

**AGENDA**  
**RETIREMENT AND INVESTMENT COMMITTEE**  
**Tuesday, September 5, 2023**  
**12:30 p.m.**

**RETIREMENT/INVESTMENT COMMITTEE**

1. Approve Minutes of the Retirement/Investment Committee Meeting of June 6, 2023.

**Discussion Item**

2. External Audit of the Pension Plans – Ashley Raden, Senior Manager and Ali Hijazi, Partner, Plante Moran

**AGENDA**  
**OPERATIONS COMMITTEE MEETING**  
**Tuesday, September 5, 2023**  
**12:40 p.m.**

**OPERATIONS COMMITTEE**

3. Approve Minutes of the Operations Committee Meeting of August 8, 2023.

**Consent Items for Consideration**

- |                  |   |
|------------------|---|
| Bill Grozdanich  | 4. Approve to increase Contract No. 7003856, for Computer Aided Design and Drafting (CADD) Software Maintenance and Support Services, with Bentley Systems, Inc., of Exton, Pennsylvania, in an amount not to exceed \$285,000, for a revised not to exceed contract amount of \$1,106,755.18.  |
| Robert Horton    | 5. Approve Purchase Order No. 280146, for Watershed Modernization, with Woolpert Inc., of Dayton, Ohio, in the amount of \$250,000.   |
| Tammy Huddleston | 6. Approve to increase Contract No. 9500749, Terminal D Sanitary Sewer Lift Stations, with Real Network Services, Inc., of Dallas, Texas, in a not to exceed amount of \$418,376.51 for a revised not to exceed Contract amount of \$2,774,193.51.  |
| Bobby Rodriguez  | 7. Approve the execution of Contract No. 7007417, for the Tank Cleaning and Filtration Services, with Filtratech Fuel Solutions, LLC, of North Richland Hills, Texas, for the initial three-year contract amount of \$47,970, and two, one-year options in the amount of \$31,980 for a total estimated contract amount of \$79,950; and that the Chief Executive Officer or designee is authorized to exercise option years at the Airport's discretion. |
|                  | 8. Approve the execution of Contract No. 7007405, for the Supply of Electrical Parts, with EPS Logix, Inc., of Dallas, Texas, for the initial three-year contract amount of \$174,307.26, and two, one-year options in the amount of \$116,204.84 for a total estimated contract amount of \$290,512.10; and that the Chief Executive Officer or designee is authorized to exercise option years at the Airport's discretion.                             |
|                  | 9. Approve to increase and extend Contract No. 7007316, for Winter Weather Equipment Assessment and Training, with Fortbrand Services LLC of Plainview, New York, in an amount not to exceed \$300,000, for a revised not to exceed contract amount of \$548,500.   |
| Lance Bodine     | 10. Approve the execution of Reimbursement Contract No. PA1056, Surveillance Software and System, with the Federal Aviation Administration Southwest Region, in an amount not to exceed \$214,023.57, for the 10-month term of the contract.  |

**Action Items for Consideration**

- |                |   |
|----------------|---|
| Robert Horton  | 11. Approve the execution of Contract No. 7007431, for Ramp Cleanliness and Environmental Emergency Response Services, with The Cleaning Guys, LLC. dba CG Environmental of Fort Worth, Texas, for the initial two-year contract amount of \$2,740,613, and two, two-year options in the amount of \$6,219,712.42 for a total estimated contract amount of \$8,960,325.42; and that the Chief Executive Officer or designee is authorized to exercise option years at the Airport's discretion. |
|                | 12. Approve the execution of Contract No. 8005558, for Environmental Consulting Services for the National Environmental Policy Act documentation, including Modeling, Related Studies, and Support Services, with HDR Engineering, Inc., of Dallas, Texas, for the initial three-year contract amount of \$6,596,750 and two one-year options in the amount of \$4,665,221.61 for a total estimated contract amount of \$11,261,971.61.   |
| Michael Youngs | 13. Approve the execution of Contract No. PA1055, for Surveillance Software and System, with Innovative Signal Analysis, Inc., of Richardson, Texas, in an amount not to exceed \$3,127,452.08, for the one-year term on the contract.  |

**DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD  
OFFICIAL BOARD ACTION/RESOLUTION**

Date	Committee	Subject	Resolution #		
09/07/2023	Operations	Computer Aided Design and Drafting Software Maintenance and Support Services			
<b>Action</b> That the Chief Executive Officer or designee be authorized to increase contract no. 7003856, for Computer Aided Design and Drafting (CADD) Software Maintenance and Support Services, with Bentley Systems, Inc., of Exton, Pennsylvania, in an amount not to exceed \$285,000, for a revised not to exceed contract amount of \$1,106,755.18.					
<b>Description</b> <ul style="list-style-type: none"><li>• Increase the contract for CADD Software Maintenance and Support Services in support of the Airport's Controls and Analytics Department.</li></ul> <b>Justification</b> <ul style="list-style-type: none"><li>• The increase will add a project-related 4-D scheduling and animation platform which will better serve Airport stakeholders with increased visibility into construction activities throughout the campus.</li><li>• Through graphic displays, the new platform will provide enhanced capability in planning traffic flows, detailed tracking of project progress, and the ability to link activities between adjoining current and/or future projects, providing a comprehensive view of all ongoing and planned construction projects and programs.</li></ul>					
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>• In accordance with the Board's historical M/WBE Program, no M/WBE goal was set due to the nature of the procurement. (Sole Source)</li></ul>					
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>• The current contract completion date of September 22, 2024 is not affected by this action.</li></ul>					
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount	
7003856			NTE \$285,000	\$1,106,755.18	
<b>For Information contact</b> Bill Grozdanich 3-1703 Casey Daniels 3-1132		<b>Fund</b> Operating Fund	<b>Project #</b>	<b>External Funding Source</b>	<b>Amount</b> \$285,000

**Additional Information**

- On September 7, 2006, by Resolution No. 2006-09-301, the Airport awarded contract No. 7003856, to Bentley Systems, Inc., of Exton, Pennsylvania.

Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to increase contract no. 7003856, for Computer Aided Design and Drafting (CADD) Software Maintenance and Support Services, with Bentley Systems, Inc., of Exton, Pennsylvania, in an amount not to exceed \$285,000, for a revised not to exceed Contract amount of \$1,106,755.18.

**Approved as to Form by**


Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 10:30 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 12:49 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:28 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**

Department Head

Aug 24, 2023 9:21 am

Pending

Chief Executive Officer

Date

# DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD

## OFFICIAL BOARD ACTION/RESOLUTION

Date	Committee	Subject	Resolution #		
09/07/2023	Operations	Watershed Modernization			
<b>Action</b> That the Chief Executive Officer of designee be authorized to issue purchase order no. 280146, for Watershed Modernization, with Woolpert Inc., of Dayton, Ohio, in the amount of \$250,000.					
<b>Description</b> <ul style="list-style-type: none"><li>Issue a purchase order for the Watershed Modernization in support of the Airport's Environmental Affairs Department.</li></ul>					
<b>Justification</b> <ul style="list-style-type: none"><li>The project allows the Airport to quickly identify and mitigate environmental releases, flood hazards, and other high-risk conditions and provide historical trending, real-time monitoring, and automated notifications.</li><li>In addition, the Watershed Modernization effort aligns with the Airport's digital strategy by enabling proactive means of identifying environmental compliance problems instead of reacting after an incident.</li><li>Replace and reposition non-functional flow meters at individually permitted outfalls to support regulatory obligations and improve data quality.</li></ul>					
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>The annual goal for the M/WBE Program is 31%.</li><li>N/A - Not subject to a goal per the Board's M/WBE Policy due to the nature of the procurement. (Goods/Finished Products)</li></ul>					
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>Purchase date: September 2023</li></ul>					
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount	
		280146	NTE \$250,000	\$0	
<b>For Information contact</b>		<b>Fund</b>	<b>Project #</b>	<b>External Funding Source</b>	<b>Amount</b>
Robert Horton 3-5563  Melissa Turner 3-5632		DFW Capital Acct	27112-01		\$250,000

**Additional Information**

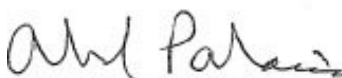
- This purchase will be made through General Services Administration (GSA) Contract No. GS-35F-0425P, which is available to local government agencies.

Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer of designee be authorized to issue purchase order no. 280146, for Watershed Modernization, with Woolpert Inc., of Dayton, Ohio, in the amount of \$250,000.

**Approved as to Form by**

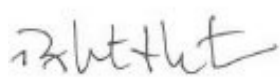

Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 10:31 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 12:49 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:29 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head  
Environmental Affairs  
Aug 23, 2023 4:52 pm

Pending

Chief Executive Officer

Date

**DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD  
OFFICIAL BOARD ACTION/RESOLUTION**

Date	Committee	Subject	Resolution #	
09/07/2023	Operations	Terminal D Sanitary Sewer Lift Stations		
<b>Action</b> That the Chief Executive Officer or designee be authorized to increase contract no. 9500749, Terminal D Sanitary Sewer Lift Stations, with Real Network Services, Inc., of Dallas, Texas, in a not to exceed amount of \$418,376.51 for a revised not to exceed Contract amount of \$2,774,193.51.				
<b>Description</b> <ul style="list-style-type: none"><li>• Increase the contract for Terminal D Sanitary Sewer Lift Stations.</li></ul>				
<b>Justification</b> <ul style="list-style-type: none"><li>• This contract includes the rehabilitation of seven sanitary sewer lift stations at Terminal D.</li><li>• During construction it was found that the original interior concrete surfaces of two of the lift stations had deteriorated more than originally anticipated in the contract documents.</li><li>• This action will compensate the contractor for the additional rehabilitation work required at these two lift stations.</li></ul>				
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>• The annual goal for the M/WBE Program is 31%</li><li>• In accordance with the Board's M/WBE Program, the M/WBE goal for this contract is 16%</li><li>• Real Network Services, Inc., a certified Minority Business Enterprise (HM-C) has committed to achieving 50.37% M/WBE participation on this specific Board Action utilizing self-performance and is currently achieving 100% M/WBE.</li><li>• Reak Network has committed to achieving the original 50.37% commitment inclusive of this Board Action.</li></ul>				
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>• The final completion date of September 29, 2023 is not affected by this action.</li></ul>				
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount
9500749			NTE \$418,376.51	\$2,774,193.51
For Information contact	Fund	Project #	External Funding Source	Amount
Tammy Huddleston 3-6132 Ilse De La Rosa 3-1730	Joint Capital Acct	26900-01		\$418,376.51



**Additional Information**

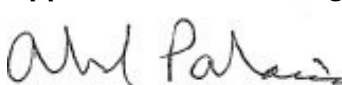
- On March 3, 2022, by Resolution No. 2022-03-038, the Airport awarded contract no. 9500749, Terminal D Sanitary Sewer Lift Stations, to Real Network Services, Inc., of Dallas, Texas.

Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to increase contract no. 9500749, Terminal D Sanitary Sewer Lift Stations, with Real Network Services, Inc., of Dallas, Texas, in a not to exceed amount of \$418,376.51 for a revised not to exceed contract amount of \$2,774,193.51.

**Approved as to Form by**


Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 10:32 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 12:50 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:29 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head

Aug 24, 2023 9:19 am

Pending

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

# DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD

## OFFICIAL BOARD ACTION/RESOLUTION

Date	Committee	Subject	Resolution #		
09/07/2023	Operations	Tank Cleaning and Filtration Services			
<b>Action</b> That the Chief Executive Officer or designee be authorized to execute contract no. 7007417, for the Tank Cleaning and Filtration Services, with Filtratech Fuel Solutions, LLC, of North Richland Hills, Texas, for the initial three-year contract amount of \$47,970, and two, one-year options in the amount of \$31,980 for a total estimated contract amount of \$79,950; and that the Chief Executive Officer or designee is authorized to exercise option years at the Airport's discretion.					
<b>Description</b> <ul style="list-style-type: none"><li>Award a contract for Tank Cleaning and Filtration Services in support of the Airport's Energy, Transportation &amp; Asset Management Department.</li></ul> <b>Justification</b> <ul style="list-style-type: none"><li>Replaces an existing contract that has been in place for five years.</li><li>Contaminated fuel consists of solids and water, through periodic tank cleanings and filtration these undesirable elements are removed.</li><li>The removal of these contaminants protects the fueling system and ensures that Airport vehicles are receiving clean fuel.</li><li>This contract also provides for the testing of the fuel for metals, which is an indicator of tank corrosion.</li></ul>					
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>The annual goal for the M/WBE Program is 31%.</li><li>In accordance with the Board's M/WBE Program, no M/WBE goal was determined for this Contract due to no availability of M/WBE firms that perform this service.</li></ul>					
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>Start Date: October 2023</li><li>Contract Term: Three years with two, one-year options</li></ul>					
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount	
7007417			NTE \$79,950	\$0	
<b>For Information contact</b> Robert Rodriguez 3-1783 Peggy Watkins 3-5619		<b>Fund</b> Operating Fund	<b>Project #</b>	<b>External Funding Source</b>	<b>Amount</b> \$79,950

**Additional Information**

- Two Bids, none from M/WBE firms, were received on or before the due date of August 1, 2023.
- Bid Tabulation attached.
- Filtratech Fuel Solutions, LLC, of North Richland Hills, Texas, is the lowest responsible, responsive Bidder.

Additional Attachments: **Y****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to execute contract no. 7007417, for the Tank Cleaning and Filtration Services, with Filtratech Fuel Solutions, LLC, of North Richland Hills, Texas, for the initial three-year contract amount of \$47,970, and two, one-year options in the amount of \$31,980 for a total estimated contract amount of \$79,950; and that the Chief Executive Officer or designee is authorized to exercise option years at the Airport's discretion.

**Approved as to Form by**


Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 10:33 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 4:57 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:30 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head  
Energy & Transportation Mgmt  
Aug 24, 2023 12:18 pm

Pending

Chief Executive Officer

Date

**Contract No. 7007417**  
**Tank Cleaning and Filtration Services**  
**Bid Tabulation**

<b>Bidders</b>	<b>Bid Amount</b>
Filtratech Fuel Solutions, LLC North Richland Hill, Texas	\$79,950
The Cleaning Guys, LLC dba CG Environmental Fort Worth, Texas	\$89,366.66

# DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD

## OFFICIAL BOARD ACTION/RESOLUTION

Date	Committee	Subject	Resolution #	
09/07/2023	Operations	Supply of Electrical Parts		
<b>Action</b> That the Chief Executive Officer or designee be authorized to execute contract no. 7007405, for the Supply of Electrical Parts, with EPS Logix, Inc., of Dallas, Texas, for the initial three-year contract amount of \$174,307.26, and two, one-year options in the amount of \$116,204.84 for a total estimated contract amount of \$290,512.10; and that the Chief Executive Officer or designee is authorized to exercise option years at the Airport's discretion.				
<b>Description</b> <ul style="list-style-type: none"><li>Award a contract for the Supply of Electrical Parts in support of the Airport's Energy, Transportation &amp; Asset Management Department.</li></ul>				
<b>Justification</b> <ul style="list-style-type: none"><li>Replaces an existing contract that has been in place for five years.</li><li>Contract will provide electrical parts and supplies to support the Airport's maintenance operations.</li><li>Electrical parts and supplies include connectors, wires, batteries, fuses, electrical terminals, and other miscellaneous electrical items.</li><li>The electrical parts will be ordered on an as-needed basis and the Airport will have no obligation to purchase any quantity under the contract.</li></ul>				
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>The annual goal for the M/WBE Program is 31%.</li><li>N/A - Not subject to a goal per the Board's M/WBE Policy due to the nature of the procurement. (Goods/Finished Products)</li><li>EPS Logix, Inc. (BM-C) is a certified Minority Business Enterprise and will be counted towards the Board's overall M/WBE Program goal.</li></ul>				
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>Start date: October 2023</li><li>Contract Term: Three years with two, one-year options</li></ul>				
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount
7007405			NTE \$290,512.10	\$0
For Information contact	Fund	Project #	External Funding Source	Amount
Robert Rodriguez 3-1783 Julian Cano 3-5076	Operating Fund			\$290,512.10

**Additional Information**

- Four Bids, all from M/WBE firms, were received on the or before the due date of July 26, 2023.
- The bids submitted by Argent Associates Inc., of Plano, Texas; Telecom Electric Supply Company, of Plano, Texas; and TKC Enterprises, Inc., of Irving, Texas, were determined non-responsive as the submissions did not meet the specifications outlined in the Airport's solicitation.
- EPS Logix, Inc., of Dallas, Texas, is the lowest responsible, responsive Bidder.

Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to execute contract no. 7007405, for the Supply of Electrical Parts, with EPS Logix, Inc., of Dallas, Texas, for the initial three-year contract amount of \$174,307.26, and two, one-year options in the amount of \$116,204.84 for a total estimated contract amount of \$290,512.10; and that the Chief Executive Officer or designee is authorized to exercise option years at the Airport's discretion.

**Approved as to Form by**


Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 10:33 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 4:58 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:31 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head  
Energy & Transportation Mgmt  
Aug 24, 2023 12:18 pm

Pending

Chief Executive Officer

Date

# DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD

## OFFICIAL BOARD ACTION/RESOLUTION

Date	Committee	Subject	Resolution #		
09/07/2023	Operations	Winter Weather Equipment Assessment and Training			
<b>Action</b> That the Chief Executive Officer or designee be authorized to increase and extend contract no. 7007316, for Winter Weather Equipment Assessment and Training, with Fortbrand Services LLC of Plainview, New York, in an amount not to exceed \$300,000, for a revised not to exceed contract amount of \$548,500.					
<b>Description</b> <ul style="list-style-type: none"><li>• Increase and extend the contract for Winter Weather Equipment Assessment and Training in support of the Airport's Energy, Transportation &amp; Asset Management Department.</li></ul> <b>Justification</b> <ul style="list-style-type: none"><li>• This contract provides assessment, annual training for operators and mechanics, preventative maintenance services, and repairs for Vammas OEM equipment.</li><li>• Providing additional capacity will mitigate winter weather risks in support of critical runway operations.</li></ul>					
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>• The annual goal for the M/WBE Program is 31%.</li><li>• In accordance with the Board's M/WBE Program, no M/WBE goal was determined for this Contract due to no availability of M/WBE firms that perform this service.</li></ul>					
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>• Current contract completion date: October 2023</li><li>• Revised contract completion date: October 2024</li></ul>					
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount	
7007316			NTE \$300,000	\$548,500	
<b>For Information contact</b> Robert Rodriguez 3-1783 Peggy Watkins 3-5619		<b>Fund</b> Operating	<b>Project #</b>	<b>External Funding Source</b>	<b>Amount</b> \$300,000

**Additional Information**

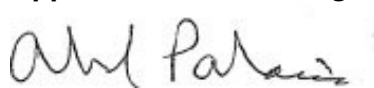
- On October 13, 2022, by Resolution No. 2022-10-232, the Airport awarded contract no. 7007316, for Winter Weather Equipment Assessment and Training, with Fortbrand Services LLC of Plainview, New York.

Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to increase and extend contract no. 7007316, for Winter Weather Equipment Assessment and Training, with Fortbrand Services LLC of Plainview, New York, in an amount not to exceed \$300,000, for a revised not to exceed contract amount of \$548,500.

**Approved as to Form by**


Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 10:53 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 4:58 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:31 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head  
Energy & Transportation Mgmt  
Aug 24, 2023 12:18 pm

Pending

Chief Executive Officer

Date



# DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD

## OFFICIAL BOARD ACTION/RESOLUTION

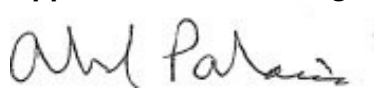
Date	Committee	Subject	Resolution #	
09/07/2023	Operations	FAA Reimbursement Agreement - Surveillance Software and System		
<b>Action</b> That the Chief Executive Officer or designee be authorized to execute Reimbursement contract no. PA1056, Surveillance Software and System, with the Federal Aviation Administration Southwest Region, in an amount not to exceed \$214,023.57, for the 10-month term of the contract.				
<b>Description</b> <ul style="list-style-type: none"><li>The agreement will authorize the Federal Aviation Administration (FAA) to provide support during the Surveillance Software and System project.</li></ul>				
<b>Justification</b> <ul style="list-style-type: none"><li>The agreement provides funding for FAA services limited to labor, travel and expenses required to perform limited technical and/or engineering support, design and construction services to support the Airport's Indirect Access Security Electronics installation project, impacting FAA NAS facilities including Airport Air Traffic Control Tower.</li><li>Surveillance cameras will be installed on the FAA East and West ATC Towers. These cameras will significantly enhance security measures for the Airport's AOA perimeter. The cameras will also allow for enhanced security monitoring for critical airport infrastructure, including north and south sub-stations and fuel farm.</li><li>The technology also allows for improved monitoring of airfield vehicle and aircraft movement as well as wildlife tracking.</li></ul>				
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>The annual goal for the M/WBE Program is 31%.</li><li>In accordance with the Board's M/WBE Program, no M/WBE goal was determined for this Contract due to limited availability of M/WBE firms that perform this service.</li></ul>				
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>Start Date: September 2023</li><li>Agreement Duration: Ten months</li></ul>				
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount
PA1056			NTE \$214,023.57	\$0
For Information contact	Fund	Project #	External Funding Source	Amount
Lance Bodine 3-4960 Casey Daniels 3-1132	Joint Capital Acct			\$214,023.57

**Additional Information**Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to execute Reimbursement contract no. PA1056, Surveillance Software and System, with the Federal Aviation Administration Southwest Region, in an amount not to exceed \$214,023.57, for the 10-month term of the contract.

**Approved as to Form by**


Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 10:28 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 12:49 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:27 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head

Aug 24, 2023 10:33 am

Pending

Chief Executive Officer

Date

**DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD  
OFFICIAL BOARD ACTION/RESOLUTION**

Date	Committee	Subject	Resolution #	
09/07/2023	Operations	Ramp Cleanliness and Environmental Emergency Response Services		
<b>Action</b> That the Chief Executive Officer or designee be authorized to execute contract no. 7007431, for Ramp Cleanliness and Environmental Emergency Response Services, with The Cleaning Guys, LLC. dba CG Environmental of Fort Worth, Texas, for the initial two-year contract amount of \$2,740,613, and two, two-year options in the amount of \$6,219,712.42 for a total estimated contract amount of \$8,960,325.42; and that the Chief Executive Officer or designee is authorized to exercise option years at the Airport's discretion.				
<b>Description</b> <ul style="list-style-type: none"><li>Award a contract for Ramp Cleanliness and Environmental Emergency Response Services in support of the Airport's Environmental Affairs Department.</li></ul> <b>Justification</b> <ul style="list-style-type: none"><li>Replaces an existing contract that has been in place for one year.</li><li>Provides all labor, equipment, materials, and transportation for ramp cleaning and emergency response under the contract.</li><li>Ensures a clean and safe work environment for Airport and tenant employees. In addition, these services will prevent impacts from stormwater runoff to surrounding surface water bodies.</li></ul>				
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>The annual goal for the M/WBE Program is 31%.</li><li>In accordance with the Board's M/WBE Program, the M/WBE Program goal for this contract is 25%.</li><li>The Cleaning Guys, LLC dba CG Environmental has committed to achieving 25% M/WBE participation utilizing Facilities Consulting Group, Inc. (BM-C).</li></ul>				
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>Start Date: October 2023</li><li>Contract Term: Two years with two, two-year options</li></ul>				
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount
7007431			NTE \$8,960,325.42	\$0
For Information contact	Fund	Project #	External Funding Source	Amount
Robert Horton 3-5563 Helen Chaney 3-2523	Various			\$8,960,325.42

**Additional Information**

- Five Bids, including one from a M/WBE firm, were received on the or before the due date of July 20, 2023.
- Bid Tabulation attached.
- The Bids submitted by US Ecology Houston, Inc. of Grand Prairie, Texas, and All Janitorial Professional Services, Inc., of Plano, Texas, were determined non-responsive as the submissions did not meet the specifications outlined in the Airport's solicitation.
- The Cleaning Guys, LLC. dba CG Environmental of Fort Worth is the lowest responsible, responsive Bidder and is the incumbent.

Additional Attachments: **Y****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to execute contract no. 7007431, for Ramp Cleanliness and Environmental Emergency Response Services, with The Cleaning Guys, LLC. dba CG Environmental of Fort Worth, Texas, for the initial two-year contract amount of \$2,740,613, and two, two-year options in the amount of \$6,219,712.42 for a total estimated contract amount of \$8,960,325.42; and that the Chief Executive Officer or designee is authorized to exercise option years at the Airport's discretion.

**Approved as to Form by**

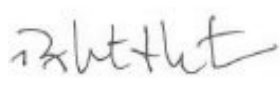

Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 11:05 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 12:50 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:31 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head  
Environmental Affairs  
Aug 23, 2023 4:54 pm

Pending

Chief Executive Officer

Date

**Contract No. 7007431**  
**Ramp Cleanliness and Environmental Emergency Response Services**  
**Bid Tabulation**

<b>Bidders</b>	<b>Bid Amount</b>
The Cleaning Guys, LLC. Dba CG Environmental Fort Worth, Texas	\$8,960,325.42
REAL Network Services, Inc. Dallas, Texas <sup>N1</sup>	\$14,235,191.70
Nitty Gritty Powerwashing & Mobile Services LLC Fort Worth, Texas <sup>N1N2</sup>	\$5,685,742.56 (Partial Bid)
<b>Note:</b> <ol style="list-style-type: none"><li>1. M/WBE certificated through the North Central Texas Certification Agency</li><li>2. The bid price variance is attributed to higher mobilization costs and staffing rates.</li></ol>	

**DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD  
OFFICIAL BOARD ACTION/RESOLUTION**

Date	Committee	Subject	Resolution #		
09/07/2023	Operations	Environmental Consulting Services			
<b>Action</b> That the Chief Executive Officer or designee be authorized to execute contract no. 8005558, for Environmental Consulting Services for the National Environmental Policy Act documentation, including Modeling, Related Studies, and Support Services, with HDR Engineering, Inc., of Dallas, Texas, for the initial three-year contract amount of \$6,596,750 and two one-year options in the amount of \$4,665,221.61 for a total estimated contract amount of \$11,261,971.61.					
<b>Description</b> <ul style="list-style-type: none"><li>Award a contract for Environmental Consulting Services for the National Environmental Policy Act documentation, Including Modeling, Related Studies, and Support Services in support of the Airport's Environmental Affairs Department.</li></ul>					
<b>Justification</b> <ul style="list-style-type: none"><li>This replaces an existing contract that has been in place for five years.</li><li>Federal laws require that DFW evaluate the potential impacts of development projects across 21 environmental categories. This need for NEPA is triggered by projects that modify the Airport Layout Plan or receive federal funding. The NEPA documents are developed cooperatively between Environmental Affairs staff and qualified consultants using data reports in accordance with all applicable federal and state laws.</li></ul>					
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>The annual goal for the M/WBE Program is 31%.</li><li>In accordance with the Board's M/WBE Program, the M/WBE Program goal for this contract is 20%.</li><li>HDR Engineering Inc. has committed to achieving 24% M/WBE participation utilizing Integrated Environmental Solutions (WF-C: 12%), Komatsu Architecture (PM-C: 10%) and Viridis Consulting (HF-C: 2%).</li></ul>					
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>Start Date: October 2023</li><li>Contract Term: Three years with two, one-year options</li></ul>					
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount	
8005558			NTE \$11,261,971.61	\$0	
<b>For Information contact</b>		<b>Fund</b>	<b>Project #</b>	<b>External Funding Source</b>	<b>Amount</b>
Robert Horton 3-5563		Various			\$11,261,971.61
Helen Chaney 3-2523					

**Justification Continued**

- Significant environmental changes have occurred in recent years, which require a uniquely qualified consultant to conduct air and noise modeling. This Contract will secure the services of a qualified environmental consultant, as required by federal and state regulations. These environmental services include, but not limited to, air modeling as required by the Clean Air Act, Wetlands/Waters of the U.S. delineations in accordance with the Clean Water Act, Protected Species Assessment in compliance with the Endangered Species Act, and historical, archeological, cultural resource assessments as required by the National Historic Preservation Act and the Antiquities Code of Texas, as well as other specialized environmental services.
- All services will be ordered on an as-needed basis and the Airport will have no obligation to purchase any quantity under the Contract.

**Additional Information**

- Two Proposals, one from a M/WBE firm, were received on or before the due date of July 10, 2023.
  - ◆ HDR Engineering, Inc., Dallas, Texas
  - ◆ Integrated Environmental Solutions, LLC, McKinney, Texas, the incumbent: M/WBE certified through the North Central Texas Regional Certification Agency
- Based on evaluations of the Proposals, the evaluation committee recommends award of the Contract to HDR Engineering, Inc., Dallas, Texas.

Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to execute contract no. 8005558, for Environmental Consulting Services for the National Environmental Policy Act documentation, including Modeling, Related Studies, and Support Services, with HDR Engineering, Inc., of Dallas, Texas, for the initial three-year contract amount of \$6,596,750 and two one-year options in the amount of \$4,665,221.61 for a total estimated contract amount of \$11,261,971.61.

**Approved as to Form by**

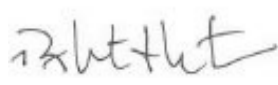

Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 11:11 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 12:51 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:31 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head  
Environmental Affairs  
Aug 23, 2023 4:57 pm

Pending

Chief Executive Officer

Date

**DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD  
OFFICIAL BOARD ACTION/RESOLUTION**

Date	Committee	Subject	Resolution #		
09/07/2023	Operations	Surveillance Software and System			
<b>Action</b> That the Chief Executive Officer or designee be authorized to execute contract no. PA1055, for Surveillance Software and System, with Innovative Signal Analysis, Inc., of Richardson, Texas, in an amount not to exceed \$3,127,452.08, for the one-year term on the contract.					
<b>Description</b> <ul style="list-style-type: none"><li>• Provide a surveillance system software and system for the Airport's Integrated Operations Center.</li></ul> <b>Justification</b> <ul style="list-style-type: none"><li>• Provide the Integrated Operations Center with a multi-source three-dimensional surveillance detection and tracking system to enhance moving object detection capabilities.</li><li>• Implement technology to avoid security vulnerabilities and mitigate the airport's risk for security breaches or possible infrastructure attacks through long-range monitoring of the airport perimeter and airfield.</li><li>• Monitor all ground aircraft movement and wildlife movement.</li><li>• Monitor Fuel and De-Icing Tanks and power substations.</li></ul>					
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>• The annual goal for the M/WBE Program is 31%.</li><li>• In accordance with the Board's M/WBE Program, no M/WBE goal was determined for this Contract due to limited availability of M/WBE firms that perform this service.</li></ul>					
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>• Start Date: October 2023</li><li>• Contract Term: One year</li></ul>					
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount	
PA1055			NTE \$3,127,452.08	\$0	
<b>For Information contact</b>		<b>Fund</b>	<b>Project #</b>	<b>External Funding Source</b>	<b>Amount</b>
Michael Youngs 3-5350 Ron Duncan 3-5613		Joint Capital Acct			\$3,127,452.08



**Additional Information**

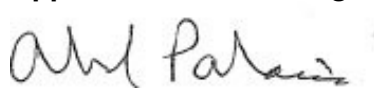
- The Contract is being made through the Federal General Services Administration (GSA), Contract No. GS-35F-395GA, which is available to local government agencies.

Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to execute contract no. PA1055, for Surveillance Software and System, with Innovative Signal Analysis, Inc., of Richardson, Texas, in an amount not to exceed \$3,127,452.08, for the one-year term on the contract.

**Approved as to Form by**


Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 11:14 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 12:51 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:32 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head

Aug 24, 2023 10:32 am

Pending

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

**AGENDA**  
**FINANCE, AUDIT, and IT COMMITTEE MEETING**  
**Tuesday, September 5, 2023**  
**12:45 p.m.**

**FINANCE, AUDIT, and IT COMMITTEE**

14. Approve Minutes of the Finance/Audit Committee Meeting of August 8, 2023.

**Consent Items for Consideration**

- |                 |  |
|-----------------|--|
| Catrina Gilbert | 15. Approve to renew coverage for Automobile Liability Insurance with the Texas Municipal League Intergovernmental Risk Pool (TMLIRP), in the amount of \$55,000.  |
|                 | 16. Approve to bind and procure Environmental Liability Insurance with Great American Insurance Company, effective October 15, 2023, in the amount of \$83,960.  |
|                 | 17. Approve to bind and procure Airport Public Officials Liability Coverage with ACE Insurance Company (a subsidiary of Chubb), effective October 1, 2023, in the amount of \$142,690.   |
| Cyril Puthoff   | 18. Approve the execution of Contract No. 8005579, for Learning Management Software, with Carahsoft Technology Corp., of Reston, Virginia, for the initial one-year contract amount of \$123,544.43, and two annual, one-year renewal options in the amount of \$247,544.43, for a total estimated contract amount of \$371,088.86; and that the Chief Executive Officer or designee is authorized to exercise option years at the Airport's discretion. |

**Action Items for Consideration**

- |                |   |
|----------------|---|
| Donnell Harvey | 19. Approve the execution of a Reimbursement Agreement with American Airlines, Inc. (AA) for the Reconstruction of 1E Cargo Road and Construction of a Midfield Security Checkpoint project in an amount not to exceed \$8,965,173. |
| Aaron Munoz    | 20. Approve Audit Services' Fiscal Year 2024 Annual Plan.   |
| Ron Traw       | 21. Approves the Fiscal Year 2024 Annual Budget for the DFW Airport's Public Facility Improvement Corporation.  |

- |                                 |   |
|---------------------------------|---|
| Cyril Puthoff<br>Michael Youngs | 22. Approve the execution of Contract No. PA1061, for Human Resources Information System, with Precision Task Group, Inc., of Houston, Texas, for the initial 10-year contract amount of \$8,131,086, and five, one-year options in the amount of \$5,366,649, for a total estimated contract of \$13,497,735.  |
| Cyril Puthoff<br>Michael Youngs | 23. Approve the execution of Contract No. PA1059, for Accenture Consulting Services with Accenture LLC, of Austin, Texas, for the two-year term of the contract in an amount not to exceed \$8,315,244.   |
| Michael Youngs                  | <p>24. Approve to increase Contract No. 8005466, Oracle Cloud Services, with Oracle America, Inc., of Redwood Shores, California, in an amount not to exceed \$650,000, for a revised not to exceed contract amount of \$7,028,360.</p> <p>25. Approve the execution of Contract No. PA1057, Electronic Record Management System and Maintenance, with Cities Digital, Inc., for the five-year term of the contract in an amount not to exceed of \$963,273.</p> <p>26. Approve the execution of Contract No. 8005556, for Predictive Automated Requisitioning Inventory Management System, with Dahlgren Duck &amp; Associates, LLC dba Inventory Smart of Dallas, Texas, for the initial one-year contract amount of \$187,000, and four, one-year options in the amount of \$785,867.50, for a total estimated contract amount of \$972,867.50; and that the Chief Executive Officer or designee is authorized to exercise option years at the Airport's discretion.</p> |

**Discussion Item**

- |            |   |
|------------|---|
| Tamela Lee | 27. Monthly D/S/M/WBE Expenditure Report. |
|            | 28. Solicitation Rejection Report.        |

**DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD  
OFFICIAL BOARD ACTION/RESOLUTION**

Date	Committee	Subject	Resolution #	
09/07/2023	Finance/Audit	Automobile Liability Insurance		
<b>Action</b> That the Chief Executive Officer or designee be authorized to renew coverage for Automobile Liability Insurance with the Texas Municipal League Intergovernmental Risk Pool (TMLIRP), in the amount of \$55,000.				
<b>Description</b> <ul style="list-style-type: none"><li>This action will authorize the renewal of the Airport's Automobile Liability Insurance, in the amount of \$55,000, by the Airport's Risk Management Department.</li></ul> <b>Justification</b> <ul style="list-style-type: none"><li>This is a renewal policy under an interlocal agreement with the Texas Municipal League (TML) for automobile liability insurance coverage.</li><li>This policy allows the airport to meet statutory requirements for financial responsibility for automobile/driving exposures.</li><li>Automobile Liability Insurance provides protection from third parties for liability exposures and losses caused by an auto accident involving an Airport owned/leased vehicle.<ul style="list-style-type: none"><li>The coverage includes protection for personal injury and property damage to others.</li><li>Coverage Limits - \$1,000,000</li><li>Deductible - \$0.</li><li>10% increase over expiring.</li></ul></li></ul>				
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>The annual goal for the M/WBE Program is 31%.</li><li>N/A - Not subject to a goal per the Board's M/WBE Policy due to the nature of the procurement. (Insurance Premium)</li></ul>				
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>Policy period: October 1, 2023 - October 1, 2024.</li></ul>				
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount
			\$55,000	\$0
For Information contact	Fund	Project #	External Funding Source	Amount
Catrina Gilbert 3-5655	Operating Fund			\$55,000

**Additional Information**

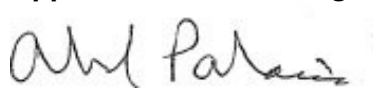
- Program allows authorized vehicles off-property for Airport business purposes. List is updated as vehicles are needed, replaced or removed from service. TML is part of an inter-governmental organization providing liability coverages for government entities.

Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to renew coverage for Automobile Liability Insurance with the Texas Municipal League Intergovernmental Risk Pool (TMLIRP), in the amount of \$55,000.

**Approved as to Form by**


Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 11:24 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 12:51 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:32 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head

Aug 24, 2023 10:27 am

Pending

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

**DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD  
OFFICIAL BOARD ACTION/RESOLUTION**

<b>Date</b>	<b>Committee</b>	<b>Subject</b>	<b>Resolution #</b>
09/07/2023	Finance/Audit	Environmental Pollution Liability Insurance Renewal	
<b>Action</b> That the Chief Executive Officer or designee be authorized to bind and procure Environmental Liability Insurance with Great American Insurance Company, effective October 15, 2023, in the amount of \$83,960.			
<b>Description</b> <ul style="list-style-type: none"> <li>This action will authorize the procurement of Environmental Pollution Liability Insurance with Great American Insurance Company, in the amount of \$83,960, by the Airport's Risk Management Department through Broker of Record Marsh, USA, LLC</li> </ul> <b>Justification</b> <ul style="list-style-type: none"> <li>The Environmental Pollution Liability Insurance policy will cover Airport liability exposures, including bodily injury, and property damage arising from a pollution event or condition (spills, leaks, explosions, mold or release) or arising from the transportation of waste materials.               <ul style="list-style-type: none"> <li>Renewal represents a flat premium 3.8% decrease from 2022/2023.</li> <li>Per Occurrence Limits are \$15,000,000</li> <li>Aggregate Limits - \$15,000,000</li> <li>Per Occurrence Deductible/Retention - \$500,000</li> <li>Aggregate Deductible/Retention - \$500,000</li> <li>Incumbent carrier, Great American E &amp; S Insurance Company, was selected based upon ability to offer broadest available terms &amp; coverages.</li> </ul> </li> </ul>			
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"> <li>The annual goal for the M/WBE Program is 31%.</li> <li>N/A - Not subject to a goal per the Board's M/WBE Policy due to the nature of the procurement. (Insurance Premium)</li> </ul>			
<b>Schedule/Term</b> <ul style="list-style-type: none"> <li>Policy period: October 15, 2023, through October 1, 2024</li> </ul>			
<b>Contract #</b>	<b>Agreement #</b>	<b>Purchase Order #</b>	<b>Action Amount</b> NTE \$83,960
			<b>Revised Amount</b> \$0
<b>For Information contact</b>	<b>Fund</b>	<b>Project #</b>	<b>External Funding Source</b> Amount
Catrina Gilbert 3-5535	Operating Fund		\$83,960

## Additional Information

- Incumbent insurance carrier:
  - ◆ Great American E & S Insurance Company, an A. M. Best A XV rated carrier.
  - ◆ The market solicitation was managed through the office of Marsh, USA, LLC
  - ◆ 5 major carriers in the pollution liability market were solicited and 2 submitted a proposal. Negotiations with the carrier were negotiated to produce the recommended coverage and pricing.
  - ◆ 2 carriers provided a quote.
    - ◇ Beazley, the premium and terms did not meet the airport's needs.
    - ◇ Great American (Incumbent), recommended carrier is Great American Insurance Company, an A. M. Best A XV rated carrier. Defense costs are included as a coverage and are outside the stated insurance limits.

Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to bind and procure Environmental Liability Insurance with Great American Insurance Company, effective October 15, 2023, in the amount of \$83,960.

**Approved as to Form by**


Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 11:25 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 12:52 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:35 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head

Aug 24, 2023 10:27 am

Pending

Chief Executive Officer

Date

# DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD

## OFFICIAL BOARD ACTION/RESOLUTION

Date	Committee	Subject	Resolution #	
09/07/2023	Finance/Audit	Public Officials Liability Insurance		
<b>Action</b> That the Chief Executive Officer or designee be authorized to bind and procure Airport Public Officials Liability Coverage with ACE Insurance Company (a subsidiary of Chubb), effective October 1, 2023, in the amount of \$142,690.				
<b>Description</b> <ul style="list-style-type: none"><li>This action will authorize the procurement of Public Officials Liability Insurance with ACE Insurance Company, (a subsidiary of Chubb), in the amount of \$142,690, by the Airport's Risk Management Department.</li></ul> <b>Justification</b> <ul style="list-style-type: none"><li>The Public Officials Liability Insurance policy will cover errors and omissions for all officers, directors, selected or appointed officials.<ul style="list-style-type: none"><li>◆ Renewal represents a 6.1% premium increase from FY2022 to FY2023.</li><li>◆ Per Occurrence Limits - \$5,000,000.00</li><li>◆ Aggregate Limits - \$10,000,000.00</li><li>◆ Per Claim Deductible/Retention - \$100,000.00</li></ul></li></ul>				
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>The annual goal for the M/WBE Program is 31%.</li><li>N/A - Not subject to a goal per the Board's M/WBE Policy due to the nature of the procurement. (Insurance Premium)</li></ul>				
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>Policy period: October 1, 2023 - October 1, 2024</li></ul>				
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount
			NTE \$142,690	\$0
For Information contact	Fund	Project #	External Funding Source	Amount
Catrina Gilbert 3-5535	Operating Fund			\$142,690



**Additional Information**

- 2023/2024 coverage terms will remain the same as expiring.
- Incumbent Insurance Carrier: ACE American Insurance Company (a subsidiary of Chubb), An A.M. Best A++XV rated carrier.
- The market solicitation was managed through the office of Marsh, USA, LLC.
- (6) carriers were solicited.
  - ◆ Ace, Incumbent
  - ◆ Zurich
  - ◆ AIG
  - ◆ Philadelphia
  - ◆ PGU
- Only One carrier provided a quote:
  - ◆ ACE American Insurance Company (A Subsidiary of Chubb) - Incumbent

Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to bind and procure Airport Public Officials Liability Coverage with ACE Insurance Company (a subsidiary of Chubb), effective October 1, 2023, in the amount of \$142,690.

**Approved as to Form by**


Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 11:26 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 12:52 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:35 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head

Aug 24, 2023 10:27 am

**Chief Executive Officer**

Pending

Date

**DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD  
OFFICIAL BOARD ACTION/RESOLUTION**

Date	Committee	Subject	Resolution #	
09/07/2023	Finance/Audit	Learning Management Software - Success Factors		
<b>Action</b> That the Chief Executive Officer or designee be authorized to execute contract no. 8005579, for Learning Management Software, with Carahsoft Technology Corp., of Reston, Virginia, for the initial one-year contract amount of \$123,544.43, and two annual, one-year renewal options in the amount of \$247,544.43, for a total estimated contract amount of \$371,088.86; and that the Chief Executive Officer or designee is authorized to exercise option years at the Airport's discretion.				
<b>Description</b> <ul style="list-style-type: none"><li>Award a contract for the purchase and implementation of Learning Management Software in support of the Airport's Human Resources Department.</li></ul> <b>Justification</b> <ul style="list-style-type: none"><li>The Learning Management System (LMS) provides a centralized platform for organizing, delivering, and tracking the Airport's learning and development initiatives This centralized approach ensures employees have easy access to learning materials, reduces administrative burden, and streamlines the learning process for employees and external partners.</li><li>This new contract is with the Airport's existing vendor and is extending that relationship through a cooperative procurement.</li></ul>				
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>The annual goal for the M/WBE Program is 31%.</li><li>N/A - Not subject to a goal per the Board's M/WBE Policy due to the nature of the procurement. (Interlocal/Interagency Agreement)</li></ul>				
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>Start Date: October 2023</li><li>Contract Term: One year, with annual one-year options</li></ul>				
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount
8005579			NTE \$371,088.86	\$0
For Information contact	Fund	Project #	External Funding Source	Amount
Cyril Puthoff 3-3400 Jeremy Jones 3-2166	Operating Fund			\$371,088.86

**Additional Information**

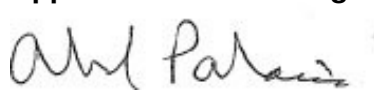
- This contract will be made through General Services Administration (GSA), Contract No. 47QSWA18D008F, which is available to local government agencies, and was approved by the Resolution No. 94-08-215, dated August 4, 1994.

Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to execute contract no. 8005579, for Learning Management Software, with Carahsoft Technology Corp., of Reston, Virginia, for the initial one-year contract amount of \$123,544.43, and two annual, one-year renewal options in the amount of \$247,544.43, for a total estimated contract amount of \$371,088.86; and that the Chief Executive Officer or designee is authorized to exercise option years at the Airport's discretion.

**Approved as to Form by**


Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 11:26 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 12:52 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:36 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head  
Human Resources  
Aug 22, 2023 9:07 am

Pending

Chief Executive Officer

Date

# DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD

## OFFICIAL BOARD ACTION/RESOLUTION

Date	Committee	Subject	Resolution #
09/07/2023	Finance/Audit	Reimbursement Agreement with American Airlines, Inc for the Reconstruction of 1E Cargo Road and Construction of a Midfield Security Checkpoint	

### Action

That the Chief Executive Officer or designee be authorized to execute a Reimbursement Agreement with American Airlines, Inc. (AA) for the Reconstruction of 1E Cargo Road and Construction of a Midfield Security Checkpoint project in an amount not to exceed \$8,965,173.

### Description

- DFW Signatory Airlines approved a Majority-In-Interest capital improvement request for the Reconstruction of 1E Cargo Road and Construction of a Midfield Security Checkpoint.
- This action is for a Reimbursement Agreement with AA for the design and construction of the 1E Cargo Road and Midfield Security Checkpoint in an amount not to exceed \$8,965,173.
- Upon execution of a Reimbursement Agreement with AA, the Airport will agree to reimburse AA (or its contractors) for the design and construction costs of the project.

### Justification

- The 1E Cargo Road was constructed as a concrete road in 1995 and was not designed to accommodate the current heavier traffic. The road also has four high-mast light poles in the center which hinders movement. Due to increased traffic and road deterioration, reconstruction of the road is needed for safety and continued support of the increased traffic.
- Technology enhancement implementation of the Midfield Security Checkpoint, from 1E cargo facilities to the secure area via the cargo road, will heighten security measures.

### D/S/M/WBE Information

- American Airlines has set a 31% M/WBE goal on reimbursable agreement projects.
- American Airlines has awarded this contract to Fast-Trak Construction.
- Fast-Trak Construction (M/WBE: WF-C) has committed to achieving 59% M/WBE participation including 19% self-performance and 40% subcontracting participation; see attached list of subcontractors.
- The 59% M/WBE committed participation excludes \$1.16M in Owner's (American Airlines) contingency. Any M/WBE participation achieved on the contingency amount will be credited toward the M/WBE commitment.

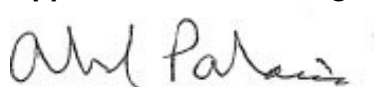
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount
			NTE \$8,965,173.00.	\$0
For Information contact	Fund	Project #	External Funding Source	Amount
Donnell Harvey	Joint Capital Acct	26935-01		\$7,618,150.00
3-4640	Joint Capital Acct	26829-04		\$1,347,023.00

**Additional Information**Additional Attachments: **Y****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to execute a Reimbursement Agreement with American Airlines, Inc. (AA) for the Reconstruction of 1E Cargo Road and Construction of a Midfield Security Checkpoint project in an amount not to exceed \$8,965,173.00.

**Approved as to Form by**


Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 11:26 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 12:53 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:37 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head

Aug 24, 2023 11:12 am

Pending

Chief Executive Officer

Date



## CORPORATE REAL ESTATE COST ESTIMATE

**DOES NOT INCLUDE IT COSTS**

For Use for Five Point Justification

ESTIMATE EXPIRES:

**1E Cargo Road Reconstruction and Midfield Security Checkpoint**

Date: July 23, 2023

Revision Date:

CRE Project #: DFW880C

Estimated by: S. Coldwell

CRE PROJECT ITEMS					QUOTE BY	CAPITAL	EXPENSE
DESCRIPTION	QTY.	UNIT	UNIT PRICE	EXT. \$ (IN USD)			
Div 0: Procurement and Contracting Requirements	1	1	1,487,547	1,487,547			1,487,547
Div 1: General Requirements	1	1	742,712	742,712			742,712
Div 2: Existing Conditions (demolition)	1	1	1,782,404	1,782,404			1,782,404
Div 3: Concrete	1	1	2,145,288	2,145,288			2,145,288
Div 13: Special Construction	1	1	193,345	193,345			193,345
Div 16: Electrical	1	1	151,000	151,000			151,000
Div 27: Communications	1	1	177,234	177,234			177,234
Div 33: Utilities	1	1	200,175	200,175			200,175
				-			
				-			
<b>HARD COST SUB-TOTAL</b>				6,879,705		-	<b>6,879,705</b>
Insurance				Included Above	-	-	-
Bond				Included Above	-	-	-
Permits & Fees				Included Above	-	-	-
Program Management Fees				7.79%	536,080	-	536,080
Architectural & Engineering Fees				5.52%	380,018	-	380,018
<b>SOFT COST SUB-TOTAL</b>					<b>916,098</b>	-	<b>916,098</b>
0.00% <b>TAXES</b>					-	-	-
15.0% <b>CONTINGENCY</b>				1,169,370.00		-	1,169,370.00

CRE COSTS \$0 8,965,173.00

TOTAL CRE COSTS 8,965,173.00

**Assumptions**

1. Assumes no environmental issues, testing or abatement beyond what is scoped
2. Assumes no significant adjustments to civil, drainage, sub-surface, HVAC, electrical or data systems beyond what is scoped.
3. Assumes that there are no building, structure or significant fire code upgrades/modifications needed.
4. Assumes that existing electrical will suffice and no new panels, sub-panels or transformers are required.

**Exclusions****1. Excludes any IT equipment such as FIDS, computers, printers, switches, patch panels, etc. IT to provide independent quote (PRR).**

2. Excludes concrete repair, mono coat repair, removal of obstructions not visible due to no access to ceiling prior to bid, all electrical home runs, new panels or transformers, major floor prep beyond what is scoped in the drawings.
3. Excludes construction and/or temporarily power, water, lighting, restrooms and HVAC beyond what was scoped in the drawings
4. Excludes seismic requirements
5. Excludes any special permit or testing fees
6. Unforeseen structural, electrical, framing, plumbing and/or code related issues
7. Unforeseen structural, electrical, framing, plumbing and/or code related issues

**Exhibit M**  
**Participation in Diversity Program**

AA Project No.:

AA Project Title:

AA DFW 1E Cargo Rd Midfield Inspection Point

Name of Tier 1 and Tier 2 Subcontractor, Vendor, or Supplier	Diversity Certification	Tier	Ethnicity	Description of Materials or Services Provided	Dollar Amount of Work	Percentage of Work
<b>Fast-Trak Construction</b>	<b>WBE</b>	<b>1</b>	<b>White Female</b>	<b>General Contractor</b>	<b>\$1,487,547.00</b>	<b>19%</b>
Pennington Commercial	WBE	2	White Female	Concrete	\$2,129,839.00	27%
Intex Electric	MBE	2	American Indian	Electrical	\$151,000.00	2%
ABLe Communications	MBE	2	Hispanic Male	Electrical	\$177,234.00	2%
<b>Non-Diverse Contractors</b>						
Sitework		2		Demo and Grading	\$1,782,404.00	23%
Utilities		2		SS at building, storm drain on site	\$200,175.00	3%
Joint Sealant		2		CJ 15' OCEW, & EJ 60' OCEW	\$15,449.00	0%
TCP		2		Barriers, flag men	\$288,000.00	4%
Fencing		2		SIDA fencing, cable barriers & arms	\$454,712.00	6%
Guard House		2		Guard House	\$193,345.00	2%
FSB Architect and Engineers						
FSB - AE		1		Architectural & Engineering	\$153,218.00	2%
Civil Consultant		2			\$28,000.00	0%
Comm/Security Consultant		2			\$10,000.00	
RM Chin & Associates, Inc						
RM Chin & Associates, Inc	MBE	1	Asian Female	Project Management Services	\$474,080.00	6%
NovaTech						
NovaTech		1		IT Services	\$63,800.00	1%
Gorrondona Engineering Services						
Gorrondona Engineering Services	MBE	1	Hispanic Male	Land Surveyor	\$125,000.00	2%
Pure Associates						
Pure Associates	MBE	1	Black Male	Project Auditor	\$62,000.00	1%
<b>Specified OEM Equipment and Services</b>						
<b>Dollar Amount/Percentage of Work to be Completed by Non-Diverse Tier 1 &amp; Tier 2 Subcontractors</b>					<b>\$2,934,085.00</b>	<b>38%</b>
<b>Dollar Amount/Percentage of Work to be Completed by Diverse Tier 1 &amp; Tier 2 Subcontractors</b>					<b>\$4,606,700.00</b>	<b>59%</b>
<b>Dollar Amount/Percentage of Work to be Completed by Non-Diverse Tier 1</b>					<b>\$255,018.00</b>	<b>3%</b>
<b>Total Committed Dollar Amount</b>					<b>\$7,795,803.00</b>	<b>100%</b>
<b>Dollar Amount of Owner's Contingency (American Airlines)</b>					<b>\$1,169,370.00</b>	
<b>Exempt DFW Services / Specified Equipment</b>					<b>\$0.00</b>	
<b>Total Dollar Amount</b>					<b>\$8,965,173.00</b>	

**American Airlines Reimbursement Agreement**  
1E Cargo Road Midfield Inspection Point  
Minority Subcontractor List

**PRIME: Fast-Trak Construction**  
**M/WBE Subcontractors**

JPL Enterprises LLC dba Pennington Commercial	WBE	WF-C	27.00%
		<b>Subtotal</b>	<b>27.00%</b>
R. M. Chin & Associates, Inc.	WBE	PF-C	6.00%
		<b>Subtotal</b>	<b>6.00%</b>
Gorrondona & Associates, Inc.	MBE	HM-C	2.00%
ABLe Communications, Inc.	MBE	HM-C	2.00%
		<b>Subtotal</b>	<b>4.00%</b>
Intex Electrical Contractors, Inc.	MBE	NM-C	2.00%
		<b>Subtotal</b>	<b>2.00%</b>
Pure Associates, LLC	MBE	BM-C	1.00%
		<b>Subtotal</b>	<b>1.00%</b>
		<b>Total</b>	<b>40.00%</b>
<b>Overall M/WBE Total</b>			<b>40%</b>



**DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD  
OFFICIAL BOARD ACTION/RESOLUTION**

<b>Date</b> 09/07/2023	<b>Committee</b> Finance/Audit	<b>Subject</b> Audit Services' Fiscal Year 2024 Annual Plan	<b>Resolution #</b>
<b>Action</b> That the Airport Board of Directors approve Audit Services' Fiscal Year 2024 Annual Plan.			
<b>Description</b> <ul style="list-style-type: none"><li>This Action will approve the specific audits listed in the attached FY 2024 Annual Plan, as well as audits, projects, and investigations that are not specifically listed but are included in the category descriptions (e.g., Ethics Matters, Board of Directors Consulting, Management Consulting, Revenue Agreements and Ground Transportation Charges, Fire Training Research Center, and Information System).</li></ul>			
<b>Justification</b> <ul style="list-style-type: none"><li>The audits and other projects approved by this Action will assist in achieving the Board's key results such as Safe, Secure and Resilient and Operational Excellence.</li></ul>			
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>Not Applicable</li></ul>			
<b>Contract #</b>	<b>Agreement #</b>	<b>Purchase Order #</b>	<div style="display: flex; justify-content: space-between;"><div><b>Action Amount</b> \$0</div><div><b>Revised Amount</b> \$0</div></div>
<b>For Information contact</b> Aaron Munoz 3-4654	<b>Fund</b>	<b>Project #</b>	<div style="display: flex; justify-content: space-between;"><div><b>External Funding Source</b></div><div><b>Amount</b> \$0</div></div>

**Additional Information**

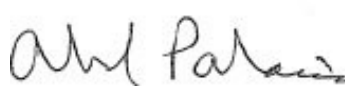
- Funding for the resources necessary to execute the Annual Plan is included in the Airport's FY 2024 budget.
- The FY 2024 Annual Plan is risk based, constructed through assessments and discussions with key individuals (inside and outside of the Airport) that help Audit Services focus on area of concern and need.
- When conducting audits, Audit Services uses various methodologies to obtain sufficient, appropriate evidence that provides a reasonable basis for its findings and conclusions based on the audit objectives and that reduces audit risk to an acceptably low level. These methodologies typically include direct observations, interviews and other inquiries, and document and record reviews.
- The Board of Directors through the Finance, Audit and IT Committee oversees the Department of Audit Services.

Additional Attachments: **Y****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Airport Board of Directors approve Audit Services' Fiscal Year 2024 Annual Plan.

**Approved as to Form by**


Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 11:27 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 12:53 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:37 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**

Department Head  
Audit Services  
Aug 24, 2023 10:52 am

\_\_\_\_\_  
**Chief Executive Officer**

Pending

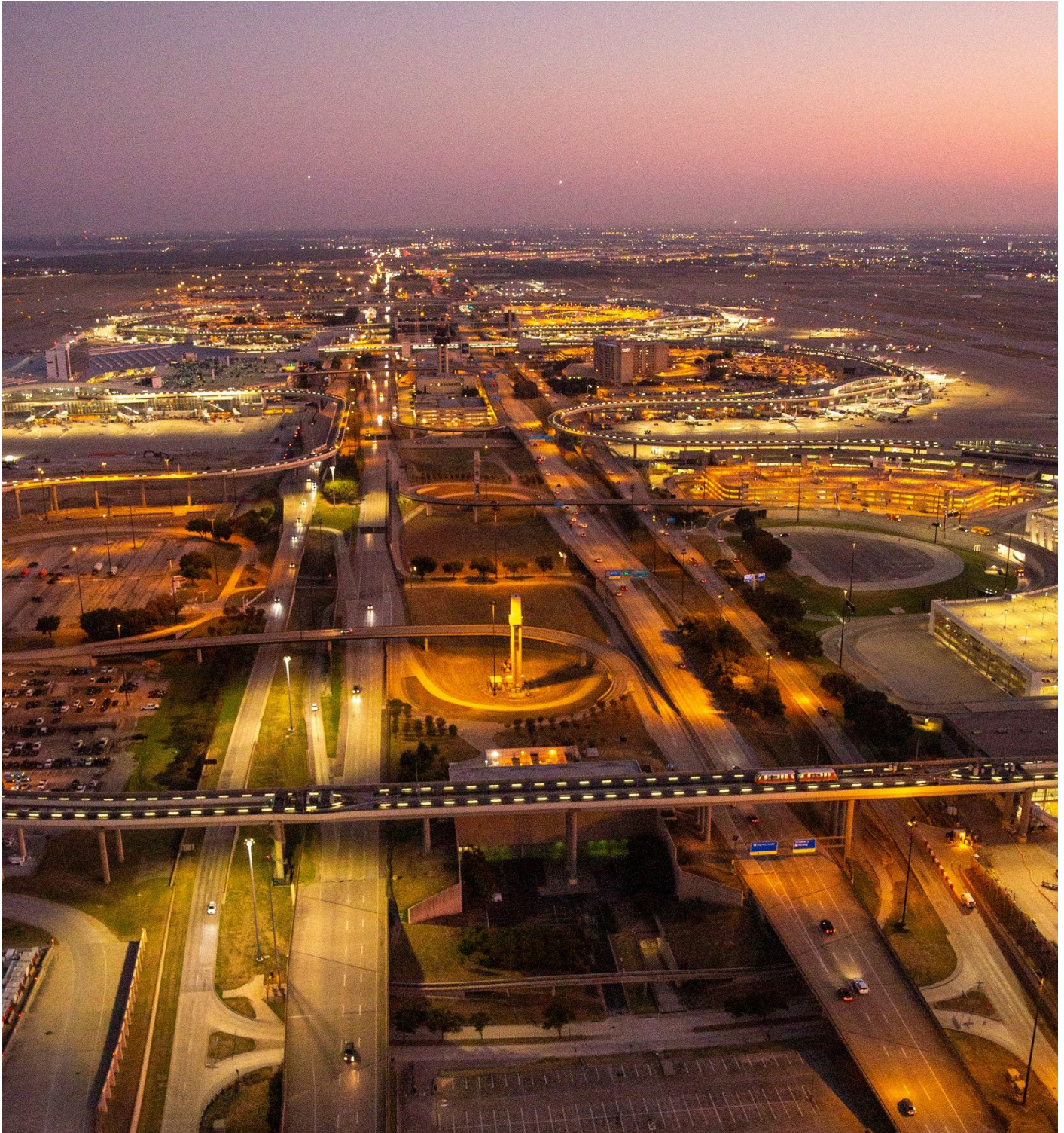
Date



# Audit Services' Annual Plan



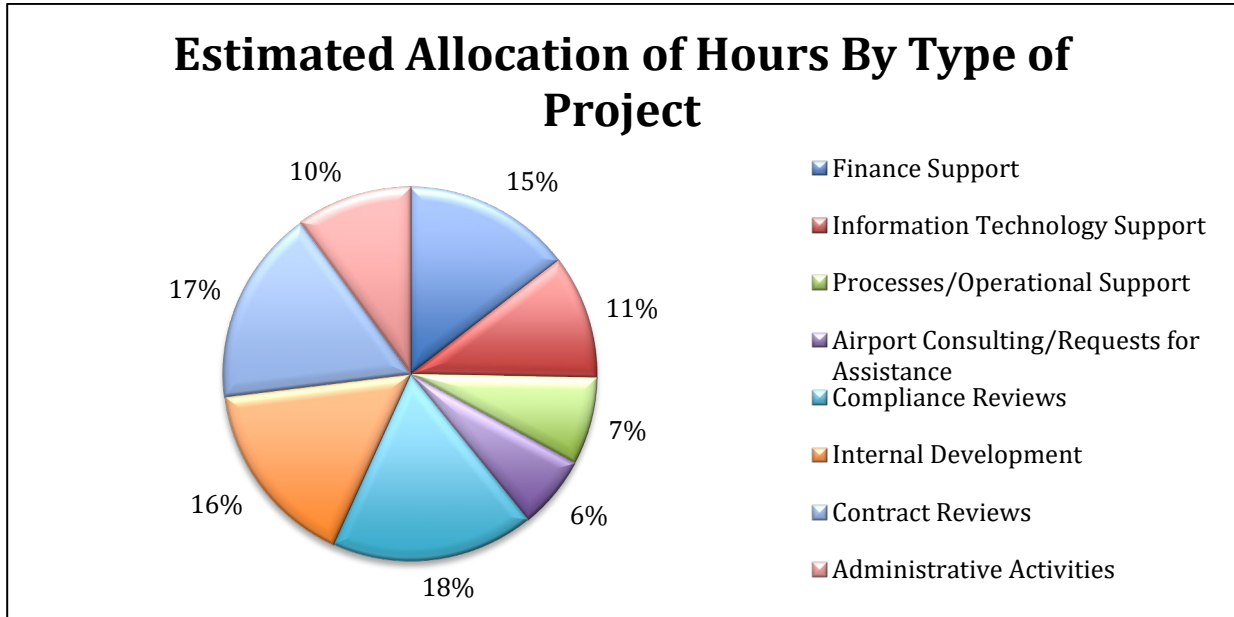
Fiscal Year 2024





## FY 2024 ANNUAL PLAN OVERVIEW

Audit Services has developed our FY 2024 annual plan based on the results of our annual risk assessment. During our risk assessment, we solicited input from and held discussions with Finance/Audit Committee members, executive and senior staff; we reviewed management's strategic plan, and considered processes and responsibilities, along with applicable laws and regulations. Additionally, this year we worked closely with Risk Management, utilizing the identified high-risk areas obtained during their Enterprise Risk Management workshops. Utilizing this information helped to ensure a common focus was held in the development of this plan. Consequently, we believe the proposed annual plan provides balanced coverage of the auditable risks identified. The chart below shows the estimated allocation of hours by type of project.



We have grouped the annual plan detail on the following pages into four categories: core projects, quarterly reporting, additional projects, and initiatives.

Core projects include projects we perform every year—such as investment controls and compliance, reviews of ethics matters, and board member and management consulting—as well as specifically identified projects we plan to complete during FY 2024.

Quarterly reporting was a new activity for Audit Services during FY 2023. We have seen benefit to Airport operations and compliance activities based on the results of these projects and plan to continue the projects into FY 2024. We will perform continuous assessments and reviews of those areas that are either mandated to be assessed by Audit Services or were deemed to be significant based on risk assessment discussions held. We will update the Board Audit/Finance Committee quarterly on our work.

Additional projects are selected from areas such as revenue agreements (concessions) and ground transportation charges. The number of additional projects completed will depend on the remaining hours available.

Initiatives are non-audit projects that assist the organization or increase the efficiency and effectiveness of the Department of Audit Services.

# FY 2024 ANNUAL PLAN DETAIL

## **CORE PROJECTS/ACTIVITIES**

### **1. Investment Controls and Compliance**

This is an annually required activity for Audit Services. As of June 30, 2023, the Airport held around \$2.8 billion in investments. We will determine whether controls over investments were adequate and whether staff complied with the Public Funds Investment Act and the Airport's investment policies.

### **2. Implementation of Cyber Security Improvement Road Map**

Information Technology Services (ITS) has contracted with Deloitte Transactions and Business Analytics LLP (Deloitte) to conduct a cybersecurity maturity and risk assessment for the Airport. Deloitte will provide a comprehensive maturity and risk assessment of technology security controls to ensure appropriate management of the inherent technical and business risks related to information security that may be present in the Airport's operational practices. Additionally, Deloitte will help develop a plan to improve the Airport's cyber maturity level and a three to five-year roadmap for cyber-related improvements.

Audit Services will utilize the information generated from the roadmap to follow along with ITS in the implementation of the cyber-related improvements. We will provide feedback on these implementations to ITS and validate their implementation for the Board.

### **3. Bonfire Implementation**

The Airport has transitioned to the Bonfire cloud-based bid and proposal solicitation and evaluation application. In late FY 2021, Procurement and Materials Management staff initiated soliciting certain types of quotes, bids, and proposals electronically. Audit Services will determine whether controls related to electronic procurement solicitations and Bonfire's configuration follow the State of Texas procurement requirements and that IT controls are adequately structured.

### **4. Facilities Maintenance Program**

The Airport has contracted with both Jones Lang LaSalle Americas (JLL) and JBT AeroTech Corporation (JBT) to provide mechanical, electrical, plumbing, and structural services to the majority of the Airport owned and operated buildings. Assets and infrastructure reliability are a key part of ensuring the Airport meets its projected goals and objectives.

Audit Services plans to review contracts for these services and perform an initial determination of compliance on the contractor side. After our initial determination is made, we will meet with both responsible parties, Airport staff responsible for management of the contract and contractor staff responsible for performing to the contract, to better understand any un-seen limitations on performance. Our goal with this project is to provide feedback to the responsible Airport parties as to changes that may need to be made on contracts or operations that will ensure continued and quality services from our contractors.

# **FY 2024 ANNUAL PLAN DETAIL**

## **5. Environmental, Social and Governance Reporting**

Annually, the Airport provides information about its performance and impact on environmental, social and governance (ESG) issues. The purpose of providing this information is to shed light on the Airport's activities while improving stakeholder and investor transparency.

The Airport plans to increase the transparency of this report by making the results available to stakeholders and investors. Audit Services initiated assistance with reviewing the validity of the reporting and processes during the previous fiscal year. We will continue to provide validation on the reporting of calculations that are utilized in the creation of the report.

## **6. Contract Reviews (IT Contracts, Contract Renewals, Contracts Between 25-50K, Marketplace Purchase Reviews)**

In addition to our quarterly memo on contract assessments, Audit Services will be initiating regular reviews of specific contract activities. For example, we will be reviewing IT contracts from the past several fiscal years to determine implementation of procured items (i.e., software, hardware, services). We will review contract renewals and contracts between 25-50K for reasonableness and compliance with Airport policy and procurement laws. We will also review purchases made utilizing the Airport's newly established marketplace within the Oracle Fusion system for reasonableness.

## **7. Ethics Matters**

Audit Services administers the DFW Employee Ethics Line and, along with the Executive Vice President of Administration, Diversity, Equity and Inclusion and the Airport's General Counsel, reviews the reports received. Audit Services will investigate allegations of unethical business activities and will advise employees with respect to the Airport's *Code of Business Ethics*.

## **8. Board of Directors Consulting**

We will review and follow up on the monthly Board meeting agenda items, attend the Board and committee meetings, and respond to Board Members' requests for information and special projects. We will also follow up on open audit recommendations and prepare quarterly Audit Updates.

## **9. Management Consulting**

We will respond to requests for assistance from the Chief Executive Officer, his executives, and the Airport's General Counsel. Examples of previous consulting services and other projects performed include advising management with respect to internal control, security, and policy matters, and reviewing proposed contracting actions and documents.

# **FY 2024 ANNUAL PLAN DETAIL**

## **QUARTERLY REPORTING**

### **1. Procurement/Travel Card Transactions**

Board policies PR.001.07 and FS.008.04 require Audit Services to periodically review procurement/travel card purchases and expenditures for compliance with Board policy. In order to ensure we meet this requirement; we will perform regular assessments of the Airport's procurement card and business travel transactions. Additionally, we will work with Procurement to provide guidance with the establishment of preventative controls on common items of non-compliance.

During our regular reviews of card transactions, instances of non-compliance will be reported to Procurement and Finance quarterly. We will retain any transactions that are questionable (as to possible fraud, financial impropriety, or reputational risk) for further review. Results of our quarterly reviews will be provided to the Board as part of the quarterly audit updates.

### **2. Contract Assessments**

Audit Services will continue to review contracts for Construction, Infrastructure and Development activities. In order to achieve our goal of continuous review in these areas, we have implemented procedures for assessing contracts of all types: construction, services, materials, and equipment. While construction contracts are readily identifiable as related to construction activities, we have noted in previous contract assessments that some service, material, and equipment contracts will play a role in the Airport's construction activities as well. We have included some of these contracts within our assessment to ensure a more robust perspective on construction or the contracting process as a whole.

The goal of this process will be to assist the Airport with identifying and addressing systemic issues that are hindering the efficiency and effectiveness of their operations. Audit Services will report quarterly on the results of their activities to the Board.

### **3. IT Controls and Process Consulting Assistance**

Audit Services will continue providing periodic consulting assistance to ITS, related to IT controls and processes. Significant consulting assistance may be agreed upon by the Vice President of ITS and the Director of Audit Services. Our ITS consulting and assistance activities cover a range of IT control and process areas of varying scopes and durations on an ongoing basis. We will keep the Board informed quarterly on the results of our control assessments, discussions with ITS management on those control assessments, and the results of implemented actions taken by ITS to address risk and control issues that may be identified.

Audit Services will also continue with periodic assessments of DFW's security update and patching compliance.

# FY 2024 ANNUAL PLAN DETAIL

## **ADDITIONAL PROJECTS**

### **1. Fire Training Research Center**

The Airport is home to the Fire Training Research Center (FTRC), a state-of-the-art facility managed through the Department of Public Safety. The FTRC specializes in providing aircraft rescue and firefighting training to airport first responders across the globe.

The FTRC has recently come under the direction of a new Assistant Fire Chief. Audit Services will assist the new Assistant Chief by providing an assessment of current financial operation of the FTRC. This will help the new Chief in making informed decisions on future operations and ensuring it maintains its excellent reputation.

### **2. Revenue Agreements and Ground Transportation Charges**

During revenue agreement audits, we determine whether concessionaires and others accurately reported revenues and computed and paid fees due and complied with other selected contract provisions. This category provides for auditing entities such as food and beverage concessionaires, retail concessionaires, passenger amenity providers, rental car agencies, and hotels. We may also audit ground transportation and parking providers operating at the Airport.

## **INITIATIVES**

### **1. Internal Quality Assurance Improvement Program**

Quality in internal audit is guided by both an obligation to meet customer expectations, as well as professional responsibilities inherent in conforming to the *International Standards for the Professional Practice of Internal Auditing*. During fiscal year 2023 Audit Services established procedures for our internal quality assurance improvement program (QAIP) that will draw conclusions regarding the quality of our activities and lead to internal recommendations for appropriate improvements.

For fiscal year 2024 Audit Services will perform our first internal QAIP procedures and prepare a summary of the activity for the Board. The summary will provide our assessment of current operations and a plan of action for any areas of non-compliance identified. This will be an annual process.

### **2. Board Reporting Efficiency Assessment**

Under the *International Standards for the Professional Practice of Internal Auditing* all audit communications must be, “accurate, objective, clear, concise, constructive, complete, and timely” (Standard 2420). Audit Services will initiate an assessment of our current reporting procedures with the goal of identifying efficiencies that can be implemented into our format. We will explore a reduced reporting structure that will meet all necessary standards while increasing our reports constructiveness and timeliness.

Current Audit Services procedures require several iterations of a report be created and proofed prior to an initial distribution to the auditee. After the initial review is performed by the auditee and responses are received, reports must be vetted to the appropriate Vice Presidents, Executive Vice Presidents, and the Chief Executive Officer before it is distributed to the Board. A reduced audit report format should assist in cutting the time frame down for the above steps.



# **FY 2024 ANNUAL PLAN DETAIL**

## **3. Audit Software Assessment**

Audit Services utilizes Wolters Kluwer's *TeamMate* software to manage and maintain audit projects. The software was implemented in 2013 and has been a useful tool in the delivery of high-quality audits for the Airport. In 2020 the *TeamMate* software was reconfigured by Wolters Kluwer and pushed out to all users. In the past several years there have been a number of issues related to the reconfiguration that cause the slowdown of our audit processes. Because of these issues Audit Services will engage in an assessment of our current software and compare to other audit software providers. At the end of the assessment, we will decide on the continued utilization of the *TeamMate* software or moving on to another provider.

## **4. Analytic Procedures Implementation**

Analytical procedures can provide numerous benefits and significantly enhance the effectiveness and efficiency of the audit process by increasing Audit Services' ability to detect irregularities timelier and provide continuous monitoring capabilities. As the Airport continues the digital transformation journey and rolls out its Data 360 Program, Audit Services will explore available data in determined areas of risk and, where feasible, develop and implement analytical procedures to improve audit assurance and minimize risks to the organization.

## **5. External Auditor Assistance**

Audit Services aids the Airport's external audit firm (currently Plante Moran, PLLC) with the annual audit of the Airport's financial statements. Assisting the external auditors reduces outside audit fees and facilitates a smooth workflow. We typically assist the external audit firms in areas such as accounts payable, operating expenses, revenue, accounts receivable, Passenger Facility Charges, and airline rates and charges. We also coordinate the external audit of the Airport's employee pension plans and the Single Audit of federal financial assistance.

## **6. Update the Risk Assessment for FY 2025**

We will update our Airport-wide risk assessment by reviewing departments' business objectives, major revenue and expense items, applicable laws and regulations, information systems, risk perceptions, and other factors. We will consider the risk assessment as we develop our annual plan for FY 2025.

Audit Services will continue to work with Risk Management in the development of collaborative processes to address the concerns/needs of the Airport through our risk identification activities and individual work plans.

# DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD

## OFFICIAL BOARD ACTION/RESOLUTION

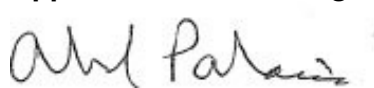
Date	Committee	Subject	Resolution #	
09/07/2023	Finance/Audit	Fiscal Year 2024 Public Facility Improvement Corporation Budget		
<b>Action</b> That the Airport Board approves the Fiscal Year 2024 Annual Budget for the DFW Airport's Public Facility Improvement Corporation				
<b>Description</b> <ul style="list-style-type: none"><li>• The Dallas Fort Worth International Airport Public Facility Improvement Corporation (PFIC) manages on behalf of the Airport:<ul style="list-style-type: none"><li>◆ Grand Hyatt Hotel</li><li>◆ Hyatt Place Hotel</li><li>◆ Campus West</li><li>◆ Rent-A-Car (RAC) collection and disbursement of funds from the Customer Facility Charge (CFC)</li><li>◆ RAC Customer Transportation Charge (CTC)</li></ul></li><li>• Both the CFC and the CTC are collected by the rental car companies, from their customers, and remitted to the PFIC.</li><li>• The CFC is used to pay for capital improvements to the Rental Car Center and purchase Rental Car buses. Any excess amounts may be used for capital expenditures on airport facilities. The CTC is used to pay for the operations and maintenance of the Rental Car buses.</li><li>• Attached is the PFIC Budget for Fiscal Year 2024. This Budget includes revenues and expenditures of the Grand Hyatt Hotel, the revenues and expenditures of the Hyatt Place Hotel, the revenues and expenditures of Campus West, the revenues and expenditures of the RAC CFC and CTC funds.</li><li>• The PFIC Budget was reviewed and approved by the PFIC Board at their July 31, 2023, meeting.</li></ul>				
<b>Justification</b> <ul style="list-style-type: none"><li>• This action provides compliance with the Rules and Regulations of the PFIC.</li></ul>				
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>• Not Applicable</li></ul>				
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount
			\$0	\$0
For Information contact	Fund	Project #	External Funding Source	Amount
Ron Traw 3-5443				\$0

**Additional Information**Additional Attachments: **Y****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Airport Board approves the Fiscal Year 2024 Annual Budget for the DFW Airport's Public Facility Improvement Corporation

**Approved as to Form by**


Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 1:55 pm

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 4:58 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:38 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head  
Finance  
Aug 24, 2023 12:54 pm

Pending

Chief Executive Officer

Date

## PFIC Budget FY 2024

(in millions)	Grand Hyatt	Hyatt Place	Campus West	RAC	Total
Revenues	\$ 49.0	\$ 7.4	\$ 6.0	\$ 35.7	\$ 98.1
Expenses	(27.6)	(5.1)	(3.7)	(16.1)	(52.5)
Debt service	(5.1)	-	-	-	(5.1)
Net before investment income	16.3	2.3	2.3	19.6	40.5
Investment income					6.5
Net revenues					\$ 47.0
Capital expenditures	\$ 4.3	\$ 0.2	\$ 1.2	\$ 31.0	\$ 36.7

**DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD  
OFFICIAL BOARD ACTION/RESOLUTION**

<b>Date</b>	<b>Committee</b>	<b>Subject</b>	<b>Resolution #</b>
09/07/2023	Finance/Audit	Human Resources Information System - Workday	
<b>Action</b> That the Chief Executive Officer or designee be authorized to execute contract no. PA1061, for Human Resources Information System, with Precision Task Group, Inc., of Houston, Texas, for the initial 10-year contract amount of \$8,131,086, and five, one-year options in the amount of \$5,366,649, for a total estimated contract of \$13,497,735.			
<b>Description</b> <ul style="list-style-type: none"> <li>Award a contract for Human Resources Information System in support of the Airport's Human Resources Department.</li> </ul> <b>Justification</b> <ul style="list-style-type: none"> <li>Contract supports the implementation of a new Human Resources software solution.</li> <li>The solution will facilitate replacement of several legacy software tools currently utilized by the Human Resources Department.</li> <li>The new platform, Workday, is considered an industry leading solution for Human Capital Management, Talent Acquisition, and Workforce Management.</li> </ul>			
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"> <li>The annual goal for the M/WBE Program is 31%.</li> <li>In accordance with the Board's M/WBE Program, no M/WBE goal was determined for this Contract due to limited availability of M/WBE firms that perform this service.</li> </ul>			
<b>Schedule/Term</b> <ul style="list-style-type: none"> <li>Start date: October 2023</li> <li>Contract Term: 10-years with five, one-year options</li> </ul>			
<b>Contract #</b>	<b>Agreement #</b>	<b>Purchase Order #</b>	<b>Action Amount</b>
PA1061			NTE \$13,497,735
<b>Revised Amount</b>			
<b>For Information contact</b>	<b>Fund</b>	<b>Project #</b>	<b>External Funding Source</b>
Cyril Puthoff 3-3400	Joint Capital Acct	27116-01	
Michael Youngs 3-5350			
Jonathan Garza 3-1153			
			<b>Amount</b>
			\$13,497,735

**Additional Information**

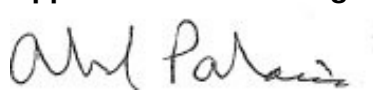
- The contract is being made through the Texas Department of Information Resources (DIR), contract no. DIR-TSO-4242, which is available to local government agencies, and which was approved by the Board by Resolution No. 97-01-21, on January 9, 1997.
- Contingent upon MII approval.

Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to execute contract no. PA1061, for Human Resources Information System, with Precision Task Group, Inc., of Houston, Texas, for the initial 10-year contract amount of \$8,131,086, and five, one-year options in the amount of \$5,366,649, for a total estimated contract of \$13,497,735.

**Approved as to Form by**


Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 11:33 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 25, 2023 10:37 am

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:38 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head  
Human Resources  
Aug 24, 2023 2:53 pm

Pending

Chief Executive Officer

Date

# DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD

## OFFICIAL BOARD ACTION/RESOLUTION

Date	Committee	Subject	Resolution #	
09/07/2023	Finance/Audit	Accenture Consulting Services - HRIS Implementation		
<b>Action</b> That the Chief Executive Officer or designee be authorized to execute contract no. PA1059, for Accenture Consulting Services with Accenture LLC, of Austin, Texas, for the two-year term of the contract in an amount not to exceed \$8,315,244.				
<b>Description</b> <ul style="list-style-type: none"><li>Award a contract for Accenture Consulting Services in support of the Airport's Human Resources Department.</li></ul> <b>Justification</b> <ul style="list-style-type: none"><li>Provide services to implement a new Human Resource Information system that will replace the current system.</li><li>Architectural and configuration services will be provided following analysis of current business processes and mapping to new system standards.</li><li>Implementation services will be provided to create required system integrations and migrate data into the new system as part of Phase 1.</li><li>Additional phases of the project will be forthcoming for Board approval, if required.</li></ul>				
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>The annual goal for the M/WBE program is 31%.</li><li>In accordance with the Board's M/WBE Program, no M/WBE was determined for this contract due to limited availability of M/WBE firms that can perform this service.</li></ul>				
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>Start Date: October 2023</li><li>Contract Term: Two years</li></ul>				
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount
			NTE \$8,315,244	\$0
<b>For Information contact</b> Cyril Puthoff 3-3400 Michael Youngs 3-5350 Casey Daniels 3-1132	<b>Fund</b> Various	<b>Project #</b>	<b>External Funding Source</b>	<b>Amount</b> \$8,315,244

**Additional Information**

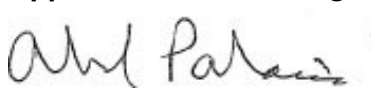
- The contract is being made through the Texas Department of Information Resources (DIR), contract no. DIR-CPO-4923, which is available to local government agencies, and which was approved by the Board by Resolution No. 97-01-21, on January 9, 1997.
- Contingent upon MII approval.

Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to execute contract no. PA1059, for Accenture Consulting Services with Accenture LLC, of Austin, Texas, for the two-year term of the contract in an amount not to exceed \$8,315,244.

**Approved as to Form by**

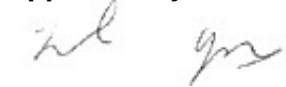

Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 11:34 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 25, 2023 11:29 am

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:38 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head  
Information Technology Svcs  
Aug 24, 2023 5:39 pm

Pending

Chief Executive Officer

Date



**DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD  
OFFICIAL BOARD ACTION/RESOLUTION**

Date	Committee	Subject	Resolution #	
09/07/2023	Finance/Audit	Oracle Cloud Services		
<b>Action</b> That the Chief Executive Officer or designee be authorized to increase contract no. 8005466, Oracle Cloud Services, with Oracle America, Inc., of Redwood Shores, California, in an amount not to exceed \$650,000, for a revised not to exceed contract amount of \$7,028,360.				
<b>Description</b> <ul style="list-style-type: none"><li>• Increase the contract for Oracle Cloud Services in support of the Airport's Technology Department.</li></ul> <b>Justification</b> <ul style="list-style-type: none"><li>• To increase the Fixed Price Services Contract for the final negotiated amount based on work performed.</li><li>• The conversion of the Airport's procurement and financial systems from Oracle's ERP system to Fusion was complicated and took 12 months to complete.</li><li>• During implementation there were necessary modifications to the original scope of work for certain modules, reports, integrations and data conversions and for additional time to complete the integrations and testing.</li><li>• The conversion went well, and the new system will significantly enhance finance and procurement functionality.</li></ul>				
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>• The annual goal for the M/WBE program is 31%.</li><li>• N/A - not subject to a goal per the Board's M/WBE Policy due to the nature of the procurement. (Interlocal/Interagency Agreement)</li></ul>				
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>• The contract completion date of May 30, 2024, is not affected by this action.</li></ul>				
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount
8005466			NTE \$650,000	\$7,028,360
<b>For Information contact</b>	<b>Fund</b>	<b>Project #</b>	<b>External Funding Source</b>	<b>Amount</b>
Michael Youngs 3-5350 Casey Daniels 3-5634	Joint Capital Acct			\$650,000

**Additional Information**

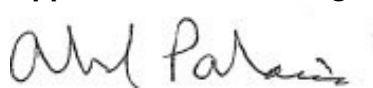
- On March 3, 2022, by Resolution No. 2022-03-066, the Airport awarded contract no. 8005466, for Oracle Cloud Services, to Oracle America, Inc., of Redwood Shores, California.

Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to increase contract no. 8005466, Oracle Cloud Services, with Oracle America, Inc., of Redwood Shores, California, in an amount not to exceed \$650,000, for a revised not to exceed contract amount of \$7,028,360.

**Approved as to Form by**

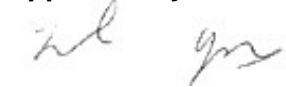

Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 11:32 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 4:58 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:39 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head  
Information Technology Svcs  
Aug 24, 2023 1:14 pm

Pending

Chief Executive Officer

Date

# DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD

## OFFICIAL BOARD ACTION/RESOLUTION

Date	Committee	Subject	Resolution #		
09/07/2023	Finance/Audit	Electronic Records Management System and Maintenance			
<b>Action</b> That the Chief Executive Officer or designee be authorized to execute contract no. PA1057, Electronic Record Management System and Maintenance, with Cities Digital, Inc., for the five-year term of the contract in an amount not to exceed of \$963,273.					
<b>Description</b> <ul style="list-style-type: none"><li>Award a contract for Electronic Record Management System (ERM) and Maintenance in support of the Airport's Technology Department.</li></ul> <b>Justification</b> <ul style="list-style-type: none"><li>To put a single system in place that will enable the Airport to securely manage and share official Airport Board archived records while also streamlining workflow processes, prioritizing security and compliance.</li><li>ERM system will empower the organization to optimize business processes, fortify compliance measures, and mitigate potential risks, all while addressing the challenges posed by increasing data storage expenses.</li><li>This contract will replace three outdated and unsupported systems that currently house historical and high-priority records with one system.</li><li>To efficiently manage the lifecycle of documents, ensuring the preservation of record integrity.</li></ul>					
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>The annual goal for the M/WBE program is 31%.</li><li>In accordance with the Boards' M/WBE Program, no M/WBE goal was determined for this Contract due to limited availability of M/WBE firms that perform this service.</li></ul>					
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>Start Date: October 2023</li><li>Contract Term: Five years</li></ul>					
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount	
PA1057			NTE \$963,273	\$0	
<b>For Information contact</b>		<b>Fund</b>	<b>Project #</b>	<b>External Funding Source</b>	<b>Amount</b>
Michael Youngs 3-5350 Casey Daniels 3-1132		Operating Fund			\$963,273

**Additional Information**

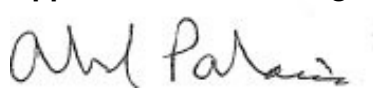
- This contract will be made through Department of Information Resources, contract no. DIR-TSO-4387, which is available to local government agencies, and was approved by the Resolution No. 97-01-24, dated January 9, 1997.

Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to execute contract no. PA1057, Electronic Record Management System and Maintenance, with Cities Digital, Inc., for the five-year term of the contract in an amount not to exceed of \$963,273.

**Approved as to Form by**

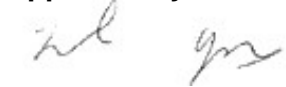

Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 11:32 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 4:59 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:39 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head  
Information Technology Svcs  
Aug 24, 2023 1:14 pm

Pending

Chief Executive Officer

Date

**DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD  
OFFICIAL BOARD ACTION/RESOLUTION**

Date	Committee	Subject	Resolution #		
09/07/2023	Finance/Audit	Predictive Automated Requisitioning Inventory Management System			
<b>Action</b> That the Chief Executive Officer or designee be authorized to execute contract no. 8005556, for Predictive Automated Requisitioning Inventory Management System, with Dahlgren Duck & Associates, LLC dba Inventory Smart of Dallas, Texas, for the initial one-year contract amount of \$187,000, and four, one-year options in the amount of \$785,867.50, for a total estimated contract amount of \$972,867.50; and that the Chief Executive Officer or designee is authorized to exercise option years at the Airport's discretion.					
<b>Description</b> <ul style="list-style-type: none"><li>Award a contract for Predictive Automated Requisitioning (PAR) Inventory Management System in support of the Airport's Customer Experience Department.</li></ul>					
<b>Justification</b> <ul style="list-style-type: none"><li>The contract will provide a janitorial inventory system across all Airport Terminals, with the potential to expand the solution to other Airport departments.</li><li>The system will automate and optimize the current inventory management process and integrate as needed with the Airport's Central Warehouse system.</li><li>Additionally, the system will eliminate any manual and/or unnecessary processes to enable the Airport to track consumption, enable PAR, budget forecasting, and additional features.</li></ul>					
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>The annual goal for the M/WBE program is 31%.</li><li>In accordance with the Board's M/WBE Program, the M/WBE goal for this contract is 12%.</li><li>Dahlgren Duck &amp; Associates, LLC has committed to achieving 20% M/WBE participation utilizing Rudra Enterprise LLC (IM-C)</li></ul>					
<b>Schedule/Term</b> <ul style="list-style-type: none"><li>Start Date: September 2023</li><li>Contract Term: One year with four, one-year options</li></ul>					
Contract #	Agreement #	Purchase Order #	Action Amount	Revised Amount	
8005556			NTE \$972,867.50	\$0	
<b>For Information contact</b>		<b>Fund</b>	<b>Project #</b>	<b>External Funding Source</b>	<b>Amount</b>
Michael Youngs 3-5350		DFW Capital Acct			\$462,200
Casey Daniels 3-1132		Operating Fund			\$510,667.50

**Additional Information**

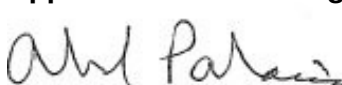
- Three Proposals, none from M/WBE firms, were received on or before the due date of June 13, 2023:
  - ◆ AdvanTech, Inc., of Annapolis, Maryland
  - ◆ Dahlgren Duck & Associates, LLC dba Inventory Smart of Dallas, Texas
  - ◆ Shipcom Wireless, Inc, of Houston, Texas
- The Proposal submitted by AdvanTech, Inc., of Annapolis, Maryland, was determined non-responsive as the submission did not meet the specifications outlined in the Airport's solicitation.
- Based on evaluations of the Proposals, the evaluation committee recommends award of the contract to Dahlgren Duck & Associates, LLC dba Inventory Smart of Dallas, Texas.

Additional Attachments: **N****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to execute contract no. 8005556, for Predictive Automated Requisitioning Inventory Management System, with Dahlgren Duck & Associates, LLC dba Inventory Smart of Dallas, Texas, for the initial one-year contract amount of \$187,000, and four, one-year options in the amount of \$785,867.50, for a total estimated contract amount of \$972,867.50; and that the Chief Executive Officer or designee is authorized to exercise option years at the Airport's discretion.

**Approved as to Form by**


Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 11:33 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 4:59 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:39 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head  
Information Technology Svcs  
Aug 24, 2023 1:15 pm

Pending

Chief Executive Officer

Date

DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD  
COMMITTEE DISCUSSION ITEM

<b>Meeting Date</b> 09/07/2023	<b>Subject</b> Solicitation Rejection Report - June and July 2023	<b>Committee</b> Finance/Audit
<b>Item For Discussion</b> Report to the Airport Board solicitations received and rejected for the months of June and July 2023.		
<b>Description</b> <ul style="list-style-type: none"><li>• Report to the Airport Board solicitations received and rejected for the months of June and July 2023.</li></ul>		

### SOLICITATION REJECTION REPORT – JUNE AND JULY 2023

SOLICITATION NO.	SOLICITATION TITLE	SOLICITATION CLOSE DATE	REASON	ACTION TYPE	NO. OF SOLICITATIONS RECEIVED
9500726	INTERNATIONAL PARKWAY BRIDGE REPLACEMENT PROGRAM	APRIL 15, 2022	EXCEEDED BUDGET	REJECT ALL SUBMISSIONS	6
8005531	PAR INVENTORY MANAGEMENT SYSTEM	JANUARY 19, 2023	CHANGE IN SCOPE FOLLOWING PUBLICATION	REJECT ALL SUBMISSIONS	3
7007351	PILLOWS AND BLANKETS	JULY 11, 2023	EXCEEDED BUDGET	REJECT ALL SUBMISSIONS	3
8500421	CODE INSPECTION AND PLAN REVIEW	MAY 18, 2023	DID NOT MEET THE M/WBE GOAL	REJECT ALL SUBMISSIONS	1



**AGENDA**  
**CONCESSIONS/COMMERCIAL DEVELOPMENT COMMITTEE**  
**Tuesday, September 5, 2023**  
**12:55 p.m.**

**CONCESSIONS/COMMERCIAL DEVELOPMENT COMMITTEE**

29. Approve the minutes of the Concessions/Commercial Development Meeting of August 8, 2023.

**Consent Item for Consideration**

- |                 |  |
|-----------------|--|
| Zenola Campbell | 30. Approve to acknowledge the Acquisition of Control of Lagardere SA by Vivendi SE. |
|                 | 31. Approve to consent to the ownership entity name change of Lease Number 011455.   |

# DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD

## OFFICIAL BOARD ACTION/RESOLUTION

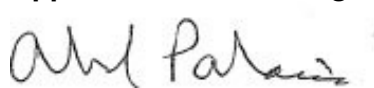
<b>Date</b> 09/07/2023	<b>Committee</b> Concessions/Commercial Development	<b>Subject</b> Change of Control of Lagardere SA	<b>Resolution #</b>
<b>Action</b> That the Chief Executive Officer or designee be authorized to consent to the Change of Control of Lagardere SA by Vivendi SE.			
<b>Description</b> <ul style="list-style-type: none"> <li>• Lagardere SA ("Lagardere") is the parent company of Paradies Lagardere Travel Retail, which is a publicly traded company.</li> <li>• Prior to this consent Vivendi SE ("Vivendi") held 45.13% of the capital and 36.1% of Lagardere's voting rights. The new relationship gives Vivendi 57.35% of the capital and 47.33% of Lagardere's voting rights.</li> <li>• This will have no effect on the Paradies Lagardere Travel Retail Division.</li> <li>• All terms and conditions will remain in effect.</li> </ul>			
<b>Justification</b> <ul style="list-style-type: none"> <li>• Each of Paradies 32 locations (Lease File attached) will continue to operate in the same manner they are currently operating; operational control will not change.</li> <li>• ACDBE partnerships will remain unchanged.</li> <li>• Vivendi is a world-class European content, media and communications group.</li> </ul>			
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"> <li>• The existing ACDBE and M/WBE commitments will continue to apply to the respective lease terms.</li> </ul>			
<b>Contract #</b>	<b>Agreement #</b>	<b>Purchase Order #</b>	<b>Action Amount</b> \$0 <b>Revised Amount</b> \$0
<b>For Information contact</b> Zenola Campbell 3-4830	<b>Fund</b>	<b>Project #</b>	<b>External Funding Source</b> Amount \$0

**Additional Information**Additional Attachments: **Y****BE IT RESOLVED BY THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD**

That the Chief Executive Officer or designee be authorized to consent to the Change of Control of Lagardere SA by Vivendi SE.

**Approved as to Form by**

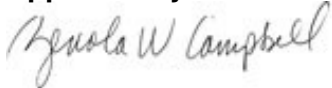

Rodriguez, Elaine  
Legal Counsel  
Aug 25, 2023 11:33 am

**Approved as to Funding by**


Palacios, Abel  
Vice President Finance  
Finance  
Aug 24, 2023 12:53 pm

**Approved as to M/WBE by**


Lee, Tamela  
Vice President Business Diversity  
and Development  
Business Diversity and  
Development  
Aug 25, 2023 10:40 am

**SIGNATURE REQUIRED FOR APPROVAL****Approved by**


Department Head

Aug 23, 2023 3:11 pm

Pending

Chief Executive Officer

Date

**Schedule A**  
Paradies Lagardère Leases

DTW Wine Bar, LLC (f/k/a DFW Wine Bar Partnership) -Lease 008117  
HBF M2 Concepts JV, LLC – Lease 009753  
HBF M2 Concepts JV, LLC – Lease 010359  
HBF M2 Concepts JV, LLC – Lease 009989  
HBF M2 Concepts JV, LLC – Lease 010528

Paradies Lagardere @ DFW 2017 (F&B), LLC – Lease 010378  
Paradies-DFW 2015 (F&B), LLC – Lease 009742  
Paradies-DFW 2015 (F&B), LLC – Lease 009812

Paradies-Southwest, LLC – Lease 009317  
Paradies-Southwest, LLC – Lease 008865  
Paradies-Southwest, LLC – Lease 008863

Paradies Lagardere @ DFW 2017 Pkg. 9, LLC – Lease 010530  
Paradies Lagardere @ DFW 2017 Pkg. 9, LLC – Lease 010529  
Paradies Lagardere @ DFW Terminal D, LLC - Lease 009988

The Jethro Pugh Shops II, LLC – Lease 010584  
The Jethro Pugh Shops II, LLC – Lease 009320  
The Jethro Pugh Shops II, LLC – Lease 009319  
The Jethro Pugh Shops II, LLC – Lease 008911  
The Jethro Pugh Shops II, LLC – Lease 008910  
The Jethro Pugh Shops II, LLC – Lease 008868  
The Jethro Pugh Shops II, LLC – Lease 008126  
The Jethro Pugh Shops II, LLC – Lease 008125  
HDS & Partners at DFW, LLC – Lease 008133  
HDS & Partners at DFW, LLC – Lease 008132  
HDS & Partners at DFW, LLC – Lease 008300  
HDS & Partners at DFW, LLC – Lease 008648  
HDS & Partners at DFW, LLC – Lease 008649  
HDS & Partners at DFW, LLC – Lease 008650  
HDS & Partners at DFW, LLC – Lease 009380  
HDS & Partners at DFW, LLC – Lease 009426  
Mercado Gifts-TPS II, LLC – Lease 008299  
Mercado Gifts-TPS II, LLC – Permit 009661

*Experience new horizons, every day.*

**DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD  
OFFICIAL BOARD ACTION/RESOLUTION**

<b>Date</b> 09/07/2023	<b>Committee</b> Concessions/Commercial Development	<b>Subject</b> Ownership Entity Name Change	<b>Resolution #</b>				
<b>Action</b> That the Chief Executive Officer or designee be authorized to consent to the ownership entity name change of Lease Number 011455.							
<b>Description</b> <ul style="list-style-type: none"><li>The ownership entity name is hereby changed from Gideon Toal Management Services, LLC to DFW Airport Concessions Management Services, LLC.</li><li>DFW Airport Concessions Management Services Joint Venture is comprised of Gideon Toal Management Services LLC (SBEC: BM-C, 51%) and R S Harris, LLC (SBEC: BM-C, 49%).</li><li>All terms and conditions of said lease will remain in effect.</li></ul>							
<b>D/S/M/WBE Information</b> <ul style="list-style-type: none"><li>The existing SBEC and M/WBE commitments will continue to apply to the lease term.</li></ul>							
<b>Contract #</b>	<b>Agreement #</b>	<b>Purchase Order #</b>	<table style="width: 100%;"><tr><td style="text-align: right;"><b>Action Amount</b></td><td style="text-align: right;"><b>Revised Amount</b></td></tr><tr><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td></tr></table>	<b>Action Amount</b>	<b>Revised Amount</b>	\$0	\$0
<b>Action Amount</b>	<b>Revised Amount</b>						
\$0	\$0						
<b>For Information contact</b> Zenola Campbell 3-4830	<b>Fund</b>	<b>Project #</b>	<table style="width: 100%;"><tr><td style="text-align: right;"><b>External Funding Source</b></td><td style="text-align: right;"><b>Amount</b></td></tr><tr><td style="text-align: right;"></td><td style="text-align: right;">\$0</td></tr></table>	<b>External Funding Source</b>	<b>Amount</b>		\$0
<b>External Funding Source</b>	<b>Amount</b>						
	\$0						