

# BOARD OF PORT COMMISSIONERS OF THE LEE COUNTY PORT AUTHORITY

1. **REQUESTED MOTION/PURPOSE:** Request Board concur with the ASMC rank of proposals submitted for RFP #25-0018RG for Professional On-call Airport Business Consulting Services and authorize staff to begin contract negotiations with the two top-ranked firms.
2. **FUNDING SOURCE:** N/A
3. **TERM:** 5 years
4. **WHAT ACTION ACCOMPLISHES:** Competitively selects two professional on-airport business consulting firms (Landrum & Brown, Inc. and Ricondo & Associates) to perform various financial consulting services under an on-call continuing contract.

5. **CATEGORY:** 10  
Consent Agenda

6. **ASMC MEETING DATE:** 2/18/2025

7. **BoPC MEETING DATE:** 3/6/2025

**8. AGENDA:**

- CEREMONIAL/PUBLIC PRESENTATION
- CONSENT
- ADMINISTRATIVE

**9. REQUESTOR OF INFORMATION:  
(ALL REQUESTS)**

NAME Brian W. McGonagle

DIV. Administration

**10. BACKGROUND:**

The Authority utilizes professional on-call airport business consultant services to assist with such tasks as:

- Airport rates and fees projections
- Financial feasibility reports that accompany documentation for a bond issuance
- Passenger traffic forecasts
- Passenger Facility Charge (PFC) applications
- Quarterly parking revenue monitoring
- Pay Studies
- Various other financial feasibility consulting services, as needed

Ricondo & Associates presently serves as the Authority's long-standing airport consultant with their most recent contract beginning in November 2018 and expiring in May 2025 after the latest extension. Over this period, the Authority has spent approximately \$1.2M on various airport consultant services. This is in line with spending at other similar sized airports as pointed out in some of the proposals received. As Ricondo's contract is set to expire in May 2025, the Authority advertised for Request for Proposals (RFPs) on December 13, 2024. A non-mandatory pre-proposal meeting was held on December 19, 2024, to more specifically discuss the services related to this RFP and to answer any questions from potential respondents. The RFP was advertised in the News Press, on the Port Authority's website, as well as in statewide and national aviation trade publications. On January 22, 2025, three RFPs were submitted from the following firms (listed in alphabetical order):

**11. RECOMMENDED APPROVAL**

<u>DEPUTY EXEC DIRECTOR</u>	<u>COMMUNICATIONS AND MARKETING</u>	<u>OTHER</u>	<u>FINANCE</u>	<u>PORT ATTORNEY</u>	<u>EXECUTIVE DIRECTOR</u>
Brian W. McGonagle	Victoria B. Moreland	N/A	David W. Amdor	Andrea R. Fraser	Steven C. Hennigan

**12. SPECIAL MANAGEMENT COMMITTEE RECOMMENDATION:**

APPROVED **X (7-0)**  
APPROVED as AMENDED  
DENIED  
OTHER

**13. PORT AUTHORITY ACTION:**

APPROVED  
APPROVED as AMENDED  
DENIED  
DEFERRED to  
OTHER

**Background (continued)**

- Landrum & Brown, Inc.
- Ricondo & Associates, Inc.
- Unison Consulting, Inc.

A publicly noticed Staff Evaluation Committee Meeting was held on January 28, 2025, to develop staff summaries, review comments and recommendations for the Airports Special Management Committee (ASMC) for their consideration. To assist the ASMC in their evaluation and ranking of firms, staff has prepared the attached information summarizing each of the responding RFPs. The Staff Evaluation Committee scored the RFPs as follows:

1. Landrum & Brown, Inc.
2. Ricondo & Associates, Inc.
3. Unison Consulting, Inc.

Staff recommended that the ASMC rank firms in accordance with staff's review and scoring of the written letters of proposals and request the Board authorize staff to begin contract negotiations with the top two (2) ranked firms. However, if the ASMC would like to hear oral presentations prior to their ranking, staff recommended those be held at a future ASMC meeting.

At the February 18, 2025 meeting, the ASMC ranked the firms in order of the staff scoring and recommended the Board concur with the ranking and direct staff to begin contract negotiations with the top two ranked firms, Landrum & Brown, Inc. and Ricondo & Associates, Inc. Therefore, staff requests the Board's concurrence with the ASMC ranking and recommendations.

**Attachments:**

1. Staff Summary
2. RFP #25-0018RG
3. References