



JACKSONVILLE AVIATION AUTHORITY AWARDS COMMITTEE MEETING AGENDA

August 25, 2025

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: AC2025-08-01

Lawn Maintenance Agreement

Vendor: State of Florida Department of Transportation (FDOT)

(Cost: Revenue Gen. Funding: N/A)

Exempt Public Posting: August 13, 2025 – August 20, 2025

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Lawn Maintenance Agreement / State of Florida Department of Transportation (FDOT) **Cost:** Revenue Gen.

Solicitation No: 2.05 (A) (10)

Budgeted, Transferred, or Contingency: Budgeted

On-Going Maintenance Cost: N/A

Funding Source: 45133.77280

Attached / Supporting Documents

Exhibit "A" – FDOT Agreement and Payment Schedule

Exhibit "B" – Public Notice Posting

BACKGROUND:

The Jacksonville Aviation Authority (JAA) and the State of Florida Department of Transportation (FDOT) intend to enter into a new maintenance agreement that establishes the various rights, duties and responsibilities associated with JAA's maintenance of the portion of Airport Road (SR 102) between the Jacksonville International Airport and I-95 (Project Area).

JAA and FDOT have previously entered into an Interlocal Agreement for Maintenance and FDOT has agreed to reimburse JAA for the costs associated with maintaining the landscaping of the Project Area. Inasmuch as the current FDOT Agreement will expire on September 16, 2025, Engineering & Facilities requests authorization to enter into a new agreement with FDOT. The initial period of the new agreement will be effective September 17, 2025, through September 16, 2028, during which period FDOT will remit \$12,300.25 per quarter, for a total annual amount of \$49,201.00 for each year of the three-year agreement.

RECOMMENDATION:

Engineering & Facilities requests authorization to enter into a new properly noticed agreement with Florida Department of Transportation (FDOT) pursuant to Section 2.05(A)(10) of JAA's Procurement Code, for JAA's maintenance of the portion of Airport Road (SR 102) between the Jacksonville International Airport and I-95. FDOT will remit funds to JAA in the total annual amount of \$49,201.00 each year effective September 17, 2025, for a total not-to-exceed three-year amount of \$147,603.00.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	David Jones, Vice President of Engineering and Facilities
Signature:	<div style="border: 1px solid black; height: 40px; width: 100%;"></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:

Robert Speight
Senior Manager, Airside Facilities

Signature and Date

SUBMITTED FOR APPROVAL:

Meghan Miles
Procurement Administrator

Signature and Date

Kathleen Fisher
Director of Procurement

Signature and Date

SUBMITTED FOR APPROVAL:

Tony Cugno
Chief Operating Officer

Signature and Date

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

Meeting Date: August 25, 2025

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



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Noticed Agenda Item

(Exhibits available upon request)

Item 2: AC2025-08-02

Distributed Antenna System

Vendor: Crown Castle USA, Inc.

(Cost: Revenue Gen. Funding: N/A)

Standardization Public Posting: August 14, 2025 – August 22, 2025

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Request for Standardization: Distributed Antenna System	Cost: Revenue Gen.
Department: Business Development and Information Technology	Vendor Name: Crown Castle USA, INC.
Competition: N/A	Period of Standardization: Five Years

Attached / Supporting Documents

Exhibit "A" – Recommendation to Extend Crown Castle USA, Inc. Contract for DAS
Exhibit "B" – Public Notice Posting

BACKGROUND:

In 2018, the Jacksonville Aviation Authority's (JAA) Awards Committee approved an award to "piggyback" or utilize Lee County Port Authority RFP No. 15-07 for distributed antenna system (DAS). JAA currently utilizes DAS for the 800 MHz radios used by Operations and Public Safety and Security, as well as cellular phone coverage throughout the Jacksonville International Airport (JAX) campus. Use of DAS has resolved the issue of "dead" spots in JAX locations previously experienced by members of Operations and Public Safety and Security, and JAA receives revenue shares up to 40% for cellular carriers that have joined the DAS.

Business Development contacted Procurement requesting approval to extend the current DAS contract. The Lee County Port Authority contract expires in September 2026 with no renewal options; therefore, JAA is unable to extend its contract. Market research indicates there are no other government or cooperative contracts available to piggyback. There is market competition for DAS; however, in consideration of the construction of the new Concourse B and new parking garage, it is in JAA's best interest to standardize on the DAS operated by Crown Castle Fiber, LLC. Conducting a Request for Proposals may result in the DAS installation in Concourse B and the new parking garage to occur after the appropriate construction phase resulting in additional cost to JAA and a lapse in critical communications service.

Therefore, JAA requests authorization to negotiate a five-year contract with Crown Castle Fiber, LLC, for the continued operation and maintenance of the existing DAS, as well as future expansion of DAS, as JAA may be deemed appropriate.

RECOMMENDATION:

Business Development and Information Technology formally request permission pursuant to § 3.01(C) of the JAA Procurement Code, to establish a properly noticed standardization of Crown Castle USA, Inc.'s Distributed Antenna System, for a period of five years after the date of final approval, with JAA's discretion to renew or continue standardization after conducting market research, and such approval will result in contract extensions of five-year increments. JAA, in its sole discretion, may negotiate new contract terms and conditions with Crown Castle USA, Inc. at time of renewal or continuation. This is a revenue generating contract.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	N/A
Signature:	<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 (<i>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</i>).</p>

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Kathleen Fisher
Director of Procurement

Signature and Date

SUBMITTED FOR APPROVAL:

Devin Reed
Chief Compliance Officer

Signature and Date

Jay Cunio
Chief Development Officer

Signature and Date

Ross Jones
Chief Financial Officer

Signature and Date

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

Meeting Date: August 25, 2025

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):

Page 2 of 2

Form Revision Date: 2-2022



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Noticed Agenda Item

(Exhibits available upon request)

Item 3: AC2025-08-03

Industrial Products and Services

Vendor: Goldwings Supply Service, Inc.

(Cost: \$ 150,000.00 Funding: Small Cap /Various)

Piggyback Public Posting: August 20, 2025 – August 27, 2025

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Industrial Products and Services / Goldwings Supply Service, Inc.		Cost: \$150,000.00
Solicitation No: Amendment	Budgeted, Transferred, or Contingency:	Budget Transfer
On-Going Maintenance Cost: N/A	Funding Source:	Small Cap / Various

Attached / Supporting Documents

Exhibit "A" – AC2023-10-15

Exhibit "B" – Goldwings Supply Services Quote and Updated Public Notice Posting

BACKGROUND:

The Jacksonville Aviation Authority (JAA) currently owns four Runway Closure Markers (two primary and two backup) at the Jacksonville International Airport (JAX). The Federal Aviation Administration requires runway surfaces that are closed for an extended period to be identified by positioning a portable lighted marker or similar markings on the first usable portion of the runway surfaces (both runway ends). The standard aviation industry practice for runway closures is to utilize this type of portable lighted marker, commonly referred to as a "Lighted X". The units have extendable components that increase flight crew visibility and awareness to a closed runway. Supported by a self-contained generator, the units illuminate for periods of adverse meteorological conditions and nighttime use.

In October of 2023, JAA's Awards Committee approved JAA Award No. AC2023-10-15 for two Runway Closure Markers. The other Runway Closure Markers at JAX are over 19 years old, and they have reached a point at which the generator and related components are prone to failure and some parts have become obsolete. We also anticipate needing "Lighted X's" at JAA's General Aviation airports and request permission to pursue the same as part of this award.

Pursuant to Sections 2.05(A)(12) and/or 3.08 of JAA's Procurement Code, Procurement has reviewed favorable pricing of General Services Administration (GSA) Contract No. GS-07F-182GA and is of the opinion that it is in JAA's best interest to continue utilization of the GSA contract, which was competitively awarded to Goldwings Supply Services, for a term through August 31, 2027 and any exercised renewals under the available contract.

RECOMMENDATION:

Engineering & Facilities recommends JAA Award No. AC2023-10-15, awarded to Goldwings Supply Service, Inc. for industrial products and services, be amended to: (i) include the purchase of additional Lighted X runway closure products and services; and (ii) increase the not-to-exceed amount by an additional \$150,000.00, through August 31, 2027, and any exercised renewals available under the utilized contract, resulting in a new potential not-to-exceed award total of \$205,000.00. Funds are budgeted within various cost centers.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Ashley Shorter, Sr. Manager Aviation Planning & Development
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*).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Robert Speight
Sr. Mgr., Airside Facilities & Engineering

Signature and Date

SUBMITTED FOR APPROVAL:

Meghan Miles
Procurement Administrator

Signature and Date

Kathleen Fisher
Director of Procurement

Signature and Date

SUBMITTED FOR APPROVAL:

Tony Cugno
Chief Operations Officer

Signature and Date

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

Meeting Date: August 25, 2025

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



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Noticed Agenda Item

(Exhibits available upon request)

Item 4: AC2025-08-04

Office of Inspector General (OIG) Funding Support

Vendor: City of Jacksonville

(Cost: \$41,836.27 Funding: 11001.77250)

Exempt Public Posting: August 22-September 11, 2025

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Office of Inspector General (OIG) Funding Support / City of Jacksonville	Cost: \$41,836.27
Solicitation No: Exempt 2.05(A)(12)	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 11001.77250

Attached / Supporting Documents

Exhibit "A" – COJ/OIG Memorandum of Understanding
Exhibit "B" – FY25 Funding Invoice and Public Posting

BACKGROUND:

In 2014, the City of Jacksonville's (COJ) Office of Inspector General (OIG) began operations, the jurisdiction of which was ultimately extended to all of the Consolidated Government, including the Independent Agencies (IAs) like the Jacksonville Aviation Authority (JAA).

JAA recognizes the value to the public and itself in building trust and transparency in policies and processes. As such, JAA understands that OIG plays an important role in training public officers and employees, and its oversight does not come without cost. To that end, COJ is authorized to enter into agreements with its IAs to provide funding to OIG. Consistent with Federal Aviation Administration guidance, JAA deems it in its best interest to provide such funding and administrative support to the COJ for the provision of OIG services.

JAA, along with the other IAs, entered into a Memorandum of Understanding (MOU) with COJ/OIG on October 20, 2022, to offset OIG costs in providing services for fiscal years 2023 through 2026. Fiscal Year 2023 was in an amount of \$10,000.00, and each fiscal year includes a 3% increase from the prior year's funding support amount. The annual expense has previously been informal but now requires formal Awards Committee approval.

RECOMMENDATION:

Executive Management recommends JAA's informal award to the City of Jacksonville, for funding support of its Office of Inspector General, pursuant to §2.05(A)(12) of JAA's Procurement Code, be amended to: (i) approve past, present and future invoices properly submitted pursuant to the MOU executed between the parties; and (ii) increase JAA's spending authority in the amount of \$21,536.27 through September 30, 2027, for a new potential total not-to-exceed amount of \$41,836.27.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Melissa Marcha-Lee, Senior Executive Assistant to CEO
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*).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Melissa Marcha-Lee
Senior Executive Assistant to CEO

Signature and Date

SUBMITTED FOR APPROVAL:

Samantha Smid
Procurement Administrator

Signature and Date

Kathleen Fisher
Director of Procurement

Signature and Date

SUBMITTED FOR APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

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

Meeting Date: August 25, 2025

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



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Noticed Agenda Item

(Exhibits available upon request)

Item 5: AC2025-08-05

Temporary Staffing, Direct-Hire and Other Employer Services

Vendor: Robert Half International, Inc.

(Cost: \$ 500,000.00 Funding: Various)

Piggyback Public Posting: August 11, 2025 – August 18, 2025

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Temporary Staffing, Direct-Hire and Other Employer Services / Robert Half International, Inc. **Cost:** \$500,000.00

Solicitation No: Piggyback

Budgeted, Transferred, or Contingency: Budgeted

On-Going Maintenance Cost: N/A

Funding Source: Various

Attached / Supporting Documents

Exhibit "A" – Houston-Galveston Area Council ("HGACBuy") Contract No. TS06-25 Documentation

Exhibit "B" – Public Notice Posting

BACKGROUND:

The Jacksonville Aviation Authority (JAA) utilizes Robert Half International, Inc. to fill temporary staffing needs that arise, especially in the Finance and Information Technology departments.

Due to an expiring cooperative contract, Procurement conducted research and is of the opinion that, pursuant to Sections 2.05(A)(12) and/or 3.08 of the JAA Procurement Code, it is in JAA's best interest to utilize Houston-Galveston Area Council ("HGACBuy") Contract No. TS06-25, which was competitively solicited and awarded to Robert Half International, Inc. for staff augmentation services. The contract has a term through May 31, 2029. This award will be a non-exclusive agreement, with Procurement continuing to research this service to secure the best value for JAA. Funding for this award will vary based upon the departments that will be utilizing these services.

RECOMMENDATION:

Procurement recommends that JAA utilize Houston-Galveston Area Council Contract No. TS06-25 to make a properly noticed award, pursuant to §§ 2.05(A)(12) and/or 3.08 of the Procurement Code, to Robert Half International, Inc. for Temporary Staffing, Direct-Hire and Other Employer Services, in a not-to-exceed amount of \$500,000.00, based upon historical data, through a contract term of May 31, 2029. This award is available for use by all JAA departments.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Various
Signature:	N/A

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:

Samantha Smid
Procurement Administrator

Signature and Date

SUBMITTED FOR APPROVAL:

Kathleen Fisher
Director of Procurement

Signature and Date

SUBMITTED FOR APPROVAL:

Devin J. Reed
Chief Compliance Officer

Signature and Date

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

Meeting Date: August 25, 2025

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, 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 6: AC2025-08-06

**Joint and Crack Repair at JaxEx R/W 14-32 and
Herlong R/W 11-29**

Vendor: Hasco, Inc.

(Cost: \$81,550.00 Funding: Various)

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Joint and Crack Repair at JaxEx R/W 14-32 and Herlong R/W 11-29 / Hasco, Inc. **Cost:** \$81,550.00

Solicitation No: ITB No. 25-29-44302

Budgeted, Transferred, or Contingency: Budgeted

On-Going Maintenance Cost: N/A

Funding Source: Various

Attached / Supporting Documents

Exhibit "A" – Scope of Services, Bid Tabulation, and SPIS

Exhibit "B" – Hasco, Inc.'s Bid Form

BACKGROUND:

The joint and crack repair project at Jacksonville Executive at Craig Airport (JaxEx) and Herlong Recreational Airport (Herlong) includes cleaning and resealing of approximately 9,500 linear feet of joints and cracks in asphalt runway pavement. Pavement surface markings in joint and crack repair areas will be repainted.

On July 17, 2025, Procurement issued Invitation to Bid (ITB) No. 25-29-44302 for runway crack repairs at JaxEx and Herlong. On July 31, 2025, Jacksonville Aviation Authority received three conforming bids and Hasco, Inc. was the lowest responsive, responsible bidder.

Joint and Crack Repair at JaxEx and Herlong Airports

Hasco, Inc.	\$ 81,550.00
Remac, Inc.	\$ 107,660.00
Janus Construction Corp.	\$ 169,844.50

The unit prices included in the low bid submitted by Hasco, Inc. are generally consistent with the type of work to be performed. The prices for the Herlong work are higher than the prices for JaxEx, but that is expected with the very small quantities of work at Herlong.

RECOMMENDATION:

Engineering & Facilities recommends an award be made to Hasco, Inc., the lowest of three responsive and responsible bidders to ITB No. 25-29-44302, for the Joint and Crack Repair at the JaxEx R/W 14-32 and Herlong R/W 11-29 projects, in a total potential not-to-exceed amount of \$81,550.00.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Derek Powder, Sr. Mgr., Engineering and Construction
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*).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Derek Powder
Sr. Manager, Engineering & Construction

Signature and Date

SUBMITTED FOR APPROVAL:

Samantha Smid
Procurement Administrator

Signature and Date

Kathleen Fisher
Director of Procurement

Signature and Date

SUBMITTED FOR APPROVAL:

Tony Cugno
Chief Operating Officer

Signature and Date

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

Meeting Date: August 25, 2025

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



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Noticed Agenda Item

(Exhibits available upon request)

Item 7: AC2025-08-07

On-Call Planning Consultant Services

Vendor: Landrum & Brown, Inc.

(Cost: \$191,380.00 Funding: Capital)

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: On-Call Planning Consultant Services / Landrum & Brown, Inc. **Cost:** \$191,380.00

Solicitation No: Amendment

Budgeted, Transferred, or Contingency: Budgeted

On-Going Maintenance Cost: N/A

Funding Source: Capital

Attached / Supporting Documents

Exhibit "A" – Approved Awards AC2021-09-16 and AC2024-07-07

Exhibit "B" – Spend Analysis for Landrum & Brown, Inc.

BACKGROUND:

On September 20, 2021, the Jacksonville Aviation Authority (JAA) approved JAA Award No. AC2021-09-16 to Landrum & Brown, Inc., RS&H, Inc., and Ricondo & Associates, Inc. for on-call engineering planning services. On July 19, 2024, AC2024-07-07 was approved for an additional \$183,973.00 to Landrum & Brown, Inc., for as-needed services.

Based on spend analysis, Landrum & Brown, Inc.'s costs for services have exceeded the approved spending authority from the previous award and require a ratification of \$16,380.00 for services awarded in April 2025. This ratification is necessary because the FAA funded a planning study for the runway incursion mitigation (RIM) at Jacksonville Executive at Craig Airport but did not approve the initial alternatives. As a result, JAA had to expand the scope of the study to develop new alternatives that meet FAA standards.

It is also anticipated that an additional \$175,000.00 will be necessary to handle future projects and requisitions through September 30, 2026, which is the final contract expiration.

RECOMMENDATION:

Engineering & Facilities recommend JAA Award No. AC2021-09-16, for planning on-call services, be further amended to: (i) ratify the amount of \$16,380.00 as awarded to Landrum & Brown, Inc.; and (ii) increase the amount awarded to Landrum and Brown by \$175,000.00 through contract expiration of September 30, 2026, for a new not-to-exceed award of \$875,353.00.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Ashley Shorter, Sr. Manager of Aviation Planning
Signature:	<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 (<i>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</i>).</p>

ORIGINATED AND SUBMITTED FOR APPROVAL BY:	
Ashley Shorter Sr. Manager of Aviation Planning	_____ Signature and Date
SUBMITTED FOR APPROVAL:	
Monica M. Frazier Contract Administrator	_____ Signature and Date
Kathleen Fisher Director of Procurement	_____ Signature and Date
SUBMITTED FOR APPROVAL:	
Tony Cugno Chief Operating Officer	_____ Signature and Date

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

Meeting Date: August 25, 2025

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



JACKSONVILLE AVIATION AUTHORITY AWARDS COMMITTEE MEETING AGENDA

August 25, 2025

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 8: AC2025-08-08

Badge Training

Vendor: Safety and Security Instruction, LLC (SSi) dba AirTera

(Cost: \$69,000.00 Funding: 24001)

Exempt Public Posting: August 22-September 11, 2025

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Badge Training / Safety and Security Instruction, LLC (SSi) dba AirTera **Cost:** \$69,000.00

Solicitation No: Sole Source **Budgeted, Transferred, or Contingency:** Budgeted

On-Going Maintenance Cost: N/A **Funding Source:** 24001

Attached / Supporting Documents

Exhibit "A" – Quote from Security and Instruction, LLC (SSi) dba AirTera and Company Name Verification
Exhibit "B" – Sole Source Letter, Sole Source Form, and Public Notice Posting

BACKGROUND:

The Jacksonville Aviation Authority (JAA) utilizes content developed by Safety and Security Instruction, LLC (SSi) dba AirTera to meet requirements for: (i) issuing badges, specifically pertaining to 48 CFR Part 6.3; and (ii) 10 U.S. Code § 3204(a)(1) standards for satisfying the security and safety training requirements for Federal Aviation Administration and Transportation Security Administration compliance and reporting.

While there are potentially products in the market that perform similar functions, changing to a different product would be disruptive to the badging office, content would have to be redeveloped, and new interfaces to the badging software would have to be developed and certified, which requirements are not cost effective.

Therefore, Information Technology is recommending a sole source purchase pursuant to Section 3.09 of the Procurement Code. This award is for a three-year term with secured pricing.

RECOMMENDATION:

Information Technology recommends JAA make a properly noticed sole-source award, pursuant to Section 3.09 of the Procurement Code, to Safety and Security Instruction, LLC (SSi) dba AirTera, for software and services necessary to support JAA's regulatory required training for badge issuance, in a total potential not-to-exceed amount of \$69,000.00.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Steven Schultz, VP Information Technology
Signature:	<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 (<i>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</i>).</p>

ORIGINATED AND SUBMITTED FOR APPROVAL BY:	
Steven Schultz VP Information Technology	_____
	Signature and Date
SUBMITTED FOR APPROVAL:	
Samantha Smid Procurement Administrator	_____
	Signature and Date
Kathleen Fisher Director of Procurement	_____
	Signature and Date
SUBMITTED FOR APPROVAL:	
Ross Jones Chief Financial Officer	_____
	Signature and Date

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

Meeting Date: August 25, 2025

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



JACKSONVILLE AVIATION AUTHORITY AWARDS COMMITTEE MEETING AGENDA

August 25, 2025

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Noticed Agenda Item

(Exhibits available upon request)

Item 9: AC2025-08-09

Spreadsheet Server Software

Vendor: Global Software dba Insight Software, LLC

(Cost: \$ 23,807.99 Funding: 24001

Exempt Public Posting: August 22-September 11, 2025

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Spreadsheet Server Software / Global Software dba Insight Software, LLC **Cost:** \$23,807.99

Solicitation No: Amendment **Budgeted, Transferred, or Contingency:** Budgeted

On-Going Maintenance Cost: N/A **Funding Source:** 24001

Attached / Supporting Documents

Exhibit "A" – Insight Software Proposal

Exhibit "B" – Sole Source Form and Public Notice Posting

BACKGROUND:

The Jacksonville Aviation Authority (JAA) utilizes Spreadsheet Server software from Global Software dba Insight Software, LLC, to extract data from Oracle and build financial reports. As JAA is required to produce financial reports and Oracle does not natively provide the reporting conducive to the process, it is important that this software remain under vendor support. Previously, this commodity was under the informal threshold and did not require Awards Committee Approval.

While there are potentially products in the market that perform similar functions, changing to a different product would be disruptive to the work effort of Finance, and all of the Oracle queries and associated reports would have to be completely rebuilt from scratch as part of the conversion process, as well as additional training of staff, which requirements are not cost effective.

To continue providing seamless functionality, Information Technology is recommending a sole source purchase pursuant to Section 3.09 of the Procurement Code and request authorization to increase the total award amount by \$23,807.99. This award request represents a one-year agreement with Global Software dba Insight Software, LLC which secures pricing during the contract term.

RECOMMENDATION:

Information Technology recommends JAA's informal award to Global Software dba Insight Software, LLC for Spreadsheet Server Software, pursuant to Section 3.09 of the Procurement Code, be amended to increase the spending authority in the amount of \$23,807.99, for a one-year renewal, representing a new potential total not-to-exceed amount of \$46,482.27.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Steven Schultz, VP Information Technology
Signature:	<div style="border: 1px solid black; height: 40px; width: 100%;"></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:

Steven Schultz
VP Information Technology

Signature and Date

SUBMITTED FOR APPROVAL:

Samantha Smid
Procurement Administrator

Signature and Date

Kathleen Fisher
Director of Procurement

Signature and Date

SUBMITTED FOR APPROVAL:

Ross Jones
Chief Financial Officer

Signature and Date

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

Meeting Date: August 25, 2025

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



JACKSONVILLE AVIATION AUTHORITY AWARDS COMMITTEE MEETING AGENDA

August 25, 2025

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Noticed Agenda Item

(Exhibits available upon request)

Item 10: AC2025-08-10

Digital Signage Software

Vendor: Art of Context, Inc.

(Cost: \$262,998.74 Funding: 24001)

Exempt Public Posting: August 22-September 11, 2025

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Digital Signage Software / Art of Context, Inc. **Cost:** \$262,998.74

Solicitation No: Sole Source

Budgeted, Transferred, or Contingency: Budgeted

On-Going Maintenance Cost: N/A

Funding Source: 24001

Attached / Supporting Documents

Exhibit "A" – Art of Context 5-Year Proposal

Exhibit "B" – Sole Source Form and Public Notice Posting

BACKGROUND:

The Jacksonville Aviation Authority (JAA) utilizes Flight Studio, Sign Studio, and Directory Management Studio from Art of Context to manage all its digital signs including FIDS, BIDS, GIDS, advertising, roadway, wayfinding, and employee communications. As these signs present a critical function for JAA, it is important that they remain under vendor support. These systems also provide data feeds to flyjacksonville.com for flight information and other related data posted on the JAA website.

While there are other solutions that possibly could be used for this purpose, changing solutions would be disruptive to passenger facilitation and incur transition costs. JAA is pleased with the functionality provided by the current solution as well as the support provided by Art of Context.

Therefore, Information Technology is recommending a sole source purchase pursuant to Section 3.09 of the Procurement Code. Procurement has reviewed and verified this request as a sole source. This award request represents a five-year agreement with Art of Context which secures pricing during the contract term.

RECOMMENDATION:

Information Technology recommends JAA make a properly noticed sole-source award, pursuant to Section 3.09 of the Procurement Code, to Art of Context, Inc., for software and services necessary to support JAA's digital signage environment, in a total potential not-to-exceed amount of \$262,998.74.

Initial Term	1 st Renewal	2 nd Renewal	3 rd Renewal	4 th Renewal
\$51,154.88	\$51,154.88	\$52,945.30	\$52,945.30	\$54,798.38

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Steven Schultz, VP Information Technology
Signature:	<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 (<i>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</i>).</p>

ORIGINATED AND SUBMITTED FOR APPROVAL BY:	
Steven Schultz VP Information Technology	_____
	Signature and Date
SUBMITTED FOR APPROVAL:	
Samantha Smid Procurement Administrator	_____
	Signature and Date
Kathleen Fisher Director of Procurement	_____
	Signature and Date
SUBMITTED FOR APPROVAL:	
Ross Jones Chief Financial Officer	_____
	Signature and Date

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

Meeting Date: August 25, 2025

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



JACKSONVILLE AVIATION AUTHORITY AWARDS COMMITTEE MEETING AGENDA

August 25, 2025

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Noticed Agenda Item

(Exhibits available upon request)

Item 11: AC2025-08-11

BHS Parts and Accessories

Vendor: SICK Inc.

(Cost: \$50,001.00 Funding: Storeroom)

Sole Source Public Posting: August 13 - September 2, 2025

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: BHS Parts and Accessories / SICK Inc.	Cost: \$50,001.00
Solicitation No: Sole Source/Proprietary	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: Storeroom

Attached / Supporting Documents

Exhibit "A" – Contract Spend Analysis
Exhibit "B" – Public Posting Notice and Sole Source Form

BACKGROUND:

The Jacksonville Aviation Authority (JAA) publicly posted an informal award to SICK Inc. for airport baggage system ALIS array / bag tag system parts. The informal award did not require Awards Committee approval. Therefore, this request is to obtain approval to increase the spending authority with SICK Inc. for future parts purchases.

Procurement has reviewed this matter and is of the opinion that it is in JAA's best interest to procure parts and accessories from its current BHS system software and support services vendor, pursuant to Section 3.09 (B)(2) of the Procurement Code, in accordance with which Procurement has posted a public notice.

RECOMMENDATION:

Procurement recommends JAA's informal award to SICK Inc. for airport baggage system ALIS array / bag tag system parts, pursuant to Section 3.09 (B)(2), be amended to: (i) include additional system parts and accessories; and (ii) increase the not-to-exceed amount by an additional \$50,001.00, through May 5, 2027, as indicated by the proper public notice, resulting in a new potential not-to-exceed award total of \$75,000.00.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Eric Powell, Warehouse Manager
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*).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Monica M. Frazier
Contract Administrator

Kathleen Fisher
Director of Procurement

Signature and Date

Signature and Date

SUBMITTED FOR APPROVAL:

Devin Reed
Chief Compliance Officer

Signature and Date

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

Meeting Date: August 25, 2025

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



JACKSONVILLE AVIATION AUTHORITY AWARDS COMMITTEE MEETING AGENDA

August 25, 2025

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Noticed Agenda Item

(Exhibits available upon request)

Item 12: AC2025-08-12

Public Safety and Firehouse Supplies and Equipment

Vendor: GT Distributors, Inc.

(Cost: \$50,000.00 Funding: 46104.77390)

Piggyback Public Posting: August 13, 2025 – August 19, 2025

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Public Safety and Firehouse Supplies and Equipment / GT Distributors, Inc.		Cost: \$50,000.00
Solicitation No: Amendment	Budgeted, Transferred, or Contingency:	Budgeted
On-Going Maintenance Cost: N/A	Funding Source:	46104.77390

Attached / Supporting Documents

Exhibit "A" – JAA Award No. AC2024-01-05
Exhibit "B" – Spend Analysis and Updated Public Notice Postings

BACKGROUND:

The Jacksonville Aviation Authority (JAA) previously approved JAA Awards No. AC2024-01-05 for uniform and equipment purchases. A contract spend analysis indicates the approved spending authority will reach depletion in FY25.

To continue providing seamless uniform and equipment for Public Safety officer purchases through contract expiration, Procurement requests authorization to increase the total award amount by \$50,000.00.

RECOMMENDATION:

Procurement Department recommends JAA Award No. AC2024-01-05, awarded to GT Distributors, Inc. for uniforms and equipment, be amended to: (i) address a shortfall revealed by a contract spend analysis; and (ii) increase the not-to-exceed amount by an additional \$50,000.00, for use on an as-needed basis through March 31, 2026. This represents a new potential not-to-exceed award total of \$150,000.00. JAA reserves the right to make similar purchases from other vendors when it is in its best interest to do so.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Cindy Leavens, Director of Public Safety & Security
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*).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Monica M. Frazier
Contract Administrator

Signature and Date

Kathleen Fisher
Director of Procurement

Signature and Date

SUBMITTED FOR APPROVAL:

Devin Reed
Chief Compliance Officer

Signature and Date

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

Meeting Date: August 25, 2025

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):