



**GREATER ORLANDO AVIATION AUTHORITY**

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

**MEMORANDUM**

TO: Mayor Dyer and City Commissioners  
FROM: Dayci S. Burnette-Snyder, Director of Board Services  
DATE: May 30, 2018  
SUBJECT: ACCEPTANCE OF AVIATION AUTHORITY MINUTES

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It is respectfully requested that on June 11, 2018, Orlando City Council accept the Aviation Authority minutes dated April 18, 2018.

On **WEDNESDAY, APRIL 18, 2018**, 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 Frank Kruppenbacher 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,

Frank Kruppenbacher, Chairman  
Domingo Sanchez, Vice Chairman  
Dean Asher, Vice Treasurer  
Mayor Buddy Dyer  
Mayor Teresa Jacobs  
Ed Fouche  
Maggie Montalvo

Also present,

Phillip N. Brown, Executive Director and Secretary  
Dayci S. Burnette-Snyder, Director of Board Services and Assistant Secretary  
Marcos Marchena, General Counsel

*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. As of January 16, 2013, 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. As adopted by the Board on September 19, 2012, 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. As of January 16, 2013, 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 Director of Board Services with questions at (407) 825-2032.*

#### **MINUTES**

1. Upon motion by Mayor Jacobs, second by Mr. Fouche, vote carried to accept the March 21, 2018, minutes as written.

#### **ELECTION OF OFFICERS**

2. Chairman Kruppenbacher opened the floor for nominations for Chairman, Vice Chairman, Treasurer, Secretary, and Assistant Secretary.

Mayor Dyer made the motion to nominate Frank Kruppenbacher, Chairman; Domingo Sanchez, Vice Chairman, and Dean Asher, Treasurer. Floor was closed for nominations. Mayor Jacobs seconded the motion, vote carried. As to Secretary and Assistant Secretary, Chairman Kruppenbacher nominated Phil Brown, Secretary and Dayci Burnette-Snyder, Assistant Secretary. Upon motion by Mayor Jacobs', second by Mr. Asher, vote carried.

Chairman congratulated the Officers.

#### **TWENTY-FIVE YEAR SERVICE AWARD TO JERRY HARRIS**

3. Ms. Vicki Jaramillo, Senior Director of Marketing and Air Service Development, along with Mr. Brown and the Board, acknowledged, Mr. Harris for his 25 years of service to the Aviation Authority.

#### **TWENTY-YEAR SERVICE AWARD TO JOHN NEWSOME**

4. Mr. Stan Thornton, Chief Operating Officer, along with Mr. Brown and the Board, recognized Mr. Newsome for his 20 years of service to the Aviation Authority.

#### **CONSENT AGENDA**

5. Consent Agenda Item W was pulled for separate consideration. Upon motion by Mr. Asher, second by Vice Chairman Sanchez, vote carried to adopt a resolution as follows: It is hereby resolved by the Greater Orlando Aviation that the following

MINUTES OF THE APRIL 18, 2018, MEETING OF THE GREATER ORLANDO AVIATION AUTHORITY

**CONSENT AGENDA (cont)**

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 for filing the following minutes -- December 12, 2017, Capital Management Committee; January 17, 2018, Commercial Property Development Committee; February 19, 2018, Concessions/Procurement Committee; January 2, January 9, January 23, January 30, and February 6, 2018, Construction Committee; February 21, 2018, Finance Committee; and January 4, January 30, January 31, February 6, February 7, and February 13, 2018, Professional Services Committee;

B. accept the recommendation of the Construction Committee and approve a No Cost Addendum to each of the Construction Management at Risk Services Agreement for the South Terminal C, Phase 1, with Hensel Phelps Construction and Turner-Kiewit Joint Venture, to establish the Baseline Program Schedule for the South Terminal C, Phase 1, Program, at the Orlando International Airport, with a Substantial Completion date of February 28, 2021, and Operational Readiness within 90 days (May 29, 2021); and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 9999-10000]**;

C. accept the recommendation of the Construction Committee and approve an Addendum to the Construction Management at Risk Services Agreement for the South Terminal C, Phase 1, with Hensel Phelps Construction for Project BP No. S00133, South Terminal C, Phase 1, Airside Site Utilities and Balance of Sitework (GMP No. 2-S.1) at the Orlando International Airport, for a total negotiated GMP amount of \$57,922,863, which includes \$44,423,140 for Direct Cost of Work, \$5,918,081 for Unbought Scope, \$2,668,085 for CM@R Contingency, \$1,258,531 for Owner Contingency, \$382,133 for P&P Bonds (0.66%), and a maximum fee amount of \$3,272,893 (6.031%), with funding from Customer Facility Charges and General Airport Revenue Bonds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10001]**;

D. accept the recommendation of the Construction Committee and approve an Addendum to the Construction Management at Risk Services Agreement for the South Terminal C, Phase 1, with Turner-Kiewit Joint Venture for Project BP No. S00135, South Terminal C, Phase 1 - Turner-Kiewit General Conditions, FY 2018 Part 2 (GMP No. 4-S.2), for a total negotiated GMP amount of \$8,801,002, which includes \$6,576,560 for CM@R Staff and Benefits, \$1,810,369 for General Conditions, \$58,439 for P&P Bonds (0.664%), and a maximum fee amount of \$355,634 (4.211%), with funding from Passenger Facility Charges, Customer Facility Charges, and General Airport Revenue Bonds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10002]**;

E. accept the recommendation of the Construction Committee and approve an Addendum to the Construction Management at Risk Services Agreement for the South Terminal C, Phase 1, with Turner-Kiewit Joint Venture for Project BP No. S00141, South Terminal C, Phase 1, Landside Conveying Equipment (GMP No. 5-S.4), for a total negotiated GMP amount of \$15,871,953, which includes \$14,404,956 for Direct Cost of Work, \$576,197 for CM@R Contingency, \$144,050 for Owner Contingency, \$105,390 for P&P Bonds (0.664%), and a maximum fee amount of \$641,360 (4.211%), with funding from Passenger Facility Charges, Customer Facility Charges and General Airport Revenue Bonds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10003]**;

F. accept the recommendation of the Construction Committee and approve an Addendum to the Construction Management at Risk Services Agreement for the South Terminal C, Phase 1, with Hensel Phelps Construction for Project BP No. S00143, South Terminal C, Phase 1, Airside Terminal, Structure and Enclosure (GMP No. 6-S.1) at the Orlando International Airport, for a total negotiated GMP amount of \$150,612,012, which includes \$106,464,047 for Direct Cost of Work, \$26,656,850 for Unbought Scope, \$6,656,045 for CM@R Contingency, \$1,331,209 for Owner Contingency, \$993,628 for P&P Bonds (0.66%), and a maximum fee amount of \$8,510,233 (6.031%), with funding from Passenger Facility Charges and General Airport Revenue Bonds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10004]**;

MINUTES OF THE APRIL 18, 2018, MEETING OF THE GREATER ORLANDO AVIATION AUTHORITY

**CONSENT AGENDA (cont)**

G. accept the recommendation of the Construction Committee and approve an Addendum to the Construction Management at Risk Services Agreement for the South Terminal C, Phase 1, with Hensel Phelps Construction for Project BP No. S00143, South Terminal C, Phase 1, Airside Terminal, Structure and Enclosure (GMP No. 6-S.1) at the Orlando International Airport, for a total negotiated GMP amount of \$150,612,012, which includes \$106,464,047 for Direct Cost of Work, \$26,656,850 for Unbought Scope, \$6,656,045 for CM@R Contingency, \$1,331,209 for Owner Contingency, \$993,628 for P&P Bonds (0.66%), and a maximum fee amount of \$8,510,233 (6.031%), with funding from Passenger Facility Charges and General Airport Revenue Bonds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10005]**;

H. accept the recommendation of the Construction Committee and approve an Addendum to the Construction Management at Risk Services Agreement for the South Terminal C, Phase 1, with Hensel Phelps Construction for Project BP No. S00154, South Terminal C, Phase 1, Fueling System (GMP No. 11-S) at the Orlando International Airport, for a total negotiated GMP amount of \$24,484,753, which includes \$19,800,000 for Direct Cost of Work, \$1,294,000 for Unbought Scope, \$1,318,375 for CM@R Contingency, \$527,350 for Owner Contingency, \$161,533 for P&P Bonds (0.66%), and a maximum fee amount of \$1,383,495 (6.031%), with funding from the Aviation Authority's Line of Credit to be reimbursed by General Airport Revenue Bonds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10006]**;

I. accept the recommendation of the Construction Committee and approve an Addendum to the Construction Management at Risk Services Agreement for the South Terminal C, Phase 1, with Hensel Phelps Construction for Project BP No. S00161, South Terminal C, Phase 1 - Hensel Phelps General Conditions, FY 2018 Part 3 (GMP No. 16-S.2) at the Orlando International Airport, for a total negotiated GMP amount of \$6,717,275, which includes \$6,293,404 for CM@R Staff and Benefits, \$44,316 for P&P Bonds (0.66%), and a maximum fee amount of \$379,555 (6.031%), with funding from Passenger Facility Charges, Customer Facility Charges, and General Airport Revenue Bonds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10007]**;

J. accept the recommendation of the Construction Committee and approve an Addendum to the Continuing Program and Project Management (OAR Prime Entity) Services Agreement with WSP USA, Inc. for Construction Phase OAR Services for W-S00209, Oversight for the All Aboard Florida Rail Corridor and Maintenance Facility Construction, at the Orlando International Airport, for a total amount of \$697,240, which includes a not-to-exceed fee amount of \$657,240 and a not-to-exceed reimbursable expenses amount of \$40,000, with funding from Discretionary Funds; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10008]**;

K. accept the recommendation of the Construction Committee and (1) approve an Addendum to the Professional Services Agreement with AECOM Technical Services, Inc. for Bid and Award Phase A/E Services for BP No. 468, Runway 17R-35L Rehabilitation and Related Work, at the Orlando International Airport, for a total amount of \$24,624, which includes a lump sum fee amount of \$23,955 and a not-to-exceed reimbursable expenses amount of \$669, with funding from FAA AIP Grants and previously-approved FDOT Grants to the extent eligible, Passenger Facility Charges, and Discretionary Fund; (2) request Orlando City Council and FAA concurrence (as required because of FAA funding); and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10009]**;

L. accept the recommendation of the Construction Committee and approve the award of Project BP No. 00478, Airsides 1 and 3 Apron Rehabilitation at the Orlando International Airport, to Carr & Collier, Inc. for the bid amount of \$1,092,715 (base bid only), with funding from Capital Expenditure Funds; and, authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10010]**;

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**CONSENT AGENDA (cont)**

M. accept the recommendation of the Construction Committee and authorize the purchase and replacement of the Birdair Canopies for ZC-241-MCO, Hurricane Irma - Permanent Repairs on Level 3, at the Orlando International Airport, from Birdair, Inc. for the total not-to-exceed amount of \$237,800, with funding from Capital Expenditure Fund to be reimbursed by FEMA and insurance to the extent eligible (ZC-241); authorize the Purchasing Office to issue the necessary purchase order; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel;

N. accept the recommendation of the Construction Committee to (1) approve Change Order No. BP-00443-55 in the amount of \$909,000 and a 101 calendar day time extension to Substantial Completion, with funding as outlined in Attachment A; (2) approve Change Order No. BP-00443-56 in the amount of \$441,000 and a 49 calendar day time extension to Substantial Completion, with funding as outlined in Attachment A; (3) approve Change Order No. BP-00443-57 in the amount of \$312,000 and no time extension, with funding as outlined in Attachment A; (4) approve Change Order No. BP-00443-58 in the amount of \$495,000 and no time extension, with funding as outlined in Attachment A; (5) approve Change Order No. BP-00447-47 in the amount of \$3,891,080 and a 170 calendar day time extension to Substantial Completion, with funding as outlined in Attachment A; (6) approve Change Order No. BP-00466-05 in the amount of \$38,298 and a 167 calendar day time extension to Substantial Completion, with funding as outlined in Attachment A; (7) approve Change Order No. BP-00452-10 in the amount of \$202,758.87 and a 226 calendar day time extension to Substantial Completion, with funding as outlined in Attachment A; (8) approve Change Order No. BP-00462-03 in the amount of \$139,601.30 and a 33 calendar day time extension to Substantial Completion, and request Orlando City Council and FAA concurrence (as required because of FAA funding) with funding as outlined in Attachment A; (9) approve Change Order No. BP-00467-02 in the amount of \$20,801.61 and no time extension, and request Orlando City Council and FAA concurrence (as required because of FAA funding) with funding as outlined in Attachment A; (10) approve Change Order No. BP-00467-03 in the amount of \$116,616.23 and 9 calendar day time extension to Substantial Completion, and request Orlando City Council and FAA concurrence (as required because of FAA funding) with funding as outlined in Attachment A; (11) approve Change Order No. H-00294-03 in the amount of \$73,594.80 and a 120 calendar day time extension to Substantial Completion, with funding as outlined in Attachment A; (12) approve Change Order No. V-00744-02 in the deductive amount of (\$8,153.20) and a 31 calendar day time extension to Substantial Completion, with funding as outlined in Attachment A; (13) approve Change Order No. V-00859-06 in the amount of \$0 and a 180 calendar day time extension to Substantial Completion, with funding as outlined in Attachment A; and, (14) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the change order(s) following satisfactory review by legal counsel;

O. accept the recommendation of the Professional Services Committee and approve an Addendum to the IT Consulting Services Agreement with Faith Group Consulting, LLC for Concept Development and Assessment Services of the CCTV Renewal and Replacement, Phase 1, at the Orlando International Airport, for a total not-to-exceed fee amount of \$179,088, with funding from Capital Expenditure Funds; and, authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10011]**;

P. accept the recommendation of the Professional Services Committee and (1) approve the ranking of the firms for Continuing Civil Engineering Consulting Services at the Orlando International Airport, Orlando Executive Airport and Other Facilities operated by the Aviation Authority, as follows: First - American Infrastructure Development, Inc.; Second - Stantec Consulting Services, Inc.; Third - Avcon, Inc.; Fourth - AECOM Technical Services, Inc.; Fifth - C&S Engineers, Inc.; Sixth - Kimley-Horn and Associates, Inc.; and, Seventh - Prime Engineering Incorporated; (2) approve a no cost Continuing Civil Engineering Consulting Services Agreement with each of the four top-ranked firms; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary contract documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10012-10015]**;

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**CONSENT AGENDA (cont)**

Q. accept the recommendation of the Professional Services Committee and (1) approve the ranking of the firms for Continuing Building Envelope Consulting Services at the Orlando International Airport, Orlando Executive Airport and Other Facilities operated by the Aviation Authority, as follows: First - CMC Design Group, Inc.; Second - Gale Associates\ South\Inc.; and, Third - A/R/C Associates Incorporated; (2) approve a no cost Continuing Building Envelope Consulting Services Agreement with each of the three ranked firms; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary contract documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10016-10018];**

R. approve Amendment No. 11 to Sole Source Purchasing Contract 09-04, Automated People Mover Maintenance Services with Bombardier Transportation (Holdings) USA Inc.; authorize funding from the Operation and Maintenance Fund in the not-to-exceed amount of \$298,000; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute Amendment No. 11 following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10019];**

S. accept the recommendation of the Construction Finance Oversight Committee to authorize the use of \$4,000,000 of unbudgeted Capital Expenditures Funds for the Biometric Entry and Exit Program; accept the recommendation of the Concession/Procurement Committee to approve the purchase of Equipment, Software, and Installation for the Biometric Passenger Processing System from SITA based on a Sole Source Procurement Justification for a not-to-exceed amount of \$3,110,572.93; request Orlando City Council concurrence of this unbudgeted expenditure; authorize the Chief Executive Officer to approve a Sole Source Procurement Justification form in accordance with Aviation Authority Policy; and (5) authorize the Purchasing Office to issue the necessary purchase order(s);

T. accept the recommendation of the Concessions/Procurement Committee to: (1) approve Amendment No. 3 to Purchasing Contract 14-13, Holiday Decoration Services with D & K Design LLC, d/b/a Danken; (2) authorize funding from the Operation and Maintenance Fund in the not-to-exceed amount of \$86,530; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an amendment following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10020];**

U. accept the recommendation of the Concessions/Procurement Committee to: (1) approve Amendment No. 1 to Purchasing Contract 11-15, Electrical and Re-lamping Services with M&M Electric of Central Florida, Inc.; (2) authorize funding from the Operation and Maintenance Fund in the amount of \$475,561; and (3) authorize an Aviation Authority Officer or the Executive Director to execute an amendment following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10021];**

V. accept the recommendation of the Concessions/Procurement Committee to: (1) approve Amendment No. 2 to Purchasing Contract 14-14, Aquatic Weed Control Services with Bio-Tech Consulting, Inc.; authorize funding from the Operation and Maintenance Fund in the not-to-exceed amount of \$209,854; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute Amendment No. 2 following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10022];**

W. pulled and considered separately;

X. approve the form of the DAS Agreement with SprintCom Inc., New Cingular Wireless PCS, LLC, Verizon Wireless Personal Communications LP, and T-Mobile South LLC if the individual Carriers agree to the terms outlined in the memorandum and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel **[FILED DOCUMENTARY NO. 10023-10026];**

Y. accept the recommendation of the Concessions/Procurement Committee to: (1) approve the purchase of 4 passenger boarding bridges pursuant to the Denver International Airport, Master Purchase Order No. 0823A0115 and JBT AeroTech, Jetway Systems Quotation No. 3375-A; (2) authorize funding from the previously approved Capital Expenditure Fund in the not-to-exceed amount of \$2,270,614.06; and (3) authorize the Purchasing Office to issue the necessary purchase order;

MINUTES OF THE APRIL 18, 2018, MEETING OF THE GREATER ORLANDO AVIATION AUTHORITY

**CONSENT AGENDA (cont)**

Z. approve the recommendation of the Concessions/Procurement Committee to: (1) accept staff's recommendation to approve Amendment No. 4 to Purchasing Contract 02-11, Common Use Passenger Processing System Operations and Maintenance Services, with SITA Information Networking Computing USA, Inc. as presented; (2) authorize funding from the Operation and Maintenance Fund in the not-to-exceed amount of \$1,115,170; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute Amendment No. 4 following satisfactory review by legal counsel [**FILED DOCUMENTARY NO. 10027**];

AA. accept the recommendation of the Concessions/Procurement Committee to: (1) authorize a Single Source Purchasing Contract for two Ford F-650, 40 foot buses from Carpenter Bus Sales, LLC, with the option to purchase two additional buses; (2) authorize funding from the previously approved Capital Expenditure Fund in the not-to-exceed amount of \$519,600; and (3) authorize the Purchasing Office to issue the necessary purchase order;

BB. approve (1) the transfer of \$65,965 of previously-approved Runway 17R-35L Rehabilitation Capital Expenditure funds to BP-462 and (2) request concurrence from the City Council for this unbudgeted expenditure;

CC. ratify the First Amendment between the Greater Orlando Aviation Authority and The LIUNA, Northeast Florida Public Employees, Local 630, of the Laborers' International Union of North America; authorize funding from the Operations and Maintenance Fund; and, authorize an Aviation Authority Officer or the Chief Executive Officer to execute the First Amendment and any other necessary documents, following satisfactory review by legal counsel [**FILED DOCUMENTARY NO. 10028**];

DD. approve Organizational Policy, Section 120.05, Art Program [**FILED DOCUMENTARY NO. 10029**];

EE. accept the recommendation of the Professional Services Committee and (1) approve the ranking of the firms for Professional Services for W-S00201, Architect of Record for South Terminal C, Phase 2, at the Orlando International Airport, as follows: First - HNTB Corporation; and, Second - HKS, Inc. dba HKS Architects, Inc.; (2) approve a no cost Professional Services Agreement for W-S00201, Architect of Record for South Terminal C, Phase 2, at the Orlando International Airport, with the first-ranked firm; (3) authorize the first-ranked firm as part of the conceptual design development team for South Terminal C, Phase 2; and, (4) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary contract documents following satisfactory review by legal counsel [**FILED DOCUMENTARY NO. 10030**]; and

FF. approve an extension of term of engagement for the legal services previously awarded to Marchena and Graham, P.A. together with Ruye H. Hawkins, P.A., and to Broad and Cassel and the Finnigan Law Firm and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the letters of engagement extending the term through September 30, 2023 [**FILED DOCUMENTARY NO. 10031-10033**].

**RECOMMENDATION OF THE CONCESSIONS/PROCUREMENT COMMITTEE TO AWARD PURCHASING CONTRACT 08-18, VEHICLE AND EQUIPMENT MAINTENANCE SERVICES TO FIRST VEHICLE SERVICES, INC.**

6. The original recommendation was to accept the recommendation of the Concessions/Procurement Committee to: (1) award Purchasing Contract 08-18, Vehicle and Equipment Maintenance Services to First Vehicle Services, Inc.; (2) authorize funding from the Operation and Maintenance Fund(s) in the amount of \$9,501,632.12; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Mr. Brown stated that in reviewing this item in more detail, there was some issues with the bidders' local participation. Bidders need to either meet the Aviation Authority's goals or show they have made a good faith effort to do so. He is recommending that the Aviation Authority Board reject all bids, extend the current contract for 90 days, and provide Staff an opportunity to review the goals and rebid this item.

Upon motion by Mayor Dyer, second by Mayor Jacobs', vote carried to approve Mr. Brown's recommendation.

**RECOMMENDATION TO APPROVE RENTAL AUTOMOBILE CONCESSION (RAC) REQUEST FOR QUALIFICATIONS AND SUBSEQUENT REQUEST FOR BIDS**

7. Mr. Brown mentioned the importance of our rental car operations to the Aviation Authority's overall budget process. The budgeted revenues for OIA from RAC's is 19% of total revenue. It helps us maintain affordable air service costs and it helps us operate the airport. OIA is fortunate to have a concentrated market. The current RAC market share is Enterprise Alamo National (EAN) at 40%; Avis Budget at 22%; Hertz at 25%; and Advantage (4%). We have a number of off-airport as well.

In 2008 a total of five on-site RAC's were awarded or renewed. Through mergers and acquisitions, there are currently four on-site RAC's. All four RAC's have ready/return spaces in the A and B parking garages. Three have quick-turnaround (QTA) facilities adjacent to the A and B parking garages and one has its QTA on Bear Road.

As to the considerations for new solicitation Staff looked at minimizing customer disruption (market shares are highly concentrated); efficient use existing facilities in the North Terminal Complex (NTC) (QTA capacity is constrained in the NTC); and foster competition (create opportunity for new concessions at the Airport). Mr. Brown then provided an overview of the facility locations to include North Terminal Complex (Terminals A and B and Parking Garages); South Terminal Complex (South Terminal C, Phase 1 and Parking Garage) and Weatherbee Site (storage and additional QTA).

There will be a total of five-10 year concession opportunities. Four opportunities will include ticket counters in the NTC and STC; ready return in the NTC and STC; and QTA facilities in the NTC and STC. One opportunity includes ticket counters in the NTC and STC; ready return in the NTC and STC; and QTA facilities in the Weatherbee remote QTA facility.

As outlined in the memorandum (copy on file), the five Rental Automobile Concession Agreements to be awarded are proposed to be divided into two tiers. To ensure continuity of service, Tier A Rental Automobile Concession Agreements are proposed to be awarded to the incumbent rental car companies, who will be required to submit a bid for their preferred choice of facility locations. The amounts received in connection with the location bids will be designated and held by the Aviation Authority for deferred maintenance and refurbishment of the QTA facilities. A Tier B Rental Automobile Concession Agreement is proposed to be awarded to one new entrant rental car company. Each company competing for the Tier B Rental Automobile Concession Agreement will be required to submit a bid for their Minimum Annual Privilege Fee. The qualified company who submits the highest bid will be awarded the Tier B Rental Automobile Concession Agreement.

It is proposed that the incumbent on-airport automobile rental companies pay a one-time fee equivalent to their bid for the choice of facility location. Consistent with the Aviation Authority's existing Rental Automobile Concession Agreements, it is also proposed that each rental automobile companies pay to the Aviation Authority during the term of the agreement a Minimum Annual Privilege Fee, which fee will initially be set at 85% of the automobile rental company's annual privilege fee for the immediate preceding year prior to the beginning of the new agreement or 10% of gross receipts, whichever is greater. Additionally, also consistent with the Aviation Authority's existing Rental Automobile Concession Agreements, it is proposed that each automobile rental car companies pay rental fees to the Aviation Authority for their vehicle ready/return area, QTA facilities, customer service ticket counters and queuing areas.

As to allocation and reallocation of premises, the initial amount of space allocated will be based on airport market share. Reallocation of space triggered by shift in airport market share of 5% by any one company. Company with 5% increase in market share may make reallocation request. Ready return reallocation eligible every 3 years within the existing garage and QTA facilities reallocation eligible every 5 years within existing QTA facility. Ticket counters reallocation eligible every 5 years within existing terminal complex.



**RECOMMENDATION TO APPROVE RENTAL AUTOMOBILE CONCESSION (RAC) REQUEST FOR QUALIFICATIONS AND SUBSEQUENT REQUEST FOR BIDS (cont)**

The current solicitation schedule is to issue the RFQ in May 2018. Issue an RFB in July 2018 and award the concessions in October 2018.

It was respectfully requested that the Aviation Authority Board resolve to: 1) authorize the Chief Executive Officer and his staff to proceed with solicitation and procurement of Rental Automobile Concession Agreements at the Orlando International Airport as described; and 2) authorize the Chief Executive Officer to issue the final Request for Qualifications and Request for Bids as presented, subject to review by legal counsel.

Mayor Dyer motioned to discuss the item with a second from Mr. Fouché.

Mayor Dyer said that rental car usage is part of the Orlando Experience. There are two consistent complaints his office receives. One is about gas prices at gas stations right outside the airport. This issue has been addressed but he is not quite satisfied with the current signage being used. The second complaint is that drivers don't get a transponder. When that happens, the rental car company uses a third party collection service and tacks on another fee of approximately \$20 with the driver thinking it's the City of Orlando or the Central Florida Expressway Authority (CFX). He has had a number of discussions with CFX and Mr. Brown concerning this issue. He recommends including in the RFQ/RFB, accommodations that we work with CFX on some requirement that all cars have a transporter to alleviate this issue.

Upon motion by Mayor Dyer, second by Mr. Fouché, vote carried to approve a modified recommended action to: (1) authorize the Chief Executive Officer and his staff to proceed with solicitation and procurement of Rental Automobile Concession Agreements at the Orlando International Airport as described in the presentation and memorandum; (2) authorize the Chief Executive Officer to issue the final Request for Qualifications and Request for Bids as presented, subject to review by legal counsel; and (3) work with the Central Florida Expressway Authority on language to include in the bid documents that would require all rental cars to have a transponder.

Chairman Kruppenbacher requested that we advise rental car users of this gas price scam. Mayor Jacobs suggested advising the gas station that rental car customers are being advised of its price gauging and/or place notices in the rental vehicles.

**RECOMMENDATION TO RECONSIDER AUTHORIZATION TO PREPARE AN APPLICATION TO DEPARTMENT OF HOMELAND SECURITY, TRANSPORTATION SECURITY ADMINISTRATION FOR SCREENING PARTNERSHIP PROGRAM**

7. Mr. Brown recognized FSD Jerry Henderson and Mr. Steve Lorincz, Regional Director, Region 3. He said that there has been a lot of collaboration between the Aviation Authority and TSA in the past 40 days. They have hired additional personnel, added K-9, reconfigured West Checkpoint, moved equipment, and working on a permanent expansion in the future. Reiterate of close working relationship with GOAA and TSA to ensure we address the capacity and customer service issues. FSD Henderson is in agreement to incorporate TSA into the Aviation Authority's customer training program. All of us are going back to charm school.

Referencing the memorandum on file (below), Mr. Brown stated that on February 21, 2018, the Aviation Authority Board authorized the Chief Executive Officer to begin preparation of an application to participate in the Transportation Security Administration's Screening Partnership Program. The Chief Executive Officer was authorized to take the following actions: Appoint an Ad Hoc Committee to interview TSA qualified screening companies to determine which company should be recommended to the TSA for consideration in the Screening Partnership Program Application (Vice Chairman Asher, Mr. Sanchez, and Ms. Montalvo were designated to serve on this Committee); Prepare a TSA Screening Partnership Application; and Return to the Aviation Authority Board for consideration of the recommended screening company and approval to submit the TSA Screening Partnership Program Application. The actions were subject to the following: The Chairman and the Chief Executive Officer were to meet during the intervening sixty days between the February and April Aviation Authority Board meetings with the appropriate officials to further attempt to resolve concerns about TSA customer service and lengthy wait times

MINUTES OF THE APRIL 18, 2018, MEETING OF THE GREATER ORLANDO AVIATION AUTHORITY

**RECOMMENDATION TO RECONSIDER AUTHORIZATION TO PREPARE AN APPLICATION TO DEPARTMENT OF HOMELAND SECURITY, TRANSPORTATION SECURITY ADMINISTRATION FOR SCREENING PARTNERSHIP PROGRAM (cont)**

in the security checkpoints and at the April 18, 2018 Aviation Authority Board meeting, the Chairman and the Chief Executive Officer will report the results of those meetings.

Since February 21 and as reported at the March 21, 2018, Aviation Authority Board meeting, significant progress has been achieved. The Chief Executive Officer met with the Assistant Administrator, Security Operations, Darby LaJoye on February 27. At that meeting, a 30-day plan was developed to address operational and compliance matters of mutual concern to TSA and the Aviation Authority. Mr. LaJoye assigned Mr. Steve Lorincz, Regional Director from Region 3 (Upper Mid-West) to oversee the plan's implementation for TSA. TSA has allocated additional staff to Orlando International Airport (MCO); assigned additional Passenger Screening Canine (PSC) teams; collaborated with MCO to reconfigure the West Checkpoint to add three lanes within the existing space; collaborated with MCO to install new screening equipment and relocate existing equipment. The City of Orlando Permitting Division has rendered invaluable assistance in expediting permits for this project. The capacity from these interim improvements will be increased by a permanent expansion of the West Checkpoint funded by the Aviation Authority and targeted for the end of 2018. Additionally, the Federal Security Director, Jerry Henderson, has committed his support to engage TSA in an updated Aviation Authority customer service training initiative scheduled for later this year.

Within the past few weeks, collaborating with personnel from TSA headquarters and local TSA leadership has helped both organizations realign our efforts and focus on the primary mission of providing a safe and secure facility for our passengers with an enhanced focus on improved customer experience.

On March 30, 2018, Chairman Kruppenbacher and Mayor Dyer hosted a meeting of the Florida Congressional Delegation chaired by Congresswoman Val Demings with Congressman Darren Soto, Senator Bill Nelson and a representative from Senator Rubio's office attending. Federal Security Director Henderson reported on the progress made since the February 21 including additional personnel hired by TSA for MCO, additional passenger screening canine teams assigned and support provided by TSA Headquarters in acquiring equipment and expediting reviews of the checkpoint reconfiguration. At the conclusion of the meeting, the Congressional Delegation expressed their support for continued collaboration between the Aviation Authority and TSA. Chairman Kruppenbacher stated, "Assuming everything continues the way it is, it is my intention to recommend that the [Greater Orlando Aviation Authority] Board at our April meeting rescind the authority given to the Chief Executive Officer to move forward to explore privatization and instead focus on continuing to build a great partnership."

Because both the Aviation Authority and TSA are newly committed to this partnership, the Chairman and the Chief Executive Officer recommend that the Aviation Authority Board reconsider its February 21 action.

It was respectfully requested that the Aviation Authority Board resolve to rescind its February 21, 2018, authorization for the Chief Executive Officer to prepare an application to participate in the Transportation Security Administration Screening Partnership Program. Chairman Kruppenbacher asked that a letter of appreciation be sent to Congressman Soto, Congresswoman Demings, and Senator Nelson.

Upon motion by Mayor Jacobs, second by Mayor Dyer, vote carried to approve the recommended action.

**CHAIRMAN'S REPORT**

8. Chairman Kruppenbacher asked Mr. Brown to provide the Board an update on inter-city passenger rail at the next board meeting.

The Chairman apologized for missing the meeting in March. In respect to Consent Agenda Item P approved by the Board (Recommendation to Authorize Funding for Fiscal Year 2018 Non-Bargaining Compensation Adjustments, Approve Revised Non-Bargaining Unit Salary Structures and Revisions to Policy 206.01, Wage and Pay) he requested that the Chief

MINUTES OF THE APRIL 18, 2018, MEETING OF THE GREATER ORLANDO AVIATION AUTHORITY

**CHAIRMAN'S REPORT (cont)**

Executive Officer be included in the compensation adjustment for non-bargaining unit employees for 2018.

Upon motion by Mayor Dyer, second by Mr. Fouche, vote carried to approve the recommended action.

**ADJOURNMENT**

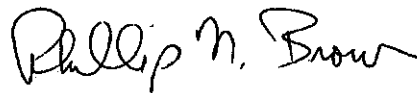
9. There being no further business to be considered, Chairman Kruppenbacher adjourned the meeting - 2:35 p.m.

(May 17, 2018)



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Dayci S. Burnette-Snyder  
Director of Board Services



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Phillip N. Brown, A.A.E.  
Chief Executive Officer