



May 5, 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 you know, due to the unprecedented circumstances created by the COVID-19 pandemic, TBI U.S. Operations, Inc. ("TBI") has experienced a serious and unforeseeable downturn in its operations at the Orlando Sanford International Airport. During the period from January until mid-April this year, the major air carrier served by TBI continued to operate its routes at the Airport. Until recently, TBI expected flight operations to require a level of service consistent with the level that TBI 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 TBI 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, TBI 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. 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 March 26, 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.

The number of affected employees with job titles is as follows:

Royal Palms Lounge Supervisor  
Royal Palms Lounge Customer Service Agent – 2  
Cargo Specialist  
Warehouse Worker  
Cargo Office Assistant  
GSE Mechanic - 4  
Maintenance Technician – 3  
Operation Coordinator – 3  
Parking Staff – 10

**Total affected – 26 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,



Elizabeth Brown  
President

TBI U.S. Operations, Inc.