) and Orlando Executive Airport (OEA) in accordance with the Contract Documents.

Pricing is based on standard hourly labor rates for standard and non-standard work hours for electrical services. All-inclusive pricing for High Lift Truck with operator and all required MOT (Movement of Traffic requirements) for roadway, parking lot and lighting pole electrical modifications and repairs.

Transportation Systems, Inc.'s, three-year bid amount of \$862,273.75 is to be funded from the Operations and Maintenance Fund.

It was respectfully requested that the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) award Purchasing Invitation for Bid 01-23, Roadway and Exterior Electrical Maintenance Services to Transportation Systems, Inc. as the low responsive and responsible bidder; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$862,273.75; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

No speakers on this item.

Discussion ensued.

Upon motion by Mr. Draper, second by Vice-Chair Rodriguez, vote carried to approve staff's recommendation.

**RECOMMENDATION TO AWARD PURCHASING INVITATION FOR BIDS (IFB) 93705-22, JANITORIAL SUPPLIES TO MULTIPLE SUPPLIERS**

4. This item was pulled from consideration.

**RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 25-22, UPHOLSTERY SERVICES FOR PASSENGER STYLE SEATING WITH NEW IMAGE UPHOLSTERY, INC.**

5. This item was presented by Daisily Pagan, Maintenance.

The term of the Contract is for thirty-six (36) months with initial service to commence on or about September 1, 2022, and with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

This Contract will be to furnish all labor, supervision, miscellaneous materials (included, but not limited to, thread, zippers, linings, etc.) equipment, tools, pick-up, delivery and all other items necessary or proper for, or incidental to, performing upholstery fabrication and installation services using Aviation Authority provided

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custom fabrics and vinyl on passenger style seating units located in the public areas throughout the Terminals (A, B, and C), and Airsides at the Orlando International Airport in accordance with the Contract Documents.

Pricing is based on Unit Prices for performing Upholstery Services on Aviation Authority-owned Passenger Style Seating (Arconas Seats) and Hourly Labor Rates for Additional Work. The actual amount paid to contractor is based on actual work requested, performed, and approved by the Aviation Authority.

New Image Upholstery, Inc.'s, three-year bid in the amount of \$411,000 is to be funded from the Operations and Maintenance Fund.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) deem Drake Auto Reconditioning & Custom Upholstery, Inc. non-responsive; (2) award Purchasing Bid 25-22, Upholstery Services for Passenger Style Seating to New Image Upholstery, Inc. as the low responsive and responsible bidder; (3) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$411,000; and (4) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

No speakers on this item.

Discussion ensued.

Upon motion by Mr. Engle, second by Ms. Jaramillo, vote carried to approve staff's recommendation.

**RECOMMENDATION TO AWARD REQUEST FOR QUOTATION (RFQ) 93806-22, PURCHASE OF HPE ARUBA WI-FI ACCESS POINT (AP) 655 HARDWARE, FIRMWARE SUBSCRIPTION, AND MAINTENANCE SUPPORT UTILIZING STATE OF FLORIDA CONTRACT NO. 43220000-NASPO-19-ACS TO HIGH PERFORMANCE TECHNOLOGY (HPT)**

6. This item was presented by Paul Haust, IT.

Approval of this request will result in the purchase of HPE Aruba Wi-Fi AP-655 Hardware, Firmware Subscription, and Maintenance Support for the Aviation Authority. This purchase will upgrade the Aviation Authority's existing Wi-Fi Access Point (AP) hardware and capabilities. The Aviation Authority's Wi-Fi APs are currently obsolete, making replacing existing hardware and repairs more difficult. The new APs will replace Wi-Fi 5 APs throughout the North Terminal's Airside and Landside, giving airport customers Wi-Fi 6 and 6e capabilities.

High Performance Technology (HPT) quote is for a not-to-exceed amount \$502,718.90 to be funded from the Capital Expenditure Fund.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Request for Quotation (RFQ) 93806-22, Purchase of HPE Aruba Wi-Fi AP-655 Hardware, Subscription, and Maintenance Support, utilizing the State of Florida Contract No. 43220000-NASPO-19-ACS, to High Performance Technology (HPT); (2) authorize funding from Capital Expenditure Funds in a not-to-exceed amount of \$502,718.90; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

No speakers on this item.

Discussion ensued.

Upon motion by Mr. Draper, second by Vice-Chair Rodriguez, vote carried to approve staff's recommendation.

**RECOMMENDATION TO APPROVE AMENDMENT NO. 19, A CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 02-11, COMMON USE PASSENGER PROCESSING SYSTEM (CUPPS) AND COMMON USE SELF SERVICE (CUSS) OPERATIONS AND MAINTENANCE SERVICES WITH SITA INFORMATION NETWORKING COMPUTING USA, INC. (SITA)**

7. This item was presented by Shiv Persaud, IT

This Contract was awarded through a competitive bid process commenced on November 1, 2011 with Final Acceptance effective May 21, 2012. The initial term of the Contract was for thirty-six (36) months, effective May 22, 2012, expiring May 21, 2015, with the Aviation Authority having an indefinite number of options to renew the Contract for additional periods of one (1) year each. The eighth renewal option will expire on May 21, 2023.

The Contract requires SITA to furnish to the Aviation Authority detailed technical design, development, hardware, firmware, software, software licenses, installation integration, implementation, training, user manuals and documentation, operation, support and maintenance services for the CUPPS and CUSS, warranty, testing of the hardware and software, and all other items necessary or proper for, or incidental to, providing an operable and acceptable CUPPS and CUSS.

A project is currently in place to expand Biometric Exit and the Common Use Passenger Processing System (CUPPS) to additional gates in the North Terminal at the Orlando International Airport (MCO).

The total-not-to-exceed value for this Contract Adjustment is \$602,287.68 beginning on or about September 1, 2022 through the final acceptance of the project. Funding will be from the Capital Expenditure Fund and General Airport Revenue Bonds.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 19, Contract Adjustment to Purchasing Contract 02-11 with SITA Information Networking Computing USA, Inc.; (2) authorize funding in a not-to-exceed amount of \$602,287.68 from the Capital Expenditure Fund and General Airport Revenue Bonds within ZC-350 Biometric Expansion project for \$334,019.68 and ZC-349 Common Use Expansion project for \$268,268; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

No speakers on this item.

Discussion ensued.

Upon motion by Mr. Engle, second by Mr. Draper, vote carried to approve staff's recommendation.

**RECOMMENDATION TO AWARD SINGLE SOURCE PROCUREMENT SG-00191 FOR FINANCIAL CONSULTING AND TREASURY MANAGEMENT SERVICES WITH GERALDINE DANFORTH**

8. This item was presented by Olimpia Lonsdale, Purchasing.

On June 1, 2020, the Chief Executive Officer approved a Single Source Procurement SG-00111 to Geraldine Danforth for Financial Consulting and Treasury Management Services (Services) for \$93,775, effective through September 30, 2021. On April 22, 2021, the Chief Executive Officer approved Single Source Procurement SG-00141 to Geraldine Danforth for Financial Consulting and Treasury Management Services (Services) for \$148,000, effective through September 30, 2022. This request is an extension of those Services from October 1, 2022, through September 30, 2023, for the not-to-exceed amount of \$81,375.

The scope of services includes, but is not limited to, the following:

1. Periodic review of cash and investment balances to maintain adequate available funds to meet cash requirements, and of Central Bank daily cash reconciliations. Provide summary of findings to the Chief Financial Officer (CFO).

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2. Monitor the purchase and sale of investment instruments, including but not limited to: liaison with Investment Advisor(s), Trustees, and Broker/Dealers (when necessary); provision of required information to the CFO for submittal to the Investment Advisor for investment decisions; and verification that investments purchased comply with policy.
3. Review prepared monthly investment reports of the Aviation Authority's portfolio for distribution to management and semi-annual investment reports for distribution to the Finance Committee.
4. Monitor continuing disclosure requirements related to Aviation Authority financings; coordination with Digital Assurance Certificate, LLC as appropriate to verify filings are submitted and uploaded to Electronic Municipal Market Access when required; and the identification and coordination of the implementation of new reporting requirements as appropriate.
5. Assistance with the completion of Annual Continuing Disclosure Document, and with the completion of reallocation of DSR "Principal" Funds.
6. Assist with rating agencies reviews through the preparation of response documents and presentations.
7. And other financial and/or treasury consulting services as mutually agreed.

The fiscal impact for Financial Consulting and Treasury Management Services is a not-to-exceed amount of \$81,375 with funding from the Operations and Maintenance Fund.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) Award Single Source Procurement SG-00191 Financial Consulting and Treasury Management Services with Geraldine Danforth beginning on or about October 1, 2022, through September 30, 2023; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$81,375; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

No speakers on this item.

Discussion ensued.

Upon motion by Mr. Draper, second by Vice-Chair Rodriguez, vote carried to approve staff's recommendation.

**RECOMMENDATION TO AWARD SINGLE SOURCE PROCUREMENT SG-00192 FOR ACCOUNTING AND FINANCE CONSULTING SERVICES WITH PAMELA J. L'HEUREUX CPA, PLLC**

9. This item was presented by Olimpia Lonsdale, Purchasing.

On January 7, 2021, the Chief Executive Officer approved a Single Source Procurement SG-00128 for Accounting and Finance Consulting Services (Services) with Pamela J. L'Heureux CPA, PLLC (Pam L'Heureux), for an amount not-to-exceed \$96,525 effective through September 30, 2021. On September 29, 2021, the Chief Executive Officer approved a Single Source Procurement SG-00155 for extension of those Services with Pamela J. L'Heureux. On October 4, 2021, the Concessions/Procurement Committee approved services for Task Order 01 under SG-00155 to begin on or about October 11, 2021, through September 30, 2022, for a total not-to-exceed amount of \$150,000. This request is for SG-00192, with Services to begin on or about October 1, 2022, through December 31, 2022, for a total not-to-exceed amount of \$55,275.

The scope of services includes, but is not limited to, assisting the Finance department with Passenger Facility Charge amendments and close outs, Bond close outs, Fund balance analysis, Non-STC Program close outs, Debt Service allocations, and other accounting and financial services as needed.

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The fiscal impact for Financial Consulting and Treasury Management Services is a not-to-exceed amount of \$55,275 with funding from the Operations and Maintenance Fund.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) Award Single Source Procurement SG-00192 for Accounting and Finance Consulting Services with Pamela J. L'Heureux CPA, PLLC, with services to begin on or about October 1, 2022, through December 31, 2022; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$55,275; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

No speakers on this item.

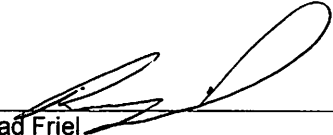
Discussion ensued.

Upon motion by Ms. Jaramillo, second by Mr. Engle, vote carried to approve staff's recommendation.

**ADJOURNMENT**

10. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 2:25pm.

  
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Elliot Martinez  
Recording Secretary

  
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Brad Friel  
Chairman