



## **Minutes for May 22, 2023 Board Meeting**

05/22/2023 | 01:00 PM

### **Attendees Board:**

Carlos Beruff; Doug Holder; Kristin Incrocci; Robert Spencer

### **Attendees Staff:**

Fredrick Piccolo; Kent Bontrager; Pamela Kantor; Mark Stuckey; C. Dan Bailey, Airport Counsel; Dori Guzman

## **Agenda**

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

Vice Chair Incrocci called the meeting to order at 1:00 p.m., gave the invocation and led the pledge of allegiance to the flag.

### **Item 2. Introduction of New Employees**

Pamela Kantor introduced Reina Mora-Blackwelder, Part Time Communications Specialist; and Jeraldo Aponte, Traffic Control Specialist. There were four additional new hires in April.

### **Item 3. Approval of Minutes of Regular Meeting of March 27, 2023**

The Board unanimously approved the minutes of the Regular Meeting of March 27, 2023.

### **Item 4. Public Comments - Items on the Agenda**

There were no public comments regarding items on the agenda.

### **Item 5. Presentations**

#### **Item 5.1 Professional Planning, Engineering, and Architectural Design Services for Air Cargo Expansion and/or Facilities Vehicle Storage Modifications (RFQ 01-2023-ACE)**

Mr. Piccolo advised that staff received RFQs from qualified firms capable of providing planning, engineering, and architectural services for design, permitting, bidding, and construction phase services to reconfigure and expand the Air Cargo Facility and/or Vehicle Storage Facility. Five firms submitted their qualifications, and three firms were deemed by staff to be the most qualified and presented to the Board: EXP U.S. Services, Inc; Fleischman Garcia

Maslowski; and Prime Engineering. Mr. Bailey explained the general protocol and voting process. Each firm presented in alphabetical order. The Board selected their first-choice firm, with Mr. Bailey conducting the ballot voting process.

**Item 5.2 Professional Engineering and Architectural Design Services for Industrial Facility Development Project (Q-230007)**

Mr. Piccolo advised that staff received RFQs for a qualified firm capable of providing engineering and architectural design, permitting, bidding, and construction phase services for the construction of light industrial facilities within the Airport-owned Property #2, #3, and #9. Five firms submitted proposals, and three firms were deemed by staff to be qualified and presented to the Board: Avid Group; Goldwyn Mills Cawood; and Margulies Hoelzli Architecture. Mr. Bailey explained the general protocol and voting process. Each firm presented in alphabetical order. The Board selected their first-choice firm, with Mr. Bailey conducting the ballot voting process.

**Item 6. Items Needing Action**

**Item 6.1 Professional Planning, Engineering, and Architectural Design Services for Air Cargo Expansion and/or Facilities Vehicle Storage Modifications (RFQ 01-2023-ACE)**

The Board ranked the firms as follows:

#1 Prime Engineering

#2 EXP U.S. Services, Inc.

#3 Fleischman Garcia Maslowski

Contract negotiations will begin with the first ranked firm of Prime Engineering and a contract will be brought back to the Board if successful.

**MOTION:** Commissioner Spencer moved to approve the selected firm of Prime Engineering as the first ranked firm; and for staff to negotiate scope and fees and if successful present a contract for approval at the next Board meeting, and to prepare all documents necessary to implement this action. Commissioner Holder seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**Item 6.2 Professional Engineering and Architectural Design Services for Industrial Facility Development Project (Q-230007)**

The Board ranked the firms as follows:

#1 Margulies Hoelzli Architecture

#2 Goldwyn Mills Cawood

#3 Avid Group

**MOTION:** Commissioner Spencer moved to approve the selected firm of Margulies Hoelzli Architecture as the first ranked firm; and for staff to negotiate scope and fees; and if successful present a contract for approval at the next Board meeting; and to prepare all documents necessary to implement this action. Commissioner Holder seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**Item 6.3 Common Use Expansion Services**

Staff is seeking Board authorization to piggy-back on a contract used at Gerald R. Ford International Airport (GFIAA) in Grand Rapids, Michigan for our Common Use Airline Support System to improve airline and customer service at ticket counters and gates. This will result in significantly lower costs.

**MOTION:** Commissioner Beruff moved to authorize staff to proceed with the purchase of an expanded Common Use System through AeroCloud, including any design, hardware, and installation costs in the amount of \$65,944.48 to include a three-year service agreement not to exceed \$95,000 annually, with an option to extend for two one-year periods; and authorize the President, CEO to execute any and all documents necessary to implement this action. Commissioner Holder seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**Item 6.4 Increase Contract Scope for Construction of Baggage Handling System Project with Archer Western Construction**

Staff is requesting Board authorization for an increase in contract scope for the Baggage Handling System Project with Archer Western Construction. The additional scope is for changes in utility work related to the Ground Board Facility.

**MOTION:** Commissioner Beruff moved to authorize staff to increase the contract scope and fee in the amount of \$199,697.00 for the Baggage Handling System Project with Archer Western Construction; and for staff to prepare all documents necessary to implement this action. Commissioner Spencer seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**Item 6.5 Award Fifth Amendment to General Ground Lease with Aircraft Service International, Inc. dba Menzies Aviation**

Due to increased demand, Menzies Aviation is seeking to construct and install additional pumps, filtration equipment, loading islands, electrical and mechanical upgrades, and parking surfaces on the premises. Improvement costs are estimated at \$4,642,877.50, proposed to be shared equally by the Authority and Menzies. The proposed Amendment includes a five-year extension to the term of the lease, through May 31, 2032 and an increase in

fuel flowage fees assessed to the airlines from \$0.032/gallon to \$0.0332/gallon, beginning October 1, 2025; and from \$0.0332/gallon to \$0.034/gallon beginning June 1, 2027. Proposed fees to be divided equally between the Authority and Menzies and will cease once full recovery of the cost of the improvements has been received.

**MOTION:** Commissioner Beruff moved to approve the Fifth Amendment to the General Ground Lease with Aircraft Service International, Inc dba Menzies Aviation as presented. Commissioner Holder seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**Item 6.6 Lease and Concession Agreement with Host international, Inc.**

In response to demand, Host International would like to construct, operate, and maintain an additional bar with food at the far end of Concourse B. The proposed Concession Agreement includes a ten-year term for approx. 500 sf of retail area; 200 sf of storage area; minimum initial capital investment of \$225,000; minimum midterm capital investment of \$37,500; and an annual concession fee equivalent to the greater of 85% of prior year gross receipts or 17% of current year gross receipts.

**MOTION:** Commissioner Beruff moved to approve the Lease and Concession Agreement with Host International, Inc. as presented. Commissioner Holder seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**Item 6.7 Resolution 2023-05 Reimbursement Resolution Authorizing Commercial Financing**

To ensure sufficient funding during the current design, construction and expansion projects, staff is requesting approval of Resolution 2023-05, which will ensure sufficient funding is readily available to the Authority to pay its share of costs, to prefund certain grant-eligible project costs, and pay for certain potential auxiliary projects and/or sudden costs that may be required to complete the projects. Financing is proposed to be in the form of a commercial tax-exempt note or line of credit in an amount not to exceed \$75,000,000. This request and resolution is precautionary, to ensure readily available cash flow for existing projects only.

**MOTION:** Commissioner Beruff moved to approve Resolution 2023-05, Reimbursement Resolution Authorizing Commercial Financing. Commissioner Holder seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**Item 7. Items Needing Action – Over \$325,000 Threshold**

**Item 7.1 Approval of Construction Phase Professional Services Contract with Kimley-Horn & Associates for West Commercial Apron Project**

Staff is requesting the Board authorize Kimley-Horn to provide construction phase services to expand the Remain Overnight (RON) aircraft parking stands. Project is 50% funded by Florida Department of Transportation.

**MOTION:** Commissioner Beruff moved to authorize the Chairman to execute a construction phase professional services contract with Kimley-Horn for the West Commercial Apron Project in an amount up to \$397,695.13, with a 10% contingency for a total budget of \$437,464.00. Commissioner Holder seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**Item 7.2 Approval of Construction Contract Award to E.O. Koch Construction for the West Commercial Apron Project**

Five bids were received, with four deemed to be regular and responsive regarding the construction of the commercial concrete apron (West Commercial Apron Project). After evaluation, staff recommends award of the project to the low responsive bidder, E.O. Koch Construction.

**MOTION:** Commissioner Beruff moved to authorize the Chairman to execute a construction contract with E.O. Koch Construction for the West Commercial Apron Project in an amount up to \$8,890,708.80 with a 10% contingency for a total budget of \$9,779,780.00. Commissioner Holder seconded. **MOTION PASSED UNANIMOUSLY (4-0).**

**Item 8. Department Reports**

- 8.1 Financial Statements
- 8.2 Investment Portfolio
- 8.3 Finance & Administration
- 8.4 Real Estate Development & Properties
- 8.5 ARFF, Operations & Police
- 8.6 Development/Community Relations & Activity Report
- 8.7 Engineering, Planning & Facilities
- 8.8 Internal Audit & Investment Compliance
- 8.9 Information Technology

**Item 9. Old/New Business**

There was no old/new business.

**Item 10. Public Comments - Items Not on the Agenda**

There were no public comments regarding items not on the agenda.

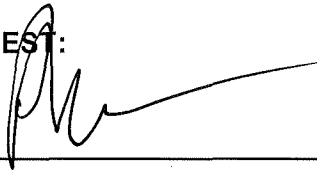
**Item 11. Comments by Commissioners**

There were no comments by the commissioners.

**Item 12. Adjournment**

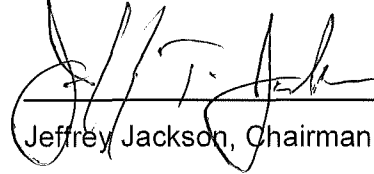
The meeting was adjourned at 2:39 p.m.

ATTEST:



Robert Spencer, Secretary

APPROVE:



Jeffrey Jackson, Chairman