

# TASK ORDER APPROVAL FORM

CONTRACT #: C23-3350-AP

TASK ORDER #: 6

TASK ORDER AMOUNT: \$45,000 NTE

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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

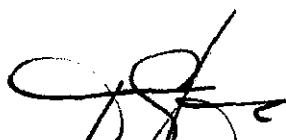
President

TITLE

2/28/2024

DATE

**RECOMMENDED FOR APPROVAL  
(Department Director)**

  
\_\_\_\_\_  
SIGNATURE

Tracy Stage, A.A.E.

Airports Director

TITLE

2-29-24

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

\_\_\_\_\_  
PURCHASING MANAGER

Digitally signed by DeRita  
Mason  
Date: 2024.03.01  
08:11:11 -06'00'

DATE

Faye

Douglas

\_\_\_\_\_  
OMB Director/DATE

Digitally signed by Faye  
Douglas  
Date: 2024.03.01  
11:24:16 -06'00'

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 6: 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, 2025

Pricing

- Estimated \$2,900 per month for license, maintenance, hosting and support, plus \$200/hour for any additional support above annual allowance
- Estimated Training Costs – one-time \$4,334