



TAC-N HAND-OFF PACKAGE

TAC-N [X]

TAC-N EXPEDITED []

PROJECT NAME: PS MIA at Bldg.874- The Private Suite MIA LLC Restoration of old PanAm Headquarters for remote VIP Operations Commercial Airline Flights

EST. PROJECT COST: \$ 15,000,000 PROJECT NO.: CA-073A

TAC-N PROJECT MANAGER: Daniela Guevara

PROPERTY MANAGER (REAL ESTATE/CONCESSIONS): Alexandra Mendoza

ACTIVE LEASE NUMBER: RFP-01555

Concept Approval Letter issued by Property Manager	Attached [X]	Need []	N/A []
Copy of Exhibits: location, concept drawings	Attached [X]	Need []	N/A []
TAC-N Project Information Form	Attached [X]	Need []	N/A []
Copy of executed Lease	Attached [X]	Need []	N/A []
TAC-N Project Manager Assignment Request	Attached [X]	Need []	N/A []
Copy of Resolution BCC approval	Attached []	Need []	N/A [X]
Copy of Quick Check approvals	Attached [X]	Need []	N/A []
FAA approval (master plan, etc. Development)	Attached []	Need []	N/A [X]
Other documents: _____	Attached []	Need []	N/A []

Upon receipt of this hand-off package, the TAC-N PM shall:

Issue Letter of Introduction; Provide and review with the Tenant, a copy of the TAC-N design and construction procedures; Provide Tenant with a copy of the **TAC-N Project Quick Check Form FD1-090** with comments for compliance; Coordinate meeting with Tenant, SBD, and MDAD (Minority Affairs, Property Manager, and Fine Arts & Cultural Affairs, if applicable); Advise tenant that there will be additional comments from the in-house review; Advise Tenant how to obtain MDAD Design Guidelines.

Comments:

[Handwritten Signature] 5/30/23

Abel Oporto, P.E., Chief, Maintenance Engineering

- cc:
- TAC-N Project Manager
 - Real Estate/Concessions Property Manager
 - Sunshine Cayubit
 - Ana Finol, P.E.
 - Felix Pereira, RA
 - Victor Guilbaud (HNTB)
 - Timothy Newsome (HNTB)
 - Gendry Sherer
 - Sylvia Novela
 - Richard Cabrera
 - Andre Ragin
 - Tivia Rouland
 - Christina Gorrita
 - Indira Almeida-Pardillo
 - Greg Chin
 - Juan E. Paan
 - Isaac Smith
 - Grisel Agha-Long

MIAMI INTERNATIONAL AIRPORT

MAILING ADDRESS: P.O. BOX 025504, MIAMI, FLORIDA 33102-5504 • 4331 N.W. 22nd ST., BLDG. 3030, 2nd FLOOR, MIAMI, FLORIDA 33122

Agha-Long, Grisel (Aviation)

From: Mendoza, Alexandra (Aviation)
Sent: Wednesday, May 31, 2023 9:21 AM
To: Oporto, Abel (Aviation); Agha-Long, Grisel (Aviation)
Cc: Ragin, Andre T. (Aviation); Osorio, Jhon (Aviation)
Subject: Handoff: TAC-N: CA073A (The Private Suite, LLC)
Attachments: HANDOFF TAC-N CA073A (The Private Suite MIA, LLC).pdf

Good morning Abel / Grisel,

The above-referenced THE PRIVATE SUITE MIA, LLC TAC-N (Project No.:CA073A) has been conceptually approved and is now submitted as a **HAND-OFF**. The attached Assignment Request for the above-referenced (MCC TAC-N Project) undertaken by The Private Suite MIA, LLC.

Preliminary scope of work is included in this transmission. Full plans will be forwarded to the appropriate MCC TAC-N Project Manager.

Thank You,

Alexandra Mendoza, Senior Aviation Property Manager, Non-Terminal Real Estate
Miami-Dade Aviation Department

P.O. Box 025504
Miami, FL 33102-5504
305-876-0714 Phone
305-876-8186 Fax
Almendoza@FlyMia.com
www.miami-airport.com

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TAC-N PROJECT MANAGER ASSIGNMENT REQUEST

Date: May 31, 2023

To: Abel Oporto

From: Alexandra Mendoza

Subject: Hand-Off Memo

TAC-N Project No. CA073A

(indicate Q/C results)

Facilities Maintenance Engineering Approved with comments.

Facilities Development Planning Approved with comments.

Real Estate Management & Development Approved with comments.

Facilities Maintenance Interior Design

Concessions No Comments

Aviation Fire/Life Safety Approved with Comments.

Airside Operations Approved

Info Systems/Telecommunications Approved

Others

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1. Project Title:
PS MIA
2. Project Location:
BLDG 874
3. Project Description:
The Private Suite MIA LLC
Restoration of old Pan Am
Headquarters for remote
VIP operations commercial
airline flights.
4. Property Manager:
Marco Brador
5. Tenant Contact:
Kyle Parkinson
818-614-8869
kparkinson@reserveps.com
6. Project Cost:
\$15,000,000
7. Lease Number: RFP-01555

Attachments: Approved Quick Check Form(s)
 Email Approvals
 Exhibit(s)

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P/S

May 5, 2023

The Private Suite MIA, LLC
6871 W. Imperial Highway
Los Angeles, CA 90045

Dear Marco Brado,

We are so excited to have won RFP-01555 – remote VIP operations for commercial airline flights at MIA. We look forward to restoring the historic Pan Am Headquarters (building 874) as it is a cherished piece of Miami history.

Our private terminal will stand as a tribute to the aviation heritage that came before. We will renovate the 34,115 square feet to accommodate TSA and Custom facilities, a private kitchen, Salon, American Express Centurion lounge, and 7 private suites. The historic central courtyard with the iconic fountain and reflecting pool will remain and be a focal point of the overall design. We have selected R.J. Heisenbottle Architects and Michael Wolk Design Associates to help us honor the history of the building, while bringing the PS service to life. Please see our proposed floor plans attached.

PS affirms its commitment to providing a unique, premium travel experience that embraces global sophistication and local culture, and exceeds all expectations with regard to efficiency, safety, privacy and convenience.

We look forward to working with Miami Dade Aviation Department on this exciting opportunity. Please don't hesitate to reach out with any questions.

Sincerely,



Jordi Mena
Chief Financial Officer



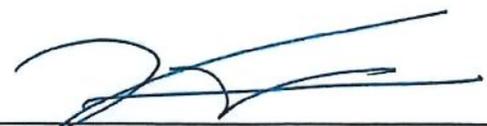
TAC-Non-Reimbursable Project Information

To Property Manager: Marco Brador Property: Building 874
 Date: 5/3/23 Tel: 305-876-7610 Email: MBrador@FlyMIA.com,

Per the TAC-N Project Procedures, please review the following project information and prepare and submit the project "Quick Check" form to all necessary MDAD Divisions to obtain conceptual approval for its design and construction.

1. Project Name: PS MIA
2. Description (scope of work): Restore Old Pan Am Headquarters for remote VIP Operations for Commercial Airline Flights at MIA
3. Project Cost (tenant's estimate):

Design:	\$ 2,000,000
Construction:	\$ 13,000,000
Total:	\$ 15,000,000
4. Tenant Name: The Private Suite MIA, LLC
 Tenant's Project Point of Contact Name: Kyle Parkinson
 Phone: 818-614-8869 Email: kparkinson@reserveps.com
5. Tenant must furnish Certificates of Insurance as required by Miami-Dade by Miami-Dade Risk management: **(YES)** (NO)
6. Tenant has received and reviewed TAC-N Process and Procedures Letter: **(YES)** (NO)
7. Tenant understands that MDAD acceptance of its project for construction, must start no later than three months from the MDAD TAC-N Approval Letter and that the tenant must not occupy the spaces until a Certificate of Occupancy or a Certificate of Completion has been submitted to TAC-N: **(YES)** (NO)
8. Tenant's letter requesting approval of project attached: **(YES)** (NO)
9. Tenant acknowledges that they have read and acknowledge SBD requirements. **(YES)** (NO)


 _____ 5/2/2023
 Tenant Representative Signature Date



Miami-Dade Aviation Department
P.O. Box 025504
Miami, Florida 33102
T 305-876-7000 F 305-876-0948
www.miami-airport.com

Commercial Airport:
Miami International Airport

miamidade.gov

General Aviation Airports:
Dade Collier Training & Transition Airport
Miami Homestead General Aviation Airport
Miami Executive Airport
Miami-Opa Locka Executive Airport

May 11, 2023

Mr. Kyle Parkinson
The Private Suite MIA, LLC

Re: Tenant Airport Construction Project Consultation Meeting

Dear Mr. Parkinson:

Pursuant to our Tenant Airport Construction (TAC) project consultation meeting of PS MIA TO RESTORE OLD PAN AM HEADQUARTERS FOR REMOTE VIP OPERATIONS FOR COMMERCIAL AIRLINE FLIGHTS AT MIA, BUILDING 874, enclosed is the Project Information Sheet, Art in Public Places requirements, as well as the Small Business Development (SBD) documents you were informed about at the meeting.

You are hereby reminded that consultation with SBD (to determine applicable goals) is a condition precedent to the approval of any TAC project. Further, you will be required to observe all County employment legislation for construction on County-owned property whether or not you intend to use private funds.

Please acknowledge receipt of these documents by signing and returning a copy of this letter to me via email at Almendoza@miami-airport.com

Sincerely,

Jhon Osorio on behalf of Frantz Devilme - Section Chief
Real Estate Management

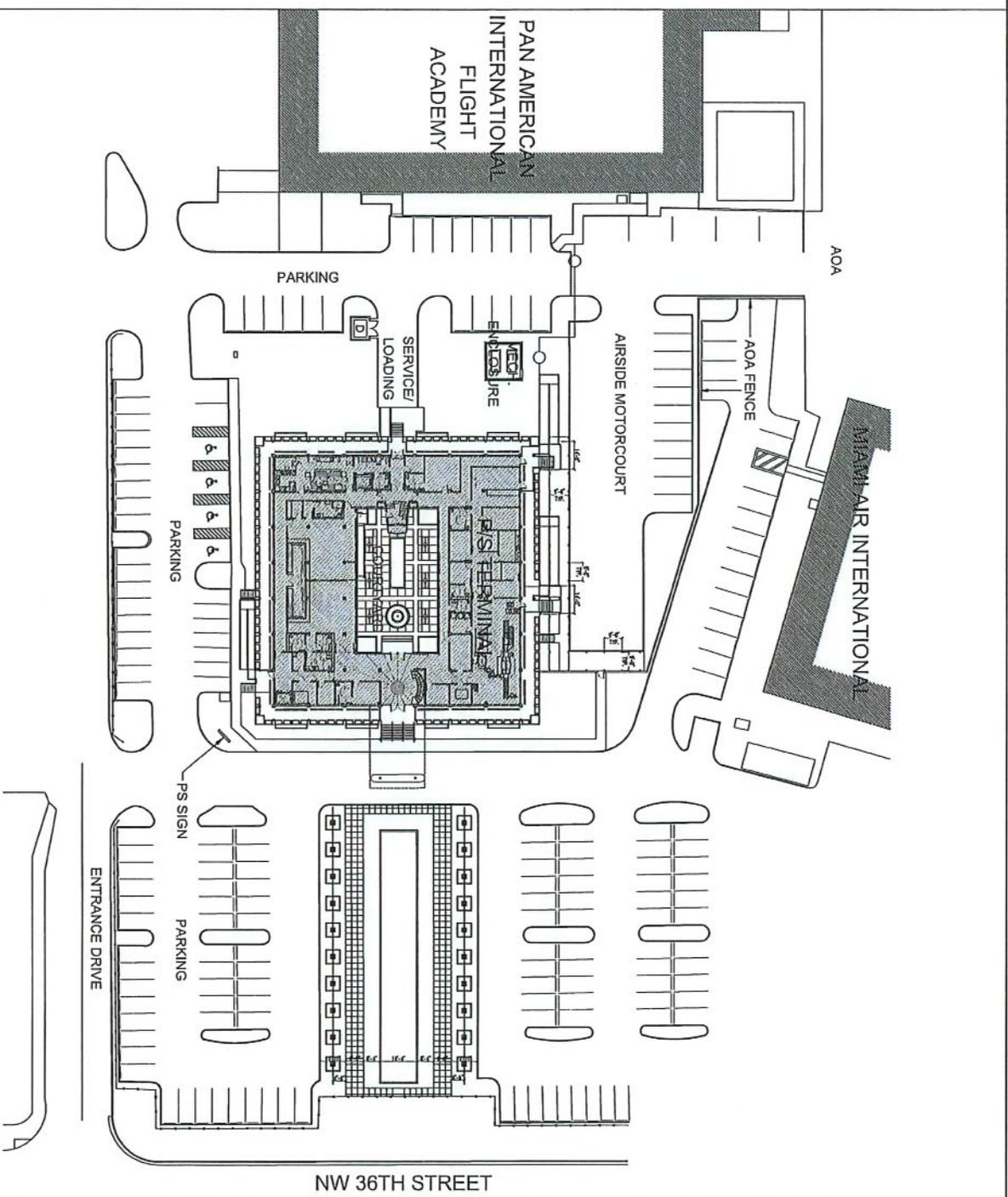
ACKNOWLEDGED: THE PRIVATE SUITE MIA, LLC

By:

Title: Head of Construction & Design

Date: 5/16/2023

1	KENOTES	
A-100	2	SITE PLAN SCALE: 1" = 30'



THE PRIVATE SUITE AT MIA

4900 NW 36th Street, Room 806-804
Miami, FL 33149
Tel: 305-444-1100

THE PRIVATE SUITE AT MIA, LLC
4825 W. Imperial Highway
Los Angeles, CA 90045

PROJECT TEAM

RJ HEISENBOTTLER
ARCHITECTS

3000 N.W. 10th Street, Suite 100
Fort Lauderdale, FL 33304
Tel: 305-444-1100

WOODROW CLARK & MASCARATO
ARCHITECTS

3000 N.W. 10th Street, Suite 100
Fort Lauderdale, FL 33304
Tel: 305-444-1100

TRIPOLI INCORPORATED
GENERAL CONTRACTOR

1000 N.W. 10th Street, Suite 100
Fort Lauderdale, FL 33304
Tel: 305-444-1100

MICHAEL VOIGT DESIGN
INTERIOR DESIGN CONSULTANT

1000 N.W. 10th Street, Suite 100
Fort Lauderdale, FL 33304
Tel: 305-444-1100

LARK LUBERMAN & ASSOCIATES, INC.
LANDSCAPE ARCHITECT

1000 N.W. 10th Street, Suite 100
Fort Lauderdale, FL 33304
Tel: 305-444-1100

NOVA CONSULTING INC.
GENERAL CONTRACTOR

1000 N.W. 10th Street, Suite 100
Fort Lauderdale, FL 33304
Tel: 305-444-1100

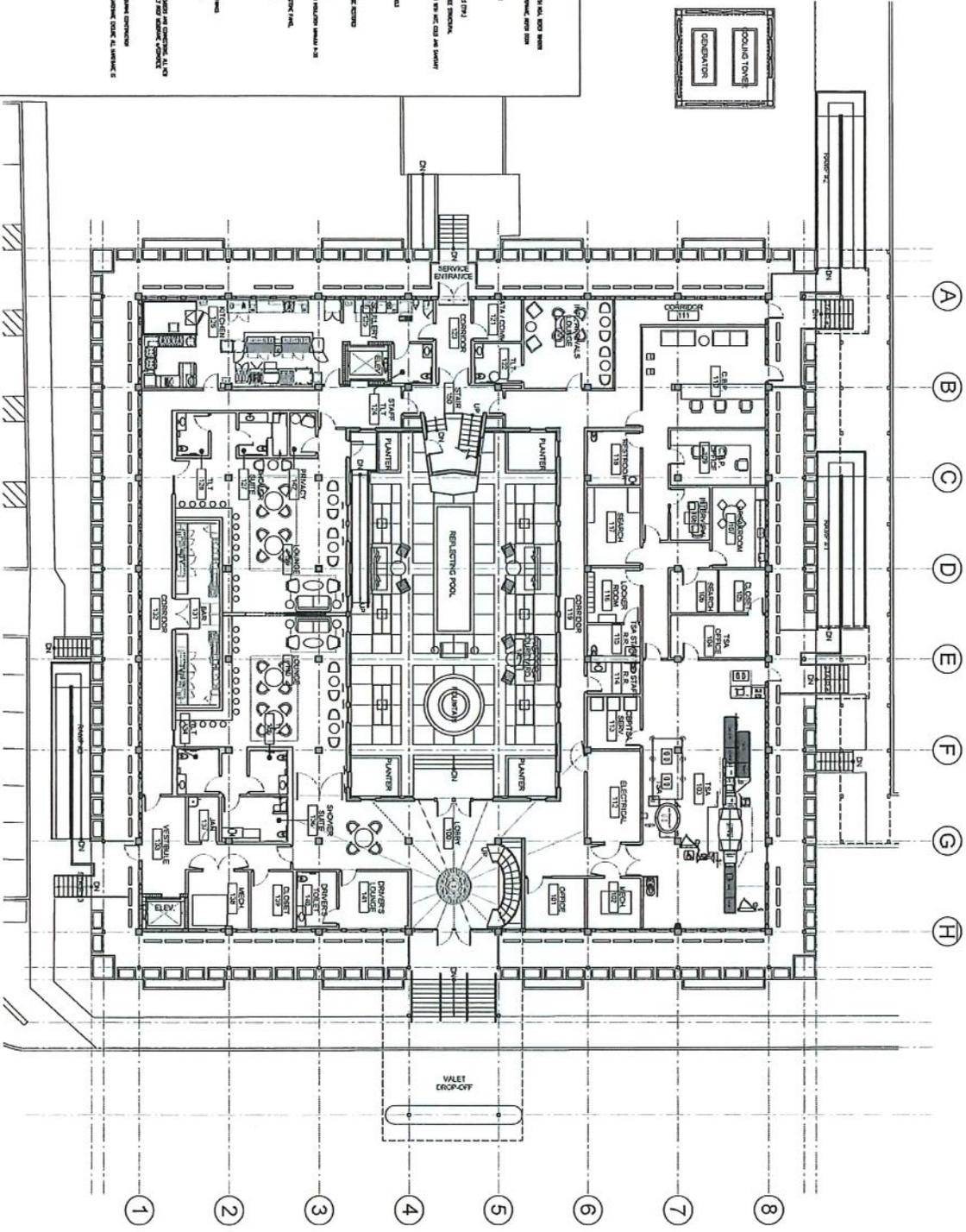
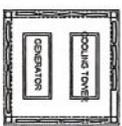


SITE PLAN

DATE: 10/10/00

SCALE: 1" = 30'

A-100



- NOTES:**
- SEE ALL NOTES ON THE ARCHITECTURAL DRAWINGS FOR THE PROJECT.
 - SEE ALL NOTES ON THE ELECTRICAL DRAWINGS FOR THE PROJECT.
 - SEE ALL NOTES ON THE MECHANICAL DRAWINGS FOR THE PROJECT.
 - SEE ALL NOTES ON THE PLUMBING DRAWINGS FOR THE PROJECT.
 - SEE ALL NOTES ON THE STRUCTURAL DRAWINGS FOR THE PROJECT.
 - SEE ALL NOTES ON THE FINISHES DRAWINGS FOR THE PROJECT.
 - SEE ALL NOTES ON THE SCHEDULES FOR THE PROJECT.
 - SEE ALL NOTES ON THE SPECIFICATIONS FOR THE PROJECT.
 - SEE ALL NOTES ON THE CONTRACT DOCUMENTS FOR THE PROJECT.
 - SEE ALL NOTES ON THE PERMITS AND REGULATIONS FOR THE PROJECT.
 - SEE ALL NOTES ON THE SITE CONDITIONS FOR THE PROJECT.
 - SEE ALL NOTES ON THE ADJACENT BUILDINGS FOR THE PROJECT.
 - SEE ALL NOTES ON THE UTILITIES FOR THE PROJECT.
 - SEE ALL NOTES ON THE TRANSPORTATION FOR THE PROJECT.
 - SEE ALL NOTES ON THE ENVIRONMENTAL FOR THE PROJECT.
 - SEE ALL NOTES ON THE HISTORIC PRESERVATION FOR THE PROJECT.

1 KENNOTES
A-102

2 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"
A-102



**THE PRIVATE SUITE
AT MIA**

4000 NW 34th Street, Bldg. #24
Miami, FL 33140
THE PRIVATE SUITE, MIA, LLC
4872 W. Imperial Highway
Los Angeles, CA 90047

PROJECT TEAM

NO.	MEMBER/COMPANY	TYPE
1	ARCHITECT	ARCHITECT
2	ENGINEER	ENGINEER
3	MECHANICAL	MECHANICAL
4	ELECTRICAL	ELECTRICAL
5	PLUMBING	PLUMBING
6	STRUCTURAL	STRUCTURAL
7	FINISHES	FINISHES
8	SCHEDULES	SCHEDULES
9	SPECIFICATIONS	SPECIFICATIONS
10	CONTRACT DOCUMENTS	CONTRACT DOCUMENTS
11	PERMITS AND REGULATIONS	PERMITS AND REGULATIONS
12	SITE CONDITIONS	SITE CONDITIONS
13	ADJACENT BUILDINGS	ADJACENT BUILDINGS
14	UTILITIES	UTILITIES
15	TRANSPORTATION	TRANSPORTATION
16	ENVIRONMENTAL	ENVIRONMENTAL
17	HISTORIC PRESERVATION	HISTORIC PRESERVATION

R J HESEBOTTLE

200 N. W. 10th Street, Suite 100
Fort Lauderdale, FL 33304
TEL: 754-463-1111
FAX: 754-463-1112
WWW.RJHESEBOTTLE.COM

WOODROW W. WOODROW & ASSOCIATES
1000 N.W. 10th Street, Suite 100
Fort Lauderdale, FL 33304
TEL: 754-463-1111
FAX: 754-463-1112
WWW.WOODROWANDASSOCIATES.COM

LAURA VERNAL & ASSOCIATES, INC.
1000 N.W. 10th Street, Suite 100
Fort Lauderdale, FL 33304
TEL: 754-463-1111
FAX: 754-463-1112
WWW.LAURAVERNALANDASSOCIATES.COM

NOWA CONSULTING, INC.
1000 N.W. 10th Street, Suite 100
Fort Lauderdale, FL 33304
TEL: 754-463-1111
FAX: 754-463-1112
WWW.NOWACONSULTING.COM

FIRST FLOOR PLAN

DATE: 11-15-11
DRAWN BY: J. HESBOTTLE
CHECKED BY: J. HESBOTTLE
PROJECT NO.: A-102



Miami-Dade Aviation Department
Real Estate

TAC-N Property Management Approval

Date: 5/11/2023

Tenant's name: The Private Suite MIA, LLC

Lease number: RFP-01555

Building No.: 874

Senior Aviation Property Manager: Marco Brador

TAC-N Subject: Restore Old Pan Am Headquarters for remote VIP Operations for

Commercial Airline Flights at MIA

Project Approval

	Yes	No	Print Name	Signature	Date
Senior Aviation Property Manager	X		Marco Brador		5/11/23

Comments:

Real-Estate Department does not have an issue with this TAC-N. However, the project must meet and comply with Miami-Dade building code and all TAC-N procedures. *As well as any requirements for historic preservation*

Project Approval

	Yes	No	Print Name	Signature	Date
Section Chief <i>For Frank Deviline</i>	<input checked="" type="checkbox"/>		John Domo		5/11/23

Comments:

Real-Estate Department does not have an issue with this TAC-N. However, the project must meet and comply with Miami-Dade building code and all TAC-N procedures.



Miami-Dade Aviation Department

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Miami, Florida 33102
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www.miami-airport.com

Commercial Airport:
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General Aviation Airports:
Dade-Collier Training & Transition Airport
Miami Homestead General Aviation Airport
Miami Executive Airport
Miami-Opa Locka Executive Airport

May 18, 2023

Mr. Kyle Parkinson
Head of Construction & Design

Dear Mr. Parkinson:

This is to inform you that your Tenant Airport Construction (TAC) project request for RESTORING OLD PAN AM HEADQUARTERS FOR REMOTE VIP OPERATIONS FOR COMMERCIAL AIRLINE FLIGHTS AT MIA building 874 TAC-N.: **CA073A** has been conceptually approved by Miami-Dade Aviation Department (MDAD) and issued the above-captioned project number.

MDAD will be assigning a TAC-N Project Manager shortly who will guide you through the Small Business Development (SBD) and Arts in Public Places (APP) review, the project's staff selection including but not limited to architect/engineer, consultants, contractor (prime & subs), design, permitting/construction and project closeout processes.

Please call me at 305-876-0714 or email me via Almendoza@miami-airport.com if you have any questions.

Sincerely,

Alexandra Mendoza
Aviation Property Manager
Real Estate Management & Development

Cc: Basil A. Binns II, Deputy Director
Ana Finol, Assistant Director Facilities Development
Issac Smith, Assistant Aviation Director, Facilities Management and Engineering
Robert Warren, Assistant Director Business Retention & Development

Concept Approval Letter
E_FD1-100 01/21



TAG-N Project Quick Check Form

Date: 5/17/2023

To: Jose A. Ramos, P.E., Facilities Dev. Planning
 Felix Pereira, RA, Facilities Dev. Design
 Jose Cordoves, P.E., Facilities Dev. Construction
 Gustavo Leal, Environmental Engineering
 Ernesto Beltre, P.E., Civil Engineering
 Fred Hebert, Facilities Maint. Utilities
 Abel Oporto, P.E., Facilities Maint. Engineering
 Andre Ragin, Minority Affairs
 Rupen Philloura, Terminal Operations

Sarah Abate, Concessions
 Michele Raymond, Real Estate Management & Dev.
 Susan Feeney, Safety & Security
 MDR-ALSB@miamidade.gov, Aviation Life Safety Bureau
 Barbara Carlo, Landside Operations
 Maria Perez, Telecommunications/ISD
 Vacant, Airside Operations
 Gendry Sherer, Fine Arts & Cultural Affairs
 Richard Garcia, Facilities Maint. Signage
 Maria Diaz-Todaro, Facilities Maint. Interior Design

From: Alexandra Mendoza, Aviation Property Manager

Subject: THE PRIVATE SUITE MIA, LLC to restore Old Pan Am Headquarters for remote VIP Operations for Commercial Airline Flights at MIA at Bldg 874

Please note below your recommendation as to the disposition of this Quick Check by no later than close of business Wednesday May 31, 2023 in order to address this request.

Project Approval	Yes	No	Print Name	Signature	Date
Fac. Dev. Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JOSE A. RAMOS		05-18-2023
Fac. Dev. Design	<input type="checkbox"/>	<input type="checkbox"/>			
Fac. Dev. Construction	<input type="checkbox"/>	<input type="checkbox"/>			
Fac. Dev. Env. Eng.	<input type="checkbox"/>	<input type="checkbox"/>			
Fac. Dev. Civil Eng.	<input type="checkbox"/>	<input type="checkbox"/>			
Facilities Maint./Utilities	<input type="checkbox"/>	<input type="checkbox"/>			
Facilities Maint. Eng.	<input type="checkbox"/>	<input type="checkbox"/>			
Facilities Maint. Interior Design	<input type="checkbox"/>	<input type="checkbox"/>			
Facilities Maint. Signage	<input type="checkbox"/>	<input type="checkbox"/>			
Minority Affairs	<input type="checkbox"/>	<input type="checkbox"/>			
Terminal Ops.	<input type="checkbox"/>	<input type="checkbox"/>			
Real Estate Management/Concessions	<input type="checkbox"/>	<input type="checkbox"/>			
Safety & Security	<input type="checkbox"/>	<input type="checkbox"/>			
Aviation Life Safety Bureau	<input type="checkbox"/>	<input type="checkbox"/>			
ISD/Telecom.	<input type="checkbox"/>	<input type="checkbox"/>			
Airside	<input type="checkbox"/>	<input type="checkbox"/>			
Landside	<input type="checkbox"/>	<input type="checkbox"/>			
Others	<input type="checkbox"/>	<input type="checkbox"/>			

Expedite Process: Yes No

Comments:

CONSTRUCTION CRANES MUST BE REVIEWED BY PLANNING

Attachments:

CC: Sunshine Cayubit, Chief of Aviation Grants
 Mark Hatfield, Safety & Security
 Ana Finol, Facilities Management & Eng.
 John Melzoso, Captain Life Safety Bureau
 Maurice Jenkins, ISD/Telecom.

Robert Warren, Business Retention & Development
 Nancy Pantoja Kirtland, P.E., Civil Environmental Eng.
 Denise Ridge, Operations
 Ana Finol, P.E., Fac. Maint. Planning, Eng. & Construction
 Grisel Agha-Long, Fac. Maint. Eng.
 Juan Paan, Fac. Maint. Construction & Contracts

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TAC-N Project Quick Check Form

Date: 5/17/2023

To: Jose A. Ramos, P.E., Facilities Dev. Planning
 Felix Pereira, RA, Facilities Dev. Design
 Jose Cordoves, P.E., Facilities Dev. Construction
 Gustavo Leal, Environmental Engineering
 Ernesto Beltre, P.E., Civil Engineering
 Fred Hebert, Facilities Maint. Utilities
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 MDFR-ALSB@miamidade.gov, Aviation Life Safety Bureau
 Barbara Carlo, Landside Operations
 Maria Perez, Telecommunications/ISD
 Vacant, Airside Operations
 Gendry Sherer, Fine Arts & Cultural Affairs
 Richard Garcia, Facilities Maint. Signage
 Marla Diaz-Todaro, Facilities Maint. Interior Design

From: Alexandra Mendoza, Aviation Property Manager

Subject: THE PRIVATE SUITE MIA, LLC to restore Old Pan Am Headquarters for remote VIP Operations for Commercial Airline Flights at MIA at Bldg 874

Please note below your recommendation as to the disposition of this Quick Check by no later than close of business Wednesday May 31, 2023 in order to address this request.

Project Approval	Yes	No	Print Name	Signature	Date
Fac. Dev. Planning					
Fac. Dev. Design					
Fac. Dev. Construction					
Fac. Dev. Env. Eng.					
Fac. Dev. Civil Eng.					
Facilities Maint./Utilities	✓				
Facilities Maint. Eng.			ABEL OPORTO, P.E.	<i>[Signature]</i>	5/19/23
Facilities Maint. Interior Design					
Facilities Maint. Signage					
Minority Affairs					
Terminal Ops.					
Real Estate Management/Concessions					
Safety & Security					
Aviation Life Safety Bureau					
ISD/Telecom.					
Airside					
Landside					
Others					

Expedite Process: ___ Yes ___ No

Comments:

REFER TO ATTACHED COMMENTS #1,2,3,4,6,9,10,13,14,15,16&21

Attachments:

CC: Sunshine Cayubil, Chief of Aviation Grants
 Mark Halfeld, Safety & Security
 Ana Finol, Facilities Management. & Eng.
 John Meizoso, Captain Life Safety Bureau
 Maurice Jenkins, ISD/Telecom.

Robert Warren, Business Retention & Development
 Nancy Pantoja Kirlind, P.E., Civil Environmental Eng.
 Denise Rldge, Operations
 Ana Finol, P.E., Fac. Maint. Planning, Eng. & Construction
 Grisel Agha-Long, Fac. Maint. Eng.
 Juan Paan, Fac. Maint. Construction & Contracts

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General Comments
Maintenance – Engineering Section

1. The Contractor to verify that the existing A/C system is capable of handling the new heat load added by new equipment or this project. The contractor shall be required to rebalance and test the existing system to ensure adequate air delivery to the tenant space.
2. All penetrations or perforations in existing fire rated surfaces (floors, walls, etc.) shall be sealed and restored to meet the original fire rating per code of the surrounding areas.
3. Existing circuits in use shall not be extended to serve this project. New spare circuits from existing panels already serving this area shall be used and property labeled at the panel directory.
4. Any existing Life Safety device(s) shall not be obstructed from operation in any way. If obstructed, the device(s) shall be relocated and or additions of devices may be required to properly protect the area as required by code.
5. The floor in this area is a post tension slab. All penetrations shall be coordinated with MDAD. The contractor must x-ray the existing slab to determine where the post tension strands are located before drilling can occur. No drilling shall be permitted in this area without the written consent of MDAD Engineering.
6. All new wall finishes shall match surrounding areas as far as texture, height and color and constructed to meet the appropriate fire rating established by the occupancy.
7. All work shall be in accordance with the MDAD Design Guidelines. Any deviations that may be required by the A/E from these guidelines requires a written waiver form that must be approved by MDAD prior to the design/construction documents being submitted for permit. No waivers will be given after the fact and the contractor will be required to fully follow the guideline requirements at the tenant's expense.
8. Power outlets shall be self-closing flush units using the "poke thru" core drilled method.
9. No open wiring shall be permitted. All wiring must either be in conduit or cable tray. All exposed wiring in cable trays shall be plenum rated suitable for the environment.
10. All shutdowns of major systems (BMS, Fire Alarm, Fire Protection, Water, Sewer, Electrical, A/C, etc.) shall be coordinated through MDAD Facilities Management Construction and Contracts.

11. All digging underground requires that the contractor follow the MDAD Utilities Verification procedure to ensure that all work has been cleared through the major utility providers to the airport.
12. If tenant vacates property, it shall be restored to its original condition, e.g. remove equipment, restore flooring, etc.
13. Permit requirements shall be determined by the Authority Having Jurisdiction (Building Department, Fire Department, DERM, etc.)
14. The Fire Department should review this request.
15. Roof penetrations shall be coordinated with MDAD Engineering for compliance with roof warranties and current repairs.
16. Thermostats, electrical receptacles, light switches, fire department signaling devices, etc. shall not be blocked by panels, advertisements, signage, temporary walls, cabinets, etc.
17. For tenant-owned independent Fats, Oils & Greases (FOG) treatment units (i.e., grease traps) and effluent waste lines, the design team must verify whether the existing waste line being proposed for discharge (prior to treatment) from the concession's FOG generating fixtures is a common use line (use by multiple tenants) or if the line is solely for the exclusive use of the tenant generating said FOG waste. If common, then this line may not be used as an effluent line and a separate FOG waste line shall be designed/proposed that will take the waste flow directly from the concession's applicable fixtures to an approved independent FOG treatment unit. Please note, effluent streams from a tenant-owned system shall not discharge upstream of an MDAD-owned FOG unit even after treatment has been provided.
18. The design team shall show on the engineering drawings how the proposed FOG waste line(s) will be routed to the proposed FOG treatment unit including, but not limited to, all site profiles & elevations, line anchoring system, structural penetrations & closures, conflicts, etc.
19. Prior approval is required from the MDAD Maintenance Engineering Section for any tenant proposing to discharge into an MDAD owned & operated underground FOG treatment unit. Connection approval/disapproval shall be determined on a case-by-case basis by MDAD.

20. Assure that Commissioning and full integration of security doors are properly specified and included as well as field testing,

- The full integration of security doors shall include testing the field of view for the cameras, checking power/connections, alarm testing, intercom calls , labels and video recording for the cameras.
- The testing shall include the full integration between doors, intercom and cameras for a live feed and a playback recording.
- The functional test shall include the full checklist of the test results.

21. In accordance with the Florida Statute #255.05 on projects where the contract value is above \$200,000 a payment and Performance Bond is required.

22. Existing Conservation Measures (CM) were implemented at this MDAD facility as part of an Energy Performance Contract and Service Agreement with FPL Services, LLC and the County, (Resolution R-1166-17), known as "Energy Performance Measures Contract Program 6". The CM equipment shall not be moved, removed, modified, or altered in any way, and it shall be protected.

Agha-Long, Grisel (Aviation)

From: Mendoza, Alexandra (Aviation)
Sent: Wednesday, May 17, 2023 3:33 PM
To: Ramos, Jose A. (Aviation); Abate, Sarah (Aviation); Pereira, Felix (Aviation); Perez, Maria (Aviation); Ragin, Andre T. (Aviation); Raymond, Michele (Aviation); Feeney, Susan (Aviation); Leal, Gustavo (Aviation); Beltre, Ernesto (Aviation); Herbert, Frederick (Aviation); Ragin, Andre T. (Aviation); Sherer, Gendry (Aviation); MDR ALSB (MDFR); Cordoves, Jose A. (Aviation); Oporto, Abel (Aviation); Murphy, Jim (Aviation); Leonardi, Dino (Aviation)
Cc: Pantoja Kirtland, Nancy B. (Aviation); Finol, Ana (Aviation); Jenkins, Maurice (Aviation); Agha-Long, Grisel (Aviation); Paan, Juan (Aviation); Aloma, Janellys (Aviation); Cayubit, Sunshine (Aviation); Simmons, Lasonja (Aviation); Singh, Anna A. (Aviation); Devilm, Frantz (Aviation)
Subject: TAC-N (The Private Suite MIA) Quick Check: Restore Old Pan Am Headquarters
Attachments: Quick Check (The Private Suite MIA, LLC) Restore Id Pan Am Headquarters.pdf; REM.pdf

Good afternoon,

The attached Quick-Check package is submitted for your review and approval.

Check the attached documents sent by The Private Suite MIA, LLC.

Kindly respond by May 31, 2023.

Best regards,

Alexandra Mendoza, Aviation Property Manager, Non-Terminal Real Estate
Miami-Dade Aviation Department
P.O. Box 025504
Miami, FL 33102-5504
305-876-0714 Phone
305-876-8186 Fax
Almendoza@FlyMia.com
www.miami-airport.com

Connect with us:   



5/17/23

Jae:

Please see attached
for your review /
comments & signature
Please return to
me once complete
for further processing

Thank!
Sage



TAC-N Project Quick Check Form

Date: 5/17/2023

To: Jose A. Ramos, P.E., Facilities Dev. Planning
 Felix Pereira, RA, Facilities Dev. Design
 Jose Cordoves, P.E., Facilities Dev. Construction
 Gustavo Leal, Environmental Engineering
 Ernesto Beltre, P.E., Civil Engineering
 Fred Hebert, Facilities Maint. Utilities
 Abel Oporto, P.E., Facilities Maint. Engineering
 Andre Ragln, Minority Affairs
 Rupen Philloura, Terminal Operations

Sarah Abate, Concessions
 Michele Raymond, Real Estate Management & Dev.
 Susan Feeney, Safety & Security
 MDR-ALSB@miamidade.gov, Aviation Life Safety Bureau
 Barbara Carlo, Landside Operations
 Maria Perez, Telecommunications/ISD
 Vacant, Airside Operations
 Gendry Sherer, Fine Arts & Cultural Affairs
 Richard Garcia, Facilities Maint. Signage
 Maria Diaz-Todaro, Facilities Maint. Interior Design

From: Alexandra Mendoza, Aviation Property Manager

Subject: THE PRIVATE SUITE MIA, LLC to restore Old Pan Am Headquarters for remote VIP Operations for Commercial Airline Flights at MIA at Bldg 874

Please note below your recommendation as to the disposition of this Quick Check by no later than close of business Wednesday May 31, 2023 in order to address this request.

Project Approval	Yes	No	Print Name	Signature	Date
Fac. Dev. Planning					
Fac. Dev. Design					
Fac. Dev. Construction					
Fac. Dev. Env. Eng.					
Fac. Dev. Civil Eng.					
Facilities Maint./Utilities					
Facilities Maint. Eng.					
Facilities Maint. Interior Design					
Facilities Maint. Signage					
Minority Affairs					
Terminal Ops.					
Real Estate Management/Concessions	✓		Michele Raymond	<i>Michele Raymond</i>	5/23/23
Safety & Security					
Aviation Life Safety Bureau					
ISD/Telecom.					
Airside					
Landside					
Others					

Expedite Process: ___ Yes ___ No

Comments:

Please see attached comments

Attachments:

CC: Sunshine Cayubit, Chief of Aviation Grants
 Mark Hatfield, Safety & Security
 Ana Finol, Facilities Management. & Eng.
 John Melzoso, Captain Life Safety Bureau
 Maurice Jenkins, ISD/Telecom.

Robert Warren, Business Retention & Development
 Nancy Pantoja Kirtland, P.E., Civil Environmental Eng.
 Denise Ridge, Operations
 Ana Finol, P.E., Fac. Maint. Planning, Eng. & Construction
 Grisel Agha-Long, Fac. Maint. Eng.
 Juan Paan, Fac. Maint. Construction & Contracts

MIAMI INTERNATIONAL AIRPORT

MAILING ADDRESS: P.O. BOX 025504, MIAMI, FLORIDA 33102-5504 • 4331 N.W. 22nd ST., BLDG. 3030, 2nd FLOOR, MIAMI, FLORIDA 33122

Comments by Michèle Raymond:

All County permitting rules and regulations must be followed.



TAC-N Project Quick Check Form

Date: 5/17/2023

To: Jose A. Ramos, P.E., Facilities Dev. Planning
 Felix Pereira, RA, Facilities Dev. Design
 Jose Cordoves, P.E., Facilities Dev. Construction
 Gustavo Leal, Environmental Engineering
 Ernesto Beltre, P.E., Civil Engineering
 Fred Hebert, Facilities Maint. Utilities
 Abel Oporto, P.E., Facilities Maint. Engineering
 Andre Ragin, Minority Affairs
 Rupen Philloura, Terminal Operations

Sarah Abate, Concessions
 Michele Raymond, Real Estate Management & Dev.
 Susan Feeney, Safety & Security
 MDR-ALSB@miamidade.gov, Aviation Life Safety Bureau
 Barbara Carlo, Landside Operations
 Maria Perez, Telecommunications/ISD
 Vacant, Airside Operations
 Gendry Sherer, Fine Arts & Cultural Affairs
 Richard Garcia, Facilities Maint. Signage
 Maria Diaz-Todaro, Facilities Maint. Interior Design

From: Alexandra Mendoza, Aviation Property Manager

Subject: THE PRIVATE SUITE MIA, LLC to restore Old Pan Am Headquarters for remote VIP Operations for Commercial Airline Flights at MIA at Bldg 874

Please note below your recommendation as to the disposition of this Quick Check by no later than close of business Wednesday May 31, 2023 in order to address this request.

Project Approval	Yes	No	Print Name	Signature	Date
Fac. Dev. Planning					
Fac. Dev. Design					
Fac. Dev. Construction					
Fac. Dev. Env. Eng.					
Fac. Dev. Civil Eng.					
Facilities Maint./Utilities					
Facilities Maint. Eng.					
Facilities Maint. Interior Design					
Facilities Maint. Signage					
Minority Affairs					
Terminal Ops.					
Real Estate Management/Concessions					
Safety & Security					
Aviation Life Safety Bureau					
ISD/Telecom.					
Airside	X		Jim Murphy		5/18/23
Landside					
Others					

Expedite Process: ___ Yes ___ No

Comments:

Attachments:

CC: Sunshine Cayubit, Chief of Aviation Grants
 Mark Halfeld, Safety & Security
 Ana Finol, Facilities Management. & Eng.
 John Meizoso, Captain Life Safety Bureau
 Maurice Jenkins, ISD/Telecom.

Robert Warren, Business Retention & Development
 Nancy Pantoja Kirtland, P.E., Civil Environmental Eng.
 Denise Ridge, Operations
 Ana Finol, P.E., Fac. Maint. Planning, Eng. & Construction
 Grisel Agha-Long, Fac. Maint. Eng.
 Juan Paan, Fac. Maint. Construction & Contracts

MIAMI INTERNATIONAL AIRPORT

MAILING ADDRESS: P.O. BOX 025504, MIAMI, FLORIDA 33102-5504 • 4331 N.W. 22nd ST., BLDG. 3030, 2nd FLOOR, MIAMI, FLORIDA 33122



TAC-N Project Quick Check Form

Date: 5/17/2023

To: Jose A. Ramos, P.E., Facilities Dev. Planning
 Felix Pereira, RA, Facilities Dev. Design
 Jose Cordoves, P.E., Facilities Dev. Construction
 Gustavo Leal, Environmental Engineering
 Ernesto Beltre, P.E., Civil Engineering
 Fred Hebert, Facilities Maint. Utilities
 Abel Oporto, P.E., Facilities Maint. Engineering
 Andre Ragin, Minority Affairs
 Rupen Philloura, Terminal Operations

Sarah Abate, Concessions
 Michele Raymond, Real Estate Management & Dev.
 Susan Feeney, Safety & Security
 MDR-ALSB@miamidade.gov, Aviation Life Safety Bureau
 Barbara Carlo, Landside Operations
 Marla Perez, Telecommunications/ISD
 Vacant, Airside Operations
 Gendry Sherer, Fine Arts & Cultural Affairs
 Richard Garcia, Facilities Maint. Signage
 Marla Diaz-Todaro, Facilities Maint. Interior Design

From: Alexandra Mendoza, Aviation Property Manager

Subject: THE PRIVATE SUITE MIA, LLC to restore Old Pan Am Headquarters for remote VIP Operations for Commercial Airline Flights at MIA at Bldg 874

Please note below your recommendation as to the disposition of this Quick Check by no later than close of business Wednesday May 31, 2023 in order to address this request.

Project Approval	Yes	No	Print Name	Signature	Date
Fac. Dev. Planning					
Fac. Dev. Design					
Fac. Dev. Construction					
Fac. Dev. Env. Eng.					
Fac. Dev. Civil Eng.					
Facilities Maint./Utilities					
Facilities Maint. Eng.					
Facilities Maint. Interior Design					
Facilities Maint. Signage					
Minority Affairs					
Terminal Ops.					
Real Estate Management/Concessions					
Safety & Security					
Aviation Life Safety Bureau					
ISD/Telecom.	X		James St. Louis	<i>James St. Louis</i>	5/25/23
Airside					
Landside					
Others					

Expedite Process: Yes No

Comments: No comments

Attachments:

CC: Sunshine Cayubi, Chief of Aviation Grants
 Mark Halfeld, Safety & Security
 Ana Finol, Facilities Management. & Eng.
 John Meloso, Captain Life Safety Bureau
 Maurice Jenkins, ISD/Telecom.

Robert Warren, Business Retention & Development
 Nancy Pantoja Kirlind, P.E., Civil Environmental Eng.
 Denise Rids, Operations
 Ana Finol, P.E., Fac. Maint. Planning, Eng. & Construction
 Grisel Agha-Long, Fac. Maint. Eng.
 Juan Paan, Fac. Maint. Construction & Contracts

MIAMI INTERNATIONAL AIRPORT

MAILING ADDRESS: P.O. BOX 026504, MIAMI, FLORIDA 33102-6504 • 4331 N.W. 22nd ST., BLDG. 3030, 2nd FLOOR, MIAMI, FLORIDA 33122

Mendoza, Alexandra (Aviation)

From: Abate, Sarah (Aviation)
Sent: Thursday, May 18, 2023 4:57 PM
To: Mendoza, Alexandra (Aviation)
Subject: RE: TAC-N (The Private Suite MIA) Quick Check: Restore Old Pan Am Headquarters

No comments.

Best Regards,
Sarah Abate, Division Director, Airport Concessions Business Development
Miami-Dade Aviation Department
P.O. Box 025504
Miami, Florida 33102-5504
305-876-7732 Phone
305-458-8477 Cell
sabate@miami-airport.com
www.miami-airport.com

Connect with us:   



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From: Mendoza, Alexandra (Aviation) <AlMendoza@flyMIA.com>
Sent: Wednesday, May 17, 2023 3:33 PM
To: Ramos, Jose A. (Aviation) <JRAMOS@FlyMIA.com>; Abate, Sarah (Aviation) <SAbate@flyMIA.com>; Pereira, Felix (Aviation) <FPereira@FlyMIA.com>; Perez, Maria (Aviation) <MPEREZ@FlyMIA.com>; Ragin, Andre T. (Aviation) <ARagin@FlyMIA.com>; Raymond, Michele (Aviation) <MRAYMOND@FlyMIA.com>; Feeney, Susan (Aviation) <SFEENEY@FlyMIA.com>; Leal, Gustavo (Aviation) <GLEal@FlyMIA.com>; Beltre, Ernesto (Aviation) <EBeltre@FlyMIA.com>; Herbert, Frederick (Aviation) <FHerbert@FlyMIA.com>; Ragin, Andre T. (Aviation) <ARagin@FlyMIA.com>; Sherer, Gendry (Aviation) <GSherer@FlyMIA.com>; MDRF ALSB (MDFR) <mdfr-alsb@miamidade.gov>; Cordoves, Jose A. (Aviation) <JACordoves@flyMIA.com>; Oporto, Abel (Aviation) <AOporto@FlyMIA.com>; Murphy, Jim (Aviation) <JMURPHY@FlyMIA.com>; Leonardi, Dino (Aviation) <DLeonardi@FlyMIA.com>
Cc: Pantoja Kirtland, Nancy B. (Aviation) <NPantojaKirtland@FlyMIA.com>; Finol, Ana (Aviation) <AFinol@FlyMIA.com>; Jenkins, Maurice (Aviation) <MJENKINS@FlyMIA.com>; Agha-Long, Grisel (Aviation) <GLong@FlyMIA.com>; Paan, Juan (Aviation) <JPaan@FlyMIA.com>; Aloma, Janellys (Aviation) <JAloma@FlyMIA.com>; Cayubit, Sunshine (Aviation) <SCayubit@FlyMIA.com>; Simmons, Lasonja (Aviation) <LSimmons@flyMIA.com>; Singh, Anna A. (Aviation) <ASingh@flyMIA.com>; Devilme, Frantz (Aviation) <FDevilme@FlyMIA.com>
Subject: TAC-N (The Private Suite MIA) Quick Check: Restore Old Pan Am Headquarters

Good afternoon,

The attached Quick-Check package is submitted for your review and approval.

Check the attached documents sent by The Private Suite MIA, LLC.

Kindly respond by May 31, 2023.

Mendoza, Alexandra (Aviation)

From: MDRF ALSB (MDFR) <mdfr-alsb@miamidade.gov>
Sent: Thursday, May 25, 2023 8:40 AM
To: Mendoza, Alexandra (Aviation); Ramos, Jose A. (Aviation); Abate, Sarah (Aviation); Pereira, Felix (Aviation); Perez, Maria (Aviation); Ragin, Andre T. (Aviation); Raymond, Michele (Aviation); Feeney, Susan (Aviation); Leal, Gustavo (Aviation); Beltre, Ernesto (Aviation); Herbert, Frederick (Aviation); Ragin, Andre T. (Aviation); Sherer, Gendry (Aviation); MDRF ALSB (MDFR); Cordoves, Jose A. (Aviation); Oporto, Abel (Aviation); Murphy, Jim (Aviation); Leonardi, Dino (Aviation)
Cc: Pantoja Kirtland, Nancy B. (Aviation); Finol, Ana (Aviation); Jenkins, Maurice (Aviation); Agha-Long, Grisel (Aviation); Paan, Juan (Aviation); Aloma, Janellys (Aviation); Cayubit, Sunshine (Aviation); Simmons, Lasonja (Aviation); Singh, Anna A. (Aviation); Devilme, Frantz (Aviation)
Subject: RE: TAC-N (The Private Suite MIA) Quick Check: Restore Old Pan Am Headquarters

Aviation Life Safety conceptually approves. Plans permits required.

Javier Camps, FCCA
Miami-Dade Fire Rescue Department
Fire Code Compliance Administrator
Aviation Life Safety Bureau
Fire Prevention Division
Miami International Airport
4200 NW 36th Street, Building 5A
Miami, Florida 33166
305-876-7065 Office
305-613-3559 Mobile
305-869-1589 Fax
www.miamidade.gov/fire

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Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.*



Aviation Life Safety Bureau
providing diligent direction

From: Mendoza, Alexandra (Aviation) [mailto:AlMendoza@flyMIA.com]
Sent: Wednesday, May 17, 2023 3:33 PM
To: Ramos, Jose A. (Aviation) <JRAMOS@FlyMIA.com>; Abate, Sarah (Aviation) <SAbate@flyMIA.com>; Pereira, Felix (Aviation) <FPereira@FlyMIA.com>; Perez, Maria (Aviation) <MPEREZ@FlyMIA.com>; Ragin, Andre T. (Aviation) <ARagin@FlyMIA.com>; Raymond, Michele (Aviation) <MRAYMOND@FlyMIA.com>; Feeney, Susan (Aviation) <SFEENEY@FlyMIA.com>; Leal, Gustavo (Aviation) <GLeal@FlyMIA.com>; Beltre, Ernesto (Aviation)

Mendoza, Alexandra (Aviation)

From: Sherer, Gendry (Aviation)
Sent: Wednesday, May 24, 2023 5:44 PM
To: Mendoza, Alexandra (Aviation); Ramos, Jose A. (Aviation); Abate, Sarah (Aviation); Pereira, Felix (Aviation); Perez, Maria (Aviation); Ragin, Andre T. (Aviation); Raymond, Michele (Aviation); Feeney, Susan (Aviation); Leal, Gustavo (Aviation); Beltre, Ernesto (Aviation); Herbert, Frederick (Aviation); Ragin, Andre T. (Aviation); MDRF ALSB (MDRF); Cordoves, Jose A. (Aviation); Oporto, Abel (Aviation); Murphy, Jim (Aviation); Leonardi, Dino (Aviation); Romeu, Patricia (CUA); Rincon, Pablo (CUA); Sanfilippo, Amanda (CUA)
Cc: Pantoja Kirtland, Nancy B. (Aviation); Finol, Ana (Aviation); Jenkins, Maurice (Aviation); Agha-Long, Grisel (Aviation); Paan, Juan (Aviation); Aloma, Janellys (Aviation); Cayubit, Sunshine (Aviation); Simmons, Lasonja (Aviation); Singh, Anna A. (Aviation); Devilm, Frantz (Aviation)
Subject: RE: TAC-N (The Private Suite MIA) Quick Check: Restore Old Pan Am Headquarters
Attachments: Quick Check (The Private Suite MIA, LLC) Restore Id Pan Am Headquarters.pdf; REM.pdf

Good afternoon, Alexandra:

This is an exciting project! I believe The Private Suite MIA is subject to compliance with the Miami-Dade County Art in Public Places Ordinance, as it involves an "existing building converted to a new use," in this case, the building is being transformed into a private luxury terminal service for commercial flights.

I am copying APP Chief Patricia Romeu, who can confirm this.

Regards,
Gendry

Gendry B. Sherer, Fine Arts & Cultural Affairs Director
Miami-Dade Aviation Department
P.O. Box 025504
Miami, FL 33102-5504
305-876-0859 Phone
786.606.9318 Mobile
gsherer@miami-airport.com
www.miami-airport.com

Connect with us:   



From: Mendoza, Alexandra (Aviation) <AlMendoza@flyMIA.com>
Sent: Wednesday, May 17, 2023 3:33 PM
To: Ramos, Jose A. (Aviation) <JRAMOS@FlyMIA.com>; Abate, Sarah (Aviation) <SAbate@flyMIA.com>; Pereira, Felix (Aviation) <FPereira@FlyMIA.com>; Perez, Maria (Aviation) <MPEREZ@FlyMIA.com>; Ragin, Andre T. (Aviation) <ARagin@FlyMIA.com>; Raymond, Michele (Aviation) <MRAYMOND@FlyMIA.com>; Feeney, Susan (Aviation) <SFEENEY@FlyMIA.com>; Leal, Gustavo (Aviation) <GLEal@FlyMIA.com>; Beltre, Ernesto (Aviation) <EBeltre@FlyMIA.com>; Herbert, Frederick (Aviation) <FHerbert@FlyMIA.com>; Ragin, Andre T. (Aviation) <ARagin@FlyMIA.com>; Sherer, Gendry (Aviation) <GSherer@FlyMIA.com>; MDRF ALSB (MDRF) <mdrf-