

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 01/14/2021

Contract/Lease Control #: L21-0489-TDD

Procurement#: NA

Contract/Lease Type: LEASE

Award To/Lessee: TOURIST DEVELOPMENT DEPARTMENT

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 01/01/2021

Expiration Date: 12/31/2024 W/1 2 YR RENEWAL

Description of: LEASE OF SPACE AT DESTIN-FORT WALTON BEACH AIRPORT

Department: IDD

Department Monitor: ADAMS

Monitor's Telephone #: 850-651-7131

Monitor's FAX # or E-mail: JDAMS@MYOKALOOSA.COM

Closed:

Cc: BCC RECORDS

**PROCUREMENT/CONTRACT/LEASE
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: L180464-T00 Tracking Number: 4181-21
Procurement/Contractor/Lessee Name: T00 Grant Funded: YES ___ NO X
Purpose: Interdepartmental agreement lease space at airport
Date/Term: 1-3-2022
Department #: _____
Account #: _____
Amount: _____
Department: T00 Dept. Monitor Name: Adams

1. GREATER THAN \$100,000
2. GREATER THAN \$50,000
3. \$50,000 OR LESS

Purchasing Review

Procurement or Contract/Lease requirements are met:
DeRita Mason Date: 12-2-2020
Purchasing Manager or designee Jeff Hyde, DeRita Mason, Jessica Darr, Angela Etheridge

2CFR Compliance Review (if required)

Approved as written: NO Federal (Ind) Grant Name: _____
_____ Date: _____
Grants Coordinator Gillian Gordon

Risk Management Review

Approved as written: see email attached Date: 12-2-2020
_____ Lisa Price
Risk Manager or designee

County Attorney Review

Approved as written: see email attached Date: 12-2-2020
_____ Lynn Hoshihara, Kerry Parsons or Designee
County Attorney

Department Funding Review

Approved as written: _____ Date: _____

IT Review (if applicable)

Approved as written: _____ Date: _____

DeRita Mason

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Wednesday, December 2, 2020 10:09 AM
To: DeRita Mason
Cc: Lynn Hoshihara; Lisa Price
Subject: RE: TDD Airport Lease amendment 3

This is approved for legal purposes.

Kerry A. Parsons, Esq.

**Nabors
Giblin &
Nickerson**
ATTORNEYS AT LAW

1500 Mahan Dr. Ste. 200
Tallahassee, FL 32308
T. (850) 224-4070
Kparsons@ngn-tally.com

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From: DeRita Mason <dmason@myokaloosa.com>
Sent: Wednesday, December 2, 2020 11:06 AM
To: Parsons, Kerry <KParsons@ngn-tally.com>
Cc: Lynn Hoshihara <lhoshihara@myokaloosa.com>; Lisa Price <lprice@myokaloosa.com>
Subject: FW: TDD Airport Lease amendment 3

Good morning,
Please review and approve the attached.

Thank you,

DeRita Mason



DeRita Mason
Contracts and Lease Coordinator
Okaloosa County Purchasing Department

DeRita Mason

From: Lisa Price
Sent: Wednesday, December 2, 2020 10:15 AM
To: DeRita Mason
Subject: RE: TDD Airport Lease amendment 3

Approved by Risk.

Lisa Price
Public Records & Contracts Specialist
302 N Wilson Street, Suite 301
Crestview, FL. 32536
(850) 689-5979
lprice@myokaloosa.com



For all things Wellness please visit:
<http://www.myokaloosa.com/wellness>

Due to Florida's very broad public records laws, most written communications to or from county employees regarding county business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

From: DeRita Mason <dmason@myokaloosa.com>
Sent: Wednesday, December 2, 2020 10:06 AM
To: 'Parsons, Kerry' <KParsons@ngn-tally.com>
Cc: Lynn Hoshihara <lhoshihara@myokaloosa.com>; Lisa Price <lprice@myokaloosa.com>
Subject: FW: TDD Airport Lease amendment 3

Good morning,
Please review and approve the attached.

Thank you,

DeRita Mason



**INTERDEPARTMENTAL MEMORANDUM OF AGREEMENT
TDD SPACE AT VPS AIRPORT**

1. Purpose

This Interdepartmental Memorandum of Agreement (MOA) is intended to memorialize an agreement between the Okaloosa County Airports Department (Airports) and Tourist Development Department (TDD). The Airports and TDD are enterprise-like departments operating under the authority of the Okaloosa County Board of County Commissioners. This MOA shall be effective upon execution by the County Administrator.

2. Scope

Under this MOA, Airports will provide space in the Destin-Fort Walton Beach Airport (VPS) terminal, more particularly described in Attachment 1 to this MOA, attached hereto and incorporated herein, for tourist welcome center related activities (known as the "Space").

3. Airports Responsibilities

Airports shall:

- a. Provide Space as more particularly described in Attachment 1 for the exclusive use of the TDD.

4. TDD Responsibilities

TDD shall:

- a. Exclusively utilize the Space provided for tourist welcome center related activities, and not sell any items, good or services, nor in any way act as an Airport concessionaire.
- b. Include Destin-Fort Walton Beach Airport (VPS) in promotional materials as appropriate.
- c. Work with the Airports to provide necessary documentation and information for employee vehicle parking.
- d. Be responsible for all infrastructure and set up cost, including, but not limited to phones, fiber and power.
- e. Obtain Airports permission in writing prior to any modification to the space and agree to restore the Space to its original condition at the conclusion of this MOA.

5. Term

The term of this MOA will be for a four (4) year period, which will begin on January 1, 2021 and end on December 31, 2024. This MOA may be renewed for an additional two-year period by written agreement of the parties. This MOA may be terminated by either party upon one hundred eighty (180) days' written notice to the other. Upon termination, the TDD shall remove all improvements and restore the Space to its original condition.

6. Costs

For the Space provided, TDD shall pay the Airports a monthly amount of \$2,500.00 during the initial four-year period. If this MOA is renewed for an additional two-year period, the monthly amount shall increase to \$2,750.00.

7. Billing and Payment

Airports will invoice TDD via email on the first of each month. TDD will forward its approval to the Clerk's office, who will perform a journal entry to transfer funds.

Tracy A. Stage, A.A.E. Digitally signed by Tracy A. Stage, A.A.E.
Date: 2021.01.13 13:49:28 -06'00'

Tracy Stage, Airports Director

Jennifer Adams Digitally signed by Jennifer Adams
Date: 2021.01.14 08:01:30 -06'00'

Jennifer Adams, TDD Director

John Hofstad Digitally signed by John Hofstad
Date: 2021.01.14 08:52:19 -06'00'

John Hofstad, County Administrator

Date

Attachment 1

