

# TASK ORDER APPROVAL FORM

CONTRACT #: C23-3350-AP

TASK ORDER #: 9

TASK ORDER AMOUNT: \$40,000 NTE

**CONTRACT #: C23-3350-AP**  
**AIRPORT COORDINATION SERVICES, INC.**  
**AVIATION PROFESSIONAL CONSULTING FOR**  
**THE OKALOOSA COUNTY AIRPORTS**  
**EXPIRATION: 06/20/2025 W/1 1 YR RENEWAL**

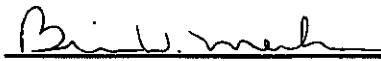
OFFERED BY CONSULTANT: \_\_\_\_\_

Airport Coordination Services, LLC

FIRM'S NAME

Brian Meehan

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

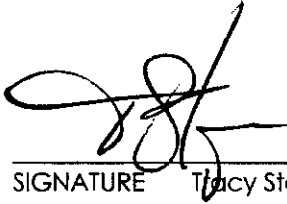
President

TITLE

April 11, 2025

DATE

**RECOMMENDED FOR APPROVAL**  
**(Department Director)**



SIGNATURE Tracy Stage, A.A.E.

Airports Director

TITLE

4.14.25

DATE

**APPROVED BY OKALOOSA COUNTY**  
**(Per Purchasing Manual)**

- \$25,000 or less approved by Purchasing Manager
- \$25,001 to \$50,000 approved by OMB Director
- Between \$50,001 and \$100,000 approved by Purchasing Director and County Administrator
- In excess of \$100,000 approved by the Board.

DeRita  
Mason

Digitally signed by DeRita  
Mason  
Date: 2025.04.14  
13:34:20 -05'00'

PURCHASING MANAGER

DATE

Faye  
Douglas

Digitally signed by Faye  
Douglas  
Date: 2025.04.14  
14:09:36 -05'00'

OMB Director/DATE

DATE

\_\_\_\_\_  
COUNTY ADMINISTRATOR (if applicable)

DATE

\_\_\_\_\_  
CHAIRMAN (if applicable)

DATE

Airport Coordination Services, LLC  
Task Order Proposal to provide Professional and Technical Support  
Services to Destin-Fort Walton Beach Airport (VPS)

Background and Objectives:

The objective is to provide Professional Services through a Master Agreement whereby VPS obtains support on a task-by-task basis.

Task 9: Software – Automated Schedule Facilitation Program

Provide for leased software through contract as specified in Master Agreement. Airport Coordination Services, LLC will contract with approved 3<sup>rd</sup> party vendor to provide a software solution for managing and administering the airport schedule facilitation program.

Estimated POP: Twelve months ending March 31, 2026

Pricing

- **\$8,750 per quarter for license, maintenance, hosting and support, plus \$200/hour for any additional support above annual allowance**