

On December 20, 2022, the **CONCESSIONS/PROCUREMENT COMMITTEE (CPC)** 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 1:31 p.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

**Committee members present:** Bradley Friel, Chairman  
Yovannie Rodriguez, Vice-Chair  
Victoria Jaramillo, Senior Director of Marketing

**Staff/Others present:** Jo Thacker, Nelson Mullins, Legal Counsel  
Elliot Martinez, Recording Secretary

*Chairman Friel announced 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, via email to the Chief Executive Officer, Mr. Kevin J. Thibault via email [kevin.thibault@goaa.org](mailto:kevin.thibault@goaa.org) with copy to [elliott.martinez@goaa.org](mailto:elliott.martinez@goaa.org) by December 29, 2022, by 4:00 p.m.*

*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.*

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 was expressed by any Committee member.

#### **MINUTES**

1. Upon motion by Ms. Jaramillo, second by Vice-Chair Rodriguez, motion passed to accept the December 12, 2022 minutes as written.

#### **CONSENT AGENDA**

2. Chairman Friel asked if anyone in the audience would like to speak regarding the Consent Agenda item. Mr. Martinez confirmed he 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 Ms. Jaramillo, second by Vice-Chair Rodriguez, vote carried to approve the following Consent Agenda item:

A. Approve that the following be recommended to the Aviation Authority Board: 1) approve an Increase in Value to Purchasing Contract 03-18 Operation and Management of Parking Facilities, with ABM Aviation, Inc.; 2) authorize funding in a not-to exceed amount of \$320,000 from the Operations and Maintenance Fund; and 3) authorize an Authority officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

#### **INTERVIEWS - REQUEST FOR PROPOSAL (RFP) 23-124, OPERATION AND MANAGEMENT OF PARKING FACILITIES**

Mr. Friel gave an overview of the interview process. As set forth in the procurement documents, the Aviation Authority is conducting question and answer sessions with the top two (2) ranked proposers,

MINUTES FOR THE DECEMBER 20, 2022, CONCESSIONS/PROCUREMENT COMMITTEE

as part of the overall competitive procurement process. These sessions are closed and exempt pursuant to Section 286.0113 of the Florida Statutes to other proposers. In accordance with this Statute, the entire closed session, including this introduction, is being recorded verbatim by a recording device.

So that everyone understands, no portion of this meeting can be held off the record. When the private session is complete, an announcement will be made and end the recording. From that point forward, no discussion regarding the procurement may take place between the proposer and the Aviation Authority.

After the two (2) question and answer sessions have been completed, the deliberation and ranking portion of this meeting will be open to the public.

This meeting is to consider two (2) Request for Proposals for the Operation and Management of Parking Facilities. These will be done in alphabetical order. First, we will start with ABM Aviation Inc., followed by SP Plus Corporation. Counsel, was asked to explain to the Committee and those present, the order of the meeting.

Ms. Thacker stated that for each RFP:

1. Each firm will have up to fifteen (15) minutes to make its introduction/presentation, following which the CPC will conduct a fifteen (15) minute question and answer. Interview sessions shall not be open to any competitors and will be recorded.
2. Once the Committee begins deliberations, no public comments are allowed.
3. The Committee will then discuss and recommend a ranking.

CPC members have initially evaluated the proposers' responses. During your deliberation and ranking, you may consider the information received during the question and answer session to change your ranking up or down or keep it the same.

Mr. Friel continued by stating that the public portion of the meeting would now be closed in order to conduct the interview for ABM Aviation Inc.

He kindly requested that anyone not with the ABM Aviation Inc. group or this committee to please exit the Board Room at this time.

He announced the public deliberations portion of the meeting would begin 2:55 p.m.

**Board Room Cleared**

**Private Session Began at 1:37 p.m.**

**ABM Aviation Inc. - After introductions, interview session began**

Next, Chairman Friel directed the CPC to pose questions based upon ABM Aviation Inc.'s submitted Request for Proposals (RFP). Several questions were addressed.

**Private Session Ended at 2:04 p.m.**

Ms. Thacker kindly requested that anyone not with the SP Plus Corporation's group or this committee to please exit the Board Room at this time.

**Board Room Cleared**

**Private Session Began at 2:10 p.m.**

**SP Plus Corporation - After introductions, interview session began**

Next, Chairman Friel directed the CPC to pose questions based upon SP Plus Corporation's submitted Request for Proposals (RFP). Several questions were addressed.

Private Session Ended at 2:42 p.m.

The CPC recessed at 2:42 p.m. and reconvened at 2:59 p.m.

Chairman Friel asked the CPC if there was anything to address before proceeding forward with the deliberations. As there were none, deliberations ensued. The CPC reviewed each firm's RFP, staff evaluations and considered each interview.

It was the consensus of the CPC that ABM Aviation Inc. was the most qualified, demonstrated the best understanding of the scope of services advertised, parking facilities operation and management, transition plan and implementation timeline, recruitment and training plan, and presented the most comprehensive detailed responses to all questions posed during the interviews.

After calculating ratings for each criteria, the Proposers were ranked as follows:

1. ABM Aviation Inc.
2. SP Plus Corporation

Upon motion by Vice-Chair Rodriguez, second by Ms. Jaramillo, vote carried to rank ABM Aviation, Inc., 1 (one), and SP Plus Corporation, two (2), and request the Aviation Authority Board, approval of the ranking along with authorization to award to the first-ranked firm in accordance with Aviation Authority policies.

#### **ADJOURNMENT**

Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 3:18 p.m.



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Elliot Martinez  
Recording Secretary



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Brad Friel  
Chairman