

TASK ORDER APPROVAL FORM

CONTRACT #: C20-2875-AP

TASK ORDER #: 19

TASK ORDER AMOUNT: \$50,000 NTE

CONTRACT: C20-2875-AP
Landrum & Brown, Inc.
Aviation Business & Finance Consulting Services
EXPIRES: 10/14/2024 w/1 5 yr renewal

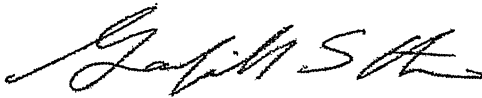
OFFERED BY CONSULTANT:

Landrum & Brown

FIRM'S NAME

Garfield Eaton

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Vice President

TITLE

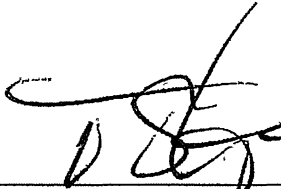
March 18, 2024

DATE

**RECOMMENDED FOR APPROVAL
(Department Director)**

**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.



SIGNATURE Tracy Stage, A.A.E.

Airports Director

TITLE



DATE

DeRita
Mason

Digitally signed by DeRita
Mason
Date: 2024.04.10
06:30:05 -05'00'

PURCHASING MANAGER

DATE

Faye
Douglas

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Douglas
Date: 2024.04.10
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OMB Director/DATE

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

CHAIRMAN (if applicable)

DATE



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March 19, 2024

Mr. Tracy Stage, A.A.E.
Airports Director
Okaloosa County Airports
Destin-Fort Walton Beach Airport
1701 Florida 85
Eglin AFB, Florida 32542

RE: VPS Task 19 – PFC Application #9 Preparation

Dear Tracy,

Landrum and Brown (L&B) is pleased to submit this proposed scope of work and request for a task order authorization to provide the above referenced services under L&B's Contract C20-2875-AP awarded under RFQ AP 69-19 Aviation Business and Finance Consulting Services with the Okaloosa County Airports (County).

Scope of Work

L&B will initiate work on preparing the Passenger Facility Charge (PFC) application once the County has determined which projects it intends to fund with PFCs, provides the Airport Capital Improvement Program (ACIP) to L&B, and confirms all appropriate Airport Layout Plan (ALP), airspace, and environmental approvals have either been obtained from the Federal Aviation Administration (FAA), or are in process, for the PFC projects. Based on discussions with the County, it is anticipated that this PFC application will not exceed five (5) PFC-eligible projects and will likely include the following PFC-eligible projects:

- RON Apron Expansion
- Covered Walkways
- PFC Application Preparation
- Up to two (2) other eligible County identified project may also be included in the New PFC #9 application, if any, as identified during the process.

L&B will assist the County in the development of PFC Application #9 and its submittal to the FAA. This task will include preparation for and participation in any required meetings with the FAA; development of the necessary documentation for the airline consultation meeting and public notice; participation in the airline consultation meeting; preparation of all documentation for the submittal of the PFC Application; any follow up required by the FAA; preparation of the final notification to the airlines upon approval by the FAA, and efforts needed through PFC project close-out once the projects are completed. Services provided as part of this scope of work do not include any efforts that may be needed to prepare an administrative (letter) amendment or a full PFC amendment that may be required prior to the PFC close-out.

Information to be received from the County:

1. Estimated project costs including a breakdown by funding source, start and completion dates;
2. Detailed project descriptions including project description and justification;
3. Current ALP approval dates for each project;
4. Any required airspace documents and approval dates for each project;
5. Any required environmental documents and approval dates or CATEX for each project;
6. Five-year ACIP;
7. Most recent PFC Quarterly report and PFC balance submitted to the FAA;
8. Supporting exhibits for projects where applicable, maps and illustrations of project location, photographs, or other studies and information as applicable.

Analysis, calculations, and coordination

1. Join County staff in a call with FAA Airports District Office (ADO) staff to review the potential projects to be included in the PFC Application and obtain acknowledgement that all criteria and procedures are being met or are being planned for. As necessary, prepare any additional documentation needed for the FAA's consideration resulting from the initial meeting with FAA-ADO staff.
2. Prepare the required consultation notice for distribution to the airlines and the public notice required to be posted on the website.
3. Assist the County in developing the project descriptions and objectives.
4. Attend and assist in a PFC airline consultation meeting over a remote video call and ensure that the proper procedures are met and documentation obtained.
5. Prepare and submit a draft of the PFC Application to the FAA for their preliminary and informal review while awaiting airline comments. This will include drafting any needed resolutions, PFC authority requirements, and public notices required. As necessary, prepare additional information requested by FAA as a result of review of preliminary draft.
6. After waiting the required 30-day period to receive airline comments, finalize the application and assist the County with required responses to airline disagreements, if any. Provide the County with a completed copy of the application for its signature and submittal to the FAA and will subsequently submit the required copies to the FAA for their consideration.
7. Upon approval of the PFC application, prepare the airline notification letter.
8. Efforts related to PFC closeout.



Schedule

Upon notice to proceed of this task order, L&B will initiate work on preparing the PFC application once the County has confirmed which projects it intends to fund with PFCs, and confirmation that all appropriate ALP, airspace, and environmental approvals have either been obtained from the FAA, or are in process, for the PFC projects. Based on the prescribed timeline required for the PFC application process by the FAA, the task is anticipated to take approximately 12 months from the initiation of the PFC Application work.

Personnel

Garfield Eaton, Vice President with L&B, will be the primary person responsible for administering this task with assistance from Dirk Anderson, Senior Consultant with L&B.

Budget

L&B proposes to complete Task 19 within a not to exceed labor and expense budget of \$50,000. The total labor hours for L&B are estimated to be 200 hours.

If the County determines that trips are required or that additional PFC projects beyond five (5) PFC projects are to be included in the new PFC Application #9, we will coordinate with you to discuss any potential impacts to this budget at that time.

Fees for this task will be based upon actual time and expenses incurred. If the project takes less time to complete, you will be billed the lesser actual amount. L&B's hourly billing rates are consistent with those contained in our contract.

Please let me know if you have any questions regarding the information presented above. We look forward to assisting the County with the assignments.

Sincerely,

Garfield Eaton
Vice President

Accepted by:

Name: Tracy Stagg, AAE

Signature: [Handwritten Signature]

Title: Airports Director

Date: 7-8-24