

TASK ORDER APPROVAL FORM

CONTRACT #: C23-3350-AP

TASK ORDER #: 8

TASK ORDER AMOUNT: \$81,900 NTE

OFFERED BY CONSULTANT:

Airport Coordination Services, LLC

FIRM'S NAME

Brian Meehan

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

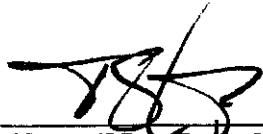
President

TITLE

12-12-24

DATE

**RECOMMENDED FOR APPROVAL
(Department Director)**



SIGNATURE Tracy Stage, A.A.E.

Airports Director

TITLE

12.17.24

DATE

**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**

**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

Digitally signed by DeRita
Mason

Mason

Date: 2024.12.19
06:05:06 -06'00'

PURCHASING MANAGER

12.19.2024

DATE

Faye

Digitally signed by Faye
Douglas

Douglas

Date: 2024.12.19
09:02:11 -06'00'

OMB Director/DATE

12.19.24

DATE

John Hofstad

Digitally signed by John Hofstad
Date: 2024.12.19 10:31:27
-06'00'

COUNTY ADMINISTRATOR (if applicable)

CHAIRMAN (if applicable)

12.19.2024

DATE

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 Ordering Agreement whereby VPS obtains support on a task-by-task basis.

Task 8: SMP Management

Airport Coordination Services will provide subject matter expertise, as outlined in the master contract, relative to Schedule Management Program associated with managing schedule allocations for Winter 2024 and Summer 2025 seasons and soliciting submissions for Winter 2025 season.

Estimated POP: January 1, 2025 – June 20, 2025

Pricing

Labor will be priced on a Time and Material basis per task order.
Travel, lodging, meals and incidental expenses (M&IE) in direct support of the Task Order requirements will be submitted for advance approval.

- Travel airfare priced at Economy rates
- All invoiced amounts will be in accordance with Joint Travel Regulations (JTR)
- MOA approved Labor rate is listed in contract

Task 8 - Schedule Facilitation Program Management		Labor Category	Total Hours	Hourly Rate
Labor:	\$ 81,900	Aviation SME	NTE 350	\$234.00