



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
JULY 25, 2022

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. at the JAA Administration Building, 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

Noticed Agenda Item

(Exhibits available upon request)

Item 1: AC2022-07-01

Consultant for Rules and Regulations

Vendor: AMCG

(Cost: \$45,500.00 Funding: 46204)

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Rules and Regulations Consultant / Aviation Management Consulting Group (AMCG)	Cost: \$45,500.00
Solicitation No: RFQ No. 22-11-46204	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 46204

Attached / Supporting Documents

- Exhibit "A"** – Scope of Work, Evaluation Matrix, and SPIS form
- Exhibit "B"** – AMCG Submittal
- Exhibit "C"** – AMCG Email with itemized fees and expenses

BACKGROUND:

The Jacksonville Aviation Authority (JAA) owns and operates a four-airport system consisting of Jacksonville International Airport (JAX), Jacksonville Executive at Craig Airport (JAXEX), Herlong Recreational Airport (HEG) and Cecil Airport and Spaceport (VQQ). JAA has established Rules and Regulations for its four-airport system to protect the public health, safety, interest and welfare, and to restrict any activity or action that would interfere with safe, orderly and efficient operation and use. The Rules and Regulations were last updated in 2012 and require a comprehensive review.

On June 1, 2022, Procurement released Request for Qualifications (RFQ) No. 22-11-46204, generally and specifically to 30 prospective companies. On June 27, 2022, Procurement received only one submittal from Aviation Management Consulting Group (AMCG), which was reviewed and evaluated on July 7, 2022, and moved forward to negotiations. AMCG submitted pricing for review on July 11, 2022, which was deemed responsive, and which adheres to the solicitation document. AMCG did not conduct the last review and update of the Rules and Regulations in 2012.

RECOMMENDATION:

Operations Department recommends that JAA make an award to Aviation Management Consulting Group (AMCG), the sole responsible and responsive proposer to RFQ No. 22-11-46204, for Rules and Regulations Consulting and related services necessary to complete a review and update of the Rules and Regulations for JAA's four-airport system, in a total not-to-exceed amount of \$45,500.00.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Terry Dlugos, Senior Director of Operations
Signature:	<p style="font-size: small;">Signed by: Terry Dlugos Signed at: 2022-07-15 14:34:03 +00:00 Reason: Witnessing Terry Dlugos</p> <p style="text-align: center;"><i>Terrance W Dlugos</i> </p>

I have verified that there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (*directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same*).

<p>ORIGINATED AND SUBMITTED FOR APPROVAL BY:</p> <p>Bryan Long Terminal Operations Manager</p>	<p style="font-size: small;">Signed by: Bryan Long Signed at: 2022-07-15 14:35:30 +00:00 Reason: Witnessing Bryan Long</p> <p style="text-align: center;"><i>Bryan Long</i> </p> <hr/> <p style="text-align: center;">Signature and Date</p>
<p>PROCUREMENT REVIEW:</p> <p>Samantha Smid Procurement Administrator</p>	<p style="font-size: small;">Signed by: Samantha Smid Signed at: 2022-07-15 12:23:04 -04:00 Reason: Witnessing Samantha Smid</p> <p style="text-align: center;"><i>Samantha Smid</i> </p> <hr/> <p style="text-align: center;">Signature and Date</p>
<p>LeNedda Edwards Director of Procurement</p>	<p style="font-size: small;">Signed by: LeNedda Edwards Signed at: 2022-07-15 12:30:21 -04:00 Reason: Witnessing LeNedda Edwards</p> <p style="text-align: center;"><i>LeNedda Edwards</i> </p> <hr/> <p style="text-align: center;">Signature and Date</p>
<p>SUBMITTED FOR APPROVAL:</p> <p>Tony Cugno Chief Operating Officer</p>	<p style="font-size: small;">Signed by: Tony Cugno Signed at: 2022-07-15 20:22:08 +00:00 Reason: Witnessing Tony Cugno</p> <p style="text-align: center;"><i>Tony Cugno</i> </p> <hr/> <p style="text-align: center;">Signature and Date</p>

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: Monday, July 25, 2022

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

<p>CONDITIONS OF APPROVAL, IF ANY (<i>if over \$325,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes</i>):</p>



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
JULY 25, 2022

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Noticed Agenda Item

(Exhibits available upon request)

Item 2: AC2022-07-02

HBS System Assessment at JAX
Vendor: Brock Solutions
(Cost: \$204,209.50 Funding: 45143.77420)
Public Posting: July 14 – 20, 2022

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: HBS System Assessment at JAX / Brock Solutions	Cost: \$204,209.50
Solicitation No: Amendment	Budgeted, Transferred, or Contingency: Transferred/ Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 45143.77420

Attached / Supporting Documents

- Exhibit "A"** – Approved AC2022-04-06, AC2017-01-03
- Exhibit "B"** – Brock Solutions Quote and public notice posting

BACKGROUND:

On April 25, 2022, JAA’s Awards Committee approved Award No. AC2022-04-06 to Brock Solution for software support to mitigate system risks and ensure continuous operations of the Jacksonville International Airport’s Hold Baggage System’s (HBS) infrastructure. As part of the HBS Update Program, Brock Solutions will prepare an assessment to provide industry proven data and best practices in an effort to move forward with the establishment of a formal preventive maintenance program to improve system reliability and capabilities.

The system assessment will consist of lower-level controls, upper-level software, electrical motor control panels, mechanical conveyor sections, and preventative maintenance practices. Additionally, Brock Solutions will provide a roadmap for future upgrades and enhancements to improve future budget planning. The price for the assessment will be allocated between FY22 and FY23 budgets. Twenty percent of the overall assessment will be paid for in FY 2022.

FY 2022	FY 2023
\$37,129.00	\$148,516.00

Engineering & Facilities requests an additional 10% or \$18,564.50 for unforeseen issues encountered during the upgrade. Brock Solutions is the proprietary manufacturer of the HBS software that operates and integrates hardware operation. Engineering & Facilities is anticipating the system assessment to be completed in FY 2023.

RECOMMENDATION:

Engineering & Facilities recommends JAA Award No. AC2017-01-03 to Brock Solutions for JIA’s Hold Baggage System (HBS) software support and related services, be further amended to: (i) include a total HBS infrastructure assessment; and (ii) increase the award amount by \$185,645.00. An additional 10% or \$18,564.50 contingency is also requested for any unforeseen issues during the assessment and/or upgrade, for a total potential not-to-exceed amount of \$610,529.50. Funds are budgeted within 45143.77420.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	David Jones, Sr. Director of Engineering & Facilities
Signature:	<p style="font-size: small;">Signed by: David Jones Signed at: 2022-07-15 16:09:53 +00:00 Reason: Witnessing David Jones</p> <div style="display: flex; align-items: center; gap: 10px;"> </div>

I have verified that there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (*directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same*).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Amanda Luna
Facilities Administrator

Signed by: Amanda Luna
Signed at: 2022-07-15 16:19:34 +00:00
Reason: Witnessing Amanda Luna

Signature and Date

PROCUREMENT REVIEW:

Monica Frazier
Contract Administrator

Signed by: Monica Frazier
Signed at: 2022-07-15 17:45:52 +00:00
Reason: Witnessing Monica Frazier

Signature and Date

LeNedda Edwards
Director of Procurement

Signed by: LeNedda Edwards
Signed at: 2022-07-15 10:57:35 -04:00
Reason: Witnessing LeNedda Edwards

Signature and Date

SUBMITTED FOR APPROVAL:

Tony Cugno
Chief Operating Officer

Signed by: Tony Cugno
Signed at: 2022-07-15 20:18:24 +00:00
Reason: Witnessing Tony Cugno

Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: Monday, July 25, 2022

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$325,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



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AWARDS COMMITTEE MEETING AGENDA
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Noticed Agenda Item

(Exhibits available upon request)

Item 3: AC2022-07-03

HBS Console System for JAX
Vendor: Evans Consoles, Inc.
(Cost: \$36,075.39 Funding: 45143.77345)
Public Posting: July 13 – 20, 2022

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: HBS Console System for JAX / Evans Consoles, Inc.	Cost: \$36,075.39
Solicitation No: Piggyback	Budgeted, Transferred, or Contingency: Transferred
On-Going Maintenance Cost: None	Funding Source: 45143.77345

Attached / Supporting Documents

- Exhibit "A"** – Evans Consoles Quote
- Exhibit "B"** – GSA Contract No. GS-35F-481AA documentation and public notice posting

BACKGROUND:

The Hold Baggage System (HBS) control room is manned 20 hours each day by two to three individuals and performs the critical role of coordinating normal operations and causality response. The current control room configuration does not have formal cable management and its cabinetry is in poor condition due to continuous use over the span of years. As a result, system faults due to pinched and damaged cables have reduced operational efficiency, as well as operator safety.

Procurement has researched this issue and/or need for equipment and is of the opinion that, pursuant to Sections 2.05(A)(12) and/or 3.08 of the Procurement Code, it is in JAA’s best interest to purchase the requested equipment by piggyback or utilizing contract General Services Administration (GSA) Contract No. GS-35F-481AA, which was competitively awarded to Evans Consoles, Inc.

Please note this award request includes an additional 10% or \$3,279.58 for unforeseen issues encountered during the upgrade.

RECOMMENDATION:

Engineering & Facilities recommends JAA utilize GSA Contract No. GS-35F 481AA, for Furniture / Information Technology, pursuant to Sections 2.05(A)(12) and/or 3.08 of the Procurement Code, to make a properly noticed piggy-back award to Evans Consoles, Inc., for applications and services related to HBS control room equipment consisting of desks, desktop monitor mounts, desktop lamps and power strips, in a potential not-to-exceed amount of \$36,075.39. Funds for this purchase will be budgeted within cost center 45143.77345.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	David Jones, Sr. Director of Engineering & Facilities
Signature:	<p style="font-size: small;">Signed by: David Jones Signed at: 2022-07-15 17:14:18 +00:00 Reason: Witnessing David Jones</p> <div style="display: flex; align-items: center; justify-content: center;"> </div>

I have verified that there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (*directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same*).

<p>ORIGINATED AND SUBMITTED FOR APPROVAL BY:</p> <p>Amanda Luna Facilities Administrator</p>	<p style="font-size: small;">Signed by: Amanda Luna Signed at: 2022-07-15 17:15:05 +00:00 Reason: Witnessing Amanda Luna</p> <div style="display: flex; align-items: center; justify-content: center;"> </div> <hr style="border: 0.5px solid black;"/> <p style="text-align: center;">Signature and Date</p>
<p>PROCUREMENT REVIEW:</p> <p>Marilyn V. Fryar Contract Administrator</p>	<p style="font-size: small;">Signed by: Marilyn V. Fryar Signed at: 2022-07-15 18:09:02 +00:00 Reason: Witnessing Marilyn V. Fryar</p> <div style="display: flex; align-items: center; justify-content: center;"> </div> <hr style="border: 0.5px solid black;"/> <p style="text-align: center;">Signature and Date</p>
<p>LeNedda Edwards Director of Procurement</p>	<p style="font-size: small;">Signed by: LeNedda Edwards Signed at: 2022-07-15 12:49:36 -04:00 Reason: Witnessing LeNedda Edwards</p> <div style="display: flex; align-items: center; justify-content: center;"> </div> <hr style="border: 0.5px solid black;"/> <p style="text-align: center;">Signature and Date</p>
<p>SUBMITTED FOR APPROVAL:</p> <p>Tony Cugno Chief Operating Officer</p>	<p style="font-size: small;">Signed by: Tony Cugno Signed at: 2022-07-15 20:10:29 +00:00 Reason: Witnessing Tony Cugno</p> <div style="display: flex; align-items: center; justify-content: center;"> </div> <hr style="border: 0.5px solid black;"/> <p style="text-align: center;">Signature and Date</p>

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: Monday, July 25, 2022

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

<p>CONDITIONS OF APPROVAL, IF ANY (<i>if over \$325,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes</i>):</p>



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Noticed Agenda Item

(Exhibits available upon request)

Item 4: AC2022-07-04

Microsoft 365

Vendor: SHI

(Cost: \$93,082.90 Funding: 24001)

Piggyback Posting: July 14 – 22, 2022

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Microsoft 365 / SHI	Cost: \$93,082.90
Solicitation No: Piggyback	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: \$91,259.90	Funding Source: 24001

Attached / Supporting Documents

Exhibit "A" – SHI Quote and FY23 Expected costs
Exhibit "B" – FY23 Costs based on quote rates, quantity adjusted
Exhibit "C" – Public posting notice

BACKGROUND:

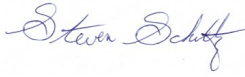
The Jacksonville Aviation Authority (JAA) utilizes Microsoft 365 for SharePoint, Power platform, cloud storage, and Office 365 products, which is an annual subscription service, sold through SHI on Sourcewell - Technology Catalog Solutions, Contract No. 081419-SHI. Information Technology recommends including an additional \$1,823.00 in the award to accommodate adding up to five additional licenses in FY23, if necessary. The final expected FY23 costs are detailed in **Exhibit "B"**.

Procurement has researched this purchase and is of the opinion that, pursuant to Sections 2.05(A)(12) and/or 3.08 of the Procurement Code, it is in JAA's best interest to purchase the requested subscription services by piggyback or utilizing Sourcewell - Technology Catalog Solutions, Contract No. 081419-SH, which was competitively award to SHI.



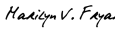





RECOMMENDATION:

Information Technology recommends JAA utilize Sourcewell - Technology Catalog Solutions, Contract No. 081419-SHI, pursuant to Sections 2.05(A)(12) and/or 3.08 of the Procurement Code, to make a properly noticed piggy-back award to SHI in a potential not-to-exceed amount of \$93,082.90, for Microsoft 365 and related subscription licenses. JAA reserves the right to make similar purchases from other vendors when it is in its best interest to do so. Funding for this purchase is within Cost Center 24001.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Steven Schultz, Director of Information Technology
Signature:	

I have verified that there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (*directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same*).

<p>ORIGINATED AND SUBMITTED FOR APPROVAL BY:</p> <p>Steven Schultz Director of Information Technology</p> <p>PROCUREMENT REVIEW: Marilyn V. Fryar Contract Administrator</p> <p>LeNedda Edwards Director of Procurement</p> <p>SUBMITTED FOR APPROVAL: Ross Jones Chief Financial Officer</p>	<div style="text-align: right; font-size: small;"> Signed by: Steven Schultz Signed at: 2022-07-18 11:13:49 +00:00 Reason: Witnessing Steven Schultz </div> <div style="text-align: right; margin-top: 10px;">   </div> <hr style="border: 0.5px solid black;"/> <p style="text-align: center;">Signature and Date</p> <div style="text-align: right; font-size: small;"> Signed by: Marilyn V. Fryar Signed at: 2022-07-18 11:19:07 +00:00 Reason: Witnessing Marilyn V. Fryar </div> <div style="text-align: right; margin-top: 10px;">   </div> <hr style="border: 0.5px solid black;"/> <p style="text-align: center;">Signature and Date</p> <div style="text-align: right; font-size: small;"> Signed by: LeNedda Edwards Signed at: 2022-07-15 13:03:08 -04:00 Reason: Witnessing LeNedda Edwards </div> <div style="text-align: right; margin-top: 10px;">   </div> <hr style="border: 0.5px solid black;"/> <p style="text-align: center;">Signature and Date</p> <div style="text-align: right; font-size: small;"> Signed by: Ross Jones Signed at: 2022-07-18 12:29:27 +00:00 Reason: Witnessing Ross Jones </div> <div style="text-align: right; margin-top: 10px;">   </div> <hr style="border: 0.5px solid black;"/> <p style="text-align: center;">Signature and Date</p>
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AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: Monday, July 25, 2022

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$325,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
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Noticed Agenda Item

(Exhibits available upon request)

Item 5: AC2022-07-05

Sponsorship

Vendor: JAXUSA Partnership

(Cost: \$270,000.00 Funding: 11001)

Piggyback Posting: July 15 - 21, 2022

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Sponsorship / JAXUSA Partnership	Cost: \$270,000.00
Solicitation No: Exempt per §2.05(A)(7)	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 11001.77550

Attached / Supporting Documents

- Exhibit "A"** – Current FY21-22 Sponsorship invoice
- Exhibit "B"** – Public Posting Notice

BACKGROUND:

The Jacksonville Aviation Authority (JAA) has been a long-time sponsor of the JAXUSA Partnership, the economic development division of the Jacksonville Chamber of Commerce. JAXUSA primarily focuses on local business growth and job creation, which advances JAA's interests in the same, especially as it relates to Cecil Airport.

Further, JAA plans to continue the sponsorship for at least two more years and, therefore, a total of \$270,000.00 is being requested to also include a \$90,000.00 sponsorship in FY23 and FY24.

JAA's JAXUSA Partnership sponsorship is: (i) in compliance with FAA Airport Compliance Manual, FAA Order No. 5190.6B, § 15.9(b), as it is designed to promote public and industry awareness of JAA's airport facilities and services; and (ii) exempt from competition pursuant to §2.05(A)(7) of JAA's Procurement Code.

RECOMMENDATION:

Executive Management recommends that a properly noticed award be made to JAXUSA Partnership in the total potential amount of \$270,000.00, for sponsorships in FY22, FY23 and FY24, at \$90,000.00 annually. This award is exempt from competitive solicitation pursuant to §2.05(A)(7) of JAA's Procurement Code.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Melissa Marcha-Lee, Senior Executive Assistant to CEO
Signature:	<i>Melissa Marcha-Lee</i>

I have verified that there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (*directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same*).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Melissa Marcha-Lee
Senior Executive Assistant to CEO

Signed by:Melissa Marcha-Lee
Signed at:2022-07-15 17:14:35 +00:00
Reason:Witnessing Melissa Marcha-Lee

Melissa Marcha-Lee

Signature and Date

PROCUREMENT REVIEW:

LeNedda Edwards
Director of Procurement

Signed by:LeNedda Edwards
Signed at:2022-07-15 12:53:35 -04:00
Reason:Witnessing LeNedda Edwards

LeNedda Edwards

Signature and Date

SUBMITTED FOR APPROVAL:

Devin J. Reed
Chief Compliance Officer

Signed by:Devin Reed
Signed at:2022-07-15 18:00:28 +00:00
Reason:Witnessing Devin Reed

DR

Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: Monday, July 25, 2022

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

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