

FFY 2025-2027

**DISADVANTAGED BUSINESS ENTERPRISE (DBE)
GOAL METHODOLOGY
for**



With Assistance From



April 2025

METHODOLOGY for Establishing the FFY 2025–2027 Overall Disadvantaged Business Enterprise (DBE) Goal for:

Airport Sponsor: **City of Tallahassee**

Airport: **Tallahassee International Airport**

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I. Detailed Methodology: Specific Steps

A. Amount of Goal

The Airport’s overall DBE goal for FFY 2025-2027, for the federal financial assistance it will expend in USDOT-assisted contracts, is the following:

Overall Goal:	9.34%	FFY 2025 Goal	9.41%
Race-Neutral:	0.00%	FFY 2026 Goal	11.19%
Race-Conscious:	9.34%	FFY 2027 Goal	1.74%

Given the amount of USDOT-assisted contracts that the Airport expects to let from FY 2025-2027, which is approximately **\$36,647,649**, this means that the Airport has set a goal of expending approximately **\$3,421,084** with DBEs during this period.

B. Determination of the Market Area of the study

The normal market area was based on discussions with Airport staff and an assessment of bidders from similar recent projects. Specifically, the market area is based on where the substantial majority of bidders, both successful and unsuccessful are located and where the substantial majority of funding was spent as illustrated in **Table 1** below:

Table 1: Tallahassee International Airport Market Area

County	Bidders	Percent of Bidders	Dollars	Percent of dollars
Escambia	2	25.0%	\$23,846,205	83.4%
Gadsden	3	37.5%	\$4,181,000	14.6%
Leon	3	37.5%	\$555,540	1.9%
Market Area	8	100.0%	\$28,582,745	100.0%
Other	0	0.0%	-	-
Total	8	100.0%	\$28,582,745	100.0%

C. Determination of relevant NAICS codes

For the next three-year period of FY 2025, 2026, and 2027, eleven (11) projects are anticipated to be developed with federal funding. They are:

1. **Advanced Air Mobility Planning Study**
2. **Air Carrier Apron Improvements**
3. **Airport Energy Efficient Assessment**
4. **In-Line Baggage Screening System Modifications**
5. **Terminal Modernization – Restroom Renovations**
6. **Terminal Modernization – Elevator & Air Handler Improvements**
7. **North Apron Improvements & State Aviation Hangar Development**
8. **Terminal Front Entrance Pedestrian & Traffic Safety Improvements**
9. **Taxiway Bravo Rehabilitation Phase 2 Construction (B6-B1)**
10. **Airport Security Improvements (Technology)**
11. **Terminal Passenger Loading Bridge Replacement (A5/A6)**

Based on detailed information provided by the Airport concerning these proposed federal projects for the period, a list of NAICS codes corresponding to each project and major subcomponents within each project was developed. This is shown below in Table 2.

**Table 2a: Tallahassee International Airport
FFY 2025 Projects & Activities by NAICS Codes**

FFY	PROJECT	ACTIVITY	NAICS
FFY 2025	Advanced Air Mobility Planning Study	Planning	541611
	Air Carrier Apron Improvements	Highway & Street	237310
		Electrical	238210
		Site Prep	238910
		Engineering	541330
		Geotechnical Testing	541380
	Airport Energy Efficiency Assessment	Planning	541611
	In-Line Baggage Screening System Modifications	Building Construction	236220
		Electrical Contractors	238210
		Drywall and Insulation Contractors	238310
		Other Building Equipment Contractors	238290
		Conveyor and Conveying Equipment Manufacturing	333922
	Terminal Modernization - Restroom Renovations	Building Construction	236220
		Plumbing, HVAC	238220
		Electrical Contractors	238210
		Drywall	238310
		Finish Carpentry Contractors	238350
Other Building Finish Contractors		238990	
Architectural Services		541310	
Engineering Services	541330		

	Terminal Modernization Elevator & Air Handler Improvements	Building Construction	236220
		Electrical Contractors	238210
		Plumbing, HVAC	238220
		Drywall and Insulation Contractors	238310
		Other Building Equipment Contractors	238290
		Elevator and Moving Stairway Manufacturing	333921
		Architectural Services	541310
		Engineering Services	541330
	North Apron Improvements and State Aviation Hangar Development	Highway & Street	237310
		Electrical Contractors	238210
		Site Prep	238910
		Engineering Services	541330
	Terminal Front Entrance Pedestrian & Traffic Safety Improvements	Geotechnical Testing	541380
		Building Construction	236220
		Highway & Street	237310
Electrical Contractors		238210	
Site Prep		238910	
Engineering Services		541330	
Landscaping		561730	
FFY 2026	Taxiway Bravo Rehabilitation Phase 2 Construction (B6-B1)	Water & Sewer Line	237110
		Highway & Street	237310
		Electrical Contractors	238210
		Site Prep	238910
		Engineering Services	541330
		Geotechnical Testing	541380
		Landscaping	561730
FFY 2027	Airport Security Improvements (Technology)	Electrical Contractors	238210
		Engineering Services	541330
		Computer Systems Design Services	541512
	Terminal Passenger Loading Bridge Replacement (A5/A6)	Building Construction	236220
		Electrical Contractors	238210
		Drywall and Insulation Contractors	238310
		Other Building Equipment Contractors	238290
		Elevator and Moving Stairway Manufacturing	333921

SOURCE: Tallahassee International Airport

A. Determination of Relative Availability of DBEs in Market Area, Compared to all Firms

The next step is to conduct an analysis of relative availability of DBEs in the Tallahassee International Airport (TLH) market area for each of these projects to obtain the Step 1 DBE Goal. This is shown in Tables 3a-3i.

**Table 3a: DBEs—Tallahassee International Airport
by Relevant NAICS Codes—FY 2025
Advanced Air Mobility Planning Study**

Activity	NAICS CODES	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars
Planning	541611	6	221	2.71%	\$200,000	\$5,420
Total					\$200,000	\$5,420
					Weighted Step 1 Goal =	2.71%

SOURCES:

- 2022 County Business Patterns, U.S. Census Bureau.
- Florida UCP DBE Directory, September 2024.

**Table 3b: DBEs—Tallahassee International Airport
by Relevant NAICS Codes—FY 2025
Air Carrier Apron Improvements**

Activity	NAICS CODES	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars
Highway & Street	237310	3	18	16.67%	\$1,750,000	\$291,725
Electrical Contractors	238210	2	142	1.41%	\$162,000	\$2,284
Site Prep	238910	3	47	6.38%	\$513,000	\$32,729
Engineering	541330	10	200	5.00%	\$135,000	\$6,750
Geotechnical Testing	541380	1	7	14.29%	\$140,000	\$20,006
Total					\$2,700,000	\$353,494
					Weighted Step 1 Goal =	13.09%

SOURCES:

- 2022 County Business Patterns, U.S. Census Bureau.
- Florida UCP DBE Directory, September 2024.

**Table 3c: DBEs—Tallahassee International Airport
by Relevant NAICS Codes—FY 2025
Airport Energy Efficiency Assessment**

Activity	NAICS CODES	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars
Planning	541611	6	221	2.71%	\$200,000	\$5,420
Total					\$200,000	\$5,420
					Weighted Step 1 Goal =	2.71%

SOURCES:

- 2022 County Business Patterns, U.S. Census Bureau.
- Florida UCP DBE Directory, September 2024.

**Table 3d: DBEs—Tallahassee International Airport
by Relevant NAICS Codes—FY 2025
In-Line Baggage Screening System Modifications**

Activity	NAICS CODES	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars
Building Construction	236220	7	93	7.53%	\$66,667	\$5,020
Electrical Contractors	238210	2	142	1.41%	\$66,667	\$940
Drywall & Insulation Contractors	238310	2	56	3.57%	\$66,667	\$2,380
Other Building Finish Contractors	238990	13	86	15.12%	\$133,333	\$20,160
Conveyor & Conveying Equipment Manufacturing	333922	0	0	0.00%	\$266,666	\$0
Total					\$600,000	\$28,500
Weighted Step 1 Goal =						4.75%

SOURCES:
1. 2022 County Business Patterns, U.S. Census Bureau.
2. Florida UCP DBE Directory, September 2024

**Table 3e: DBEs—Tallahassee International Airport
by Relevant NAICS Codes—FY 2025
Terminal Modernization – Restroom Renovations**

Activity	NAICS CODES	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars
Building Construction	236220	7	93	7.53%	\$750,000	\$56,475
Plumbing, HVAC	238220	0	213	0.00%	\$120,000	\$0
Finish Carpentry Contractors	238350	0	45	0.00%	\$120,000	\$0
Other Building Finish Contractors	238990	13	86	15.12%	\$120,000	\$18,144
Electrical Contractors	238210	2	142	1.41%	\$120,000	\$1,692
Drywall	238310	2	56	3.57%	\$120,000	\$4,284
Architectural Services	541310	1	46	2.17%	\$75,000	\$1,628
Engineering Services	541330	10	200	5.00%	\$75,000	\$3,750
Total					\$1,500,000	\$85,973
Weighted Step 1 Goal =						5.73%

SOURCES:
1. 2022 County Business Patterns, U.S. Census Bureau.
2. Florida UCP DBE Directory, September 2024

**Table 3f: DBEs—Tallahassee International Airport
by Relevant NAICS Codes—FY 2025
Terminal Modernization – Elevator & Air Handler Improvements**

Activity	NAICS CODES	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars
Building Construction	236220	7	93	7.53%	\$166,722	\$12,554
Electrical Contractors	238210	2	142	1.41%	\$166,722	\$2,351
Plumbing, HVAC	238220	0	213	0.00%	\$83,305	\$0
Other Building Equipment Contractors	238290	2	56	3.57%	\$83,307	\$2,974
Drywall & Insulation Contractors	238310	13	86	15.12%	\$444,445	\$67,200
Elevator & Moving Stairway Manufacturing	333921	0	0	0.00%	\$888,889	\$0
Architectural Services	541310	1	46	2.17%	\$83,305	\$1,808
Engineering	541330	10	200	5.00%	\$83,305	\$4,165
Total					\$2,000,000	\$91,052
Weighted Step 1 Goal =						4.55%

SOURCES:

1. 2022 County Business Patterns, U.S. Census Bureau.
2. Florida UCP DBE Directory, September 2024

**Table 3g: DBEs—Tallahassee International Airport
by Relevant NAICS Codes—FY 2025
North Apron Improvements & State Hangar Development**

Activity	NAICS CODES	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars
Highway & Street	237310	3	18	16.67%	\$1,921,330	\$320,286
Electrical Contractors	238210	2	142	1.41%	\$177,198	\$2,498
Site Prep	238910	3	47	6.38%	\$240,482	\$15,343
Engineering Services	541330	10	200	5.00%	\$126,570	\$6,329
Geotechnical Testing	541380	1	7	14.29%	\$65,816	\$9,405
Total					\$2,531,396	\$353,861
Weighted Step 1 Goal =						13.98%

SOURCES:

1. 2022 County Business Patterns, U.S. Census Bureau.
2. Florida UCP DBE Directory, September 2024

**Table 3h: DBEs—Tallahassee International Airport
by Relevant NAICS Codes—FY 2025
Terminal Front Entrance Pedestrian & Traffic Safety Improvements**

Activity	NAICS CODES	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars
Building Construction	236220	7	93	7.53%	\$818,467	\$61,631
Highway & Street	237310	3	18	16.67%	\$409,233	\$68,219
Electrical Contractors	238210	2	142	1.41%	\$136,231	\$1,921
Site Prep	238910	3	47	6.38%	\$136,231	\$8,692
Engineering Services	541330	10	200	5.00%	\$68,116	\$3,406
Landscaping	561730	7	266	2.63%	\$68,116	\$1,791
Total					\$1,636,394	\$145,660
Weighted Step 1 Goal =						8.90%

SOURCES:

1. 2022 County Business Patterns, U.S. Census Bureau.
2. Florida UCP DBE Directory, September 2024

**Table 3i: DBEs—Tallahassee International Airport
by Relevant NAICS Codes—FY 2026
Taxiway Bravo Rehabilitation Phase 2 Construction (B6-B1)**

Activity	NAICS CODES	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars
Water & Sewer Line	237110	1	18	5.56%	\$4,007,545	\$222,820
Highway & Street	237310	3	18	16.67%	\$9,695,740	\$1,616,280
Electrical Contractors	238210	2	142	1.41%	\$704,870	\$9,939
Site Prep	238910	3	47	6.38%	\$2,819,480	\$179,883
Engineering	541330	10	200	5.00%	\$1,854,921	\$92,746
Geotechnical Testing	541380	1	7	14.29%	\$961,811	\$137,443
Landscaping	561730	7	266	2.63%	\$185,492	\$4,878
Total					\$20,229,859	\$2,263,989
Weighted Step 1 Goal =						11.19%

SOURCES:

1. 2022 County Business Patterns, U.S. Census Bureau.
2. Florida UCP DBE Directory, September 2024.

**Table 3j: DBEs—Tallahassee International Airport
by Relevant NAICS Codes—FY 2027
Airport Security Improvements (Technology)**

Activity	NAICS CODES	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars
Electrical Contractors	238210	2	142	1.41%	\$1,440,000	\$20,304
Engineering Services	541330	10	200	5.00%	\$230,000	\$11,500
Computer Systems Design Services	541512	2	127	1.57%	\$230,000	\$3,611
Total					\$1,800,000	\$31,804
Weighted Step 1 Goal =						1.67%

SOURCES:
1. 2022 County Business Patterns, U.S. Census Bureau.
2. Florida UCP DBE Directory, September 2024

**Table 3k: DBEs—Tallahassee International Airport
by Relevant NAICS Codes—FY 2027
Terminal Passenger Loading Bridge Replacement (A5/A6)**

Activity	NAICS CODES	DBE Firms	All Firms	% of DBE Firms Available	NAICS Dollars	DBE Dollars
Building Construction	236220	7	93	7.53%	\$350,000	\$26,355
Electrical Contractors	238210	2	142	1.41%	\$350,000	\$4,935
Other Building Equipment Contractors	238290	2	56	0.00%	\$350,000	\$0
Drywall & Insulation Contractors	238310	13	86	3.57%	\$700,000	\$24,990
Elevator & Moving Stairway Manufacturing	333921	0	0	0.00%	\$1,400,000	\$0
Total					\$3,150,000	\$56,280
Weighted Step 1 Goal =						1.79%

SOURCES:
1. 2022 County Business Patterns, U.S. Census Bureau.
2. Florida UCP DBE Directory, September 2024

NOTE: The County Business Patterns data were used as the source to determine the denominator, or the number of all firms in the market area. The DBE directories listed above were used to determine the numerator, or the number of DBE firms in the market area.

B. Determination of the “Weighted” DBE Base Figure

The Step 1 DBE base figure for each project/ fiscal year was derived by multiplying the dollars for each activity by the percentage of relevant DBE firms to all relevant firms. The total DBE goal in dollars was divided by the total project costs to derive the Step 1 goals. A listing of the calculated base figures for each of the 11 proposed projects is shown in Table 3-L, below:

Table 3L Summary of the Base Figure-Step 1 Goals for all Proposed Projects: FY 2025-2027—Tallahassee International Airport

PROJECT and Year	Base 1: Relative Availability Goal
• FY 2025 – Advanced Air Mobility Planning Study	2.71%
• FY 2025 – Air Carrier Apron Improvements	13.09%
• FY 2025 – Airport Energy Efficiency Assessment	2.71%
• FY 2025 – In-Line Baggage Screening System Modifications	4.75%
• FY 2025 – Terminal Modernization – Restroom Renovations	5.73%
• FY 2025 – Terminal Modernization – Elevator & Air Handler Improvements	4.55%
• FY 2025 – North Apron Improvements & State Aviation Hangar Development	13.98%
• FY 2025 – Terminal Front Entrance Pedestrian & Traffic Safety Improvements	8.90%
• FY 2026 – Taxiway Bravo Rehabilitation Phase 2 Construction (B6-B1)	11.19%
• FY 2027 – Airport Security Improvements (Technology)	1.67%
• FY 2027 – Terminal Passenger Loading Bridge Replacement (A5/A6)	1.79%

II. Adjustments to the DBE Base Figure

After the DBE Base Figure(s) have been developed, the regulations (49 CFR Part 26) require that:

“...additional evidence in the sponsor’s jurisdiction be considered to determine what adjustment, if any, is needed to the base figure in order to arrive at your overall goal” (26:45(d)).

A. Adjustment Factors to Consider

1. Historic DBE Attainment

The regulations further state that there are several types of evidence that must be considered when adjusting the base figure. These include:

“(i) The current capacity of DBEs to perform work in your USDOT-assisted contracting program, as measured by the volume of work DBEs have performed in recent years.

The historical overall DBE goals accomplished at the Airport in recent years were examined relative to the above consideration, i.e., indication of “capacity”. Notice the annual DBE percent accomplishment indicated in Table 4 below:

**Table 4: Tallahassee International Airport
DBE Accomplishment**

Report Period	Approved DBE Goal	Total DBE Percent Achieved	Achieved Over/Under
FY 2021	15.2%	0.0%	-15.2%
FY 2022	0.0%	12.6%	12.6%
FY 2023	12.8%	0.0%	-12.8%
Median	12.8%	0.0%	-12.8%

The **median DBE accomplishment** (historic indicator of capacity) for the periods as shown above for the Airport, is **0.0%**. **There is nothing to by which to adjust the Step 1 goals, based on historic DBE attainment.**

2. Consideration of Disparity Study

Another potential Step 1 or base figure adjustment, according to the DBE regulations, may come from a valid disparity study, if figures from the study were not used in Step 1 of that same goal process. In 2019 a disparity study was completed for the combined entities of the City of Tallahassee, Leon County, and Blueprint (the intergovernmental entity responsible for implementing projects funded through a special tax authority). The disparity study was prepared by MGT, a Tallahassee-based nationally recognized disparity study consulting firm. The study was initiated in 2017 and the analysis of the factors of disparity for each of the responsible entities (availability-utilization-anecdotal data) covered the period 2012-2016. The study was published in 2019 and contained findings of disparity sufficient to form the basis for establishing goals for Minority, Women, and Small Business Enterprises (MWSBEs) in the combined jurisdictions. Subsequently aspirational goals were established and stated in the disparity study, by specific categories of vendor/procurement opportunities. Notice the chart below, which shows those goals contained in the study:

Procurement Category	Aspirational MBE Goal	Aspirational WBE Goal	Total Goal
Construction Prime Contractors	5.00%	4.00%	9.0%
Construction Subcontractors	14.00%	9.00%	23.0%
Architecture & Engineering	8.00%	6.00%	14.0%
Professional Services	5.00%	6.00%	11.0%
Other Services	6.00%	8.00%	14.0%
Materials and Supplies	1.00%	6.00%	7.0%

Source: Disparity Study, 2019, and 2022 Update. Same goals were also retained in the 2023 updated MWSBE policy statement for OEV. (Note-Data base is from 2012-2016)

In consideration of those established goals, the consultant for this current DBE goal methodology reviewed them and assigned each of the **11** Step 1 base figure goals in Table 3-L to one of the Procurement Categories and the associated total goal. Then the calculated goals were averaged with each of the “total goals” listed above. In the end, the

overall result yielded an overall adjusted goal of **8.96%**. This approach yielded an overall DBE goal that is smaller than the initially adjusted overall goal of **9.34%**. **The recommended methodology and final goal is 9.34%, which is the overall Step 1 goal, unadjusted.**

B. Consultations

The Airport held a public meeting on Wednesday, April 2, 2025. The purpose of the meeting was to solicit information from interested stakeholders about the draft goal, as well as the availability of potential DBEs, the effects of discrimination on opportunities for DBEs, and the Airport’s effort to increase DBE participation. **(Please see Appendix A-1 and A-2 for a summary of the meeting, the attendee list, copies of notices and notifications, and any consultation comments.)**

C. Adjustment to Step 1 DBE Base Figures: Tallahassee International Airport, FY 2025 - FY 2027

With the adjustment factors considered to this point, again, the Airport will not adjust the Step 1 base figures. The overall DBE goal is shown below in Table 5.

Table 5: Tallahassee International Airport

FY 2025 – FY 2027 Overall Goal

Fiscal Year	Project	Step 1	Step 2 Adjustment	Overall Goal	Total Project Costs	DBE Goal (dollars)
FY 2025	Advanced Air Mobility Planning Study	2.71%	NA	2.71%	\$200,000	\$5,420
	Air Carrier Apron Improvements	13.09%	NA	13.09%	\$2,700,000	\$233,550
	Airport Energy Efficiency Assessment	2.71%	NA	2.71%	\$200,000	\$5,420
	In-Line Baggage Screening System Modifications	4.75%	NA	4.75%	\$600,000	\$28,500
	Terminal Modernization - Restroom Renovations	5.73%	NA	5.73%	\$1,500,000	\$85,800
	Terminal Modernization Elevator & Air Handler Improvements	4.55%	NA	4.55%	\$2,000,000	\$90,000
	North Apron Improvements and State Aviation Hangar Development	13.98%	NA	13.98%	\$2,531,396	\$226,054
	Terminal Front Entrance Pedestrian & Traffic Safety Improvements	8.90%	NA	8.90%	\$1,636,394	\$144,330
FY 2025 Total				9.41%	\$11,367,790	\$1,069,248
FY 2026	Taxiway Bravo Rehabilitation Phase 2 Construction	11.19%	NA	11.19%	\$20,229,859	\$2,263,721
FY 2026 Total				11.19%	\$20,229,859	\$2,263,721
FY 2027	Airport Security Improvements (Technology)	1.67%	NA	1.67%	\$1,900,000	\$31,730
	Terminal Passenger Loading Bridge Replacement	1.79%	NA	1.79%	\$3,150,000	\$56,385
FY 2027 Total				1.74%	\$5,050,000	\$88,115
FY 2025 - FY 2027 Overall Goal				9.34%	\$36,647,649	\$3,421,084

The total DBE goal, in dollars, was divided by the total project costs to derive the final overall proposed DBE goal of **9.34%** for FY 2025-FY 2027.

III. Process

The Airport will normally submit its overall goal to the Federal Aviation Administration (FAA) on August 1st of each year that a DBE goal is due.

Before establishing the overall goal this year, the Airport consulted with minority, women's and general contractor groups, community organizations, and other officials or organizations to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the Airport's efforts to establish a level playing field for the participation of DBEs.

Following this consultation, the Airport published a notice on its website of the proposed overall goal informing the public that the proposed goal and its rationale were available for review and comment during normal business hours for 30 days following the date of the notice. The notice included the location to which comments could be sent and where the proposal could be reviewed. The notice was posted at <https://www.talgov.com/airport/tlhdbbe>. This process was used to establish the goals for FFY 2025-2027.

The Airport's overall goal submission to the FAA will include a summary of information and comments received during this public participation process and our responses.

The Airport will begin using the overall goal on October 1 of each year, unless the Airport has received other instructions from DOT/FAA (or, if the goal is established on a project basis) by the time of the first solicitation for a DOT/FAA-assisted contract for the projects.

IV. Breakout of Estimated Race-Conscious/Race-Neutral Participation

The Airport will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. The Airport will use a combination of the following race-neutral means to increase DBE participation:

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate DBE, and other small businesses participation (e.g., unbundling large contracts to make them more accessible to small businesses, encouraging prime contractors to subcontract portions of work that they might otherwise perform with their own forces);
2. Disseminating information on contracting procedures and specific contract opportunities (e.g., ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists for bidders, ensuring the dissemination to bidders on prime contracts of lists of potential subcontractors).

The Airport proposes to meet its goal of **9.34%** using race-conscious means. The reason for this breakout is that the projects from the previous year(s) show that the median amount by which the past DBE goal(s) were under-achieved is **12.8%** (see **Table 4**).

The Airport will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation (26.51(f)) and it will track and report race-neutral and race-conscious participation separately. For reporting purposes, race-neutral DBE participation includes, but is not necessarily limited to the following: DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a DBE goal; DBE

participation on a prime contract exceeding a contract goal; and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

V. Contract Goals

The Airport will use contract goals to meet any portion of the overall goal that the Airport does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

The Airport will establish contract goals only on those DOT/FAA-assisted contracts that have subcontracting possibilities. The Airport need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work).

The Airport will express its contract goals as a percentage of the federal share of a DOT/FAA-assisted contract.

Resources:

1. 2022 County Business Patterns, U.S. Census Bureau.
2. City of Tallahassee, Leon County, and Blueprint. 2019 Disparity Study *Final* Report: June 20, 2019
3. Florida UCP DBE Directory, October 2024.
4. MINORITY, WOMEN, AND SMALL BUSINESS ENTERPRISE POLICY, Revised 12-13-23, for Leon County Government- City of Tallahassee, Office of Economic Vitality
5. Uniform Report of DBE Awards or Commitments and Payment

APPENDIX A-1: Meeting Summary and Attendee List

(for both the City/Airport's website, and "optional" for Newspaper-30 day availability)

NOTICE TO THE PUBLIC

**FY 2025-2027 DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL
March 21, 2025**

The City of Tallahassee and Tallahassee International Airport:

The City of Tallahassee and Tallahassee International Airport hereby publish a proposed overall goal for its Federal Aviation Administration (FAA) Disadvantaged Business Enterprise (DBE) Program, for the Airport. The proposed overall goal for FAA-AIP and federally funded projects in FY 2025 through FY 2027 is **9.34%**.

The methodology document used in developing this goal is available for inspection during normal business hours, until **April 19, 2025**, at the following web location:

Talgov.com/airport/TLHdbe

The city and the Airport will receive and consider public comments on the proposed goal until **April 19, 2025**. Comments should be emailed to, Victoria.Maleszewski@talgov.com. All comments must be received by 4:30 p.m. on April 19, 2025. Comments may also be mailed to the following address: **Victoria Maleszewski, Manager, Properties and Development, 3300 Capital Cir SW, Tallahassee, FL 32310.**

DBE/ACDBE Stakeholder Engagement Seminar

Watch later Share

TLH DBE / ACDBE STAKEHOLDERS' MEETING



TALLAHASSEE INTERNATIONAL AIRPORT



Watch on YouTube

DOCUMENTS

[Goal Methodology](#)

[Document of Notice](#)

(for both the City/Airport's website, and "optional" for Newspaper-30 day availability)

NOTICE TO THE PUBLIC

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APPENDIX A-2: Notice to the Public



DBE/ACDBE Stakeholder Engagement Seminar

Airport Observation Room – 2nd Floor

2:00 p.m. Wednesday, April 2, 2025

AGENDA

1. Welcome and TLH Update

- *Ben Pingree, Deputy Director of Aviation (TLH)*

2. DBE/ACDBE Certification and Training Opportunities

- *Darryl Jones, Deputy Director, OEV*

3. DBE Overview and Report Update

- *Kenneth Weeden, Consultant*

4. ACDBE Overview and Report Update

- *Kevin Weeden, Consultant*

5. ACDBE Achievements and Future Opportunities at TLH

- *Victoria Ray, Manager, Airport Properties and Business Development (TLH)*

6. DBE Achievements and Future Opportunities at TLH

- *Eric Houge, Airport Engineer (TLH)*

7. Active Participation

- *Ben Pingree will provide brief closing remarks and invite Seminar participants to engage directly with industry experts and program representatives at a series of tabletops provided in-room*

8. End of Seminar



Airport Concessions Disadvantaged Business Enterprise (ACDBE) and Disadvantaged Business Enterprise (DBE) Stakeholder Engagement Seminar
 Wednesday, April 2, 2025 | Airport Observation Room, 2nd Floor

PLEASE SIGN IN

Check all that apply.

PRIME	SUB	ACDBE/MWBE	DBE	REPRESENTATIVE NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
				Curlys Johnson	Curvey Group	772-206-3966	Curlys@thecurvegroup.com
				Ken Weeden	Ken Weeden & Assoc.	910-547-8047	Ken@th-weeden.com
		✓	✓	FREDERICKA HAMILTON	TONZ	850-933-5844	pegfhamilton@gmail.com
		✓	✓	Daryl Parks	Canops Hospitality	850-251-6500	daryl@canopshosp.com
✓	✓	✓	✓	Adriene Wright	Abelita LLC	202-431-1187	adriene@abelita.co
				Connor Chambliss	Kimley-Horn	850-553-3523	connor.chambliss@kimley-horn.com
				KEVIN WEEDEN	Ken Weeden + Associates	678-540-8647	kevin-weeden@kumpanning.com
				Sheila Lowe	CIJ	850-8693	Sheila.Lowe@talgov.com
				Renita E. Bowman	We Main IT Tallahassee, Inc	(850) 329-0710	WeMainIT-Tallahassee@gmail.com
				LaTanya Raffington	DEV/MWSBE	(850) 300-7566	latraffington@oortobusiness.org
				JAY MORRELL	Simply Sav' for	597-2495	earley@kitcher-i@gmail.com
				Katma Glasco	Katmas Janitorial	850-210-3995	mike@katmasjanitorialandcleaning.com
				Keith Bowers	GEV Cleaning	850-254-8503	kbowers@gevservices.com
				Victoria Reese ^{Reese}	Airport	850-478-21	victoria@talgov.com



Tallahassee International Airport
 Stakeholder Engagement Meeting – April 2, 2025
 Sign-In Sheet

Name/Business	Address	Phone Number	Email Address
Brian D. Smith Cleming Service	5990 Smithville Lane TALL FL 32309	8503224508	Smith Service Cleaning @yahoo.com
Cloud Navigator	881 Venice Blvd Tallahassee FL 32308	850-320-0732	Gate Bond Coord.nav.com
Cloud Navigator	2561 Welshire Blvd	850-545-0125	scott.flym@cloudnav.com
Mary Rowis	2020 W Pensacola St. Box 210-150 Tallahassee FL 32304	792-5783 850- 891	lys.amaryday@gmail.com
Kabrina Tuggerson	Capital City Chamber		
Vanessa Spaulding	TLH	850-891-7895	Vanessa Spaulding@ tal.gov.com
Eric Hauge	TLH	850-891-7873	Eric.Hauge@tal.gov.com
Ben Angree	TLH	850-891-7843	Ben.Angree@tal.gov.com
Laura Brown	TLH	850-891-7801	Laura.Brown@ tal.gov.com
Daryl Jones	OEV		



Airport Concessions Disadvantaged Business Enterprise (ACDBE) and Disadvantaged Business Enterprise (DBE) Stakeholder Engagement Seminar
 Wednesday, April 2, 2025 | Airport Observation Room, 2nd Floor

Check all that apply.

PRIME	SUB	ACDBE/MWBE	DBE	REPRESENTATIVE NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
				Wmick SaintCharles	DEV	850.264.4568	wsaintcharles@business.org
				Julian L. Griffin	ITAY	850-575-0509	julian@itay.com
				KENNETH E. TARTÉ	DBE SPECIALIZED DEVELOPMENT PROJ	850 528 2670	kenneth@fdotdbservices.com
				ZRÉ GESSON	EAST AFRICAN SERVICES	850 264-7111	zre@east-african.com
				Anglique Ritey	Verdelabes CityLife Engineering LLC	850 212 2144	verdelabes@citylifecorp.com
				Janelle Brown	Florida Development	954-295-6275	jbrown@floridadevelopment.com
				Ere Fountain		(850) 354-3013	ere@fountaindevelopment.com
				Noel Munson	SBDC	850 706 534	noel.munson@fom.edu
				Jayles Givson	AWC Infrastructure Corp	850 579 8550	jayles@awcinfrastructure.com

PLEASE SIGN IN



TALLAHASSEE
INTERNATIONAL AIRPORT

DBE/ACDBE Stakeholder Engagement Seminar

April 2, 2025 - 2:00 p.m.

Hosted By:
Benjamin H. Pingree, MPA, CEcD
Deputy Director of Aviation



CITY OF
TALLAHASSEE

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TALLAHASSEE
INTERNATIONAL AIRPORT

Seminar Agenda Overview

- ***Welcome, TLH Update – Ben Pingree***
- DBE/ACDBE Training & Certification – Darryl Jones
- DBE Overview and Report – Kenneth Weeden
- ACDBE Overview and Report – Kevin Weeden
- ACDBE Achievements & Future Opportunities – Victoria Ray
- DBE Achievements & Future Opportunities – Eric Houge
- Active Participation



CITY OF
TALLAHASSEE

2



Goals for This Seminar

- Explain “What are DBE and ACDBE Programs?” & “Why they matter!”
- Review Update to TLH’s DBE & ACDBE Plans and Goals
- Highlight Past Successes
- Reveal Future Work Opportunities
- How to get ACDBE & DBE trained, certified, and engaged
- Tips for Your Success
- Active Participation



3

Commercial Air Service



4

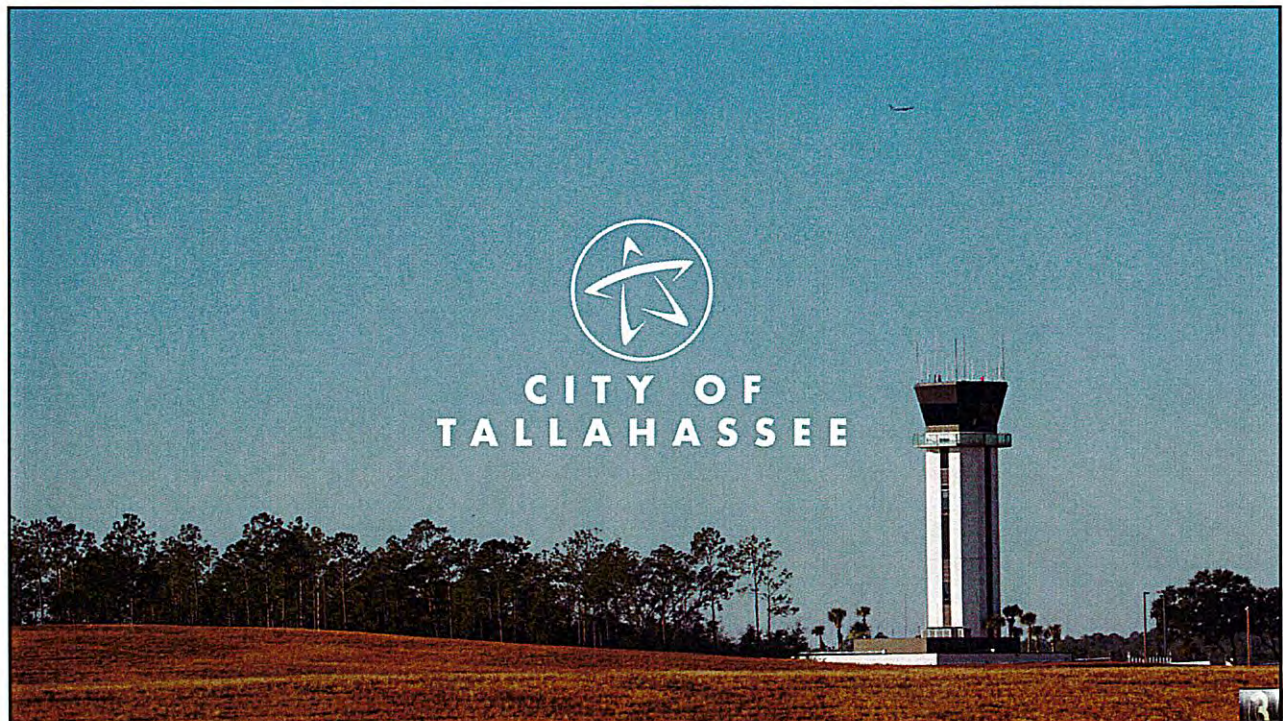


2025-2029 Airport Strategic Priorities

- \$1.25 Billion Annual Economic Impact
- 1.25 Million Annual Total Passengers
- 23 Million Pounds Annual Total Cargo
- 100 Acres of Additional Land Leased
- \$50 Million Invested in Infrastructure Improvements
- Secure One Additional Cargo Carrier
- Establish a Fully Operational Foreign Trade Zone



5



6



TALLAHASSEE
INTERNATIONAL AIRPORT

Completed Projects

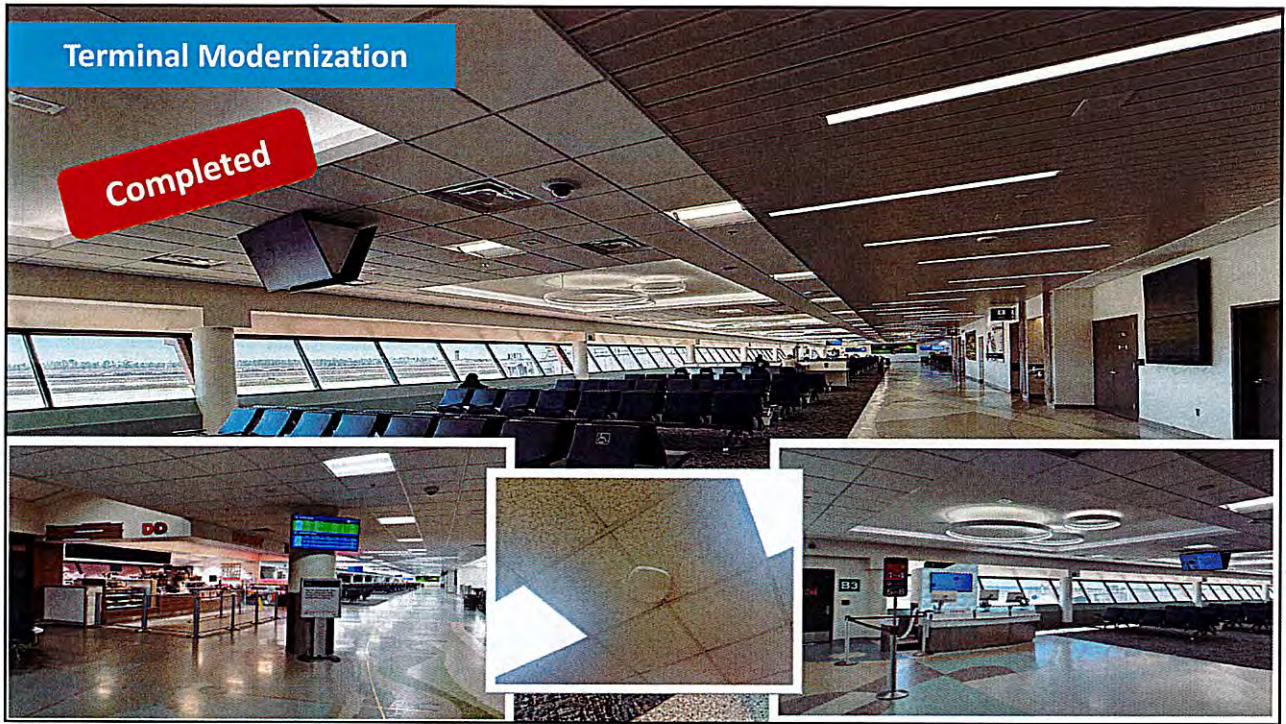


CITY OF
TALLAHASSEE

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8



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Advanced Air Mobility



11



Active Projects



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International Processing Facility



13

International Processing Facility



14



15

 **TALLAHASSEE**
INTERNATIONAL AIRPORT

Planned / Upcoming Projects

 **CITY OF
TALLAHASSEE**

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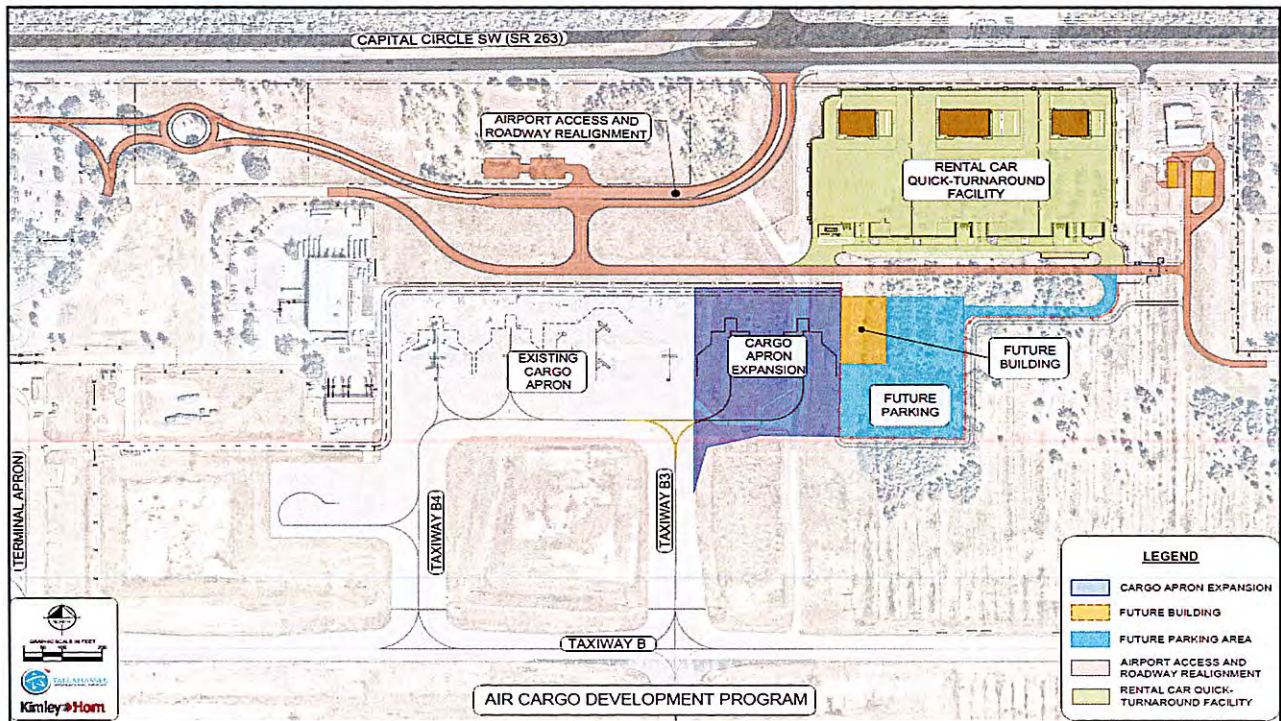
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Other Upcoming Projects

- Main Terminal Chiller Plant Replacement
- Passenger Loading Bridge Replacement (B5/B6)
- Baggage Handling System Improvements
- Terminal Pedestrian Safety Improvements
- FAA Tech Ops Support Building
- Cargo Apron Expansion
- Florida State Guard Hangar Construction
- Parking Lot Elevator Replacement



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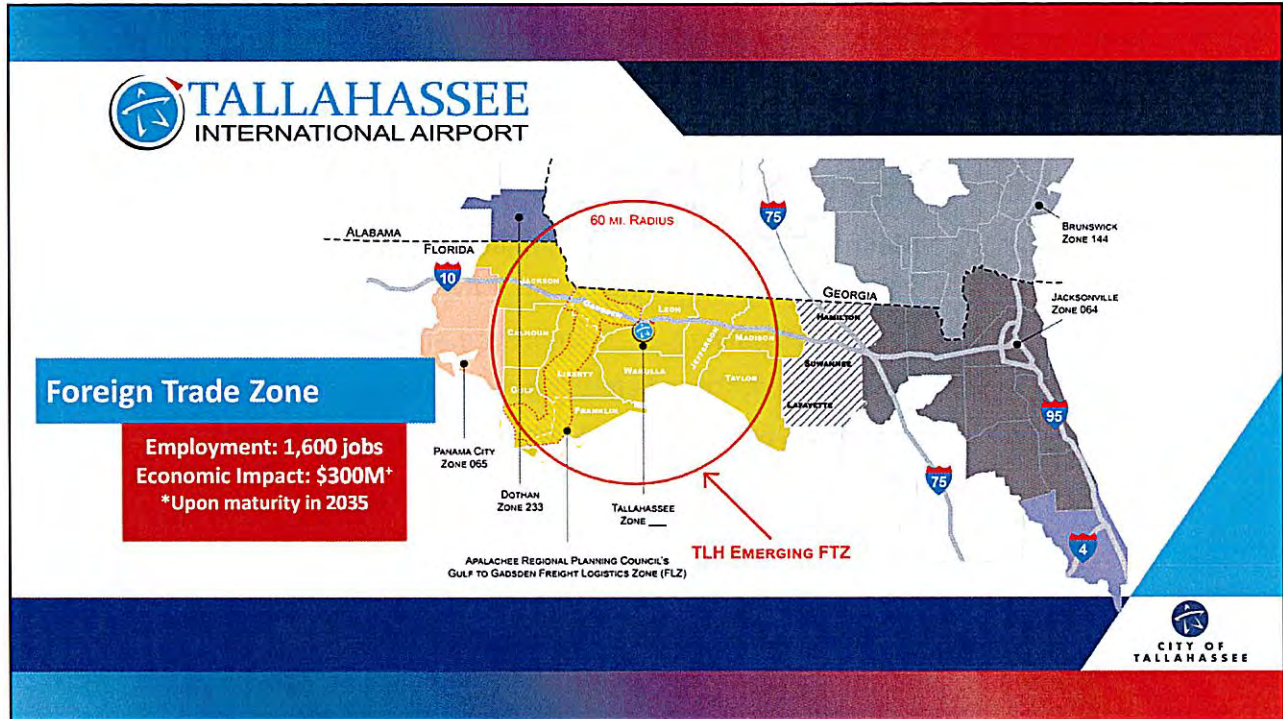


Foreign Trade Zone Progress:

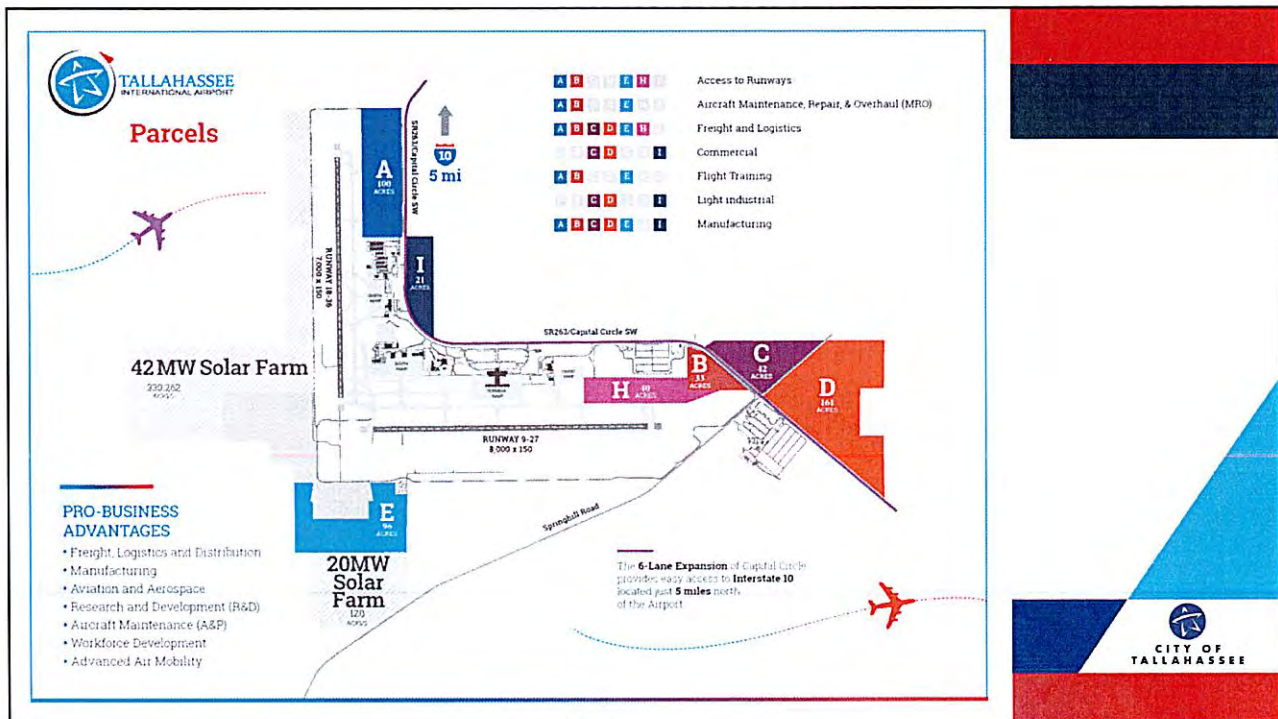
- Change the Airport name from “Tallahassee Regional Airport” to “Tallahassee International Airport” ✓ **COMPLETE**
- Develop new branding and marketing materials/signage ✓ **COMPLETE**
- Enter into the required agreement with Customs and Border Protection (CBP) to become a “User Fee” Airport ✓ **IN PROGRESS**
- Design and Develop an International Arrivals Facility (IAF) ✓ **IN PROGRESS**
- Pursue and develop a future Foreign Trade Zone (FTZ) ✓ **IN PROGRESS**




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23




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TLH is Taking Off...Stay Connected!

Benjamin H. Pingree, MPA, CEcD
Deputy Director of Aviation
E-Mail: Ben.Pingree@talgov.com
Office: (850) 891-7843




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Seminar Agenda Overview

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- Active Participation



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The Role of OEV and the DBE/ACDBE Program:

- Certification
- Compliance Monitoring
- Tracking

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VITALITY

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DBE/ACDBE Certification

Certifying businesses in the community is an important step to **equipping** DBEs with the resources necessary to navigate and compete in today's marketplace. The **online** certification process includes:

- Creation of an online account through B2GNow, the contract compliance and monitoring tracking system utilized by OEV that tracks supplier diversity and MWSBE utilization.
- Completion of the online application for the certification type you are seeking (DBE/ACDBE).
- Providing the required supporting documentation for your application
- Responding to staff requests for additional information in a timely manner.

Certify your business at www.oevforbusiness.mwsbe.com.

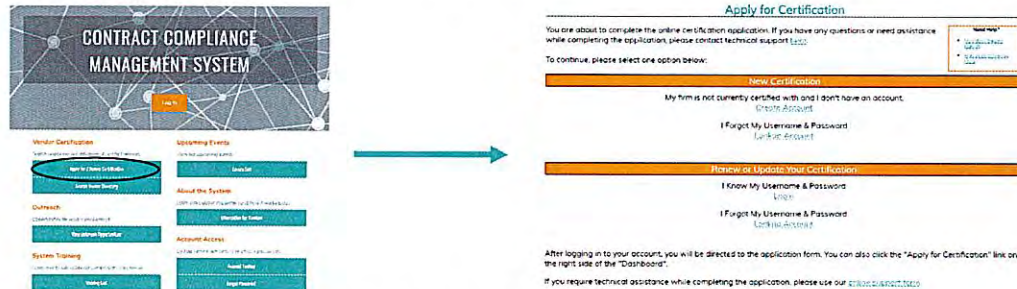
Engage. Educate. Equip. Empower.

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VITALITY

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Creation of an Online Account

- To start the online certification application process, visit www.oevforbusiness.mwsbe.com.
- Then, click **Apply for/Renew Certification** and select one of the following options.



- Once the new account is created, you will be automatically redirected to the start of the certification application.



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Compliance Monitoring

The Office of Economic Vitality utilizes B2GNow, a contract compliance and monitoring tracking system. All awarded projects (awards and payments) at the prime and sub level are maintained and tracked within this system. It is the responsibility of OEV to monitor and ensure compliance through all phases of procurement and contracting.

Certify your business at www.oevforbusiness.mwsbe.com.

Engage. Educate. Equip. Empower.



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Tracking

- Contractual payments are reported by Prime Contractors and confirmed by Subcontractors via the B2Gnow to ensure that bid responses and commitments are verified.

Certify your business at www.oeforbusiness.mwsbe.com.

Engage. Educate. Equip. Empower.



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Unified Certification Program



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Darryl Jones

Deputy Director, MWSBE Division

djones@oevforbusiness.org

850-300-7567



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LaTanya Raffington

Business Diversity Manager, MWSBE

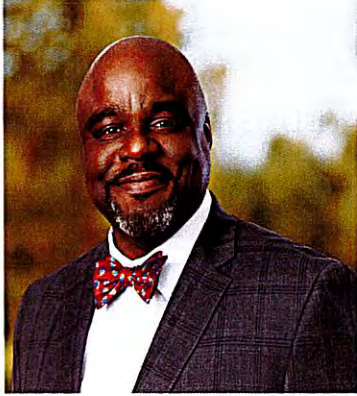
AC/DBE Liaison Officer

lraffington@oevforbusiness.org

850-300-7566



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Wilnick SaintCharles

Senior Coordinator, MWSBE
Division

wsaintcharles@oevforbusiness.org

850-300-7562



35



Shanea Wilks

Certification Manager, MWSBE

swilks@oevforbusiness.org

850-300-7563



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Thank You!



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Seminar Agenda Overview

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- Active Participation



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Tallahassee International Airport

DBE Stakeholders Meeting
April 2, 2025



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Introduction


Ken Weeden & Associates, Inc. –
DBE program consultant

In operation for 36 years

Serve over 110 airports in mid-Atlantic,
Midwest, and southeastern U.S.



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AGENDA


Overview of the DBE Program

- What is a DBE?
- What is the DBE program?
- Who is required to participate in the DBE program?
- Counting DBE participation
- Responsibilities of the grant recipient
- Responsibilities of contractors

Overall DBE goal

- TLH federally-funded projects
- Overview of DBE goal methodology
- Public participation
- Helpful Resources

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DBE
CERTIFIED
ENTERPRISE

DISADVANTAGED BUSINESS

ENTERPRISE

DBE stands for Disadvantaged Business Enterprise

Federal designation given to small businesses that are at least 51% owned and controlled by one or more persons presumed to be socially and/or economically disadvantaged.

Must undergo certification process, which includes on-site visit from certifying agency:
<https://www.fdot.gov/equalopportunity/dbecertification.shtml>

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<https://www.fdot.gov/equalopportunity/dbecertification.shtml>

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What is a DBE?

Certification as DBE allows participation to count towards goals for FAA-, FTA-, and FHWA-funded projects

Only the participation of certified DBEs is allowed to count towards meeting a grant recipient's goal

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WHAT IS THE DBE PROGRAM?

USDOT program aimed toward increasing business participation in federally-funded transportation projects

49 CFR Part 26
 (<https://www.ecfr.gov/current/title-49/subtitle-A/part-26?toc=1>) - details the federal regulations that govern the program



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WHAT IS THE DBE PROGRAM?

DBE program is one of 39 grant assurances in the Airport Improvement Program (AIP)

FAA has authorized \$4 billion in grant funds annually to airports nationwide

DBE program applies to AIP, Airport Infrastructure Grant (AIG), Airport Terminal Program (ATP), and Federal Contract Tower (FCT) grant funds



**Federal Aviation
Administration**

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WHAT IS THE DBE PROGRAM?

DBE program is a good faith efforts program

Bidder is required to **either** meet the DBE goal, **or** demonstrate good faith efforts to meet the DBE goal

Appendix A to 49 CFR Part 26
(<https://www.ecfr.gov/current/title-49/subtitle-A/part-26#Appendix-A-to-Part-26>) defines examples of good faith efforts



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WHAT IS THE DBE PROGRAM?

DBE program is a **federal** program

- Quotas are prohibited
- Local geographic preferences are prohibited



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COUNTING DBE PARTICIPATION



Count 100% participation by DBE firm performing work with its own forces

Count 100% of a DBE consultant's fees and commissions

Count 100% of expenditures with a DBE manufacturer

Count **60%** of expenditures with a DBE **supplier or dealer**

Count **40%** of expenditures with a DBE **distributor**

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COUNTING DBE PARTICIPATION



In a joint venture, count a portion of the total dollar value equal to the distinct, clearly defined portion of the DBE's work, not the entire dollar amount of the joint venture

If the DBE subcontracts work, count only participation of DBE subcontractor (not non-DBE subcontractor)

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WHO IS REQUIRED TO PARTICIPATE?

All highway, airport, and transit recipients who receive USDOT grants are required to participate

All airports who receive at least **\$250,000** in federal Airport Improvement Program (AIP) grants funds in a given fiscal year within a three-year period are required to have a DBE goal

Must name a **DBE Liaison Officer (DBELO)** and an **Administrative Reconsideration Official (ARO)**

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Establish DBE goals

Maintain a [bidders list](#)

Review bids for good faith efforts

Monitor for contract compliance

Track payments to subcontractors

Report DBE accomplishments – <https://faa.civilrightsconnect.com>

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RESPONSIBILITIES OF PRIME CONTRACTORS

Negotiate in good faith

Utilize certified DBE firms

Follow process for termination and replacement of DBE firm

Adhere to prompt payment and return of retainage requirements

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Questions?



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FFY 2025 Projects
Advanced Air Mobility Planning Study
Air Carrier Apron Improvements
Airport Energy Efficient Assessment
In-Line Baggage Screening System Modifications
Terminal Modernization – Restroom Renovations
Terminal Modernization – Elevator & Air Handler Improvements
North Apron Improvements & State Aviation Hangar Development
Terminal Front Entrance Pedestrian & Traffic Safety Improvements
TLH PROPOSED PROJECTS – FFY 2025-2027

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FFY 2025 Projects		
PROJECT	ACTIVITY	NAICS CODE
In-Line Baggage Screening System Modifications	Building construction	236220
	Electrical contracting	238210
	Drywall and insulation contracting	238310
	Other building equipment contracting	238390
	Conveyor and conveying equipment manufacturing	333922
FFY 2025 – PROJECT WORK ACTIVITIES		

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FFY 2025 Projects		
PROJECT	ACTIVITY	NAICS CODE
Terminal Modernization – Restroom Renovations	Building construction	236220
	Electrical contracting	238210
	Plumbing, HVAC	238220
	Drywall and insulation contracting	238310
	Finish carpentry contracting	238350
	Other building finish contracting	238990
	Architectural services	541310
	Engineering services	541330
FFY 2025 – PROJECT WORK ACTIVITIES		

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FFY 2025 Projects		
PROJECT	ACTIVITY	NAICS CODE
Terminal Modernization – Elevator & Air Handler Improvements	Building construction	236220
	Electrical contracting	238210
	Plumbing, HVAC	238220
	Drywall and insulation contracting	238310
	Other building equipment contracting	238390
	Elevator and moving stairway manufacturing	333921
	Architectural services	541310
	Engineering services	541330
FFY 2025 – PROJECT WORK ACTIVITIES		

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FFY 2025 Projects		
PROJECT	ACTIVITY	NAICS CODE
North Apron Improvements & State Aviation Hangar Development	Highway & Street	237310
	Electrical Contractors	238210
	Site Prep	238910
	Engineering Services	541330
	Geotechnical Testing	541380
FFY 2025 – PROJECT WORK ACTIVITIES		

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FFY 2025 Projects		
PROJECT	ACTIVITY	NAICS CODE
Terminal Front Entrance Pedestrian & Traffic Safety Improvements	Building construction	236220
	Highway & Street	237310
	Electrical Contractors	238210
	Site Prep	238910
	Engineering Services	541330
	Landscaping	561730
FFY 2025 – PROJECT WORK ACTIVITIES		

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FFY 2026 Projects		
PROJECT	ACTIVITY	NAICS CODE
Taxiway Bravo Rehabilitation Phase 2 Construction (B6-B1)	Water and sewer line	237110
	Highway & Street	237310
	Electrical Contractors	238210
	Site Prep	238910
	Engineering Services	541330
	Geotechnical Testing	541380
	Landscaping	561730
FFY 2025 – PROJECT WORK ACTIVITIES		

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FFY 2027 Projects		
PROJECT	ACTIVITY	NAICS CODE
Airport Security Improvements (Technology)	Electrical Contractors	238210
	Engineering	541330
	Computer systems design services	541512
Terminal Passenger Loading Bridge Replacement (A5/A6)	Building construction	236220
	Electrical Contractors	238210
	Drywall and insulation contracting	238310
	Other building equipment contracting	238290
	Elevator and moving stairway manufacturing	333921
FFY 2027 – PROJECT WORK ACTIVITIES		

65

**FFY 2025-2027 DBE goal =
9.34%**

66

Escambia, Gadsden, Leon counties

Determined by area from where majority of bidders have come

Determined by area where majority of dollars are expended

67

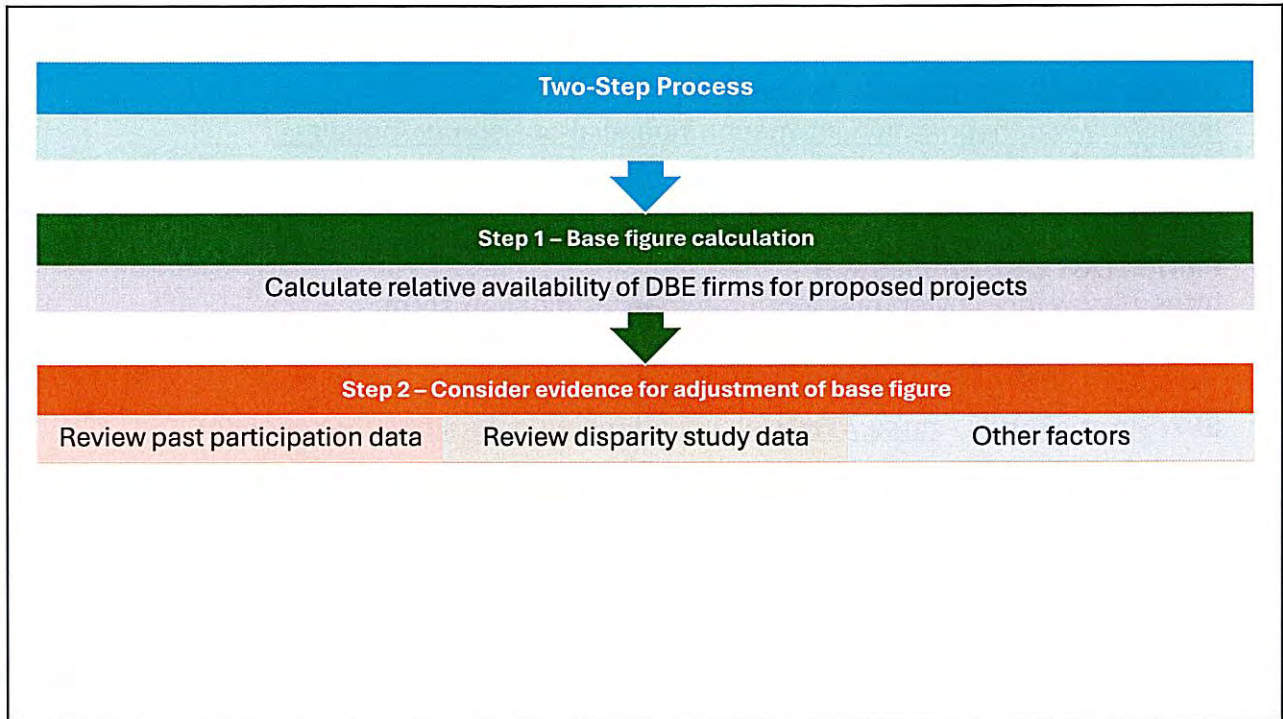
ALL FIRMS

County Business Patterns database - <https://data.census.gov/>

DBE FIRMS

Florida DOT UCP DBE directory –
<https://fdotxwp02.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/>

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Required per 49 CFR Part 26.45(g)(1)

- Notice to be posted on recipient website (or faa.dbesystem.com)
 - <https://www.talgov.com/airport/doingbusiness>
- Public consultation meeting
 - *In person, web conference, teleconference, etc.*

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USDOT Bonding Education Program -

<https://www.transportation.gov/osdbu/financial-assistance/bonding-education/bonding-education-program>

Florida DOT DBE Application –

<https://www.fdot.gov/equalopportunity/dbecertification.shtm>

SBA Surety Bonds – <https://www.sba.gov/funding-programs/surety-bonds>

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Apalachee Regional Planning Council Revolving Loan Fund –

<https://www.arpc.org/rlf>

Florida Small Business Development Center at Florida A&M University (FAMU)

– <https://floridasbdc.org/find/famu/>

FAMU Federal Credit Union SmartSteps Microlending Program –

<https://famufcu.com/pages/smartsteps.php>

City of Tallahassee Procurement Services –

<https://www.talgov.com/doingbusiness/vendor-opportunities>

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Barriers to participation in federally-funded projects?

The effects of discrimination on opportunities for DBE firms?

Ways to level the playing field to increase opportunities for all firms, including DBE firms?

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 **TALLAHASSEE**
INTERNATIONAL AIRPORT

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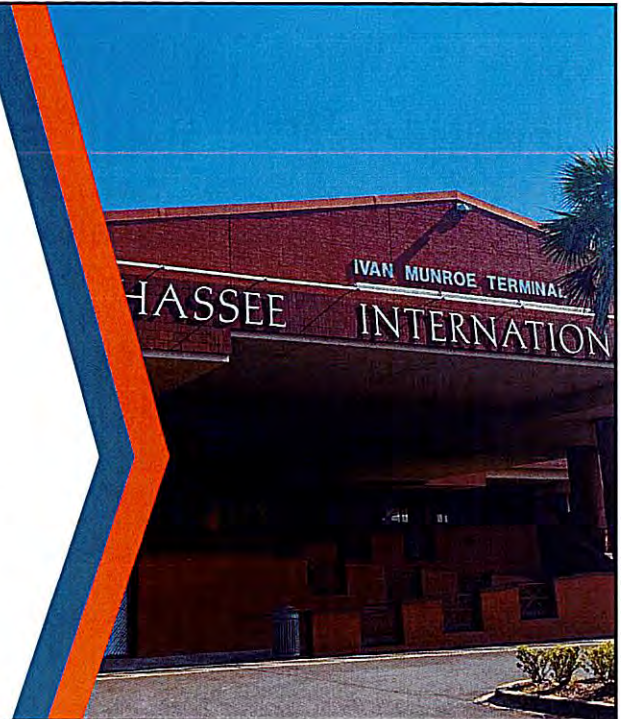
 CITY OF TALLAHASSEE

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Tallahassee International Airport

Airport Concessions Disadvantaged Business Enterprise (ACDBE) Stakeholders Meeting
April 2025



WHAT IS AN ACDBE?

ACDBE – Airport **C**oncessions **D**isadvantaged **B**usiness **E**nterprise

ACDBE firm must be at least 51% owned and controlled by one or more presumed socially and/or economically disadvantaged individuals

Owner(s) must control the firm’s management and daily operations

Must share in the risks and profits commensurate with their ownership interest



WHAT IS AN ACDBE?



Asian-Pacific Americans

Black Americans

Hispanic Americans

Native Americans/Alaska Natives

Subcontinent Asian Americans

Women

Any other group classified as disadvantaged by the SBA in the future

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WHAT IS AN ACDBE?



Must meet personal net worth cap

→ **\$2.047 million** as of May 9, 2024

Must meet business size standards

→ Average gross receipts over previous five fiscal years cannot exceed **\$56.42 million**

→ Different size standards for rental car companies, banks, new car dealers

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All primary hub airports with commercial service

Goal required if average gross receipts exceed **\$200,000/year** over a three-year period



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To create a **level playing field** on which ACDBEs can compete fairly for opportunities for concessions.


To ensure the ACDBE program is **narrowly tailored** in accordance with applicable law.

To ensure **that only firms that fully meet eligibility standards** are permitted to participate as ACDBEs.





To help **remove barriers** to the participation of ACDBEs in opportunities for concessions at airports.

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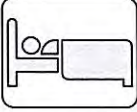

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Definition of a Concession	
ACDBE certification	
Goal setting	
Good Faith Efforts	
Monitoring and Enforcement	
Counting ACDBE Participation	

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	<p>A for-profit business offering goods and services for sale to the traveling public at the airport or on airport property</p>	
	<p>Includes management contracts and subcontracts, internet-based services, advertising businesses</p>	
	<p>Concessions could be contracts, leases, subleases, permits</p>	

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 <p>Rental vehicles</p>	
 <p>Food and beverage concessions</p> <ul style="list-style-type: none">• full-service and quick-service restaurants, kiosks, coffee shops, bars, vending machines	
 <p>Hotels</p>	

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 <p>Advertising</p> <ul style="list-style-type: none">• Banners, LED boards, panels	
 <p>Retail stores</p> <ul style="list-style-type: none">• news & gifts, bookstores, electronic stores, apparel, leather goods, duty-free shops, convenience stores	
 <p>Passenger services</p> <ul style="list-style-type: none">• shoeshine operations, luggage carts, ATMs, currency exchange, massage services, barbershops	

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ACDBE CERTIFICATION

Must go through certification process

- Application
- Personal net worth statement
- Site visit

Certifying agencies in Florida

- Broward County Office of Economic and Small Business Development
- City of Tallahassee
- Florida Department of Transportation (FDOT)
- Greater Orlando Aviation Authority Office of Small Business Development
- Hillsborough County Aviation Authority
- Jacksonville Transportation Authority
- Key West International & Florida Keys Marathon Airports
- Lee County Port Authority
- Miami-Dade County Business Support Services
- Volusia Transit Authority



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ACDBE GOAL-SETTING

ACDBE goal covers a **three-year period**

Goal setting is a **two-step** process

- Calculation of base figure

- Adjustment factor

Process more important than product

Separate goal for car rental concessions and non-car rental concessions



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GOOD FAITH EFFORTS

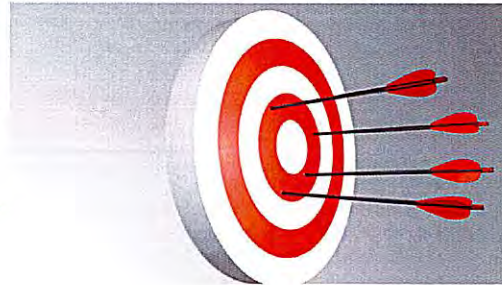
Must either meet or exceed ACDBE goal, **or** demonstrate a good faith effort to meet goal

Solicit interest from ACDBEs with sufficient time for response

Select portions of work or designate services that would increase likelihood of ACDBE participation

Negotiate quotes in good faith

For concessionaires other than car rental agencies: Consider meeting ACDBE goal through direct ownership arrangements



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MONITORING AND ENFORCEMENT

Airport must ensure that work committed to ACDBEs at award is **performed** by ACDBEs

Must track progress of ACDBE participation

Monthly or quarterly reports required from concessionaires

Airport must certify in writing that it monitored concession agreements



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COUNTING ACDBE PARTICIPATION

Counting of participation for car rental agencies

100% of ACDBE's fees for managing a car rental concession

100% of ACDBE's work for repairing vehicles

100% of ACDBE's value for goods purchased

Count 100% of ACDBE's fees for services

Do not count payment for warranty work that is reimbursed by the manufacturer



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COUNTING ACDBE PARTICIPATION

Counting of participation for all other concessions

Total gross receipts earned under a concession agreement

Total value of a management contract or subcontract

In joint venture, only count ACDBE partner's portion



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COUNTING ACDBE PARTICIPATION

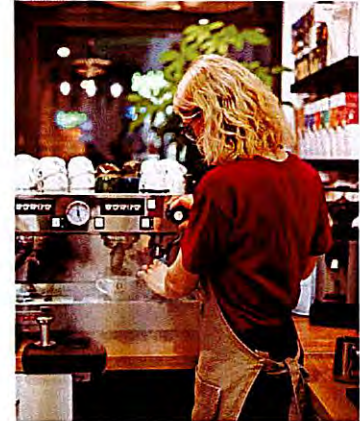
Counting of participation for all other concessions

Purchase of services from ACDBEs

Examples: accounting services, human resources consulting, insurance, janitorial services, legal services, marketing

Purchase of goods from ACDBEs

Examples: food and beverage items, janitorial supplies, kitchen supplies, office supplies, retail items, uniforms



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QUESTIONS/COMMENTS



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Overview of the ACDBE non-car rental goal methodology

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FFY 2025-2027 ACDBE Goal = **2.77%**

How goal was calculated

- Determine what past gross receipts were
- Project future gross receipts
- Determine market area
- Determine relative availability of ACDBEs by services offered
- Consider evidence to determine whether or not to adjust base figure

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	Fiscal Year	All Concessions (excluding car rentals)
Past gross receipts	FY 2021	\$1,802,165
	FY 2022	\$2,780,105
	FY 2023	\$3,178,235
	TOTAL	\$7,760,505

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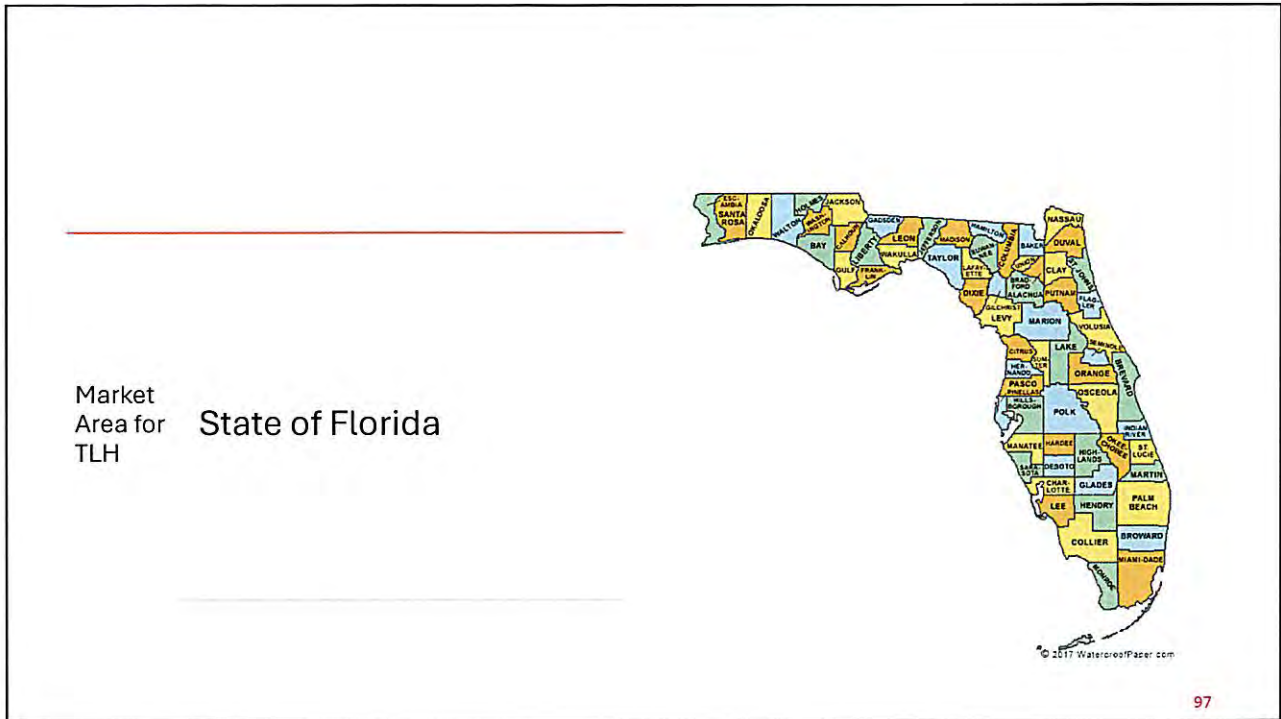
95

Projected future gross receipts	FAA projects 3.0%* increase in enplanements per year over the next three years
	Airport projects 3.0% increase in non-car rental concessions revenue per year over the next three years
	\$10,118,300 non-car rental concessions base

[*https://www.faa.gov/data_research/aviation/taf](https://www.faa.gov/data_research/aviation/taf)

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Relative availability of ACDBEs in market area

ACTIVITY	NAICS CODE	ACDBE firms	All Firms
Gift, novelty, and souvenir stores	459420	1	337
Banking services	522110	0	1349
ATM services	522320	0	49
Display advertising	541850	4	44
Limited-service restaurants	722513	46	4118
All other personal services	812990	1	442
TOTAL =		52	6339
STEP 1 ACDBE BASE FIGURE = 0.82%			

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	Report Period	ACDBE Goal	ACDBE Achievement	Over/Under
Past participation	FFY 2020	18.91%	8.73%	-10.18%
	FFY 2021	18.91%	5.52%	-13.39%
	FFY 2022	11.38%	2.68%	-8.70%
	FFY 2023	11.38%	2.71%	-8.67%
	MEDIAN =		4.12%	-9.44%

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Base figure + past participation / 2 = ACDBE goal

$$1.42\% + 4.12\% = 5.53\% \div 2 = 2.77\%$$

FFY 2025-2027 ACDBE Goal = **2.77%**

2.77% of non-car rental concessions revenue should be generated by ACDBEs

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QUESTIONS AND COMMENTS



Projected growth rate?

Feedback on the market area?

Barriers to ACDBE participation?

Opportunities for ACDBE participation at TLH?

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Overview of the ACDBE car rental goal methodology

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FFY 2025-2027 ACDBE Goal = 1.54%

How goal was calculated

- - Examine previous purchases and set goal based on purchases
- - Determine market area
- - Determine relative availability of ACDBEs by services offered
- - Consider evidence to determine whether or not to adjust base figure

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	Fiscal Year	Car Rental Concessions Purchases
Past purchases	FFY 2021	\$8,474,562
	FFY 2022	\$10,767,907
	FFY 2023	\$27,641,983
	TOTAL	\$46,884,453

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Projected future purchases

FAA projects 3.0%* increase in enplanements per year over the next three years

Airport projects 3.0% increase in car rental concessions purchases per year over the next three years

\$88,001,765 car rental concessions base

[*https://www.faa.gov/data_research/aviation/taf](https://www.faa.gov/data_research/aviation/taf)

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MARKET AREA FOR TLH

TLH ACDBE GOAL - CAR RENTAL AGENCIES

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Relative availability of ACDBEs in market area	Goods/Services Type	NAICS* Code	Potential ACDBE Firms	All Firms
		Service Establishment Equipment and Supplies Merchant Wholesalers	423850	7
	Stationery and Office Supplies Merchant Wholesalers	424120	4	196
	Other Chemical and Allied Products Merchant Wholesalers	424690	2	577
	Car Dealers	441110	0	1,281
	Tire Dealers	441320	2	1,562
	Automobile Carrier Trucking	484230	0	680
	Insurance	524126	0	891
	Janitorial	561720	55	6,549
	Auto Repair	811111	1	5,092
	Auto Body Repair	811121	6	2,042
	Auto Oil Change	811191	1	541
	Car Washes	811192	15	1,659
	TOTAL →		93	21435
	STEP 1 ACDBE BASE FIGURE =			0.43%

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Past participation	Report Period	ACDBE Goal	ACDBE Achievement	Over/Under
		FFY 2020	1.10%	3.37%
	FFY 2021	1.10%	1.93%	0.83%
	FFY 2022	2.35%	3.44%	1.09%
	FFY 2023	2.35%	1.79%	-0.56%
	MEDIAN =		2.65%	0.96%

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Base figure + past participation / 2 = ACDBE goal

0.43% + 2.65% = 3.08 % ÷ 2 = **1.54% ACDBE goal**

1.54% of car rental concessions purchases to be made with ACDBE vendors

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QUESTIONS AND COMMENTS



Projected growth rate?

Feedback on the market area?

Barriers to ACDBE participation?

Opportunities for ACDBE participation at TLH?

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Seminar Agenda Overview

- Welcome, TLH Update – Ben Pingree
- DBE/ACDBE Training & Certification – Darryl Jones
- DBE Overview and Report – Kenneth Weeden
- ACDBE Overview and Report – Kevin Weeden
- **ACDBE Ach. & Future Opportunities – Victoria Ray**
- DBE Achievements & Future Opportunities – Eric Houge
- Active Participation



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UPCOMING RFPs – ACDBE Opportunities

- **Airport Terminal Advertising Concession:** Local advertising sales, displays/monitor maintenance and advertising change outs
- **Airport Rental Car Concessions:** Transports, auto repairs/products & supplies, tires, janitorial, lawn care, towing and insurance
- **Pre-Security Terminal Concessions:** Specialty Retail, Massage Therapy, Shoeshine Services, etc.
- **Airport Retail, Food & Beverage Operation:** Goods and Services Providers



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UPCOMING RFPs – ACDBE Opportunities

HOTEL DEVELOPMENT:

- **Food and Beverage Services:** Catering, restaurant operations, or supplying specialty food items.
- **Retail Services:** Operating gift shops, boutiques, or vending machines.
- **Maintenance and Cleaning:** Providing janitorial services, landscaping, or pest control.
- **Technology Solutions:** Offering IT support, Wi-Fi services, or security systems.
- **Transportation Services:** Shuttle services or car rental partnerships.
- **Event Management:** Organizing conferences, weddings, or other events hosted by the hotel.



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UPCOMING RFPs – ACDBE Opportunities

CONVENIENCE STORE/GAS STATION (Travel Plaza):

- **Retail Supply:** Providing snacks, beverages, or other convenience store items.
- **Fuel Services:** Maintenance of fuel pumps or supply of fuel-related products.
- **Automotive Services:** Car wash operations or minor vehicle repairs.
- **Advertising and Marketing:** Managing promotional campaigns or signage.
- **Facility Maintenance:** Cleaning services, HVAC maintenance, or landscaping.
- **Technology Solutions:** POS systems, security cameras, etc.



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TALLAHASSEE
INTERNATIONAL AIRPORT

BENEFITS OF BECOMING ACDBE CERTIFIED

Increase Business Opportunities

- Opens doors to contracting and concessions opportunities across the country
- Form partnerships with Prime Operators through the provision of goods and services, subcontracts or joint venture partnerships

Enhanced Market Visibility

- Business will be listed in the National DBE Directory - a searchable listing which includes all certified ACDBE and DBE operators [DBE Directory \(state.fl.us\)](https://www.dbedirectory.state.fl.us)
- Includes codes for business categories to assist non-ACDBE firms in locating ACDBE partners


Growth and Expansion Opportunities

- Many Primary Concessionaires operate in multiple airports, offering opportunities for expansion
- “Word of Mouth” referrals help grow your business
- Networking Opportunities foster future business partnerships



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TALLAHASSEE
INTERNATIONAL AIRPORT


ACDBE TIPS FOR SUCCESS

- Become ACDBE/DBE certified well in advance of competitive solicitations.
- Register with and monitor the City’s Procurement Website (Bonfire <https://talgov.bonfirehub.com/>) for information and critical dates for active projects.
- Participate in pre-solicitation meetings for projects of interest and be sure to complete the sign-in sheet.
- Reach out to Airport contractors, concessionaires and consultants and introduce your firm and services provided.
- Attend public meetings or other community events to network with potential partners and consider attending the Airport Minority Advisory Council (AMAC) conference.
- Be resourceful, proactive and stay in touch.



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For more information about ACDBE, please contact:

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INTERNATIONAL AIRPORT

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TALLAHASSEE
INTERNATIONAL AIRPORT


UPCOMING DBE OPPORTUNITIES

- **Taxiway Bravo Rehabilitation:** Airfield improvement project with opportunities for site contractors, electrical, and trucking contractors
- **Airport Terminal Restroom Renovations:** Interior renovations with opportunities for mechanical, general, and plumbing contractors
- **Airport Architectural, Engineering, and Planning:** Professional service opportunities for consulting firms to participate in Airport projects



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TALLAHASSEE
INTERNATIONAL AIRPORT

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- **Network:** Reach out to Airport contractors and consultants and introduce your firm and services provided.



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The slide features a blue and red gradient header and footer. The logo for Tallahassee International Airport is in the top left. The contact information for Eric Houge, P.E., is centered on the slide. The City of Tallahassee logo is in the bottom right corner.

 **TALLAHASSEE**
INTERNATIONAL AIRPORT

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 CITY OF TALLAHASSEE

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