

On **TUESDAY, JULY 12, 2016**, the **PROFESSIONAL SERVICES COMMITTEE** of the Greater Orlando Aviation Authority met in GOAA Annex Building, 1st Floor Conference Rooms Apollo/Gemini/Taurus), 5855 Cargo Road, Orlando, FL 32827. Chair Thornton called the meeting to order at 9:21 a.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

Committee Members present:

Stanley J. Thornton, Chair
Davin Ruohomaki, Senior Director of Planning, Engineering and Construction
Kathleen Sharman, Chief Financial Officer
Ron Lewis, Deputy Executive Director of Operations
Mike Patterson, Director of Construction

Also present:

Robert Alfert, Legal Counsel (Broad and Cassel)
Yovannie Rodriguez, Legal Counsel (Marchena & Graham)
Cassie Gisclair, Legal Counsel (Broad and Cassel)
Gary Hunt, Maintenance
Tom Draper, Airport Operations
Somdat Jiawan, Small Business
George Morning, Small Business
EJ Ahmad, CMTS
Christina Taylor, GCI
Kathy Anderson, Contracts and Grants
Debbie McKeown, Project Controls
Ishné Hobbs, Project Controls
Larissa Bou-Vazquez, Recording Secretary

LOBBYIST DISCLOSURE

Parties present were reminded that for individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1st of each year for the preceding year. As of January 16, 2013, lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. As adopted by the Board on September 19, 2012, lobbyists are now required to sign-in at the Aviation Authority offices prior to any meetings with Staff or Board members. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member at a location other than the Aviation Authority offices, the lobbyist shall file a Notice of Lobbying (Form 4) detailing each instance of lobbying to the Aviation Authority within 7 calendar days of such lobbying. As of January 16, 2013, lobbyists will also provide a notice to the Aviation Authority when meeting with the Mayor of the City of Orlando or the Mayor of Orange County at their offices. The policy, forms, and instructions are available in the Aviation Authority's offices and the web site. Please contact the Director of Board Services with questions at (407) 825-2032.

ANNOUNCEMENT

Any appeals of decisions made by the Professional Services Committee (PSC) must be filed with the Executive Director within five business days (no later than 4:00 p.m. on the fifth business day) of the rendition of that decision, except those that have issues under Contract, in which case the contract provisions supersede.

CONSIDERATION OF 2/11/2016 MINUTES

1. Upon motion of Mr. Ruohomaki, second by Mr. Lewis, vote carried to approve the PSC Minutes from the meeting on February 11, 2016, with the following correction: Replace "Letter of Interest" receipt day, for all three shortlisted projects, to January 19, 2016.

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD FOR APPROVAL OF AN ADDENDUM TO THE AIRPORT CONSULTING SERVICES AGREEMENT WITH LEIGHFISHER, INC. TO PREPARE A REPORT OF THE AIRPORT CONSULTANT, 2016 AIRPORT FACILITIES REVENUE BONDS.

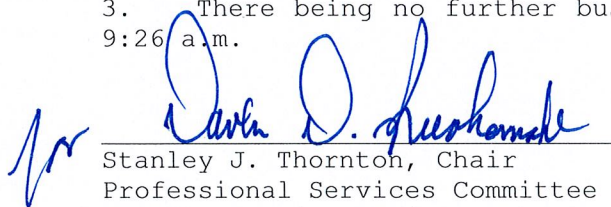
2. Ms. Sharman presented the memorandum, dated July 12, 2016, along with the proposal from LeighFisher, Inc., dated June 22, 2016, to prepare a Report of the Airport Consultant (Feasibility Report), in connection with the planned issuance of the Airport Facilities Revenue Bonds, Series 2016 by the Aviation Authority in connection with financing of the 2016 Project at Orlando International Airport.

As noted in the Consultant's proposal, the scope of the report will include the following tasks: update description of Capital Improvement Program and Passenger Facility Charges (PFC) Program; Air Traffic Analysis and Forecast documentation; financial model refinement; financial analysis; Report of the Airport Consultant, and coordination. Additional scope of services will include the following tasks: use of reports; information sources; achievability of forecasts; Aviation Authority representations; project costs and schedule; no obligation to update report; no contingent fees; and the Aviation Authority to be represented by registered municipal advisor.

Upon motion of Mr. Lewis, second by Mr. Ruohomaki, vote carried to recommend to the Aviation Authority Board approval of an Addendum to the Airport Consulting Services Agreement with LeighFisher, Inc. to Prepare a Report of the Airport Consultant, 2016 Airport Facilities Revenue Bonds, for a total amount of \$164,400.00, which includes a lump sum fee amount of \$162,100.00 and a not-to-exceed reimbursable expense amount of \$2,300.00, with funding from Bond Proceeds.

ADJOURNMENT

3. There being no further business for discussion, the meeting was adjourned at 9:26 a.m.


Stanley J. Thornton, Chair

Professional Services Committee
Chief Operating Officer