

APRIL 27, 2011

A Special Joint Workshop Meeting of the [Board of Port Commissioners](#) of the Lee County Port Authority, with the Airports Special Management Committee (ASMC), was held on this date in the Training Facility at the Southwest Florida International Airport, to discuss the Continuing Professional Services Contracts Policy, with the following members present:

LEE COUNTY PORT AUTHORITY

Frank B. Mann, Chairman
John E. Manning, Vice Chairman
A. Brian Bigelow
Ray Judah
Tammara Hall

AIRPORTS SPECIAL MANAGEMENT COMMITTEE

Joe Burgess, Chairman
Noel Andress, Vice Chairman
Anu Lacis
Fran Myers
Daniel J. Baggot
REGIONAL MEMBER(S)
Representing Charlotte County,
Brigadier General Rufus Lazzell (U.S. Army Retired)
Representing Collier County, Jeffrey D. Fridkin

The Chairman called the meeting to order at 9:00 a.m. Following the Pledge of Allegiance, the Chairman prefaced a [PowerPoint presentation](#) by Development Deputy Executive Director Mark Fisher by stating the purpose of this workshop meeting. He indicated the goal would be to reach a consensus resolution on the process of awarding continuing consultant contracts. Mr. Fisher provided background information and discussions to date, and narrated his presentation while responding to Board and Committee questions and comments throughout. The actual competitive selection process for both Project and Continuing Contracts was summarized by Mr. Fisher, along with identification of the criteria and Federal and FAA regulations under which the Port Authority must operate. Current and upcoming prime contracts, as well as three smaller continuing contracts, were identified in the presentation and brief discussion ensued around further questions by both entities. In response to the specific question, Mr. Fisher advised that over the last five years, all the individual task/assignment fees were either under \$1 million or over \$2 million, in relation to the decision of whether to keep the Port consistent with Lee County's \$1 million limitation.

Commissioner Hall pointed out that she was absent from the last Port Authority Board meeting, where a vote on the policy surrounding Port-awarded continuing contracts resulted in a 2-2 vote. She spoke in favor of a dialogue on spreading the work out, while Commissioner Judah highlighted the demonstrated operational efficiency of this airport under the present guidelines. Mr. Fisher then continued his presentation with additional discussion on the ASMC recommendations slide, the differentiation between the responsibilities of the ASMC and the broader concerns of the Port Board, and the ability to spread out the contractor and sub-contractor work by awarding additional contracts within FAA guidelines. ASMC member Anu Lacis suggested raising the Eligible Projects threshold to \$2 million and spreading the continuing contract award between two firms in each category which, she pointed out, would be helpful during the re-bid process as well.

Commissioner Hall commented on the role of the ASMC, expressed her concerns with the current process, and support for the suggestion of Ms. Lacis to raise the threshold to \$2 million and, to find balance, award contracts to two firms in all three categories – Architecture & Engineering, Planning & Environmental, and Construction Manager/General Contractor.

Commissioner Manning commented on the Competitive Negotiation Act and Federal guidelines that may be involved, indicated agreement with the ASMC recommendation, and noted he could support either the \$1 or \$2 million project threshold.

Commissioner Bigelow expressed interest in further exploring the recommendation of Ms. Lacis, while also expressing concern over possible disconnects with the public in general. He later stated his support for the same recommendation offered earlier by Commissioner Hall.

Commissioner Judah stated that his recommendation would be for a slight amendment to the ASMC recommendations for a 3-Year Contract Term, with two (2) one year options, agreement with the \$1 million threshold, and approval of the 3 Continuing Contracts.

Commissioner Mann expressed a desire to open the award process up to more firms, and retaining the \$1 million threshold. He said if there were a tie vote at the next meeting, he would find some common ground to get a policy in place.

At the request of Commissioner Judah, Mr. Fisher addressed guidelines for Federal grants within the Continuing Contracts categories. Commissioner Hall asked for a response from both staff and members of the ASMC on their comfort level with her suggestion to raise the threshold to \$2 million and going out to two firms for the Continuing Contracts. Mr. Baggott and Mr. Fisher both responded they would be comfortable with the \$2 million figure and Mr. Fisher also agreed that it would not be an undue burden to go out to two firms in each category. Executive Director Robert Ball pointed out potential issues with the assignment of tasks and stressed the amount of work done by the ASMC. He pointed out that the current process with lead firms has worked extremely well. Commissioner Hall responded that the County has the same challenges, and requested consensus to conduct a short experiment during this cycle with a 3 Year Contract Term as recommended by the ASMC, raise the threshold to \$2 million, and open the three categories of continuing contracts to two top firms. Mr. Ball responded that if that is the Board's direction, staff would also like the methods for assigning the tasks. Commissioner Manning asked Mr. Ball to bring back the pro's and con's of Commissioner Hall's suggestion for Board consideration.

Following brief concluding comments, the Chairman adjourned the meeting at 10:21 a.m.

ATTEST:
CHARLIE GREEN, CLERK

Deputy Clerk

[Chairman, Lee County Port Authority](#)