



May 12, 2020

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
850-245-7477
steven.gustafson@deo.myflorida.com

Dear Mr. Gustafson:

As per the letter dated April 22, 2020, regarding OSI temporarily reducing the number of its employees at the Orlando Sanford International Airport, 1200 Red Cleveland Boulevard, Sanford, FL 32773 through a series of furloughs and/or layoffs due to a change in the market conditions. The affected employee job titles and count are as follows:

Aircraft Appearance Agent: 9
Aircraft Appearance Lead: 1
Catering Agent: 20
Catering Lead: 1
Customer Service Ambassador: 3
Dispatcher: 5
Facility Appearance Agent: 40
Facility Appearance Lead: 2
Fueling Agent: 18
Fueling Lead: 1
HR/Admin: 2
Passenger Care Agent: 19
Passenger Service Agent: 78
Passenger Service Lead: 11
Ramp Agent I: 84
Ramp Agent II: 31
Security Delivery: 2

The total affected employee count is 327 employees.

This letter is intended to fulfill any legal notice requirements to extent required by any federal, state, or local law.

For further information, please contact Marsha Michael, Human Resources Manager, at 407-585-4554.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth Brown", with a stylized flourish at the end.

Elizabeth Brown
President
Orlando Sanford International, Inc.



April 22, 2020

Steven K. Gustafson
State Trade and Rapid Response Coordinator
Department of Economic Opportunity
107 E Madison St
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Tallahassee, FL 32399
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Dear Mr. Gustafson:

Due to the unprecedented circumstances created by the COVID-19 pandemic, Orlando Sanford International, Inc. ("OSI") has experienced a serious and unforeseeable downturn in its ground handling operations at the Orlando Sanford International Airport. During the period from January until mid-April this year, the major air carrier served by OSI continued to operate its routes at the Airport. Until recently, OSI expected flight operations to require a level of service consistent with the level that OSI was providing in those months. However, since then, it has been indicated that the carrier will be reducing flight operations to a level that will force OSI to implement measures to ensure the financial stability of the company and our contracts with air carriers.

In order to address these changing market conditions, OSI will temporarily reduce the number of its employees at the Orlando Sanford International Airport, 1200 Red Cleveland Boulevard, Sanford, FL 32773 through a series of furloughs and/or layoffs. At this time, we expect that the layoffs will be temporary and will not exceed six months. We hope to make this transition as easy as possible for employees until such time as operations return to normal and allow us to reinstate them. Any assistance you can provide to affected employees is greatly appreciated. We are also pursuing financial assistance measures implemented by the federal government, and if we are granted funds in accordance with such programs, we intend to recall as many employees as possible as soon as possible.

We expect that the first separations will occur on April 30, 2020, and the schedule for separations will be complete on April 30, 2020. The affected employees do not have bumping rights, and they are not represented by a union.

This announcement and the above timetable are based on the best information currently available. However, various factors may still affect the timing of any employment separations and the temporary period of the layoffs. You will be informed of any significant changes in these plans, as additional information becomes available.

This letter is intended to fulfill any legal notice requirements to extent required by any federal, state, or local law.

For further information, please contact Marsha Michael, Human Resources Manager, at 407-585-4554.

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