St. Johns County Airport Authority

RFP 2026-03 235/245 Hawkeye View Lane, St. Augustine, FL 32095

ADDENDUM 5

October 26, 2026

This Addendum revises the procurement schedule in Section 2 and the selection process in Section 10 of the RFP to reflect the cancellation of the November 11, 2026 Board meeting, the Board's appointment of a Selection Committee at its October 2026 meeting, and the rescheduling of Board consideration to December 9, 2026.

1. Selection Committee and Public Proposal Opening

At its October 2026 meeting, the Authority's Board appointed a Selection Committee composed of three members of the Board to conduct the public proposal opening and to evaluate, score, and rank the proposals in accordance with Sections 9 and 10 of the RFP.

The Selection Committee will meet in a publicly noticed meeting on November 10, 2026 at 9:00 AM Eastern Time. The public proposal opening will occur at that meeting rather than immediately following the submission deadline as originally stated in Section 2. The meeting time and location will be provided in the Authority's public meeting notice, which will be posted on the Authority's website and published as required by law.

The Selection Committee's ranking and shortlist will be announced at the conclusion of its evaluation and will be presented to the full Board as the committee's recommendation on December 9, 2026.

2. Proposal Submission Deadline

The proposal submission deadline remains Friday, October 30, 2026, at 12:00 Noon Eastern Time. Proposals received by the deadline will be logged and held sealed and unopened by the Procurement Contact until the Selection Committee meeting on November 10, 2026. Proposals received after the deadline will not be accepted.

All submission requirements and the delivery location remain unchanged.

3. Revised Board Meeting Date

The presentations and interviews with shortlisted proposers and the Board's determination of final ranking and Notice of Intent to Award, previously scheduled for November 11, 2026, are rescheduled to the regular Board meeting on Wednesday, December 9, 2026. Shortlisted proposers will receive presentation instructions separately.

4. Revised Procurement Schedule

The Procurement Schedule in Section 2 of the RFP is revised as follows. Milestones that have already occurred are unchanged and omitted.

Milestone	**Date**
Proposal Submission Deadline	Friday, October 30, 2026 — 12:00 Noon ET
Selection Committee Meeting: Public Proposal Opening, Evaluation, Scoring, and Shortlisting	Tuesday, November 10, 2026, at 9:00 AM Eastern Time (public meeting; time and location per public notice)
Presentations / Interviews with Shortlisted Proposers	Wednesday, December 9, 2026 (Board meeting)
Board Determination of Final Ranking / Notice of Intent to Award	Wednesday, December 9, 2026 (Board meeting)
Lease Negotiations	December 2026
Anticipated Lease Commencement	On or after January 1, 2027

5. Evaluation Criteria and Selection Process

The evaluation criteria in Section 9 and the selection process in Section 10 of the RFP are not modified by this Addendum, except that the responsiveness review, evaluation, scoring, and shortlisting described in Section 10 will be performed by the Selection Committee at its November 10, 2026, meeting rather than during the period of October 30 – November 4, 2026.

6. Lease Negotiations and Commencement

The anticipated lease negotiation period is revised to begin following the Board's determination of final ranking on December 9, 2026. Any resulting lease remains subject to successful negotiations, final Board approval, and execution of a definitive lease agreement. The anticipated lease commencement remains on or after January 1, 2027.

7. Addendum Acknowledgment

Proposers shall acknowledge receipt of this Addendum on the Proposal Acknowledgment and Addenda Receipt Form (Attachment A). A proposer that has already delivered its proposal shall provide written acknowledgment to the Procurement Contact before the proposal submission deadline, identifying the proposer and Addendum No. 5.

All other terms, conditions, and requirements of the RFP remain unchanged. If this Addendum conflicts with the RFP, this Addendum controls.