

November 22, 2021 Board Meeting

Dan McClure Auditorium East
600 Airport Circle Dr
Sarasota, FL 34243



November 22, 2021 01:00 PM

Agenda Topic	Presenter	Page
1. Call to Order, Invocation, and Pledge to Flag	Chairman Holder	
2. Election of Officers	C. Dan Bailey, Jr.	
2.1 Chairman - Manatee County		
2.2 Vice Chairman - Sarasota County		
2.3 Secretary - Sarasota County		
3. Presentation of Plaque to Chairman Holder	Newly Elected Chairman	
4. Introduction of New Employees and Employee Recognition	Anita Eldridge	
5. Approval: Minutes of Regular Meeting and Public Hearings of September 27, 2021		4
6. Public Comments - Items on the Agenda	Chairman	
Members of the public who wish to speak on a topic, whether on the agenda or not, are asked to fill out a Citizen's Comment card and present it to the Board secretary at this time. Comments must be limited to five minutes per person. If a public hearing is on the agenda, that item will be heard at the point indicated on the agenda. This is the time for anyone wishing to speak on any agenda item, even those that may involve a contract in excess of the threshold amount of \$325,000. A later item on the agenda is set aside for those wishing to speak on items not on the agenda.		
7. Items Needing Action	Fredrick J. Piccolo	9
7.1 Approval: Proposed Schedule of Calendar Year 2022 SMAA Board Meeting Dates		9
7.2 Approval: Proposed Schedule of Calendar Year 2022 Employee Holidays		12
7.3 Fourth Amendment to General Ground Lease with Suncoast Golf Center, LLC		15
7.4 Approval: Increase in the Fiscal Year 2022 Capital Equipment Budget and Ratify Two Emergency Purchases		19

7.5	Approval: 15th Street Observation Area Design Contract with Sweet Sparkman Architects		20
7.6	Approval: Change Order to American Infrastructure Services for Wayfinding Signs		47
7.7	Approval: Change Order to Ajax Paving Industries for Taxiway Bravo Rehab		54
7.8	Approval: Amendment to Resolution 2021-01, Allowing the President/CEO, or in His Absence, the Executive Vice President/Chief of Staff, the Authority to Execute a Funding Agreement with Manatee and Sarasota Counties		60
7.9	Approval: B-220002 Atmax Equipment Company for Purchase of Boom Ditch Mower		63
8.	Items Needing Action - Over \$325,000 Threshold		64
The following items involve a contract in excess of the threshold of \$325,000 and pursuant to Section 332.0075(3)(b) F.S., a reasonable opportunity for public comment must be offered before their approval, award, or ratification.			
8.1	Approval: Terminal Expansion Design Contract with Gresham Smith		64
8.2	Approval: Construction Manager at Risk Contract with DeAngelis-Diamond/Magnum Builders		126
8.3	Approval: Change Order to Quality Enterprises Contract for Master Drainage Project		128
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9.8	Internal Audit & Investment Compliance		166
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10.	Attorney Presentations	CDB	
11.	Old/New Business	FJP	

12. Public Comments - Items Not on the Agenda

Chairman

Anyone wishing to speak on items not on the agenda must complete a Citizen's Comment card and present it to the Board secretary at the beginning of the meeting. Comments are limited to five minutes per person. No individual may give their time to another speaker.

13. Comments by Commissioners

Chairman

14. Adjournment

Chairman

MINUTES
SARASOTA MANATEE AIRPORT AUTHORITY
REGULAR MEETING & PUBLIC HEARINGS
Monday, September 27, 2021 - 1:00 p.m.
Dan P. McClure Auditorium East

THOSE PRESENT:

Robert Spencer, Vice Chairman
Carlos Beruff, Secretary
Jesse Biter, Commissioner
Kristin Incrocci, Commissioner
Jeff Jackson, Commissioner
Fredrick J. Piccolo, President, Chief Executive Officer
C. Dan Bailey, Jr., Airport Counsel
Mark Stuckey, Exec. VP COS
Anita Eldridge, Sr. VP, Finance & Administration
Kent Bontrager, Sr. VP Engineering & Facilities
Karen Garofalo, Executive Assistant – SMAA
Dori Guzman, Executive Assistant – SMAA

THOSE ABSENT:

Doug Holder, Chairman

Item 1. Call to Order, Invocation, and Pledge to Flag

Vice Chairman Spencer called the meeting to order at 1:09 p.m. and gave the invocation and led the pledge of allegiance.

Item 2. Presentation of Awards

Mr. Piccolo and the Board recognized SMAA Police Officer Joseph (Chris) Panichello as recipient of the Congressional Law Enforcement Award from Congressman Vern Buchanan, 16th District. The award recognizes Officer Panichello's outstanding service to the law enforcement community.

Mr. Piccolo shared with the Board that the Airport received a Certificate of Appreciation from Manatee County Emergency Management for outstanding service to the residents of Manatee County and the State of Florida during the COVID-19 pandemic.

Item 3. Introduction of New Employees

Ms. Eldridge introduced the following new employees:
Mike Loefgren, Maintenance Technician
Gunner Reid, Traffic Control Specialist
Terry Whitmer, Maintenance Technician
John Wright, Senior Project Manager

Item 4. Approval of the Minutes of the Budget Workshop of August 23, 2021, and Regular Meeting of August 23, 2021

The Board approved the minutes of the August 23, 2021 Budget Workshop and the August 23, 2021 Regular Meeting as presented.

MOTION: Commissioner Beruff

SECOND: Commissioner Biter

MOTION PASSED: UNANIMOUSLY 5-0

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Item 5. Citizens Comments

No citizens comments were offered.

Item 6. Public Hearing Regarding Approval of SMAA Resolution 2021-06 Amending the Sarasota Bradenton International Airport Operating Rules and Regulations, Appendix A, "Ground Transportation Operating Rules and Regulations", by Incorporating Therein Section 3.6 "Commercial Vehicle Fees."

Vice Chairman Spencer opened the Public Hearing on **SMAA Resolution 2021-06** Amending the Sarasota Bradenton International Airport Operating Rules and Regulations, Appendix A, "Ground Transportation Operating Rules and Regulations", by Incorporating Therein Section 3.6 "Commercial Vehicle Fees" and opened the Public Hearing on **SMAA Resolution 2021-05** Adopting Fiscal Year 2022 Budget, Establishing Airline Rentals, Fees and Charges, Designating Employee Promotion Increases, Contributions to Employee Defined Contribution Retirement Plan, Employer Contribution Credit to 457(f) Retirement Plan, Public Parking Rates, Marketing Support, General Aviation Hangar Rental Rates, University Self Storage and Vehicle Storage Rates, Terminal Advertising Rates and Commercial Vehicle Fees.

Dori Guzman, Notary Public, administered the oath to those taking part in today's two public hearings. Staff members Fredrick Piccolo, Anita Eldridge, Mark Stuckey, Kent Bontrager, and Airport Counsel, C. Dan Bailey, were sworn in. No members of the audience came forward to offer testimony.

Mr. Piccolo addressed SMAA Resolution 2021-06, noting the only changes are to Section 3.6 "Commercial Vehicle Fees" commencing October 1, 2021, and continuing indefinitely except as may be amended by the Authority from time to time. Commercial Vehicle for hire operators shall pay to the Airport Authority Commercial Vehicle Fees for use of the Airport Facilities and the privilege to conduct Commercial Vehicle for hire operations at the Airport. Commercial Vehicle for hire operators shall be assessed Commercial Vehicle Fees at an annual rate per permit ("Permit Fee") or at an annual rate per vehicle departure from the Airport ("Pickup Fee") established annually by the Airport Authority Board (collectively "Commercial Vehicle Fees"), which Commercial Vehicle Fees shall contribute to the capital, operation, and maintenance costs incurred by the Airport Authority to furnish, operate, and maintain Airport facilities used by Commercial Vehicle operators to conduct Commercial Vehicle for hire operations at the Airport.

MOTION TO CLOSE PUBLIC HEARING: Commissioner Beruff
SECOND: Commissioner Incrocci
MOTION PASSED: UNANIMOUSLY 5-0

Item 7. Approval of SMAA Resolution 2021-06 Amending the Sarasota Bradenton International Airport Operating Rules and Regulations, Appendix A, "Ground Transportation Operating Rules and Regulations", by Incorporating Therein Section 3.6 "Commercial Vehicle Fees."

MOTION: Commissioner Beruff
SECOND: Commissioner Biter
MOTION PASSED: UNANIMOUSLY 5-0

Item 8. Public Hearing Regarding Approval of SMAA Resolution 2021-05 Adopting Fiscal Year 2022 Budget, Establishing Airline Rentals, Fees and Charges, Designating Employee Promotion Increases, Contributions to Employee Defined Contribution Retirement Plan, Employer Contribution Credit to 457(f) Retirement Plan, Public Parking Rates, Marketing Support, General Aviation Hangar

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Rental Rates, University Self Storage and Vehicle Storage Rates, Terminal Advertising Rates and Commercial Vehicle Fees.

Mr. Piccolo reiterated the FY 2022 budget includes a reduction to the CPE of 53%. He also noted that staff met with the airlines after the August 23, 2021 budget workshop. Mr. Piccolo read into the record a letter signed by Amira Trebincevic, Chairman of the Airport Airline Affairs Committee, indicating their support of Airport management and philosophy. Mr. Piccolo recommended the Board approve the FY 2022 budget.

MOTION TO CLOSE PUBLIC HEARING: Commissioner Beruff
SECOND: Commissioner Incrocci
MOTION PASSED: UNANIMOUSLY 5-0

Item 9. Approval of SMAA Adopting Fiscal Year 2022 Budget, Establishing Airline Rentals, Fees and Charges, Designating Employee Promotion Increases, Contributions to Employee Defined Contribution Retirement Plan, Employer Contribution Credit to 457(f) Retirement Plan, Public Parking Rates, Marketing Support, General Aviation Hangar Rental Rates, University Self Storage and Vehicle Storage Rates, Terminal Advertising Rates and Commercial Vehicle Fees.

MOTION: Commissioner Biter
SECOND: Commissioner Incrocci
MOTION PASSED: UNANIMOUSLY 5-0

Item 10. ITEMS NEEDING ACTION

ITEMS 10A and 10C involve contracts in excess of the threshold of \$325,000, and pursuant to Section 332.0075(3)(b) F.S. a reasonable opportunity for public comment must be afforded before their approval, award, or ratification. No public comments on Items 10A through 10G were offered.

- A. Approval: Increase Contract Scope with PGAL for the Consolidated Rental Car Facility**
MOTION: Commissioner Beruff
SECOND: Commissioner Biter
MOTION PASSED: UNANIMOUSLY 5-0
- B. Approval: Increase Contract Scope with Magnum Builders for Parking Lot Expansion Project**
MOTION: Commissioner Beruff
SECOND: Commissioner Biter
MOTION PASSED: UNANIMOUSLY 5-0
- C. Approval: Increase Contract Scope with Magnum Builders for Parking Lot Expansion Project for Ready/Return Lot (CFC Funded)**
MOTION: Commissioner Biter
SECOND: Commissioner Beruff
MOTION PASSED: UNANIMOUSLY 5-0
- D. Approval: Authorization for President/CEO to Procure and Execute Construction Contract for the Security Checkpoint Modifications Project**
MOTION: Commissioner Biter
SECOND: Commissioner Incrocci
MOTION PASSED: UNANIMOUSLY 5-0

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- E. Approval: Lease and Concession Agreement with Mitchell Management of Florida, Inc.**
MOTION: Commissioner Biter
SECOND: Commissioner Incrocci
MOTION PASSED: UNANIMOUSLY 5-0
- F. Approval: Lease Development Agreement with Southern Light, LLC, a Florida Public Utility**
MOTION: Commissioner Biter
SECOND: Commissioner Incrocci
MOTION PASSED: UNANIMOUSLY 5-0
- G. Approval: P210008 Contract with Netsync Network Solutions for Managed Network Systems**
MOTION: Commissioner Biter
SECOND: Commissioner Beruff
MOTION PASSED: UNANIMOUSLY 5-0

Mr. Piccolo advised the Board of the upcoming transition to paperless board agendas via Diligent Corporation. It is anticipated the January 2022 board meeting will be the first meeting utilizing the new format.

Mr. Beruff asked for clarification regarding the agreement with Southern Light, LLC. Evan Knighting, Senior VP, Information Technology, advised that the company will install equipment on airport property to be used as a 'repeater station'. In exchange, Southern Light will provide the airport with internet service.

Mr. Piccolo and the Board presented Karen Garofalo, Executive Assistant, with flowers in recognition of her retirement after 37 years of service to the Airport Authority. Commissioner Beruff and Mr. Bailey spoke to Ms. Garofalo's professionalism. Ms. Garofalo noted it was her pleasure to work with the Board and Airport staff.

Mr. Piccolo presented a motion to the Board, requesting that any employee with 30 or more years of employment be granted a free and permanent parking pass at the airport.

MOTION: Commissioner Beruff
SECOND: Commissioner Biter
MOTION PASSED: UNANIMOUSLY 5-0

Item 11. Department Reports

The following department reports were accepted:

- A. Financial Statements
- B. Investment Portfolio
- C. Finance & Administration Department Report
- D. Real Estate Development & Properties Department
- E. ARFF, Operations & Police Departments
- F. Development/Community Relations Report, Activity Report
- G. Engineering, Planning & Facilities Departments
- H. Internal Audit & Investment Compliance
- I. Information Technologies

Item 12. Attorney Presentations

No items offered.

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Item 13. Old/New Business

No items offered.

Item 14. Public Comments:

No Public Comments offered.

Item 15: Commissioner Comments:

No Comments by Commissioners offered.

Item 16. Adjournment

There was no further business to come before the Authority. The meeting adjourned at 1:30 p.m.

MOTION: Biter

SECOND: Beruff

MOTION APPROVED UNANIMOUSLY: 5-0

APPROVED:

Chairman

ATTEST:

Secretary

**SMAA Board Meeting Dates for 2022
(Suggested)**

Monday, January 31, 2022

Monday, March 28, 2022

Monday, May 23, 2022

Monday, August 29, 2022

Monday, September 26, 2022

Tuesday, November 22, 2022

DRAFT

AGENDA ITEM NO. 7.1

**SARASOTA MANATEE AIRPORT AUTHORITY
NOVEMBER 22, 2021
STAFF NARRATIVE**

**APPROVAL: SCHEDULE OF CALENDAR YEAR 2022 SARASOTA MANATEE AIRPORT AUTHORITY BOARD
MEETING DATES**

EXECUTIVE SUMMARY: Staff is requesting approval of the meeting dates of the Authority for the Calendar Year 2022.

NARRATIVE: In accordance with SMAA By-Laws, the Board conducts regular meetings a minimum of six times per year. The six meetings include:

- The month of **January** to approve the Audited Financials before January 31 of each year;
- The month of **May** to conduct the evaluation workshop for the President, CEO;
- The months of **August and September** to review and approve the airport's fiscal year budget; and
- The month of **November** to conduct the annual organizational meeting and elect officers of the Board.

Additionally, the November meeting in each *even-numbered* year shall be held on the third Tuesday following the first Monday. The Board holds the President, CEO evaluation workshop on the morning of the May meeting and the Budget Workshop on the morning of the August meeting date.

Except for appointments by the Governor for seat vacancies, all members assume office on the third Tuesday of November in the year of appointment. Commissioners in seats up for reappointment or term limited, remain in their respective seats until the Governor makes the appointments.

Staff has reviewed holidays and Airport related conference dates to identify any conflicts. The calendar year 2022 dates for review and approval by the Board are:

CY 2022 Regular Meetings Commence at 1:00 p.m.:

Monday, JANUARY 31

Monday, MARCH 28

Monday, MAY 23 with Workshop to evaluate the President, CEO

Monday, AUGUST 29 with Budget Workshop starting at 11:00

Monday, SEPTEMBER 26

Monday, NOVEMBER 22

According to the by-laws, **if necessary**, the Board would schedule a second Budget Workshop for the first Wednesday after Labor Day: **Wednesday, September 7.**

Upon approval of the Calendar Year 2022 dates by the Board, the executive assistant shall notify the Clerks of the Board of Commissioners in both Sarasota and Manatee Counties of the meeting

dates and shall publish a legal advertisement in the newspapers advising the public of all regularly scheduled meeting dates of the Authority for CY 2022. Additionally, we will post the meeting dates in the terminal display and on the airport's website in accordance with Florida Statutes.

Article II, Section 1.H of the Authority By-laws states, "Nothing herein shall preclude the Board from holding a regular Board or committee meeting on dates or at times or places other than those specified herein..."

Staff requests that the Board review and approve the list of meeting dates to set the Airport Authority's regular meetings calendar for the year 2022 and to publish proper notice in the newspapers and forward calendar to the county clerks.

RECOMMENDED MOTION: The Authority approves the schedule of meeting dates for Regular Meetings and scheduled Workshops for the year 2022 as presented and authorizes staff to prepare all documents to implement this action.

AGENDA ITEM NO. 7.2

SARASOTA MANATEE AIRPORT AUTHORITY
NOVEMBER 22, 2021 REGULAR MEETING
STAFF NARRATIVE

REQUEST FOR APPROVAL:
PROPOSED SCHEDULE OF CALENDAR YEAR 2022 EMPLOYEE HOLIDAYS

EXECUTIVE SUMMARY: The proposed CY 2022 holiday schedule is consistent with the schedule of paid holidays approved by the Airport Authority for CY 2021. For your reference, attached are the results of a recent survey completed by Human Resources staff, which provides a comparison of the SMAA holiday schedule with that of the public sector and airports.

NARRATIVE: The proposed holiday schedule for the Calendar Year (CY) 2022 is as follows:

<u>HOLIDAY</u>	<u>DAY OBSERVED</u>	
New Year's Day 2022	December 31	(F)
Martin Luther King, Jr. Day	January 17	(M)
Memorial Day	May 30	(M)
Independence Day	July 4	(M)
Labor Day	September 5	(M)
Veteran's Day	November 11	(F)
Thanksgiving Day	November 24	(TH)
Day after Thanksgiving	November 25	(F)
Christmas Eve*	December 23	(F)
Christmas Day*	December 26	(M)
Two Floating Holidays	Not Designated	

* In accordance with the SMAA Employee Handbook, Approved Holidays, "Any scheduled holiday that falls on a Saturday will be observed on the previous Friday. Any holiday that falls on a Sunday will be observed on the following Monday."

Note: For scheduled shift workers, the paid scheduled holiday time shall be defined as the day nationally observed as the actual holiday.

The President, Chief Executive Officer requests approval of the CY 2022 employee holiday schedule as proposed.

RECOMMENDED MOTION: It is hereby recommended that the Airport Authority approves the proposed CY 2022 holiday schedule as presented.

ATTACHMENTS: Holiday Surveys.

HOLIDAY SCHEDULE SURVEY FOR CY 2022
AIRPORTS

Holidays	Observed	Tampa	Ft. Myers	Palm Beach	St. Petersburg	SRQ
New Year's Eve Day	(TH) 12-30-21		X			
New Year's Day	(F) 12-31-21	X	X	X	X	X
Martin Luther King Day	(M) 01-17-22	X	X	X	X	X
Presidents Day	(M) 02-21-22			X	X	
Good Friday/Spring Holiday	(F) 04-15-22					
Memorial Day	(M) 05-30-22	X	X	X	X	X
Juneteenth	(M) 06-20-22			X		
Independence Day	(M) 07-04-22	X	X	X	X	X
Labor Day	(M) 09-05-22	X	X	X	X	X
Columbus Day	(M) 10-10-22			X		
Veterans Day	(F) 11-11-22	X	X	X	X	X
Thanksgiving Day	(TH) 11-24-22	X	X	X	X	X
Thanksgiving Friday	(F) 11-25-22	X	X	X	X	X
Christmas Eve	(F) 12-23-22		X	X		X
Christmas Day	(M) 12-26-22	X	X	X	X	X
Floating or Personal Days		0	0	0	2	2
Total Days Per Year		9	11	13	12*	12

* Holiday schedule not available for CY 2022, used holiday schedule for CY 2021

HOLIDAY SCHEDULE SURVEY FOR CY 2022
PUBLIC SECTOR

Holidays	Observed	City of Sarasota	City of Bradenton	City Of Tampa	Sarasota County	Manatee County	SMAA
New Year's Day	(F) 12-31-21	X	X	X	X	X	X
Martin Luther King Day	(M) 01-17-22	X	X	X	X	X	X
Presidents Day	(M) 02-21-22	X	X		X	X	
Good Friday/Spring Holiday	(F) 04-15-22			X	X	X	
Memorial Day	(M) 05-30-22	X	X	X	X	X	X
Juneteenth	(M) 06-20-22	X					
Independence Day*	(M) 07-04-22	X	X	X	X	X	X
Labor Day	(M) 09-05-22	X	X	X	X	X	X
Columbus Day	(M) 10-10-22						
Veterans Day	(TH)11-11-22	X	X	X	X	X	X
Thanksgiving Day	(TH)11-24-22	X	X	X	X	X	X
Thanksgiving Friday	(F) 11-25-22	X	X	X	X	X	X
Christmas Eve	(F) 12-23-22	X	X	X	X	X	X
Christmas Day*	(M) 12-26-22	X	X	X	X	X	X
Floating or Personal Days		0	1	1	3	3	2
Total Days Per Year		12	12	12	15*	15*	12

* Holiday schedule not available for CY 2022, used holiday schedule for CY2021

**SARASOTA MANATEE AIRPORT AUTHORITY
NOVEMBER 22, 2021 MEETING
STAFF NARRATIVE**

**REQUEST FOR APPROVAL
FOURTH AMENDMENT TO GENERAL GROUND LEASE
SUNCOAST GOLF CENTER, LLC**

EXECUTIVE SUMMARY: Staff is requesting approval of a Fourth Amendment to the General Ground Lease with Suncoast Golf Center, LLC to provide rent relief and extend the term of the lease three years through July 31, 2026

NARRATIVE: On July 14, 2003, the Authority approved a General Ground Lease with Suncoast Golf Center, LLC, for approximately 18.45 acres of unimproved land, located at 7741 15th Street East, with an initial seven-year term and no renewal terms, ending July 31, 2010.

Thereafter, the Authority approved a First Amendment to the Lease, dated April 20, 2010, that extend the Term of the Lease through July 31, 2013, to provide time for Lockheed Martin Corporation to complete the Tallevast Remediation Project. The Authority also approved a Second Amendment to the Lease, dated November 21, 2011, to provide for Rental Adjustments during the Term of the Lease and to extend the Term of the Lease through July 31, 2018. In addition, the Authority approved a Third Amendment to the Lease, dated October 1, 2014, to reduce the Rent, reduce the Percentage Rental, and to extend the Term of the Lease through July 31, 2023.

Recently, Suncoast Golf Center advised the Authority that it was significantly negatively affected financially by the COVID 19 Pandemic, is currently generating negative cash flow, and has requested the Authority to consider reducing their Percentage Rental requirements and to extend the Lease an additional three years to provide them an opportunity to invest in their business and to recover from the pandemic.

The Leased Premises lies in part in the Runway Protection Zone for Runway 22. Suncoast Golf Center's current use of the land as a golf course is a compatible land use and the Authority is not aware of any other demand for use of the land. Based on the limited potential use of the land, Staff is presenting for consideration the attached proposed Fourth Amendment to the Lease that includes a reduction in the required Percentage Rental to be applied retroactively beginning on August 1, 2019 and continue thereafter throughout the Term of the Lease, that will reduce the Percentage Rental from five percent (5%) of Lessee's Annual Gross Revenues above \$265,000 to six-point five percent (6.5%) of Lessee's Annual Gross Revenues above \$450,000, and extend the Term of the Lease three years through July 31, 2023.

RECOMMENDATION: It is hereby recommended that the Sarasota Manatee Airport Authority approve the proposed Fourth Amendment to the General Ground Lease with Suncoast Golf, LLC. as presented.

ATTACHMENTS: Fourth Amendment to General Ground Lease with Suncoast Golf, LLC.

**FOURTH AMENDMENT TO GENERAL GROUND LEASE
SUNCOAST GOLF CENTER, LLC AND
SARASOTA MANATEE AIRPORT AUTHORITY**

This Fourth Amendment to the General Ground Lease is entered into this 15th day of November 2021, by and between the Sarasota Manatee Airport Authority (hereinafter "Authority") and Suncoast Golf Center, LLC (hereinafter "Lessee").

WITNESSETH:

WHEREAS, Authority and Lessee (collectively the "Parties") entered into a General Ground Lease, dated July 14, 2003 (hereinafter "the Lease"), which Lease included a Term of seven years, ending July 31, 2010; and

WHEREAS, the Authority approved that certain Release and Assignment of Lease, dated October 23, 2006, that assigned the Lease from Lessee to Bullas Golf, Inc; and

WHEREAS, the Parties, as assigned, entered into a First Amendment to the Lease, dated April 20, 2010, that extend the Term of the Lease through July 31, 2013, to provide time for Lockheed Martin Corporation to complete the Tallevast Remediation Project; and

WHEREAS, the Parties, as assigned, entered into a Second Amendment to the Lease, dated November 21, 2011, to provide for Rental Adjustments during the Term of the Lease and to extend the Term of the Lease through July 31, 2018; and

WHEREAS, the Parties, as assigned, entered into a Third Amendment to the Lease, dated October 1, 2014, to reduce the Rent from \$3,500 per month to \$2,000 per month, reduce the Percentage Rental from five percent (5%) above \$150,000 to (5%) above \$265,000, and to extend the Term of the Lease through July 31, 2023; and

WHEREAS, concurrent with the Third Amendment to the Lease, the Authority approved that certain Assignment and Assumption of Lease, dated October 1, 2014, to assign the Lease from Bullas Golf, Inc. to Suncoast Golf Center, LLC; and

WHEREAS, the Lessee's, as assigned, use of the Premises as a golf course is a compatible land use of the Premises, which Premises lies in part in the Runway Protection Zone for Runway 22, and the Authority has no other demand for use of the Premises; and

WHEREAS, the Authority has granted rent relief to certain tenants and users of the Airport impacted negatively by the COVID 19 Pandemic; and

WHEREAS, the Parties, as assigned, desire to enter into a Fourth Amendment to the Lease to provide retroactive rent relief to Lessee, also impacted negatively by the COVID 19 Pandemic;

NOW THEREFORE, in consideration of the Premises, mutual covenants, terms and conditions set forth herein, the Parties, as assigned, agree as follows:

1. Article 4, Term, of the Lease is hereby amended to read as follows:

ARTICLE 4
Term

This Lease shall begin on August 1, 2003 and terminate on July 31, 2026.

2. Article 5.1, Rent, Article 5.2, Percentage Rental, and Article 5.6, Rental Adjustment, of the Lease are hereby amended to read as follows:

ARTICLE 5
Rentals and Other Charges

5.1 Rent

Commencing August 1, 2021, the Rent due from Lessee payable to Authority shall be Two Thousand, Two Hundred Sixty-Four Dollars (\$2,264) per month, plus applicable State of Florida sales tax, which Rent amount shall be subject to Rental Adjustment as described in Article 5.6, as amended.

5.2 Percentage Rental

In addition to the Rent due as set forth in Article 5.1, as amended, Commencing August 1, 2019, and continuing uninterrupted thereafter throughout the Term of the Lease, as amended, Lessee agrees to pay Authority six point five percent (6.5%) of Lessee's Annual Gross Revenues in excess of four hundred fifty thousand dollars (\$450,000) received from all commercial activities on the Premises, including but not limited to golf driving range, par 3 golf course, executive golf course, retail sales, equipment rentals, batting cages, restaurants and concessions. Gross Revenues shall be defined as all monies received by Lessee resulting from all commercial activities occurring on the Premise, less sales tax paid by Lessee for said activities. Lessee shall pay to Authority the Percentage Rental required hereunder on an annual basis, which Percentage Rental shall be due and payable on or before thirty (30) days after the end of each Lease Year, which Lease Year begins August 1.

5.6 Rental Adjustment

On August 1, 2024, and on August 1 each third Lease Year thereafter, the Rent shall be adjusted to reflect cost-of-living increase based on the Consumer Price Index. At the time the calculation is being made the monthly Index figure for the immediately preceding month of May ("Adjustment Level") shall be used. The monthly Index figure for May 2021 shall be referred to as the "Base Level." Accordingly, on August 1, 2024, the level for May 2021 shall be compared to the level for May 2024. The new rent shall be computed by multiplying the annual base rent in effect August 1, 2021 ("Base Year Rent") by a fraction, the numerator of which shall be the Adjustment Level, and the denominator of which shall be the Base Level. Stated as a mathematical formula, the Adjustment Rent shall be computed as follows:

$$\text{Adjusted Rent} = \frac{\text{Adjustment Level} \times \text{Base Year}}{\text{Base Level}}$$

In no event shall the Rent amount in effect be decreased because of such adjustment. The Rent amount following the adjustment shall remain in effect until the next adjustment. The cost-of-living Index referred to herein shall be the Consumer Price Index (CPI) of all

Urban Consumers, distributed by the Bureau of Labor Statistics of the U.S. Department of Labor. In the event said index ceases to be prepared and published, then the Rent shall be adjusted in accordance with the most comparable index then in existence. The CPI increase does not affect the Lessee's continuing obligation to pay Percentage Rent as set forth in Article 5.2 of the Lease, as amended.

Except as specifically modified herein, all other terms, conditions, covenants, rights, and obligations of the Lease, as amended, shall remain in full force and effect.

IN WITNESS THEREOF, Authority and Lessee have executed this Fourth Amendment to the General Ground Lease the day and year first written above.

SARASOTA MANATEE AIRPORT AUTHORITY

By: _____

Printed Name: _____

Title: _____ Chairman _____

SUNCOAST GOLF CENTER, LLC

By: _____

Printed Name: _____

Title: _____

WITNESS FOR AUTHORITY

By: _____

Printed Name: _____

Title: _____

WITNESS FOR LESSEE

By: _____

Printed Name: _____

Title: _____

AGENDA ITEM NO. 7.4

**SARASOTA MANATEE AIRPORT AUTHORITY
November 22, 2021 MEETING
STAFF NARRATIVE**

**REQUEST FOR APPROVAL: INCREASE FY 2022 CAPITAL EQUIPMENT BUDGET AND RATIFY TWO
EMERGENCY PURCHASES**

EXECUTIVE SUMMARY: In reviewing the approved FY 2022 budget, staff requests in increase in spending authority of \$400,000 to Capital Equipment. Additionally, staff requests ratification of two emergency purchases for \$408,600 and \$134,880.05.

NARRATIVE: With the addition of flights and passengers, an increase in unanticipated costs including replacement of irrigation control, purchase of two additional shuttle busses and additional revenue control equipment for the new parking lots, staff requests an increase in spending for Capital Equipment of \$400,000. The Authority has been awarded \$23,294,336 of Coronavirus Aid, Relief and Economic Security (CARES) Funds; \$4,334,282 as part of the Airport Coronavirus Response Grant Program (ACRGP); and recently awarded another \$8,818,708 under the American Rescue Plan. We have received \$27,628,618 for reimbursement of operating expenses from these operational relief funding grants. The additional requested \$400,000 for equipment items will also be eligible for reimbursement through these grants.

As the airport is changing from being a destination airport to an origination airport, parking demand has increased substantially. To satisfy this increased parking demand through the holidays and the peak season months of November through April, staff developed a plan to raise the grade of the remote lot, stabilize, sod, and delineate 200-parking spaces. The existing area is low and prone to stay wet after heavy rain. An emergency change order was added for \$408,600 to the E.O. Koch Construction Company contract to provide a stabilized grassed parking surface to meet overflow demand through the holidays.

With the significant increases in airline traffic, the demand at the security checkpoint has also increased substantially. To increase capacity at the checkpoint, an emergency purchase order was approved for K2 Construction Consultants for \$134,880.05 to start the modification of the checkpoint which has been designed to relocate existing equipment and provide power and communications for a sixth lane. This additional lane should provide sufficient capacity through the holidays and SRQ's peak season of travel.

RECOMMENDED MOTION: Staff recommends the Sarasota Manatee Airport Authority approve the increase to the Fiscal Year 2022 Capital Equipment budget by the amount of \$400,000, ratify the change order to the remote lot for \$408,600 and ratify the purchase order of \$134,880.05 for the security checkpoint modifications.

AGENDA ITEM NO. 7.5

SARASOTA MANATEE AIRPORT AUTHORITY
NOVEMBER 22, 2021 MEETING
STAFF NARRATIVE

**REQUEST FOR APPROVAL: PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES CONTRACT FOR
THE 15TH STREET AIRPORT OBSERVATION AREA PROJECT**

EXECUTIVE SUMMARY: The Board selected Sweet Sparkman Architects (SSA) as the number one ranked firm at the August 2021 Board meeting to provide professional architectural and engineering services to design, permit, and provide construction phase services for the 15th Street Airport Observation Area Project. The design and permitting services were negotiated in the amount of \$98,250.00.

NARRATIVE: The 15th street Airport Observation Area project will create an airplane viewing area off 15th Street East near the old Honeywell Building. The viewing area will provide parking, sitting, and viewing area. The Project will also include lighting, landscaping, historic airport information on display, ability to broadcast Air Traffic Control, and a small play area. Initial concepts were developed with collaboration of staff and Fawley Bryant Architects, and SSA will further develop and complete the design and permitting.

A detailed scope was prepared by SSA and was submitted to staff for review. A fee was negotiated in the amount of \$98,250.00. This project will be funded by a 50/50 inter-local agreement with Manatee County.

RECOMMENDATION: It is hereby recommended that the Sarasota Manatee Airport authorize the Chairman to execute a design contract with Sweet Sparkman Architects in the amount of \$98,250.00 with a 15% contingency providing an authorized level of \$112,988.00. Staff also requests authorization to prepare all documents necessary to implement this action.

ATTACHMENTS: Contract, scope & fee
Initial Concepts

**CONTRACT FOR PROFESSIONAL ENGINEERING & ARCHITECTURAL SERVICES
BETWEEN
THE SARASOTA MANATEE AIRPORT AUTHORITY
Sarasota Bradenton International Airport
AND
SWEET SPARKMAN ARCHITECTS**

Project Title: 15th Street Airport Observation Area Project

This Contract is made and entered into this ____ day of _____, 2021 by and between the Sarasota Manatee Airport Authority, a political subdivision of the State of Florida, (hereinafter referred to as the "Authority"), and Sweet Sparkman Architects (hereinafter, referred to as the "Consultant"), 2168 Main St., Sarasota, FL, 34237. The Contract is effective on the date of execution by the Authority.

WITNESSETH:

The parties hereto agree that the services to be performed by the Consultant under this Contract, the objectives and conditions of the Contract, the fees to be paid for such services, and the time of performance of this Contract shall be as described below:

Item 1 - Scope of Services

The Consultant shall perform the services as outlined in the attached Scope of Services, and incorporated by reference into this contract. Time is of the essence and completion of Consultant's work as authorized under this contract shall be completed within the time period set forth herein.

Item 2 - General Conditions

- A. Basic Data Provided by Authority - The Authority shall make available to the Consultant such appropriate data and information as are available to the Authority and under its control.
- B. Coordination - Continuing coordination shall be maintained with the Authority to assure applicability of the findings with respect to specific local conditions and compatibility with the Authority's general policies and goals.
- C. Representatives - To expedite the undertaking of services performed under this Contract and to permit the coordination of materials, commitments and correspondence, the Authority hereby designates the Kent D. Bontrager, C.M., P.E., Senior Vice President of Engineering, Planning & Facilities, or designee as its representative, and the Consultant hereby designates Todd M. Sweet, AIA, LEED, AP as its representative to whom all correspondence, materials, requests for conferences and other similar data shall be directed.
- D. Time of Performance - The Consultant shall commence as soon as practicable, but not before the execution of this Contract. The Consultant shall complete all services to the reasonable satisfaction of the Authority on or before June 30, 2022.
- E. Compensation - The Authority agrees to pay the Consultant a lump sum amount of **ninety-eight thousand, two hundred fifty dollars (\$98,250.00)**.

F. Method of Payment - The Authority shall pay the Consultant for services in Item 1, Scope of Services, in accordance with statements to be submitted by the Consultant to the Authority. Such statements shall be submitted monthly and shall cover services performed during the preceding month.

G. Availability of Records –

Books and Records

During the period of this Contract and for three years thereafter, the Consultant shall keep any and all information, materials, and data of every kind and character including without limitation records, books, papers, and documents in accordance with generally accepted accounting principles that may in the Authority's judgment pertain to any matters or obligations covered by the Contract. Such records shall also include, but not be limited to those records necessary to evaluate and verify direct and indirect costs (including overhead allocations). Such records shall include (hard copy, as well as computer readable data if it can be made available), written policies and procedures, time sheets, payroll registers, cancelled checks, original estimates, estimating work sheets, correspondence, change order file, back charge logs and supporting documentation, general ledger entries detailing cash and trade discounts earned, insurance rebates and dividends to the extent necessary to adequately permit evaluation and verification of:

- a) Consultants compliance with Contract Requirements, and
- b) Compliance with provisions for pricing change orders, invoices or claims submitted by the Consultant or any of its payees.

The Consultant shall require all payees (i.e. subconsultants/suppliers) to comply with the provisions of this article by insertion of the requirements in any Contract between the Consultant and the payee; such requirements to include flow-down right of the audit provision to all payees.

Audits and Inspections

The Consultant's records shall be open to inspection and subject to audit and/or reproduction during normal business working hours. An Authority representative or outside representative engaged by the Authority may perform such audits or inspections throughout the term of this Contract and for a period of three years after final payment or longer if required by law.

The Consultant shall provide, at its sole cost and expense the books of account and records requested by the Authority for audit within sixty (60) calendar days of receiving a written request. If the books of account and records are kept at locations other than the Airport, the Consultant shall arrange for them to be brought to a location convenient to the auditors for the Authority, or the Consultant may at its option transport the Authority audit team to the Consultant's headquarters for purposes of undertaking said audit. In such event, the Consultant shall pay reasonable costs of transportation, food and lodging for the Authority's audit team. There may be no limitation in the scope of the examination that would hinder the Authority or its authorized representative in testing the accuracy of the claims submitted.

An audit report will be issued by the Authority or its representative and made available to the Consultant. Consultant shall have thirty (30) calendar days to comment in writing on the audit report. Failure of Consultant to submit written comments shall constitute acceptance of the audit report as issued.

Any adjustments and/or payment which must be made as a result of any such audit or inspections of the Consultants' invoices and/or records shall be made

within a reasonable amount of time (not to exceed 90 days) from presentation of the Authority's findings to the Consultant.

If an audit inspection or examination in accordance with this article, discloses overpricing or overcharges (of any nature) by the Consultant to the Authority in excess of one-half of one percent (.5%) of the total Contract billings the reasonable actual cost of the Authority's audit shall be reimbursed to the Authority by the Consultant.

H. PUBLIC RECORDS LAW, CONFIDENTIALITY:

Vendors should be aware that all submittals provided with a bid are subject to public disclosure and will **not** be afforded confidentiality. All proposal documents or other materials submitted by all bidders in response to this bid will be open for inspection by any person and in accordance with Chapter 119, Public Records Law, and as amended, Florida Statutes. The Vendor shall agree to comply with public records laws, and shall, specifically:

1. Keep and maintain public records that ordinarily and necessarily would be required by the Authority in order to perform the services;
2. Provide the public with access to public records on the same term as and conditions as the Authority would provide the records and at a cost that does not exceed the cost provided in Ch. 119 or as otherwise provided by law;
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law;
4. Meet all requirements for retaining public records and transfer, at no cost, to the Authority all public records in possession of the Vendor upon termination of the Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically shall be provided to the Authority in a format that is compatible with the information technology systems of the Authority.

- I. Termination - This Contract may be terminated, in whole or in part, at any time upon not less than 24 hours written notice, by the Authority if the Consultant is in material breach of any of the provisions of this Contract. In the event of such termination, (1) all finished and unfinished documents, data studies, surveys, drawings, maps, and reports prepared by the Consultant pursuant to this Contract shall become the property of the Authority and shall be delivered by the Consultant to the Authority and (2) the Consultant shall be entitled to receive just and equitable compensation for all work satisfactorily completed on such documents and other materials or labor, said compensation to be based on the time and expense records kept in accordance with Paragraph G, provided that such compensation (together with all compensation previously paid under this Contract) shall not exceed the percentage of all work completed times the total compensation established by Paragraph E.

- J. Insurance - The Consultant shall obtain and maintain throughout the term of this Contract, comprehensive public liability and property damage insurance in limits of not less than \$1,000,000.00. The Consultant shall furnish automobile liability insurance, and proof of Workers Compensation or Employers' Liability Insurance as required by the Laws of the State of Florida, covering all persons employed by the Consultant in the performance of the duties described herein. Prior to proceeding with the services hereunder, the Consultant shall furnish an original Certificate of Insurance evidencing the existence of such insurance coverage. The Authority

shall be named as an additional insured on the liability policies.

PROFESSIONAL LIABILITY: The awarded firm(s) shall procure and maintain Professional Liability Insurance for the life of this contract/agreement, plus two years after completion. This insurance shall provide coverage against such liability resulting from this contract. The minimum limits of coverage shall be \$5,000,000 with a deductible not to exceed \$100,000. The deductible shall be the responsibility of the Consultant.

This policy must be continued or tail coverage provided for two years after completion of the project.

- K. Assignability – The Consultant shall not assign any interest in this Contract and shall not transfer any interest in this Contract without the prior written consent of the Authority.
- L. Interest of the Consultant – The Consultant covenants that he/she presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services under this Contract. No person having such interest shall be employed by the Consultant.
- M. Title VI Assurance: Obligations of the Consultant – During the performance of this Contract, the Consultant agrees as follows:
 - 1. To comply with the requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21 Nondiscrimination in Federally-assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, as may be amended from time to time, which are herein incorporated by reference and made part of this Contract.
 - 2. With regard to the services hereunder, the Consultant shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in discrimination prohibited by Title 49, Section 21.5 of the Federal Regulations.
 - 3. In all solicitations either by competitive bidding or negotiation made by the Consultant in connection with the services to be performed under a subcontract, each potential subconsultant or supplier shall be notified by the Consultant of the Consultant's obligations under this Contract and the regulations prohibiting discrimination on the grounds of race, color, or national origin.
 - 4. In the event of the Consultant's noncompliance with the nondiscrimination provisions of this Contract, the Authority shall impose such sanctions as it or the appropriate federal agency may determine to be appropriate, including but not limited to:
 - a. Withholding of payments to the Consultant under this Contract until the Consultant complies,
 - b. Cancellation, termination, or suspension of this Contract, in whole or in part.
 - 5. To include the provisions of paragraph L.1 through L.4 above in every subcontract, including Contracts for the procurement of materials and leases of equipment.
- N. Licenses and Permits – The Consultant shall at all times maintain and comply with all licensing and permitting requirements of state and local authorities. Prior to

proceeding with the services hereunder, the Consultant shall furnish a copy of its licensure and the permit to the Authority evidencing the existence of such permit.

- O. Badging Safety and Security (as applicable) - Bidder's officers, invitees, employees, suppliers, and agents must abide by all applicable security regulations of the Authority and the Transportation Security Administration (TSA).

Any of bidder's officers, invitees, employees, suppliers, and agents who require unescorted access to any areas of the Airport where access is controlled for security reasons must make application for, and wear, Airport security badges. Those individuals must submit personal data for a Security Threat Assessment conducted by the FBI as required by Part 1542 of Federal Transportation Regulations and attend a security training session conducted by the Authority's Operations Department.

At the time the application is made, bidder is responsible for payment of the then current fee for fingerprinting and the fee for issuance of an initial security badge for any persons to whom this provision applies. The current fees are \$10 per badge and \$29 per threat assessment. Any badge not returned upon completion of the work contemplated by this solicitation is subject to a \$50 fee.

Any of bidder's officers or employees who will be required to drive inside secured Airport areas must attend and successfully pass an Airport approved driver training program. No vehicle shall be driven on the Airport without the driver possessing a valid State issued operator's license. No vehicle shall be driven on the Airport without proper identification (company logo or airport decal), proper safety marking (amber beacon or orange checkered flag) and proper insurance coverage. All drivers must comply with Section 3 of the Sarasota Bradenton International Airport Operating Rules & Regulations handbook.

No person who is authorized to drive inside secured Airport areas shall enter, cross or be present on any runway or taxiway pavement or safety areas without an approved airport escort. Any violation of this clause is subject to immediate suspension of the offender's airport access and a fine of up to \$10,000.

Details and form are available on the airport's website at www.srq-airport.com, then "Airport Business", then "Badging".

Item 3 - Miscellaneous

- A. Notices - Any notice hereunder shall be deemed sufficiently given by one party to the other if in writing and if and when delivered or tendered either in person, or by telegram or telex, or by the deposit of it in the United States mail, registered or certified, postage prepaid, addressed to the party to whom such notice is being given at such party's address provided below:

To the Authority: Kent D. Bontrager, C.M., P.E.
Senior Vice President, Engineering, Planning & Facilities
Sarasota Manatee Airport Authority
6000 Airport Circle
Sarasota, FL 34243

To the Consultant: Todd M. Sweet, AIA, LEED AP
Sweet Sparkman Architects
2168 Main Street
Sarasota, FL 34237

Any notice not given as above shall, if it is in writing, be deemed given if and when actually received by the party to whom it is required or permitted to be given.

- B. Governing Law - This Contract shall be governed by and construed in accordance with Florida law. Venue for any action brought pursuant to this Contract shall be in the Twelfth Judicial Circuit Court, Sarasota County, Florida.
- C. Captions - The captions to the sections, subsections, and paragraphs in this Contract are inserted for convenience only and shall not affect the construction or interpretation of this Contract.
- D. Counterparts and Duplicate Originals - This Contract and all amendments hereto may be executed in several counterparts and each counterpart shall constitute a duplicate original of the same instrument.
- E. Entire Contract - This Contract, together with the attachments hereto, constitutes the entire Contract between the parties hereto pertaining to the subject matter hereof and supersedes all prior and contemporaneous Contracts and understandings of the parties in connection herewith. No supplement, modification, or amendment of this Contract or discharge of any of the obligations hereunder, shall be binding unless executed in writing by the parties hereto.
- F. Severability - Any provision hereof prohibited by or unlawful or unenforceable under any applicable law shall be ineffective without affecting any other provision of this Contract. To the full extent, however, that the provisions of such applicable law may be waived, they are hereby waived to the end that this Contract shall be deemed to be a valid and binding agreement in accordance with its terms.
- G. Attorney's Fees - In the event of any action to enforce or construe the provisions of this Contract, the prevailing party in such action (including in any bankruptcy proceeding) shall be awarded costs and reasonable attorney's fees in the defense or prosecution thereof as part of the judgment eventuating in such action.
- H. Immigration Reform and Control Act - Consultant acknowledges, and without exception or stipulation, Consultant shall be fully responsible for complying with the provisions of the Immigration Reform and Control Act of 1986 as located at 8 U.S.C. 1324, et seq., and regulations relating thereto, as either may be amended. Failure by the Consultant to comply with the laws referenced herein shall constitute a breach of the Contract and the Authority shall have the discretion to unilaterally terminate said Contract immediately.
- I. Third Parties - Nothing in this Contract, whether express or implied, is intended to confer any rights or remedies under or by reason of this Contract on any persons other than the parties to it and their respective successors and permitted assigns, nor is anything in this Contract intended to relieve or discharge the obligation or liability of any third persons to any party to this Contract, nor shall any provision give any third person any right of subrogation or action over or against any party to this Contract.

- J. Remedies; Waiver - The rights and remedies set forth herein shall be cumulative and in addition to any other remedies which may be available at law or in equity. The exercise of any remedy by either party shall not be deemed an election of remedies. No waiver of any of the provisions of this Contract shall be deemed, or shall constitute, a waiver of any other provision hereof or right hereunder (whether or not similar), nor shall such waiver constitute a continuing waiver, and no waiver shall be binding unless executed in writing by the party making the waiver.
- K. Indemnity and Hold Harmless Requirements - Consultant shall indemnify and hold harmless the Authority, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant in the performance of this Contract.
- L. Ownership of Work - At the time of the completion of the work, the Consultant shall deliver to the Authority all results and proceeds of the services performed under this agreement of any nature whatsoever and in whatever form (paper documents, electronic files, or otherwise) that are created, prepared, produced, authored, edited, or modified in the course of performing the Consultant's services under this agreement, including, without limitation, all tracings, plans, specifications, maps, reports, schematics, renderings, drawings, elevations, sections, and designs (collectively, the "Works"). To the fullest extent under the law, the Consultant acknowledges and agrees that the Authority is and shall be the sole and exclusive owner of all right, title, and interest throughout the world in and to all Works, including all confidential, proprietary, intellectual property, and other rights therein. The Authority shall have the unrestricted right (but not any obligation), in its sole and absolute discretion, to use any Work, and no royalty or other consideration shall be due or owing to the Consultant or any individual or entity as a result of such activities; provided that any reuse of a Work other than for the specific purpose intended hereunder will be at Client's sole risk and without liability or legal exposure to the Consultant or its subcontractors. Without limiting the generality of the foregoing, the Consultant specifically agrees that, to the extent permitted by law, each Work consisting of copyrightable subject matter is "work made for hire" as defined in the Copyright Act of 1976 (17 U.S.C. § 101), and such copyrights are therefore owned by the Authority. In the event that, for any reason, all or any portion of any of the Works is not found to be owned by the Authority or otherwise does not constitute, or fails to be, a "work made for hire," the Consultant hereby irrevocably assigns to the Authority, without additional consideration, all right, title, and interest the Consultant may have or acquire in and to such Works throughout the world, including all intellectual property rights therein (including, for the avoidance of doubt, the right to sue, counterclaim, and recover for all past, present, and future infringement, misappropriation, or dilution thereof, and all rights corresponding to the foregoing throughout the world). To the extent any copyrights are assigned under this Section, the Consultant hereby irrevocably waives, to the extent permitted by applicable law, any and all claims it may now or hereafter have in any jurisdiction to all rights of paternity or attribution, integrity, disclosure, and withdrawal and any other rights that may be known as "moral rights" or *droit moral* in relation to all works of authorship to which the assigned copyrights apply. The Consultant will require each of its employees and contractors to execute written agreements containing obligations consistent with the provisions of this Section prior to such employee or contractor providing any services under this agreement. Nothing contained in this Agreement shall be construed to reduce or limit the Authority's right, title, or interest in any Work or any rights therein so as to

be less in any respect than the Authority would have had in the absence of this Agreement.

- M. Further Assurances – Each of the parties hereto shall, from time to time at the request of the other party, furnish to the other party such further information or assurances; execute and deliver such additional documents, instruments, and conveyances; and take such other actions and do such other things, in each case as may be reasonably necessary or desirable to carry out the provisions of this agreement and give effect to the transactions contemplated hereby. This provision will survive termination of this agreement.

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IN WITNESS WHEREOF, this Contract for Consulting Services has been executed in duplicate, by the respective parties hereto. A facsimile or electronic (including "pdf") copy of this Contract, and any amendments thereto, and any signatures thereon, shall be considered for all purposes as an original. Alternatively, such documents may be executed by electronic signatures, as determined by Florida's Electronic Signature Act and other applicable laws.

Warranty of Authority: Each person signing this Contract warrants that he or she is duly authorized to do so and to bind the respective party.

AUTHORITY:

SARASOTA MANATEE AIRPORT AUTHORITY

BY: _____

Title: Chairman

OR

Title: President, CEO Fredrick J. Piccolo, A.A.E.

CONSULTANT:

SWEET SPARKMAN ARCHITECTS

BY: _____

Todd M. Sweet, AIA, LEED, AP

Title: Principal

WITNESSES as to Authority:

1. _____

2. _____

WITNESSES as to Consultant:

1. _____

2. _____



October 18, 2021

Mr. Kent Bontrager., P.E., Senior Vice President
Engineering, Planning and Facilities
Sarasota Manatee Airport Authority
6000 Airport Circle
Sarasota, Florida 34243

Re: **SRQ – 15th Street Airport Observation Area Project
Professional Design Services Agreement**

Dear Kent:

Sweet Sparkman Architects and Interiors (“SSAI”, or “Architect”) is pleased to present this Agreement to the Sarasota Manatee Airport Authority (the “Owner”) for professional design services in connection with the SRQ – 15th Street Airport Observation Area Project (the “Project”) located at the Sarasota-Bradenton International Airport at 6000 Airport Circle. Our project understanding, scope of services and fees are described below.

Project Understanding

SSA will provide design, permitting/bidding and construction phase services for a new Observation Area to be located at 15th Street in Manatee County, Florida. The anticipated improvements include:

- A. Aluminum shade structure canopy
- B. Information Rail
- C. Precast concrete seating
- D. Site Improvements to include landscape design, lighted parking area, bike racks, lawn, lighted bollards, emergency light pole, beacon relocation and slab on grade for observation platform. Additional parking areas may consider crushed shell groundcover.
- E. Provide anti ram barrier (concrete and cable rails)
- F. Provide speakers for air-traffic control connection
- G. Provide curb-cuts and access from 15th St./Old Bradenton Road to project site
- H. Permitting will be through Manatee County Government
- I. Provide design for playground equipment

Scope of Services

Based on our understanding of the project, SSA proposes to provide professional design services as described in the following phases. Each phase shall be approved by the Owner in writing prior to beginning the next phase of work. SSA’s services include the following engineering consultant services:

2168 Main Street, Sarasota, FL 34237 USA

T 941.952.0084

F 941.952.0201

www.sweetsparkman.com

AA26000857

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- A. Snell Engineering Consultants - Structural Engineering
- B. ME3 Consulting Engineers – Electrical Engineering (MEFPF)
- C. Hanson Professional Services Inc. – Civil Engineering
- D. Hyatt – Surveying
- E. Geotech Testing – Universal Engineering
- F. Cost Estimating – Magnum Builders

Task A – Design Documentation and Preliminary Design

- A. SSA shall review the program and other information furnished by the Owner, and shall review codes and regulations applicable to SSA’s services.
- B. SSA shall prepare a preliminary evaluation of the Owner’s program, schedule, budget, site, and the proposed procurement or delivery method, and other initial information, to ascertain the requirements of the project. SSA shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.
- C. SSA shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction. SSA shall reach an understanding with the Owner regarding the requirements of the project.
- D. Based on the Project’s requirements agreed upon with the Owner, SSA shall prepare and present for the Owner’s approval a preliminary design illustrating the scale and relationship of the Project components.
- E. Based on the Owner’s approval of the preliminary design, SSA shall prepare conceptual layouts and/or alternatives for the Owner’s approval. The conceptual layouts shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, section and elevations. Preliminary narrative selections of major building systems and construction materials shall be noted on the drawings or described in writing.
- F. SSA shall submit the conceptual layouts to the Owner, and request the Owner’s approval.
- G. SSA will provide cost estimating services and provide an opinion of probable cost based on the approved conceptual layout.
- H. Design documentation and preliminary design phase includes up to (2) meetings with Owner and stakeholders when applicable (i.e. rental car companies).

Deliverables:

- 1. Meeting Notes from each of the meeting(s) that clearly notes the decisions made and the changes identified.
- 2. Preliminary plans to include:
 - Vicinity Plan
 - Preliminary Site Plan
 - Preliminary Exterior Elevations

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- Engineering narratives describing design criteria, system analysis, and options

Task B – Schematic Design

- A. Based on the Owner’s approval of the conceptual layouts, and on the Owner’s authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, SSA shall prepare Schematic Design Documents for the Owner’s approval.
- B. The Schematic Design Documents shall illustrate and describe the development of the approved conceptual layouts and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, and electrical systems, and such other elements as may be appropriate. The Schematic Design Documents shall also identify major materials and systems and establish in general their quality levels.
- C. The Architect shall submit the Schematic Design Documents to the Owner and request the Owner’s approval.
- D. SSA will update the estimate of the Cost of the Work based on the Schematic Design Documents.
- E. Schematic Design Phase includes up to (3) meetings with Owner when applicable.

Deliverables:

3. Meeting Notes from each of the meeting(s) that clearly notes the decisions made and the changes identified.
4. Schematic Architectural plans to include:
 - Architectural Site Plan
 - Roof Plans
 - Exterior Elevations
 - Typical Wall Sections
 - Engineering narratives describing design criteria, system analysis, and options
5. Preliminary Engineering narratives to describe the structural and electrical building systems.
6. Preliminary civil engineering plans

Task C – Final Design Phase: Preparation of Plans and Specifications

- A. Based on the Owner’s approval of the Schematic Design Documents, and on the Owner’s authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, SSA shall prepare Construction Documents for the Owner’s approval.
- B. The Construction Documents shall illustrate and describe the further development of the approved Schematic Design Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for

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the construction of the work, in a manner consistent with locally accepted standards for professional skill and care.

- C. SSA shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.
- D. The Owner and SSA acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which SSA shall review in accordance with the Construction Administration Phase outlined below.
- E. The Architect shall submit the Construction Documents to the Owner and request the Owner's approval.
- F. Construction Document Phase includes up to (3) meetings with the Owner when applicable.

Deliverables:

- 1. Meeting notes from each of the meeting(s).
- 2. Construction Documents to include:
 - Site/Floor Plan
 - Ceiling Plans
 - Roof Plan
 - Exterior Elevations
 - Wall Sections
 - Electrical Plans / Details
 - Vicinity Plan
- 3. Civil Engineering Grading, Drainage and Utility plans
- 4. Technical Specifications in book format
- 5. SSA to provide CAD files of Conformed Documents for the Owner's use. Hard copies and electronic versions will be provided.

Task D – Bidding and Permitting Services

- A. Based upon Owner's approval of the Construction Documents, provide permitting necessary (unless specifically excluded below) to achieve signed/sealed drawings ready for the Contractor's bidding process and/or construction.
- B. Submission of Construction Documents to applicable agencies for permit processing
- C. Attend Pre-bid meeting, provide written responses to Bidder questions.
- D. Answer review questions required by permitting agencies and GC. Assembly of addenda material and information as may be required to clarify issues.
- E. Consultant should evaluate bids and determine the low responsive bid based upon project documents (may include reviewing licenses, work history, preparing a bid tabulation, checking match, confirming contractor has met DBE requirements, and other contract

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requirements). After evaluation is complete, Consultant shall provide owner with their recommendation to award to the low responsive bidder.

Deliverables:

1. Bid Tabulation
2. Letter of Recommendation

Task E – Construction Services are not included in this scope of work

Services Not Included

Any other services, including but not limited to the following, are not included in this agreement (see also Information Provided by Owner below).

- A. Environmental Services
- B. Plan Review or Permit Fees
- C. Hazardous Materials and Toxic Waste Services
- D. LEED consulting and certification services
- E. Photovoltaic (PV) Design
- F. 3D physical presentation model
- G. Prolonged Construction Administration services.
- H. Significant changes or modifications to the design after Owner approval of design phase.
- I. Signage and wayfinding services
- J. Stormwater/Environmental Permitting (to be performed by Owner’s consultant)
- K. Historical/Informational Panels research & layout

Information Provided by Owner

- A. The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements.
- B. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project.
- C. SSA shall verify the accuracy and completeness of Owner’s documentation.
- D. The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction of the Work and to provide price information.

Fees and Reimbursable Expenses

SSA will perform the Scope of Services described above for lump sum fees as follows:

SWEETSPARKMAN

ARCHITECTURE & INTERIORS

Basic Professional Services:	Lump Sum Fee
Task A – Design Documentation and Preliminary Design	
Architectural	\$ 8,400.00
Structural	\$ 500.00
MEPFP	\$ 1,764.00
Schematic Design - TOTAL	\$10,664.00
Task B – Schematic Design	
Architectural	\$ 8,400.00
Structural	\$ 1,500.00
MEPFP	\$ 1,764.00
Design Development - TOTAL	\$11,664.00
Task C – Final Design Phase: Prepare Plans and Specifications	
Architectural	\$ 9,500.00
Structural	\$ 1,500.00
MEPFP	\$ 4,410.00
Construction Documents - TOTAL	\$15,410.00
Task D – Bidding and Permitting Services	
Architectural	\$ 4,000.00
Structural	\$ 262.00
Bidding and Permitting - TOTAL	\$ 4,262.00
TOTAL BASIC PROFESSIONAL SERVICES	\$42,000.00

The following Additional Services will be included as part of this Agreement:

Included Additional Services:

Surveying Services	\$3,800.00
Cost Estimating (2 estimates)	\$7,500.00
Landscape Architecture/Irrigation Design	\$5,500.00
Playground Design	\$1,650.00
Geotechnical Services	\$4,000.00
Civil Engineering	\$31,800.00
TOTAL INCLUDED ADDITIONAL SERVICES	\$54,250.00

DIRECT COSTS – REIMBURSABLE EXPENSE ALLOWANCE: **\$2,000.00**
TOTAL PROJECT FEES (EXCLUDING REIMBURSABLE EXPENSES): **\$ 98,250.00**

SWEETSPARKMAN
ARCHITECTURE & INTERIORS

Reimbursable expenses, such as travel, postage and printing costs, will be billed according to the schedule shown on Exhibit A – Sweet Sparkman Architects Schedule of Professional Hourly Billing Rates.

Fees and reimbursable expenses will be invoiced monthly based upon the percentage of services completed or actual services performed and expenses incurred as of the invoice date. Payment will be due upon receipt of invoice.

Schedule

SSA proposes the following milestone schedule for the Project. Milestone schedule begins [2] weeks after receipt of executed agreement.

Activity	Task Duration (Calendar Days)	Milestone Days (from Notice to Proceed)
Task A – Design Documentation and Preliminary Design	45	45
Task B – Schematic Design	45	90
Task C – Final Design Phase: Prepare Plans and Specifications	60	150
Task D – Bidding and Permitting Services	60 (est.)	210
TOTAL DESIGN PHASE DURATION	-	210

Thank you for the opportunity to provide professional design services for this project. Please contact me if you have any questions.

Sincerely,
Sweet Sparkman Architects. Inc.

Todd M. Sweet, AIA, LEED AP
Principal
tsweet@sweetsparkman.com

Enclosures:

- Exhibit A – Sweet Sparkman Architects Schedule of Professional Hourly Billing Rates

**Sweet Sparkman Architecture and Interiors
Schedule of Professional Hourly Billing Rates**

Effective through December 31, 2021

Professional Services:

Senior Principal	\$195.00
Principal	\$175.00
Project Manager	\$155.00
Project Architect	\$140.00
Project Designer	\$110.00
Designer/CAD technician	\$ 95.00
Lead Interior Designer	\$150.00
Interior Designer	\$135.00
Clerical / Procurement	\$ 70.00

Reimbursable Expenses:

Reproductions	Cost plus 10%
Travel	Reimbursable at the prevailing rate per the IRS
Other reimbursable expenses include, but not limited to: Postage, photography, supplies, warehousing, etc.	Cost plus 10%
Consultants	Cost plus 10%
In-house Printing: B&W 8.5 x11	\$.12 /each
In-house Printing: B&W 11 x 17	\$.24 /each
In-house Printing: Color 8.5 x 11	\$.60 /each
In-house Printing: Color 11 x 17	\$ 1.20 /each
In-house B&W plots	\$ 5.00 /each
In-house color plots	\$ 10.00 /each
Bank Transfer Fees	Wire Fee plus 10%

Updated: 12/24/20

LOCATION



FAWLEY BRYANT ARCHITECTURE
SMART BEAUTIFUL SPACES

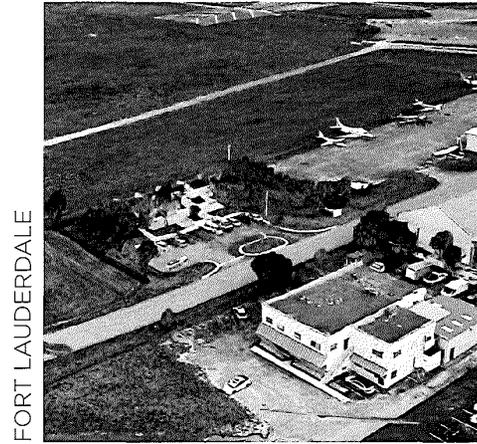
SRQ SARASOTA
BRADENTON
INTERNATIONAL

SRQ AIRPORT OBSERVATION DECK

AIRPORT VIEWING PLATFORMS



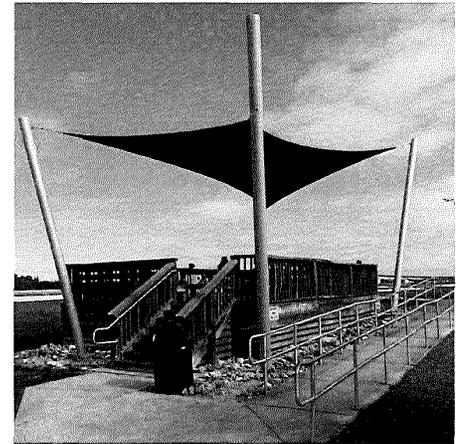
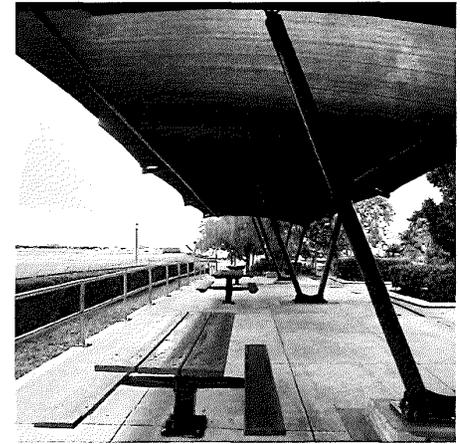
PARKING CONCEPT



FORT LAUDERDALE



NAPLES



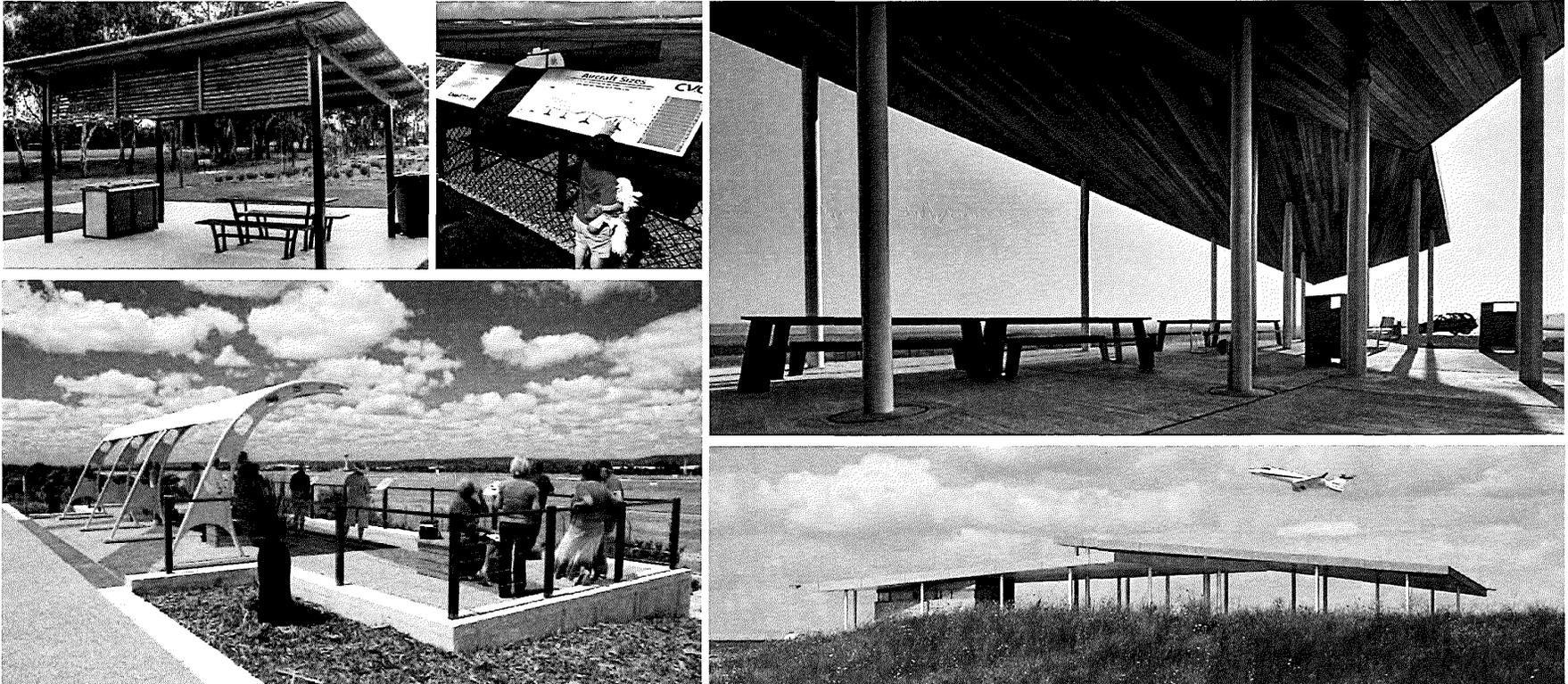
FAWLEY BRYANT ARCHITECTURE
SMART BEAUTIFUL SPACES

SRQ SARASOTA
BRADENTON
INTERNATIONAL

SRQ AIRPORT OBSERVATION DECK

PRECEDENT STUDY

SHADING STRUCTURE



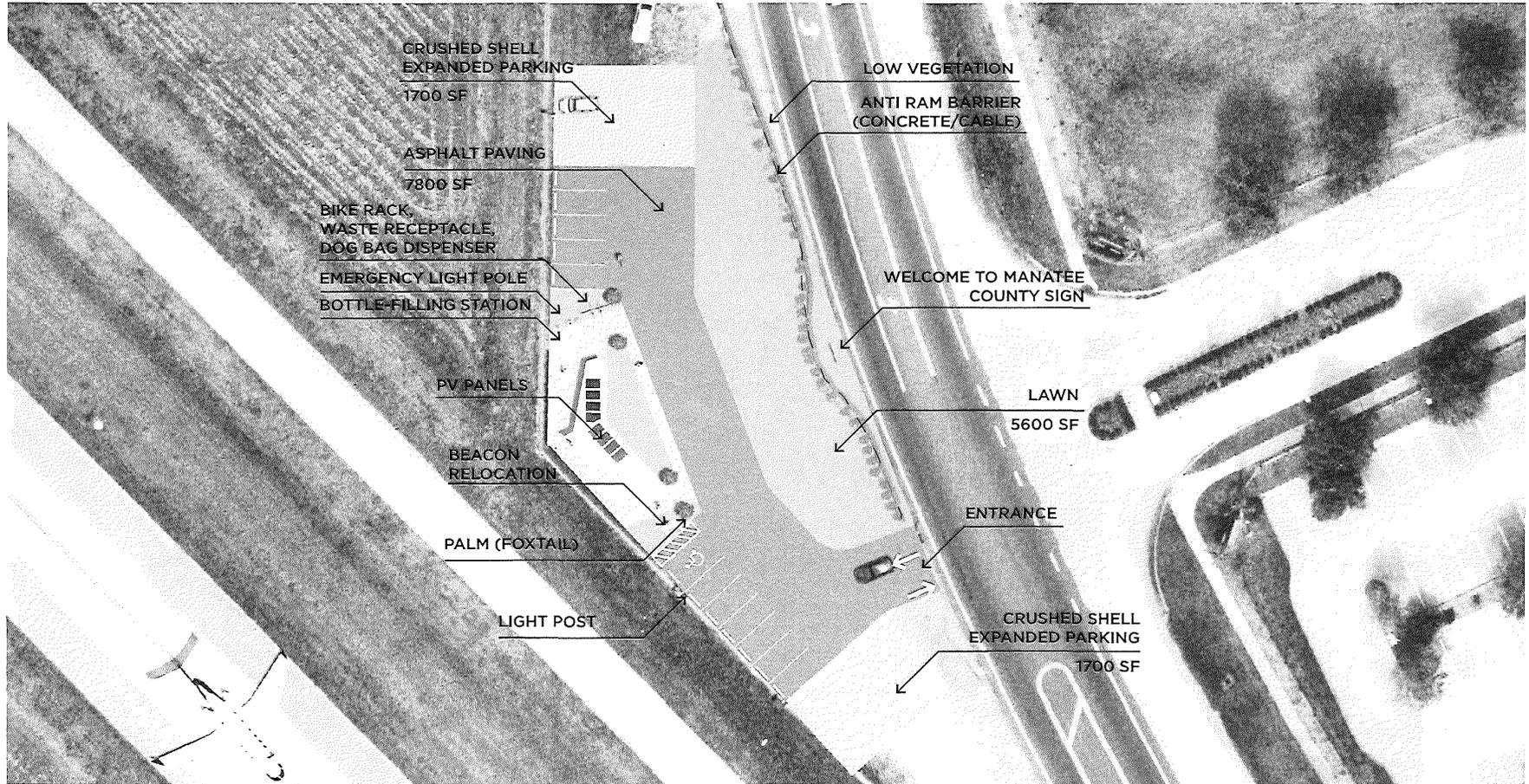
FAWLEY BRYANT ARCHITECTURE
SMART BEAUTIFUL SPACES

SRQ SARASOTA
BRADENTON
INTERNATIONAL

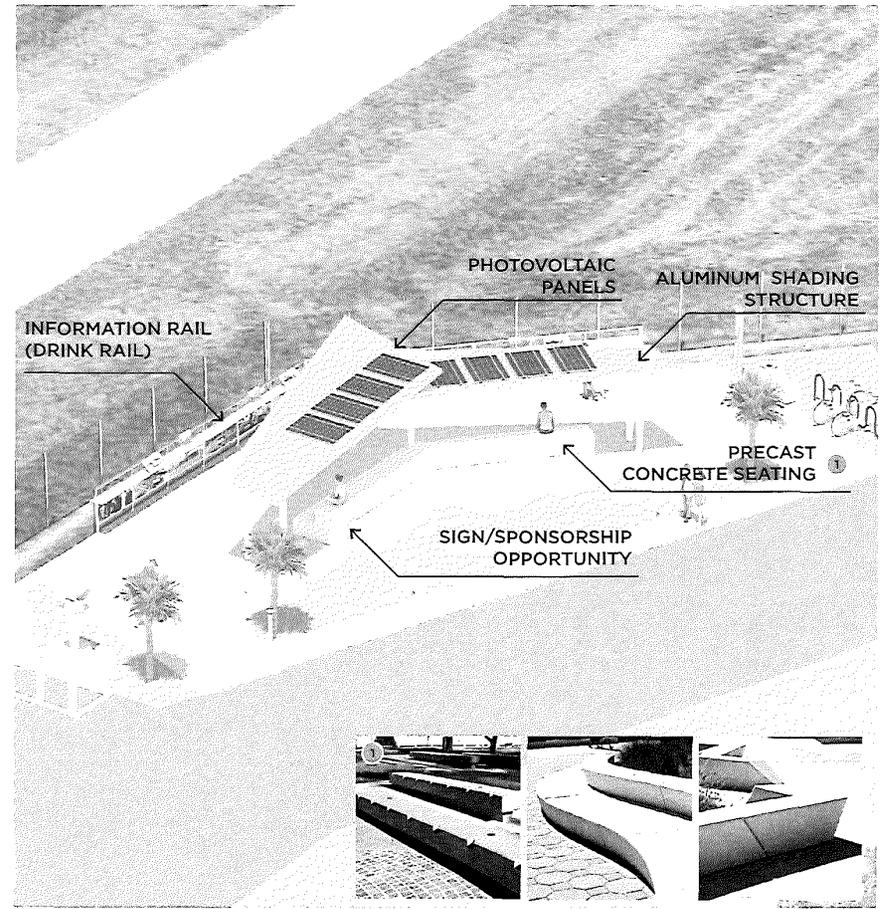
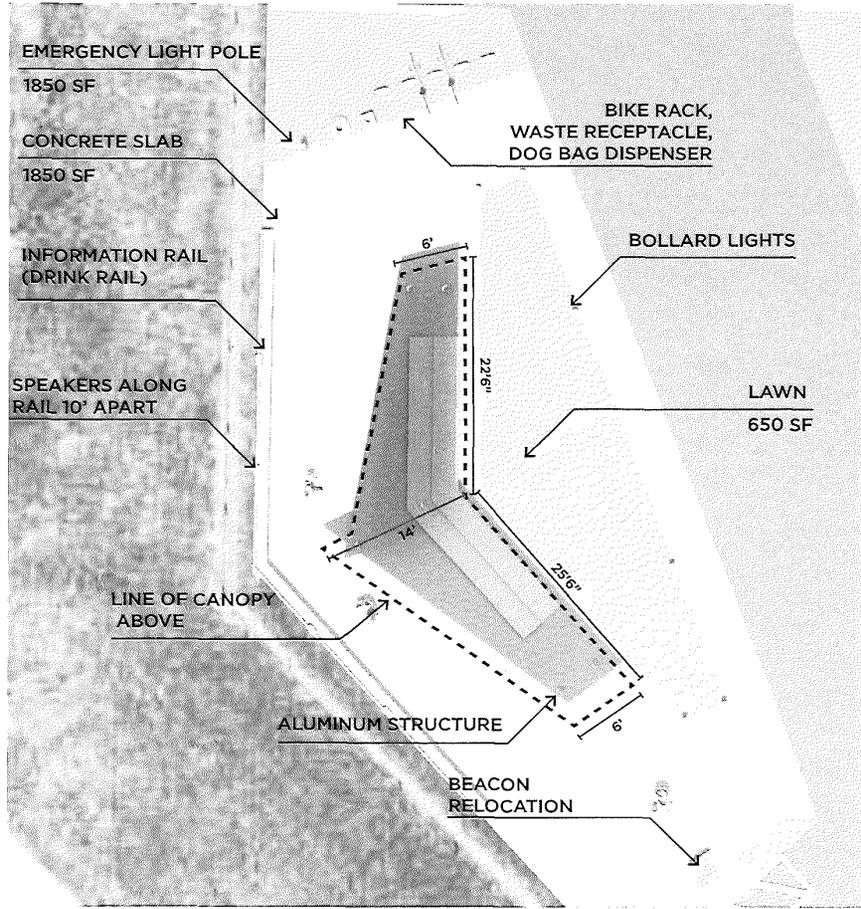
SRQ AIRPORT OBSERVATION DECK

PRECEDENT STUDY

SITE COMPONENTS



SITE COMPONENTS



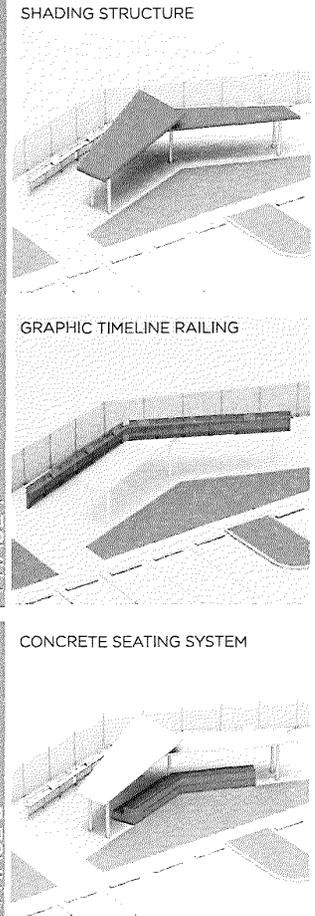
FAWLEY BRYANT ARCHITECTURE
SMART BEAUTIFUL SPACES

SRQ SARASOTA BRADENTON INTERNATIONAL

SRQ AIRPORT OBSERVATION DECK

SITE STRATEGY

APPROACH PERSPECTIVE



FAWLEY BRYANT ARCHITECTURE
SMART BEAUTIFUL SPACES

SRQ SARASOTA
BRADENTON
INTERNATIONAL

SRQ AIRPORT OBSERVATION DECK

DESIGN CONCEPT

SEATED PERSPECTIVE



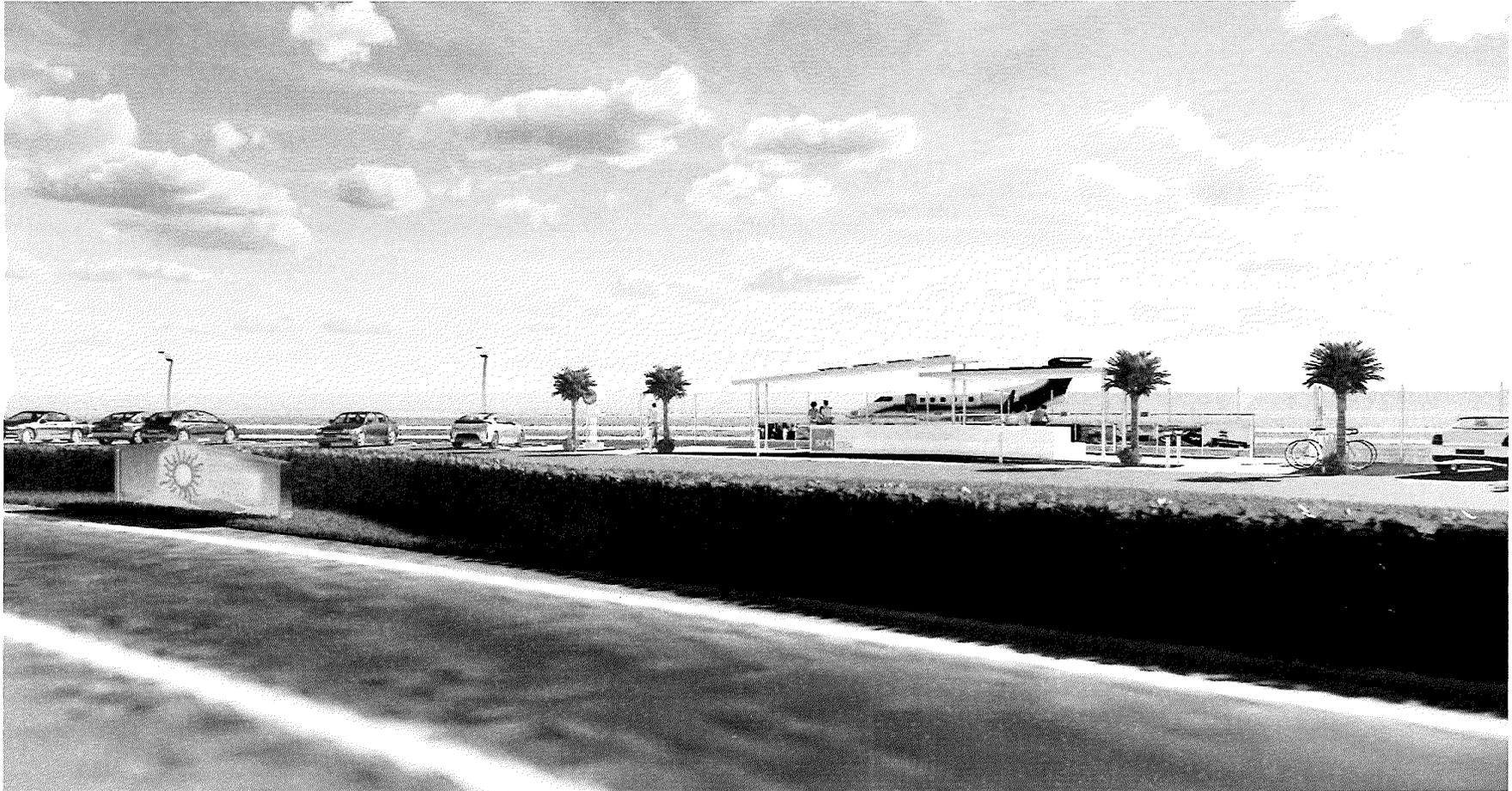
FAWLEY BRYANT ARCHITECTURE
SMART BEAUTIFUL SPACES

**SARASOTA
BRADENTON
INTERNATIONAL**

SRQ AIRPORT OBSERVATION DECK

DESIGN CONCEPT

STREET PERSPECTIVE



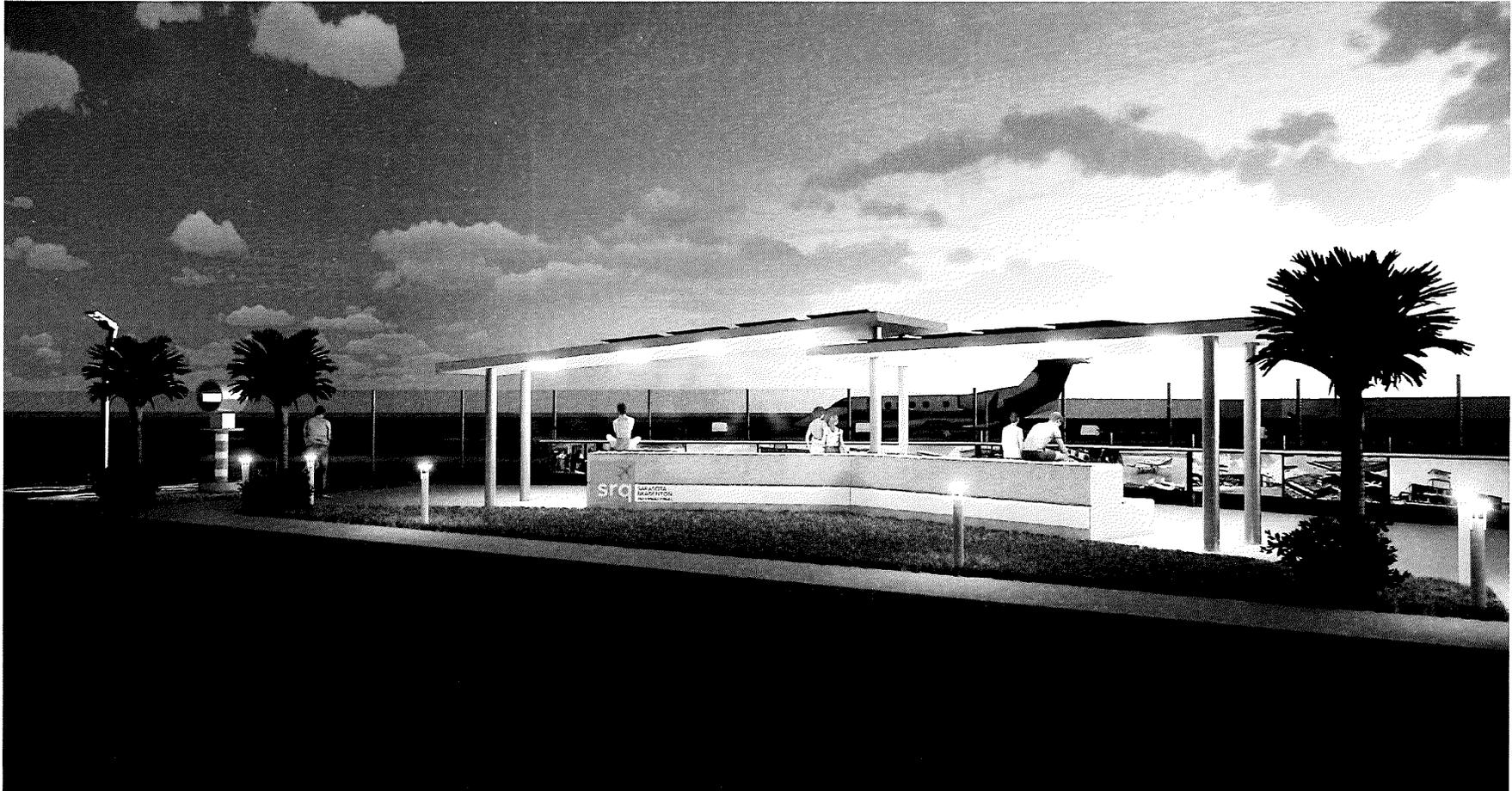
FAWLEY BRYANT ARCHITECTURE
SMART BEAUTIFUL SPACES

SRQ SARASOTA
BRADENTON
INTERNATIONAL

SRQ AIRPORT OBSERVATION DECK

DESIGN CONCEPT

EVENING PERSPECTIVE



FAWLEY BRYANT ARCHITECTURE
SMART BEAUTIFUL SPACES

SRQ SARASOTA
BRADENTON
INTERNATIONAL

SRQ AIRPORT OBSERVATION DECK

DESIGN CONCEPT

AGENDA ITEM NO. 7.6

**SARASOTA MANATEE AIRPORT AUTHORITY
NOVEMBER 22, 2021 MEETING
STAFF NARRATIVE**

RE APPROVAL: INCREASE CONTRACT TIME FOR CONSTRUCTION OF WAYFINDING SIGN PROJECT WITH AMERICAN INFRASTRUCTURE SERVICES, INC. (AIS)

EXECUTIVE SUMMARY: Staff requests authorization from the Board to approve an increase in contract time for the Wayfinding Sign Project with American Infrastructure Services (AIS). The additional time is needed due to the extremely long lead times of metal materials for both the sign panels and the overhead sign structures. These long lead times are related to the supply chain disruptions impacting the whole industry. Staff reviewed their request and agrees with extending the contract time by 136-Calendar Days at no additional cost.

NARRATIVE: At the January 2021 Board meeting, the Authority awarded the low responsive bidder, American Infrastructure Services (AIS), a contract to improve the wayfinding signage along the roadways providing access to the terminal and ancillary buildings. The new wayfinding signage will improve language and symbols that better match international and national airport standards. The original contract time was 180-calendar days.

In this change order request, staff is requesting an increase contract time to account for the supply chain disruptions causing large delays in procuring metal material. Staff is requesting an increase to the AIS's contract of 136-calendar days to procure and complete the project.

RECOMMENDATION: It is hereby recommended that the Sarasota Manatee Airport Authority approve the increase in contract time with AIS to complete the Wayfinding Sign Project. Staff also requests authorization to prepare all documents necessary to implement this action.

ATTACHMENTS: Change Order

**SARASOTA BRADENTON INTERNATIONAL AIRPORT
SARASOTA MANATEE AIRPORT AUTHORITY
6000 AIRPORT CIRCLE
SARASOTA, FLORIDA 34243**



Project Title: Exterior Wayfinding Signage Project		Date Prepared: November 9, 2021	
Project Description: Update existing and install new exterior wayfinding signage.		AIP No. N/A	
Contractor: American Infrastructure Services, Inc.		FDOT Fin. Proj. No. 444680-1-94-01	
Address: 11341 Lindbergh Boulevard Fort Myers, FL 33913		G.L. Acct. No. 18700-00-000	
		Change Order # 01	
ORIGINAL CONTRACT AMOUNT:		\$	978,600.00
COST OF PREVIOUS CHANGE ORDERS:		\$	0.00
COST OF THIS CHANGE ORDER		\$	0.00
REVISED CONTRACT AMOUNT:		\$	978,600.00
DESCRIPTION OF CHANGE		QUANTITY	UNIT PRICE
Per attached:			TOTAL AMOUNT
<ul style="list-style-type: none"> Contractor requests an increase of 136-days to contract time due to supply chain issues, which are causing delays in steel structure delivery. Revised contract completion date is January 24, 2022. 		N/A	\$0.00
Reason for Change Order: Steel structure delivery delayed due to supply chain issues.			
Subject to the conditions set forth below, an equitable adjustment is established as follows:			
The contract price is ...		The contract time to complete work is ...	
<input checked="" type="checkbox"/>	Not changed.	<input type="checkbox"/>	Not changed.
<input type="checkbox"/>	Increased	<input checked="" type="checkbox"/>	Increased 136-days
The foregoing is in accordance with your contract dated February 18, 2021 and as listed below:			
A. The aforementioned change and work affected thereby are subject to all contract stipulations and covenants.			
B. The rights of the Owner are not prejudiced; and			
C. All claims against the Owner which are incidental to or as a consequence of the aforementioned change are satisfied.			
SIGNATURE		TITLE	DATE
Owner Representative:		Chairman, SMAA	
Contractor		American Infrastructure Services, Inc.	
Design Consultant		Gresham Smith	
FAA: (if applicable)		N/A	
FDOT (if applicable)			

DISTRIBUTION: Copy for Each Signatory Party, SMAA Finance, SMAA Project File



11341 Lindbergh Blvd.
Ft. Myers FL. 33913
239-206-4411

Mr. Cameron Newhouse
6000 Airport Circle
Sarasota, FL 34243

Mr. Newhouse, we are writing to document the extended lead times and absence of availability associated with industry materials, steel, and the sign structures for Sarasota Bradenton International Airport Exterior Wayfinding Signage Project. The timeline for these structures industry-wide has seen significant increases, as well as various problems with finding specified project materials. Please see corresponding letter from Arcosa Traffic Structures.

Justin Slack

Project Manager

Arcosa Traffic Structures
1749 CR 525 E
Sumterville, FL, 33585
T 352.748.4258



To whom it may concern,

This letter is to notify you that we have been encountering significant delays in the procurement of the materials needed to fabricate traffic sign structures.

We have encountered much longer than normal lead times to receive chord pipe, steel plate, and other material items. For example, any chord pipe over 42' requires a dedicated mill run since chord splices are no longer an option. However, if our order to the mill does not satisfy a full run, the mill waits for additional orders from other customers before they perform the run. In some instances, we have been given expected delivery dates from the mills but receive the chord pipe 1-2 months past the due dates. This lack of material and clear visibility as to when our material orders will arrive at the plant makes it impossible to provide a schedule to our customer that does not change.

We will continue to provide estimated delivery dates based on our normal lead times for production, but please note that these dates are contingent upon us receiving the material. Our normal lead times are currently 18 weeks. If multiple structures are released on the same day or in close proximity, one additional week will be added per structure. Subsequent updates will be provided if we anticipate that the original estimated delivery date will not be met.

Currently the ETA on Arcosa's' Job# 5793 (AIS PO# 2109-21031001-AF) is anticipated to be completed on time for structures A-OH02 (11/24/2021) & A-OH03 (12/6/2021) , the remaining materials for this order are due to arrive at our plant at the end of September.

Please let me know if you need any additional information.

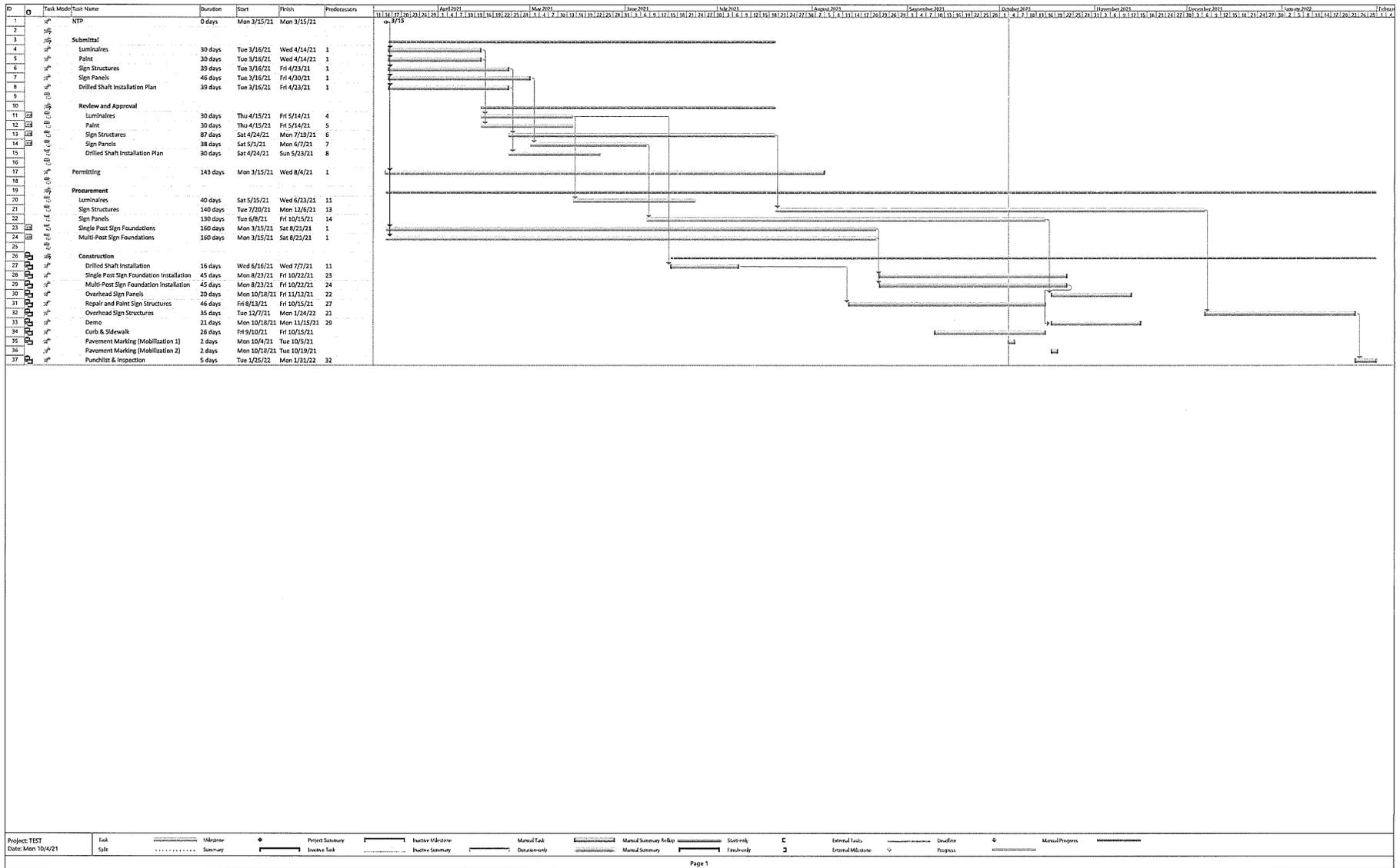
Sincerely,

DocuSigned by:

39662C3F92194B0...

Alan Ferguson
President, Arcosa Traffic Structures

November 22, 2021 Board Meeting - Items Needing Action





11341 Lindbergh Blvd.
Ft. Myers FL. 33913
239-206-4411

Structure Material Timeline

- On March 10, 2021, a PO was issued to Arcosa Traffic Structures with a 2-4 week lead time on shop drawings and 18-20 week lead time on structures upon approval.
- On April 27, 2021 approvals were provided to Arcosa, production schedule pending verified field survey measurements
- May 18, 2021 pricing was requested for increased upright lengths needed per our field measurements on structure A-OH02. Drawings needed revised. A revised purchase order was issued.
- May 21, 2021 it was determined that the chord pipe size (4.5" x .375") called for in the plans was no longer available. An RFI (No. 2) was submitted to use 4" schedule 80 as an alternative.
- May 21, 2021 RFI No. 2 alternative was rejected.
- Arcosa searched for a viable alternative to the 4.5" x .375" pipe called for in the project plans.
- June 23, 2021 RFI No. 2 was revised to ask for permission to use 4" schedule 120 as an alternative material for sign chords.
- June 28, 2021 additional information was requested for the 4" schedule 120.
- July 1, 2021 official RFI response was provided to Arcosa requesting material properties for 4" schedule 120.
- July 16, 2021 consent was provided to use 4" schedule 80 with material properties of 52 KSI A500 Grade C at .337" thickness. Revised drawings were requested from Arcosa.
- July 19, 2021 structures were officially released to production.
- July 22, 2021 ETA's were provided for the dates of 11/24/2021 & 12/06/2021 respectively.
- On July 26, 2021 it was discovered that the upright pipe for the structures was no longer available. An alternative was submitted for approval.
- On July 29, 2021 approvals were sent to Arcosa with release and use of alternative steel pipe material.
- A 20 week lead time would put our ETA for structures at December 16, 2021. Arcosa currently estimates a completion of 11/24/2021 for A-OH02 & 12/06/2021 for A-OH03.



3186 CR 550
FRANKFORT, OHIO 45628
(740) 998-2122
FAX (740) 998-2073
TOLL FREE (800) 992-8633

Date: 10/11/2021
To: American Infrastructure Services
Attn: Justin Slack
From: Rocal, Inc.
Subj: PO# 2109-21031002js, Rocal Job 21-FL-153, Project #:08-2020-WFS / Sarasota Airport
Wayfinding

Justin,

Rocal is currently experiencing many delays from our supplier base, due to their issues with raw materials and labor shortages. Although our suppliers confirm a delivery date most are running behind. Chief among these are with aluminum substrates and assembly hardware suppliers.

Rocal understands that we are not alone with our suppliers being behind with their deliveries. It is well documented that all industries are experiencing delays within their supply base. We are having weekly communications with our suppliers to understand any developments which can disrupt our commitments to our customers. Rocal will continue to provide progress updates.

Thank you,

A handwritten signature in black ink, appearing to read "A. Blazar", is positioned above the printed name.

Andrew Blazar, COO

AGENDA ITEM NO. 7.7

SARASOTA MANATEE AIRPORT AUTHORITY
NOVEMBER 22, 2021 MEETING
STAFF NARRATIVE

**RE APPROVAL: INCREASE CONTRACT SCOPE FOR CONSTRUCTION OF TAXIWAY BRAVO WITH AJAX
PAVING INDUSTRIES OF FLORIDA**

EXECUTIVE SUMMARY: Staff requests authorization from the Board to approve an increase in contract scope and costs for the Taxiway Bravo Project with Ajax Paving Industries of Florida, LLC.

NARRATIVE: At the May 2020 Board meeting, the Authority awarded the low responsive bidder, Ajax Paving Industries of Florida, LLC (AJAX), a contract to rehabilitate Taxiway Bravo. The project milled and overlaid the asphalt taxiway and corrected both longitudinal and traverse grades.

Correcting the Taxiway Bravo grades created an area at the existing ramp connector that does not drain well and could be a Part 139 issue. In this change order request, staff is requesting the installation of a trench drain at the taxiway connector with the hangarminiums. This change in scope will install a trench drain at this connector to better drain the area and eliminate any standing water.

Staff is requesting an increase to AJAX's contract of \$276,139.13 to procure and install trench drain.

This project is fully funded with an FAA grant.

RECOMMENDATION: It is hereby recommended that the Sarasota Manatee Airport Authority approve the increase in contract scope and fee of \$276,139.13 with AJAX to install a trench drain at the Taxiway Bravo and hangarminiums connector. Staff also requests authorization to prepare all documents necessary to implement this action.

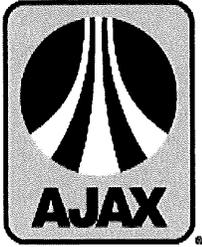
ATTACHMENTS: Change Order

**SARASOTA BRADENTON INTERNATIONAL AIRPORT
SARASOTA MANATEE AIRPORT AUTHORITY
6000 AIRPORT CIRCLE
SARASOTA, FLORIDA 34243**



Project Title: Taxiway Bravo Rehabilitation Project		Date Prepared: November 9, 2021	
Project Description: Rehabilitation and repair of Taxiway Bravo		AIP No. 3-12-0071-058-2020	
Contractor: Ajax Paving Industries of Florida		FDOT Fin. Proj. No. N/A	
Address: One Ajax Drive N. Venice, FL 34275		G.L. Acct. No. 18241-00-000	
		Change Order # 02	
ORIGINAL CONTRACT AMOUNT:		\$	2,093,373.70
COST OF PREVIOUS CHANGE ORDER:		\$	140,337.63
COST OF THIS CHANGE ORDER		\$	276,139.13
REVISED CONTRACT AMOUNT:		\$	2,509,850.46
DESCRIPTION OF CHANGE		QUANTITY	UNIT PRICE
ADD: Labor and Materials to install slotted pipe system per attached detail:			
• Mobilization		1 LS	46,079.13
• Safety and security		1 LS	17,500.00
• Sawcut and excavation		1 LS	47,260.00
• Installation of approx. 290 LF of slotted pipe and connection to 4" PVC		290 LF	570.00
Change Order Total:			\$276,139.13
Reason for Change Order: Owner requested additional work due to unforeseen field conditions.			
Subject to the conditions set forth below, an equitable adjustment is established as follows:			
The contract price is ...		The contract time to complete work is ...	
	Not changed.	X	Not changed.
X	Increased		Increased/Decreased
The foregoing is in accordance with your contract dated July 17, 2020 and as listed below:			
A. The aforementioned change and work affected thereby are subject to all contract stipulations and covenants.			
B. The rights of the Owner are not prejudiced; and			
C. All claims against the Owner which are incidental to or as a consequence of the aforementioned change are satisfied.			
SIGNATURE		TITLE	DATE
Owner Representative:		Chairman, SMAA	
Contractor		Ajax Industries of FL	
Design Consultant		Kimley-Horn	
FAA: (if applicable)		N/A	
FDOT (if applicable)		N/A	

DISTRIBUTION: Copy for Each Signatory Party, SMAA Finance, SMAA Project File



Ajax Paving Industries of Florida, LLC.
 One Ajax Drive, North Venice, FL 34275
 Phone: 941-486-3600
 Fax: 941-486-3500
 www.ajaxpaving.com

The Future is Riding on Ajax.™

To: Sarasota Manatee Airport Authority	Contact:
Address: 6000 Airport Circle	Phone:
Sarasota, FL 34243	Fax:
Project Name: SRQ Taxiway Bravo EST 008	Bid Number:
Project Location:	Bid Date: 10/6/2021

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
01	Mobilization	1.000	LS	\$46,079.13	\$46,079.13
02	Safety And Security	1.000	LS	\$17,500.00	\$17,500.00
03	Sawcut And Excavation	1.000	LS	\$47,260.00	\$47,260.00
04	Installation Of Approximately 290 LF Of Slotted Pipe And Connection To 4" PVC	290.000	LF	\$570.00	\$165,300.00

Total Bid Price: \$276,139.13

Notes:

- This Proposal includes ONLY those items and services specifically described above.
- This Proposal is based on two Mobilizations. Additional Mobilizations will require negotiation of price.
- Asphalt overruns due to pre-existing conditions, including soft base, subgrade or base tolerance will be an additional charge of \$120.00 per ton.
- Prices on this quotation are based on construction prior to January 31, 2022. Any construction after this date will be subject to increased prices of labor, materials and supplies.
- Payment shall be based upon actual field measured quantities.
- Acceptance of this proposal confirms agreement with and incorporation of the standard terms of contract of Ajax Paving Industries of Florida, LLC. This proposal is binding on customer when signed and transmitted to Ajax by mail, PDF, or facsimile.
- The prices on this quotation are firm for 30 days from the date of this quote.
- Pricing includes bond.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Ajax Paving Industries Of Florida, LLC</p> <p>Authorized Signature: _____</p> <p>Estimator: Christie Alvaro, P.E. 941-486-3600 calvaro@ajaxpaving.com</p>
--	---

WORK ORDER COST BREAKDOWN								
PROJECT #:								
WORK ORDER #:								
LABOR DESIGNATION	Rate	OT Rate	Reg. Hrs.	OT Hrs.	Reg. Cost	OT Cost	Total Cost	
Project Superintendent	\$60.00	\$90.00	160	50	\$9,600.00	\$4,500.00	\$14,100.00	
Lowboy	\$50.00	\$75.00	16	5	\$800.00	\$375.00	\$1,175.00	
Gate Guard	\$102.61	\$153.92	160	40	\$16,417.60	\$6,156.80	\$22,574.40	
Traffic Control Crew - set up phasing, erosion control	\$79.87	\$119.81	120	37.50	\$9,584.40	\$4,492.88	\$14,077.28	
Excavation	\$145.27	\$217.91	192	60	\$27,891.84	\$13,074.60	\$40,966.44	
							\$0.00	
							\$0.00	
LABOR SUBTOTAL							\$92,893.12	
MATERIALS	Quantity	Unit Price						
Hay Bales	14	\$8						\$112.00
Silt Fence	2 roll	\$55.00						\$110.00
MATERIAL SUBTOTAL							\$222.00	
EQUIPMENT	Blue Book		50%					
	Oper. Rate	Idle Rate	Oper. Hrs.	Idle Hrs.	Oper. Cost	Idle Cost	Total	
Lowboy Truck & Trailer			12	8	\$211.25	\$105.63	\$3,380.04	
Excavator			192	60	\$60.70	\$30.35	\$13,475.00	
							\$0.00	
EQPT. SUBTOTAL							\$16,855.04	
SUBCONTRACTOR	Quantity	Unit Price						
Ericson's - Install approx 290' of slotted pipe. Includes setting expansion material, install structural rebar around pipe, install slotted pipe system, place and finish concrete around slotted pipe.	1 LS	\$139,483.73						\$139,483.73
AA Surface Pro - daily rate for layout and as-builts - total budget \$5000 - amount may vary	1 LS	\$5000.00						\$5,000.00
SUBCONTRACTOR SUBTOTAL							\$144,483.73	
MISCELLANEOUS ITEM	Quantity	Unit Price						
Dump Truck - hired by the hour	16 hours	\$65.00						\$1,040.00
MISC. ITEM SUBTOTAL							\$1,040.00	
EXISTING PAY ITEM	Quantity	Unit Price						
								\$0.00
								\$0.00
								\$0.00
								\$0.00
EXISTING PAY ITEM SUBTOTAL							\$0.00	
NOTES:								
SUBTOTAL SUBCONTRACTOR							\$144,483.73	
SUBTOTAL LABOR							\$92,893.12	
SUBTOTAL EQUIPMENT							\$16,855.04	
SUBTOTAL MATERIAL							\$222.00	
SUB MARKUP 10%							\$14,448.37	
LABOR MARKUP 5%							\$4,644.66	
EQUIPMENT MARKUP 5%							\$842.75	
MATERIALS MARKUP 10%							\$22.20	
SUBTOTAL							\$274,411.87	
LIABILITY & BOND							\$687.26	
TOTAL							\$ 275,099.13	
MISCELLANEOUS							\$ 1,040.00	
EXISTING PAY ITEM							\$	
GRAND TOTAL							\$ 276,139.13	



Taxiway Bravo Rehab Slot Pipe

INSTALLATION
PROGRAM

COMPANY:
NAME:
ADDRESS:
CITY,STATE,ZIP:
E-MAIL:
PHONE:

PROJECT: Taxiway Bravo Rehab Slot Pipe

QUOTE #: INSTREV2
DATE: 10/4/2021

PROJECT SUMMARY:

Install approximately 290' of slotted pipe. Includes setting expansion material, install structural rebar around slotted pipe, install slotted pipe system, place and finish concrete around slotted pipe.

PRICING:

BASE BID: \$139,483.73

NOTES:

- We are assuming normal working hours in this proposal.
- The outlet pipe is only 4" diameter leaving the question of why a 12" diameter slot drain is being used. Owner may want to consider as a VE the use of a 4", 6", or 8" diameter slot drain to match flow rates required.

WORK INCLUDED:

- 2 Mobilizations. Additional mobilizations due to factors outside Eric's sons control will require a change order and additional costs.
- Safety orientation and employee badging.
- Provide layout for work from provided surveyor stakes/marks.
- Provide and install 3/4" expansion material. (Note - we don't believe that it should go all the way down as shown in the plans. This can cause settling issues and should be discussed with EOR.)
- Provide and install a reinforcing cage per plans.
- Provide 12" wide Dura-Trench slotted pipe materials. Trench drain materials shall be per the attached specifications.
- Set slotted pipe to finish line and grade. Anchor slotted pipe against movement and floatation during the concrete placement.
- Place and finish P610 concrete around slotted pipe.
- Remove any required bracing and formwork.
- Daily and final clean up of job site to a "broom clean" finish.

WE EXCLUDE THE FOLLOWING:

- Saw cutting and excavation.
- Testing (such as compaction, materials testing, etc)
- Restrooms
- Trash Dumpsters
- Traffic control (traffic cones, barricading, etc both during work and after installation to protect from damage to trench and personnel)
- Dewatering (We will dewater small amounts of rain water if it can be removed by a 2" sump pump in less than 30 minutes. All other pumping of water that is caused by being below water table, equipment dumping into work area, etc. shall be by others)
- Concrete pumping (all placements are chute pours from ready mix truck)
- Pipe, sod, asphalt, backfill, and anything not specifically mentioned in our proposal.
- Sealing of expansion joints

Eric's sons Construction Services
574 Industrial Way N.
Dallas, GA 30132

770-505-6575
www.duratrench.com

DIS21-0 1 of 2



Taxiway Bravo Rehab Slot Pipe

INSTALLATION
PROPOSAL

REQUIREMENTS BEFORE WE WILL MOBILIZE:

- We must have a signed contract.
- A two week minimum notice is required before mobilization, additional time may be required to produce shop drawings, submittals, manufacture, and procure materials.
- Outlet piping shall be installed or connection to piping shall be excluded.
- All conflicting underground utilities must be marked with approximate depth.
- Survey stake out shall be in place (Typically this would be 10' offsets to center line at both ends and at 50' intervals with a benchmark for grade within 100 feet of the trench).
- Any equipment or stored materials must be removed from the work area so that we have ample space to perform the work.
- Prices assume all installations will be based on a mutually agreed upon schedule

For questions regarding this proposal please call Mike Mecsecs at 813-484-1251.

ACCEPTANCE
 We hereby purchase the described work and materials subject to all terms and conditions of this quotation and in the Eric's sons conditions of sale included herewith.

NAME: _____
 SIGNATURE: _____
 TITLE: _____
 DATE: _____

ADDITIONAL NOTES:

- The components used in this quote are Buy America compliant.
- Prevailing wages have not been considered in this proposal.
- Insurance limits are included as follows: General liability per project 1M each occurrence and 2M general aggregate, Automotive 1M each occurrence, Umbrella 5M, Workers compensation 1M. Additional limits are available for an additional charge.

Terms & Conditions of Sale:

All work requires approved credit and signed contract or purchase order and signed proposal.
 Terms are net 30, paid monthly based on completion with approved credit.
 Billing for stored materials shall be allowed.
 A copy of this proposal must become a part of any contract agreement.
 Retainage is not allowed

By signing this agreement you are certifying that you are authorized to sign and purchase these services and are liable for payment of services.
 Prices quoted are valid for 60 days from the date of the quote.

AGENDA ITEM NO. 7.8

SARASOTA MANATEE AIRPORT AUTHORITY
NOVEMBER 22, 2021 MEETING
STAFF NARRATIVE

RESOLUTION 2021-01 AMENDMENT

EXECUTIVE SUMMARY: A revision to Resolution 2021-01 is required to allow the President/CEO, or in his absence, the Executive Vice President/Chief of Staff the authority to execute a funding agreement with Manatee and Sarasota Counties.

NARRATIVE: At the January 2021 Board meeting, the Authority approved Resolution 2021-01 allowing the President/CEO, or in his absence, the Executive Vice President/Chief of Staff the authority to execute grants with the FAA, TSA, FDOT and/or SWFWMD for any Airport Improvement Project that is listed in the capital projects budget, the joint automated capital improvements plan, or has otherwise been authorized by prior Board action. This amendment will expand allowable grants or funding agreement plans to include Manatee and Sarasota Counties under the same conditions as stated in Resolution 2021-01.

Redline versions of the resolutions currently in effect that reflect the suggested changes discussed above are attached.

RECOMMENDATION: Staff recommends approval of this amendment to Resolutions 2021-01.

ATTACHMENTS: Redline version of Resolution 2021-01

RESOLUTION 2021-01

SARASOTA MANATEE AIRPORT AUTHORITY

Resolution No. 2021-01

RE: RESOLUTION AUTHORIZING PRESIDENT, CHIEF EXECUTIVE OFFICER TO EXECUTE CERTAIN LEASES, CONTRACTS AND GRANT AGREEMENTS

WHEREAS, the Sarasota Manatee Airport Authority (the "Authority") is a body politic and corporate created by Chapter 2003-309, Laws of Florida, as amended (the Enabling Act"); and

WHEREAS, the Authority owns and operates the Sarasota Bradenton International Airport (the "Airport"); and

WHEREAS, pursuant to subsections 5. (5) and (6) of the Enabling Act, the Authority is authorized and empowered to enter into certain leases ("Leases") as lessor of any airport facilities; and

WHEREAS, pursuant to subsection 5. (13) of the Enabling Act, the Authority is authorized and empowered to make and enter into all contracts and agreements ("Contracts") necessary to incidental to the performance of its duties and the execution of its powers under the Enabling Act; and

WHEREAS, pursuant to subsection 5.(14) of the Enabling Act, the Authority is authorized and empowered to accept grants ("Grant Agreements") for materials or property of any kind for any airport facilities from any federal or state agency, political subdivision, or other public body or from any private agency or individual, upon such terms and conditions as may be imposed, and to enter into contracts and grant agreements with the Federal Aviation Administration, or any successor or successors thereof, and with the State of Florida or any of its agencies, in the capacity of sponsor or cosponsor of any airport development project involving the acquisition, construction, reconstruction, improvement, extension, enlargement, or equipment or any airport facilities owned or operated by the Authority, pursuant to any federal or state law providing for aid to airports; and

WHEREAS, the Authority desires to delegate to its executive director, who is designated as "President, Chief Executive Officer," or, in his absence, the Executive Vice President/Chief of Staff, of the Airport, the authority and power to execute on behalf of the Authority, certain Leases, Contracts, and Grant Agreements, provided that the Lease, Contract or Grant Agreement is one to which the Authority may otherwise legally bind itself;

NOW, THEREFORE, BE IT RESOLVED that the **Sarasota Manatee Airport Authority** hereby authorizes and empowers the President/CEO, or, in his absence, the Executive Vice President/Chief of Staff, of the Sarasota Bradenton International Airport to execute, on behalf of the Authority:

- (1) any Lease in which the Authority will be the landlord, and which has a term that does not exceed one year;
- (2) any Contract whose primary purpose is to generate income to the Authority and which has a term of one year or less;
- (3) any Lease or Contract intended to generate less than \$50,000 in income to the Authority, and which has a term that does not exceed five years;
- (4) any Contract for the procurement by the Authority of commodities, contractual services, or construction works having a value of less than \$150,000;
- (5) any Contract for interagency coordination among law enforcement agencies or emergency responders; or

- (6) any Grant Agreement whereby the Federal Aviation Administration (FAA); the Transportation Security Administration (TSA); the State of Florida Department of Transportation (FDOT); ~~or~~ the Southwest Florida Water Management District (SWFWMD), or any other governmental agency offer to pay the allowable costs of any airport improvement project ("Project") including, without limitation, such agreement that imposes a monetary obligation on the Authority to participate in the costs of the Project, under the following conditions:
- a. The Project is listed in the Authority's current capital projects budget or joint automated capital improvements plan, or the Project has otherwise been authorized by prior Board action; and the official executing the agreement provides the granting agency with a separate certificate attesting to the same; and
 - b. The form and standard terms and conditions of the grant offer do not differ materially from those previously accepted by the Board.

Provided, however, that nothing herein shall authorize the execution of a Lease, Contract or Grant Agreement to which the Authority may not otherwise legally bind itself.

This Resolution No. 2021-01 shall supersede Resolution No, 2020-01, which shall be deemed rescinded.

PASSED AND ADOPTED this 25th day January 2021.

SARASOTA MANATEE AIRPORT AUTHORITY

By _____,
_____, Chairman

ATTEST:

_____, Secretary

AGENDA ITEM NO. 7.9

**SARASOTA MANATEE AIRPORT AUTHORITY
NOVEMBER 22, 2021 MEETING
STAFF NARRATIVE**

REQUEST FOR APPROVAL: #B-220002

BOOM DITCH MOWER

EXECUTIVE SUMMARY: Staff requests Board approval of a contract award to Atmax Equipment Company to provide for the purchase of a Boom Ditch Mower for the maintenance of our new pond banks and ditch system at the Airport.

NARRATIVE: Staff assembled a Bid package to secure the purchase of a new Boom Ditch Mower. This equipment has been spec'd to handle the new pond banks and ditch system recently created at the Airport. Equipment needs to have a longer boom arm, be all wheel drive, and be large enough for safety on the increased depth and slope of the new water control structures.

In accordance with Authority policy, a Request for Bid (#B-220002) was publicly noticed through the Bradenton Herald and Sarasota Herald Tribune, The Proposal was distributed on November 03, 2021 through Onvia/DemandStar to notify 119 suppliers. There were 06 firms that requested and downloaded solicitation documents for this project. On November 16, 2021, Purchasing received three (3) responses.

After a thorough Committee review of all bids, Atmax Equipment Company was deemed as the lowest, responsive, responsible bidder meeting all specification requirements. This was a budgeted Fiscal Year 22 Capital Equipment Purchase. The winning bid was for \$216,830.00.

RECOMMENDATION: It is hereby recommended that the Sarasota Manatee Airport Authority Board approve the award of the Boom Ditch Mower to Atmax Equipment Company in the amount of \$216,830. Staff also requests authorization to prepare any and all documents necessary to implement this action.

AGENDA ITEM NO. 8.1

**SARASOTA MANATEE AIRPORT AUTHORITY
NOVEMBER 22, 2021 MEETING
STAFF NARRATIVE**

REQUEST FOR APPROVAL: PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES CONTRACT FOR THE TERMINAL CONCOURSE B RENOVATIONS AND NEW GROUND LOADING CONCOURSE PROJECT

EXECUTIVE SUMMARY: The Board selected Gresham Smith (GS) as the number one ranked firm at the May 2021 Board meeting to provide professional architectural and engineering services to design, permit, and provide construction phase services for the Terminal Concourse B Renovations and the new Ground Loading Concourse Project. The design and permitting services were negotiated in the amount of \$4,542,933.77.

NARRATIVE: With the significant increases in airline traffic, an expansion of the terminal is required to maintain a good level of service for passengers. The Terminal Concourse B will be renovated and expanded to increase holdroom areas, increase concession spaces, increase queuing space at each gate, add an additional escalator at both the ticket and baggage wings, and expand ticket counters. The new Ground Loading Concourse will add an additional five (5) gates at the east of the existing terminal, upgrade the existing central energy plant, relocate existing utilities, prepare a concept level plan for connection to future Concourse A, and coordinate drawings with the Construction Manager at Risk. The anticipated total construction costs is estimated at \$62,000,000.

A detailed design scope was prepared by GS and submitted to staff for review. A third-party consultant was contracted to conduct an independent fee estimate (IFE) analysis of the project's design scope. Utilizing the results from the IFE, staff negotiated a fee in the amount of \$4,542,933.77 with GS. The final design fee is under the IFE, and is approximately 7% of the estimated construction costs.

This project has received partial funding commitments through FAA and FDOT. Additional funding is being requested, and a PFC application is being prepared for this project.

RECOMMENDATION: It is hereby recommended that the Sarasota Manatee Airport Authority authorize the Chairman to execute a design contract with GS in the amount of \$4,542,933.77 with a 10% contingency providing an authorized level of \$4,997,227.14. Staff also requests authorization to prepare all documents necessary to implement this action.

ATTACHMENTS: Scope & Fee

Project Fee Proposal Sarasota Bradenton International Airport SRQ TERMINAL CONCOURSE EXPANSION PROJECT SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, PERMITTING, AND GMP ASSIST BASIC SERVICES November 11, 2021		
Task	DBE PARTICIPATION	Total
Basic Services		
1	GS - Project Management, Planning, Architecture, Interiors	\$ 1,569,692.88
2	GS - Wayfinding	\$ 125,006.34
3	MLM MARTIN - Architecture, Interiors	DBE \$ 797,583.12
4	AECOM - Structural & Civil	\$ 597,155.00
5	HEES - Structural	\$ 99,950.00
6	TLC - MEP & FP	\$ 868,480.00
7	ARORA- Special Systems (Security, CCTV, Communications)	DBE \$ 281,800.00
8	JSM - Baggage Handling System	\$ 24,454.23
9	CMC - Envelope Consultation	DBE \$ 64,840.00
Basic Services Sub Total		\$ 4,428,961.57
Conceptual Programming & Layout Services		
Programming services under SMAA Letter of Agreement-CEO Signing Authority (Task 1-- completed)		\$ 80,000.00
Basic & Additional Services Total Fees		\$ 4,508,961.57
Reimbursable Expenses		
1	Travel Expenses, Repographic Services & Other Expenses	\$ 33,972.20
Reimbursable Expenses Sub Total		\$ 33,972.20
Overall Fees and Reimbursable Expenses		\$ 4,542,933.77
(Overall Project DBE Participation Goal = 8.9%)		Overall DBE Participation 25.38%

November 22, 2021 Board Meeting - Items Needing Action - Over \$325,000 Threshold

Project Fee Proposal - Gresham Smith- Project Management, Architecture, Interior Design														
SRQ TERMINAL CONCOURSE EXPANSION PROJECT														
SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, PERMITTING, AND GMP ASSIST BASIC SERVICES														
11/11/2021														
SD, DD, CD, Permitting, GMP Assist	Project Executive	Principal In Charge	Project Manager	Senior Project Architect	Project Architect	Senior Designer	Senior Project Coordinator	Project Coordinator	Senior Interior Designer	Interior Designer	QA/QC	Assistant PM	Admin Assistant	Total
Task Description														
I Task 1 - Conceptual Programming & Layout														
1 Conceptual Programming and Planning (Completed - Not Included)														0
II Task 2 - Ground Boarding Facility Design, Permit, GMP Assist														
1 Schematic Design														
1a BIM Model Setup, Development & Distribution			8	8	24		120	60						220
1b CMAR Budget & Schedule Coordination	16	16	20	8	16									76
1c GHF SD Drawing Development & Coordination	4	8	12	40	120	80	240	120		80				708
1d Conceptual Design of Concourse A/B Connector (Seep stops here)	4	8	12	20	40	40	80	40	8	16				268
1e Interior Space Planning Development		4	8	20	40	40	40	20	12	120				304
1f Code/Life Safety Compliance Check	4	4	16	16	60		32	16	8	20				176
1g 3D renderings/drawings/diagrams Development		2	8	8	40		120	280	140	4				683
1h Client & CMAR Review & Coordination	16	16	16	8	40				8					104
2 Design Development														
2a Coordination of Civil Site & Utilities FRP	4	4	24	8	20		40	20						120
2b Coordination of Structural Foundation FRP	4	4	24	8	20		40	20						120
2c CMAR Budget, Schedule, Phasing & Constructability Coordination	30	40	80	20	40	20								230
2d GHF DD Drawing Development & Coordination	12	24	32	40	140	80	280	140	20	120				888
2e Detail Development & Building Material Definition		8	8	20	80	120	240	120	8	40				544
2f Preliminary Technical Specification Development		8	12	20	40	40	80	40	16	80				336
2g Code/Life Safety Refinement	8	8	16	20	40	20	240	120	4	20				496
2h Client & CMAR Review & Coordination	30	36	40	24	36	16	32	16	8	16				254
3 Construction Documents														
3a GHF CD Drawing Completion & Coordination	20	20	28	40	180	80	320	160	8	160				1016
3b Finalize Design	32	40	32	40	60	120	240	120	12	40				744
3c Finalize Phasing & Schedule	32	30	80	40	20	20	40	40		4				276
3d Specification Finalization		16	16	32	40	40	80	40	8	80			32	384
3e Code/Life Safety Finalization	12	24	16	24	40	20	80	40	4	8				260
4 Permitting & GMP Assist														
4a Permit Drawing Preparation/Plan Review Submission		8	16	40	80	20	120	60	12	40				396
4b A/HI Question/Response Meetings & Coordination	12	12	32	20	40	20	80	40	4	20				280
4c CMAR Coordination & Bidding RF Responses	20	24	40	20	40	20	80	40					16	300
5 General Project Support														
5a Project Financial Administration	16	24	160									160		360
5b QA/QC OIR-Team Reviews	8	8	8	16	40	20	16	8			96			220
5c Contract Administration	4	4	120									8	60	196
III Task 3 - Terminal & Conc B Expansion Design, Permit, GMP														
1 Concourse B Decluttering														
1a Analyze Existing Concourse B Layout		4	8	12	16	10	40	20	2	16				128
1b Develop Efficiency Plans	2	4	8	16	20	20	20	10	2	20				122
1c Coordinate with Client	8	8	16	16	20	10	20	10	2	4				84
1d Finalize Decluttering Plans		4	8	20	24	20	40	20	4	8				148
2 Schematic Design														
2a Coordinate & Assist M.M Martin		2	4	4	8		24	12	2	4				60
2b QA/QC Review	2	1	2	6	12	2	20	10	4	16				75
3 Design Development														
3a Assist & Coordinate FRP Issuance Drawings for Permit/GMP		1	8	4	8		20	10						51
3b Coordinate & Assist M.M Martin		2	4	4	8		24	12	2	4				60
3c QA/QC Review	2	2	4	10	20	4	24	12	4	4	24			106
4 Construction Documents, Permitting & GMP Assist														
4a Coordinate & Assist M.M Martin		2	4	4	8		24	12	2	4				60
4b QA/QC Review	2	2	6	16	32	6	28	14	8	32				146
5 General Project Administration Activities														
5a Project Design Management & Coordination	4	12	80										12	108
5b Project Financial Administration	16	20	160									160		356
5c Project Tracking	8	12	40									4	8	72
5d Contract Administration	4	8	120									4	40	176
Subtotal Hours	336.00	504.00	1,344.00	672.00	1,512.00	1,008.00	3,024.00	1,512.00	168.00	1,008.00	168.00	336.00	168.00	11760
Billing Rate	\$ 275.49	\$ 258.18	\$ 173.07	\$ 188.94	\$ 137.01	\$ 180.30	\$ 93.75	\$ 77.88	\$ 184.62	\$ 80.76	\$ 194.97	\$ 108.18	\$ 93.75	
Subtotal Direct Labor	\$ 92,504.64	\$ 130,122.72	\$ 232,606.08	\$ 126,967.68	\$ 207,159.12	\$ 181,742.40	\$ 283,500.00	\$ 117,754.56	\$ 31,016.16	\$ 81,406.08	\$ 32,754.96	\$ 36,348.48	\$ 15,730.00	\$ 1,869,692.88
TOTAL FEE														\$ 1,569,692.88

November 22, 2021 Board Meeting - Items Needing Action - Over \$325,000 Threshold

Project Fee Proposal - Graham Smith - Wayfinding (XDW)														
SRQ TERMINAL CONCOURSE EXPANSION PROJECT														
SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, PERMITTING, AND GMP ASSIST SERVICES														
11/11/2021														
SD, DD, CD, Permitting, GMP Assist	XDW Principal	XDW Sr Designer	XDW Designer	XDW BIM	XDW Sr Designer	Fill in staff title	Total							
Task Description														
I	Task 1 - Conceptual Programming & Layout													
II	Task 2 - Phase 1: Ground Boarding Facility Design, Permit, GMP Assist													
I	Schematic Design													
Ia	Project set up													
Ib	Field survey to document existing conditions													
Ic	Codes research													
Id	Collect information from SRQ on existing interior signs standards/drawings													
Ie	Develop preliminary sign and wayfinding plan													
If	Presentation Preparation and Review w/ SRQ													
II	Design Development													
IIa	DD Drawing Development and Coordination													
IIb	Coordination with other design disciplines													
IIc	Refine sign and wayfinding plan													
IId	Temporary sign phasing plan													
III	Construction Documents													
IIIa	CD Drawing Completion and Coordination													
IIIb	Specifications													
IIIc	Temporary sign phasing plan finalization													
IV	Permitting													
IVa	Permit Drawings													
V	General Project Administration Activities													
Va	QA/QC Off-Team Review													
II	Task 2 - Phase 2: Connection between GBF and Concourse B													
I	Schematic Design (30% Only)													
Ia	Develop preliminary sign and wayfinding plan													
Ib	Presentation Preparation and Review w/ SRQ													
Ic	30% submittal													
	Subtotal Hours													
	60.00	236.00	432.00	250.00	16.00	-	-	-	-	-	-	-	-	948
	Billing Rate													
	\$ 247.17	\$ 186.06	\$ 97.35	\$ 86.55	\$ 160.83									
	Subtotal Direct Labor													
	\$ 14,830.20	\$ 43,910.16	\$ 42,055.20	\$ 21,637.50	\$ 2,573.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,006.34
	TOTAL FEE \$ 125,006.34													

November 22, 2021 Board Meeting - Items Needing Action - Over \$325,000 Threshold

Project Fee Proposal - (O/L/M Martin Architects, Inc.)														
SRQ TERMINAL CONCOURSE EXPANSION PROJECT														
SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, PERMITTING, AND GMP for Task 2 GBF ASSIST, QC, & TSA check point and Task 3 Concourse B Bump Out, Escalator Expansion & Board Room														
11/1/2021														
SD, DD, CD, Permitting, GMP Assist	Principal	Sr. Project Manager	Project Architect	Specification Writer	Sr. Interior Designer	Revit II	Architectural Designer	Document Control	Clerical II	Clerical I	Fill in staff title	Fill in staff title	Fill in staff title	Total
Task Description														
Task 2 GBF Advisory Role, QC and TSA check point Design, Permit and GMP														
1 Schematic Phase														
1a	a. 5 Gate Advisory Role and will provide Quality Control and comments of documents.	44	40	20	4					8				116
1b	b. Concourse A layout connection to Concourse B-Conceptual Design. MLM will assist in advisory and provide Quality Control.	14	14	12	6					8				54
1c	c. MLM- Design Services for proposed TSA Public Security Check Point, associate TSA spaces and LEO space.	8	44	46		62	36			12				208
1d	d. Coordination with SRQ OPS Security and TSA local and national with implementation of TSA Requirements and approval for layouts	4	24	40		56	48			8				180
1e	e. MLM will work with GS/Team, Client & CM review estimates to the extent of the work performed at TSA check point.	2	2	2		4	4							14
1f	f. Meet with AHJ to review project and present code analysis. Submit questions for local interpretation for resolution/concurrence.	2	8			8	8							26
0														
2 Design Development														
2a	a. 5 Gate GBF design development, MLM will provide Quality Control Review and comments of documents	16	18		4					8				46
2b	b. TSA Checkpoint Architectural Design Development and coordination of Design Development for all other disciplines to 60% level. Coordination with GS for integration of Check point with GBF work.	34	64	56	8	80	72			10				324
2c	c. TSA Check Points Design and Estimate Review with Client & CM.	12	12	19		8	8							59
0														
3 Construction Documents														
3a	a. 5 Gate GBF Construction Documents, MLM will provide Quality Control Review and comments.	20	24		4					8				56
3b	b. Construction Document Preparation for TSA Public Security Passenger Check Point. Drawings and selected specifications.	6	52	26	8	72	72			4				240
3c	c. Quality Control Check of Construction Drawings/Specifications	2	16	12	8	28	28			6				100
3d	d. Review Meetings with SRQ and TSA regarding the check point	4	16			8	8							36
3e	e. Permitting & GMP Documents, MLM sign and seal TSA check point documents for permit.	8	16	4		12								40
0														
Subtotal Hours		176.00	350.00	237.00	42.00	-	338.00	284.00	-	-	72.00	-	-	1499
Billing Rate		\$ 216.19	\$ 201.40	\$ 127.16	\$ 100.90	\$ 134.01	\$ 94.78	\$ 127.71	\$ 127.13	\$ 98.24	\$ 64.21	\$ -	\$ -	\$ -
Subtotal Direct Labor		\$ 38,049.44	\$ 70,490.00	\$ 30,136.92	\$ 4,237.80	\$ -	\$ 32,035.64	\$ 36,269.64	\$ -	\$ -	\$ 4,623.12	\$ -	\$ -	\$ 215,842.56
TASK 2- GBF-QC-ADV-TSA Check point -TOTAL FEE														\$ 215,842.56
Task 3 - Terminal & Cone B Expansion, Escalator, Board Room Design, Permit, GMP														
1 Schematic Design														
0														

November 22, 2021 Board Meeting - Items Needing Action - Over \$325,000 Threshold

Project Fee Proposal - (MLM Martin Architects, Inc.)														
SRQ TERMINAL CONCOURSE EXPANSION PROJECT														
SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, PERMITTING, AND GMP for Task 2 GBF ASSIST, QC, & TSA check point and Task 3 Concourse B Bump Out, Escalator Expansion & Board Room														
11/1/2021														
SD, DD, CD, Permitting, GMP Assist	Principal	Sr. Project Manager	Project Architect	Specification Writer	Sr. Interior Designer	Revit II	Architectural Designer	Document Control	Clerical II	Clerical I	Fill in staff title	Fill in staff title	Fill in staff title	Total
1a. Coordinate with GS Concourse B Decluttering package, counter, seating, signage, Etc.	4	16	16			8								48
1b. MLM is Architect of record and will Coordinate with GS, SRQ and Consultant Team and prepare SD documents for Concourse B Bump-outs.	36	84	80			154	32			12				398
1c. MLM is Architect of Record and coordinate with GS/team and, SRQ. Prepare option for Escalator Expansion. Developed to 50% Design and submitted in this phase	29	107	116	8		244	144			16				664
1d. MLM is Architect of Record and will Coordinate with GS/team and SRQ. Prepare options for consideration by SRQ and pricing by CM. Documents for relocation of Board Room Suite.		33	28			72	24			3				160
1e. Team, Client & CM project review. MLM will assist CM with Pricing and GMP for Task.	8	32	16							8				64
2 Design Development														0
2a. Concourse B Bump out-MLM will prepare drawings and assist GS review and specific master specifications Sections. and Coordinate with GS/Team and SRQ.	26	140	46	20		244	212			12				700
2b. MLM will prepare Escalator Expansion Project ERP and coordinate with GS/team and SRQ.	32	118	84	28		228	244			24				758
2c. MLM is Architect of Record for Board Room and coordinate with GS/Team and, SRQ. Prepare DD documents for review by SRQ.		40	18	8		64	44			8				182
2d. ERP Escalator Signed and sealed drawings and specifications for permitting & CM pricing process and assist with final GMP	14	26	6			20								66
2e. MLM will work with GS/team, SRQ & CM review estimate for Concourse B Bump out and Board Room	2	24												26
3 Construction Documents														0
3a. MLM will prepare Construction Documents for Concourse B Bump outs	18	68	87	28		390	308			16				915
3b. MLM will prepare Construction Documents for Board Room		32	16	14		80	56			8				206
3c. MLM Coordinate with SRQ, GS and consultant design team work associated with Bump out and Board Room Relocation.	8	48	32											88
3d. Attend meeting with GS/Team, Client & CM review	8	16												24
3e. Submit Signed and Seal Documents for both projects to AHJ for permits and follow up with responses.	6	22	6			16								50
3f. Assist CM with pricing process to obtain GMP for projects	16	32				4								52
Subtotal Hours	207.00	838.00	551.00	106.00	-	1,524.00	1,064.00	-	-	111.00	-	-	-	4401
Billing Rate	\$ 216.19	\$ 201.40	\$ 127.16	\$ 100.90	\$ 134.01	\$ 94.78	\$ 127.71	\$ 127.13	\$ 98.24	\$ 64.21	\$ -	\$ -	\$ -	\$ -
TASK 3- Concourse B Expansion Subtotal Direct Labor	\$ 44,751.33	\$ 168,773.20	\$ 70,065.16	\$ 10,695.40	\$ -	\$ 144,444.72	\$ 135,883.44	\$ -	\$ -	\$ 7,127.31	\$ -	\$ -	\$ -	\$ 581,740.56
TASK 3 Concourse B Expansion -Escalator Expansion-Relocation of Board Room TOTAL FEE														\$ 581,740.56
Grand Total Hours	383.00	1,188.00	788.00	148.00	-	1,862.00	1,348.00	-	-	183.00	-	-	-	5900
Billing Rate	\$ 216.19	\$ 201.40	\$ 127.16	\$ 100.90	\$ 134.01	\$ 94.78	\$ 127.71	\$ 127.30	\$ 98.24	\$ 64.21	\$ -	\$ -	\$ -	\$ -
Grand Total Direct Labor	\$ 82,800.77	\$ 239,263.20	\$ 100,202.08	\$ 14,933.20	\$ -	\$ 176,480.36	\$ 172,153.08	\$ -	\$ -	\$ 11,750.43	\$ -	\$ -	\$ -	\$ 797,583.12

November 22, 2021 Board Meeting - Items Needing Action - Over \$325,000 Threshold

Project Fee Proposal - (MLM Martin Architects, Inc.)														
SRO TERMINAL CONCOURSE EXPANSION PROJECT														
SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, PERMITTING, AND GMP for Task 2 GBF ASSIST, QC, & TSA check point and Task 3 Concourse B Bump Out, Escalator Expansion & Board Room														
11/17/2021														
SD, DD, CD, Permitting, GMP Assist	Principal	Sr. Project Manager	Project Architect	Specification Writer	Sr. Interior Designer	Revit II	Architectural Designer	Document Control	Clerical II	Clerical I	Fill in staff title	Fill in staff title	Fill in staff title	Total
TOTAL FEE \$													797,583.12	

November 22, 2021 Board Meeting - Items Needing Action - Over \$325,000 Threshold

Project Fee Proposal - Hices & Associates														
SRO TERMINAL CONCOURSE EXPANSION PROJECT														
SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, PERMITTING, AND GMP ASSIST SERVICES														
11/11/2021														
SD, DD, CD, Permitting, GMP Assist	Staff Engineer	Cadd Designer	Engineering Manager	Managing Principal	Office Administrator	Fill in staff title	Total							
Task Description														
I Task 1 - Conceptual Programming and Layout														
1 Not included in Hices & Associates Scope of Services														0
III Task 3 - Concourse B Expansion														
1a SD-Structural Design & Drafting (BIM production)	56	60												116
1b SD-Quality Control & Review			15	5										20
2a DD-Structural Design & Drafting (BIM production)	96	60												156
2b DD-Quality Control & Review			15	5										20
3a CD-Structural Design & Drafting (BIM production)	236	80												316
3b CD-Quality Control & Review			20	8										28
														0
3c Coordination Meetings				12										12
3d Site Visits	12													12
3e Clerical					50									50
III Task 3 - Main Terminal Hub Escalators & Board Room														
Escalators														
1a SD-Structural Design & Drafting (BIM production)	7	7												14
1b SD-Quality Control & Review			3	1										4
2a DD-Structural Design & Drafting (BIM production)	10	8												18
2b DD-Quality Control & Review			3	1										4
3a CD-Structural Design & Drafting (BIM production)	30	10												40
3b CD-Quality Control & Review			5	3										8
3c Coordination Meetings				4										4
3d Site Visits	4													4
3e Clerical					11									11
Board Room														
1a SD-Structural Design & Drafting (BIM production)	30	15												45
1b SD-Quality Control & Review			6	2										8
2a DD-Structural Design & Drafting (BIM production)	30	15												45
2b DD-Quality Control & Review			7	3										10
3a CD-Structural Design & Drafting (BIM production)	38	20												58
3b CD-Quality Control & Review			9	4										13
3c Coordination Meetings				4										4
3d Site Visits	4													4
3e Clerical					22									22
Subtotal Hours	553.00	275.00	83.00	52.00	83.00									1046
Billing Rate	\$ 95.00	\$ 83.00	\$ 125.00	\$ 175.00	\$ 55.00									
Subtotal Direct Labor	\$ 52,535.00	\$ 23,375.00	\$ 10,375.00	\$ 9,100.00	\$ 4,565.00									\$ 99,950.00
TOTAL FEE														
\$ 99,950.00														

November 22, 2021 Board Meeting - Items Needing Action - Over \$325,000 Threshold

Project Fee Proposal - Arora Engineers, Inc.														
SRO TERMINAL CONCOURSE EXPANSION PROJECT														
SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, PERMITTING, AND GMP ASSIST SERVICES														
11/1/2021														
SD, DD, CD, Permitting, GMP Assist	Principal	Chief Engineer II	Discipline Lead	Engineering/Discipline Manager	Sr. Project Manager	Project Manager	Sr. Specialist III	Sr. Specialist II	Designer III	Designer II	BIM Manager	BIM Technician	Project Coordinator	Total
Task Description														
I Task 1 - Conceptual Programming & Layout														0
II Task 2 - Ground Boarding Facility Design, Permit, GMP Assist														0
I Schematic Design														0
1a Telecom		2			10		12	24		80	4	40	10	182
1b A/V		2			4		8	20		60	4	20	5	123
1c Security		2			10		12	30		80	4	40	10	188
2 Design Development														0
2a Telecom		2			10		12	40		80	4	40	10	198
2b A/V		2			4		8	20		60	4	20	5	123
2c Security		2			10		12	40		100	4	40	10	218
3 Construction Documents, Permit, GMP														0
3a Telecom	4	4			10		12	40		100	4	40	10	224
3b A/V	2	4			4		10	30		60	4	20	10	144
3c Security	4	4			10		20	40		100	4	50	10	242
III Task 3 - Terminal & Conc B Expansion Design, Permit, GMP														0
I Schematic Design														0
1a Telecom					2		16		16			12	4	50
1b A/V					2		8		4			12	4	30
1c Security					2		16		16			12	4	50
2 Design Development														0
2a Telecom					2		16		16			16	4	54
2b A/V					2		8		8			12	4	34
2c Security					2		16		16			16	4	54
3 Construction Documents, Permit, GMP														0
3a Telecom	1	2			2		20		16			12	4	57
3b A/V	1	2			2		20		8			12	4	49
3c Security	1	2			2		20		16			12	4	57
														0
														0
														0
Subtotal Hours	13.00	30.00	-	-	90.00	-	246.00	284.00	116.00	720.00	36.00	436.00	116.00	2877
Billing Rate	\$ 336.00	\$ 258.00	\$ 223.00	\$ 215.00	\$ 239.00	\$ 219.00	\$ 171.00	\$ 159.00	\$ 149.00	\$ 103.00	\$ 150.00	\$ 126.00	\$ 90.00	
Subtotal Direct Labor	\$ 4,368.00	\$ 7,740.00	\$ -	\$ -	\$ 21,510.00	\$ -	\$ 42,066.00	\$ 45,156.00	\$ 17,284.00	\$ 74,160.00	\$ 5,400.00	\$ 53,676.00	\$ 10,440.00	\$ 281,800.00
TOTAL FEE														\$ 281,800.00

November 22, 2021 Board Meeting - Items Needing Action - Over \$325,000 Threshold

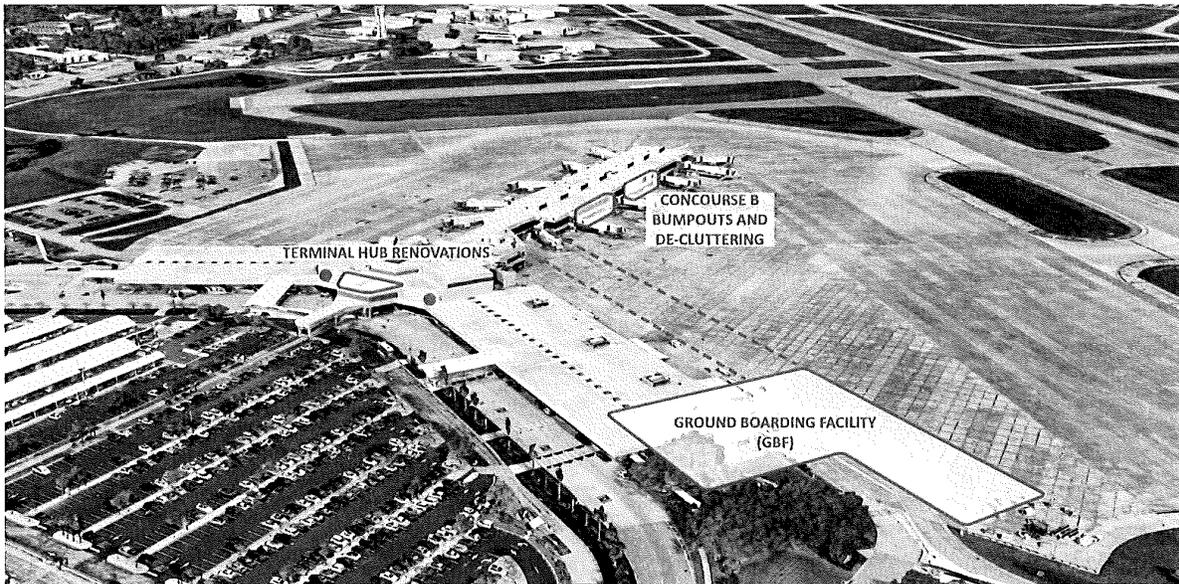
	Name of Traveler	Name of Firm	Length of Trip (nights)	Travel Origination City	Travel Destination City	Mileage Cost (\$) At Origination City	Parking Cost (\$) At Origination City (Daily Rate)	Air Fare Cost (\$)	Hotel Cost (\$) At Destination City (Nightly Rate)	Rental Car Cost (\$) At Destination City (Daily Rate)	Total Fuel Cost (\$) At Destination City	Meal Costs (\$) (Daily Rate)	Total Trip Cost (\$)	Number of Trips	Trip Costs (\$)	Total (\$)
1	Jim Harding	GS	1	BNA	SRQ	\$ 30.00	\$ 20.00	\$ 500.00	\$ 190.00	\$ 85.00	\$ 20.00	\$ 75.00	\$ 920.00	2	\$ 1,840.00	\$ 1,840.00
2	Jim Alderman	GS	1	BNA	SRQ	\$ 30.00	\$ 20.00	\$ 500.00	\$ 190.00	\$ 85.00	\$ 20.00	\$ 75.00	\$ 920.00	2	\$ 1,840.00	\$ 1,840.00
3	Miguel L. Martin	MLM	1	Maitland	SRQ	\$ 162.40	\$ 13.00	\$ -	\$ 164.00	\$ -	\$ -	\$ 25.00	\$ 364.40	7	\$ 2,550.80	\$ 2,550.80
4	Miguel L. Martin	MLM	1	Maitland	SRQ	\$ 162.40	\$ 13.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175.40	14	\$ 2,455.60	\$ 2,455.60
5	Project Manager	JSM	1	Tavares	SRQ	\$ 156.80	\$ 18.00	\$ -	\$ 150.00	\$ -	\$ -	\$ 50.00	\$ 374.80	1	\$ 374.80	\$ 374.80
6	Engineer	JSM	1	Tavares	SRQ	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ 50.00	\$ 200.00	1	\$ 200.00	\$ 200.00
7	Jon Macias	CMC	1	Tampa	SRQ	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	1	\$ 75.00	\$ 75.00
8	Consultant (Name TBD)	CMC	1	Tampa	SRQ	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	1	\$ 75.00	\$ 75.00
9	Steve Henriquez	AECOM	1	Tampa	SRQ	\$ 75.00	\$ 20.00	\$ -	\$ -	\$ -	\$ 20.00	\$ 35.00	\$ 150.00	12	\$ 1,800.00	\$ 1,800.00
10	Ben Raposa/Matt Wilson	GS	1	Tampa	SRQ	\$ 50.00	\$ 16.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66.00	21	\$ 1,386.00	\$ 1,386.00
11	TBD	Arora	2	Philadelphia	SRQ	\$ 15.00	\$ 20.00	\$ 500.00	\$ 190.00	\$ 85.00	\$ 20.00	\$ 75.00	\$ 1,275.00	5	\$ 6,375.00	\$ 6,375.00
														67	\$ 18,972.20	\$ 18,972.20



SCOPE OF SERVICES
SRQ TERMINAL CONCOURSE EXPANSION
SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS,
PERMITTING, AND GMP ASSIST

PROJECT DEFINITION

Phase 1 of the Terminal Concourse Expansion project is broken down into two tasks. Task 2 will include design of a new 5-position Ground Boarding Facility (GBF) and all associated work. Task 3 will include a preliminary de-cluttering/realignment of existing Concourse B holdroom areas, followed by two “bump-out” expansions of the existing Concourse B for additional concessions and holdroom space, and a renovation of the Main Terminal Central Hub, which includes the addition of new escalators and the relocation of the existing SMAA Boardroom. Anticipated design schedule for each Task is forty-two (42) weeks, and will occur simultaneously.



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FL Registry No. RY3806



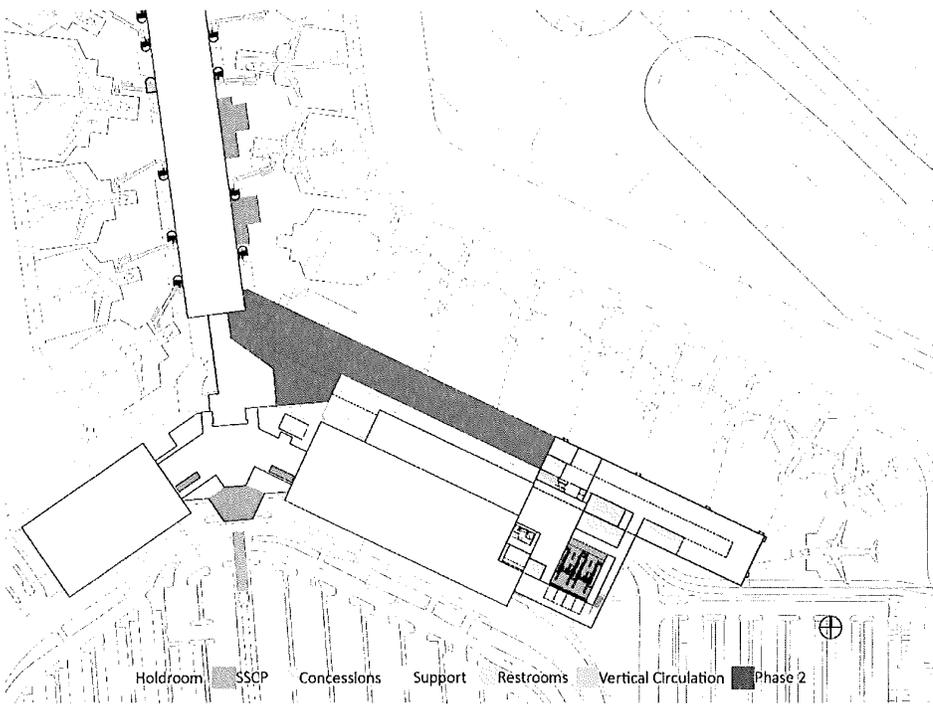
PROJECT DEFINITION

Scope of Services
November 9, 2021

TASK 2: Ground Boarding Facility (Gresham Smith):

New 1-story Ground Boarding Facility (GBF) with five (5) aircraft gate positions connected to the east end of the Ticket Wing of the airport. Facility to include:

- Independent SSCP and associated TSA support spaces
- Expansion of ticket counters and associated ATO space
- Ground boarding holdrooms
- Passenger Amenities –
 - Concessions
 - Restrooms (pre-security and post-security)
- Ground service support spaces
- Vertical circulation core for Phase 2 elevated connector
- Site utility relocation to be coordinated with ongoing in-line baggage screening CBIS and civil airfield/apron improvements to support the Ground Boarding Facility
- MEP/CEP improvements and expansion to support the Ground Boarding Facility and other planned terminal expansion. Phase 1 will include analysis of two options:
 - Option 1: Expansion of existing CEP in its current location to handle full facility load
 - Option 2: New standalone CEP to handle new GBF, but sized to eventually handle full facility load as systems are replaced.
 - Note that scope and fee are based on Option 1 above. If Option 2 is selected, additional design scope and fee is required.

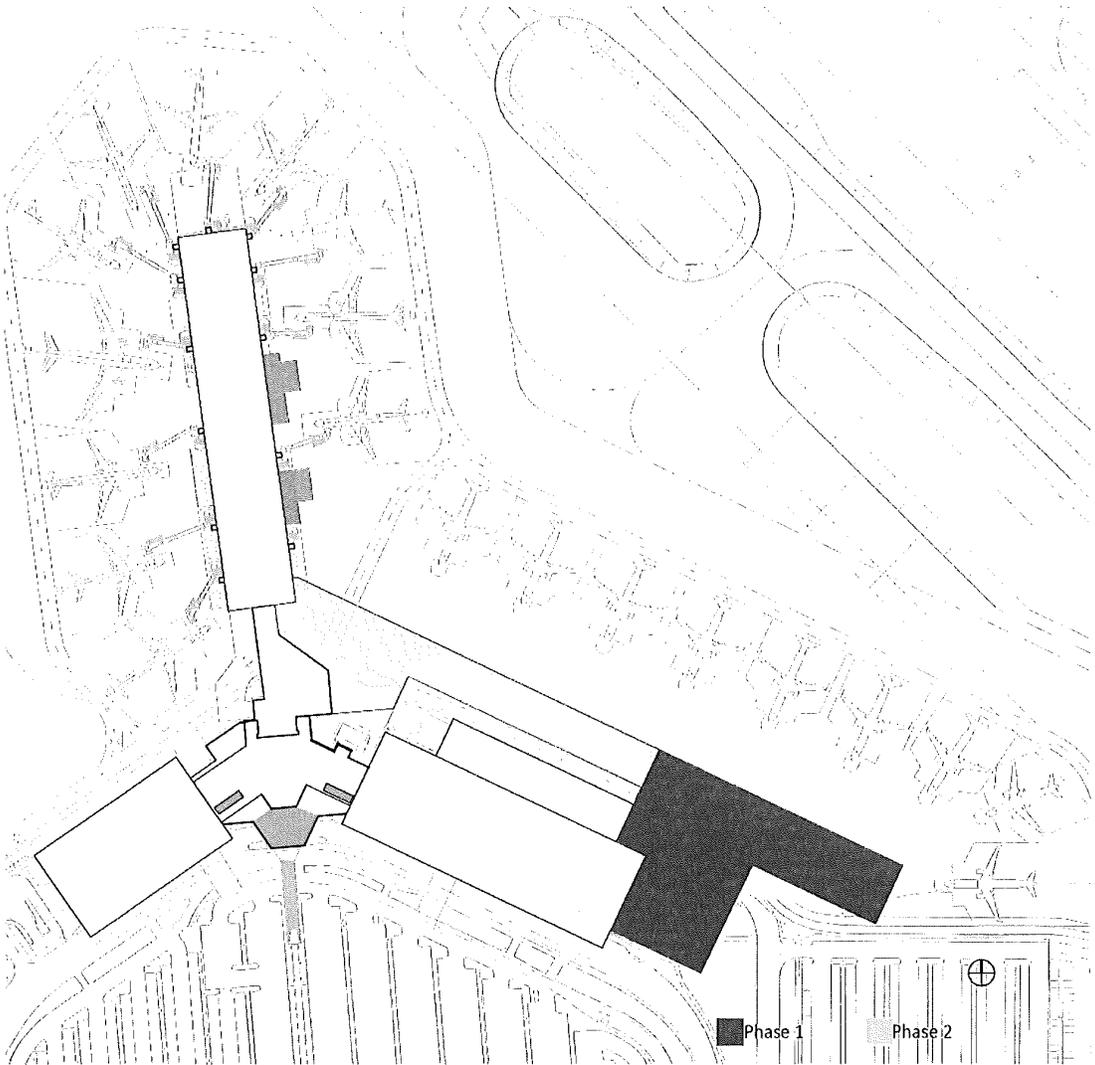




PROJECT DEFINITION

Scope of Services
November 9, 2021

- Design also anticipates:
 - Phase 2 elevated connector and additional gates (Concourse A) that will be designed to 30% SD level only.
 - 2nd level shell space directly above the Ground Boarding Facility holdroom volume for subsequent Phase 2 connection.





PROJECT DEFINITION

Scope of Services
November 9, 2021

TASK 3: Concourse B Decluttering & Expansion and Main Terminal Vertical Circulation Renovation:

Decluttering of existing Concourse B holdroom areas (Gresham Smith):

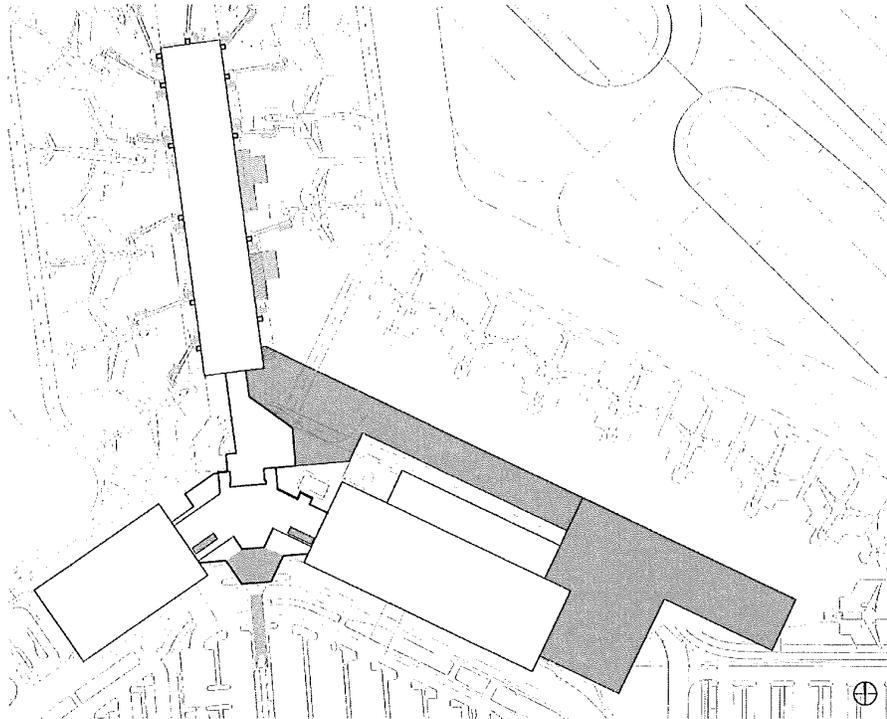
- Analysis of existing holdrooms, concessions, gate counters, and podiums
- Realignment/ modifications to existing gate counters & podiums
- Removal of unnecessary fixtures or furnishings
- Realignment/rearrangement of seating and circulation to improve efficiency
- Additional seating to increase capacity

Expand Concourse B “Bump-out” (MLM-Martin):

- 2- story additions to existing Concourse B footprint
- Includes one additional service elevator for back of house concessions operations
- Create additional concessions area
- Coordinate with decluttering plan to accommodate new concessions areas and holdroom seating

Main Terminal Central Hub (MLM-Martin):

- Add two (2) new escalators (16’-0” Vertical rise), adjacent to the existing escalators at the east and west sides:
 - One (1) up from ticketing to transfer level (east)
 - One (1) down to baggage claim from transfer level (west)
- Replace two (2) existing escalators (16’-0” Vertical rise)
- Renovate second-level concessions area to facilitate the relocation of the Dan McClure Auditorium (SMAA Board Room) from the new GBF expansion to new location



**Gresham
Smith**



SCOPE OUTLINE

Scope of Services
November 9, 2021

PROJECT SCOPE OF SERVICES – Scope Outline (GRESHAM SMITH – PROJECT MANAGEMENT, ARCHITECTURE, INTERIOR DESIGN)

This Scope Outline lists tasks and individual Elements of Work the consultant will undertake to achieve the overall project design and are listed in the fee spreadsheet. The Level of Service, definition of tasks, list of deliverables, and excluded services are more fully defined in the Scope Detail that follows.

TASK 2- GROUND BOARDING FACILITY (GBF) DESIGN, PERMITTING & GMP ASSIST

1. Schematic Design
 - a. *Project BIM model setup, development, distribution & coordination with consultants*
 - b. *CMAR budget & schedule coordination*
 - c. *Drawing development & coordination for Ph. 1 5-Gate GBF*
 - d. *Conceptual design of Ph. 2 Concourse A to Concourse B Connector (Phase 2 – scope stops here)*
 - e. *Interior space planning development*
 - f. *Code and Life Safety compliance check*
 - g. *3D renderings, drawings, and diagrams*
 - h. *Client & CMAR review and coordination*
2. Design Development
 - a. *Coordination of ERP Civil site and Utilities Design for permitting & GMP (Includes MEP/FP sizing & calculations for any underground piping)*
 - b. *Coordination of ERP Structural Foundation Design for permitting & GMP*
 - c. *CMAR budget, schedule, phasing, & constructability coordination*
 - d. *Design Development for all other disciplines to 60% level*
 - e. *Detail development & building material definition*
 - f. *Preliminary Technical Specification development*
 - g. *Code and Life Safety refinement*
 - h. *Client & CMAR review and coordination*
3. Construction Documents for GBF- Work with CM On GMP
 - a. *Construction Document completion & coordination*
 - b. *Completion of GBF design*
 - c. *Finalize Phasing & Schedule with CMAR*
 - d. *Finalize Technical Specifications*
 - e. *Finalize Code & Life Safety*
4. Permitting & GMP Assist
 - a. *Permit drawing preparation & Plan Review submission*
 - b. *AHJ Question response meeting(s) & coordination*
 - c. *CMAR coordination & bidding RFI responses*
5. General Project Administration Activities
 - a. *Project financial administration*
 - b. *QA/QC Off-Team reviews*
 - c. *Contract administration*



SCOPE OUTLINE

Scope of Services
November 9, 2021

TASK 3 - MAIN TERMINAL & CONCOURSE B EXPANSION DESIGN, PERMITTING & GMP ASSIST

1. Concourse B Decluttering
 - a. *Analyze existing Concourse layout*
 - b. *Develop efficiency plans – Gate podiums, counters, seating, signage, etc.*
 - c. *Coordinate with Client*
 - d. *Finalize Decluttering documents*
2. Schematic Design
 - a. *Coordinate & assist MLM Martin*
 - b. *QA/QC Review*
3. Design Development:
 - a. *Assistance & coordination of ERP Escalator drawings for permitting & GMP*
 - b. *Coordinate & assist MLM Martin*
 - c. *QA/QC Review*
4. Construction Documents, Permitting, & GMP Assist
 - a. *Coordinate & assist MLM Martin*
 - b. *QA/QC Review*
5. General Project Administration Activities
 - a. *Project design management & coordination*
 - b. *Project financial administration*
 - c. *Project tracking*
 - d. *Contract administration*



SCOPE OUTLINE

Scope of Services
November 9, 2021

PROJECT SCOPE OF SERVICES – Scope Outline (GRESHAM SMITH – WAYFINDING)

This Scope Outline lists tasks and individual Elements of Work the consultant will undertake to achieve the overall project design and are listed in the fee spreadsheet. The Level of Service, definition of tasks, list of deliverables, and excluded services are more fully defined in the Scope Detail that follows.

TASK 2 – PHASE 1 – GROUND BOARDING FACILITY (GBF) DESIGN, PERMITTING & GMP ASSIST

1. Schematic Design
 - a. *Project setup*
 - b. *Field survey to document existing conditions*
 - c. *Codes research*
 - d. *Collect information from SRQ on existing interior signs standards/drawings*
 - e. *Develop preliminary sign and wayfinding plan*
 - f. *Presentation Preparation and Review w/ SRQ*
2. Design Development
 - a. *DD Drawing Development and Coordination*
 - b. *Coordination with other design disciplines*
 - c. *Refine sign and wayfinding plan*
 - d. *Temporary sign phasing plan*
3. Construction Documents
 - a. *Construction Document completion & coordination*
 - b. *Specifications*
 - c. *Temporary sign phasing plan finalization*
4. Permitting
 - a. *Permit drawings*
5. General Project Administration Activities
 - a. *QA/QC Off-Team reviews*

TASK 2 – PHASE 2 - CONNECTION BETWEEN GBF & CONCOURSE B

1. Schematic Design (30% Only)
 - a. *Develop preliminary sign and wayfinding plan*
 - b. *Presentation Preparation and Review w/ SRQ*
 - c. *30% submittal*



PROJECT SCOPE OF SERVICES – Scope Detail (GRESHAM SMITH – ARCHITECTURE, INTERIOR DESIGN & WAYFINDING)

These Scope Details define the level of service and the processes involved, and describe the characteristics of the deliverables the consultant will produce while engaging in the tasks and Elements of Work listed in the Scope Outline above.

Schematic Design Documents – Schematic Design will be based on the approved layout/concept from the previous phase of work (Conceptual Programming & Layout). The objective will be to provide design studies and prepare presentation materials for each major component of the building development and to further establish the overall scope of the project by refining the program requirements to allow for preliminary budget confirmation by the Construction Manager for SRQ approval. This phase will begin with the BIM model setup, development, and coordination between disciplines.

1. Architecture, Interior Design & Wayfinding (GRESHAM SMITH):

- a. Building Plans – Shows the relationship of the programmatic space requirements to scale and describe the functional requirements, building support areas, back of house areas, public areas, egress requirements, and relationship to existing terminal.
- b. Sections and Elevations – Identifies the vertical relationships of the different levels in relation to the existing grades and adjoining existing buildings.
- c. 3D Conceptual Renderings – Visualization of exterior building elements will be developed.
- d. Interior Concepts – Interior space planning concepts will be developed.
- e. Code and life safety information – pre-application meetings with the AHJ
- f. Note that design is based upon Option 1 for CEP expansion; if Option 2 is selected by SMAA, additional design will be necessary.
- g. Wayfinding- Major wayfinding elements will be identified and incorporated into documents.
 - i. Field survey of existing conditions to document current sign family and messaging.
 - ii. Identify existing, revised and new customer pedestrian circulation patterns
 - iii. Identify impact of new development on existing signs both within existing terminal.

Task 2 Schematic Design Deliverables include:

- a. Meeting minutes for design meetings
- b. Schematic floor plans
- c. Architectural building sections
- d. Architectural building elevations
- e. Architectural 3-D drawings, diagrams and renderings
- f. Architectural Design Narrative
- g. Wayfinding preliminary sign location plans

Task 3 Schematic Design Deliverables include:

- a. Decluttering documents
- b. QA/QC review markup documents
- c. Wayfinding preliminary sign location plans



SCOPE DETAIL

Scope of Services
November 9, 2021

2. **Scheduling, Phasing & Cost Estimate Reviews:** Work with the selected CM to refine the design and construction schedule and develop construction phasing plans and provide phasing analyses. Review cost estimate prepared by the CM.

Design Development Documents and Early Release Packages (ERP)- The Design Development documents will refine and further develop the design concept and space planning established during the Schematic Design Phase.

1. **Architecture, Interior Design & Wayfinding (GRESHAM SMITH):**
 - a. Coordinate the development of Civil Site & Utilities ERP submission
 - b. Coordinate the development of Structural Foundation ERP submission
 - c. Coordinate the Architecture and Interior design with all Engineering systems, including Civil, Structural, Mechanical / Electrical / Plumbing, Communications/I.T., security /CCTV, systems
 - d. Define building Materials and develop representative construction details and specification for building systems.
 - e. Convey key aspects of the design and building systems in order that SRQ's acceptance of the design can be obtained.
 - f. Note that design is based upon Option 1 for CEP expansion; if Option 2 is selected by SMAA, additional design will be necessary.
 - g. Continue refinement of code and life safety information— attend pre-application meetings with the AHJ
 - h. Preliminary development of Technical Specifications
 - i. Work with the CM to refine the construction schedule and phasing plans.
 - j. Wayfinding- Major wayfinding elements will be identified and incorporated into documents
 - i. Develop requirements for new signs.
 - ii. Develop requirements for revisions to existing signs.
 - iii. Develop requirements for statutory and other room identifications signs.
 - iv. Develop requirements for dynamic signs.
 - v. Prepare butterfly plans of primary wayfinding elements that show how both the new and existing signage will work and flow.

Task 2 Design Development Deliverables include:

- a. Architectural building floor plans
- b. Internal partitions located, drawn and located and dimensioned
- c. All casework and other equipment called out on plans
- d. Color and Finish Selections (Interior and Exterior), provide samples for review and approval by SRQ.
- e. Rooms named and numbered
- f. Locate exterior and interior doors and windows
- g. Locate typical and fire rated partition types
- h. All keyed references: match lines, building sections, enlarged plans, etc. keyed notes
- i. Finish floor elevations noted
- j. Expansion joints indicated
- k. Building cores (stairs, elevators, toilets, shafts, etc) drawn to a larger scale (+/- 1/4"), dimensioned and keyed to larger plans. Enlarged floor plans to contain more detailed information e.g. restrooms with plumbing fixtures, toilet partitions and toilet accessories identified.



SCOPE DETAIL

Scope of Services
November 9, 2021

- l. Plans and elevations of feature areas (public spaces) drawn to a larger scale (+/- ¼") with all surfaces shown and materials called out and keyed to larger plans
- m. Demolition plans
- n. Roof plans
- o. Architectural reflected ceiling plans for all finished spaces
- p. Architectural building elevations
- q. Detailed elevations at a larger scale (+/- ¼") as necessary to explain intent
- r. Major keyed references: match lines, buildings sections, wall sections
- s. Architectural building sections
- t. Representative enlarged Construction details – plan and section
- u. Technical specifications - Draft
- v. Div. 00 & Div. 01 specifications – Draft

Task 3 Design Development Deliverables include:

- a. QAQC review markup documents
 - b. Wayfinding butterfly plans
- 2. Scheduling, Phasing, DD Cost Estimate & GMP Reviews:** Work with the selected CM to refine the design and construction schedule, and further develop construction phasing plans and provide phasing analyses. Review DD cost estimate prepared by the CM. Assist SRQ and CM on GMP preparation and review for the Civil & Foundation ERP's.

Construction Documents: The main objective of the Construction Document Phase will be to prepare documents which include sufficient detail required to construct the project.

1. Architecture, Interior Design & Wayfinding (GRESHAM SMITH):

- a. Coordinate with design team/CM to answer/clarify questions and ensure construction documents are completed and consistent with the criteria established to bid the project. Provide additional information as required to facilitate 'the 'buy-out' of the project following bidding based on CD documents.
- b. Finalize Design Issues
- c. Finalize phasing plans and coordinate schedule requirements with CM and SRQ
- d. Completion of Long Form Technical specifications.
- e. Completion of floor plans, roof plans and reflected ceiling plans.
- f. Identification of all wall, partition types and appropriate fire ratings.
- g. Completion of building sections and elevations.
- h. Completion of enlarged plans such as restrooms with associated toilet accessory schedules, toilet partition arrangements and enlarged details for vanity units and other design features.
- i. Enlarged wall sections.
- j. Completion of large-scale construction details – plan, section and 3-dimensional where required.
- k. Completion of door, window and louver schedules.
- l. Millwork elevations and details.
- m. Custom fabrications required for EVIDS supports, touchscreen displays and other similar systems.
- n. Staircase details, guard rail details, escalator sections, elevator shaft sections.



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- o. Finalize all Color and Finish Selections (Interior and Exterior), provide samples for review and approval by SRQ.
- p. Coordination with building signage and dynamic signage.
- q. Coordination with miscellaneous devices such as fire extinguisher cabinets, customer phones/emergency call stations.
- r. Complete finish plans and finish schedules.
- s. Note that design is based upon Option 1 for CEP expansion; if Option 2 is selected by SMAA, additional design will be necessary.
- t. Wayfinding- Major wayfinding elements will be identified and incorporated into documents
 - i. Develop temporary signage requirements to allow existing signage and customer circulation patterns to remain in use while new and revised signage is being constructed. Document proposed phasing of temporary signage
 - ii. Coordinate with architecture, interior design, civil, electrical, communications and structural engineers in development of detailed sign drawings.
 - iii. Develop final sign location plans to locate signs to be installed as part of the project. Each sign to be labelled with unique identifier.
 - iv. Develop signage message schedule and or sign face layouts which will identify each sign and the sign type to be used at each location.
 - v. Detailed construction drawings of each sign type, to include fabrication requirements, materials and overall layout of text, symbols, graphics, colors, ADA braille requirements and installation/mounting details.

Task 2 Construction Document Deliverables include:

- a. Final Architectural building floor plans, reflected ceiling plans, roof plans, enlarged plans, sections, elevations, details.
- b. Final Color and Finish Selections (Interior and Exterior)
- c. Final technical specifications
- d. Final Div. 00 & Div. 01 specifications

Task 3 Construction Document Deliverables include:

- a. QAQC review markup documents
- b. Wayfinding final sign location plans
- c. Wayfinding message schedule/sign face layouts
- d. Wayfinding detailed sign drawings

- 2. **Scheduling & Phasing:** Work with the selected CM to refine the design and construction schedule, and further develop construction phasing plans and provide phasing analyses as well as define any early or enabling drawing packages.

Permitting: Prepare drawings for the Plan Review submissions to the AHJ (Authorities having Jurisdiction) and respond to questions and provide supplemental information as required to complete the Plan Review process. Ensure bid documents are updated to reflect additional information provided to the AHJ. Attend meetings as required with the AHJ's to complete the plan review process.



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Bidding and GMP Support Services: Coordinate with the CM and respond to questions and requests for information arising from bidding the project:

- a. Provide supplemental drawings, respond to RFI's, issue addenda.
- b. Assist the CM with sub-contractor meetings
- c. Assist in price evaluation meetings

Excluded Requirements

- a. All Construction Administration is excluded from this agreement and will be determined and added later in conjunction with the approved construction schedule and phasing plan.
- b. Any hazardous materials surveying is excluded from this agreement.
- c. Design of new interior wayfinding sign standards is excluded from this agreement.



SCOPE OUTLINE

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November 9, 2021**PROJECT SCOPE OF SERVICES – Scope Outline (MLM-MARTIN – ARCHITECTURE, INTERIOR DESIGN)**

This Scope Outline lists tasks and individual Elements of Work the consultant will undertake to achieve the overall project design and are listed in the fee spreadsheet. The Level of Service, definition of tasks, list of deliverables, and excluded services are more fully defined in the Scope Detail that follows.

TASK 2- GROUND BOARDING FACILITY (GBF) DESIGN, PERMITTING & GMP ASSIST

1. Schematic Design- Work with CM on budget & schedule
 - a. 5 Gate GBF schematic design, MLM will assist in an Advisory role and will provide Quality Control Review and comments of documents.
 - b. Remaining Conc A layout connection to Conc B- Conceptual design, MLM will assist in an Advisory role and will provide Quality Control
 - c. MLM will provide design services design for the proposed TSA Public Security Check Point, Associate TSA spaces serving the check point as well as LEO space.
 - d. Coordination with SRQ Ops Security and TSA local and national with implementation of TSA requirements and approval for layout.
 - e. MLM will work with GS/Team, Client & CM review and estimate to the extent of the work performed at TSA check point.
 - f. Meeting with AHJ to review the proposed project and present code analysis with a list of questions regarding local interpretation and resolution/concurrence.
 - g. MLM has provided an allowance of for trips to SRQ. It is anticipated that work will be consolidated to address multiple Task during trips. See attached spread sheet for reimbursable expense.
2. Design Development for GBF- Work with CM on budget & schedule & constructability
 - a. 5 Gate GBF design development, MLM will provide Quality Control Review and comments of documents.
 - b. TSA Check point Architectural Design Development and coordination of Design Development for all other disciplines to 60% level. Coordination with GS for integration of Check point with GBF work.
 - c. TSA Check Point Design review with Client & CM review and estimate
 - d. MLM has provided an allowance of for trips to SRQ. It is anticipated that work will be consolidated to address multiple Task during trips. See attached spread sheet for reimbursable expense.
3. Construction Documents for GBF- Work with CM On GMP
 - a. 5 Gate GBF Construction Documents, MLM will provide Quality Control Review and comments of documents.
 - b. Construction Documents preparation for TSA Public Security Passenger Check point. Drawings and selected specifications specific to checkpoint elements.
 - c. TSA package-Coordination with GS and Team of Construction Documents
 - d. Review meetings with SRQ and TSA regarding the check point.
 - e. Permitting & GMP documents for all disciplines. MLM will sign and seal specific sheets for TSA Checkpoint for permit
 - f. MLM has provided an allowance of for trips to SRQ. It is anticipated that work will be consolidated to address multiple Task during trips. See attached spread sheet for reimbursable expense.

TASK 3 - MAIN TERMINAL & CONCOURSE B EXPANSION DESIGN, PERMITTING & GMP ASSIST

1. Schematic Design
 - a. MLM will coordinate TASK- B Concourse Bump Out work with GS TASK-B Concourse B Decluttering package of existing Conc B.- Gate counters, seating, signage, etc.



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- b. *MLM will be the Architect of Record and Coordinate with GS, SRQ and consultant team on Concourse B Bump-outs*
 - c. *MLM will be the Architect of Record and Coordinate with GS, SRQ and consultant team on proposed addition of two new escalators and replacement of two existing escalators. We anticipate MLM will present various options and or combinations for consideration by SRQ Operations and Pricing by CM to determine an optimum design solution. The agreed to scheme will then be further developed and submitted as an advanced 50% Design as the Schematic submittal.*
 - d. *MLM will be the Architect of Record and Coordinate with GS, SRQ and consultant team on proposed relocation of SRQ Board Room Suite. We anticipate MLM will present various options for consideration by SRQ and Pricing by CM to determine an optimum design solution. It is anticipated that the proposed location is as shown on the GS program and design scope exhibit on the Transfer level, South side at the fulcrum of the Landside terminal.*
 - e. *Team, Client & CM review, and coordinate and assist CM with pricing and GMP for Task*
2. Design Development:
- a. *Concourse B bump out-MLM will provide drawings and assist GS in the review of master specifications and provide specific sections unique to work being performed in our Task Area (my assumption is that we will have a common set of specifications which will include sections prepared and needed by MLM area of work and GS and will require coordination and review by both) and Coordinate with GS, SRQ and consultant team on Concourse B Bump-outs*
 - b. *MLM will Prepare and ERP which will take the advanced 50% to a CD and Coordinate with GS, SRQ and consultant team on proposed addition of two new escalators and replacement of two existing escalators. The CD for this Escalator project will be completed at the DD of Task 3.*
 - c. *MLM will be the Architect of Record and Coordinate with GS, SRQ and consultant team on proposed relocation of SRQ Board Room Suite. MLM will prepare DD documents and review by SRQ and Team.*
 - d. *ERP Escalator signed and sealed drawings and specification for permitting & assist CM with pricing process and final GMP.*
 - e. *MLM will work with GS/Team, SRQ & CM review estimate for Concourse B Bump out and Board Room.*
3. Construction Documents:
- a. *MLM will prepare Construction Documents for Concourse B Bump-outs*
 - b. *MLM will prepare Construction Documents for Board Room.*
 - c. *MLM Coordinate with SRQ, GS and consultant design teamwork associated with Concourse B Bump Out, and Board Room Relocation*
 - d. *Attend meeting with GS/Team, Client & CM review.*
 - e. *Submit Signed and Seal Documents for both projects to AHJ for permits and follow up responses.*
 - f. *Assist CM with pricing process to obtain GMP for projects.*



PROJECT SCOPE OF SERVICES – Scope Detail (MLM-MARTIN – ARCHITECTURE, INTERIOR DESIGN)

These Scope Details define the level of service and the processes involved, and describe the characteristics of the deliverables the consultant will produce while engaging in the tasks and Elements of Work listed in the Scope Outline above.

Schematic Design Documents – Schematic Design will be based on the approved layout/concept from the previous phase of work (Conceptual Programming & Layout). The objective will be to provide design studies and prepare presentation materials for each major component of the building development and to further establish the overall scope of the project by refining the program requirements to allow for preliminary budget confirmation by the Construction Manager for SRQ approval. This phase will begin with the BIM model setup, development, and coordination between disciplines.

1. Architecture, Interior Design & Wayfinding (MLM-MARTIN):

- a. Please note that wayfinding will be by GS and MLM will coordinate and show location on Architectural drawings being prepared by MLM.
- b. Please note that GS as Master Architect will control Material Selections for entire project, MLM will coordinate with GS in include information on Documents such as plans, elevations, and schedules to reflect the intent of design.
- c. Building Plans – Shows the relationship of the programmatic space requirements to scale and describe the functional requirements, building support areas, back of house areas, public areas, egress requirements, and relationship to existing terminal.
- d. Sections and Elevations – Identifies the vertical relationships of the different levels in relation to the existing grades and adjoining existing buildings.
- e. Interior Concepts – Interior space planning concepts will be developed.
- f. Existing conditions, Field investigation and demolition concepts plans
- g. Code and life safety information – pre-application meetings with the AHJ
- h. Coordinate with GS -Wayfinding- Major wayfinding elements will be identified and incorporated into documents.
 - i. Identify existing, revised, and new customer circulation patterns both vehicular and pedestrian.
 - ii. Identify impact of new development on existing signs both on roadways and within existing terminal and garage facilities.

Task 2 Schematic Design Deliverables include:

- a. QAQC review markup documents

Task 3 Schematic Design Deliverables include:

- a. Schematic floor plans
- b. Existing/Demo plans
- c. Life Safety Analysis Plan
- d. Architectural building sections
- e. Architectural building elevations
- f. Architectural 3-D drawings, diagrams, and renderings



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g. Architectural Design Narrative

2. **Scheduling, Phasing & Cost Estimate Reviews:** Work with the selected CM to refine the design and construction schedule, and develop construction phasing plans and provide phasing analyses. Review cost estimate prepared by the CM.

Design Development Documents and Early Release Packages (ERP)- The Design Development documents will refine and further develop the design concept and space planning established during the Schematic Design Phase.

1. **Architecture, Interior Design & Wayfinding (MLM-MARTIN):**

- a. MLM will coordinate the Task assignment designs with all Engineering systems, including Civil, Structural, Mechanical / Electrical / Plumbing, Communications/I.T., security /CCTV, systems, and GS.
- b. Define building Materials and develop representative construction details and specification for building systems. MLM will coordinate with GS overall strategies for selected for building Materials for the project.
- c. Convey key aspects of the design and building systems in order that the SRQ's acceptance of the design can be obtained. Coordinate with GS to achieve this goal for work being performed by MLM.
- d. Continue refinement of code and life safety information– attend pre-application meetings with the AHJ and coordinate with GS in this effort for work being performed by MLM.
- e. Conduct follow up field visits required to verify visible existing condition.
- f. Wayfinding- Major wayfinding elements will be identified and incorporated into documents. MLM will coordinate with GS to incorporate Wayfinding developed by GS into MLM work.
 - i. Develop requirements for new signs.
 - ii. Develop designs for new sign type families.
 - iii. Develop requirements for revisions to existing signs.
 - iv. Develop requirements for statutory and other room identifications signs.
 - v. Develop requirements for dynamic signs.

Task 2 Design Development Deliverables include:

- a. QAQC review markup documents

Task 3 Design Development Deliverables include: MLM will adopt GS drawing convention in the preparation of the deliverables.

- a. Architectural building floor plans
- b. Structural grid identified and dimensioned and main structural elements identified. Coordinate with Structural Engineer special consideration for required vertical and horizontal tolerances and requirements for renovated areas at point of intersection between new and proposed.
- c. IT requirements coordination for Communication Room size and locations for project. SRQ, TSA and Tenant.
- d. Electrical room location/size coordination.
- e. MEP coordination for HVAC and Plumbing chases. IE proposed or existing.
- f. Internal partitions located, drawn, and located and dimensioned
- g. All casework and other equipment called out on plans
- h. Color and Finish Selections (Interior and Exterior), provide samples for review and approval by SRQ.



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- i. Major mechanical/electrical systems determined, and their requirements reflected and indicated on the plans including louvers, areaways, and utility entrances
- j. Rooms named and numbered
- k. Locate exterior and interior doors and windows
- l. Locate typical and fire rated partition types
- m. All keyed references: match lines, building sections, enlarged plans, etc. keyed notes
- n. Finish floor elevations noted
- o. Expansion joints indicated
- p. Building cores (stairs, elevators, toilets, shafts, etc.) drawn to a larger scale (+/- 1/4"), dimensioned and keyed to larger plans. Enlarged floor plans to contain more detailed information e.g., restrooms with plumbing fixtures, toilet partitions and toilet accessories identified.
- q. Plans and elevations of feature areas (public spaces) drawn to a larger scale (+/- 1/4") with all surfaces shown and materials called out and keyed to larger plans
- r. Demolition plans
- s. Demising wall types, coordinate location with Demolition plans and temporary way finding.
- t. Roof plans
- u. Architectural reflected ceiling plans for all finished spaces
- v. Architectural building elevations
- w. Detailed elevations at a larger scale (+/- 1/4") as necessary to explain intent
- x. Major keyed references: match lines, buildings sections, wall sections
- y. Architectural building sections
- z. Representative enlarged Construction details – plan and section
- aa. Long form technical specifications- Draft MLM will work with GS to develop a base specification where MLM can contribute sections specifically and uniquely required in our Tasks and review common specification generated by GS to include requirements, products and execution required to address work in MLM Tasks.

1. **Scheduling, Phasing, DD Cost Estimate & GMP Reviews:** Work with the selected CM to refine the design and construction schedule, and further develop construction phasing plans and provide phasing analyses. Review DD cost estimate prepared by the CM. Assist SRQ and CM on GMP preparation and review for the Civil & Foundation ERP's.

Construction Documents: The main objective of the Construction Document Phase will be to prepare documents which include sufficient detail required to construct the project.

1. **Architecture, Interior Design & Wayfinding (MLM-MARTIN):**

- a. Coordinate with design team/GS and CM to answer/clarify questions and ensure construction documents are completed and consistent with the criteria established to bid the project. Provide additional information as required to facilitate 'the 'buy-out' of the project following bidding based on CD documents.
- b. Finalize Design Issues
- c. Finalize phasing plans and coordinate schedule requirements with CM and SRQ
- d. Based on the Life Safety Plan Coordinate with CM for AHJ requirements for interim Life safety drawings required for permit.



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- e. Completion of Long Form Technical specifications. Draft MLM will work with GS to develop a base specification where MLM can contribute sections specifically and uniquely required in our Tasks and review common specification generated by GS to include requirements, products and execution required to address work in MLM Tasks.
- f. Completion of floor plans, roof plans and reflected ceiling plans.
- g. Identification of all wall, partition types and appropriate fire ratings.
- h. Completion of building sections and elevations.
- i. Completion of enlarged plans such as restrooms with associated toilet accessory schedules, toilet partition arrangements and enlarged details for vanity units and other design features.
- j. Enlarged wall sections.
- k. Completion of large-scale construction details – plan, section and 3-dimensional where required.
- l. Completion of door, window, and louver schedules. Coordination with GS and SRQ Locksmith door and door hardware requirements to include in construction documents.
- m. Millwork elevations and details. Coordinate with GS for uniform implementation in our projects.
- n. Custom fabrications required for EVIDS supports, touchscreen displays and other similar systems.
- o. Staircase details, guard rail details, escalator sections, elevator shaft sections.
- p. Finalize all Color and Finish Selections (Interior and Exterior), provide samples for review and approval by SRQ. Coordinate with GS for uniform implementation in our projects and in finish schedules.
- q. Coordination with building signage and dynamic signage.
- r. Coordination with miscellaneous devices such as fire extinguisher cabinets, customer phones/emergency call stations.
- s. Complete finish plans and finish schedules. Coordinate with GS for implementation in MLM projects.

Task 2 Construction Document Deliverables include:

- a. QAQC review markup documents

Task 3 Construction Document Deliverables include:

- a. Final Architectural building floor plans, reflected ceiling plans, roof plans, enlarged plans, sections, elevations, details.
- b. Final Color and Finish Selections (Interior and Exterior).
- c. Final technical specifications
- d. Final Div. 00 & Div. 01 specifications

- 2. **Scheduling & Phasing:** Work with the selected CM to refine the design and construction schedule, and further develop construction phasing plans and provide phasing analyses as well as define any early or enabling drawing packages.

Permitting: Prepare drawings for the Plan Review submissions to the AHJ (Authorities having Jurisdiction) and respond to questions and provide supplemental information as required to complete the Plan Review process. Ensure bid documents are updated to reflect additional information provided to the AHJ. Attend meetings as required with the AHJ's to complete the plan review process.



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Bidding and GMP Support Services: Coordinate with the CM and respond to questions and requests for information arising from bidding the project:

- a. Provide supplemental drawings, respond to RFI's, issue addenda.
- b. Assist the CM with sub-contractor meetings
- c. Assist in price evaluation meetings

Excluded Requirements

- a. All Construction Administration is excluded from this agreement and will be determined and added later in conjunction with the approved construction schedule and phasing plan.
- b. Any hazardous materials surveying is excluded from this agreement.



SCOPE OUTLINE

Scope of Services
November 9, 2021**PROJECT SCOPE OF SERVICES – Scope Outline (AECOM – CIVIL & STRUCTURAL ENGINEERING)**

This Scope Outline lists tasks and individual Elements of Work the consultant will undertake to achieve the overall project design and are listed in the fee spreadsheet. The Level of Service, definition of tasks, list of deliverables, and excluded services are more fully defined in the Scope Detail that follows.

TASK 2 – GROUND BOARDING FACILITY (GBF) DESIGN, PERMITTING & GMP ASSIST

1. Administrative Effort
 - a. Kick-Off Meeting/Pre-Design Meeting
 - b. Project set up activities, files, APIC, others
 - c. Coordination of Disciplines field work
 - d. Detailed Site Inspection to Verify Existing Conditions
 - e. Review and process geotechnical & survey data
 - f. Cost Estimating coordination (at each milestone)
 - g. 60% Submittal - QA/QC and review with GS/CMR
 - h. 90% Submittal - QA/QC and review with GS/CMR
 - i. 100% Submittal - QA/QC and review with GS/CMR
 - j. Plans Preparation (drawing coordination)
 - k. CSPP
 - l. FAA OE-AAA (7460-1) process
 - m. Project Specifications
 - n. Budget support/CMR Meetings
2. Structural Effort
 - a. General Notes
 - b. Wind pressure sheet
 - c. Foundation Plan Terminal
 - d. Floor Plan Terminal
 - e. Roof Plan Terminal
 - f. Concourse A SD Foundation Plan
 - g. Concourse A SD Floor Plan
 - h. Concourse A SD Roof Plan
 - i. GBF Foundation Sections and Details
 - j. GBF Floor Sections and Details
 - k. GBF Roof Sections and Details
 - l. Beam Schedule
 - m. Column Schedule
 - n. Wall Elevations
 - o. Specification
 - p. Blast Mitigation Analysis
 - q. Blast Fence Foundation Design
 - r. SD Review
 - s. DD Review
 - t. CD Review
3. Civil Effort
 - a. Coordination Meetings
 - b. General, Safety, Security Notes



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- c. Phasing Drawings*
- d. Utilities-Water Lines Relocation*
- e. Utilities-Sewer Line Relocation and Lift Station*
- f. Utilities-Gas Line Relocation*
- g. Utilities-Stormwater Relocation*
- h. Apron Demo*
- i. Apron Reconstruction*
- j. Gate Planning for Ramp Marking*
- k. Ramp Marking Plan and Details*
- l. Shade Parking Lot Reconfiguration*
- m. Shade Parking Lot Entrance Relocation*
- n. Sidewalk and Pedestrian Canopy Relocation*
- o. Wayfinding Signage Revisions*
- p. Utility Permitting*
- q. Specifications*



SCOPE DETAIL

Scope of Services
November 9, 2021**PROJECT SCOPE OF SERVICES – Scope Detail (AECOM – CIVIL & STRUCTURAL ENGINEERING)**

These Scope Details define the level of service and the processes involved, and describe the characteristics of the deliverables the consultant will produce while engaging in the tasks and Elements of Work listed in the Scope Outline above.

Schematic Design Documents – Schematic Design will be based on the approved layout/concept from the previous phase of work (Conceptual Programming & Layout). The objective will be to provide design studies and prepare presentation materials for each major component of the building development and to further establish the overall scope of the project by refining the program requirements to allow for preliminary budget confirmation by the Construction Manager for SRQ approval. This phase will begin with the BIM model setup, development, and coordination between disciplines.

1. Civil Site Design (AECOM):

- a. Utilities – water, sanitary sewer, gas, storm sewer. Schematically design the relocation of the utility corridor and meet with the agencies to discuss locations, separations, and design criteria. Document discussions and decisions in a formal file memo.
- b. Apron – based on the building footprint and blast mitigation analysis, develop a site plan indicating aircraft layout, utility corridor, shade parking lot modifications, covered sidewalk relocation, etc. The site plan layout will be shared and meetings held to validate/accept for final design purposes. Aircraft layouts will include preliminary parking positions with preferred aircraft fleet mix. Tug drives and service vehicle lanes will be indicated at proposed locations.
- c. Shade Parking Lot – The entrance to the shade lot will be relocated from the existing west side to the south side of the lot. The parking lot may be reconfigured for better traffic flow and possible impacts based on the blast mitigation analysis recommendations. Modify existing roadway wayfinding signage.
- d. Construction Safety and Phasing Plan – A draft plan will be developed in coordination with SRQ and design team/CM to determine proposed project phasing and related impacts to airport operations.

Task 2 Schematic Design Deliverables include:

- a. Schematic utility corridor drawings showing proposed locations of utilities.
- b. Schematic drawings showing proposed apron, site plan, parking modifications, service lanes and aircraft layout.
- c. Schematic plans showing the shade parking reconfiguration, relocation of the parking lot entrance and the road wayfinding signage.
- d. A first draft of the proposed CSPP and phasing plans.
- e. Meeting minutes and decisions with agencies and utility owners related to design criteria.

2. Structural (AECOM - TASK 2): The major building structural systems will be identified, analyzed, and coordinated with the architectural drawings.

- a. Compilation of Data
 - i. Confirm that all available relevant existing documentation and survey information has been obtained and reviewed.



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- b. Foundation Design
 - i. Review completed Geotechnical report.
 - ii. Select the appropriate foundation system for the facility.
 - iii. Advance the structural design of selected foundation system.
 - iv. Preliminary coordination with existing, new, and relocated underground utilities, and jet blast fence requirements to protect auto parking.
- c. Blast Mitigation Analysis
 - i. Select the bomb size and location to perform the analysis.
 - ii. Present the analysis in report format with best practice recommendations to be incorporated into the design.
- d. Structural Framing Design
 - i. Select and advance the structural design of the selected framing systems.
 - ii. Produce preliminary size and reinforcement quantity information for columns, beams, and slabs.
 - iii. Identify possible systems routings.
 - iv. Identify connection points between the existing and new structures.
 - v. Further the electronic documents showing the structural framing layout.
- e. Design Production
 - i. Coordinate structural layout with other disciplines.
 - ii. Start developing details pertaining to the structure.
 - iii. Generate loading plan for all levels and roof including wind pressures for all components.
 - iv. Identify the required specification sections and coordinate the list with other disciplines.

Task 2 Schematic Design Deliverables include:

- a. Record in a memo format the review and findings of the existing documentation and survey information.
- b. Schematic design/drawings of the foundation system for the facility.
- c. Report on the Blast Mitigation including best practices recommendations.
- d. Schematic drawings of the framing layout.
- e. Schematic drawings showing structural details and preliminary load calculations.

Design Development Documents and Early Release Packages (ERP)- The Design Development documents will refine and further develop the design concept and space planning established during the Schematic Design Phase.

1. **Civil Site Design ERP (AECOM):** Continue to develop the design to issue ERP documents for permitting and GMP preparation by the CM. This will include development of the designs started in the previous task, along with the design of erosion control measures and technical specifications for the civil/site portion of the project. The civil/site plans will be updated to reflect the level of design as follows:
 - a. Utilities:
 - i. Water – prepare plan and profile drawings for relocation and submit for permitting through Manatee County and FDEP.
 - ii. Sanitary Sewer – prepare plan and profile drawings, sanitary lift station design and details, and



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- submit for permitting through Manatee County.
- iii. Gas – coordinate relocation with People’s Gas and develop design documents and details in accordance with their standards.
- iv. Storm Sewer – develop plan and profiles of the new and relocated storm sewer system and coordinate connection point to the airfield drainage system.
- v. Develop demolition plans for the removal or capping and plugging of the underground utilities to be abandoned or removed.
- b. Apron
 - i. Develop demolition plan of apron based on building footprint and utility relocations.
 - ii. Develop pavement design and joint pattern for tie-in to existing apron.
 - iii. Develop final aircraft parking plan/gate position marking plan including tug drives and service roads.
 - iv. Develop erosion control plans associated with each potential project construction phase.
 - v. Develop technical specifications for each respective facet of work.
- c. Shade Parking Lot
 - i. Prepare demolition plan for removal of pavement and shade parking lot configurations.
 - ii. Develop design drawings for the relocation of the parking lot entrance and ticketing, and revised traffic circulation if required.
 - iii. Develop marking plans and roadway wayfinding signage revisions.
- d. Construction Safety and Phasing Plan
 - i. Finalize the CSPP and submit to FAA for comments/approval.
 - ii. Develop 7460-1 Notice of Proposed Construction application for both temporary and permanent structures and submit to FAA for comments/approval.

Task 2 Design Development Deliverables include:

- a. Develop plan and profile drawings of water, sanitary sewer, gas, and storm sewer, including demolition, relocation layouts and abandoned or removed utilities. Develop details or incorporate details in accordance to utility Owner or County/City standards. Submit for permitting to the appropriate Agency/County.
 - b. Develop apron demolition plans, pavement and joints drawings, final aircraft parking/gate positions drawings, service road geometry, pavement markings, and pavement sections. Drawings will include details, erosion control and utility relocation.
 - c. Develop demolition plans, parking lot reconfiguration, traffic lanes, and entrance relocation. Plans will include marking plans and road wayfinding signage.
 - d. Develop the final CSPP and phasing plan and submit both the CSPP and 7460 form to the FAA via the OE-AAA website.
 - e. Develop preliminary technical specifications, reports, calculations and required documentation for the civil work component.
2. **Structural (AECOM - TASK 2):** The design concepts and framing systems have already been established for the foundations and framing layout.
- a. **Foundation Design ERP**
 - i. Finalize Structural design of selected foundation system.
 - ii. Coordinate foundation layout with all underground utilities and modify foundations as needed.



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- iii. Continue to develop the design to issue ERP documents for permitting and GMP preparation by the CM.
- iv. Finalize the foundation design for the jet blast fence to protect auto parking.
- b. Structural Framing Design
 - i. Advance the design of columns, beams, slabs, and lateral resisting elements.
 - ii. Coordinate and advance the details
 - iii. Further the electronic documents showing the structural framing layout.
- c. Design Production
 - i. Coordinate structural framing with other disciplines.
 - ii. Prepare Structural General Notes.
 - iii. Create plan drawings for the following:
 - Foundations
 - Floor and roof framing plans
 - Prepare column and wall schedules.
 - Provide elevations of Lateral resisting elements.
 - Advance the detailing of structural conditions.
 - Generate building sections and elevations as appropriate.
 - Prepare long form technical specifications.

Task 2 Design Development Deliverables include:

- a. Develop and complete foundation drawings and calculations, including blast fence foundation plans.
- b. Develop drawings and documents for the framing design.
- c. Develop drawings for building foundations, columns, walls, structural elevations, details and sections.
- d. Develop preliminary technical specifications, reports, calculations and required documentation for the structural work component.

Construction Documents: The main objective of the Construction Document Phase will be to prepare documents which include sufficient detail required to construct the project.

1. Civil Site Design (AECOM): Construction Contract Administration scope for the ERP package will be submitted separately and not included as part of this scope.

- a. Utilities – incorporate all comments received from permitting agencies and the design team/CM and finalize the designs. Respond to permitting comments.
- b. Apron – incorporate all comments received from the design team/CM and finalize design.
- c. Shade Parking Lot – incorporate all comments received from the design team/CM and finalize design.
- d. Construction Safety and Phasing Plan and 7460-1 Notice of Proposed Construction – respond to comments received from FAA and resubmit as required.

Task 2 Construction Document Deliverables include:

- a. Finalize all utility drawings and plans. Respond to any permitting comments that have not been incorporated.
- b. Finalize all apron drawings and plans. Finalize erosion control and apron utility plans and drawings.
- c. Finalize all shade parking plans and drawings. Finalize marking plans and road wayfinding signage.
- d. Incorporate or incorporate any FAA comments to the CSPP or phasing plan and re-submit if required.
- e. Finalize technical specifications, reports, calculations and required documentation for the civil work component.



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2. **Structural (AECOM - TASK 2):** The design concepts and framing systems have already been established for the foundations and framing layout.
- a. Foundation Design: Continue coordination with the design team and the contractor. Construction Contract Administration scope for the ERP package will be submitted separately and not included as part of this scope.
 - b. Structural Framing Design
 - i. Finalize the structural design of the primary framing systems, incorporate information from GMP bid process
 - ii. Advance the details for unique conditions, special structures, and connections between new and existing structural members.
 - iii. Develop strengthening details as required for modifications to existing structures
 - iv. Detailed design of all girders, bents, columns, supports bearing details and perimeter panels.
 - v. Details of connections to existing structures
 - vi. Detailed design of station roof framing.
 - vii. Coordination of escalators.
 - viii. Exterior wall support design.

Task 2 Construction Document Deliverables include:

- a. Finalize foundation drawings and calculations, including blast fence foundation plans.
- b. Finalize all drawings and documents for the framing design.
- c. Finalize drawings for building framing foundations, columns, walls, structural elevations, details and sections.
- d. Finalize technical specifications, reports, calculations and required documentation for the structural work component.

Permitting: Prepare drawings for the Plan Review submissions to the AHJ (Authorities having Jurisdiction) and respond to questions and provide supplemental information as required to complete the Plan Review process. Ensure bid documents are updated to reflect additional information provided to the AHJ. Attend meetings as required with the AHJ's to complete the plan review process.

Bidding and GMP Support Services: Coordinate with the CM and respond to questions and requests for information arising from bidding the project:

- a. Provide supplemental drawings, respond to RFI's, issue addenda.
- b. Assist the CM with sub-contractor meetings
- c. Assist in price evaluation meetings

Excluded Requirements

- a. All Construction Administration is excluded from this agreement and will be determined and added later in conjunction with the approved construction schedule and phasing plan.
- b. Any hazardous materials surveying is excluded from this agreement.



SCOPE OUTLINE

Scope of Services
November 9, 2021**PROJECT SCOPE OF SERVICES – Scope Outline (HEES & ASSOCIATES – STRUCTURAL)**

This Scope Outline lists tasks and individual Elements of Work the consultant will undertake to achieve the overall project design and are listed in the fee spreadsheet. The Level of Service, definition of tasks, list of deliverables, and excluded services are more fully defined in the Scope Detail that follows.

TASK 3 - CONCOURSE B EXPANSION

1. Schematic Design
 - a. *SD-Structural Design & Drafting (BIM Production)*
 - b. *SD-Quality Control & Review*
2. Design Development for GBF:
 - a. *DD-Structural Design & Drafting (BIM Production)*
 - b. *DD-Quality Control & Review*
3. Construction Documents for GBF- Work with CM On GMP
 - a. *CD-Structural Design & Drafting (BIM Production)*
 - b. *CD-Quality Control & Review*
 - c. *Coordination Meetings*
 - d. *Site Visits*
 - e. *Clerical*

TASK 3 - MAIN TERMINAL HUB ESCALATORS & BOARD ROOM

1. Schematic Design
 - a. *SD-Structural Design & Drafting (BIM Production)*
 - b. *SD-Quality Control & Review*
2. Design Development:
 - a. *DD-Structural Design & Drafting (BIM Production)*
 - b. *DD-Quality Control & Review*
3. Construction Documents for Bumpouts Work with CM On GMP
 - a. *CD-Structural Design & Drafting (BIM Production)*
 - b. *CD-Quality Control & Review*
 - c. *Coordination Meetings*
 - d. *Site Visits*
 - e. *Clerical*



PROJECT SCOPE OF SERVICES – Scope Detail (HEES & ASSOCIATES – STRUCTURAL)

These Scope Details define the level of service and the processes involved, and describe the characteristics of the deliverables the consultant will produce while engaging in the tasks and Elements of Work listed in the Scope Outline above.

Schematic Design Documents – Schematic Design will be based on the approved layout/concept from the previous phase of work (Conceptual Programming & Layout). The objective will be to provide design studies and prepare presentation materials for each major component of the building development and to further establish the overall scope of the project by refining the program requirements to allow for preliminary budget confirmation by the Construction Manager for SRQ approval. This phase will begin with the BIM model setup, development, and coordination between disciplines.

1. **Structural (HEES - TASK 3):** The major building structural systems will be identified, analyzed, and coordinated with the architectural drawings and provided as a written structural narrative.
 - a. Compilation of Data
 - i. Confirm that all available relevant existing documentation and survey information has been obtained and reviewed.
 - b. Foundation Design
 - i. Review completed Geotechnical report.
 - ii. Select the appropriate foundation system for the facility.
 - iii. Preliminary coordination with existing, new, and relocated underground utilities.
 - c. Structural Framing Design
 - i. Select and advance the structural design of the selected framing systems.
 - ii. Produce preliminary size and reinforcement quantity information for columns, beams and slabs.
 - iii. Identify connection points between the existing and new structures.
 - d. Design Production
 - e. Generate wind pressures for all components.
 - f. Identify the required specification sections and coordinate the list with other disciplines.

Task 3 Schematic Design Deliverables include:

- a. Written structural narrative on proposed structural elements to be used.

Design Development Documents and Early Release Packages (ERP)- The Design Development documents will refine and further develop the design concept and space planning established during the Schematic Design Phase.

1. **Structural (HEES - TASK 3):** The design concepts and framing systems have already been established for the foundations and framing layout.
 - a. **Foundation Design ERP**
 - i. Advance the structural design of selected foundation system.
 - ii. Coordinate foundation layout with all underground utilities and modify foundations as needed.



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- iii. Continue to develop the design to issue ERP documents for permitting and GMP preparation by the CM
- b. Structural Framing Design
 - i. Advance the design of columns, beams, slabs, and lateral resisting elements.
 - ii. Coordinate and advance the details
 - iii. Further the electronic documents showing the structural framing layout.
- c. Design Production
 - i. Coordinate structural framing with other disciplines.
 - ii. Prepare Structural General Notes.
 - iii. Create plan drawings for the following:
 - Foundations
 - Floor and roof framing plans
 - Prepare column and wall schedules if appropriate.
 - Provide elevations of Lateral resisting elements if appropriate.
 - Advance the detailing of structural conditions.
 - Generate building sections and elevations as appropriate.
 - Prepare long form technical specifications.

Task 3 Design Development Deliverables include:

- a. Structural plans with major structural element types noted on plans.
- b. Preliminary structural technical specifications.

Construction Documents: The main objective of the Construction Document Phase will be to prepare documents which include sufficient detail required to construct the project.

1. **Structural (HEES - TASK 3):** The design concepts and framing systems have already been established for the foundations and framing layout.
 - a. Foundation Design: Continue coordination with the design team and the contractor. Construction Contract Administration scope for the ERP package will be submitted separately and not included as part of this scope.
 - b. Structural Framing Design
 - i. Finalize the structural design of the primary framing systems, incorporate information from GMP bid process
 - ii. Advance the details for unique conditions, special structures and connections between new and existing structural members.
 - iii. Develop strengthening details as required for modifications to existing structures
 - iv. Detailed design of all girders, bents, columns, supports bearing details and perimeter panels.
 - v. Details of connections to existing structures
 - vi. Detail design of roof framing.
 - vii. Coordination of escalators.
 - viii. Exterior wall support design.

Task 3 Construction Document Deliverables include:

- a. Final structural building floor plans, sections & details.
- b. Final structural technical specifications.



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Permitting: Prepare drawings for the Plan Review submissions to the AHJ (Authorities having Jurisdiction) and respond to questions and provide supplemental information as required to complete the Plan Review process. Ensure bid documents are updated to reflect additional information provided to the AHJ. Attend meetings as required with the AHJ's to complete the plan review process.

Bidding and GMP Support Services: Coordinate with the CM and respond to questions and requests for information arising from bidding the project:

- a. Provide supplemental drawings, respond to RFI's, issue addenda.
- b. Assist the CM with sub-contractor meetings
- c. Assist in price evaluation meetings

Excluded Requirements

- a. All Construction Administration is excluded from this agreement and will be determined and added later in conjunction with the approved construction schedule and phasing plan.
- b. Any hazardous materials surveying is excluded from this agreement.



SCOPE OUTLINE

Scope of Services
November 9, 2021**PROJECT SCOPE OF SERVICES – Scope Outline (TLC – MEP&FP)**

This Scope Outline lists tasks and individual Elements of Work the consultant will undertake to achieve the overall project design and are listed in the fee spreadsheet. The Level of Service, definition of tasks, list of deliverables, and excluded services are more fully defined in the Scope Detail that follows.

TASK 2 – GROUND BOARDING FACILITY (GBF) DESIGN, PERMITTING & GMP ASSIST

1. Schematic Design – 30% Narrative and Drawings
 - a. Project Management
 - b. Weekly Design Meetings
 - c. Weekly OAC Meetings
 - d. Site Visits
 - e. Calculations
 - f. Narratives to SMAA w/CEP Option #1
 - g. Narratives to SMAA w/CEP Option #2
 - h. Drawing Development
 - i. Specification Development
 - j. Coordination
 - k. Quality Control
 - l. Response to Comments
2. Design Development – 60% Drawings and Specifications
 - a. Project Management
 - b. Weekly Design Meetings
 - c. Weekly OAC Meetings
 - d. Drawing Development
 - e. Specification Development
 - f. Coordination
 - g. Quality Control
 - h. Response to Comments
3. Construction Documents – 100% Drawings and Specifications
 - a. Project Management
 - b. Weekly Design Meetings
 - c. Weekly OAC Meetings
 - d. Drawing Development
 - e. Specification Development
 - f. Coordination
 - g. Quality Control
 - h. Response to Comments
4. Permitting – Signed and Sealed documents.
 - a. Permit Drawing Preparation/Plan Review Submission
 - b. AHJ Question/Response Meetings & Coordination
5. GMP Assist
 - a. CMAR Coordination & Bidding RFI Responses



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TASK 3 - MAIN TERMINAL & CONCOURSE B EXPANSION DESIGN, PERMITTING & GMP ASSIST

1. Schematic Design – 30% Narrative and Drawings
 - a. *Project Management*
 - b. *Weekly Design Meetings*
 - c. *Weekly OAC Meetings*
 - d. *Site Visits*
 - e. *Calculations*
 - f. *Narratives to SMAA*
 - g. *Drawing Development*
 - h. *Specification Development*
 - i. *Coordination*
 - j. *Quality Control*
 - k. *Response to Comments*
2. Design Development – 60% Drawings and Specifications
 - a. *Project Management*
 - b. *Weekly Design Meetings*
 - c. *Weekly OAC Meetings*
 - d. *Drawing Development*
 - e. *Specification Development*
 - f. *Coordination*
 - g. *Quality Control*
 - h. *Response to Comments*
3. Construction Documents – 100% Drawings and Specifications
 - a. *Project Management*
 - b. *Weekly Design Meetings*
 - c. *Weekly OAC Meetings*
 - d. *Drawing Development*
 - e. *Specification Development*
 - f. *Coordination*
 - g. *Quality Control*
 - h. *Response to Comments*
4. *Permitting – Signed and Sealed documents.*
 - a. *Permit Drawing Preparation/Plan Review Submission*
 - b. *AHJ Question/Response Meetings & Coordination*
5. *GMP Assist*
 - a. *CMAR Coordination & Bidding RFI Responses*



SCOPE DETAIL

Scope of Services
November 9, 2021**PROJECT SCOPE OF SERVICES – Scope Detail (TLC – MEP&FP)**

These Scope Details define the level of service and the processes involved, and describe the characteristics of the deliverables the consultant will produce while engaging in the tasks and Elements of Work listed in the Scope Outline above.

Scope items to be determined and defined separately, not included in this fee: Baggage Claim area modifications

Schematic Design Documents – Schematic Design will be based on the approved layout/concept from the previous phase of work (Conceptual Programming & Layout). The objective will be to provide design studies and prepare presentation materials for each major component of the building development and to further establish the overall scope of the project by refining the program requirements to allow for preliminary budget confirmation by the Construction Manager for SRQ approval. This phase will begin with the BIM model setup, development, and coordination between disciplines.

1. MEP&FP Systems (TLC):

- a. Schematic Design shall provide evaluation of one CEP/Electrical Service option to support MEP & FP work for all project components [Ground Boarding Facility; Future Concourse A (to SD level); Concourse B de-clutter and expansion (Bump-outs) and Main Terminal Expansion elements] to include the following:
 - i. Preliminary load calculations
 - ii. Identify scope of work based on existing conditions survey for review and pricing.
 - iii. Concourse B de-clutter: MEP/FP system expansion to support bump outs; 7500 sf, and maintain existing infrastructure for the remainder of the concourse, with a review for specific item replacement; i.e. lighting, power for modified concessions, downstream of AHU HVAC modifications, and miscellaneous plumbing and FP for ceiling modifications. Major MEP/FP infrastructure within the Concourse to remain for existing areas.
 - iv. MEP & FP Systems Design Narrative
 1. Service size verifications and coordination with Utility companies and Civil.
 2. Existing Terminal Building Automation Trending, Electrical Usage Trending.
 3. Existing conditions survey and recommendations for replacement of equipment.
 4. Central Energy Plant and Main Electrical Service Design Option Review – perform a 15% level review of concepts that will include site, capacity, efficiency, cost, and payback:
 5. Option 1 – upgrade the existing CEP and Electrical by expanding the existing location at the Hub.
 6. Option 2 – provide a design narrative with LCCA for a new CEP and Electrical service location sized to serve the GBF, with N+1 redundancy.
 7. Life Cycle Cost Analysis for multiple options – Provide an LCCA to compare Options for decision making of MEP+FP system design and modifications. In order to prepare this analysis, building electrical power usage for cooling and



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general electrical services needs to be trended, and a proposed energy model will be used to simulate the usage of the proposed system. Coupled with a cost estimator, the team will run an LCCA based on 30 years, with an acceptable payback of 6 years for options.

- v. Presentations to SRQ for stakeholder review.
 - 1. Identify the Energy Conservation Measures (ECMs) required to meet the 2020 Florida Energy Code.
- vi. Major equipment room allocations determined.
- vii. Coordination Meetings
- viii. Sustainability and Energy Modeling concepts for code compliance
- ix. Riser and Flow Diagrams Development
- x. Preliminary lighting and power layout
- xi. Phasing Development for the MEP/FP systems and coordination with the CM
- xii. Concession Design Criteria Manual – outlining budgeted HVAC, Plumbing, and Electrical loads based on type of concessionaire. Inclusive of proposed routing for grease duct by the concessionaires.
- xiii. Master Plan concept review for approval of schematic design approach.
- xiv. Internal Quality Assurance / Quality Control
- xv. 30% page turn with SRQ, address review comments.

Task 2 Schematic Design Deliverables include:

- a. Design Narrative
- b. Symbol Legends, Abbreviations, Code Compliance
- c. Floor Plans
- d. One-line diagrams
- e. Details
- f. Schedules

Task 3 Schematic Design Deliverables include:

- a. Design Narrative
- b. Symbol Legends, Abbreviations, Code Compliance
- c. Floor Plans
- d. One-line diagrams
- e. Details
- f. Schedules

Design Development Documents and Early Release Packages (ERP)- The Design Development documents will refine and further develop the design concept and space planning established during the Schematic Design Phase.

1. **MEP&FP Systems (TLC):** Perform MEP&FP engineering design services for each project component including the CEP improvements (design is based on Option 1 being selected; if SMAA selects Option 2, additional design will be necessary), Ground Boarding Facility, Concourse B Expansion and Main Terminal Expansion elements. The drawings will show the location of major MEP&FP equipment in mechanical and electrical rooms, system distribution, and preliminary location of end devices such as air distribution, plumbing fixtures, sprinklers, lighting, and receptacles. Specifications will focus on identifying the quality for the scope of work for the major pieces of equipment.



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- a. Design development shall provide further refinement of Schematic Design documents, to include the following:
 - i. Coordination Meetings
 - ii. Updated load calculations
 - iii. Prepare long form technical specifications.
 - iv. Sustainability and Energy Modeling refinement for code compliance
 - v. Riser and Flow Diagrams Development
 - vi. Lighting and Power Development
 - vii. Fire protection plans showing scope of work, delegated design level.
 - viii. Phasing Development
 - ix. Controls Diagrams Development, including coordination with Owner on overall controls schemes.
 - x. Additional existing conditions survey work, as required, to support Design Development.
 - xi. Internal Quality Assurance / Quality Control
 - xii. 60% page turn with SRQ, address review comments.

Task 2 Design Development Deliverables include:

- a. Symbol Legends, Abbreviations, Code Compliance
- b. Floor Plans
- c. Enlarged Floor Plans for Mechanical and Electrical Rooms
- d. One-line diagrams
- e. Details
- f. Schedules
- g. Specifications for Divisions 21, 22, 23, 26

Task 3 Design Development Deliverables include:

- a. Symbol Legends, Abbreviations, Code Compliance
- b. Floor Plans
- c. Enlarged Floor Plans for Mechanical and Electrical Rooms
- d. One-line diagrams
- e. Details
- f. Schedules
- g. Specifications for Divisions 21, 22, 23, 26

Construction Documents: The main objective of the Construction Document Phase will be to prepare documents which include sufficient detail required to construct the project.

1. **MEP&FP Systems (TLC):** Perform MEP&FP engineering design services for each project component including the CEP improvements (design is based on Option 1 being selected; if SMAA selects Option 2, additional design will be necessary), Ground Boarding Facility, Concourse B Expansion and Main Terminal Expansion elements. The construction documents will be fully coordinated with respective disciplines within the Revit model in accordance with the BIM execution plan.
 - a. Continuation of the Design Development phase of work
 - b. Owner/Architect Meetings
 - c. Construction Documents shall provide further refinement of Design Development, to include the following:



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- i. Final load calculations
- ii. Final specification development
- iii. Construction Manager interface
- iv. Coordination Meetings
- v. Sustainability and Energy Modeling completion for code compliance
- vi. Riser and Flow Diagrams completion for MEP&FP
- vii. Lighting and Power completion
- viii. Fire protection plans showing scope of work, delegated design level.
- ix. Phasing Development
- x. Controls Diagrams completion, including coordination with Owner on overall controls schemes.
- xi. Additional existing conditions survey work, as required, to support Construction Documents.
- xii. Internal Quality Assurance / Quality Control
- xiii. 100% page turn with SRQ, address review comments.

Task 2 Construction Document Deliverables include:

- a. Symbol Legends, Abbreviations, Code Compliance
- b. Floor Plans
- c. Enlarged Floor Plans for Mechanical and Electrical Rooms
- d. One-line diagrams
- e. Control Diagrams
- f. Details
- g. Schedules
- h. Specifications for Divisions 21, 22, 23, 26
- i. Code Compliance Energy Model

Task 3 Construction Document Deliverables include:

- a. Symbol Legends, Abbreviations, Code Compliance
- b. Floor Plans
- c. Enlarged Floor Plans for Mechanical and Electrical Rooms
- d. One-line diagrams
- e. Control Diagrams
- f. Details
- g. Schedules for Divisions 21, 22, 23, 26
- h. Specifications

Permitting: Prepare drawings for the Plan Review submissions to the AHJ (Authorities having Jurisdiction) and respond to questions and provide supplemental information as required to complete the Plan Review process. Ensure bid documents are updated to reflect additional information provided to the AHJ. Attend meetings as required with the AHJ's to complete the plan review process.



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Bidding and GMP Support Services: Coordinate with the CM and respond to questions and requests for information arising from bidding the project:

- a. Provide supplemental drawings, respond to RFI's, issue addenda.
- b. Assist the CM with sub-contractor meetings
- c. Assist in price evaluation meetings

Excluded Requirements

- a. All Construction Administration is excluded from this agreement and will be determined and added later in conjunction with the approved construction schedule and phasing plan.
- b. Any hazardous materials surveying is excluded from this agreement.
- c. CEP evaluation Option 3 narrative with future capacity and space to be a replacement for the entire Terminal and all Concourses in the Master Plan is excluded from this agreement.



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PROJECT SCOPE OF SERVICES – Scope Outline (ARORA – SPECIAL SYSTEMS)

This Scope Outline lists tasks and individual Elements of Work the consultant will undertake to achieve the overall project design and are listed in the fee spreadsheet. The Level of Service, definition of tasks, list of deliverables, and excluded services are more fully defined in the Scope Detail that follows.

TASK 2 – GROUND BOARDING FACILITY (GBF) DESIGN, PERMITTING & GMP ASSIST

1. Schematic Design
 - a. Telecommunications
 - b. Audio/Visual
 - c. Security
2. Design Development
 - a. Telecommunications
 - b. Audio/Visual
 - c. Security
3. Construction Documents, Permit, GMP
 - a. Telecommunications
 - b. Audio/Visual
 - c. Security

TASK 3 - MAIN TERMINAL & CONCOURSE B EXPANSION DESIGN, PERMITTING & GMP ASSIST

1. Schematic Design
 - a. Telecommunications
 - b. Audio/Visual
 - c. Security
2. Design Development
 - a. Telecommunications
 - b. Audio/Visual
 - c. Security
3. Construction Documents, Permit, GMP
 - a. Telecommunications
 - b. Audio/Visual
 - c. Security



PROJECT SCOPE OF SERVICES – Scope Detail (ARORA – SPECIAL SYSTEMS)

These Scope Details define the level of service and the processes involved, and describe the characteristics of the deliverables the consultant will produce while engaging in the tasks and Elements of Work listed in the Scope Outline above.

Schematic Design Documents – Schematic Design will be based on the approved layout/concept from the previous phase of work (Conceptual Programming & Layout). The objective will be to provide design studies and prepare presentation materials for each major component of the building development and to further establish the overall scope of the project by refining the program requirements to allow for preliminary budget confirmation by the Construction Manager for SRQ approval. This phase will begin with the BIM model setup, development, and coordination between disciplines.

1. Special Systems (ARORA)

- a. Telecommunications:
 - i. Provide updated analysis of the building systems that require data transmission and how they will impact network performance. Identify transmission media and general routes for redundancy. Identify any individual cabling systems for owner vs. tenant etc....
 - ii. Perform a wireless spectrum analysis and provide solution identifying the need for a Wi-Fi and/or Distributed Antenna System. Provide approximate quantities and topology based spectrum analysis findings (Task 2 only).
 - iii. Define a network security schema to protect/separate the individual systems behind the IDS/IPS. Identify equipment list for EF/ER/TR's. Include quantities and BOD for equipment cabinets/racks, cable trays and topology (Centralized, Top of Rack, End of Row), and other typical Telecommunication Space requirements (Task 2 only).
 - iv. Work with the Electrical Designer to determine equipment loads for UPS and Generator requirements, Grounding and Bonding design and Power Distribution for devices.
 - v. Work with the Mechanical Designer to determine heat loads for telecommunication spaces.
- b. Security:
 - i. Provide CCTV device distribution plan based on asset identification and the owners security plan.
 - ii. Provide BOD for CCTV system, identifying critical network equipment. Identify if it will be integrated with an existing system and the requirements for integration. Determine basis for data transmission, camera parameters, and storage requirements. Provide an equipment list for a Command Center or viewing station(s).
 - iii. Identify points of vulnerability where electronic access control should be provided. Identify points of integration for camera call ups with CCTV system.
 - iv. Identify if ACS is the extension of an existing system. Provide system BOD, including a high-level sequence of operation for each type of access-controlled door.
 - v. Provide monitoring points for an intrusion detection system and integration requirements to other on or off premises systems. Identify monitoring and response procedures.



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- vi. Work with Telecommunications Designer to identify the network requirements and impacts along with a network security plan for protecting critical systems.
- c. Audio Visual Systems:
 - i. Conduct a formal Needs Analysis to determine the specific activities the end users must perform.
 - ii. Determine the required A/V presentation applications and the supporting tasks and functions to perform these functions. This includes systems such as audio/videoconferencing, public-address, digital signage, Cable TV distribution, etc. and the required level of integration between each system.
 - iii. Define the physical and environmental conditions including size and layout of A/V centers (i.e. conference room, training room, auditorium, etc.) and begin to define the granular A/V task parameters.
- d. Software:
 - i. Develop list of software that is required in specifications for the operation and function of any and all systems above.

Task 2 Schematic Design Deliverables include:

- a. Telecommunications summary BOD taking into account the existing systems assessment.
- b. Telecom backbone cable proposed architecture
- c. Theoretical Wi-Fi Spectrum analysis
- d. ICT space requirements
- e. A/V needs assessment
- f. Identification of all software needs for all systems
- g. Access control and CCTV system architecture diagrams
- h. Proposed access-controlled points
- i. CCTV design criteria

Task 3 Schematic Design Deliverables include:

- a. Telecommunications summary BOD considering the existing systems assessment.
- b. Wi-Fi Spectrum analysis
- c. Proposed network architecture, network expansion requirements, if any
- d. ICT space requirements
- e. A/V needs assessment and BOD
- f. Identification of all software needs for all systems
- g. Access control and CCTV system architecture diagrams
- h. Proposed access-controlled points
- i. CCTV design criteria

Design Development Documents and Early Release Packages (ERP)- The Design Development documents will refine and further develop the design concept and space planning established during the Schematic Design Phase.

1. Special Systems (ARORA)

- a. Telecommunications:
 - i. Layout telecommunications pathways and routing plan. Provide pathway types and sizes, cable quantities and characteristics. Layout end devices. Provide installations details.



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- ii. Show telecommunication space equipment and furniture layout. Identify key components including monitoring sensors, raised floor and cable tray systems, and interdisciplinary device coordination.
- iii. Provide network cabinet and wall elevations detailing equipment positions and interconnections (Task 2 only)
- iv. Provide single line and system diagrams, for all intended telecommunications systems.
- v. Provide equipment and installation details, riser diagrams, schedules and set coordination.
- vi. Provide outline division 27 specifications
- b. Security:
 - i. Layout communication and power pathways and routing plan for security devices provide pathway types and sizes, cable quantities and characteristics.
 - ii. Show camera locations, view angles, and installation details for CCTV based on SD report.
 - iii. Show door locations, specific electronic access control devices, and movement sensor device locations based on SD report.
 - iv. Provide sequence of operations for ACS including integration with CCTV and/or existing systems. Include detailed information on normally open or closed characteristics and other parameters.
 - v. Detail security riser diagrams, security rack layouts, and wall elevations. Provide detailed schedules for CCTV and ACS doors outlining all essential installation and configuration parameters.
 - vi. Provide outline division 28 specifications
- c. Audio Visual Systems:
 - i. Speaker, microphone, digital display, amplification, control and distribution equipment layout for conference rooms, auditoriums, lobbies, etc. based on calculations and findings from SD phase.
 - ii. A/V block diagrams for audio, video and control distribution, including system interconnection and integration.
 - iii. Installation details for displays, speakers, etc. including coordination with architectural and structural enclosures.
 - iv. Equipment rack layouts and elevations
 - v. Specifications defining hardware and software parameters, control requirements, and installation details and configurations.
- d. Software:
 - i. Software requirements must be defined in specifications including all workstations required.

Task 2 Design Development Deliverables include:

- a. New and removal work drawings including
 - i. Devices to be removed
 - ii. Backbone pathways
 - iii. Proposed device locations all systems
- b. Telecommunications rooms preliminary layouts and elevations
- c. Preliminary rack and cabinet elevations
- d. Systems diagrams



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- e. Specifications

Task 3 Design Development Deliverables include:

- a. New and removal work drawings including
 - i. Devices to be removed
 - ii. Proposed device locations all systems
- b. Telecommunications rooms preliminary layouts and elevations
- c. Preliminary rack and cabinet elevations
- d. Systems diagrams
- e. Specifications

Construction Documents: The main objective of the Construction Document Phase will be to prepare documents which include sufficient detail required to construct the project.

1. Special Systems (ARORA):

- a. Telecommunications, Security, Audio Visual Systems:
 - i. Refine all plan work, details, diagrams, and schedules based on DD and review set comments and final design coordination.
 - ii. Perform final interdisciplinary review.
 - iii. Finalize specifications to include detailed product lists, installation procedures and close out process.
 - iv. Finalize software specifications including set up and testing requirements, demonstration, O&M and training requirements.

Task 2 Construction Document Deliverables include:

- a. New and removal work drawings including
 - i. Devices to be removed
 - ii. Finalized Backbone pathways and cable trays
 - iii. Proposed device locations all systems including appropriate details references and tags
- b. Details
- c. Schedules
- d. Telecommunications Rooms Layouts and elevations including MEP/FP equipment, coordinated.
- e. Rack and Cabinet Elevations
- f. Patch Panel Schedules
- g. Telecommunications rooms preliminary layouts
- h. Systems diagrams, Complete
- i. Specifications

Task 3 Construction Document Deliverables include:

- a. New and removal work drawings including
 - i. Devices to be removed
 - ii. Proposed device locations all systems including appropriate details references and tags
- b. Details
- c. Schedules
- d. Telecommunications Rooms Layouts and elevations including MEP/FP equipment, coordinated.
- e. Rack and Cabinet Elevations



SCOPE DETAIL

Scope of Services
November 9, 2021

- f. Patch Panel Schedules
- g. Telecommunications rooms preliminary layouts
- h. Systems diagrams, Complete
- i. Specifications

Permitting: Prepare drawings for the Plan Review submissions to the AHJ (Authorities having Jurisdiction) and respond to questions and provide supplemental information as required to complete the Plan Review process. Ensure bid documents are updated to reflect additional information provided to the AHJ. Attend meetings as required with the AHJ's to complete the plan review process.

Bidding and GMP Support Services: Coordinate with the CM and respond to questions and requests for information arising from bidding the project:

- d. Provide supplemental drawings, respond to RFI's, issue addenda.
- e. Assist the CM with sub-contractor meetings
- f. Assist in price evaluation meetings

Excluded Requirements

- a. All Construction Administration is excluded from this agreement and will be determined and added later in conjunction with the approved construction schedule and phasing plan.
- b. Any hazardous materials surveying is excluded from this agreement.



SCOPE OUTLINE

Scope of Services
November 9, 2021

PROJECT SCOPE OF SERVICES – Scope Outline (ISM – BAGGAGE HANDLING)

This Scope Outline lists tasks and individual Elements of Work the consultant will undertake to achieve the overall project design and are listed in the fee spreadsheet. The Level of Service, definition of tasks, list of deliverables, and excluded services are more fully defined in the Scope Detail that follows.

TASK 2- GROUND BOARDING FACILITY (GBF) DESIGN, PERMITTING & GMP ASSIST

1. Schematic Design Phase - Equipment Requirement Assessment - Inbound
 - a. Site Observation – 1 trip – 2 days – 2 people
 - b. Incoming Baggage Model Creation
 - c. Issue Analysis Report



SCOPE DETAIL

Scope of Services
November 9, 2021

PROJECT SCOPE OF SERVICES – Scope Detail (JSM – BAGGAGE HANDLING)

These Scope Details define the level of service and the processes involved, and describe the characteristics of the deliverables the consultant will produce while engaging in the tasks and Elements of Work listed in the Scope Outline above.

Schematic Design Phase –The objective will be to provide an analysis of the existing inbound baggage handling system against increased inbound baggage volumes resulting from the project with recommendations for potential new equipment requirements.

1. Baggage Handling System (JSM)

- a. Perform site observation to understand current airline operation and existing inbound equipment utilization
- b. Construct a design model based on observations and airport/airline-provided data
- c. Produce a report that presents the analysis and the resultant recommendations

Task 2 Schematic Design Deliverables include:

- a. BHS Inbound Equipment Requirement Assessment Report

Schematic Design Documents – Not applicable to JSM under base scope. Design of inbound baggage systems can be offered as an additional service as analysis recommends.

Design Development Documents – Not applicable to JSM under base scope. Design of inbound baggage systems can be offered as an additional service as analysis recommends.

Construction Documents – Not applicable to JSM under base scope. Design of inbound baggage systems can be offered as an additional service as analysis recommends.

Excluded Requirements

- a. All Construction Administration is excluded from this agreement and will be determined and added later in conjunction with the approved construction schedule and phasing plan.
- b. Any hazardous materials surveying is excluded from this agreement
- c. Schematic Design, Design Development and Construction Document services for outbound baggage systems.



SCOPE OUTLINE

Scope of Services
November 9, 2021**PROJECT SCOPE OF SERVICES – Scope Outline (CMC - ENVELOPE)**

This Scope Outline lists tasks and individual Elements of Work the consultant will undertake to achieve the overall project design and are listed in the fee spreadsheet. The Level of Service, definition of tasks, list of deliverables, and excluded services are more fully defined in the Scope Detail that follows.

PRE-DESIGN SERVICES

1. Envelope/Water Intrusion Consultant (CMC) will conduct a 1 full-day site visit to review existing conditions and related considerations for new building envelope penetrations (e.g., wall fenestrations, etc.) and related requirements for tie-in junctures between new/renovation and existing construction.
2. Envelope/Water Intrusion Consultant (CMC) will provide an electronic (PDF) summary report outlining field investigation findings and related recommendations pertaining to building envelope waterproofing.
3. Participate in virtual meeting with GS to review Envelope/Water Intrusion (CMC) summary report of field investigation and related recommendations.

TASK 2- GROUND BOARDING FACILITY (GBF) DESIGN, PERMITTING & GMP ASSIST

1. Design Development
 - a. 100% Design Development Internal CMC Review
 - b. 100% Design Development 1-Day Workshop with AOR (GS)
2. Construction Documents for GBF
 - a. 60% Construction Documents Internal CMC Review
 - b. 60% Construction Documents 1-Day Workshop with AOR (GS)
 - c. 90% Construction Documents Review
 - d. 90% Construction Documents Review Follow Up Meeting with AOR (GS)

TASK 3 - MAIN TERMINAL & CONCOURSE B EXPANSION DESIGN, PERMITTING & GMP ASSIST

1. Design Development
 - a. 100% Design Development Internal CMC Review
 - b. 100% Design Development 1-Day Workshop with AOR (MLM)
2. Construction Documents for GBF
 - a. 60% Construction Documents Internal CMC Review
 - b. 60% Construction Documents 1-Day Workshop with AOR (MLM)
 - c. 90% Construction Documents Review
 - d. 90% Construction Documents Review Follow Up Meeting with AOR (MLM)



SCOPE DETAIL

Scope of Services
November 9, 2021**PROJECT SCOPE OF SERVICES – Scope Detail (CMC - ENVELOPE)**

These Scope Details define the level of service and the processes involved, and describe the characteristics of the deliverables the consultant will produce while engaging in the tasks and Elements of Work listed in the Scope Outline above.

Pre-Design Services – Envelope/Water Intrusion Consultant (CMC) to perform existing conditions survey to review existing building envelope conditions and related considerations for new building envelope penetrations (e.g., wall fenestrations, etc.) and requirements for tie-in junctures between new/renovation and existing construction.

1. **Existing Envelope Survey (CMC):** Envelope/ Water Intrusion Consultant (CMC) will perform the following tasks to complete the survey described above.
 - a. Site Visit: One (1) full-day site visit with Gresham Smith to walk the affected existing site conditions, photograph and otherwise document existing conditions and potential existing issues/concerns. Produce site visit report for Gresham Smith and the Authority for review
 - b. Site Visit Report Review: Virtual meeting with Gresham Smith and Authority to review site visit report.

Pre-Design Services Deliverables include:

- a. Electronic (PDF) site visit report.

Design Development Documents and Early Release Packages (ERP)- The Design Development documents will refine and further develop the design concept and space planning established during the Schematic Design Phase.

1. **Building Envelope Review (CMC):** Envelope/Water Intrusion Consultant (CMC) to perform the following building envelope review services/tasks for each of the following project components at the completion of 100% Design Development with deliverables in the form of narrative commentary (PDF) for applicable technical specifications and “redline” comments on the drawings.: Ground Boarding Facility (GBF), Concourse B Expansion (Bump-outs), Main terminal Hub—escalator work (pit waterproofing).
 - a. One (1) review of final DD Documents for each of the above project components.
 - i. Include summary of review comments and recommendations to guide workshop activity.
 - b. One (1) 1-day workshop to review comments and recommendations as well as additional design concerns/considerations

Task 2 Design Development Deliverables include (to Gresham Smith only):

- a. Electronic (PDF) “redline” markups on drawings for workshop
- b. Narrative commentary of applicable specification sections for workshop

Task 3 Design Development Deliverables include (to MLM Martin only):

- a. Electronic (PDF) “redline” markups on drawings for workshop
- b. Narrative commentary of applicable specification sections for workshop



SCOPE DETAIL

Scope of Services
November 9, 2021

Construction Documents: The main objective of the Construction Document Phase will be to prepare documents which include sufficient detail required to construct the project.

1. **Building Envelope Review (CMC):** Envelope/Water Intrusion Consultant (CMC) to perform the following building envelope review services/tasks for each of the following project components during the 60% and 90% construction document phases with deliverables in the form of narrative (PDF) commentary for applicable technical specifications and "redline" comments on the drawings: Ground Boarding Facility (GBF), Concourse B Expansion (Bump-outs), Main terminal Hub—escalator work (pit waterproofing).
 - a. One (1) review of interim (60%) CD documents for each of the above project components.
 - i. Include summary of review comments and recommendations to guide workshop activity.
 - b. One (1) 1-day workshop with AOR to review comments and recommendations as well as additional design concerns/considerations.
 - c. One (1) review of final CD documents for each of the above project components
 - i. Include summary of review comments and recommendations for follow-up meeting.
 - d. One (1) follow-up meeting/work-session with AOR to discuss final comments and recommendations.

Task 2 60% Construction Document Deliverables include (to Gresham Smith only):

- a. Electronic (PDF) "redline" markups on drawings for workshop
- b. Narrative commentary of applicable specification sections for workshop

Task 2 90% Construction Document Deliverables include:

- a. Electronic (PDF) "redline" markups on drawings
- b. Narrative commentary of applicable specification sections

Task 3 60% Construction Document Deliverables include (to MLM Martin only):

- a. Electronic (PDF) "redline" markups on drawings for workshop
- b. Narrative commentary of applicable specification sections for workshop

Task 3 90% Construction Document Deliverables include:

- a. Electronic (PDF) "redline" markups on drawings
- b. Narrative commentary of applicable specification sections

Bidding and GMP Support Services: Coordinate with the CM and respond to questions and requests for information arising from bidding the project:

- a. Provide supplemental drawings, respond to RFI's, issue addenda.
- b. Assist the CM with sub-contractor meetings
- c. Assist in price evaluation meetings

Excluded Requirements

- a. All Construction Administration is excluded from this agreement and will be determined and added later in conjunction with the approved construction schedule and phasing plan.
- b. Any hazardous materials surveying is excluded from this agreement.

End Scope of Services

AGENDA ITEM NO. 8.2

**SARASOTA MANATEE AIRPORT AUTHORITY
NOVEMBER 22, 2021 MEETING
STAFF NARRATIVE**

**REQUEST FOR APPROVAL: CONTRACT FOR CONSTRUCTION MANAGER AT RISK FOR THE TERMINAL
CONCOURSE B RENOVATIONS AND NEW GROUND LOADING CONCOURSE PROJECT**

EXECUTIVE SUMMARY: The Board selected DeAngelis Diamond – Magnum Builders (DDM) as the number one ranked firm at the August Board meeting to provide Construction Manager at Risk services for the Terminal Concourse B Renovations and the new Ground Loading Concourse Project. The fee for pre-construction services was negotiated in the amount of \$398,388.00. It is anticipated that multiple early release packages with Guaranteed Maximum Prices (GMP) will be presented at subsequent Board meetings for approval of construction services.

NARRATIVE: With the significant increases in airline traffic, an expansion of the terminal is required to maintain good level of service for passengers. To expedite construction the Board selected DDM as the Construction Manager at Risk to construct a Terminal Concourse B expansion and construct a new Ground Loading Concourse. The Concourse B Expansion project will include various upgrades and renovations to the existing concourse. The project's key goals are to expand the existing holdroom capacity, expand and/or increase concessions areas, improve efficiency of the arrival/departure gate areas, install an additional ingress/egress escalator system, and evaluate and upgrade power and utilities. The new Ground Loading Concourse will construct a new ground loading concourse with a minimum of five (5) additional gates at the east side of the terminal. It is anticipated that this project will be constructed through several bid packages to accelerate the construction schedule.

A detailed design scope was prepared by DDM and submitted to staff for review. A third-party consultant was contracted to conduct an independent fee estimate (IFE) analysis of the project's pre-construction scope. Utilizing the results from the IFE, staff negotiated a fee in the amount of \$398,388.00 with DDM. The final design fee is under the IFE, and is approximately 0.6% of the estimated construction costs.

This project has received partial funding commitments through FAA and FDOT. Additional funding is being requested, and a PFC application is being prepared for this project.

RECOMMENDATION: It is hereby recommended that the Sarasota Manatee Airport Authority authorize the Chairman to execute a CMAR contract with DeAngelis Diamond – Magnum Builders in the amount of \$398,388.00 with a 10% contingency providing an authorized level of \$438,227.00. Staff also requests authorization to prepare all documents necessary to implement this action.

ATTACHMENTS: DDM scope & fee



SRQ Airport - Terminal Expansion Project Preconstruction Fee Summary



Report Date: 11/05/2021

			Input Billing Rates →		\$132	\$119	\$96	\$179	\$156	\$149	\$149	\$60	\$42
Task ID	Task Description	Fee	Total Hours	Preconstruction Manager	Senior Estimator	Estimator	Scheduler	Executive Project Manager	Senior Project Manager	Senior Superintendent	Project Accountant	Project Support Specialist	
Section 1 - General Preconstruction Activities													
Total Fee for Section 1 →			\$110,476	852	100	120	60	0	130	284	60	88	10
1.1	Weekly Check-In & Coordination Meetings	\$60,240	440	80	80	40		80	120	40			
1.2	Preconstruction Fee Summary	\$5,960	40						40				
1.3	Permit Coordination	\$15,180	100					40	40	20			
1.4	DBE Procedures	\$17,260	140	20	40	20		10	40			10	
1.5	Monthly Billing & Accounting	\$11,836	132						44			88	
Section 2 - Schematic Design (SD) Preconstruction Activities													
Total Fee for Section 2 →			\$52,820	410	60	160	40	20	20	80	20	0	10
2.1	Schematic Design (SD) Preconstruction Deliverables	\$52,820	410	60	160	40	20	20	80	20			10
Section 3 - Design Development (DD) Preconstruction Activities													
Total Fee for Section 3 →			\$104,836	834	100	240	200	24	60	160	40	0	10
3.1	Design Development (DD) Preconstruction Deliverables	\$104,836	834	100	240	200	24	60	160	40			10
3.2	Early Release Package (ERP) GMPs:												
	3.2.a - Concourse A - Site Utilities	\$0	0										
	3.2.b - Concourse A - Structural	\$0	0										
	3.2.c - Concourse A - Central Energy Plant (CEP)	\$0	0										
	3.2.d - Concourse B - Clean Up	\$0	0										
	3.2.e - Concourse B - Escalators	\$0	0										
Section 4 - Construction Document (CD) Preconstruction Activities													
Total Fee for Section 4 →			\$105,256	844	100	240	200	24	60	160	40	0	20
4.1	Construction Document (CD) Preconstruction Deliverables	\$0	0										
4.2	Final GMP	\$105,256	844	100	240	200	24	60	160	40			20
GRAND TOTAL HOURS →			2,940		360	760	500	68	270	684	160	88	50
GRAND TOTAL PRECONSTRUCTION FEE →			\$373,388		\$47,520	\$90,440	\$48,000	\$12,172	\$42,120	\$101,916	\$23,840	\$5,280	\$2,100
ALLOWANCES													
1.1	Allowance for Ground Penetrating Radar (GPR) Services												
GRAND TOTAL PRECONSTRUCTION INCLUDING ALLOWANCES →			\$398,388										

AGENDA ITEM NO. 8.3

**SARASOTA MANATEE AIRPORT AUTHORITY
NOVEMBER 22, 2021 MEETING
STAFF NARRATIVE**

**RE APPROVAL: INCREASE CONTRACT SCOPE FOR THE STORMWATER SYSTEM IMPROVEMENTS PROJECT
WITH QUALITY ENTERPRISES CONSTRUCTION**

EXECUTIVE SUMMARY: The Authority approved Quality Enterprises USA, Inc. (QE) as the low responsive bidder at the May 2019 Board meeting to upgrade the Airport's master stormwater system. This project constructed the necessary drainage improvements to permit an additional 90+ acres that can be utilized for airport development. This change order request for an increase in scope includes multiple unknown items including abandoned pipes and removal of asbestos material uncovered during construction. This change order also reconciles the final quantities based upon field measurements. Staff requests authorization from the Board to approve an increase in contract scope and expenditure of \$504,224.15.

NARRATIVE: Staff was able to secure FAA special discretionary funding to fund construction of the stormwater system upgrades that were recommended in the stormwater master drainage plan. These stormwater system upgrades will reduce existing ponds in the AOA that are known wildlife attractants, will permit future development in the North Quad Area, and will help reduce flooding in the Bowlees Creek watershed.

Quality Enterprises USA, Inc. (QE) was approved by the Authority at the May 2019 Board Meeting as the low responsive bidder to construct the improvements. The project is substantially complete, and this change order will reconcile the final quantities with the bid quantities, and includes removal of multiple abandoned pipes and asbestos pipes uncovered during excavation.

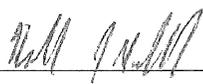
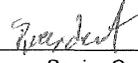
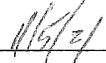
Staff is requesting an increase to the QE's contract of \$504,224.15 to finalize quantities and close this project out. This increased cost will be funded with an FAA grant.

RECOMMENDATION: It is hereby recommended that the Sarasota Manatee Airport Authority approve the increase in contract scope and expenditure with QE in the amount of \$504,224.15. Staff also requests authorization to prepare all documents necessary to implement this action.

ATTACHMENTS: Change Order

**SARASOTA BRADENTON INTERNATIONAL AIRPORT
SARASOTA MANATEE AIRPORT AUTHORITY
6000 AIRPORT CIRCLE
SARASOTA, FLORIDA 34243**



CHANGE ORDER			
Project Title: Master Drainage Improvements	Date Prepared: November 4, 2021		
Project Description: Improvements to Master Drainage System to enhance water quality management and flood protection.	FAA AIP No. 3-12-0071-057-2019		
	FDOT Fin. Proj. No. 446350-1-94-1		
Contractor: Quality Enterprises USA, Inc. Address: 3494 Shearwater Street Naples, FL 34117	G.L. Acct. No. 18027-00-000		
	Change Order # 02 Final Reconciling		
ORIGINAL CONTRACT AMOUNT:	\$	7,359,282.00	
COST OF PREVIOUS CHANGE ORDERS:	\$	425,252.75	
COST OF THIS CHANGE ORDER	\$	504,224.15	
REVISED CONTRACT AMOUNT:	\$	8,288,758.90	
DESCRIPTION OF CHANGE	QUANTITY	UNIT PRICE	TOTAL AMOUNT
Final Reconciling Change Order - See attached quantity and cost sheets			
Reason for Change Order: Reconciling As-Built quantities and costs. See attached quantity and cost sheets for individual item comments			
Subject to the conditions set forth below, an equitable adjustment is established as follows:			
The contract price is ...		The contract time to complete work is ...	
Not changed.		Not changed.	
✓ Increased \$504,224.15	✓	Increased - Completion Date October 29, 2021	
The foregoing is in accordance with your contract dated <u>October 17, 2019</u> and as listed below:			
A. The aforementioned change and work affected thereby are subject to all contract stipulations and covenants.			
B. The rights of the Owner are not prejudiced; and			
C. All claims against the Owner which are incidental to or as a consequence of the aforementioned change are satisfied.			
SIGNATURE	TITLE	DATE	
Owner Representative: Sarasota Manatee Airport Authority	Chairman, SMAA		
Contractor: Quality Enterprises USA, Inc. 	 Senior Consulting Engineer	 11/10/2021	
Engineer of Record: EG Solutions, Inc. 			
FAA: (if applicable)			
FDOT (if applicable)			

DISTRIBUTION: Copy for Each Signatory Party, SMAA Finance, SMAA Project File

November 22, 2021 Board Meeting - Items Needing Action - Over \$325,000 Threshold

FINAL RECONCILING CHANGE ORDER - CHANGE ORDER NO. 2
 Sarasota Bradenton International Airport
 Master Drainage System Improvements
 Quality Enterprises USA, Inc.
 Dates: From 10/17/2019 To:10/29/2021

Item	Specification	Description	Unit	Original Bid Plus CO #1 Estimate			AS-BUILT			Comment
				Quantity	Unit Cost	Amount	Final Quantity	Amount	Percent	
1	C-100	Contractor Quality Control Program	LS	1	\$ 63,000.00	\$ 63,000.00	1	\$ 63,000.00	100%	
2	C-102-5.1a	Synthetic Bales	LF	3,725	\$ 2.25	\$ 8,381.25	3,865	\$ 8,696.25	104%	Additional erosion and sedimentation controls needed to comply with discharge water quality 29 NTU limits. As a permit condition this item is performance-based and can vary with rainfall, soil erodibility, and other factors that cannot be fully defined in advance
3	C-102-5.1e	Installation and Removal of Silt Fence	LF	7,680	\$ 1.00	\$ 7,680.00	9,280	\$ 9,280.00	121%	Refer item 2
4	C-102-5.1f	Check Dams	EA	7	\$ 250.00	\$ 1,750.00	15	\$ 3,750.00	214%	Refer item 2
5	C-102-5.1g	Inlet Protection	EA	7	\$ 120.00	\$ 840.00	36	\$ 4,320.00	514%	Refer item 2 and 40. Also note some areas required double and triple normal inlet protection
6	C-102-5.1h	Floating Turbidity Barriers	LF	1,520	\$ 6.00	\$ 9,120.00	1,450	\$ 8,700.00	95%	Normal variance
7	C-102-5.1i	Soil Tracking Prevention Device	EA	7	\$ 2,000.00	\$ 14,000.00	14	\$ 28,000.00	200%	Additional access locations required additional small tracking prevention devices
8	C-105	Mobilization	LS	1	\$ 545,000.00	\$ 545,000.00	1	\$ 545,000.00	100%	
9	P-101-5.1	Pavement Removal	SY	7,748	\$ 5.25	\$ 40,677.00	6,325	\$ 33,206.25	82%	The contractor opted to use a trench box which reduced cuts in the existing pavement compared to laid-back slopes provided for in the original bid.
10	P-101-5.2	Removal of Pipe and Other Buried Structures	LS	1	\$ 30,000.00	\$ 30,000.00	1	\$ 30,000.00	100%	
10a	P-101-5.2	Removal of Pipe and Other Buried Structures(Twy C)	LS	1	\$ 76,180.00	\$ 76,180.00	1	\$ 76,180.00	100%	
11	P-151-4.1	Clearing	AC	44.0	\$ 625.00	\$ 27,500.00	44	\$ 27,500.00	100%	
12	P-151-4.2	Clearing and Grubbing	AC	16.0	\$ 2,100.00	\$ 33,600.00	16	\$ 33,600.00	100%	
13	P-152-4.1	Embankment in Place	CY	113,810	\$ 10.40	\$ 1,183,624.00	130,904	\$ 1,361,401.60	115%	Two ponds in phase 4 and one pond in phase 3 had scour depths greater and more extensive than revealed by the initial hydrographic survey. The marshy area in phase 1 had root mats extending 12 inches deeper than originally estimated. The area was not accessible for geotechnical exploration at the time of the original design.
14	P-154-5.1	Subbase Course	SY	10,215	\$ 8.00	\$ 81,720.00	9,140.00	\$ 73,120.00	89%	The contractor opted to use a trench box which reduced cuts in the existing pavement compared to laid-back slopes provided for in the original bid. This reduced the subbase quantity needed.
17	P-219-6.1a	Recycled Concrete Aggregate Base Course (9-inch)	SY	6,390	\$ 19.00	\$ 121,410.00	6,808.00	\$ 129,352.00	107%	Connection to existing pavement required additional base at the transition. Also refer item 20a
18	P-219-6.1b	Recycled Concrete Aggregate Base Course (14-inch)	SY	3,825	\$ 26.00	\$ 99,450.00	2,075.00	\$ 53,950.00	54%	The contractor opted to use a trench box which reduced cuts in the existing pavement compared to laid-back slopes provided for in the original bid. This reduced the base quantity needed.
19	P-401-8.1	Asphalt Surface Course	TON	990	\$ 170.00	\$ 168,300.00	606.50	\$ 103,105.00	61%	The contractor opted to use a trench box which reduced cuts in the existing pavement compared to laid-back slopes provided for in the original bid. This reduced the surface quantity needed.
20	P-403-8.1	Asphalt Mixture Surface Course	TON	1,100	\$ 170.00	\$ 187,000.00	1,138.30	\$ 193,511.00	103%	Normal variance
20a	FDOT Sec 334	Asphalt SP 12.5 Surface Course	TON	25	\$ 170.00	\$ 4,250.00	26.49	\$ 4,503.30	106%	Normal variance
21	P-602-5.1	Emulsified Asphalt Prime Coat	GAL	2,273	\$ 9.00	\$ 20,457.00	0.00	\$ -	0%	Prime coat was not needed due to weather and construction conditions
22	P-603-5.1	Emulsified Asphalt Tack Coat	GAL	267	\$ 8.00	\$ 2,136.00	283.50	\$ 2,268.00	106%	Normal variance
23	P-620-5.1a	Surface Preparation	LS	1	\$ 7,250.00	\$ 7,250.00	1.00	\$ 7,250.00	100%	
24	P-620-5.1b	Marking	SF	3,200	\$ 6.00	\$ 19,200.00	2,853.00	\$ 17,118.00	89%	Trench box use required less remarking of airfield pavement due to narrower cuts and required reconstruction
25	P-620-5.1c	Reflective Media	LB	92	\$ 18.00	\$ 1,656.00	230.00	\$ 4,140.00	250%	Additional reflective media were required for consistency with adjacent markings and improved visibility
26	P-620-5.1d	Temporary Runway and Taxiway Marking	SF	1,100	\$ 5.00	\$ 5,500.00	1,210.00	\$ 6,050.00	110%	Adjusted based on field observations and operating requirements
27	P-621-5.1	Grooving	SY	1,650	\$ 3.50	\$ 5,775.00	1,650.00	\$ 5,775.00	100%	
28	F-162-5.1	Chain Link Fence	LF	100	\$ 40.00	\$ 4,000.00	0.00	\$ -	0%	Not required for secure access
29	F-162-5.2	Vehicle Gate	EA	1	\$ 2,500.00	\$ 2,500.00	0.00	\$ -	0%	Not required for secure access
30	D-701-5.1a	24-inch RCP, Class V, Complete in-place	LF	1,288	\$ 93.50	\$ 120,428.00	112.00	\$ 10,472.00	9%	Existing pipes beneath the water surface were of different sizes and configurations than indicated by survey or as-built plans. This required resizing to maintain the system hydraulics consistent with planned future expansions. Refer also to items 31 and 40.
31	D-701-5.1b	30-inch RCP, Class V, Complete in-place	LF	1,656	\$ 125.00	\$ 207,000.00	3,152.00	\$ 394,000.00	190%	Refer to item 30 above

November 22, 2021 Board Meeting - Items Needing Action - Over \$325,000 Threshold

Item	Specification	Description	Unit	Original Bid Plus CO #1 Estimate			AS-BUILT			Comment
				Quantity	Unit Cost	Amount	Final Quantity	Amount	Percent	
32	D-701-5.1c	36-inch RCP, Class III, Complete in-place	LF	80	\$ 175.00	\$ 14,000.00	80.00	\$ 14,000.00	100%	
33	D-701-5.1d	36-inch RCP, Class V, Complete in-place	LF	68	\$ 225.00	\$ 15,300.00	24.00	\$ 5,400.00	35%	Adjusted for field conditions
34	D-701-5.1e	42-inch RCP, Class IV, Complete in-place	LF	248	\$ 235.00	\$ 58,280.00	272.00	\$ 63,920.00	110%	Adjusted for field conditions
35	D-701-5.1f	48-inch RCP, Class III, Complete in-place	LF	140	\$ 350.00	\$ 49,000.00	144.00	\$ 50,400.00	103%	Adjusted for field conditions
36	D-701-5.1g	48-inch RCP, Class V, Complete in-place	LF	64	\$ 570.00	\$ 36,480.00	24.00	\$ 13,680.00	38%	Adjusted for field conditions
37	D-701-5.1h	60-inch RCP, Class III, Complete in-place	LF	2,080	\$ 350.00	\$ 728,000.00	2,096.00	\$ 733,600.00	101%	Adjusted for field conditions
38	D-701-5.1i	60-inch RCP, Class V, Complete in-place	LF	2,456	\$ 650.00	\$ 1,596,400.00	2,456.00	\$ 1,596,400.00	100%	
38a	D-701-5.1j	54-inch RCP, Class III, Complete in-place	LF	474	\$ 350.00	\$ 165,900.00	480.00	\$ 168,000.00	101%	Adjusted for field conditions
38b	D-701-5.1k	54-inch RCP, Class IV, Complete in-place	LF	112	\$ 645.00	\$ 72,240.00	112.00	\$ 72,240.00	100%	
39	D-705-5.1	8-inch Perforated Prewrapped PVC Pipe, Complete	LF	340	\$ 25.00	\$ 8,500.00	320.00	\$ 8,000.00	94%	Adjusted for field conditions
40	D-751-5.3	Inlets	EA	18	\$ 16,550.00	\$ 297,900.00	23.00	\$ 380,650.00	128%	Additional inlets required to adjust pipe routing in the vicinity of failing retaining wall and in areas where underground pipes were found that were not shown on as-built drawings or that could be located from the ground surface in dry areas by the design survey
41	D-752-5.2	Structural Concrete	CY	78	\$ 1,325.00	\$ 103,350.00	78.00	\$ 103,350.00	100%	
42	D-752-5.3	Reinforcing Steel	LB	3,300	\$ 1.30	\$ 4,290.00	3,300.00	\$ 4,290.00	100%	
43	D-755-7.1	Pond Dewatering	EA	6	\$ 22,000.00	\$ 132,000.00	8.00	\$ 176,000.00	133%	One pond in phase 3 and all three ponds in phase 4 met the increased flow criteria to increase the pay item by 50% per pond. During dewatering flows were 150% higher than the project design due to increased rain and deeper scour depths.
44	D-756-4.1	Gabion Baskets, Including Concrete Aggregate Fill	EA	1,360	\$ 265.00	\$ 360,400.00	1,344.00	\$ 356,160.00	99%	Normal variance
45	D-757-7.1	Zone 1 Graded Aggregate Filter	TON	2,490	\$ 45.00	\$ 112,050.00	9,060.00	\$ 407,700.00	364%	The contractor elected to install geotextile fabric at no cost of the project to use Zone 1 filter material solely, eliminating Zone 2 and 3 graded aggregate filter. The total filter quantity matches the Zone 1 through 3 requirement
46	D-757-7.2	Zone 2 Graded Aggregate Filter	TON	3,130	\$ 45.00	\$ 140,850.00		\$ -	0%	Refer item 45 above
47	D-757-7.3	Zone 3 Graded Aggregate Filter	TON	3,440	\$ 45.00	\$ 154,800.00		\$ -	0%	Refer item 45 above
48	D-757-7.4	Geotextile Fabric	SY	6,300	\$ 2.30	\$ 14,490.00	0.00	\$ -	0%	Refer item 45 above
49	T-901-5.1	Seeding	AC	55	\$ 2,200.00	\$ 121,000.00	0.00	\$ -	0%	Sodding was substituted for seeding for operational time, access and availability reasons.
50	T-904-5.1	Sodding	SY	98,154	\$ 3.00	\$ 294,462.00	158,890.00	\$ 476,670.00	162%	Refer 50 above
51	T-905-5.1	Topsoil (Obtained on site or removed from stockpile)	SY	17,770	\$ 7.50	\$ 133,275.00	17,895.00	\$ 134,212.50	101%	Normal variance
52	L-108-5.1	Cable Trenching	LF	2,605	\$ 3.40	\$ 8,857.00	2,605.00	\$ 8,857.00	100%	
53	L-108-5.2	Cable Trenching for Counterpoise Wire	LF	2,505	\$ 1.25	\$ 3,131.25	2,505.00	\$ 3,131.25	100%	
54	L-108-5.3	No. 6 Bare Counterpoise Wire	LF	2,635	\$ 1.65	\$ 4,347.75	2,635.00	\$ 4,347.75	100%	
55	L-108-5.4	24-strand Multimode Fiber Optic Cable	LF	800	\$ 30.00	\$ 24,000.00	800.00	\$ 24,000.00	100%	
56	L-108-5.6	1/C No. 8, 5kV Type C Cable	LF	2,695	\$ 2.50	\$ 6,737.50	2,695.00	\$ 6,737.50	100%	
57	L-110-5.1	1-1/2 inch Dia. PVC Conduit, Type 1	LF	2,605	\$ 3.50	\$ 9,117.50	2,605.00	\$ 9,117.50	100%	
58	L-125-2.7	Removal and Re-Installation of Existing L-861T Taxiway Edge Light	EA	4	\$ 1,550.00	\$ 6,200.00	5.00	\$ 7,750.00	125%	Insufficient clearance from work limits to an additional light for it to remaining in-place without likelihood of damage.
59	L-125	Temporary Taxiway C Electrical Service	LS	1	\$ 9,750.00	\$ 9,750.00	1.00	\$ 9,750.00	100%	
				TOTAL \$ 7,784,492.25			SUB-TOTAL \$ 8,075,611.90			
Reconciling Change Order 2 New Items										
CO2-1		Remove and dispose of: 112 feet 18-inch RCP; 140 feet 42-inch RCP; one structure	LS				1	\$ 20,786.00		The specific pipe segments and structure were encountered during excavation and were not apparent on as-built plans or field surveys. The 18 inch pipe was in very poor condition but part of a functioning system and required replacement. Refer item CO2-2
CO2-2		Provide and install 128 feet 18-inch RCP	LS				1	\$ 11,283.00		Refer item CO2 - 1
CO2-3		Provide and install fiber-optic junction boxes	LS				1	\$ 5,071.00		Airport request to extend fiber-optic junction box to the ground surface for ease of future access
CO2-4		Provide and install temporary runway distance to go signs	LS				1	\$ 5,981.00		Airport operational safety request provide pilots active information to supplement NOTAM furnished data.
CO2-5		Temporarily cover runway/taxiway signs.	LS				1	\$ 4,010.00		Airport operational safety request to improve night operations
CO2-6		Provide and install safety orange fencing	LS				1	\$ 5,676.00		Airport operational safety request to improve day operations
CO2-7		Remove and replace 4 sections of concrete duct bank	LS				1	\$ 20,962.00		Required to help resolve unexpected utility conflicts
CO2-8		Plug existing 48-inch RCP	LS				1	\$ 1,430.00		Required to maintain correct flow paths due to pipe connection not shown on as-builts or field survey, but exposed during excavation work.

November 22, 2021 Board Meeting - Items Needing Action - Over \$325,000 Threshold

Item	Specification	Description	Unit	Original Bid Plus CO #1 Estimate			AS-BUILT			Comment
				Quantity	Unit Cost	Amount	Final Quantity	Amount	Percent	
CO2-9		Provide and install two inlet frame and grates	LS				1	\$ 2,967.00		Required for structure modifications in phase 4 area. Prior to wall failure modifications were solely concrete and steel provided for in items 41 and 42.
CO2-10		Perform waterline deflection phase 1	LS				1	\$ 27,988.00		Unexpected deflection required since waterline was at different depths and alignment than shown on as-built plans and expected based on field locates done by County utility personnel.
CO2-11		Provide and install shallow edge light can	LS				1	\$ 841.00		Required as part of one of three waterline deflections
CO2-12		Perform additional waterline deflection phase 1	LS				1	\$ 22,704.00		Unexpected deflection required since waterline was at different depths and alignment than shown on as-built plans and expected based on field locates done by County utility personnel.
CO2-13		Perform waterline deflection phase 2	LS				1	\$ 22,975.00		Unexpected deflection required since waterline was at different depths and alignment than shown on as-built plans and expected based on field locates done by County utility personnel.
CO2-14		Provide and install 24 feet 15-inch RCP	LS				1	\$ 2,012.00		Required to connect existing pipe to field adjusted inlet.
CO2-15		Remove and dispose of: two wing walls; one structure; 8 feet 54-inch RCP	LS				1	\$ 20,877.00		Encountered during excavation. Not shown on as-builts and not detectable by field survey. This was unknown when Taxiway C Change Order No. 1 was negotiated.
CO2-16		Remove and dispose of 288 feet 36-inch RCP and two structures	LS				1	\$ 31,723.00		Encountered during excavation. Not shown on as-builts and not detectable by field survey. This was unknown when Taxiway C Change Order No. 1 was negotiated.
CO2-17		Remove and dispose of asbestos pipe	LS				1	\$ 1,036.00		Encountered during excavation. Not shown on as-builts and not detectable by field survey
CO2-18		Minor Modifications to Structures A1, A2 and A3	LS				1	\$ 4,825.00		Modification to slow excess groundwater drainage velocities and relieve groundwater pressures based on observed geohydrologic conditions
SUB-TOTAL								\$ 213,147.00		
TOTAL								\$ 8,288,758.90		

AGENDA ITEM NO. 9.1

**Sarasota Manatee Airport Authority
Balance Sheet
October 31, 2021**

Assets*Current Assets*

Cash & Investments	\$42,657,276
Accounts Receivable	2,394,987
Grants Receivable	327,487
Accrued Interest Receivable	1,575
Inventory	302,685
Prepaid Insurance	332,495
Prepaid Expense & Other Assets	378,530
<i>Total Current Assets</i>	<u>46,395,035</u>

Non-Current Assets

<i>Customer Facility Funds</i>	8,005,919
<i>Passenger Facility Funds</i>	3,928
Airport Facilities & Equipment	332,680,816
Accumulated Depreciation	(196,282,250)
Intangible Assets, net	148,914
Construction in Progress	32,642,068
<i>Total Non-Current Assets</i>	<u>177,199,394</u>

Total Assets**\$223,594,429****Deferred Outflow of Resources - Pension****773,125****Liabilities and Net Position***Current Unrestricted Liabilities*

Accounts Payable	466,479
Unearned Income	366,197
Accrued Expenses & Other Liabilities	1,181,275
<i>Total Unrestricted Liabilities</i>	<u>2,013,951</u>

Non-Current Liabilities

Net Pension Liabilities	<u>3,723,725</u>
Total Non-Current Liabilities	3,723,725

Total Liabilities**5,737,676****Deferred Inflow of Resources - Pension****991,712****Net Position**

Net Assets	216,990,383
Current Profit Account	647,783

Total Net Position**217,638,166**

Sarasota Manatee Airport Authority
Budget/Year to Date Actual
For the Period Ending October 31, 2021

	<u>This Month This Year</u>	<u>Total Budget</u>	<u>Year to Date This Year</u>	<u>Budget Less Actual YTD</u>	<u>Actual YTD %</u>
Airline Rentals, Fees and Charges					
Landing Fees - Signatory	\$40,823	\$759,862	\$40,823	\$719,039	5.4%
Landing Fees - Nonsignatory	1,818	59,612	1,818	57,794	3.0%
Landing Fees - Nonscheduled	167	0	167	(167)	0.0%
Preferential Apron Fees	22,880	274,106	22,880	251,226	8.3%
Concourse Circulation	280,471	3,510,739	280,471	3,230,268	8.0%
Baggage Claim Area	67,234	843,486	67,234	776,252	8.0%
Gate Use Fees - Signatory	17,457	197,530	17,457	180,073	8.8%
Terminal and Gate Fees - Nonsignatory	25,564	696,776	25,564	671,212	3.7%
Airline Terminal Rent - Signatory	117,840	1,442,509	117,840	1,324,669	8.2%
Airline Terminal Rent - Nonsignatory	3,121	46,292	3,121	43,171	6.7%
Total Airline Revenues	577,374	7,830,912	577,374	7,253,538	7.4%
Non-Airline Revenue					
Air Cargo Facility	14,088	100,000	14,088	85,913	14.1%
Subtotal	14,088	100,000	14,088	85,913	14.1%
Airfield					
Fuel Flowage Fees	40,260	321,000	40,260	280,740	12.5%
Ground Lease Airfield	14,974	180,000	14,974	165,026	8.3%
T-Hangar Facilities	79,405	951,500	79,405	872,096	8.3%
Fixed Base Operators - Rent	59,222	724,500	59,222	665,278	8.2%
Fuel Service - ASIG	6,307	83,000	6,307	76,693	7.6%
Subtotal	200,168	2,260,000	200,168	2,059,832	8.9%
Terminal Building					
RAC Counter Space	14,500	174,000	14,500	159,500	8.3%
Other Terminal Rents	23,375	252,000	23,375	228,625	9.3%
Advertising	27,029	300,000	27,029	272,971	9.0%
Restaurant Services	100,229	1,003,000	100,229	902,771	10.0%
Gift Shop	85,528	911,000	85,528	825,472	9.4%
Miscellaneous	0	900	0	900	0.0%
Vending	550	12,000	550	11,450	4.6%
Subtotal	251,210	2,652,900	251,210	2,401,690	9.5%
Terminal Area					
Car Rental %	702,283	8,995,000	702,283	8,292,717	7.8%
Auto Parking	768,018	5,220,000	768,018	4,451,982	14.7%
Ground Transportation	2,105	360,000	2,105	357,895	0.6%
Fuel Flowage Fees - Menzies	30,000	425,000	30,000	395,000	7.1%
RAC Ready Car Spaces	4,620	58,000	4,620	53,380	8.0%
Parking Stickers/Hang Tags	2,944	80,000	2,944	77,056	3.7%
Taxi Cab Service	4,635	105,000	4,635	100,365	4.4%
RAC Buildings Land Rent	45,945	550,000	45,945	504,055	8.4%
Subtotal	1,560,549	15,793,000	1,560,549	14,232,451	9.9%
Non-Aviation Area					
University Self Storage Income	55,422	550,000	55,422	494,578	10.1%
Buildings - Non-Aviation	12,223	315,000	12,223	302,777	3.9%
Common Area Maint - Comm Parke	0	4,500	0	4,500	0.0%
Land - Non-Aviation	38,262	535,000	38,262	496,738	7.2%
Subtotal	105,906	1,404,500	105,906	1,298,594	7.5%
Total Operating Revenue	2,709,295	30,041,312	2,709,295	27,332,017	9.0%
Investment Income + Other Income					
Investment Income					
Interest Earned - Operating	1,026	80,000	1,026	78,974	1.3%
Interest Earned - Other	0	0	0	0	0.0%
Subtotal	1,026	80,000	1,026	78,974	1.3%
Other Income					
Passenger Facility Charges	3,897	8,002,229	3,897	7,998,332	0.0%
Customer Facility Charges	483,648	7,000,000	483,648	6,516,352	6.9%
Grant Revenue - Other	24,889	0	24,889	(24,889)	0.0%
Grant Revenue - FAA	0	0	0	0	0.0%
Grant Revenue - FDOT	0	0	0	0	0.0%
Miscellaneous Income	60	10,000	60	9,940	0.6%
Miscellaneous Income - LEO	7,320	0	7,320	(7,320)	0.0%
I.D. Badges	3,355	30,000	3,355	26,645	11.2%
Profit/Loss on Disposal	1,121	15,000	1,121	13,879	7.5%
Extraordinary Items	0	0	0	0	0.0%
Asset Writedown/Up on Investments	(29,663)	0	(29,663)	29,663	0.0%
Subtotal	494,627	15,057,229	494,627	14,562,602	3.3%
Subtotal Investment Income & Other	495,652	15,137,229	495,652	14,641,577	3.3%
Total Revenues	3,204,947	45,178,541	3,204,947	41,973,594	7.1%

Sarasota Manatee Airport Authority
Budget/Year to Date Actual
For the Period Ending October 31, 2021

	<i>This Month This Year</i>	<i>Total Budget</i>	<i>Year to Date This Year</i>	<i>Budget Less Actual YTD</i>	<i>Actual YTD %</i>
Utilities					
Electric-Utility	(6,687)	699,000	(6,687)	705,687	-1.0%
Refuse Collection	71	103,500	71	103,429	0.1%
Water and Sewer	1,864	129,800	1,864	127,936	1.4%
Subtotal	(4,752)	932,300	(4,752)	937,052	-0.5%
Personnel					
Salary/Wages	581,741	10,159,801	581,741	9,578,060	5.7%
Health Insurance	183,773	2,575,830	183,773	2,392,057	7.1%
Retirement	146,283	1,884,999	146,283	1,738,716	7.8%
Social Security	60,375	609,682	60,375	549,307	9.9%
Medicare	15,140	147,317	15,140	132,177	10.3%
Disability	119	6,200	119	6,081	1.9%
Unemployment	0	40,199	0	40,199	0.0%
Worker's Compensation	27,530	302,679	27,530	275,149	9.1%
Employment Expenses	150	10,000	150	9,850	1.5%
Subtotal	1,015,111	15,736,707	1,015,111	14,721,596	6.5%
Administration					
Advertising	16,180	152,420	16,180	136,240	10.6%
Bad Debts Expense	0	5,000	0	5,000	0.0%
CEO Auto Expenses	2,002	20,000	2,002	17,998	10.0%
Public Relations	0	45,000	0	45,000	0.0%
Customs	54,735	200,000	54,735	145,265	27.4%
Data Processing	43,419	135,000	43,419	91,581	32.2%
Software Licenses/Annual Support	27,356	187,450	27,356	160,094	14.6%
Dues and Subscriptions	38,127	119,971	38,127	81,844	31.8%
Employee Service Awards	13	6,200	13	6,188	0.2%
Entertainment	927	10,000	927	9,073	9.3%
Insurance - Property	52,348	666,962	52,348	614,614	7.8%
Insurance - General Liability	6,354	80,413	6,354	74,059	7.9%
Insurance - Surety Bonds	4,359	44,312	4,359	39,953	9.8%
Insurance - Vehicles	6,627	73,371	6,627	66,744	9.0%
Legal Expense	8,500	400,000	8,500	391,500	2.1%
Loss & Safety Program	0	200	0	200	0.0%
Marketing Trade Show Registration	0	30,200	0	30,200	0.0%
Miscellaneous	1,887	77,700	1,887	75,813	2.4%
Office Supplies and Equipment	3,496	99,125	3,496	95,629	3.5%
Postage	55	5,200	55	5,145	1.1%
Professional Services	2,299	581,825	2,299	579,526	0.4%
Records Retention	60	1,500	60	1,440	4.0%
Sponsored Events	180	5,400	180	5,220	3.3%
Taxes	0	35,200	0	35,200	0.0%
Telephone Service	11,713	291,720	11,713	280,007	4.0%
Training	158	107,860	158	107,702	0.1%
Travel	3,312	211,200	3,312	207,888	1.6%
Uniforms	6,024	85,600	6,024	79,576	7.0%
Subtotal	290,131	3,678,829	290,131	3,388,698	7.9%
Operations					
Air Conditioning	2,331	47,000	2,331	44,669	5.0%
Carpentry	1,711	35,000	1,711	33,289	4.9%
Common Area Maint - Comm Parke	12	10,000	12	9,988	0.1%
Electrical	2,525	61,000	2,525	58,475	4.1%
Equipment Rental	0	23,000	0	23,000	0.0%
Equipment Repair	26,312	109,200	26,312	82,888	24.1%
Loading Bridge Repair	5,814	48,000	5,814	42,186	12.1%
Conveyor & Belts	1,451	24,000	1,451	22,549	6.0%
Terminal Audio & Paging Repairs	0	19,000	0	19,000	0.0%
Repairs Generator	698	14,000	698	13,303	5.0%
FAA Mandated Security Measures	0	500	0	500	0.0%
Fence and Gate Repair	2,285	18,000	2,285	15,715	12.7%
Interior Planting	32	1,200	32	1,168	2.7%
Irrigation System	945	11,000	945	10,055	8.6%
Janitorial Service	255	1,228,677	255	1,228,423	0.0%
Landscape Maintenance	1,171	54,700	1,171	53,529	2.1%
Miscellaneous Construction	5,516	79,400	5,516	73,884	6.9%
Paint and Markings	6,570	69,000	6,570	62,430	9.5%
Permits & Licenses	96	3,800	96	3,704	2.5%
Paving and Pavement Repairs	0	69,500	0	69,500	0.0%
Plumbing	1,774	41,300	1,774	39,526	4.3%
Radio Equipment Repairs	0	3,500	0	3,500	0.0%
Service Contracts	251,921	960,264	251,921	708,343	26.2%
Shuttle Service	520	11,000	520	10,480	4.7%
Vehicle Repairs	5,790	73,200	5,790	67,410	7.9%
Subtotal	317,726	3,015,241	317,726	2,697,515	10.5%

Sarasota Manatee Airport Authority
Budget/Year to Date Actual
For the Period Ending October 31, 2021

	<u><i>This Month</i></u> <u><i>This Year</i></u>	<u><i>Total</i></u> <u><i>Budget</i></u>	<u><i>Year to Date</i></u> <u><i>This Year</i></u>	<u><i>Budget Less</i></u> <u><i>Actual YTD</i></u>	<u><i>Actual</i></u> <u><i>YTD %</i></u>
<i>Supplies</i>					
Fabrication Supplies	50	18,500	50	18,450	0.3%
Extinguishing Agent	0	15,000	0	15,000	0.0%
First Aid Supplies	32	4,000	32	3,968	0.8%
Gas & Fuel	9,967	90,000	9,967	80,033	11.1%
Identification	259	14,500	259	14,241	1.8%
Janitorial Supplies	16,346	183,800	16,346	167,454	8.9%
Lighting	532	24,800	532	24,268	2.1%
Lighting - Airfield	13,085	50,800	13,085	37,715	25.8%
Miscellaneous Supplies	454	10,000	454	9,546	4.5%
Miscellaneous Terminal Furnishings	0	8,000	0	8,000	0.0%
Non-Capital Equipment	12,763	122,450	12,763	109,687	10.4%
Safety Supplies	440	2,500	440	2,060	17.6%
Shop Supplies	1,045	13,000	1,045	11,955	8.0%
Signage	903	52,500	903	51,597	1.7%
Small Tools and Equipment	5,443	35,800	5,443	30,357	15.2%
Vegetation Control	68	17,000	68	16,932	0.4%
Ammunition/Wildlife Disbursement	32	9,750	32	9,718	0.3%
<i>Subtotal</i>	<u>61,421</u>	<u>672,400</u>	<u>61,421</u>	<u>610,979</u>	<u>9.1%</u>
<i>Total Operating Expenses</i>	<u>1,679,637</u>	<u>24,035,477</u>	<u>1,679,637</u>	<u>22,355,840</u>	<u>7.0%</u>
<i>Profit (Loss) from Operations</i>	<u>1,525,310</u>	<u>21,143,064</u>	<u>1,525,310</u>	<u>19,617,754</u>	<u>7.2%</u>
<i>Depreciation and Amortization</i>					
Amortization	6,287	69,869	6,287	63,582	9.0%
Depreciation	849,655	10,170,794	849,655	9,321,139	8.4%
<i>Total Depreciation and Amortization</i>	<u>855,941</u>	<u>10,240,662</u>	<u>855,941</u>	<u>9,384,721</u>	<u>8.4%</u>
<i>Other Expenses</i>					
Marketing	21,585	1,150,000	21,585	1,128,415	1.9%
<i>Total Other Expenses</i>	<u>21,585</u>	<u>1,150,000</u>	<u>21,585</u>	<u>1,128,415</u>	<u>1.9%</u>
<i>Net Profit (Loss)</i>	<u>\$647,783</u>	<u>\$9,752,402</u>	<u>\$647,783</u>	<u>\$9,104,618</u>	<u>6.6%</u>

**Sarasota Manatee Airport Authority
Investment Portfolio
For the Month of October 2021**

<u>Description</u>	<u>Cusip/Invest</u>	<u>Coupon</u>	<u>Par Value</u> <u>Orig Face</u>	<u>Yield</u> (1)	<u>Acquisition</u> <u>Cost</u>	<u>Purchase</u> <u>Date</u>	<u>Maturity</u> <u>Date</u>	<u>Int.</u> <u>Rec'd</u> (2)	<u>Market</u> <u>Value</u> (3)	<u>Yield</u> <u>@ Market</u>
1 US Treasury Note	91282CDA6	0.250	10,000,000	0.306	9,989,063	10/8/2021	9/30/2023	2,083.33	9,959,400	0.31
2 BankUnited CD	1815114034	0.100	20,000,000	0.100	20,000,000	10/13/2021	1/13/2022	986.30	20,000,000	0.10
Total Investments			<u>30,000,000</u>	<u>0.169</u>	<u>29,989,063</u>			<u>3,070</u>	<u>29,959,400</u>	

(1) US Government Bond Equivalent Yield.
(2) Interest on Notes is paid semi-annually, accrued monthly.
(3) Market value on non-restricted funds are provided by the Custodian, US Bank.

**Sarasota Manatee Airport Authority
Investment Analysis - Portfolio Activity Report
For the Month of October 2021**

<u>Transaction Date</u>	<u>Maturity Date</u>	<u>Description</u>	<u>Cusip/Invest</u>	<u>Coupon Yield</u>	<u>Original Face Purchase price</u>	<u>Sales Price Market Price</u>	<u>Gain or (Loss) on Sale</u>
Securities Purchased:							
10/8/2021	9/30/2023	U.S. Treasury Note	91282CDA6	0.250 0.306			
10/13/2021	1/13/2022	Certificate of Deposit	1815114034	0.100 0.100			
Securities Closed:							
NONE							

AGENDA ITEM NO. 9.3

SARASOTA MANATEE AIRPORT AUTHORITY
FINANCE & ADMINISTRATION STAFF REPORT
NOVEMBER 22, 20121 REGULAR MEETING

FINANCE

OCTOBER 2021

Budget/Financial Information:

Included in the Board packet are the unaudited financial statements for **October**. Summary information contained therein for **October** is as follows: Operating revenues were approximately **8.2% higher** than anticipated in the FY 22 budget. Operating expenses were approximately **16.1% lower**.

As part of the ongoing development of investment policies and procedures, reports have been developed based on information provided by Sarasota County Clerk of the Court. The current disclosure reflects an Investment Portfolio Analysis, along with a Portfolio Activity Report. Staff continues to work closely with the Clerk's office

Passenger Facility Charge (PFC): A separate detail which reflects PFC collections for the month of **October** and cumulative to date.

SMAA Monthly Investment Report: September 2021 attached.

Sarasota Manatee Airport Authority
Sarasota Bradenton International Airport (SRQ)
PFC Collections by Carrier

Carrier	Oct-21	Collected since inception	Carrier	Oct-21	Collected since inception	Carrier	Oct-21	Collected since inception
Aces Airlines		24.86	Delta Air Lines	96,564.11	30,106,037.11	Pan American		5.84
Aer Lingus		1,350.34	EI Al Israel Airlines		1,276.03	Panamena De Aviacion		4.39
Aero California		8.64	Elite		61,345.86	Paradise Island		28.80
Aero Costa Rico		2.92	Emirates		3,897.63	PenAir (Penninsula Airways)		13.17
Aeroflot - Russian Airlines	8.78	917.19	Empire		757.44	Private Jet		3,719.95
Aeromexico	35.12	4,032.08	Eva Airways		735.34	Qantas		3,784.48
AeroPeru		19.02	ERA Aviation		84.84	Qatar	65.85	2,081.08
Aeropostal Venezuela		17.52	Ethihad Airways	13.17	333.64	Reno Air		35,332.00
Air Aruba		11.68	Express One		8,387.70	Republic Airlines		3,612.86
Air Canada		1,020,619.12	Falcon Express		1,454.16	Royal Air Maroc		69.66
Air France	143.66	31,609.26	Faucett		8.76	Royal Aviation		10,170.36
Air India		2.88	Finnair		356.78	Royal Jordanian		29.20
Air New Zealand		1,973.36	Florida Coastal Airlines		8,516.60	Sabena		393.92
Air Pacific Ltd.		135.81	Front Page Tours		245.28	SAHSA		5.28
Air Portugal		308.10	Frontier Airlines	16,392.48	496,202.35	SAS (Scandivavian)	13.17	3,912.32
Air Serbia		307.30	G-P Express		89.28	Saudi Arabian Airlines		7.31
Air Sunshine		109,075.76	Gold Transportation Services		26,702.01	Sevicios Avensa		280.28
Air Trans At		144,133.51	Great Lakes Aviation		44.06	Silver Airways Corp		114.14
AirTran Airways		5,850,221.51	Hahn Air		2,956.82	Singapore		2,926.69
Alaska Airines	4.39	6,183.17	Hawaiian Airlines		969.86	Skyservice		9,903.84
Alitalia		3,974.22	Iberia	8.78	1,185.26	South African Airways		4,309.11
All Nippon Airways (ANA)		509.46	Island Air		30.73	Southeast Airlines		6,234.20
Allegiant Air	76,706.47	2,691,600.12	Insel Air		4.39	Southwest	150,885.36	1,688,334.47
Aloha		46.64	JAL (Japan Airlines)		879.19	Sun Country	1,527.72	244,339.17
America West		116,500.91	Jet Airways		114.14	Sun Pacific Int'l (HMHF)		3,612.04
American (AMR)	79,202.74	4,731,004.10	Jet Blue	21,697.68	5,113,922.44	Sunworld Int'l Airlines		224.84
ATA Airlines, Inc.		2,527,486.80	JetsGo		6,418.18	SwissAir	8.67	5,284.00
Asiana Airlines		668.85	Kenya		26.34	Taca Int'l Air		348.76
ATA Leisure Corp.		90,614.78	KLM		6,693.90	TAM Airlines (Aviation Industry Consultants)		1,030.22
Austrian Airlines		636.04	Korean Air		16,775.23	TAP Air Portugal		220.87
AV Atlantic		1,027.84	Kuwait Airways		2.92	Tower Air		17.52
Avensa		43.20	Lacsa		36.54	Trans Brasil Airlines		20.44
Avianca		118.00	Laker Airways		803.00	Trans World Airways		781,609.36
Aviateca, S.A.		5.84	Lan Airlines		21.95	Turk Hava (Turkish)		1,272.59
Big Sky		2.92	Lan Argentina		4.39	Ultrair		2.88
British Airways	35.23	10,895.85	Lan Chile		157.61	United	54,045.91	3,032,705.69
Brussels Airlines		87.69	Lan Peru		21.95	US Air Shuttle		2.92
BWIA		78.84	LATAM Airlines Group		26.34	US Airways		8,883,648.83
Canada 3000		100,572.36	Leisure Air		33,007.40	USA 3000		79,178.04
Canadian Airlines		64,977.45	Lineas Aereas Privadas Argentinas		11.68	V Australia (Virgin Blue)		386.32
Canair		20,334.88	Lone Star		69.52	Varig		668.53
CanJet		120,295.00	Lot Polish Airlines		1,458.77	Vietnam Airlines		83.41
Cape Air / Hyannis Air Service		242.90	LTU		74.88	Virgin Atlantic	109.64	4,952.55
Carnival Air Lines		1,883.40	Lufthansa	43.79	6,926.69	Viscount Air Service		2,006.04
Casino Air Link		887.68	Malaysia		406.88	Viscount Air Tours		353.32
Casino Express		8,389.66	Malev Hungarian		241.88	Vision		2,809.60
Cathay Pacific		3,145.87	Mark Travel Corp.		10,856.56	WestJet		59,525.15
Cayman Airways		101.96	Mesa Airlines		132.20	World Airways		35.04
Champion Air (MLT, Inc.)		9,343.96	Compania Mexicana		438.74	Total	497,512.72	74,089,364.37
China Airlines		2,336.20	MGM Grand Air		302.40	PFC checking Interest	3,665.24	1,742,725.60
Colgan Air, Inc.		151.86	Miami Air Int'l		5,515.47	PFC investment Interest		1,526,893.55
ComAir		21,805.38	Midway Airlines		601.52	Securities-bought		32,071,184.66
Compania		33.75	Midwest		1,922.08	Securities-sold		32,058,520.85
Conquest		5.76	Mountain West		11.68	Securities interest		224,518.18
Continental Airlines		3,580,174.07	National Airlines		5.84	Service charges		6,970.26
Continental Micronesia		44.05	Nicaraguense de Aviacion		5.84	Expenditures	575,000.00	77,559,939.82
Copa		11.56	North American Airlines		443.39	Balance		<u>3,927.81</u>
Croatia Airlines		8.78	Northwest		1,996,108.91			
Czech Airlines (Aviation Industry Consultants)		2,516.42	Olympic Airways		165.43			

Sarasota Manatee Airport Authority
PFC Monthly Status Report - Revenue and Expenditures
Month ended October 31, 2021

Charge effective date: 9/1/1992
Total Collection Authority: \$ 92,349,300

Approved applications	Expiration	Approved Imposed / Use	Current Revenue Oct-21	Current Interest Oct-21	Total Collections	Total Interest	Total Revenue	
Appl. 1	92-01-I-00/08-SRQ	Completed	13,945,012		12,126,777	1,817,614	13,944,391	
Appl. 2	95-02-U-00/05-SRQ	Completed	5,947,682					
Appl. 3		Completed	8,746,770		675,673	74,388	750,061	
Appl. 4	10/3/2000 2/22/2002 7/23/2009 12/7/2017	00-04-C-00-SRQ 00-04-C-01-SRQ 00-04-C-02-SRQ 00-04-C-03-SRQ	36,126,915 2,368,148 22,194,884 (887,886)					
Appl. 4	00-04-C-00/03-SRQ	Completed	59,802,061		58,234,308	1,567,753	59,802,061	
Appl. 5	5/7/2019	19-05-C-00-SRQ	8,817,424	497,512.72	3,665.24	3,052,606	14,749	3,067,354
Appl. 6	9/8/2021	21-06-C00-SRQ	4/1/2024	9,035,363			-	
			106,294,312	497,513	3,665	74,089,364	3,474,503	77,563,868

Project number	Description	Use Appl. #	Estimated Implementation Date	Total Approved to Use	Expenditures Month end Oct-21	Total Expended to Date	Balance to Use	Status
	Various Projects	Total	2	5,947,682	-	5,947,682	-	Project complete
	Various Projects	Total	3	8,746,770	-	8,746,769	-	Project complete
118	Terminal development debt service Amendment	4	10/1/2000	60,689,947		59,802,061	-	
		4		(887,886)				
				59,802,061	-	59,802,061	-	Project complete 4/21
5.01	Passenger Loading Bridge	5	12/1/2021	2,579,924		2,579,924	-	
5.02	Administration Cost Reim	5	12/1/2022	44,700		44,700	-	Project complete
5.03	Air Traffic Control Tower	5	12/1/2021	6,192,800		438,803	5,753,997	
	Total			8,817,424	-	3,063,427	5,753,997	Amount budgeted for FY 2022 is \$8,002,229
6.01	RIM Project	6		120,806			120,806	
6.02	Master Drainage Plan	6		651,983			651,983	
6.03	Stormwater System Imp	6		411,102			411,102	
6.04	Ticket Wing Bag Belt Ext	6		577,190			577,190	
6.05	Runway 14 Evaluation & Rehab	6		142,716			142,716	
6.06	Wildlife Hazard Assessment	6		2,969			2,969	
6.07	ARFF Truck Replacement	6		99,423			99,423	
6.08	Access Control & Security Enhancements	6		995,819			995,819	
6.09	Obstruction Survey	6		252,966			252,966	
6.10	Design & Rehab ARFF Facility	6		349,271			349,271	
6.11	Master Plan Update w/ Boundary Survey	6		48,878			48,878	
6.12	Taxiway Bravo North Rehab	6		152,846			152,846	
6.13	PFC Administration	6		81,859			81,859	
6.14	Hearing Loop System	6		62,838			62,838	
6.15	Terminal Curbside Renovations	6		3,250,000			3,250,000	
6.16	Blast Fence Project Gate B2	6		750,000			750,000	
6.17	Baggage Handling System Design	6		200,000			200,000	
6.18	Security Checkpoint Modifications	6		384,697			384,697	
6.19	Waypoint Sign Project	6		500,000			500,000	
				9,035,363	-	-	9,035,363	
Total all applications				92,349,300	\$0	\$77,559,940	14,789,360	



SARASOTA MANATEE AIRPORT AUTHORITY MONTHLY INVESTMENT REPORT

September 2021

Prepared by Karen E. Rushing, Clerk of the Circuit Court and County Comptroller



Summary of Investment Strategy: President Joe Biden signed a nine-week stopgap funding bill that averted a government shutdown and extends funding until Dec. 3rd. Additionally, President Biden vowed to sign the Senate bill which raises the U.S. debt limit and allows for federal borrowing until Dec. 3rd. This is during a time when the Democrat controlled Congress looks to enact President Biden's broader economic plan. The market is likely to see increased volatility during this continued time of uncertainty. The US Treasury curve is very steep in short with the 3mo Bill, 0.03%, 2 year at 0.28%, 3 year at 0.51% and the 5 year at 0.96%. An investment strategy will be implemented to take advantage of increases in yield while keeping the weighted average maturity short of the allowable limits in the IPS.

KEY ECONOMIC INDICATORS

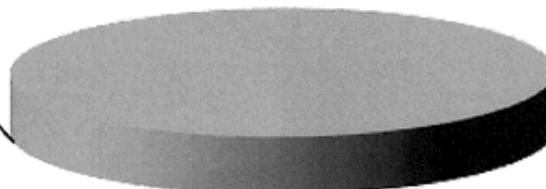
- ISM Manufacturing came in at 59.9 in August, above expectations of 58.5 and above last month's value of 59.5.
- Non-Farm Payrolls increased by 235k in August which fell well below expectations of 733k. July's figure was revised slightly higher to 1,053k from the previously reported 943k.
- Average hourly earnings were up 4.3% in August – beating the market expectation of 3.9%; while the prior month reported an upward revision to 4.1% YOY increase.
- Producer prices ex-food and energy, YOY rose 6.7% in August which was higher than expectations of 6.6% increase and higher than the 6.2% last month.
- Retail sales ex auto and gas increased by 2.0% in August which came in higher than expectations of 0.0% and last month's revised -1.4%.

NEWS and EVENTS

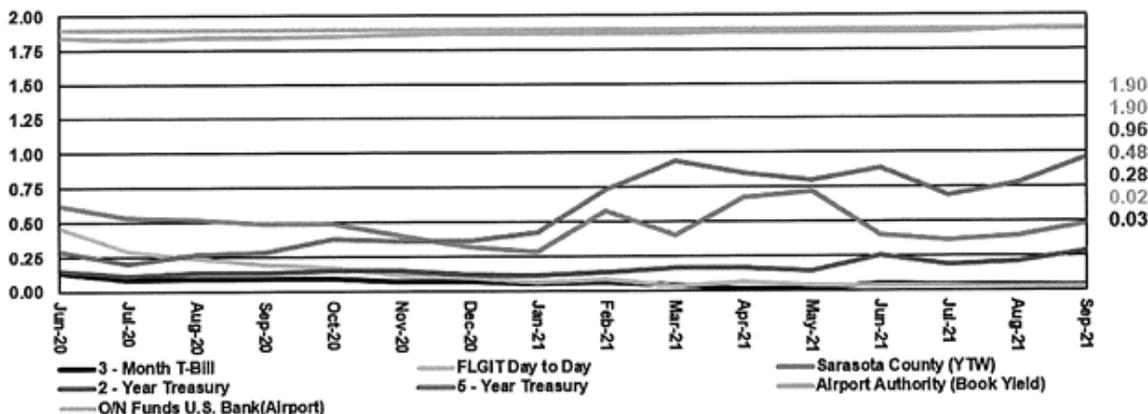
- Jobless claims fell to a new pandemic low as businesses held on to workers despite the surging Delta variant.
- The Treasury could run out of room next month to keep paying the government's bills on time unless Congress steps in to suspend or raise the federal borrowing limit, Yellen said.
- All employers with 100 or more employees would have to require their workers to be vaccinated or undergo at least weekly Covid-19 testing under a new plan outlined by Biden to curb the spread of the pandemic.
- Manufacturers are facing the highest steel and aluminum prices in years, another hurdle for the U.S. companies already struggling to make enough cars, cans and other products.
- The Fed signaled it was ready to start reversing its pandemic stimulus programs in November and could raise interest rates next year amid risks of a lengthier-than-anticipated jump in inflation.
- Home-price growth climbed to a record in July as buyers continued to compete fiercely amid a shortage of homes for sale.

PORTFOLIO COMPOSITION

Cash
100.0%



YIELD COMPARISON





September 2021



PORTFOLIO STATISTICS

*Includes Cash

	April	May	June	July	August	September
Portfolio at Cost	40,135,769	42,147,527	44,152,498	45,006,322	45,895,661	52,118,186
Market Value Portfolio	40,143,789	42,153,547	44,156,558	45,008,022	45,758,278	52,118,186
Yield Based Upon Cost	1.88%	1.88%	1.88%	1.88%	1.90%	1.90%
Interest Received (Cash Basis)	51,446	55,980	66,134	68,703	72,206	75,567
Interest Received Fiscal Year to Date						\$ 662,196

SHOCK ANALYSIS

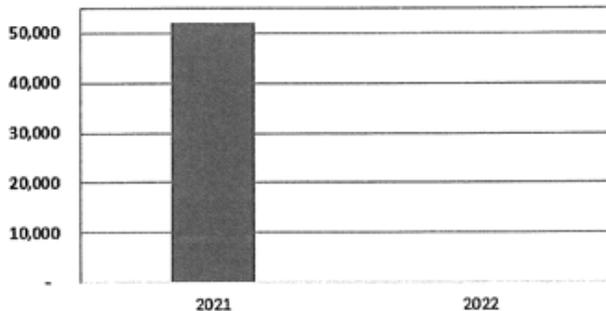
The portfolio shock analysis is a proactive risk management tool, utilized to evaluate how the Airport Authority's current portfolio would react to certain defined interest rate scenarios. This tool enables us to monitor the county's interest rate risk exposure to ensure it is aligned with the requirements of the investment policy. The table below presents the base scenario on how the portfolio is performing in the current interest rate environment, accompanied by scenarios of interest rate increases, and decreases. Cash is included in this analysis using Bloomberg analytics.

	Down 50 Basis Points	Down 25 Basis Points	Base	Up 25 Basis Points	Up 50 Basis Points
Book Value	\$ 52,118,186	\$ 52,118,186	\$ 52,118,186	\$ 52,118,186	\$ 52,118,186
Market Value	52,118,186	52,118,186	52,118,186	52,118,186	52,118,186
Gain/(loss) unrealized	0	0	0	0	0
Market price	100.000	100.000	100.000	100.000	100.000
Book Yield	1.90	1.90	1.90	1.90	1.90
WAL	0.00	0.00	0.00	0.00	0.00
Effective Duration	0.00	0.00	0.00	0.00	0.00
Effective Convexity	0.0	0.0	0.0	0.0	0.0

CASH FLOW FORECAST

The cash flow forecast chart is a graphical representation of the annual projected cash flows of the Airport Authority's investment portfolio resulting from expected investment maturities and calls. This management tool is utilized to evaluate portfolio liquidity, to make sure there is sufficient cash on hand to meet day-to-day expenses, and optimize reinvestment of excess funds.

Principal Cash Flow (1,000's)



HUMAN RESOURCES

OCTOBER 2021

**HUMAN RESOURCES DEPARTMENT
ACTIVITY FOR THE MONTH OF OCTOBER 2021**

OPEN POSITIONS

POSITION	NUMBER OF POSITIONS	NUMBER OF APPLICANTS	POSITIONS FILLED	APPLICANT(S) HIRED	STARTING DATE
Traffic Control Specialist	6	42	3	Ralph Contreras Robert Shaw Lashonda Bowden	10/12/2021 10/26/2021 10/26/2021
Baggage Handling System Tech	10	61	6	Mauro Gregory Betsy Torres Paul Guthrie Alex Hernandez Raquel Campa-Sen Roger Miller	10/1/2021 10/2/2021 10/12/2021 10/15/2021 10/16/2021 10/20/2021
Communications Specialist	1	1	0		
Police Officer	1	3	1	Steven Vranick	10/23/2021
Police Officer - PT	2	5	0		
Property Leasing Assistant	1	12	0		
Firefighter	1	13	0		
Mechanic	1	1	0		
HVAC Mechanic	1	2	0		
Horticultural Specialist	1	1	0		
Maintenance Specialist	1	1	0		
TOTALS	26	100	10		

Separation

NAME	HIRE DATE	SEPARATION DATE	POSITION
William Isherwood	9/23/2021	10/18/2021	Baggage Handling System Technician
Gil Shah	7/12/2021	10/31/2021	Traffic Control Specialist
Karl Jacob Brandenburg	5/14/2019	10/29/2021	Maintenance Specialist

The following positions(s) are funded in the FY 22 Budget, but have not been authorized to fill at this time.

POSITION	NUMBER OF POSITIONS	DEPARTMENT
Director, Human Resources	1	Finance & HR
Janitorial & Compliance Supervisor	1	Facilities

PURCHASING

OCTOBER 2021

BIDS/QUOTES: We will ask the Board in November for additional capital Equipment Purchases as prices have increased above budgeted levels and the need for additional equipment to meet the needs of the Authority in this period of rapid growth. We need additional Shuttle buses, portable Light towers for Overflow Parking, and additional ARFF equipment.

We have hired a floor company to diamond hone our terrazzo floors so our new floor tech crew can keep up the new appearance. This project will start the first week of November. The new floor tech crew is staffed has been doing a very good job. Owens has been able to staff their shifts and their performance has consequently improved. New Manager has made improvements and looks to be what we need to lead that program. We have reviewed the increased passenger counts going forward with them and encouraged them to not get behind on hiring staffing to meet these new levels.

We are finalizing a new Contract Manager at Risk Contract for the terminal expansion and modernization. The draft contract was sent out to a consultant for review since this is our first usage of this type contract to ensure we did not miss any issues so they can be addressed up front.

ITS has started working with our new Managed Network Service. We have purchased new equipment through them at very favorable pricing. The new WIFI system is being installed and small areas are being tested. It looks like the WIFI system install should be complete and operational by mid-November. We will continue to use our current vendor to make sure there is no lapse in service until the install is complete. Looks like the new DAS system install will happen in FY22 which will help our passengers connect to better cellular service. The system that is being installed will be 5G ready. This feature plus the new WIFI System will greatly improve our passenger's experience and allow for growth in Airport traffic.

Have started to write bid packages for Capital Projects for new sewer Lift Station, Roof for the Air Cargo Building, new A/C system for the TSA Checkpoint, Ditch Mower, and updating the current Flight Information Data System (FIDS).

Informal written quotes requested from prospective suppliers to provide airport lighting/lamps, artificial plants, batteries, computer hardware, technical support and software related items, electrical fixtures, extinguishing agents, firefighting gear, landscaping supplies, loading bridge repairs and supplies, industrial supplies, MRO items, office chairs, paint and paint supplies, promotional and advertising novelties, rental equipment, tires, tractor, uniforms, etc. and other misc. repairs and services.

WAREHOUSE: The Warehouse continues to add and delete items stocked in inventory and to generate purchase orders to replenish stock based on monitoring of inventory levels: **0** new items added, and we have reduced the number of items in the warehouse by **0**. Purchasing is reviewing all stock items to further reduce non-usage/slow moving items as needed.

- **On-line auction activity through GovDeals for surplus/obsolete items: There were \$2,519.03 of sales in the month of October 2021.**
- **Year-end inventory count went well with no major issues. This year we reduced the ending inventory value to \$127,128 down from \$133,431 last year. Number of stocking units was reduced to 846 from 860.**

DEPARTMENT PROJECTS:

- We still have a majority of the Masks that are for the Airlines use. Our supplies of PPE items are at good levels just in case Florida and our area has another wave. We have instructed our Janitorial Service to continue the high level of wipe downs and sanitizing all touch surfaces.
- We have reviewed the projected passenger increases we are expecting and working with Owen's to ensure they have the needed staffing levels to meet this increased volume. We are reviewing with Owen's weekly to ensure their staffing levels meet the increased flights and passenger loads we are seeing. We have placed a handicapped toilet in the new TNC staging area at New College and will add an additional unit at the cellphone lot before the thanksgiving Holiday Week.
- The A/C and new roof installation is complete at the old Honeywell building. New water fountains have been installed and the atrium windows fixed to stop the leaks. The large truck parking area off of Tallevast Road has been put on hold.

CONTRACTS ISSUED: Netsync Network Solutions.

SUMMARY OF DEPARTMENT ACTIVITY FOR THE MONTH:

PURCHASING:

- Purchase Orders Issued: 261
- Blanket Purchase Orders Issued: 79
- Emergency Purchase Orders Issued:0
- Change Orders Issued: 1

WAREHOUSE/RECEIVING:

- Inventory Stock Transactions: 100
- Courier Activity: 435 miles for month

NOTICE TO THE BOARD: Per the Purchasing Policy, all purchases between \$35,000 - \$65,000 require at least three informal quotes. All purchases between \$65,000 to \$150,000 value shall be publicly noticed and made on the basis of competitive sealed bids, competitive sealed proposals, or competitive sealed replies. All exceptions shall be noted to the Authority at its next regular meeting. The following are exceptions to this policy for **October 2021: Municipal Emergency Services was a Sole Source for ARFF Breathing Equipment in the amount of \$112,958.96.**

AGENDA ITEM NO. 9.4

SARASOTA MANATEE AIRPORT AUTHORITY REAL ESTATE DEVELOPMENT & PROPERTIES STAFF REPORT NOVEMBER 22, 2021 REGULAR MEETING

Southwest Airlines: Southwest is seeking additional ticket office space and plans are in design for additional space below the Concourse at Gate B-10.

Allegiant: Properties and Allegiant are in discussions regarding additional space needs as Allegiant continues to grow at SRQ.

American Airlines: Additional space for American is in design in the lower level of the Concourse with buildout to be completed late 2021 or early 2022.

Avelo Airlines: Avelo Airlines announced it will be adding service to Sarasota and a Non-Signatory Agreement is in process.

Property #7/NEC and #12 NWC University & Bradenton Rd: SMAA application for DRI termination and rezoning in process and the required neighborhood meeting is scheduled for November 8. The hotel tenant, SRQ3, LLC, has also joined the zoning application to increase room count. A portion Property 7 is also planned to be utilized temporary for an economy parking lot to accommodate overflow parking needs while various projects are constructed.

Rental Car/Status: Phase I, remodel of ticketing, offices, and a covered walkway on hold. Phase II, development of a consolidated QTA lot/facility and expansion of the ready/return lot are both in design/planning. The site improvements and allocating additional spaces for the ready/return lot is on hold until such time parking capacity in the various parking lots are increased to accommodate parking demand.

Fuel Farm: Fuel Farm expansion Phase II underway and will add a third vertical storage tank.

Airport Hotel #3: The ground rent tenant has joined in the DRI/rezoning efforts underway to increase number of hotel rooms. A temporary license has been completed with this tenant to allow the airport to utilize the vacant hotel lot for overflow parking.

North Quad: SMAA has received interest from two FBO operators regarding developing a new FBO. SMAA has provided each with an invite to respond and responses are due in December. The relocation of the GA FIS facility to the N Quad is in process and design. Additional interest from potential tenants for hangar development remains strong and discussions continue. A real estate valuation has been completed as to rental rates and an Environmental Audit is underway which will be utilized as an environmental baseline with all future tenants at the N Quad.

Team Success: The Tenants sitework and buildings are underway, and the opening of the school will be fall of 2022. Team Success has requested additional lands to expand its campus and an amendment of the lease is under consideration. The amendment to the lease has been prepared and sent to the FAA for review/approval. Provided the FAA finds no issue with the amendment, the amendment will be at the next Board meeting for consideration/approval.

Concessions: Redevelopment of retail, food and beverage concessions throughout the Terminal/Concourse, strategy, and plan to expand/redevelop is in process. This project will be a phased project over the next four years once implemented. A presentation regarding concessions redevelopment is planned for a future Board meeting.

In the interim, a concession add is contemplated and in planning stages. Properties has requested presentations from the existing concessions operators as to adding an island bar/limited food concession at the north end of the concourse, the responses from concessionaires are scheduled for December. Properties will review the responses to determine the viability and how to proceed from there.

Mitchell Management of Florida, Inc.: The Jimmy Johns franchisee (Tenant) is in design/permitting and is anticipating opening in the first quarter of 2022.

Property #10/M-lot: Construction is underway for both MTC sitework and the maintenance hangar. The MTC Ground Lease with Improvements is out for review by the tenant however, MTC progress as to lease and approvals has been significantly delayed due to COVID related funding shortages.

The maintenance hangar is under construction and the former (Agape) hangar is under extensive remodel. Projected completion of both hangars, first quarter of 2022. Properties is negotiating with an MRO for the maintenance hangar and a flight school for the former Agape hangar, both agreements are anticipated to be ready for Board consideration in first quarter of 2022.

Property #2/Tallevast: Properties continues discussions/negotiations with Industrial development groups as to a joint development of this property. However, interest from additional and multiple developers has surfaced and Properties is now considering an RFP to developers for the development of this property.

Parking: Parking demand increased dramatically and continues. The former Avis lot (which the Authority was utilizing for RV/boat/vehicle storage) has been vacated for use as additional overflow parking. Entrance and exits, revenue controls machines/arms and other paving related improvements are underway to prepare this lot for the season. The TNC staging which has been relocated to a lot leased to New College just west of the Ground Transportation area. Properties also completed a use agreement with the hotel tenant of the airport for the vacant pad, again for overflow parking needs of parking. Several other properties are under consideration to increase parking capacity to meet the high demand.

FBO Expansion: Additional hangars are contemplated at Dolphin and permits obtained but no construction start date has been provided to the Authority. Ross Aviation is proposing an expansion of hangars within the N Quad area. Ross has submitted concept plans and discussions are underway regarding phasing/construction. Two FBO operators have expressed strong interest in adding an FBO facility/services at SRQ. Properties sent the interested FBOs an invitation to RFP to respond and submit. It is anticipated that Properties will receive the responses, review each and submit to the Board for consideration within the first quarter 2022.

Turo: Properties is in negotiations with Turo regarding a peer-to-peer car service agreement to legally operate at the airport. It is anticipated that an agreement will be reached by the first quarter of 2022 and collection of fees will commence at that time.

Southern Light, LLC: An agreement with Southern Light, LLC telecommunications company has been completed for a small lot/facility at the Airport. Design and permitting in process.

Market Rent Analysis: A Market Rent Analysis has recently been completed for Airport future development properties. This analysis will assist Properties in determining market rates of the numerous projects currently underway and as well as in the future. Hangar rent analysis is now underway for the hangars which the airport has or will have for lease next year.

General: Insurance notices, tenant inquiries, showing of properties, construction permits, meetings with surveyors, appraisers, contractors and engineering consultants, collections and past due notices, notices of insurance renewals and compliance, loss prevention committee, meetings with insurance claimants, planning and staff meetings.

General Aviation:

- Compliments: **0**
- Complaints: **0**
- Maintenance Requests: **1**
- Total number of tenants: **166**
- Total rentable spaces: **167**
- **106** tenants using auto credit card method of payment.
- **J8-106 co-tenancy leased September 2021.**
- **EAA J3-110 co-tenancy effective once insurance is received, no rate discount.**
- **J5-108 new tenant lease October 5, 2021.**
- **5% rental rate increase effective 10/1 for Large, Standard, and Standard Plus T-Hangars.**

**T-HANGAR MONTHLY STATUS REPORT
For the Month of October 2021**

Item	Qty.	No. Leased	Wait List	Leased %	Monthly Rate	Monthly Rent	Annual Rent
T-Hangars							
51'5 W Oversize	4	4	33	100%	\$1,700.00	\$6,800.00	\$81,600.00
48' W Large	27	27	58	100%	\$602.00	\$16,254.00	\$195,048.00
42' W Standard w/additional 176 sq. ft. storage	4	4	1	100%	\$545.00	\$2,180.00	\$26,160.00
42' Standard (42' wide)	121	121	96	100%	\$440.00	\$53,240.00	\$638,880.00
42' W Standard Discounted rate for CAP & EAA	2	2		100%	\$250.00	\$500.00	\$6,000.00
Storage Rooms	7	3		43%	\$100.00	\$300.00	\$3,600.00
Storage Rooms Discounted rate for CAP & EAA)	2	2		100%	\$10.00	\$20.00	\$240.00
TOTALS	167	163	188			\$79,294.00	\$951,528.00

AGENDA ITEM NO. 9.5

SARASOTA MANATEE AIRPORT AUTHORITY ARFF, OPERATIONS & POLICE DEPARTMENTS NOVEMBER 22, 2021

OPERATIONS DEPARTMENT - PROJECT/ACTIVITY/INCIDENT REPORT FOR THE MONTH OF OCTOBER

Projects and Activities

- Working with Integrated Fire & Security Solutions, to oversee the access control system replacement project. Project complete in terminal building, still replacing some fiber optic lines to vehicle gates. Operations corrected several minor issues during the month.
- Worked with Engineering and Contractor on Blast Fence Extension Project in the Employee Parking Lot.
- Operations conducted multiple vehicle and aircraft escorts throughout the month.
- Operations conducted multiple "drivers training" sessions on the airfield
- Operations responded to multiple wildlife and FOD calls throughout the month.
- Southeast Taxiway A closed midnight to 5:30AM several times for painting.
- Assisted opening overflow parking lots on Friday and Saturday mornings. Changed entrance LED sign with updated parking status.
- 10/3: Operations took two new ATCT controllers on a tour of airfield.
- 10/7: Operations personnel participated in a nationwide Zoom meeting regarding updates to the FAA's NOTAM (Notice to Airmen) system.
- 10/16: Operations coordinated gate assignments for Allegiant Airline diversions due to lighting issue at St. Petersburg Airport.
- 10/17: Operations personnel helped elderly couple change a tire on their disabled vehicle, just outside the parking tollbooths.
- 10/22: Operations took new ATCT controller on tour of airfield.
- 10/27: Escorted photographer from Herald-Tribune on air carrier ramp.

Alerts and Incidents

- 10/11: C-172 on Taxiway C, near the approach end of Runway 32, with a flat nose wheel. Aircraft placed on Operations wheel dolly and escorted to UFS.
- 10/12: C-185 on Taxiway C, near the approach end of Runway 14, with a flat tail wheel. Operations lift bag used to place flat tire on dolly, then escorted tug and aircraft back to Ross North.
- 10/13: Departing G-IV returned due to malfunctioning airspeed indicators. Aircraft landed safely on RY14 and taxied to Ross.
- 10/16: A security guard at the Lakewood Ranch Medical Center reported that a 100' tower crane's (across from the Center) obstruction light was out. He stated that he will notify the helicopter medevac company. Operations issued a NOTAM.
- 10/18: UA3444 (ERJ, N657RW) conducted an un-authorized engine run-up w/tail pointed towards Facilities Vehicle Storage Building, blowing debris and causing minor damage.
- 10/21: A Piper Seneca declared an emergency when the right engine would not restart after a practice shutdown. Aircraft landed safely on RY14 and taxied to Dolphin.
- 10/25: Disabled Piper Cherokee on TWY C at TWY D; after landing the throttle linkage broke. Operations escorted tug from Ross North to aircraft then to Ross North ramp.
- 10/26: Operations tracked active ELT to a Citation at Dolphin.

**OPERATIONS DEPARTMENT
NOVEMBER 2021**

- 10/26: Fuel Spill; approximately 30 gallons Jet A from a B737 wing vent was cleaned up by Southwest, Menzies, & ARFF personnel.
- 10/27: Cherokee blew the right main as it was exiting RY32 at A7; aircraft stopped clear of RY32. Operations picked up mechanics from Cirrus (Aero Maintenance) and drove them to aircraft. Tire changed (using Operations lift bag due to all of their jacks in use). Aircraft taxied to Dolphin.
- 10/28: Drone: Delta Captain called Operations to report a possible drone strike while on a right downwind landing for RWY 32. The aircraft (N365NW) was roughly 2,500' and 10 miles out. Captain stated that it was definitely not a bird strike, but it had more of a metallic sound on the right side of the aircraft. Crew and Operations conducted walk around of the aircraft and found no damage. Delta maintenance was notified by the crew and performed their own check.
- 10/29: C-172 engine quit after landing and clearing RWY 22 on TWY D; pilot proceeded to push the aircraft into the grass to clear taxiway. Operations responded with Dolphin line techs and had aircraft towed back to Dolphin.

Miscellaneous Activities

- 54 NOTAMs were issued during the month of October.
- AIRCOM dispatched & Operations responded to 27 Medical Runs (9 requiring SCFD response).
- 1 Notice of Violation (NOVs) was issued for a Safety/Security infraction by a tenant employee.
- 103 CHRC (fingerprint checks) were conducted.
- 146 new I.D. badges were issued and 67 were renewed.
- 266 Security Threat Assessments were completed.
- 455 Computer Based Training Classes were conducted during the month.

**FIRE DEPARTMENT
NOVEMBER 2021**

SAFETY INCIDENT/RESPONSES FOR THE MONTH OF OCTOBER 2021			
TYPE OF RESPONSE	AREA OF RESPONSE	NUMBER OF RESPONSES	TOTAL YEAR TO DATE
EMT FIRST AID RESPONSES:	Aboard Aircraft	5	36
	Parking lot	0	11
	ARFF walk-in	0	0
	"B" Concourse	4	80
	Baggage Wing	2	17
	TSA Checkpoint	0	14
	2 nd floor lobby	2	3
	EMT room	0	0
	Restaurant	1	8
	Curbside	0	5
	Escalator	1	3
	Ticket wing	7	26
	Other	10	80
			32
FIRE RESPONSES:	Terminal	0	0
	Aircraft	0	0
	Vehicle	0	3
	Bushes	0	3
	Other	0	0
FIRE ALARM RESPONSES:	Fire Alarms	1	5
	Smoke Detector / Smell of Smoke	0	3
	TOTAL FIRE / ALARM:	1	14
HAZARDOUS MATERIALS RESPONSES:	Oil	0	0
	Fuel Spill	1	9
	Other	3	11
	TOTAL HAZARDOUS MATERIAL:	4	20
AIRCRAFT EMERGENCY RESPONSES:	Alert I	0	4
	Alert II	2	18
	Alert III	0	2
	TOTAL AIRCRAFT EMERGENCY:	2	24
SUPPLEMENT REPORT			0
	TOTAL RESPONSES	39	341

**POLICE DEPARTMENT
NOVEMBER 2021**

POLICE ACTIVITIES OCTOBER 2021

CRIMES	
ASSAULT/BATTERY	1
BOMB THREATS	0
GRAND THEFT AUTO	4
DAMAGE TO PROPERTY	2
DISORDERLY CONDUCT	15
FIELDS INTERVIEWS	0
DOMESTIC VIOLENCE	0
NARCOTICS	0
PERSONAL PROPERTY THEFT	0
RETAIL THEFT	0
SUSPICIOUS PERSON	8
SUSPICIOUS VEHICLE	5
TRESPASS	5
OTHER CRIMES	2
TOTAL:	42
PATROLS	
AOA	110
CONCOURSE PATROL	153
SECURITY CHECKPOINT	194
GROUND TRANS	59
PARKING LOTS	213
PERIMETER (INSIDE)	36
ROADWAY	152
BAGGAGE AREA PATROL	178
TACTICAL PATROLS	18
SECURITY PATROLS	346
TOTAL:	1459
CHECKPOINTS	
AOA BREACH	0
ASSIST TRINITY MISC.	0
CHECKPOINT BREACH	0
DOOR ALARMS	12
DRUGS-NARCOTICS	0
EXIT LANE ALARM	4
EXIT LANE BREACH	0
HOLD BAGGAGE CALLS	0
NO FLY LIST	0
OTHER PROHIBITED ITEMS	0
SUSPICIOUS ITEMS	0
OTHER	1
TOTAL	17

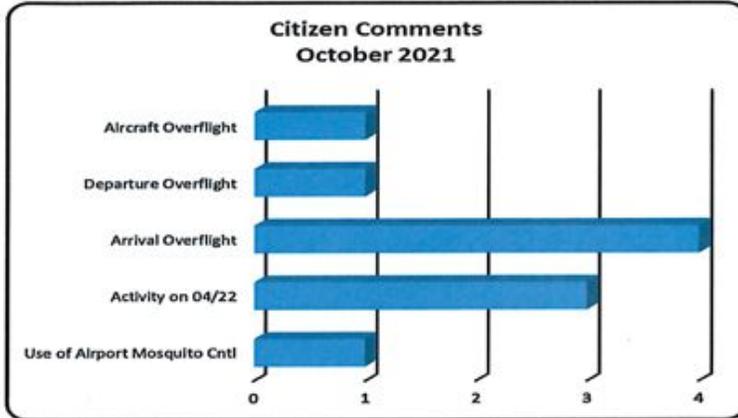
INSPECTIONS	
COMMERCIAL INSPECTION	122
GATE INSPECTION	86
GT INSPECTION	406
SIDA CHECK	135
OTHER INSPECTIONS	0
TOTAL:	749
TRAFFIC	
DISABLED VEHICLE/TOWING	2
PARKING TICKETS	1
TRAFFIC CRASHES	4
TRAFFIC CITATIONS	0
WARNINGS	0
OTHER TRAFFIC	2
TOTAL:	9
ASSISTANCE	
BAKER/MARCHMAN ACT	2
CUSTOMERS	50
MOTORISTS	11
OUTSIDE AGENCIES	7
SMAA EMPLOYEE/DEPT	1
TENANTS	9
MEDICAL CALLS	26
LOST & FOUND LOGGED	59
LOST & FOUND RETURNED	22
LOST & FOUND INQUIRIES	174
TOTAL:	361
WEAPONS	
EXPLOSIVES	0
FIREARM PARTS/AMMO	0
FIREARMS AT CHECKPOINT	2
UNDECLARED WEAPONS	0
OTHER WEAPONS	2
TOTAL:	4
ARRESTS	
ARRESTS FELONY	0
ARRESTS JUVENILE	0
ARRESTS MISD	4
E-WARRANTS	0
SAO REFERAL	0
NOTICE TO APPEAR	1
OTHER ARRESTS	0
TOTAL:	5

**OPERATIONS
NOVEMBER 2021**

NOISE MONITORING AND FLIGHT TRACKING FOR THE MONTH OF OCTOBER

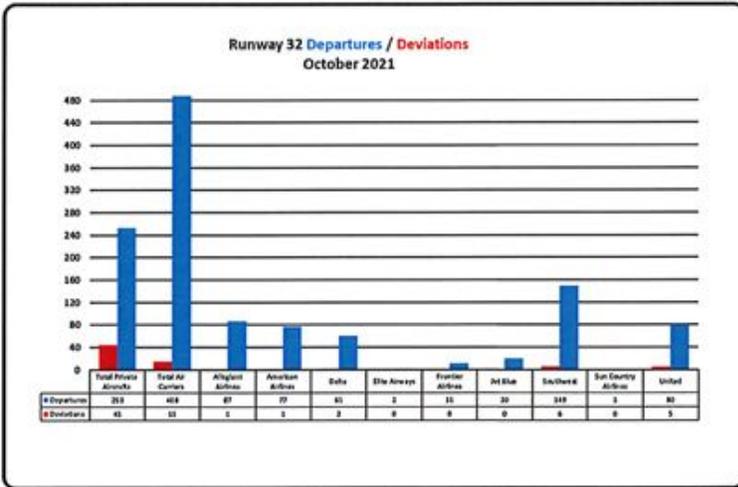
→ The chart to the right displays the distributions of noise complaints for the month of **October 2021**. There were **10 calls** which generated **10 complaints** by the Noise Abatement Hotline or by the Operations Department.

Of the total complaints, **70% were from Sarasota County** and **30% from Manatee**. The average number of calls received for the month were **.32 calls per day**.



→ Flight Tracking & Runway 32 Deviation data is for **October 2021**. There were **15 air carrier** and **45 private jet deviations** observed during this period.

In October 2021, Southwest (SWA) had 6 deviations, United (UAL) had 5 deviations, Delta (DAL) had 2 deviations, American (AAL) had 1 deviation and Allegiant (AAY) had 1 deviation. This office continues to work with representatives from the airlines, private jets and the SRQ ATCT to ensure compliance with SRQ Five & SRKUS Four Departure Procedures (NADP for Runway 32).



RUNWAY UTILIZATION

The overall runway utilization for the month of **OCTOBER 2021** is distributed as follows:

Operations	Runway 04	Runway 22	Runway 14	Runway 32
Arrivals	4%	5%	47%	45%
Departures	12%	8%	43%	37%

AGENDA ITEM NO. 9.6

SARASOTA MANATEE AIRPORT AUTHORITY DEVELOPMENT/COMMUNITY RELATIONS & ACTIVITY REPORT NOVEMBER 22, 2021

SRQ AMBASSADORS

In October, the SRQ Ambassadors volunteered 527 hours. Our Ambassadors gave 3 guided tours with a total of 28 participants and dogs during the month.

MEDIA RELATIONS

Met with or contacted this month by reporters from the Sarasota Herald-Tribune, the Bradenton Herald, ABC7, SNN TV, Bay News 9 and News Channel 8.

Mark Stuckey, Executive Vice President, Chief of Staff: October 22 - November 12, 2021

10/22	Held Marketing Meeting with Avelo Airlines Marketing Team
10/27	Held meeting with Port Manatee and Bradenton Area CVB Speaker – Experimental Aircraft Association
10/28	Meeting with Aqua Marketing and BACVB
11/1–11/5	Attended World Travel Market/Airline Meetings with BACVB in London, UK
11/8	Teleconference with FDOT Sec. of Transportation and Florida airports
11/10	Attended Manatee Chamber Luncheon

Fredrick Piccolo, President, CEO: October 22 – November 18, 2021

10/22-24	Legislative Meeting, Orlando
10/27	Manatee Chamber of Commerce Board Meeting
11/01	Sarasota and Manatee Counties Government Managers Meeting
11/05	Meet with Rajesh Khubchandani, General Manager, Ritz Carlton
11/08	City of Sarasota Community Development Meeting
11/15	ACI-NA Political Affairs Subcommittee Zoom Meeting
11/18	Bradenton Area EDC Board of Directors Meeting

Mr. Piccolo participates in various impromptu media interviews throughout the month

ACTIVITY REPORT

OCTOBER 2021

ACTIVITY MONTH: OCTOBER

ACTIVITY REPORT
 SARASOTA-MANATEE AIRPORT AUTHORITY
 SARASOTA BRADENTON INTERNATIONAL AIRPORT

	2021			2020			12 MONTHS ACTIVITY THRU OCTOBER		
	2021	2020	% CHANGE	2021 YEAR TO DATE	2020 YEAR TO DATE	% CHANGE	2021	2020	% CHANGE
AIRCRAFT OPERATIONS									
ITINERANT									
AIRLINES	2,550	1,291	97.52%	25,819	12,197	111.68%	29,090	15,927	82.65%
AIR TAXI	1,105	930	18.82%	10,480	7,866	33.23%	12,595	9,905	27.16%
GENERAL AVIATION	6,798	5,171	31.46%	60,698	47,907	26.70%	71,323	58,177	22.60%
MILITARY	275	171	60.82%	2,588	2,314	11.84%	2,903	2,678	8.40%
TOTAL ITINERANT	10,728	7,563	41.85%	99,585	70,284	41.69%	115,911	86,687	33.71%
GENERAL AVIATION (Local)	4,355	2,519	72.89%	30,328	30,492	-0.54%	34,835	37,176	-6.30%
TOTAL OPERATIONS	15,083	10,082	49.60%	129,913	100,776	28.91%	150,746	123,863	21.70%
TOTAL PASSENGERS:									
ON	133,071	52,618	152.90%	1,257,076	510,519	146.23%	1,363,355	711,057	91.74%
OFF	142,258	58,265	144.16%	1,237,556	501,158	146.94%	1,356,586	711,242	90.73%
TOTAL	275,329	110,883	148.31%	2,494,632	1,011,677	146.58%	2,719,941	1,422,299	91.24%

SARASOTA BRADENTON INTERNATIONAL AIRPORT
TOTAL YOY PASSENGER COMPARISON - BY MONTH

2021					2020					YOY
JAN	88,497	37,983	224	126,704	JAN	154,675	70,390	590	225,655	-43.9%
FEB	99,526	60,006	240	159,772	FEB	160,150	71,664	735	232,549	-31.3%
MAR	160,206	117,072	312	277,590	MAR	107,145	45,899	202	153,246	81.1%
APR	177,077	116,762	326	294,165	APR	6,729	3,013	0	9,742	2919.6%
MAY	167,314	120,748	489	288,551	MAY	27,643	12,187	158	39,988	621.6%
JUNE	169,587	143,015	307	312,909	JUNE	41,663	11,182	0	52,845	492.1%
JULY	173,122	153,403	422	326,947	JULY	46,292	15,990	123	62,405	423.9%
AUG	118,183	125,072	594	243,849	AUG	41,160	16,832	123	58,115	319.6%
SEPT	98,879	89,384	553	188,816	SEPT	45,702	20,293	254	66,249	185.0%
OCT	146,681	128,076	572	275,329	OCT	84,861	25,736	286	110,883	148.3%
NOV	0	0	0	0	NOV	76,093	29,866	236	106,195	-100.0%
DEC	0	0	0	0	DEC	81,452	37,340	322	119,114	-100.0%
TOTAL:	1,399,072	1,091,521	4,039	2,494,632	TOTAL:	873,565	360,392	3,029	1,236,986	101.7%

SARASOTA BRADENTON INTERNATIONAL AIRPORT
TOTAL PASSENGERS - OCTOBER 2021
MONTH / YEAR-TO-DATE COMPARISON

AIRLINES	MONTH			YEAR-TO-DATE			YTD MKT SHARE	
	2021	2020	% CHG	2021	2020	% CHG	2021	2020
[MAJOR CARRIERS]								
AIR CANADA	0	0	0.0%	0	24,989	-100.0%	0.0%	3.1%
ALLEGiant	53,212	39,027	36.3%	408,087	299,840	36.1%	19.3%	37.6%
DELTA	53,651	22,274	140.9%	528,901	244,313	116.5%	25.0%	30.7%
ELITE AIRWAYS	449	0	100.0%	1,313	839	56.5%	0.1%	0.1%
FRONTIER	5,480	3,002	82.5%	76,550	53,287	43.7%	3.6%	6.7%
JETBLUE	14,288	4,548	214.2%	124,943	61,707	102.5%	5.9%	7.7%
UNITED	6,407	1,707	275.3%	124,401	55,326	124.9%	5.9%	6.9%
AMERICAN	20,050	16,010	25.2%	242,056	48,797	396.0%	11.5%	6.1%
SOUTHWEST	82,517	0	100.0%	587,581	0	100.0%	27.8%	0.0%
SUN COUNTRY	0	0	0.0%	18,535	8,076	129.5%	0.9%	1.0%
MAJOR TOTAL:	236,054	86,568	172.7%	2,112,367	797,174	165.0%	100.0%	100.0%
[AFFILIATE AIRLINES]								
GOJET - United	0	0	0.0%	0	1,057	-100.0%	0.0%	0.5%
MESA AIRLINES-United Express	4,280	4,966	100.0%	72,684	19,094	280.7%	19.2%	9.0%
PSA AIRLINES -American	4,360	8,589	-49.2%	68,913	90,073	-23.5%	18.2%	42.3%
REPUBLIC-American	3,467	594	483.7%	69,724	19,647	254.9%	18.4%	9.2%
Republic - United	16,694	6,791	145.8%	75,179	33,120	127.0%	19.8%	15.6%
Republic-Delta	0	0	0.0%	22,797	2,906	684.5%	6.0%	1.4%
SKY WEST - United	1,868	2,384	-21.6%	19,531	13,227	47.7%	5.2%	6.2%
ENDEAVOR-Delta	0	0	0.0%	411	602	-31.7%	0.1%	0.3%
ENVOY-American	8,483	705	1103.3%	50,300	33,145	51.8%	13.3%	15.6%
REGIONAL TOTAL:	39,152	24,029	62.9%	379,539	212,871	78.3%	100.0%	100.0%
[DOMESTIC-CHTR]								
SUN COUNTRY	123	286	100.0%	2,726	1,632	67.0%	0.7%	100.0%
SUBTOTAL:	123	286	100.0%	2,726	1,632	67.0%	0.7%	100.0%
CHARTER TOTAL:	123	286	100.0%	2,726	1,632	67.0%	0.1%	0.2%
GRAND TOTAL:	275,329	110,883	148.3%	2,494,632	1,011,677	146.6%	100.0%	100.0%

AGENDA ITEM NO. 9.7

SARASOTA MANATEE AIRPORT AUTHORITY ENGINEERING, PLANNING & FACILITIES ACTIVITY REPORT NOVEMBER 22, 2021

ENGINEERING

➔ **Master Drainage Plan (MDP)/Stormwater System Improvements**

The MDP evaluated the Airport's drainage system and determined a master system that would allow for 90+ acres of development, while reducing ponds and other wildlife hazards. Project is substantially complete. Staff is working with contractor to determine cause and provide fix for several depressions near Taxiway C. Closeout documents are nearing completion.

➔ **Terminal Renovation & Upgrades (Phase 7.2)**

An RFQ was advertised to select an architectural and engineering firm to develop plans and specifications for upgrades and renovations to the Terminal. The upgrades and renovations were split into two separate phases and included the police department, a new Board room, the 3rd floor administration offices, the observation deck, and the badging offices. The Board selected Sweet Sparkman Architects to design and provide construction documents. The first phase of construction was completed that included the Board Room, Police Department, and Badging Offices. The second phase (includes renovation of the third floor, observation deck, glass block replacement, and other terminal upgrades) has been designed. However, the project has been suspended temporarily to concentrate on other high priority projects.

➔ **SRQ Parking Lot Modifications**

Staff has bid the expansion portion to the long-term and overflow lot due to recent increase in airline traffic. The Authority awarded the low-responsive bidder at the January 2021 Board meeting, and staff conducted pre-construction meeting. An NTP was issued in March 2021. The contractor has mobilized to site, removed curb, bus shelters, and old roadway, has installed base and curb, and has paved in Long-term. Contractor has opened the new long-term spaces and will complete landscape items when the irrigation controller arrives. Contractor has mobilized to the grassed overflow lot, relocated AOA fence, installed stormwater infrastructure, and is grading site to prepare for paving. It is anticipated that the paved overflow lot will be open to traffic by November 15th. Contractor has begun improving the Old Avis Lot for additional overflow parking.

➔ **Fuel Farm Expansion**

This project was designed to expand the existing fuel farm up to an additional 306,000 GAL. The design was completed and permits have been received. Staff brought the low responsive bidder to the March 2020 Board meeting for Authority approval. The Board executed a contract to construct two of three storage tanks, for an additional 204,000 GALs of storage. Construction is complete on Tanks 4 and 5. A change order for Tank 6 construction was approved at the May 2021 Board meeting. The contractor has erected Tank 6 and welding has been completed. Contractor is substantially complete with project and is working on punch-list items.

➔ **Taxiway Bravo North Rehabilitation**

The Taxiway Bravo Project will rehabilitate Taxiway Bravo north of Runway 14-32 to Runway 22. Kimley-Horn (KH) was ranked first at the March Board meeting. KH has completed the final design plans and the project was bid. The Board approved AJAX Paving as the low responsive bidder at the May, 2020 Board meeting. Staff issued an NTP on September 17th, 2020. Project is substantially complete, and contractor has completed all punchlist items except for one low point. Contractor, Engineer, and staff have determined a change to address the low area and will bring to Board for approval.

➔ **Access Control Project**

The Access Control Project will replace the current access control resulting in a unified security system with fully integrated video surveillance, physical access control, and access credential media issuance capabilities. AVCON has completed design, project was advertised for construction bids, and approval of the low responsive bidder was approved at the November Board meeting. A preconstruction meeting was conducted on January 23rd and an NTP was issued February 3rd. Contractor is substantially complete with original scope. Contractor is replacing airfield fiber optics was approved as a change order at the May Board meeting. Contractor is substantially complete with work.

➔ **Wayfinding Sign Project**

The Wayfinding Sign project will replace and upgrade the signage around Airport Circle, along with the Bradenton Connector, General Spaatz Boulevard, Rental Car Road, Air Cargo Avenue, Air Cargo Road, and Old Bradenton Road. Signs will be upgraded to include latest international symbols, and their format will be similar to the new signage recently installed in the Gateway Entrance Project. Project was advertised and the Authority awarded the contract to the low responsible bidder at the January Board meeting. The Project contract has been executed and staff conducted a pre-construction meeting. An NTP was issued March 15th; contractor has ordered material, mobilized to the site, and has installed footers for the overhead signs. Contractor is having difficulty procuring the steel for the overhead signs, work continues on roadside signs. Contractor is painting existing overhead sign structures and has begun minor curb and pavement work. The contractor has submitted request for additional time due to material shortages and delays. Staff reviewed and agrees with request for time extension with no cost increase, and will include in the November Board package for approval.

➔ **Blast Deflector Project**

The Blast Deflector project will design and permit a blast fence near the ground transportation area. Michael Baker International was ranked first at the August 2019 Board meeting. Staff negotiated scope and fee and brought a contract for approval to the September 2019 board meeting. Michael Baker has completed final design plans, and the project has been advertised. Staff brought the low responsive bidder to the March 2021 board meeting, and the Authority awarded the contract to E.O. Koch Construction. Contractor has installed the curved blast fence adjacent to the employee parking lot, and has prepared footers for the blast wall adjacent to ground transportation area. Metal fence material is arriving in November and the contractor will complete installation by the end of the calendar year.

➔ **Rental Car Office Renovations**

An RFQ was advertised to solicit design professionals to renovate the rental car offices in the baggage wing of the Terminal. Key elements will include modifying counter to meet ADA requirements, refinishing walls, ceilings, and flooring, replacing HVAC system, signing, and installing kiosks terminals. Staff selected Sweet Sparkman at the January Board meeting, and staff negotiated a scope and fee, and brought their contract to the March Board meeting for approval. Staff conducted a design kick-off meeting with stakeholders. SSA has submitted 90% plans and is preparing phasing and project specifications. Project will be suspended temporarily to concentrate on other high priority projects.

➔ **Baggage Handling System Project**

The Baggage Handling System Project will consolidate the three-existing mini-inline systems into one fully inline system. This project will allow all bag belts in ticketing to feed to one checked baggage inspection room, and will allow for redundant screening machines. Vic Thompson Company (VTC) was ranked first at the August Board meeting and a contract has been executed for the initial phase of work. VTC has submitted 70% plans to TSA for their review and approval. Construction funding is anticipated in March of 2023.

➔ **Consolidated Rental Car Facility Project**

The Consolidated Rental Car Facility project will relocate all three rental car families to one lot to perform maintenance, fueling, cleaning, and storage. The Project will allow for future development of property along University Parkway, and will improve efficiency of the Rental Car's Quick turn-around process. Project was advertised for architectural/engineering qualifications, and the Authority selected PGAL to design, permit, and bid the project. An amendment to the contract has been prepared to design a parking structure. The project is at 50% and pre-application meetings have been conducted with the City of Sarasota and Manatee County. Project is funded through Customer Facility Charges (CFCs) collected by the Rental Car Companies.

➔ **Ground Transportation Center Project**

The Ground Transportation Center project will reconfigure and expand the ground transportation area at the west end of baggage claim. The Project will improve efficiency and space for the ground transportation including TNCs, taxis, bus, and limos. Project was advertised for architectural/engineering qualifications, and the Authority selected AVCON to design, permit and bid the project. A design kickoff meeting was conducted on July 24, 2021, and the consultant completed preliminary field investigations and has submitted preliminary concepts for review.

➔ **15th Street Observation Area Project**

The 15th Street Observation Area will improve the area off 15th Street East that is currently utilized for parking and aircraft viewing. Improvements will include a seating area, shade, lighting, pavement parking, landscape, and other enhancements. Project was advertised for architectural/engineering qualifications, and the Board selected Sweet Sparkman as the number one ranked firm to complete the design, bidding and permitting for the project. Staff has negotiated the scope and fees and will include in November Board package for approval.

➔ **Commercial Apron Expansion Project**

The Commercial Apron Expansion project will expand the commercial apron to the East to allow for additional Remain Over Night (RON) parking and overflow hardstand parking for commercial aircraft. This project will address capacity restraints caused by inclement weather, and will allow additional growth from existing airlines. Project was advertised for architectural/engineering qualifications, three firms selected by staff made presentations to Board in May. EG Solutions was selected as the number one ranked firm and a contract was executed for the design, bidding, and permitting of this project. EG Solutions has prepared 30%-design plans, and is waiting terminal expansion finish floor elevations to complete their tie-ins. Staff has received FAA funding for this project.

➔ **Terminal Concourse Expansion Project**

The Terminal Concourse Expansion project will expand existing Concourse B to provide increase holding rooms areas, concession areas and support facilities, airline podium upgrades, and upgrade escalators within terminal. Project will also begin design and permitting for a new Concourse A as a separate design package. Project was advertised for architectural/engineering qualifications, and three firms selected by staff made presentations to Board in May. The Board ranked Gresham Smith (GS) number one, and staff and consultant are working on program verification and negotiating scope and fee. Staff anticipates bringing GS's scope and fee to the November Board meeting for approval.

PLANNING

➔ **Master Plan Update**

The Board selected AECOM at the September Board meeting to update the Airport's Master Plan. The Consultant provided their scope for review in early December, and staff has received an Independent Fee Estimate (IFE). Staff has conducted a negotiation meeting and finalized scope/fees, and Board approved at the May Board meeting. AECOM and staff have submitted MPU and ALP drawings to FAA for their review and approval.

➔ **Boundary Survey**

The Board selected AID at the November Board meeting to conduct a boundary survey and update the Exhibit A for the Airport Layout Plan (ALP). Staff has conducted a negotiation meeting and finalized scope/fees, and Board approved at the May Board meeting. The contract has been executed and AID is completing title work, has completed 95% of the field survey, and submitted a preliminary map. Staff has submitted Boundary Survey/Exhibit A to FAA for their approval.

➔ **2022 FAA Pre-Application for AIP Funding**

Staff has submitted a pre-application for 2022 FAA AIP funding. FY 22 request will include the Terminal Expansion, Commercial Apron Expansion, and construction of Taxiway Charlie and Foxtrot projects.

➔ **2022 FDOT JACIP**

Staff is updating the FDOT JACIP for FY 2022-2026, based upon recent increase in traffic and project priorities.

FACILITIES

➔ **PROJECTS:** The Facilities Department is working on multiple projects and maintenance items: Ticket counter redesign, parking of cars, ARFF building repairs, baggage handling.

- ATCT: Complying with Vaccine Confirmation Directive from FAA. Switched water treatment company. Installed dead bolt on quiet room door. Researching water heater replacement.

- Graphics: Continuing to assist all departments and tenants with various signage projects and CAD requests. Working on property drawings for space and tenant baggage layout. Fence signage. Overflow parking signage and vehicle lettering. APD Traffic Control truck lettering.
- Loading Bridge: Monitoring for issues seven days a week due to increased usage. Treating canopies for cleanliness and preservation. Cleaning interiors. Treating for rust.
- Public Works: Mowing entire property. Various landscape maintenance and improvement projects in and around terminal. Maintaining Whitfield/Uplands twice a month. Avis Overflow parking cars. Creating overflow parking areas. Taking over cleaning of new bus stop structures. Assisting with Airfield discrepancies for Part 139.
- Airfield: Mowing, lighting inspections, ramp marking painting. Paint markings south of Alpha. Pressure washing discrepancy areas on hard surfaces. Working on 139 preparation.
- Conveyor Coverage: Coverage by two, three men shifts during the week and two, three-four men shifts both weekend days. Staffing has increased in peak times and days. Multiple repairs and modifications completed and underway to system. Hiring of 20 part-time staff/15 hired. Training of part time staff progressing well, have started decreasing full time staff.
- Industrial Mechanics: Jet Bridge PM's and checks. Conveyor system repairs and PM's. Scale box fabrication and installation complete. VSB storage cleaning. ARFF drywall underway. Plumbing repairs/inspections. 3rd Floor window leaks. Cable paths and penetrations for ITS/Comco projects.
- HVAC: Awaiting cell three drive. VAV PM's. Secondary HVAC installed in TC-1B. Repairs to HVAC system serving 3rd floor administration offices.
- Electronics: Various cabling projects. Escorting contractors to pull cabling. Replacing cameras. Antenna escort and assist for Menzies. Selection of camera system for Facilities.
- Electrical: Electrical PM's on various systems underway. Plan and material for ARFF bay re-lamp. Plan and material list for Facilities fan install. Plan and materials for Overflow A lighting. FPL load control accomplished. Christmas lighting planning. Avis lot additional lighting. Assisting with Vehicle Storage Building clean out.
- Carpentry: Leak repairs, pipe replacements. Will be starting demo at checkpoint. Skylights complete. Ticket counter complete. ARFF repairs. Core drilling for common use/IT projects. Repairs to checkpoint security gate. Repairs to Paradise security gate. Planning for future IT services for future tenants.
- Vehicle Fleet: Mower repairs. Shuttle bus repairs/cleaning/maintenance. Second Dakota to be prepped for APD use. 24-foot trailers being prepped for use. Various vehicle PM's. Awaiting Wide Area Mower (WAM) warranty repair from Everglades (John Deere). Awaiting service caps for new Colorado trucks, trucks in service.
- Janitorial: New SMAA Floor Techs are working out well, excellent results are being observed. Eight (8) techs hired and in training. One has been let go, for a total of 7. Have split to 4 and 3 shift with 7 day a week coverage. Terrazzo stripping/polishing completed in the ticket wing with good results. Restrooms will be next on terrazzo polishing schedule. Will be interviewing for vacant position.

➔ **TOTAL WORK ORDERS: 496**

VEHICLE MAINTENANCE/EQUIPMENT REPAIR - 20 PMs, 44 work orders

SIGN/CADD – 14 PMs, 39 work orders

AIRSIDE (Airfield) - 10 PMs, 15 work orders

LANDSIDE (Landscape, Equip Oper, Public Works) - 70 PMs, 16 work orders

INDUSTRIAL TRADES – 106 PMs, 161 work orders

AGENDA ITEM NO. 9.8

SARASOTA MANATEE AIRPORT AUTHORITY INTERNAL AUDIT/RECORDS RETENTION DEPARTMENT AND INVESTMENT COMPLIANCE REPORT NOVEMBER 22, 2021 REGULAR MEETING

The following is a recap of Internal Audit Department projects and activities during October 2021:

External Audit: Following the end of the Authority's fiscal year on September 30, preparation began for the annual independent audit scheduled to commence early December.

Monthly Investment Activity Compliance Report: Effective 10/1/21, the Authority's negotiated fixed interest rate agreement with SunTrust Bank ended. During the two-year term of this agreement, the Authority had earned 1.90% on all available funds on deposit with the bank. On the termination date of the agreement, the Authority had approximately \$52.2 million on deposit at SunTrust Bank. On 10/8/21, the Authority purchased a two-year US Treasury Note with a par value of \$10.0 million to yield .2503% for the term. On 10/13/21 the Authority purchased a 3-month CD at Bank United for \$20.0 million to earn a fixed rate of .10% for the term. This activity is compliant with the Authority's Investment Policy. There were no other additions, sales, maturities or calls in the investment portfolio during October.

Airport Concessions Disadvantaged Business Enterprise Program and Goals: Work continued on preparing a triennial goal for the ACDBE program for the period ending 9/30/2024. Efforts to obtain fleet purchase data from our rental car concessionaires slow to produce results.

Miscellaneous Compliance Matters: Coordinated efforts to ensure compliance with F.S. 332.0075. The statute is applicable exclusively to Florida's commercial service airports and required the submission of certain documents to the Florida Department of Transportation, multiple website disclosures, and amendments to purchasing policies and procedures.

Parking: Parking operations are reviewed and tested monthly by Internal Audit. During October, a total of 257 all-day parking stickers or passes were distributed to Badging, Human Resources, and Marketing. At month-end, there were three vehicles in the airport parking lots that were being monitored for possible abandonment.

Records Requests: The Records Department received and processed 5 external/public record requests and 2 internal records requests during October.

Management of Paper Records: The Records Department received and processed 29 central file records and processed 7 boxes of inactive records to the Authority's Enterprise Content Management System. The associated paper records were shredded. A total of 13 bags of obsolete, superseded, and duplicate records equaling 19.5 cubic feet were shredded per Authority directives and in accordance with Florida statutes. An interim records disposition was prepared and authorized by affected departments. The disposition will result in outsourced shredding of 130 boxes of paper records in early November.

Continuing Education: The department participated in numerous web-based educational sessions during the month on a variety of records management, accounting, security, and risk management topics.

AGENDA ITEM NO. 9.9

SARASOTA MANATEE AIRPORT AUTHORITY
INFORMATION TECHNOLOGY DEPARTMENT
NOVEMBER 2021

System upgrades and implementation:

- Evaluation to determine redundancy and environmental needs for Network Operation Centers- Planning implementation of new server cabinets with new AC and fire suppression technologies- Airside complete. Evaluate 3rd floor vs 1st floor NOC.
- Hardware refresh of computer systems- 150+ systems upgraded. Ongoing
- Security Awareness online training- Renewed/ Ongoing.
- Anti-phishing solution to improve email security – monitoring.
- Datacenter backup solution upgrade- in progress
- Maintenance Connection Upgrade- Evaluate timing for Phase 2 mobility- On hold.

Common Use:

- Upgrade all the existing Common Use Ticket PCs- Complete
- Install Common Use equipment at empty Ticket Counters-in progress
- Working with SWA on continual support for Ticket/Gate operations- ongoing
- Evaluate use of common use mobile carts for expanded gate capacity- In progress.
- Upgrade all the Common Use network switches- in progress
- New airline Avelo starting in January 2022

Phone System:

- Evaluation of replacement of pay phones with Courtesy phones- Complete.
- ShoreTel phones will continue their upgrade to new Mitel phones- Ongoing.
- Install new conference room phones to improve conference calls/Teams meetings.

SRQ Web Page:

- Ongoing updates- Website refresh including Home screen updates, Updated pictures and content- planning in progress.

IT Assessment

- Ongoing: Updating policies and procedure to comply with NIST, CJIS and CIS frameworks.

Training:

- Network +\ MCP Certification- In progress
- CCNA Certification- Complete
- MCSA\MCSE Training- in progress
- CJIS Training- Complete

Project Coordination:

- Conversion to digital record with Internal Audit- working with Purchasing and Internal Audit for scanning of documents including CAD files.
- FOTS cabinet upgrades- identify replacement UPS/ Cooling options- In progress.
- Distributed Antenna System (DAS) install by Crown Castle- in progress
- New Airport Wide WIFI system for planned installation- "Go Live" planned for December
- Working with Facilities to setup new NOC to support growth of TC1- in progress.
- Working with Facilities and vendor to install copper/fiber for new WIFI.
- RFP for new Managed Network Services provider- Complete
- Coordinate with new airline Avelo.