



Pinellas County

Staff Report

File #: 23-0797A, Version: 1

Subject:

Memorandum of Agreement and Cost Sign-Off Document to reimburse U.S. Customs and Border Protection for costs of technology and equipment at St. Pete-Clearwater International Airport.

Recommended Action:

Approval of the Memorandum of Agreement (MOA) and Cost Sign-Off (CSO) Document to reimburse U.S. Customs and Border Protection (CBP) for the costs of technology and equipment necessary for the performance of Federal Inspections Services (FIS) at St. Pete-Clearwater International Airport (PIE).

- The first MOA and CSO were issued and signed in 2018. Now that it has been five years, it is time to execute a new MOA and CSO.
- The MOA and CSO outlines the first year of new equipment at the cost of \$245,506.50 and the estimated recurring costs for the next four years is \$19,710.00 annually. This will not impact the Fiscal Year (FY) 2023 Adopted Budget but are included in the FY24 Budget as a decision package.
- These documents are required for the CBP to continue to process international passengers at PIE utilizing the most modern technology.
- The CBP's Office of Information Technology provides the specifications for all equipment necessary to populate the FIS.

Authorize the Chairman to sign the MOA and the CSO and the Clerk of the Circuit Court to attest.

Strategic Plan:

Foster Continual Economic Growth and Vitality

4.4 Invest in infrastructure to meet current and future needs

Summary:

The MOA and the CSO Document outlines the agreement between Pinellas County and the CBP with regards to PIE's responsibility to reimburse CBP for costs to provide the technology and equipment required in FIS to process and clear international passengers.

The not-to-exceed costs to purchase and install the equipment is \$245,506.50. The recurring out-year network charges for a data circuit are estimated to remain at \$19,710.00 per year for four years.

Background Information:

The procurement of technology equipment for the Flight Inspection Service (FIS) was a necessary component required to complete the renovation of the FIS facility in 2018. The renovated FIS was needed to meet CBP's 2017 Airport Technical Design Standards that enables the CBP to process up to 300 inbound international passengers per hour.

In 2018, the Board of County Commissioners signed an MOA and CSO Document in the amount of \$496,613.00 and \$18,000.00 per year of recurring charges for the following four years. This was approved in Legistar #18-456A.

The MOA outlines the responsibilities of CBP and PIE for the various equipment. CBP is responsible for the purchase and installation of the Automated Data Processing (ADP) Local Area Network (LAN), Data, IT, Voice, and Tactical Communication (TacComm) Systems; PIE is responsible for reimbursement of those costs. These systems can only be installed by CBP.

Fiscal Impact:

PIE has included \$245,506.50 in its FY24 budget request (decision package) to cover technology and equipment costs that will be reimbursed to CBP.

The annual \$19,710.00 recurring maintenance cost to be billed by CBP and included in the Airport Operating and Revenue Fund's future budget for the next four years.

Staff Member Responsible:

Thomas R. Jewsbury, Airport Director

Partners:

U.S. Customs and Border Protection

Attachments:

U.S. Customs and Border Protection Memorandum of Agreement to Reimburse CBP
U.S. Customs and Border Protection Office of Information Technology Cost Sign-Off Document
U.S. Customs and Border Protection Form 5106 - Update Importer Identity Form