



**GREATER ORLANDO AVIATION AUTHORITY**

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Orlando International Airport  
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(407) 825-2032

**MEMORANDUM**

**To:** Mayor Dyer and City Commissioners

**From:** Dayci S. Burnette-Snyder, Director of Board Services

**Date:** July 2, 2014

**Subject:** APPROVAL OF AVIATION AUTHORITY MINUTES

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It is respectfully requested that on July 14, 2014, Orlando City Council accept the April 16, 2014, Aviation Authority minutes.



## MINUTES OF THE APRIL 16, 2014, MEETING OF THE GREATER ORLANDO AVIATION AUTHORITY

### ELECTION OF OFFICERS (cont)

Mr. Sanchez thanked everyone for their support.

### CONSENT AGENDA

3. Upon motion by Mr. Sanchez, second by Dr. Pirozzolo, vote carried to adopt a resolution as follows: It is hereby resolved by the Greater Orlando Aviation that the following Consent Agenda items are approved, accepted, and adopted and execution of all necessary documents is authorized by the Aviation Authority's Officers or Executive Director:

A. accept the filing of the following minutes -- October 2 and November 1, 2013, and January 7, 2014, Ad Hoc Committee for RFQ's for Financial Advisory Services and for Participation in Such Role by Qualified Minority/Women Business Enterprises; July 12, October 11, and November 8, 2013, Aviation Noise Abatement Committee; February 25, February 6, March 11, and March 25, 2014, Construction Committee; February 24 and March 10, 2014, Concessions/Procurement Committee; January 29, 2014, Construction Finance Oversight Committee; February 25, 2014, Design Review Committee; and January 22, February 13, February 25, and February 27, 2014, Professional Services Committee;

B. accept the recommendation of the Concessions/Procurement Committee and exercise the 18<sup>th</sup> renewal option through July 31, 2015 for Purchasing Contract 97-42, Radio Equipment Maintenance, with Motorola Inc. ; authorize funding from the Operation and Maintenance Fund in a not-to-exceed amount of \$39,340.28; and authorize an Aviation Authority Officer or the Executive Director to execute the necessary documents, following satisfactory review by legal counsel [FILED DOCUMENTARY NO. 7891];

C. (1) approve and ratify placement of insurance coverage for the May 1, 2014 to May 1, 2015 insurance policy period as discussed in this memorandum for property, workers compensation, employer's liability, business automobile, crime, fiduciary liability, public officials' liability, travel accident, storage tank liability, environmental site liability, cyber liability and terrorism insurance to the extent applicable to these coverages in the amount of \$3,498,413; (2) authorize funding from the Operation and Maintenance Fund; and (3) authorize an Aviation Authority Officer or the Executive Director to execute the necessary documents, following satisfactory review;

D. accept the recommendation of the Concessions/Procurement Committee and: (1) deem Terminix International, Inc., Massey Services, Inc. and ORKIN, LLC to be non-responsive; (2) award Purchasing Contract 04-14, Pest Control Services to Home Paramount Pest Control Company, Inc.; (3) authorize funding from the OIA Operations and Maintenance Fund and the OEA Revenue Fund in the not-to-exceed amount of \$272,234.40; and (4) authorize an Aviation Authority officer or the Executive Director to execute the necessary documents following satisfactory review by legal counsel [FILED DOCUMENTARY NO. 7892];

E. accept the recommendation of the Concessions/Procurement Committee to exercise the second and final renewal option of Purchasing Contract 07-10, AOA Landscape Maintenance Services, with P & L Lawn Maintenance, Inc.; authorize funding from the Operation and Maintenance Fund in the not-to-exceed amount of \$273,000; and authorize an Aviation Authority Officer or the Executive Director to execute an amendment following satisfactory review by legal counsel [FILED DOCUMENTARY NO. 7893];

F. accept the recommendation of the Concessions/Procurement Committee and: (1) award Purchasing Contract 12-14, Parking Garage Floor Scrubbing Services to Chesapeake Facility Resources, LLC; (2) authorize funding from the Operation and Maintenance Fund in the not-to-exceed amount of \$330,125.08; and (3) authorize an Aviation Authority Officer or the Executive Director to execute the necessary documents following satisfactory review by legal counsel [FILED DOCUMENTARY NO. 7894];

G. accept the recommendation of the Concessions/Procurement Committee to (1) exercise the first renewal option of Purchasing Contract 17-11, USDA Regulated Garbage Disposal Services, with Stericycle, Inc., through July 31, 2015; (2) authorize funding from the Operation and Maintenance Fund in the not-to-exceed amount of \$367,870; and (3) authorize an Aviation Authority Officer or the Executive Director to execute the necessary documents, following satisfactory review by legal counsel [FILED DOCUMENTARY NO. 7895];

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### CONSENT AGENDA (cont)

H. approve the use of Capital Expenditure Funds in a not-to-exceed amount of \$11,028,000 for efforts related to the Fiber Infrastructure Program at the Orlando International Airport and (2) request Orlando City Council concurrence to include this expenditure in the Aviation Authority's current year budget;

I. appoint Mr. Brian Engle as the Airlines for America Representative and Mr. David Konstan as the Representative of the Aviation Authority/Chairman to the Aviation Noise Abatement Committee for a term expiring on April 4, 2018;

J. accept the recommendation of the Construction Committee and (1) approve an Addendum to the Addendum No. 2 to the Professional Services Agreement for the Prime Design Consulting Services for Airside 4 Improvements with MLM - Martin Architects, Inc. Design, Bid, and Award Phase Services for BP No. 442, Airside 4 Improvements Program - New Central Chiller Plant at the Orlando International Airport, for a total amount of \$1,057,995, which includes a lump sum fee amount of \$968,814, a not-to-exceed fee amount of \$75,396, and a not-to-exceed reimbursable expenses amount of \$13,785, with funding from the Aviation Authority's Line of Credit to be reimbursed by Revenue Bonds and Passenger Facility Charges to the extent eligible; and (2) authorize an Aviation Authority Officer or the Executive Director to execute the necessary documents following satisfactory review by legal counsel [FILED DOCUMENTARY NO. 7895];

K. accept the recommendation of the Construction Committee and (1) accept the recommendation of the Construction Committee and approve an Addendum to the General Consulting Services Agreement with Schenkel & Shultz, Inc. for the continuation of general consulting services for the concept refinement of the South Airport Complex at the Orlando International Airport for a total amount of \$1,746,433, which includes a not-to-exceed fee amount of \$1,744,433, and a not-to-exceed reimbursable expenses amount of \$2,000, with funding from the Aviation Authority's Line of Credit to be reimbursed by future Revenue Bonds and future Passenger Facility Charges to the extent eligible for the APM-related work, current and future FDOT grants for the Intermodal Terminal Facility, the Aviation Authority's Line of Credit, to be reimbursed by Aviation Authority funds, future Revenue Bonds, and future Customer Facility Charges to the extent eligible for the garage and Discretionary Funds for the future South Terminal; (2) approve the use of Discretionary Funds in a not-to-exceed amount of \$450,000 for services related to the future South Terminal Complex at the Orlando International Airport, and request Orlando City Council concurrence to include this expenditure in the Aviation Authority's current year budget; and (3) authorize an Aviation Authority Officer or the Executive Director to execute the necessary documents following satisfactory review by legal counsel [FILED DOCUMENTARY NO. 7896];

L. accept the recommendation of the Construction Committee and (1) authorize the sole source procurement of Software Subscription Licenses and Professional Services from DLT Solutions Inc. for the Aviation Authority's Private Building Information Modeling (BIM) Cloud at the Orlando International Airport in a not-to-exceed amount of \$238,500; (2) authorize funding from the Aviation Authority's Line of Credit to be reimbursed by future Revenue Bonds; and (3) authorize the Purchasing Office to issue the necessary purchase order(s);

M. accept the recommendation of the Professional Services Committee and (1) authorize the purchase of the Unified Communications Managed Services at Orlando International Airport and Orlando Executive Airport from Avaya, Inc. pursuant to Florida's State Term Contract (STC) Contract No. 730-000-09-1 in the not-to-exceed amount of \$1,554,950 (i.e., \$546,950 for the first year, \$504,000 for the second year, and \$504,000 for the third year); (2) authorize funding from Operations and Maintenance Funds; and (3) authorize the Purchasing Office to issue the necessary purchase order(s).

N. accept the recommendation of the Construction Committee and (1) approve a Job Order Construction Services Addendum to the Continuing Vertical Construction Services Agreement with R. L. Burns, Inc. for Construction Services for Project V708, Impact Protection for Baggage Handling System (BHS) Equipment, Main Terminal, Level 2, B Side, at the Orlando International Airport, for a direct-negotiated lump sum amount of \$277,241 with funding from 2010A Revenue Bonds (non-AMT); and (2) authorize an Aviation Authority Officer or the Executive Director to execute the necessary documents following satisfactory review by legal counsel [FILED DOCUMENTARY 7897];

O. accept the recommendation of the Concessions/Procurement Committee to: (1) deem the repair parts required from the suppliers listed above to be either Sole Source or Single Source for the next 12 month period beginning May 1, 2014 and ending April 30, 2015; (2) authorize funding from the approved Operation and Maintenance Fund in the aggregate not-to-exceed amount of \$955,000; (3) authorize the Purchasing Office to issue a Blanket Purchase Agreement with each manufacturer listed based on either a Sole Source Justification or Single Source Justification as

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### CONSENT AGENDA (cont)

appropriate and in compliance with Authority policy; (4) authorize the Executive Director to approve the Single Source Justification and Sole Source Justification forms as appropriate for each manufacturer; and (5) authorize Staff to allocate and re-allocate the aggregate not-to-exceed amount among the 14 resulting Blanket Purchase Agreements as needed;

P. find the property listed in the memorandum (copy on file) no longer necessary, useful, or profitable in the operation of the Airport System; (2) request Orlando City Council concurrence and resolution of this finding; and (3) authorize Staff to dispose of this property in accordance with the Aviation Authority's Policies and Procedures;

Q. approve General Services Administration Public Building Lease Amendments in 1 month increments not-to-exceed through December 31, 2014 and authorize an Aviation Authority Officer or the Executive Director to execute any necessary documents, following satisfactory review by legal counsel;

R. accept the recommendation of the Concessions/Procurement Committee and (1) authorize an increase to the current contract value and adjust Contract 05-11, Low Voltage Wiring and Installations Services with Quality Cable Contractors, Inc. and Orlando Business Telephone Systems Inc. in the not-to-exceed amount of \$300,000.00 with funding from the Operation and Maintenance Fund; (2) authorize the first renewal option from August 1, 2014 through July 31, 2015, with an annual contract value of \$1,053,610.28 with funding from the Operation and Maintenance Fund; and (3) authorize a not-to-exceed amount of \$1,040,000.00 for anticipated work with funding from the Capital Expenditure Fund and the Improvement and Development Fund; and (4) authorize an Aviation Authority Officer or the Executive Director to execute the necessary documents, following satisfactory review by legal counsel [FILED DOCUMENTARY NO. 7898 - 7899];

S. accept the recommendation of the Retirement Benefits Committee to (1) reject all proposals received from the solicitation of RFCP PS-317, Pension and OPEB Trust Actuarial Valuation Services and (2) authorize Staff to modify the solicitation documents as needed and re-solicit these services; AND

T. resolve to approve the recommendation of the Ad Hoc Committee and award the Request for Qualifications, Legal Services, General Counsel to Marchena and Graham and conflict counsel to Akerman, LLP; authorize the Chairman and Executive Director to negotiate the letter of engagement with the selected firms; and authorize the Chairman and Executive Director to execute the necessary documents. Recommendation was approved by the Finance Committee at its meeting today prior to the board meeting [FILED DOCUMENTARY NO. 7900 - 7901].

### CHAIRMAN'S REPORT

4. No report on Metroplan. Chairman Kruppenbacher asked Ms. Snyder to remind the Vice Chairman of the Metroplan meetings.

### ANTN DIGICAST AIRPORT AWARD FOR TRAINING EXCELLENCE

5. Ms. Carolyn Fennell, Director of Public Affairs, stated that the Aviation Authority received the ANTN Digicast Award. It is a program that is set by AAAE (American Association of Airport Executives) in which they do training for first responders (firemen and others). This is the second year in a row in which the Aviation Authority has participated the most. Mr. Cyrus Callum, Operations, accepted the award on behalf of the Aviation Authority.

### CHAIRMAN'S AWARD - ROBERT BRANCHEAU

6. Chairman Kruppenbacher along with the Board and Mr. Brown presented Mr. Robert Brancheau, Senior Director of Planning, Engineering, and Construction with the Chairman's Award. Mr. Brancheau was recognized for his contributions to the Aviation Authority and commitment to excellence in the supervision of the Aviation Authority's - Master Plan, Capital Improvement, Land Use Design, Aviation Activity Forecasting, and Environmental efforts.

Mr. Brancheau thanked the Board (past and present) for their leadership and guidance. He thanked the airport community. He thanked Staff, especially Mr. Brown, for the opportunity of having to work with them.

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UPDATE ON CUSTOMER SERVICE

7. Mr. Sanchez provided a briefing on the latest customer service. Mr. Draper, his team, and Staff have been working tirelessly on the customer service initiative. Approximately 10 pilot programs are being launched at the same time. Everyone has been tremendously involved. Chairman Kruppenbacher thanked Mr. Sanchez for his involvement and representing the Board in this project.

Chairman Kruppenbacher congratulated Marchena and Graham for being selected as general counsel for the Aviation Authority.

The Chair would like Mr. Sanchez to work with Ms. Fennell on a plan that would recognize key events happening in the community. For example, he mentioned the NCA Tournament; the Bay Hill Invitational; events at the convention center, etc. Chairman Kruppenbacher would like them to bring back a 12 month calendar for both OEA and OIA. Provide it to the staff members of both Mayor's ahead of time to ensure that all events are included. It fits with our customer service initiatives. Mr. Sanchez mentioned that there is a lot of work going into the customer service initiative and there is a lot of money that will need to be spent.

The Chair recognized Mayor Dyer and Mayor Jacob's for being recognized by the Boy Scouts.

Mentioning the great job that Mayor Dyer did in designing a tie for the City, the Chair asked him to design a tie for the airport. Mayor Dyer responded that he has a marvelous team at City Hall that can take that charge on. Mayor Jacobs' recommended that a scarf also be designed along with the tie.

After surprising her with birthday cake, Mr. Brown, Chairman Kruppenbacher, the Board, and staff wished Ms. Snyder all the best on her birthday and added that this airport would not be what it is without her.

In closing Chairman Kruppenbacher introduced a few special guests in the audience including his wife, Patsy Kruppenbacher.

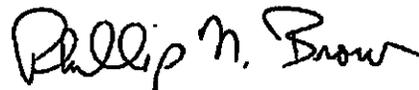
ADJOURNMENT

8. There being no further business to be considered, Chairman Kruppenbacher adjourned the meeting - 2:23 p.m.

*(Digitally signed on May 22, 2014)*



Dayci S. Burnette-Snyder  
Director of Board Services



Phillip N. Brown, A.A.E.  
Executive Director