

**OFFICIAL FILE COPY
CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA**

MEMORANDUM

Agenda Item No. 8(A)(1)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: October 3, 2023

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution authorizing waiver of formal bid procedures pursuant to section 5.03(d) of the Home Rule Charter, section 2-8.1 of the Code, and Implementing Order 3-38 by a two-thirds vote of the Board members present; approving the 2023 Annual Assembly Conference and Exhibition Host Agreement between Miami-Dade County and Airports Council International Latin America and Caribbean; authorizing the Miami-Dade Aviation Department to sponsor the 2023 Annual Assembly Conference and Exhibition to be held in Downtown Miami, from November 5-7, 2023, in an amount of \$225,000.00 in aviation department promotional funds and the provision of in-kind services; and authorizing the County Mayor to execute same and exercise all provisions therein, and to execute and exercise the provisions within any related agreements arising from the Miami-Dade Aviation Department's sponsorship and host obligations at the 2023 Annual Assembly Conference and Exhibition

Resolution No. R-834-23

The accompanying resolution was prepared by the Aviation Department and placed on the agenda at the request of Prime Sponsor Commissioner Keon Hardemon.


Geri Bonzon-Keenan
County Attorney

GBK/gh

MDC001

Memorandum



Date: October 3, 2023

To: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

From: Daniella Levine Cava 
Mayor

Subject: Resolution Approving an Agreement Between Miami-Dade County and the Airports Council International - Latin America and Caribbean to Host the 2023 Annual Assembly Conference and Exhibition in Miami-Dade County

Executive Summary

This item seeks approval from the Board of County Commissioners (Board) for the County, through its Aviation Department, to enter into an agreement with the Airports Council International – Latin America and Caribbean (ACI-LAC) to host the 2023 Annual Assembly Conference and Exhibition (2023 Conference) from November 5-7, 2023 in Miami-Dade County, setting forth the responsibilities and obligations of both parties; and authorizing the Aviation Department (or MDAD) to expend \$225,000.00 in budgeted promotional funds to host the 2023 Conference and provide in-kind contributions such as staff time.

Recommendation

It is recommended that the Board adopt the attached resolution approving an agreement entitled: “ACI-LAC Annual Assembly Conference and Exhibition Host Agreement with Miami-Dade County” (Host Agreement) between Miami-Dade County and the ACI-LAC. It is further recommended that the Board waive the competitive bidding requirements of Section 2-8.1 of the Code Miami-Dade County, Section 5.03 of the Home Rule Charter, and Implementing Order 3-38, by a two-thirds (2/3) vote of the Board members present, for the acquisition of goods and services for the 2023 Conference.

It is in the best interest of the County to host the 2023 Conference, by doing so, the County will have the opportunity to showcase Miami International Airport (MIA), which facilitates travel for 50 million+ passengers annually and continues to establish itself as America’s Global Gateway, as well as the County’s general aviation airports. Aviation Department staff will benefit by meeting potential airport partners and industry leaders that may create new marketing opportunities for Miami’s airports to bring in more visitors and business revenue to our community.

Scope

The 2023 Conference will be hosted by the Aviation Department at the JW Marriot Marquis Miami located at 255 Biscayne Boulevard Way, Miami, FL 33131 in District 5, which is represented by Commissioner Eileen Higgins. Because the 2023 Conference involves the County’s airport system, the impact of this Host Agreement is countywide.

Delegation of Authority

The attached resolution authorizes the County Mayor or County Mayor's designee to execute the Host Agreement and exercise all provisions contained therein, and to execute and exercise the provisions within any related agreements arising from the Aviation Department's host responsibilities for the 2023 Conference.

Fiscal Impact/Funding Source

The Aviation Department will host the 2023 Conference in accordance with Administrative Order 7-32, which governs the use of MDAD's promotional funds, and with the Federal Aviation Administration's guidelines for expenditure of aviation related airport promotional funds. The amount of expenditures authorized by this Host Agreement is \$225,000.00 in budgeted promotional funds in addition to in-kind contributions.

MDAD's funding source for the 2023 Conference is operating revenues from the Fiscal Year (FY) 2024 Adopted Budget.

Track Record/Monitor

MDAD's Chief of Staff, Arlyn Rull Valenciaga, will monitor the implementation of this Host Agreement.

Background

ACI-LAC is a regional office of the Airports Council International – North America (ACI-NA), which is the oldest international airport owners' and operators' organization in the world. Formed in 1948, ACI-NA celebrated its 70th anniversary in 2018. The ACI-NA is the voice of North American airports, representing local, regional, and state governing bodies that own and operate commercial airports in the United States and Canada. MDAD has been a founding member of ACI-NA for over 70 years along with other U.S. airports including Baltimore, Boston, Chicago, Cleveland, Dallas, Denver, Detroit, Jacksonville, Kansas City, Los Angeles, Memphis, Minneapolis-St. Paul, New York-Newark, Philadelphia, Pittsburgh, St. Louis, San Francisco, and Washington. The Aviation Department and ACI-NA have a long and close working relationship in which the Aviation Department participated by exhibiting, sponsoring, hosting, and speaking in multiple forums at conferences throughout the years.

ACI-LAC represents the interests of airport operators in the Latin American and Caribbean region. The region served a customer base of approximately 640 million passengers in 2022. The 2023 Conference gives airport executives the opportunity to meet and discuss issues that impact their airports such as infrastructure funding, security, airport operations and the passenger experience. Their core mission is to develop recommendations that fortify the ability of airports in the Latin American and Caribbean region to better serve their customers and to relay those recommendations to federal, state, and local governments. The 2023 Conference also gives airport product and service providers exclusive access to a regional network of airport executives to showcase their companies and maximize their business opportunities.

Attendance at the ACI-LAC's 2023 Conference is expected to exceed 400 registered participants including airport operators, exhibitors, and industry professionals. It will be held at the JW Marriot Marquis Miami in Downtown Miami with 799 room nights reserved for conference attendees from November 2-9, 2023. Because of the large number of rooms booked by the ACI-LAC, the hotel will

Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners
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provide the needed ballroom and conference spaces free of charge. The total estimated economic impact to the community from the 2023 Conference is approximately \$750,000.00. The estimate, which was provided by ACI-LAC is based on the number of attendees expected, market room rates, length of stay, rentals, and food and beverage expenditures.

The enclosed Host Agreement provides a unique opportunity for the County to market its aviation facilities to potential concessionaires and to promote new opportunities in Miami's tourism industry. The obligations and responsibilities of both parties (the County and ACI-LAC) regarding the planning, management, and execution of the 2023 Conference are delineated in the attached Host Agreement.



Jimmy Morales
Chief Operations Officer



MEMORANDUM

(Revised)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: October 3, 2023

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(A)(1)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☒ Applicable legislation requires more than a majority vote (i.e., 2/3's present ☒, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____ to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(A)(1)
10-3-23

RESOLUTION NO. _____ R-834-23

RESOLUTION AUTHORIZING WAIVER OF FORMAL BID PROCEDURES PURSUANT TO SECTION 5.03(D) OF THE HOME RULE CHARTER, SECTION 2-8.1 OF THE MIAMI-DADE COUNTY CODE, AND IMPLEMENTING ORDER 3-38 BY A TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT; APPROVING THE 2023 ANNUAL ASSEMBLY CONFERENCE AND EXHIBITION HOST AGREEMENT BETWEEN MIAMI-DADE COUNTY AND AIRPORTS COUNCIL INTERNATIONAL LATIN AMERICA AND CARIBBEAN; AUTHORIZING THE MIAMI-DADE AVIATION DEPARTMENT TO SPONSOR THE 2023 ANNUAL ASSEMBLY CONFERENCE AND EXHIBITION TO BE HELD IN DOWNTOWN MIAMI, FROM NOVEMBER 5-7, 2023, IN AN AMOUNT OF \$225,000.00 IN AVIATION DEPARTMENT PROMOTIONAL FUNDS AND THE PROVISION OF IN-KIND SERVICES; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXECUTE SAME AND EXERCISE ALL PROVISIONS THEREIN, AND TO EXECUTE AND EXERCISE THE PROVISIONS WITHIN ANY RELATED AGREEMENTS ARISING FROM THE MIAMI-DADE AVIATION DEPARTMENT'S SPONSORSHIP AND HOST OBLIGATIONS AT THE 2023 ANNUAL ASSEMBLY CONFERENCE AND EXHIBITION

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board:

Section 1. Finds it is in the best interest of Miami-Dade County to waive the formal bid procedures pursuant to section 5.03(d) of the Home Rule Charter, section 2-8.1 of the Code of Miami-Dade County, and Implementing Order 3-38, by a two-thirds vote of the Board members present.

Section 2. Approves the “ACI-LAC Annual Assembly Conference and Exhibition Host Agreement with Miami-Dade County” authorizing the Miami-Dade Aviation Department to host the Airports Council International – Latin America and Caribbean’s (hereinafter referred to as “ACI-LAC”) 2023 Annual Assembly Conference and Exhibition to be held in Downtown Miami, from November 5-7, 2023, in an amount of \$225,000.00 in budgeted promotional funds and the provision of in-kind services.

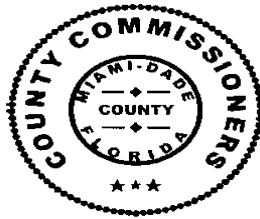
Section 3. Finds that the expenditure of Airport funds for the purposes stated above promotes the Miami-Dade County Airports, provides direct benefits to the Miami-Dade County Airports, and is consistent with the guidelines of the Federal Aviation Administration relating to use of airport property.

Section 4. Authorizes the County Mayor or County Mayor’s designee to execute ACI-LAC’s 2023 Annual Assembly Conference and Exhibition Host Agreement and exercise all provisions therein, and to execute and exercise the provisions within any related agreements arising from Miami-Dade Aviation Department’s sponsorship and host obligations for ACI-LAC’s 2023 Annual Assembly Conference and Exhibition.

The foregoing resolution was offered by Commissioner **Anthony Rodriguez** , who moved its adoption. The motion was seconded by Commissioner **Danielle Cohen Higgins** and upon being put to a vote, the vote was as follows:

Oliver G. Gilbert, III, Chairman	aye		
Anthony Rodríguez, Vice Chairman	aye		
Marleine Bastien	aye	Juan Carlos Bermudez	aye
Kevin Marino Cabrera	aye	Sen. René García	absent
Roberto J. Gonzalez	aye	Keon Hardemon	aye
Danielle Cohen Higgins	aye	Eileen Higgins	aye
Kionne L. McGhee	aye	Raquel A. Regalado	aye
Micky Steinberg	aye		

The Chairperson thereupon declared this resolution duly passed and adopted this 3rd day of October, 2023. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.



MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

JUAN FERNANDEZ-BARQUIN, CLERK

By: **Basia Pruna**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

A handwritten signature in black ink, appearing to be "CL", is written over a horizontal line.

Cynji A. Lee



ACI-LAC Annual Assembly Conference and Exhibition Host Agreement with Miami-Dade County

The Airports Council International – Latin America and Caribbean, hereinafter referred to as ACI-LAC, holds an annual conference and ACI-LAC desires by this Agreement to enter into a contract with **Miami-Dade County, a political subdivision of the State of Florida**, hereinafter referred to as **Host**, to serve as the Host of ACI-LAC’s 2023 Annual Assembly Conference and Exhibition (the “Conference”), occurring November 5-7, 2023 in Downtown Miami. ACI/LAC’s President/CEO, or designee, and the Host’s Airport Director, or designee, shall serve in all matters relative to this Agreement.

Section 1. ACI-LAC Responsibilities

- (a) EXHIBITION: Expenses incurred in setting up the exhibition area are the responsibility of ACI-LAC.
- (b) CONFERENCE: Expenses incurred in setting up the Conference (including Audiovisuals, room rentals and food & Beverage) are the responsibility of ACI-LAC.
- (c) HOTEL CONTRACT: Expenses incurred in booking all meeting rooms for meetings, exhibition, conference, and rooms blocked for the participants are responsibility of ACI-LAC.
- (d) REGISTRATION: ACI-LAC will manage the conference registrations. All expenses incurred for the registration system are the responsibility of ACI-LAC.
- (e) CEOs DINNER: Food and beverages during the dinner will be covered by ACI-LAC and will be sponsored by Dufry.
- (f) LOGISTIC SUPPORT: ACI-LAC will hire a PCO (iCorporate) that will coordinate all the logistics involved in the organization of the conference as well as a photographer and security.
- (g) SPONSORSHIPS: ACI-LAC will manage the Conference sponsorships and the cost associated.

Section 2. HOST's Responsibilities

- (a) TRANSPORTATION: Providing airport-hotel-airport transfers for ACI-LAC Board members and VIP delegates (approximately 35 delegates).
- (b) GALA DINNER: Food and beverages (incl. alcoholic beverages) and entertainment during the dinner. In case of being held outside the Hotel, the Host will cover transportation costs. Approximately 400 people on November 6, 2023.
- (c) LOGISTICAL SUPPORT: Assign a support team of five (5) to seven (7) people during the event.
- (d) COMPLIMENTARY GIFT for VIP delegates (approximately 50 gifts).
- (e) ACTIVITY FOR COMPANIONS: Outing for delegates' companions on the first day of the conference (2 – 4 hours, includes transportation).
- (f) PAYMENT FOR EXPENSES: Payment for all expenses related to the responsibilities assigned to the Host in this Agreement shall be paid by the Host, through its Aviation Department, directly to the hotel and to the appropriate vendors, for transportation, the Gala dinner (food, beverages, alcoholic beverages, and entertainment) and any other services related to the Gala dinner including but not limited to valet parking, bartending, and audiovisual services. Additionally, the Host will pay for all expenses related to the purchase of executive gifts and activities for companions as well as any other necessary expense related to the successful execution of the responsibilities assigned to the Host in this Agreement. These expenses are estimated to total \$225,000.00.

Section 3. Host Benefits

- (a) The Miami-Dade Aviation Department logo displayed on the Conference website with a link to the Airport's website.
- (b) Host Airport signage in the registration area.
- (c) Miami-Dade Aviation Department logo displayed in on-site program as Host Airport.
- (d) A verbal thank you at the general sessions.
- (e) Recognition on display screen at the general sessions.
- (f) Special Host Airport designation on the badges of the attendees from Host Airport.

Section 4. Coordination

- (a) ACI-LAC and Miami-Dade Aviation Department recognize that a successful conference is a team effort and agree to coordinate all facets of the event through written communication, including e-mail to ensure the highest level of understanding.

Section 5. Default

- (a) The parties agree that, in the event either party is in default of its obligations under the Agreement, the non-defaulting party shall provide to the defaulting party thirty (30) days written notice to cure the default.

Section 6. Liability

- (a) The parties to this Agreement shall not be deemed to assume any liability for the negligent or wrongful acts, or omissions of the other party. Nothing contained herein shall be construed as a waiver, by either party, of the liability limits established in Section 768.28 of the Florida Statutes.

Section 7. Termination

- (a) Upon termination of this Agreement pursuant to this section, no party shall have any further liability or obligation to the other party except as expressly set forth in this Agreement for the events or obligations arising prior to such termination.
- (b) This Agreement may not be terminated by either party after approved by the Miami-Dade County Board of Commissioners and executed by the Miami-Dade County Mayor or the County Mayor's Designee, unless approved, in writing, by both parties.

Section 8. Miscellaneous

- (a) Miami-Dade Aviation Department may solicit corporate contributions to defray its sponsor obligations, including the host airport event. In order to avoid direct competition with ACI-LAC for sponsorship dollars, the Host is encouraged to solicit only local companies, vendors, and organizations. If the Host does choose to solicit or collect sponsorships to offset costs,

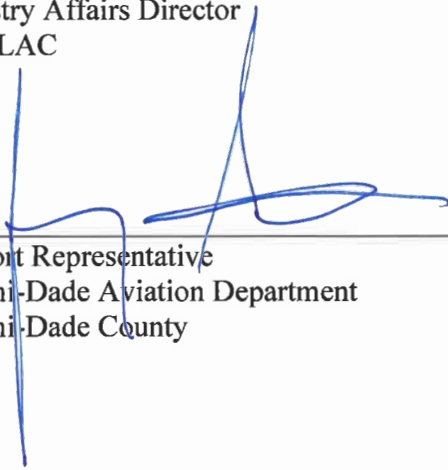
those sponsors will not be afforded ACI-LAC sponsor benefits unless they also sponsor directly through ACI-LAC.



Francisco Medela
Industry Affairs Director
ACI-LAC

27/07/2023

Date



Airport Representative
Miami-Dade Aviation Department
Miami-Dade County

8/23/23

Date