

MIAMI INTERNATIONAL
AIRPORT HOTEL

TOP OF THE PORT

ORGANIZATIONAL CHART

STAFFING CHART

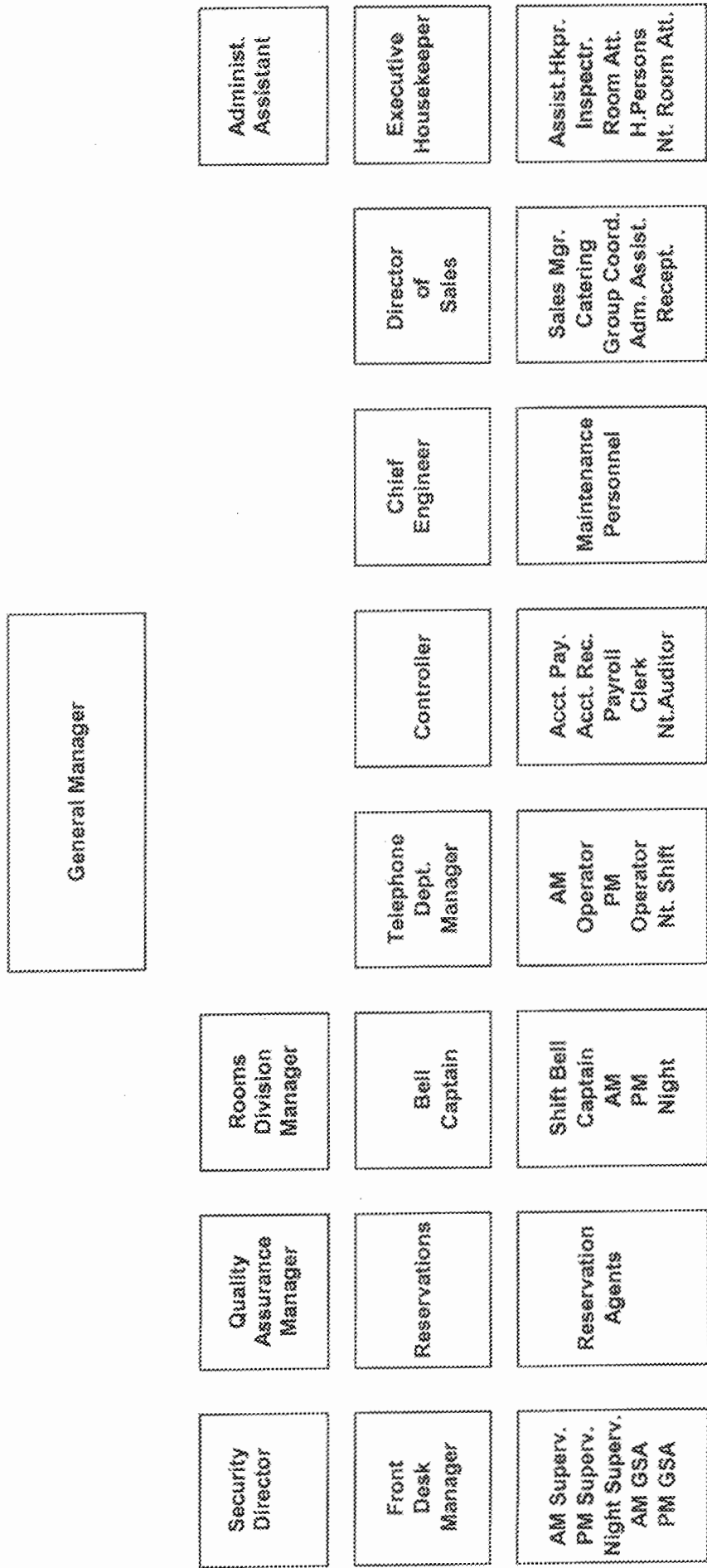
RATE SCHEDULE

FY 08-09

SECTION III

ORGANIZATIONAL CHART

MIAMI DADE AVIATION DEPARTMENT
 MIAMI INTERNATIONAL AIRPORT HOTEL
 FACILITIES MANAGED BY H.I. DEVELOPMENT CORPORATION
 ORGANIZATIONAL CHART



MIAMI DADE AVIATION DEPARTMENT
 MIAMI INTERNATIONAL AIRPORT HOTEL
 FACILITIES MANAGED BY H.I. DEVELOPMENT CORPORATION
 STAFFING CHART

07/08	08/09
General Manager	
NR	NR

07/08	08/09
TOTALS	
95	100

07/08	08/09
Security Director	
1	1

07/08	08/09
Quality Assurance Manager	
0	1

07/08	08/09
Rooms Division Manager	
1	1

07/08	08/09
Front Desk Manager	
1	1

07/08	08/09
Reservations Manager	
1	1

07/08	08/09
Bell Captain	
1	1

07/08	08/09
Telephone Dept. Manager	
1	1

07/08	08/09
Controller	
1	1

07/08	08/09
Chief Engineer	
1	1

07/08	08/09
Director of Sales	
1	1

07/08	08/09
Administ. Assistant	
1	1

07/08	08/09
Executive Housekeeper	
1	1

07/08	08/09
AM Superv. 1	
1	1
PM Superv. 1	
1	1
Night Superv. 1	
4	4
AM GSA 4	
4	4
PM GSA 4	
11	11

07/08	08/09
Reservation Agents	
3	3

07/08	08/09
Shift Bell 2	
2	2
Captain	
6	6
AM	
5	5
PM	
2	2
Night	
15	15

07/08	08/09
AM 2	
2	2
Operator	
2	2
PM	
1	1
Operator	
1	1
Nt. Shift	
5	5

07/08	08/09
Acct. Pay. 1	
1	1
Acct. Rec. 1	
1	1
Payroll 1	
1	1
Clerk 1	
1	1
Nt. Auditor 1	
5	5

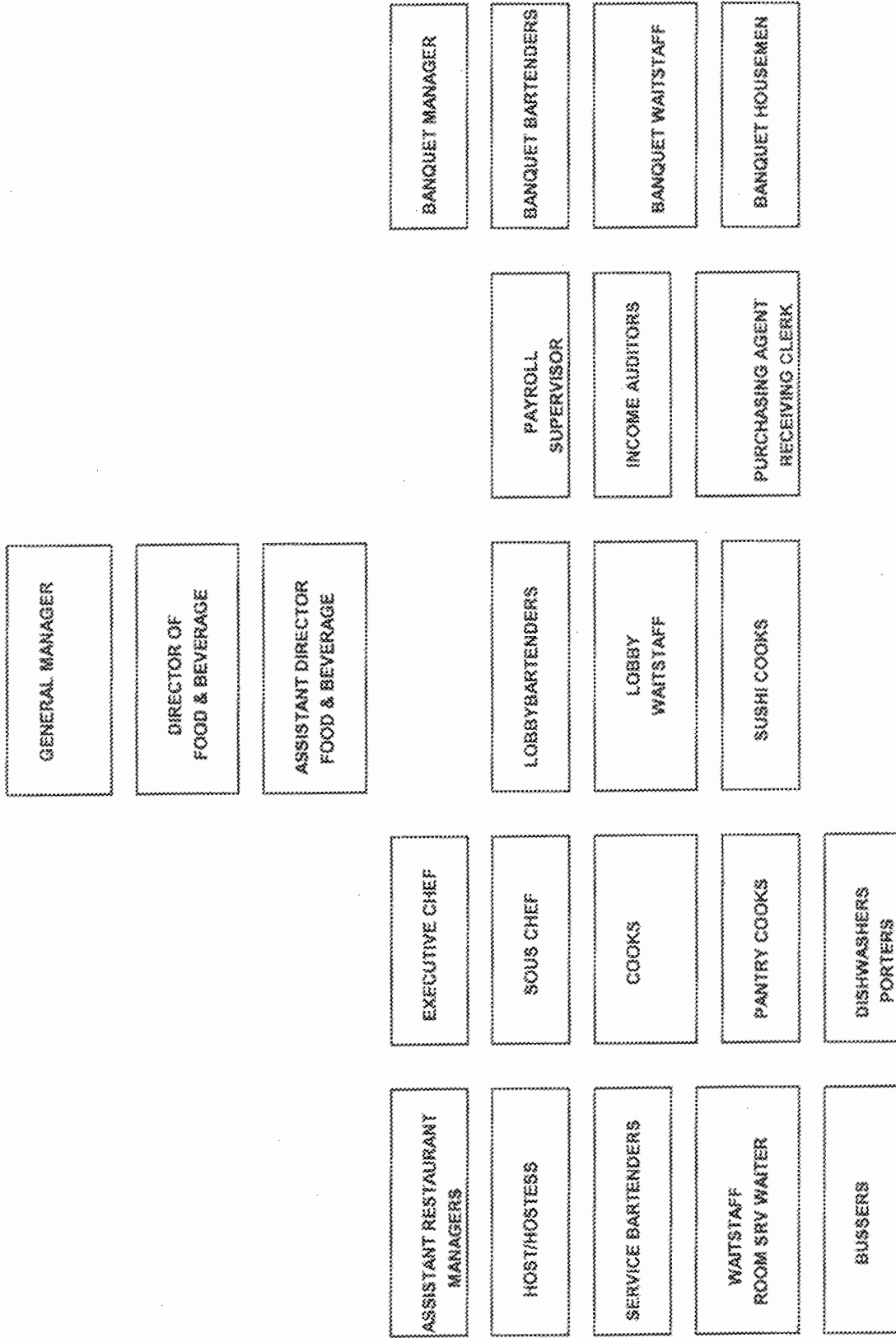
07/08	08/09
Maintenance 6	
5	6
Personnel	
5	6

07/08	08/09
Sales Mgr. 1	
1	1
Catering 1	
1	1
Group Coord. 1	
1	1
Adm. Assist. 1	
4	4

07/08	08/09
Assist Hkpr. 1	
1	1
Inspector 4	
4	4
Room Att. 17	
14	17
H. Persons 11	
11	11
Nt. Room Att. 5	
5	5
Room Att. 5	
35	36

SECTION III
ORGANIZATIONAL CHART

MIAMI DADE COUNTY AVIATION DEPARTMENT
 TOP OF THE PORT ORGANIZATION CHART
 FACILITIES MANAGED BY H.I. DEVELOPMENT CORP.



MIAMI DADE AVIATION DEPARTMENT

TOP OF THE PORT RESTAURANT

AND

RELATED FACILITIES

MANAGED BY H.I. DEVELOPMENT CORPORATION

PAYROLL

SECTION A

STAFFING CHART

MIAMI DADE COUNTY AVIATION DEPARTMENT
 TOP OF THE PORT STAFFING CHART
 FACILITIES MANAGED BY H.I. DEVELOPMENT CORP.

07/08	08/08
83	83
STAFFING TOTALS	

07/08	08/08
n/a	n/a
GENERAL MANAGER	

07/08	08/08
n/a	n/a
DIRECTOR OF FOOD & BEVERAGE	

07/08	08/08
1	1
ASSISTANT DIRECTOR FOOD & BEVERAGE	

07/08	08/08
1	1
EXECUTIVE CHEF	

07/08	08/08
2	2
SOUS CHEF	

07/08	08/08
7	7
COOKS	

07/08	08/08
3	3
PANTRY COOKS	

07/08	08/08
4	4
DISHWASHERS PORTERS	

07/08	08/08
3	3
ASSISTANT RESTAURANT MANAGERS	

07/08	08/08
2	2
HOST/HOSTESS	

07/08	08/08
3	3
SERVICE BARTENDERS	

07/08	08/08
23	23
WAITSTAFF	
4	4
ROOM SRV WAITER	

07/08	08/08
6	6
BUSSERS	

07/08	08/08
1	1
BANQUET MANAGER	

07/08	08/08
Var	Var
BANQUET BARTENDERS	

07/08	08/08
Var	Var
BANQUET WAITSTAFF	

07/08	08/08
2	2
BANQUET HOUSEMEN	

07/08	08/08
1	1
PAYROLL SUPERVISOR	

07/08	08/08
1	1
INCOME AUDITORS	

07/08	08/08
1	1
PURCHASING AGENT RECEIVING CLERK	

Miami International Airport Hotel
Hourly Rate Schedule 2009

	Starting	60 Days	One Year	Five Years
GUEST SERVICE AGENT	\$10.00	\$10.30	\$11.25	\$11.75
GUEST SERVICE SUPERVISOR	\$10.50	\$10.80	\$12.30	\$12.80
P.B.X. OPERATOR/BS. CTR	\$8.50	\$8.80	\$9.75	\$10.25
RESERVATIONS AGENT	\$10.00	\$10.30	\$11.25	\$11.75
RESERVATION SUPERVISOR	\$10.50	\$10.80	\$12.30	\$12.80
HOUSEKEEPING ROOM ATTENDANT	\$7.80	\$8.05	\$8.50	\$8.75
R/A EXTRA BED BONUS (*)	\$3.00/bed			
HOUSEKEEPING PM DIFFERENTIAL (0.20 c)	\$8.00	\$8.25	\$8.70	\$8.95
HOUSEKEEPING SUPERVISOR (0.25 c PM)	\$8.95	\$9.10	\$10.35	\$10.70
HOUSE PERSON	\$7.90	\$8.15	\$8.60	\$8.85
BELL SERVICE CAPT. (Day or Even)	\$8.00			
BELL SERVICE AGENT (**)	\$5.05			
BELL SERVICE MID-NIGHT SHIFT DIFFERENTIAL	\$5.40			
GENERAL MAINTENANCE	\$10.00	\$10.25	\$11.50	\$11.75
ASSISTANT CHIEF MAINTENANCE	\$12.00	\$12.50	\$13.75	\$14.25

Effective January 1, 2008 - Florida State's minimum wage increased from \$6.79/Hr. to \$7.21/Hr. Revised 1/13/09

Effective July 24, 2009 - Fed Min. Wage increase = \$ 7.25

(*) Room Attendant Extra Bed Bonus \$3.00 per bed (within 8 hr shift only)

(**) Bell Service \$25.00 bi-week bonus due to 190 Room Hotel

CADE COUNTY AVIATION DEPARTMENT
 MIAMI INTERNATIONAL AIRPORT HOTEL
 MANAGED BY HILTELVORNE HOTEL
 AIRFIELD PATROLL COMPANION

BY 2008.00

PROCESSED REPORT TO BUD

CURRENT YEAR
 FTE HRS \$ FTE HRS \$

ROOMS DEPARTMENT
 ROOMS DEPT MANAGER 1 2,080 55,967 1 2,080 55,967 2.6%

FRONT DESK MANAGER 1 2,080 50,295 1 2,080 50,295 3.0%

AM SUPERVISOR USA 1 2,080 25,759 1 2,080 25,759 3.0%

FM SUPERVISOR USA 1 2,080 25,759 1 2,080 25,759 3.0%

NIGHT SUPERVISOR USA 1 2,080 25,759 1 2,080 25,759 3.0%

GUEST SERVICE AGENT 8 16,640 181,040 8 16,640 181,040 3.1%

SUBTOTAL ROOMS DEPT 13 27,040 355,722 13 27,040 355,722 3.1%

RESERVATIONS
 RESERVATIONS MANAGER 1 2,080 35,000 1 2,080 35,000 5.0%

RESERVATION AGENT USA 3 6,240 59,640 3 6,240 59,640 3.0%

SUBTOTAL RESERVATIONS 4 8,320 107,640 4 8,320 107,640 3.7%

BELLSTAFF
 HEAD BELL CAPTAIN 1 2,080 16,880 1 2,080 16,880 0.0%

SHFT BELL CAPTAIN 2 4,160 31,328 2 4,160 31,328 0.0%

AM BELLPERSON 6 12,480 74,730 6 12,480 74,730 0.2%

PM BELLPERSON 5 10,400 67,255 5 10,400 67,255 0.0%

NIGHT BELLPERSON 2 4,160 26,727 2 4,160 26,727 0.0%

SUBTOTAL BELLSTAFF 16 33,280 211,877 16 33,280 211,877 0.1%

HOUSEKEEPING
 EXECUTIVE HELP 1 2,080 47,240 1 2,080 47,240 3.0%

ASST HOUSEKEEPER 1 2,080 30,205 1 2,080 30,205 3.0%

INSPECTORS 4 8,320 91,232 4 8,320 91,232 1.0%

ROOM HOUSEKEEPERS 14 27,040 234,248 17 36,280 308,147 30.7%

HOUSEKEEPERS 11 22,420 194,522 11 22,420 201,439 1.0%

NIGHT HOUSEKEEPERS 4 8,320 86,832 5 10,400 89,281 3.0%

SUBTOTAL HOUSEKEEPING 35 79,840 584,745 39 87,280 771,175 12.2%

TELEPHONE DEPARTMENT
 CHIEF OPERATOR 1 2,080 25,313 1 2,080 25,313 3.0%

OPERATORS 3 6,240 81,915 3 6,240 81,942 3.0%

SUBTOTAL TELEPHONE DEPT 4 8,320 111,228 4 8,320 111,255 3.0%

DIRECTOR OF SALES AND Mktg 1 2,080 62,280 1 2,080 62,280 0.5%

SALES MANAGER 1 2,080 51,775 1 2,080 51,775 3.0%

GROUP SALES COORDINATOR 1 2,080 17,140 1 2,080 18,264 3.0%

ADMIN ASST 1 2,080 32,075 1 2,080 33,637 3.0%

CATERING SALES 1 2,080 42,770 1 2,080 44,025 3.0%

SUBTOTAL SALES DEPT 5 10,400 248,570 5 10,400 259,904 3.7%

ADMINISTRATIVE DEPARTMENT
 CONTROLLER 1 2,080 96,200 1 2,080 108,510 2.0%

ASST CONTROLLER 1 2,080 152,895 1 2,080 158,244 3.0%

ADMIN ASST 1 2,080 43,500 1 2,080 46,320 1.0%

QUALITY ASSURANCE MANAGER 1 2,080 59,800 1 2,080 59,800 0.0%

SECURITY DIRECTOR 1 2,080 51,175 1 2,080 53,528 1.0%

SUBTOTAL ADMINISTRATIVE DEPT 5 10,400 372,628 5 10,400 387,432 2.0%

REPAIR AND MAINTENANCE
 CHIEF ENGINEER 1 2,080 49,100 1 2,080 50,400 3.0%

ASST CHIEF ENGINEER 1 2,080 20,200 1 2,080 20,200 1.0%

MAINTENANCE PERSONS 6 12,480 124,201 6 12,480 154,129 26.5%

SUBTOTAL REPAIR & MAINTENANCE 7 14,080 202,202 7 14,080 224,729 38.1%

CONSOLIDATED HOTEL Mktg
 SUBTOTAL ROOMS DEPT 68 147,040 1,246,074 72 156,080 1,448,379 7.2%

SUBTOTAL TELEPHONE DEPT 3 6,240 78,228 3 6,240 78,228 0.3%

SUBTOTAL SALES DEPT 5 10,400 248,570 5 10,400 259,904 3.7%

SUBTOTAL ADMINISTRATIVE DEPT 5 10,400 372,628 5 10,400 387,432 2.0%

SUBTOTAL REPAIR & MAINTENANCE 7 14,080 202,202 7 14,080 224,729 38.1%

SUBTOTAL HOTEL Mktg 86 201,760 2,394,120 100 214,520 2,443,312 6.0%

MIAMI DADE AVIATION DEPT TOP OF THE PORT AND RELATED H.I DEVELOPMENT CORP			FACILITIES MANAGED BY			EXHIBIT H			
JOB CODE	JOB TITLE	ANNUAL PAYROLL			FTE	PROPOSED 2008-09 HRS	BUDGET TO \$	VARIANCE BUDGET %/YR.	
		FTE	CURRENT 2007-08 HRS	\$					
0101									
	ADMINISTRATION DEPARTMENT								
	Asst. Director of F & B	1	2,080	50,000	1	2,080	51,500	3.00%	
	Payroll Supervisor	1	2,080	30,900	1	2,080	31,827	3.00%	
	Income Auditor	1	2,080	28,980	1	2,080	29,922	3.00%	
	Receiving Clerk	1	2,080	19,282	1	2,080	19,860	3.00%	
	Purchasing Agent	1	2,080	42,500	1	2,080	43,775	3.00%	
	Subtotal Admin. Dept.	5	10,400	170,762	5	10,400	175,885	3.00%	
	T.O.P. RESTAURANT								
	Asst. Restaurant Mgr's	3	6,240	104,870	3	6,240	108,016	3.00%	
	Host/Hostess	2	4,160	38,688	2	4,160	39,849	3.00%	
	Waitstaff	23	47,840	174,616	23	47,840	179,854	3.00%	
	Bussers	6	12,480	45,552	6	12,480	46,919	3.00%	
	Service Bartenders	3	6,240	31,200	3	6,240	32,136	3.00%	
	Room Service Waiters	4	8,320	30,366	4	8,320	31,279	3.00%	
	Executive Chef	1	2,080	60,000	1	2,080	61,650	3.00%	
	Sous Chef	2	4,080	58,752	2	4,080	60,515	3.00%	
	Cooks	7	14,560	182,000	7	14,560	187,460	3.00%	
	Pantry Cooks	3	5,200	45,760	3	5,200	47,133	3.00%	
	Dishwashers	6	12,480	91,104	6	12,480	93,637	3.00%	
	Porters	4	7,280	53,144	4	7,280	54,738	3.00%	
	A & G Allocation			128,072			131,914	3.00%	
	Subtotal TOP Restaurant	64	130,960	1,044,126	64	130,960	1,075,449	3.00%	
	LOBBY BAR								
	Bartenders	3	6,240	31,200	3	6,240	32,136	3.00%	
	Waitstaff	6	12,480	45,552	6	12,480	46,919	3.00%	
	Sushi Chef	2	4,160	55,744	2	4,160	57,416	3.00%	
	A & G Allocation			34,152			35,177	3.00%	
	Subtotal Lobby Bar	11	22,880	166,648	11	22,880	171,648	3.00%	
	CONFERENCE CENTER								
	Banquet Manager	1	1,040	15,000	1	1,040	15,450	3.00%	
	Banquet Housemen	2	2,600	18,960	2	2,600	19,549	3.00%	
	Banquet Waitstaff	VAR	2,600	9,490	VAR	2,600	9,775	3.00%	
	Banquet Bartenders	VAR	780	2,547	VAR	780	2,932	3.00%	
	A & G Allocation			8,538			8,794	3.00%	
	Subtotal Conference Center	3	7,020	54,855	3	7,020	56,501	3.00%	
	CONSOLIDATED T.O.P. FACILITIES								
	Subtotal Admin. Dept.	5	10,400	170,762	5	10,400	175,885	3.00%	
	Subtotal TOP Restaurant	64	130,960	1,044,126	64	130,960	1,075,449	3.00%	
	Subtotal Lobby Bar	11	22,880	166,648	11	22,880	171,648	3.00%	
	Subtotal Conference Center	3	7,020	54,855	3	7,020	56,501	3.00%	
	Total T.O.P. Facilities	83	171,260	1,265,829	83	171,260	1,303,598	3.00%	