

Hillsborough County Aviation Authority
Regular Board Meeting and Board of Adjustment Public Hearing

Thursday, 9:00 a.m.
December 7, 2023

A Regular Board Meeting and Board of Adjustment Public Hearing were convened in the Boardroom, Level 4 of SkyCenter ONE, Tampa, Florida, on Thursday, December 7, 2023.

Members present were: Gary Harrod, Robert Watkins, Mayor Castor, General Diehl and Commissioner Cohen.

Aviation Authority staff members present were CEO Joe Lopano, General Counsel Michael Stephens, Chris Minner, John Tiliacos, Damian Brooke, Veronica Cintron, Elita McMillon, Jeff Siddle, Silvana Muro, Tom Thalheimer, Matt Bauer, Violet Cummins, Rob Porter, Ben Robins, Laura Tatem, Brett Fay, Tony Conza, James Tarro, Tony O'Brian, Chief Charlie Vazquez, Stacey Nance, Scott Knight, John Mallory, Laurie Noyes, Beau Zimmer, Randy Forister, Josh Gillen, Michael Kamprath, Tony Mantegna, Emily Nipps, Adam Bouchard, Joel Feldman, Justin Piazza, Roop Johal, Deysha Mayo and Sara Behnke.

Chairman Harrod welcomed everyone to the Regular Board Meeting and Board of Adjustment Public Hearing of the Aviation Authority. He asked that anyone who would like to comment on propositions before the Board see Violet Cummins for a form.

The Pledge of Allegiance was recited.

Chairman Harrod called the Board of Adjustment Public Hearing to Order.

Assistant General Counsel Michael Kamprath discussed the rules for the Public Hearing of the Aviation Authority Board of Adjustment. There was one Petition for Variance. The Public Hearing was duly noticed by newspaper advertisement on November 15, 2023. No comments from the public were received.

Chairman Harrod swore in Tony Mantegna, Aviation Authority Senior Manager of Planning and Development and Petitioner Heath Noss from Cone & Graham.

The following item was heard during the Board of Adjustment Public Hearing.

Item C1

Airport Study No. 2023-110, Cone & Graham, Inc., requesting variances for construction of thirteen roadway light poles, with maximum heights ranging from 25'-54' AMSL, located at SR60/SR589, Tampa, FL, Resolution No. 2023-132

Cone & Graham, Inc. (Petitioner) is seeking to construct thirteen roadway light poles, with maximum heights ranging from 25'-54' AMSL, located at SR60/SR589, Tampa, FL. The nearest airport is Tampa International Airport.

Notice of this Hearing before the Board of Adjustment was provided on November 15, 2023.

Petitioner is requesting variances to construct thirteen roadway light poles.

The Petition was presented to the Airport Hearing Officer on October 19, 2023 and, based on testimony and evidence presented, the Hearing Officer found that approval of the variances, with required conditions, would have no adverse effect on existing FAA restrictions, would not cause additional impacts or loss of utility to Tampa International Airport, would not be contrary to the public interest, would avoid unnecessary hardship to the Petitioner's property, and would be in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

The FAA's aeronautical studies found that the Petitioner's request would not be a hazard to air navigation provided certain conditions are met.

FDOT was provided the opportunity to review the Petition and found it to be consistent with Florida Statutes.

The Airport Hearing Officer recommends that the Board of Adjustment approve the variances to Airport Zoning Regulations requested by Petitioner with the following conditions: (1) Red Obstruction lighting required in accordance with FAA Advisory Circular 70/7460-1M; (2) E-File FAA Form 7460-2 with the FAA if the project is abandoned or within five (5) days after the construction reaches its greatest height; (3) The project is subject to requirements listed in the Federal Aviation Administration Aeronautical Studies attached to the Recommended Order with the exception that height limits are restricted to the heights shown on the point data sheets attached as Exhibits A & B; (4) Notify the Airport at least five (5) business days prior to starting construction at 813-870-7863 and provide Airport Study number; (5) Installation equipment (crane) exceeding 25' AMSL will require a separate permit by the Authority; (6) Any glint or glare issues identified from this project must be mitigated by the Petitioner to the satisfaction of the Authority to avoid adverse impacts to aviation; and (7) The Permit will be valid until the commencement of construction for Future Runway 17-35, at which time the structures will need to be re-evaluated for removal or new variances issued based on the Future Runway.

The variances will be valid until the FAA Determinations of No Hazard to Air Navigation expire on October 5, 2024, but if the FAA Determinations of No Hazard are extended by the FAA for no more than 18 months, the variances will also be extended one time, without further action of the Board of Adjustment, provided that no changes in the proposed structures have occurred.

The Board of Adjustment may render its decision based on the findings and recommendations of the Hearing Officer. However, the Board of Adjustment may, but is not required to, review the record of the Hearing Officer's public Hearing.

Upon motion of Robert Watkins, seconded by Commissioner Cohen, variances for Airport Study No. 2023-110, Cone & Graham, Inc., for construction of thirteen roadway light poles, with maximum heights ranging from 25'-54' AMSL, located at SR60/SR589, Tampa, FL was unanimously approved by all Board Members present; and the Airport Zoning Director or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2023-132.

The Public Hearing of the Board of Adjustment was closed.

Chairman Harrod called the Regular Board Meeting to Order.

Chairman Harrod then asked for a Motion to Approve the Agenda.

Upon motion of Commissioner Cohen, seconded by Robert Watkins, the Agenda was unanimously approved by all Board members present.

Mr. Lopano announced that there would be no Attorney Client Closed Session at this meeting.

General Counsel Stephens proceeded to the Election of Officers.

Item F1

As it relates to the governance of the Authority, Policy P102, Election of Officers, states that after a new member is appointed by the Governor of Florida or an existing member is re-appointed by the Governor of Florida, the Board will hold an election at the next regular meeting of the Authority and elect all of the officers. Officers will be elected by a majority vote of the membership of the Board. There is no restriction on successive terms for officer positions, except the Chairperson may not serve more than two successive terms as Chairperson.

The following officers will be elected by a majority vote of the membership of the Authority: Chairperson, Vice Chairperson, Secretary, Treasurer, and Assistant Secretary/Assistant Treasurer.

With the recent re-appointment of Robert Watkins to the Authority Board by the Governor of Florida, in accordance with the provisions of Authority Policy P102, it is necessary that the Authority Board proceed to reconstitute itself and elect new officers.

Authority Policy P104, Audit Committee, states that the Audit Committee will be comprised of the Treasurer, the Chairperson and one other member of the Board. Policy P104 further states that at the time an election is held for Board officers at a regular Board meeting in accordance with Policy P102, Election of Officers, the Board will also select the third member of the Audit Committee and hold an election for the Audit Committee Chairperson.

In accordance with the provisions of Authority Policy P104, it is necessary that the Authority Board proceed to select the third member of the Audit Committee and hold an election for the Audit Committee Chairperson.

Authority Policy P107, Finance Committee, states that the Finance Committee will be comprised of the Chairperson, Treasurer, and at least one other Board member as elected by the Board.

In accordance with the provisions of Authority Policy P107, Finance Committee, it is necessary that the Authority Board proceed to select the third member of the Finance Committee.

Chairman Gary Harrod made a motion to nominate General Diehl as Chairman of the Board and it was unanimously approved by all Board Members present.

Commissioner Cohen then made a motion to nominate Gary Harrod to fill the Treasurer position.

Robert Watkins then asked Mr. Harrod if he preferred the position of Vice Chairman. Mr. Harrod replied he did.

Commissioner Cohen made a motion to nominate Gary Harrod for Vice Chairman and Robert Watkins for Treasurer, which was unanimously approved by all Board Members present. The remaining two Board positions remained the same.

General Counsel Stephens then proceeded to election of the third member of the Audit Committee and election of the Audit Committee Chair.

Robert Watkins made a motion to nominate Gary Harrod to be the third member of the Audit Committee and it was unanimously approved by all Board Members present.

Robert Watkins next made a motion to nominate Gary Harrod to be the Chairman of the Audit Committee and it was unanimously approved by all Board Members present.

General Counsel Stephens then proceeded to election of the third member of the Finance Committee.

Robert Watkins nominated Gary Harrod to be the third member of the Finance Committee and it was unanimously approved by all Board Members present.

Since there was no requirement to transfer the meeting to the new Chairman, General Counsel Stephens recommended that Gary Harrod continue to Chair the December 7, 2023 meeting and Chairman Diehl would Chair the next Board Meeting.

Chairman Harrod asked General Counsel Stephens if there were any abstentions from the Regular Board Meeting held on November 9, 2023 that needed to be read into the record. General Counsel Stephens replied that there were no abstentions from the November 9, 2023 Board Meeting and none were anticipated at this meeting.

Chairman Harrod asked if there were any additions or corrections to the Minutes of the Regular Board Meeting held on November 9, 2023.

Upon motion of Robert Watkins, seconded by General Diehl, the Minutes of the Regular Board Meeting held on November 9, 2023 were unanimously approved by all Board Members present.

Gary Harrod then proceeded to Public Comments.

Jason Kimball, owner of a private aircraft that is based out of Tampa Executive Airport, requested the Board grant permission to Skyport FBO to exercise their judgement for 90 day waiver for insurance requirements for his aircraft.

The Management Report was next.

Chris Minner provided the Performance Assessment Report.

Passenger traffic for the month of October was just short of 2 million passengers which is 15.2% growth year over year. International traffic was almost 93,000 passengers, up 22.5% year over year.

Copa Airlines celebrated their 10 year anniversary at Tampa International Airport.

Recent inaugural flights included Lynx to Toronto and Montreal and WestJet to Hamilton as well as, Spirit to Norfolk, Richmond and Charleston and Frontier to Baltimore and Breeze to Springfield.

Twenty Authority employees took part in the Great American Teach-In.

The Authority won the Best in the Industry Award for the Name the Flamingo contest.

Social Media had 4,375 new followers across all platforms during the month.

Mr. Minner reported on the success of the Concessions program over the Thanksgiving Holiday. There was an 18% sales growth year over year with the highest volume day on November 26th.

There were record breaking sales at locations across the Airport with over 50% growth year over year at Columbia, Air Essentials and Chick-Fil-A as well as record performance for Uber Eats.

Parking had a 14% sales growth year over year. There were 24,700 vehicles parked at Tampa International during the peak of the Thanksgiving period. Overflow areas were utilized and Economy and Long Term Parking Garages were reservation only at times. There were 7,667 vehicles booked via the Online Booking System.

John Tiliacos was next to report on the Thanksgiving Holiday Overview. Over the 12 day holiday period there were more than 920,000 passengers served which was 16% more than last year. November 26th was the second busiest day in TPA history. On time performance was at 80% with less than 1% of flights cancelled. Average pre-check wait time was less than 1 minute and average standard wait times was less than 6 minutes.

Tampa International hosted the FAA Eastern Service Area Stakeholder Engagement Forum on November 30th. Attendees included the FAA's New England, Eastern and Southern Regions as well as airlines and leaders representing 45 airports.

This concluded the Management Report.

The Chairman then moved on to the Consent Agenda.

Upon motion of Robert Watkins, seconded by Commissioner Cohen, the Consent Agenda was unanimously approved by all Board Members present.

The following items were contained in the Consent Agenda.

Item J1

North Cargo Building Space Rental Agreement, PrimeFlight Aviation Services, Inc., Tampa International Airport, Resolution No. 2023-122.

PrimeFlight Aviation Services, Inc. (PrimeFlight) desires to lease Suite O of the North Cargo Building to conduct GSE-related business operations.

This North Cargo Building Space Rental Agreement (Agreement) is effective December 1, 2023 and terminates September 30, 2025. Either party may terminate the Agreement upon 60 days’ written notice.

PrimeFlight will lease Cargo Building Space at \$7.39 per square foot and pay an annual O&M Rent at \$0.31 per square foot. Starting October 1, 2024, O&M Rent will increase by 5.5% each year. The Initial Rents are as follows:

FY24 December 1, 2023 - September 30, 2024				
<u>Description</u>	<u>Sq. Ft.</u>	<u>Rate</u>	<u>Annual</u>	<u>Monthly</u>
Suites - Warehouse Space Rent	5,040	\$7.39	\$37,245.60	\$3,103.80
Suites - O&M Rent	5,040	\$0.31	\$1,562.40	\$130.20
Total Rents	5,040		\$38,808.00	\$3,234.00

Management recommended adoption of Resolution No. 2023-122.

Resolution No. 2023-122 approved and authorized execution of North Cargo Building Space Rental Agreement at Tampa International Airport with PrimeFlight Aviation Services, Inc.; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item J2

Letter of Agreement for Temporary Use of Land for Excess Automobile Parking, Tampa M Automotive Management, LLC, Tampa International Airport, Resolution No. 2023-123.

In February 2023, the Authority entered into a Letter of Agreement (LOA) with Tampa M Automotive Management, LLC (Tampa M) for the temporary use of a vacant lot located at 4113 Columbus Drive for a period of one (1) year. Tampa M now desires to continue leasing the vacant lot for one (1) additional year.

Staff recommends approval of this LOA for Temporary Use of Land for Excess Automobile Parking with Tampa M for the lease of approximately 2 acres of unimproved land located at 4113 Columbus Drive for storage of

excess new cars. The LOA will have a Commencement Date of February 1, 2024 and terminate on January 31, 2025. Either party may terminate the LOA with 30 days' written notice. Monthly rent paid by Tampa M under the LOA will be \$8,929.80, for a total annual rent of \$107,157.60, plus applicable sales tax. The rent will increase by CPI on October 1, 2024.

Management recommended adoption of Resolution No. 2023-123.

Resolution No. 2023-123 approved and authorized execution of Letter of Agreement for Temporary Use of Land for Excess Automobile Parking at Tampa International Airport with Tampa M Automotive Management, LLC; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item J3

Qualification of Firms and Issuance of Purchase Orders for Real Estate Appraisal Services, Tampa International Airport, Tampa Executive, Peter O. Knight, and Plant City Airports.

The Authority purchases real estate appraisal services on an as-needed basis.

On July 11, 2023, a Request for Qualifications for Real Estate Appraisal Services at Tampa International Airport, Tampa Executive, Peter O. Knight, and Plant City Airports was issued.

On August 16, 2023, nine (9) responses to the Request for Qualifications were received. Respondents were directed to respond to all applicable categories. Seven (7) companies responded to Category 1 and seven (7) companies responded to Category 2. Responses from the following firms were selected by staff for inclusion on the Qualified Company List:

Category 1, Aeronautical Properties, on Airport properties, including FBO properties

- ABS Aviation Consultancy, Inc. dba Airport Business Solutions
- BBG, Inc. dba BBG Valuation, Inc.
- CBRE, Inc.
- Cushman and Wakefield Regional, Inc.
- Lee Pallardy, Inc.
- Pinel & Carpenter, Inc.
- Slack, Johnston & Magenheimer, Inc.

Category 2, Commercial Properties, Non-Aeronautical Properties, on or off Airport

- American Acquisition Group, LLC
- BBG, Inc. dba BBG Valuation, Inc.
- CBRE, Inc.
- Cushman & Wakefield Regional, Inc.
- Lee Pallardy, Inc.
- Pinel & Carpenter, Inc.
- Tropical Valuation Advisory, LLC

Each qualified firm in a category is eligible to submit fee quotes for real estate appraisal services. The Term of Qualification is December 7, 2023 through December 6, 2028. The aggregate maximum authorization purchase amount of \$1,000,000 encompasses all firms and all categories.

No specific expectancy for W/MBE participation was established.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the qualification of firms as listed above, authorize the issuance of Purchase Orders as necessary to firms on the Qualified Company List, and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

The Board acted on this by motion; no resolution was required.

Item J4

Purchase Order, TYMCO Air Street Sweeper utilizing the Florida Sheriffs Association Contract for Heavy Equipment No. FSA23-EQU21.10, Container Systems & Equipment Company, Inc., Tampa International Airport.

The Authority's FY24 Capital Equipment Budget provides for the purchase of an assortment of vehicles and equipment for the Maintenance Department.

Authority Policy P410 authorizes the utilization of federal, state, local, or multi-state cooperative purchasing contracts to purchase goods and services without obtaining three quotes or advertisement.

Staff requests authorization for the issuance of a Purchase Order to Container Systems & Equipment Company, Inc. for the purchase of a TYMCO Air Street Sweeper utilizing the Florida Sheriffs Association Contract for Heavy Equipment No. FSA23-EQU21.10 in a maximum purchase authorization amount of \$185,000.

This item is included in the Capital Equipment Budget.

The Chief Executive Officer recommended the Board authorize the issuance of a Purchase Order to Container Systems & Equipment Company, Inc. and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

The Board acted on this by motion; no resolution was required.

Item J5

Authorization for Expenditure of Federal Forfeiture Funds, Tampa International Airport.

Under provisions of the U.S. Department of Treasury Guide to Equitable Sharing for Foreign Countries and Federal, State and Local Law Enforcement Agencies (Guide), Federal forfeiture funds shared with local law enforcement agencies must be expended for law enforcement purposes.

Authority Standard Procedure S440.14 requires expenditures from Federal forfeiture funds to be made only after approval from Legal Affairs and the Authority Board. Legal Affairs has reviewed this request and agrees with the expenditures.

Authorize the expenditure of Federal forfeiture funds to be used by the Tampa International Airport Police Department in a maximum purchase authorization amount of \$150,000 to purchase two 2024 Ford F-150 Police Responders and Enforcement One Outfit Kits.

This item is included in the Federal Forfeiture Funds Budget.

The Chief Executive Officer recommended the Board authorize the expenditure of Federal forfeiture funds and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

The Board acted on this by motion; no resolution was required.

Item J6

Purchase Orders, Ammunition, Florida Bullet, Inc., Tampa International Airport.

The Public Safety and Security Department has an ongoing need for the purchase of duty and training ammunition. SinterFire, Speer and Federal Law Enforcement ammunitions are manufactured by SinterFire and Vista Outdoor. Florida Bullet, Inc. is the only factory-authorized law enforcement distributor for these ammunition brands in Florida.

Authority Policy P410 authorizes sole source purchases when no other authorized vendor can supply the required product.

On November 15, 2023, a Notice of Intent to Sole Source with Florida Bullet, Inc. at Tampa International Airport was publicly advertised. No responses were received.

Staff requests authorization for the issuance of Purchase Orders to Florida Bullet, Inc. for the purchase of ammunition for the Public Safety and Security Department for the Term of December 7, 2023 through December 6, 2028 in a maximum purchase authorization amount of \$300,000.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Florida Bullet, Inc. and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

The Board acted on this by motion; no resolution was required.

Item J7

Supplemental Contract, utilizing Greater Orlando Aviation Authority Base Agreement for Construction Payment Application and Invoice Review and Audit Advisory Services, Talson International, LLC, Tampa International Airport, Resolution No. 2023-130.

On October 23, 2023, the Authority issued a Purchase Order to Talson International, LLC in the amount of \$37,000 for a risk assessment/governance review.

Authority Policy P410 authorizes the utilization of federal, state, local, or multi-state cooperative purchasing contracts to purchase goods and services without obtaining three quotes or advertisement.

Talson International, LLC will conduct additional specific project audits of construction or professional services agreements that address contract compliance and risk-based areas as determined by and in coordination with the Authority's Internal Audit Department. The audits will review performance components including, but not limited to, contract deliverables, calculations of fees and invoices, and other contractor and subcontractor responsibilities. Additionally, general technical support will be available to the Internal Audit Department as needed.

This item authorizes the execution of a Supplemental Contract with Talson International, LLC to perform miscellaneous audit services on construction and professional service contracts utilizing Greater Orlando Aviation Authority Base Agreement for Construction Payment Application and Invoice Review and Audit Advisory Services for the Term of December 7, 2023 through December 26, 2027 in a maximum purchase authorization amount of \$408,800.

This item is included in the O&M and Capital Budgets.

Management recommended adoption of Resolution No. 2023-130.

Resolution No. 2023-130 approved and authorized award and execution of Supplemental Contract at Tampa International Airport with Talson International, LLC; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item J8

Authority Meeting Dates for Calendar Year 2024.

As required by State Law, it is necessary for the Authority to adopt a meeting schedule for the upcoming year.

The following schedule is proposed for calendar year 2024:

Time:	9:00 a.m.
Location:	Boardroom Level 4 at SkyCenter One
Dates:	Thursday, February 1
	Thursday, March 7
	Thursday, April 4
	Thursday, May 2
	Thursday, June 6
	Thursday, August 1
	Thursday, September 5
	Thursday, October 3
	Thursday, November 7
	Thursday, December 5

The Chief Executive Officer recommended approval of the proposed Authority meeting dates for calendar year 2024.

The Board acted on this by motion; no resolution was required.

There were no Policies or Rules for Consideration or Action, Committee Reports, Unfinished Business. Or New Business.

Jeff Siddle then gave the monthly Master Plan Update.

The arcade is structurally being reinforced by installing steel beams. There are 3 beams that need to be removed that have been in place since 1971. The final element of the demolition of the Administrative Building will be the removal of the stairs and elevator core. This building supported the arcade. The demolition is expected to commence in January 2024.

The Master Plan Phase 2 Budget is on schedule and progressing as planned.

Before adjourning the meeting, General Counsel Stephens requested an Attorney-Client Closed Session be held at the February 2024 Board Meeting to discuss pending litigation and strategy related to litigation expense and to seek the Board’s direction.

Chairman Diehl stated that he was humbled and honored to have been elected the new Chairman.

With no further business to be brought before the Board, Gary Harrod adjourned the meeting.

Arthur F. Diehl III, Chairman

Jane Castor, Secretary