



4-21-20

3900 NW 25th Street
Suite 400
Miami, FL 33142

April 21, 2020

**Via Federal Express and email:
steven.gustafson@deo.myflorida.com**

Steven K. Gustafson
State Trade and Rapid Response Coordinator
Department of Economic Opportunity
107 E. Madison St
Caldwell Building, MSC G-229
Tallahassee, FL 32399

Re: Notice of Action

Dear Mr. Steven K. Gustafson:

This correspondence is being forwarded in an abundance of caution.

As a result of a series of unforeseen local governmental shutdown orders and federal and CDC guidance recommending social distancing surrounding the coronavirus natural disaster, the Company experienced a dramatic downturn in business resulting in the decision to place many employees at 3900 NW 25th Street, Suite#400, Miami, Florida 33142 and 4000 NW 31st Street, Miami, Florida 33142 on temporary layoff effective March 25, 2020.

At the time these temporary layoffs were announced, the Company did not believe there was a reasonable probability that the layoffs would last more than six months; indeed, it was the Company's belief that the layoffs would be for a relatively short duration. However, the Company has determined that while it is still unlikely, it is now reasonably foreseeable that these layoffs could, at least in part, last for more than six months and may result in an employment loss under applicable law. The Company has come to this determination in light of the recent extension of applicable governmental shutdown orders, intervening and extended federal and CDC guidance regarding social distancing, and additional data and analysis revealing the impact of the COVID-19 crisis on the Company's financial condition. Therefore, the Company is providing this notice regarding the layoffs out of an abundance of caution.



In light of the foregoing and given the rapid pace at which this situation has developed, the Company is providing as much notice as is possible under the circumstances. The layoffs which began on March 25th, 2020 (or within 14 days of that date) affected the following numbers of employees with the following job titles:

Job Titles of Positions Affected	Number of Affected Employees in Each Job Classification
Rental Agents	27
Return Agents	3
Exit Booth Agents	12
Greeters	8
Administrative Assistant	1
Administrative Representative	10
Lead Customer Service Representative	1
Customer Service Representative	5
DOT Bus Driver	2
Custodian	1
Maintenance Technician	6
Service Center Support Representative	1

All affected employees have been notified of their layoff dates and of applicable recall rights. There are minimal bumping rights for affected employees—that is, employees will not be able to displace more junior employees out of their job positions as a result of these layoffs. And to the extent such rights existed, those rights have been exercised. Some affected employees are represented by Teamsters Local 769, Josh Zivalich 12365 West Dixie Highway, North Miami, Florida 33161.

If you have any questions or want additional information concerning this matter, please contact Russell M. Irvine, Human Resources Generalist Manager, at (305)874-2321.

Sincerely,

Russell M. Irvine

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3900 NW 25th Street
Suite 400
Miami, FL 33142

May 5, 2020

Via E-Mail and Federal Express

Vanderlyn.Richardson@deo.myflorida.com

Vanderlyn Richardson
Government Operations Consultant 1
Florida Department of Economic Opportunity
Bureau of One-Stop and Program Support
REACT Program
107 E. Madison Street
Caldwell Building, MSC G-229
Tallahassee, FL 32399

Subject: Layoff Notification--Alamo--Miami

Dear Mr. Richardson:

This letter is in response to your e-mail inquiry of April 24, 2020. By each location, the number of employees affected in each job classification are as follows:

Miami International Airport (MIA)—3900 NW 25th Street, Suite #400, Miami, Florida 33142

Job Titles of Positions Impacted--Number of Affected Employees

Rental Agents	27
Return Agents	3
Exit Booth Agents	12
Greeters	8
Administrative Assistant	1
Administrative Representative	10
Lead Customer Service Representative	1
Customer Service Representative	5
DOT Bus Driver	2
Custodian	1

MIA Service Center—4000 NW 31st Street, Miami, Florida 33142

Job Titles of Positions Impacted--Number of Affected Employees

Maintenance Technician	6
Service Center Support Representative	1

I believe the above is responsive to your inquiry. Please do not hesitate to contact me if you have any other questions.

Very truly yours,

Russell M. Irvine
Human Resources Generalist
Miami International Airport