

AMENDMENT NO. 3

BY AND BETWEEN

**GREATER ORLANDO AVIATION AUTHORITY
AND
CARR, RIGGS & INGRAM, LLC.**

TO

PURCHASING AGREEMENT PS-B-575

THIS AMENDMENT NO. 3 made and entered into as of the 17th day of February, 2023, by and between the **GREATER ORLANDO AVIATION AUTHORITY** (hereinafter referred to as "Authority") and **CARR, RIGGS & INGRAM, LLC.** (hereinafter referred to as "Consultant").

WITNESSETH:

WHEREAS, by Agreement dated January 1, 2019, and as amended by Amendment No. 1 dated April 1, 2021 and as amended by Amendment No. 2 dated January 6, 2022, Company agreed to provide Accounting, Grant Management, and Internal Control Compliance Services at Orlando International Airport, Orlando, Florida; and

WHEREAS, the Agreement provides the Authority with three (3) options to renew the term of the Agreement for additional periods of one (1) year each; and

WHEREAS, Authority desires and Consultant agrees to exercise its third (3rd) option to renew the term of the Agreement for an additional period of one (1) year.

NOW, THEREFORE, for and in consideration of the premises and mutual covenants herein contained, the parties hereby amend the Agreement as follows:

- 1. Renewal Term of Agreement.** The term of the Agreement shall be, and hereby is renewed for a period of one (1) year, commencing effective as of January 1, 2023 and expiring December 31, 2023.
- 2. Compensation.** Authority shall pay to the Consultant during the third renewal option of the Agreement, upon satisfactory completion of the work required by the provisions of the Agreement, the Hourly Rate as shown in Attachment "A-3" "Third Renewal Option Pricing". Compensation shall be paid pursuant to the terms and conditions of the Agreement.
- 3. Suit/Proceedings.** The Consultant agrees that any suit or proceeding initiated for the purpose of interpreting or enforcing any provision of the Agreement or any matter in connection therewith shall be brought only in a court of competent jurisdiction in Orange County, Florida, and Consultant waives any venue objection, including, but not limited to, any objection that a suit has been brought in an inconvenient forum. Consultant agrees to submit to the jurisdiction of the Florida courts and irrevocably agrees to accept service of process by U.S. mail.
- 4. Public Entity Crimes Act.** The Consultant acknowledges the following notice: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on an Agreement to provide any goods or services to a public entity, may not submit a bid on an Agreement with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under an Agreement with any

public entity, and may not transact business with any public entity in excess of the threshold amount set forth in s.287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.”

5. Continuing Effect of Agreement Provisions. Except as amended by this Amendment No. 3, the Agreement shall continue in full force and effect in accordance with its terms and conditions.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 3 to be duly executed as of the date and year first above written.

"AUTHORITY"

ATTEST:

GREATER ORLANDO AVIATION AUTHORITY

Assistant Secretary

By: _____
Chief Executive Officer

[Official Seal]

"CONSULTANT"

ATTEST:

CARR, RIGGS & INGRAM, LLC.

Secretary

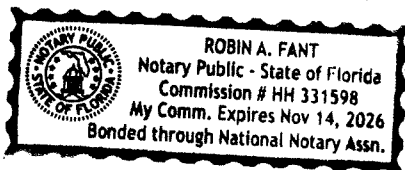
By: Robert L. Broline Jr.

Its: Engagement Partner

[CORPORATE SEAL]

Robert L. Broline Jr., Partner

Print or Type Name and Title



Robin A. Fant
January 23, 2023

Approved as to Form and Legality
this 13th day of February, 20 23
Nelson Mullins Riley & Scarborough, LLP
By Joe C. Macher
Greater Orlando Aviation Authority

ATTACHMENT "A-3"

THIRD RENEWAL OPTION PRICING

TITLE OF ENGAGEMENT TEAM MEMBER*	YEAR ONE HOURLY RATE
Partner	\$ <u>270</u> per hour
Manager	\$ <u>165</u> per hour
Supervising Senior	\$ <u>150</u> per hour
Senior Auditor/Accountant	\$ <u>130</u> per hour
Staff Accountant	\$ <u>100</u> per hour
Administrative Staff	\$ <u>80</u> per hour
Senior Manager	\$ <u>195</u> per hour

Total Amendment No. 3 Estimated Value: \$25,000.00

Hourly Rates for services as specified in the Scope of Services (as described in Section 2 of the General Requirements, Pages GR-5) of this Agreement, including but not limited to labor, travel, materials and overhead cost for providing Accounting, Grant Management, and Internal Control Compliance Services. Out-of-pocket expenses incurred by Proposer will not be separately reimbursed. Fees will be invoiced on a monthly basis. The Authority shall be required to pay fees in accordance with this Section only to the extent that the services associated with such fees are requested by the Authority and are performed to the Authority's satisfaction.

ATTACHMENT "B-3"

THIRD RENEWAL OPTION TASK ORDER

1. The Consultant shall perform the following services under the direction of the Authority Staff:
 - Perform agreed upon procedures to produce a periodic report on contract compliance and accuracy of the processing of construction pay applications and professional services invoices, which include complex allocations of expenditures across multiple fund sources.
 - Monitor and/or administer federal and state grants according to 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Single Audit Act, including the Federal Aviation Administration's (FAA) Airport Improvement Program grants, Federal Emergency Management Agency (FEMA) Disaster Assistance, and the State of Florida Department of Transportation (FDOT) Aviation and Strategic Intermodal System (SIS) grants, and related quarterly and year- end reporting requirements.
 - Monitor and/or administer FAA Passenger Facility Charge Program and Order 5500-1 including quarterly and annual reporting requirements.
 - Assess internal controls and recommend process improvements.
 - Perform monthly reconciliations and other complex financial analyses including, but not limited to, inter-fund reconciliations and line of credit analysis.
 - Preparation of financial information to be included in bond offering documents.
 - Provide internal control review of procedures and perform such other extension of staff services necessary to support the Authority.
 - The Consultant's services shall include preparation and analysis of financial information necessary to support the budget documents and the rates & charges calculation, including but not limited to:
 - Tenant finish charges, Federal Inspection Station and Common Use fee analysis.
 - Preparation of financial analysis of potential tenants/concessionaires.
 - Preparation of various financial surveys.
 - Assistance with preparation of monthly, quarterly and annual financial statements
 - Provide support on the Authority's pension plans.
 - Perform additional services needed beyond the scope of services as described above to be performed based on the hourly rates provided in enclosed renewal letter.



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida, 32827-4392
(407) 825-2001

Memorandum

To: Members of the Professional Services Committee

From: Marie Dennis, Director of Finance
(Prepared by LuAnn Fisher)

Date: December 20, 2022

Re: Request for Recommendation of Approval to the Chief Executive Officer of Amendment No. 3, Third and Final Renewal Option, for Purchasing Agreement PS-B-575, Accounting, Grant Management, and Internal Control Compliance Services with Carr, Riggs & Ingram, LLC

On December 12, 2018, the Aviation Authority Board approved the above referenced agreement for an initial term of twenty-four (24) months, effective January 1, 2019, and expiring December 31, 2020, with the Aviation Authority having three (3) options to renew the Agreement for an additional period of one (1) year each, upon mutual agreement.

On December 10, 2020, approval for Amendment No. 1 was approved by the Purchasing Manager for the first of three one-year renewal options to the above referenced agreement, effective January 1, 2021, and expiring December 31, 2021, for the not-to-exceed amount of \$95,000.00.

On October 20, 2021, the Aviation Authority Board approved Amendment No. 2 for the second of three one-year renewal options to the above referenced agreement, effective January 1, 2022, and expiring December 31, 2022, for the not-to-exceed amount of \$225,000.00.

Staff is requesting approval of Amendment No. 3 for the third and final one-year renewal option to the above referenced agreement, for on-call services effective January 1, 2023, and expiring December 31, 2023, for a not-to-exceed amount of \$25,000.00. These on-call services will include, but are not limited to:

- Perform agreed upon procedures to produce a periodic report on contract compliance and accuracy of the processing of construction pay applications and professional services invoices, which include complex allocations of expenditures across multiple fund sources.
- Monitor and/or administer federal and state grants according to 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Single Audit Act, including the Federal Aviation Administration's (FAA) Airport Improvement Program grants, Federal Emergency Management Agency (FEMA) Disaster Assistance, and the State of Florida Department of Transportation (FDOT) Aviation and Strategic Intermodal System (SIS) grants, and related quarterly and year- end reporting requirements.
- Monitor and/or administer FAA Passenger Facility Charge Program and Order 5500-1 including quarterly and annual reporting requirements.
- Assess internal controls and recommend process improvements.
- Perform monthly reconciliations and other complex financial analyses including, but not limited to, inter-fund reconciliations and line of credit analysis.
- Preparation of financial information to be included in bond offering documents.
- Provide internal control review of procedures and perform such other extension of staff services necessary to support the Authority.

- The Consultant's services shall include preparation and analysis of financial information necessary to support the budget documents and the rates & charges calculation, including but not limited to:
 - Tenant finish charges, Federal Inspection Station and Common Use fee analysis.
 - Preparation of financial analysis of potential tenants/concessionaires.
 - Preparation of various financial surveys.
 - Assistance with preparation of monthly, quarterly and annual financial statements
- Provide support on the Authority's pension plans.
- Perform additional services needed beyond the scope of services as described above to be performed based on the hourly rates provided in enclosed renewal letter.

This contract did not include a Minority and Women Business Enterprise (MWBE), Local Developing Business (LDB), or Veteran Business Enterprise (VBE) participation requirement.

Funding is from previously-approved Operation and Maintenance Funds, (301.111.170.5310009.000.000000). Funding source verified by Andrea Harper of the Finance department on 12/16/22 as correct and available.

It is respectfully requested that the Professional Services Committee recommend to the Chief Executive Officer approval of Amendment No. 3, Third and Final Renewal Option, for Purchasing Agreement PS-B-575, Accounting, Grant Management, and Internal Control Compliance Services with Carr, Riggs & Ingram, LLC, for the services contained herein and the amount as shown below:

Not to Exceed Fees	\$25,000.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$25,000.00
AAC – Compliance Review Date	<u>955</u> 12/2/22
AAC – Funding Eligibility Review Date	<u>955</u> 12/13/22

Req # 93014

**Greater Orlando Aviation Authority
Construction Committee (CC) / Professional Services Committee (PSC) Item Review Checklist**

Professional Services

CC/PSC Date:	12/20/2022
Vendor Name:	Carr, Riggs & Ingram, Inc.
Sponsor (Person listed in FROM section on memo):	Marie Dennis
Preparer (Person listed as Prepared By under FROM section on memo):	LuAnn Fisher EXT #: 2026
GOAA Project Number:	N/A (Purchasing Agreement PS-575-B)

Appropriate GOAA Cover Memo (EDC document) properly completed, including the appropriate funding source	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Proposal letter from the Prime Consultant to GOAA detailing the scope of services, deliverables, schedule and fees	N/A for On-Call Svcs.
Proposal letter from the Subconsultant(s) to the Prime detailing the scope of services, deliverables, schedule and fees	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the Truth-in-Negotiation Certification included and signed by Prime Consultant	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Breakdown of hourly rates by position for each job role required (C-9 Table or Equivalent)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Breakdown of hours being worked for each task or project related to that item (C-3 Table and/or C-5 Table or Equivalent)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Breakdown of Reimbursable Expenses (C-6 Table or Equivalent)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No
Breakdown of DBE/MWBE/LDB (C-7 a, b, c Table or Equivalent)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No
Cumulative project staffing sheet (Required for Prime OAR Services ONLY)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No
Have services already been performed? If Yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Provide explanation for any items marked "No"	

LuAnn Fisher

11/28/2022

Submitted By (Please Print Name) _____

Date / Time _____

To be Completed by Anser Advisory:

All documents listed on the checklist are included and ready for review:

☐ **Accepted** Date _____

☐ **Rejected** Date _____

**GREATER ORLANDO AVIATION AUTHORITY
AGENDA**

DATE: JANUARY 18, 2023

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 MINUTES FOR DECEMBER 14, 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 of the Construction Committee to Approve (1) an Amendment to Addendum No. 17 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. S00177, South Terminal C, Phase 1, Airside Experiential Media Environment (EME) (Guaranteed Maximum Price (GMP) No. 6-S.5) at the Orlando International Airport; and (2) an Amendment to Addendum No. 19 to the Construction Management at Risk (CM@R) Entity Services for the South Terminal C, Phase 1, Agreement with Hensel Phelps Construction, for Project Bid Package (BP) No. S00179, South Terminal C, Phase 1, Airside Concourse (Guaranteed Maximum Price (GMP) No. 6-S.6) at the Orlando International Airport
- C. 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 September 30, 2023
- D. Recommendation of the Construction Committee to Approve an Amendment to Addendum No. 163 to the Continuing Program and Project Management Services (Owner's Authorized Representative (OAR) Prime Entity) Agreement with Geotech Consultants International, Inc. dba GCI, Inc. for Additional Program Management and Oversight OAR Services for W-00453, Airsides 2 and 4 Automated People Mover (APM) Program Oversight at the Orlando International Airport
- E. Recommendation to Accept Correction of Scrivener's Error to December 14, 2022, Aviation Authority Board Consent Agenda Item I
- F. Recommendation of the Retirement Benefits Committee and Finance Committee to Award Request for Qualifications (RFQ) PS-708, Custodial Services for the Defined Benefit Plan (DB Plan) and OPEB Trust (OPEB), at the Orlando International Airport, with Comerica Bank
- G. Recommendation of the Concessions/Procurement Committee to Approve an Increase in Value to the Reimbursable Payroll Expenses to Purchasing Contract 03-18, Operation and Management of Parking Facilities with ABM Aviation, Inc. ("ABM")

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.

**GREATER ORLANDO AVIATION AUTHORITY
AGENDA FOR ITS JANUARY 18, 2023 MEETING
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VII. CONSENT AGENDA (cont'd)

- H. Recommendation to Establish a Remote Operation Turn Fee for Part 135 Operators with a Part 380 Approval at the Orlando International Airport
- I. Recommendation of the Finance Committee to Exercise the First One-Year Renewal Option for Bond/Tax and Disclosure Counsel Services with Nabors, Giblin & Nickerson, PA, D. Seaton and Associates, Bryant Miller Olive, and Virtus LLP
- J. Recommendation to Approve of Final Negotiated Contracts with Consensus Communications, Inc. for Professional Services, Federal Governmental Relations Consulting for Orlando International and Orlando Executive Airports
- K. Recommendation to Approve Revisions to Organizational Policies, 202.01 Classification Plan and 206.01 Wage and Pay Plan; and Operational Policies 202.04, Demotion Process and 425.01, Work Week and Overtime
- L. Recommendation of the Chief Executive Officer to Nominate Candidate for the Position of Senior Vice President of Capital Programs

VIII. PROCUREMENTS

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

- A. Request for Proposals for Professional Services, Hotel Development Consulting Services
- B. Request for Proposals for Professional Services, Financial Advisory Services
- C. Upcoming Construction Projects can be found at [2023-01 January - Construction Update \(orlandoairports.net\)](https://www.orlandoairports.net/2023-01-January-Construction-Update)

IX. CHIEF EXECUTIVE OFFICER'S REPORT

X. 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 (1) an Addendum to the Continuing Horizontal Construction Services Agreement with The Middlesex Corporation for the Award of Project H-S00029, Airfield Civil Restart Enabling Work; and (2) Change Order No. H-S00029-01, at the Orlando International Airport
- B. Recommendation of the Professional Services Committee to Approve an Addendum to the Land Development, Land Planning and Land Management Consulting Services Agreement with Dykes Everett & Company, LLC for Uplands Land Management Services for Bid Package (BP) No. 489, East Airfield Wildlife Attractant Removal and Associated Work at the Orlando International Airport
- C. Recommendation of the Concessions/Procurement Committee to Approve Supplemental Agreement 23-148-OEC, Purchases of Cisco Hardware, SmartNet, Licenses, Related Products, Services, and Solutions through the utilization of State of Florida Alternate Contract Source #43220000-NASPO-19-ACS, which expires on September 30, 2024, at the Orlando International Airport, to Veytec, Inc.
- D. Recommendation of the Concessions/Procurement Committee to Award Request for Proposal 23-105-RFP, Security Services – Location A, at the Orlando International Airport, to Allied Universal Security Services, and Award Request for Proposal (RFP) 23-105-RFP, Security Services – Location B, at the Orlando International Airport, to Covenant Aviation Security, LLC.
- E. Recommendation of the Concessions/Procurement Committee (CPC) for selection of a Consultant for Professional Services (23-115-RFP) Benefit Consulting Services at the Orlando International Airport and Orlando Executive Airport
- F. Recommendation to Approve the Concessions/Procurement Committee Ranking of Proposals and Award Proposal 23-124-RFP, Operation and Management of Parking Facilities, at Orlando International Airport to ABM Aviation, Inc.
- G. Recommendation to Approve of Final Negotiated Contracts with BGR Government Affairs, LLC for Professional Services, Federal Governmental Relations Consulting for Orlando International and Orlando Executive Airports

XI. 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 January 18, 2023, Aviation Authority Board Meeting
- B. Notification of Addenda/Amendments with Ricondo & Associates, Inc. for General Consulting Services at the Orlando International Airport
- C. Construction Report

NEXT SCHEDULED AVIATION AUTHORITY BOARD MEETING IS ON WEDNESDAY FEBRUARY 15, 2023

DRAFT

On **WEDNESDAY, DECEMBER 14, 2022**, 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
Dr. John Evans, Vice Chair
Belinda O. Kirkegard, Treasurer
Mayor Buddy Dyer
Mayor Jerry Demings
Craig Mateer
Tim Weisheyer

Also present,

Kevin J. Thibault, Chief Executive Officer
Kathleen Sharman, Chief Financial Officer
Tom Draper, Chief of Operations
Yovannie Rodriguez, Chief Administrator Officer
Victoria Jaramillo, Sr. Director, Marketing & Air Service
Development
Carolyn Fennell, Sr. Director, Public Affairs
Judith-Ann Jarrette, Director of General Aviation
Dan Gerber, 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 Bishop John Noonan, bishop of the Diocese of Orlando, to bring the invocation.

APPROVAL OF MINUTES

1. Upon motion by Mr. Weisheyer, second by Dr. Evans, vote carried to accept the meeting minutes of September 21, and October 19, 2022 as written.

RECOGNIZING YEARS OF SERVICE

2. Mr. Thibault recognized Paul Williams, Supervisor in Landside Operations, for 20 years of excellent service to the Aviation Authority.



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: January 18, 2023

ITEM DESCRIPTION

Notification of Committee Recommendations to the Chief Executive Officer for Approval for January 18, 2023, Aviation Authority Board Meeting

BACKGROUND

The attached list represents contracts executed by the Chief Executive Officer requiring notification to the Board.

The following list represents contracts recommended by the Professional Services Committee (PSC) to be executed by the Chief Executive Officer requiring notification to the Aviation Authority Board:

- Addendum to the IT Consulting Services Agreement with Barich, Inc. for Fiscal Year (FY) 2023 On-Call Airport Integrated Data Broker (AIDB) Support Services, for the total not-to-exceed fee amount of \$80,000, with funding from previously-approved Operations and Maintenance Funds. These services will provide on-call tasks in support of the AIDB environment and its components, as related to sustaining operations support, subject matter expertise which may require product research, concept development or business analysis prior to project start-up. Because of the specialized and on-call nature of the required services, Barich, Inc. does not propose any small business participation on this addendum. *[Reference PSC Meeting held December 6, 2022, Agenda Item No. 1].*
- Amendment No. 3 to the Purchasing Agreement PS-B-575, Accounting, Grant Management and Internal Control Compliance Services with Carr, Riggs & Ingram, LLC for the Third and Final Renewal Option, for the total not-to-exceed fee amount of \$25,000, with funding from previously-approved Operations and Maintenance Funds. This amendment will extend the agreement through December 31, 2023, and provide on-call tasks, including but not limited to, periodic reports on contract compliance and accuracy; monitoring and/or administering federal and state grants; monitoring and/or administering FAA Passenger Facility Charges Program; assessing internal controls and recommending process improvements; performing monthly reconciliations and other complex financial analyses; preparing financial information included in bond offering documents; providing internal control review of procedures and other staff services; preparing and analyzing financial information for budget documents and rates & charges calculations; providing support on the Aviation Authority's pension plans; and providing any additional support services as needed. Because of the specialized and on-call nature of the required services, Carr, Riggs & Ingram, LLC does not propose any small business participation on this amendment. *[Reference PSC Meeting held December 20, 2022, Agenda Item No. 3].*

Please let me know if you have any questions concerning the above information.