

Hillsborough County Aviation Authority  
Regular Board Meeting  
&  
Board of Adjustment Hearing

Thursday, 9:00 a.m.  
August 3, 2017

A Regular Board Meeting and Board of Adjustment Public Hearing of the Hillsborough County Aviation Authority was convened in the Boardroom, Main Terminal Building, Level 3 at Tampa International Airport, Tampa, Florida, on Thursday, August 3, 2017.

Members present were: Robert I. Watkins, Gary Harrod, General Chip Diehl and Commissioner Victor Crist. Chairman Watkins read into the record that Mayor Bob Buckhorn would not be in attendance.

Aviation Authority staff members present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Al Illustrato, Damian Brooke, Chris Minner, John Tiliacos, Janet Zink, Michael Kamprath, Scott Knight, Jeff Siddle, Ed Haines, Elita McMillon, Ann Davis, Beth Zurenko, Gina Evans, Violet Cummins, Laurie Noyes, Chief Charlie Vazquez, Shannon Seifer, Police Officer Preyer, Lloyd Tillmann, Laura Tatem, Teresa Howell, Dominic Macrone, Amy Flack, Adam Bouchard, Randy Forister, Kari Goetz, Lisa Assetta, James Tarro, Wanda Dunnigan, Tony Mantegna, Brett Fay, Lloyd Tillman, Thomas Johnson, Brian Washburn and Dan Johnson.

Chairman Watkins welcomed everyone to the Regular Board Meeting and the Board of Adjustment Public Hearing of August 3, 2017. Chairman Watkins then advised the audience that anyone wishing to comment on propositions brought before the Board should see Violet Cummins, Board Services Administrator, for a from. He then asked everyone to stand for the Pledge of Allegiance.

Chairman Watkins called the Board of Adjustment Hearing to order and called upon Michael Kamprath, Authority Assistant General Counsel, to open the Hearing and give introductory remarks.

Mr. Kamprath then opened the Hearing, provided a few brief remarks regarding the background of the Hearing, and proceeded to ask Mr. Tony Mantegna, the Authority's Height Zoning and Land Use Manager, and the Petitioners, if present, to step forward and be sworn in by Chairman Watkins.

Chairman Watkins administered the oath to Tony Mantegna.

Tony Magenta presented the petition for variance, Airport Study No. 2017-35, Request for Variance, University of South Florida Board of Trustees, requesting a variance to construct a new 14 story building for the College of Medicine and Heart Institute with a maximum height of 305' AMSL at a site located at 546 Channelside Drive, Tampa, FL, Resolution No. 2017-64. The nearest airport would be Peter O. Knight.

Based on the Airport's review which, the Authority didn't identify any impacts to the four Airports or their surrounding airspace supports the FAA's determination of No Hazard. The Airport and FDOT had no objections as long as conditions are followed. The Airport Study was presented to the Hearing Officer on June 15, 2017, and the Hearing Officer approved the variance with the following conditions: the new structure must have obstruction lighting in accordance with FAA Advisory Circulars; the petitioner must submit a 7460-2 Form, which is the Notice of Actual Construction or Alteration, to the Airport within five days and to the FAA within five days of the structure reaching its greatest height; and the petitioner must also obtain a temporary permit from the Authority for any cranes exceeding 305 feet AMSL. Management recommends adoption of Resolution No. 2017-64.

Motion for approval was made by Gary Harrod and seconded by General Diehl.

The motion to authorize a variance for Airport Study No. 2017-35, University of South Florida Board of Trustees requesting a variance to construct a new 14 story building for the College of Medicine and Heart Institute with a maximum height of 305' AMSL at a site located at 546 Channelside Drive, Tama, FL., was unanimously approved by all members present and authorized the Airport Zoning Director or his designee to execute all other ancillary documents by adoption of Resolution No. 2017-64.

With no other petitions for variance to be presented, Mr. Kamprath closed the Public Hearing of the Board of Adjustment. The Public Hearing adjourned at 9:07 a.m.

Chairman Watkins proceeded to call the Regular Board meeting of August 3, 2017 to order and advised the audience that all Board members had received a copy of the Agenda prior to the meeting and had a chance to review it in advance. Before proceeding he informed the audience that Mr. Lopano had something to share with the Board.

Mr. Lopano reminded the Board that at the June Board Meeting, General Counsel Stephens had advised of the possibility of holding an Attorney-Client Closed Session at the August meeting. Mr. Lopano informed the Board that there would be no need to hold that Closed Session.

Chairman Watkins then called for a motion to approve the Agenda for the Meeting.

Upon motion by Commissioner Crist, seconded by General Diehl, the Agenda was unanimously approved by all members present.

Chairman Watkins proceeded to the Public Comments section of the meeting and called Tom Halsnick to the podium.

Mr. Halsnick is the owner of Black Pearl Limousine and a member of the West Florida Limousine Association. He had spoken at the previous Board Meeting concerning the new ground transportation rules and wanted to continue that conversation. Mr. Halsnick felt that the study done by Leigh Fisher was flawed. He also questioned why Uber and Lyft are using GPS-based geo-fencing and the limo services are using 20-year-old transponder technology. Mr. Halsnick wanted to know the findings of the inquiry Mr. Lopano made from Leigh Fisher to present ways that Uber and Lyft could be back-checked.

Commissioner Crist stated he had some confusion with Mr. Halsnick's presentation as meetings had been held 2 years earlier with a group of competitors that worked on an agreeable solution to the pick-up charges. Also, it was his understanding technology used is dictated by the State. Mr. Halsnick stated that he did not oppose the user fee but felt the difference between a \$3 and \$5 fee may not seem like a lot but it may be a tipping point for his customers. There was further discussion on the price point of other similar Airports. Commissioner Crist pointed out that our closest competitors were Orlando and Fort Lauderdale and that the Authority was headed towards that mark but it would take 3 years to get there. Mr. Halsnick pointed out that the TNC's use public roads, public curbsides and public parking in the cell phone lot. Commissioner Crist replied that companies come to the Airport to make money on what the Airport has to offer and what the Airport is providing costs money.

Chairman Watkins asked General Counsel Stephens if there were any abstentions that needed to be read into the record. General Counsel Stephens reported no abstentions to be read from the June 1, 2017 Board Meeting and stated he did not anticipate any from this Meeting.

Chairman Watkins then called for a motion to approve the Minutes of the Regular Authority Board Meeting of June 1, 2017.

Upon motion of Gary Harrod, seconded by Commissioner Crist, the Minutes of the Regular Authority Board Meeting of June 1, 2017 were unanimously approved by all members present.

Chairman Watkins then called upon Mr. Lopano to present his Management Reports.

Mr. Lopano asked Chris Minner, Executive Vice President of Marketing and Communications, to give the Performance Assessment Report. Mr. Minner announced that passenger traffic for May

was up 3.2% and in June was up 5.6%. On the international side, May showed an increase of 7.2% and June was up 12.5%.

Mr. Minner then turned to current events. Southwest Airlines launched their new LaGuardia service. Spirit Airlines announced new seasonal service for this winter to both Pittsburgh and Hartford. Southwest Airlines will also be flying to San Diego. Frontier Airlines announced the biggest addition of new destinations for an airline in modern history, an 11 city roll out.

Tourism Gives Back and St. Pete Pride are two events where staff went out into the community and gave their own time to represent the Authority. This is the 6<sup>th</sup> year the Authority has participated in St. Pete Pride which is the biggest pride event in the State of Florida.

In closing, Mr. Minner shared that as a result of the new services, the Authority will have 1,285,000 more seats than one year ago.

Damian Brooke, Executive Vice President of Finance and Procurement, reported that on June 27, 2017, the Authority held the second vendor outreach event for Phase 2 of the Master Plan. The event was attended by more than 300 contractors, engineers, architects, developers, subconsultants and subcontractors. The goal was to provide the vendor community with information regarding the schedule for Phase 2. On June 9<sup>th</sup> the Authority also held an initial Phase 2 outreach which was focused on the W/MBE community.

Mr. Brooke's second item was recognizing the excellent work of Amy Flack, a non-capital Purchasing Manager with the Authority Procurement Department. In 2017 alone, Ms. Flack was awarded the Manager of the Year Award by the local chapter of the National Institute for Government Procurement (NIGP). She was then elected President of the local chapter of NIGP and on a national level she was elected to the National Advisory Board to the NIGP Board of Directors. She was then awarded NIGP's National Young Professional Award. She's currently one of three finalists for the NIGP National Professional Manager of the Year Award which will be awarded in Salt Lake City at NIGP's national conference.

John Tiliacos completed the Management Report by introducing the Authority's new Police Chief, Charlie Vasquez. Chief Vasquez brings more than 24 years of law enforcement experience to the position and most recently served as the Assistant Chief of Police with the Houston Police Department. Chief Vasquez began his career as a Public Safety Dispatcher with Houston PD and gradually rose to become a key part of the Police Department's leadership team. He is a graduate of the FBI National Academy, Senior Management Institute for Police and the Police Executive Leadership Institute. Chief Vasquez earned his MBA degree from Texas Woman's University and his Bachelor of Science degree in Organizational Leadership from Mountain State University. Chief Vasquez is also a veteran of the U.S. Army and served in Operation Desert Shield and Operation Desert Storm.

The Chairman then asked if anyone had any items they would like set aside for further consideration on the Consent Agenda. Hearing none, Chairman Watkins then called for a motion to approve the items in the Consent Agenda.

Upon motion of Commissioner Crist, seconded by General Diehl, the Consent Agenda was unanimously approved by all members present.

The following items were contained in the Consent Agenda.

#### CONSENT ITEM G1

Airline-Airport Use and Lease Agreement, UPS, Co. d/b/a United Parcel Service, Co., Tampa International Airport, Resolution No. 2017-49; and North Cargo Building Space Rental Agreement, United Parcel Service, Inc., Tampa International Airport, Resolution No. 2017-50.

The Airline-Airport Use and Lease Agreement (Signatory Agreement) allows an airline to lease certain premises and obtain certain rights, services and privileges in connection with the use of Tampa International Airport and its facilities. The Authority has executed such Signatory Agreements with American Airlines, Inc., Delta Air Lines, Inc., Federal Express Corporation, jetBlue Airways Corporation, Southwest Airlines Co., Spirit Airlines, Inc., and United Airlines, Inc., all of which terminate on September 30, 2020. In addition, a Space Rental Agreement is required for signatory airlines' lease of facilities outside of the Main Terminal and airfield areas. Designate the above property as surplus and authorize disposal in accordance with Chapter 274, Florida Statutes. The surplus property will be publicly advertised and auctioned at Tampa Machinery Auction, Inc., Bay Area Auction Services, Inc., or GovDeals.com, an internet based auction system. The computer equipment will be donated to the School District of Hillsborough County or otherwise properly disposed of.

UPS, Co. d/b/a United Parcel Service, Co. (UPS Co.) and United Parcel Service, Inc. (UPS Inc.) are sibling entities. This Signatory Agreement authorizes UPS Co. to operate at Tampa International Airport as a signatory cargo air carrier for the period commencing October 1, 2017 and terminating concurrently with all other signatory air carriers' Signatory Agreements on September 30, 2020. UPS Co. will pay landing fees at the signatory air carriers' FY 2017-18 rate per 1,000 pounds of certified maximum landing weight.

This North Cargo Building Space Rental Agreement with UPS Inc. leases certain space in the North Cargo Building, consisting of the Hardstand D Storage Space, Apron GSE Storage Space, Parking Lot GSE Storage Space, and Suite S Warehouse space for a term of August 3, 2017 through September 30, 2020. The Authority may terminate the North Cargo Building Space Rental Agreement upon 180

days' written notice; however, UPS Inc. has no termination option without cause. The following rents commence October 1, 2017 for use of these facilities:

<u>Description:</u>	<u>Sq. Ft.</u>	<u>Rate</u>	<u>Annual</u>	<u>Monthly</u>
Hardstand D Storage Space	6,948	\$0.84	\$5,836.32	\$486.36
Apron GSE Storage Space	26,880	\$0.69	\$18,547.20	\$1,545.60
Parking Lot GSE Storage Space	17,791	\$0.69	\$12,275.79	\$1,022.98
Suite S Warehouse Rent	17,640	\$6.50	\$114,660.00	\$9,555.00
Suite S O&M Cost Recovery	17,640	\$0.26	\$4,586.40	\$382.20
<b>Total Rents</b>	<b>86,899</b>		<b>\$155,905.71</b>	<b>\$12,992.14</b>

Effective October 1, 2019, each annual rental rate increases by five percent.

Management recommended adoption of Resolution Nos. 2017-49 and 2017-50.

Resolution No. 2017-49 approved and authorized the execution of the Airline-Airport Use and Lease Agreement at Tampa International Airport with UPS, Co. d/b/a United Parcel Service, Co.; and authorized the Chief Executive Officer or his designee to execute all ancillary documents.

Resolution No. 2017-50 approved and authorized the execution of the North Cargo Building Space Rental Agreement at Tampa International Airport with United Parcel Service, Inc.; and authorized the Chief Executive Officer or his designee to execute all ancillary documents.

#### CONSENT ITEM G2

Operating Agreement for Ground Handlers, Quantem Aviation Services, LLC, Tampa International Airport, Resolution No. 2017-46.

Ground handlers at Tampa International Airport (Airport) must have, at a minimum, a ground handling operating agreement prior to commencing operations.

Quantem Aviation Services, LLC (Quantem) desires to perform ground handling services for its customers at the Airport for a term commencing August 3, 2017 through September 30, 2020. For the privilege of providing services to any non-signatory air carrier and non-airline customers at the Airport, Quantem will pay Authority the greater of a minimum annual privilege fee of \$12,000 or a percentage privilege fee (PPF) of five percent (5%) of gross receipts, payable in equal monthly installments. For the privilege of providing services to signatory air carriers at the Airport, no privilege fee will be remitted, per the Authority's signatory airline agreement. Gross receipts include the gross revenues from all sales made and services performed for cash, credit or otherwise, pursuant to Quantem's ground handling operations at the Airport. Gross receipts exclude the retail value of fuel and oil and the related fuel service fee, gross revenues that Quantem receives for all services provided

to signatory air carriers, certain catering sales, and ferrying and diverted landings. Either party may terminate the Agreement upon 30 days' written notice.

Management recommended adoption of Resolution No. 2017-46.

Resolution No. 2017-46 approved and authorized execution of the Operating Agreement for Ground Handlers at Tampa International Airport with Quantem Aviation Services, LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

### CONSENT ITEM G3

Agreement for Off-Airport Parking Concession, Parkway Parking, LLC, Tampa International Airport, Resolution No. 2017-63.

Parkway Parking, LLC (Parkway) desires to operate an off-airport parking business near Tampa International Airport. Parkway operates parking lots at Port of Tampa and other airport and seaports across the United States.

This item approves and authorizes an Agreement for Off-Airport Parking Concession (Agreement) with Parkway to operate an off-airport parking business and to provide transportation for airport customers to its off-airport location by courtesy vehicle. Off-airport parking operators are defined in Authority Policy P823 as an entity that is engaged in the business of operating parking facilities located off Tampa International Airport property and providing transportation to and from Tampa International Airport using the Airport's roadway system.

The Agreement commences on August 3, 2017 and expires on September 30, 2018. The Authority may terminate the Agreement, with or without cause, upon 30 days written notice. In accordance with Authority Policy P823, Parkway will pay a privilege fee of eight and one-half percent (8.5%) of Gross Receipts and an annual courtesy vehicle permit fee of \$50 for each authorized vehicle. The Agreement also provides for conversion to a per-trip fee upon the installation and commissioning of the Automatic Vehicle Identification (AVI) system. Ground transportation vehicle per-trip fees were approved by the Board on June 1, 2017. At the time the new AVI system is installed, and continuing for the remainder of the term of the Agreement, Parkway will pay a vehicle per-trip fee of \$2.50 each time a customer is picked up at the Airport. Simultaneously with this change, the annual courtesy vehicle permit fee will no longer be charged.

Management recommended adoption of Resolution No. 2017-63.

Resolution No. 2017-63 approved and authorized execution of the Agreement for Off-Airport Parking Concession at Tampa International Airport with Parkway Parking, LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

#### CONSENT ITEM G4

Participation Agreement, ePayment Solutions and Services utilizing State of Florida Contract No. TR175, Bank of America, National Association and Banc of America Merchant Services, LLC, Tampa International Airport, Resolution No. 2017-52.

The Authority requires an electronic payment or ePayment solution for the Pre-Booking/Reservation System, Ground Transportation Per-Trip Fee initiative, Badging Office fees and low frequency receivables. This ePayment solution will permit the Authority to accept payment for goods or services through the internet, by telephone, point-of-sale, and vehicle-equipped transponder method using a credit card, debit card or checking/savings account.

On May 11, 2012, the State of Florida Department of Financial Services issued an Invitation to Negotiate for ePayment Solutions and Services Contract resulting in a Master Contract dated June 12, 2013. The Master Contract contains provisions allowing local governments or special districts to utilize the Master Contract by entering into a Participation Agreement with Bank of America, National Association and Banc of America Merchant Services, LLC. The Participation Agreement joins the Authority to the Master Contract and contains provisions for information sharing and retention, election of services and general terms.

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.

Authorize execution of the Participation Agreement with Bank of America, National Association and Banc of America Merchant Services, LLC for the utilization of State of Florida Contract No. TR175 for ePayment Solutions and Services for the period of August 3, 2017 through June 12, 2018, with five, one-year renewal options at the discretion of the Chief Executive Officer or designee contingent upon renewal of the Master Contract. The fee structure is established through the Master Contract and currently includes a \$25.00 monthly gateway fee per account, \$4.95 monthly reporting fee, \$0.03 authorization fee per transaction, \$0.08 gateway processor fee per authorization, variable rate credit card and debit card fees, and other miscellaneous fees. The fees may be adjusted in the Master Contract via amendment between the State of Florida and Bank of America, National Association and Banc of America Merchant Services, LLC. The Chief Executive Officer or designee may elect to accept the adjusted fees in an Amendment or terminate the Participation Agreement.



The Authority may cancel the Participation Agreement by giving ninety (90) days written notice.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2017-52.

Resolution No. 2017-52 approved and authorized execution of a Participation Agreement with Bank of America, National Association and Banc of America Merchant Services, LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

#### CONSENT ITEM G5

Authorization for Expenditure of State 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), State forfeiture funds shared with local law enforcement agencies must be expended for law enforcement purposes. The Florida Contraband Forfeiture Act (FCFA) authorizes law enforcement agencies to use the proceeds collected under the FCFA for authorized law enforcement purposes as well.

Authority Standard Procedure S440.14 requires expenditures from State 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 State forfeiture funds to be used by the Tampa International Airport Police Department in an amount not-to-exceed \$5,000 for the purchase of critical incident management training.

This item is included in the State Forfeiture Funds Budget.

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

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

#### CONSENT ITEM G6

Letter of Agreement for Temporary Use of Overflow Parking Lots for Non-NFL Events at Raymond James Stadium, Tampa Sports Authority, Tampa International Airport, Resolution No. 2017-45.

The Tampa Sports Authority (TSA) has requested renewal of its authorization for temporary use of the land to the east of Tampa International Airport and west of Dale Mabry Highway, commonly known as Overflow Parking Lots 11, 12, and 13, for parking during non-NFL events held at Raymond James Stadium.

The Term of the Letter of Agreement (LOA) will be October 1, 2017 through September 30, 2018. Should the Authority at any time during the Term require the use of all of the Overflow Parking Lots, the Authority will deliver to TSA written notice of its intent to terminate the LOA which termination shall take effect 60 days from the date of delivery of the written notice. Should the Authority at any time during the Term require the use of less than all of the Overflow Parking Lots, the LOA will be amended by letter from the Authority's Chief Executive Officer to identify the remaining Overflow Parking Lots that will be included in the LOA. The LOA may be terminated by TSA, with or without cause, if TSA is not in default of any of the terms and conditions of the LOA upon 30 days' written notice to the Authority. The use of the Overflow Parking Lots will be for non-NFL events listed on Exhibit B to the LOA. Should additional events be scheduled for which the Overflow Parking Lots are required, Exhibit B may be revised by letter from TSA without formal amendment of the LOA. TSA has provided required insurance and has agreed to indemnify the Authority for its use of the Overflow Parking Lots. As consideration for the use of the Overflow Parking Lots, TSA agrees to pay to the Authority 40% of the rate charged to its customers and \$2.00 for each space utilized by its employees during the Term of the LOA. During the Term of the LOA, Authority will be constructing the new ConRAC facility. The use of Lot 13 will be intermittently needed by Authority to park rental cars displaced by the construction of the ConRAC facility. Should rental cars be parked in Lot 13 and TSA need Lot 13 for an unanticipated event, the rental cars will be moved upon 30 days' written notice to Authority.

Management recommended adoption of Resolution No. 2017-45.

Resolution No. 2017-45 approved and authorized execution of the Letter of Agreement for Temporary Use of Overflow Parking Lots for Non-NFL Events at Raymond James Stadium at Tampa International Airport with the Tampa Sports Authority; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

#### CONSENT ITEM G7

Operating Agreement for Non-Signatory Passenger Air Carriers, Icelandair, LLC, Tampa International Airport, Resolution No. 2017-47.

Passenger air carriers providing regularly scheduled service at Tampa International Airport that have not executed an Airline-Airport Use and Lease Agreement with the Authority must have, at a minimum, an Operating Agreement for Non-Signatory Passenger Air Carriers prior to commencing operations.

This Operating Agreement is for a term commencing August 1, 2017 and ending September 30, 2020, concurrently with all other non-signatory air carrier operating agreements. Either party may terminate the Operating Agreement with 30 days' written notice, without cause. Icelandair will pay landing fees for FY2017 at the rate of \$1.720 per thousand pounds of gross landing weight, adjusted at least annually in accordance with the terms of the Operating Agreement. All fees and charges may be adjusted without amendment to the Operating Agreement. A security payment of \$34,434.30, equal to three months' estimated fees and charges, is required. All charges for use of the Airport's facilities will be on a per use basis.

Management recommended adoption of Resolution No. 2017-47.

Resolution No. 2017-47 approved and authorized the execution of the Operating Agreement for Non-Signatory Passenger Air Carriers at Tampa International Airport with Icelandair, LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

#### CONSENT ITEM G8

Amendment No. 1 to Software Support Agreement, TriTech Software Systems, Tampa International Airport, Resolution No. 2017-51.

On July 11, 2013, the Board awarded a sole source Software Support Agreement (Agreement) to TriTech Software Systems for the purpose of furnishing maintenance support services for VisionAir Public Safety Suite software which includes Records Management System, Computer-Aided Dispatch, Police Mobile and Field-based Reporting software applications. These applications provide core functionality for mission critical public safety responsibilities and allow the Authority to manage the assets and activities associated with public safety. The term of the Agreement is July 11, 2013 through July 10, 2018 in a total not-to-exceed amount of \$287,032.

Authority Policy P410 authorizes sole source purchases when no other authorized vendor can supply the required equipment, materials, supplies or services.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2017-51.

Resolution No. 2017-51 approved and authorized the execution of Amendment No. 1 to Software Support Agreement at Tampa International Airport with TriTech Software Systems; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

## CONSENT ITEM G9

Purchase Order(s), Multi-Function Copiers, Printers, Facsimile Equipment, Scanners, Related Software, Supplies and Services utilizing State of Florida Contract No. 600-000-11-1, Konica Minolta Business Solutions USA, Inc. and Canon USA, Inc., Tampa International and Tampa Executive Airports.

On November 5, 2015, the Board awarded and authorized the issuance of purchase orders to Konica Minolta Business Solutions USA, Inc. and Canon USA, Inc. under State of Florida Contract No. 600-000-11-1 for the lease of multi-function copiers, printers, facsimile equipment, scanners, related software, supplies, and services at Tampa International and Tampa Executive Airports for the term of November 5, 2015 through August 3, 2017 in an annual amount not-to-exceed \$90,000. On August 4, 2017, the State of Florida renewed Contract No. 600-000-11-1 for a one-year period. The new Contract expiration date is August 3, 2018.

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.

Authorized the issuance of purchase orders to Konica Minolta Business Solutions USA, Inc. and Canon USA, Inc. for the lease of multi-function copiers, printers, facsimile equipment, scanners, related software, supplies, and services at Tampa International and Tampa Executive Airports utilizing State of Florida Contract No. 600-000-11-1 for the period of August 4, 2017 through August 3, 2018 in an annual amount not-to-exceed \$90,000.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board award and authorize the issuance of purchase orders to Konica Minolta Business Solutions USA, Inc. and Canon USA, Inc., and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

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

## CONSENT ITEM G10

Purchase Order, General Purpose Commercial Information Technology Equipment, Software and Services, utilizing GSA Contract No. GS-35F-0275S, Audio Visual Innovations, Inc., Tampa International Airport.

The Information Technology Services Department oversees the audiovisual infrastructure located at Tampa International Airport. The infrastructure includes, but is not limited to, cameras,

LCD flat screens, and SMART interactive boards. Additional infrastructure is needed for Authority Master Plan projects such as the Rental Car Center, APM, and other budgeted capital purchases.

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.

Authorize the issuance of purchase orders to Audio Visual Innovations, Inc. utilizing GSA Contract No. GS-35F-0275S for the purchase of audio video equipment and related services for the term of August 3, 2017 through March 5, 2021, with one, one year renewal option at the discretion of the Chief Executive Officer or designee for a total not-to-exceed amount of \$3,750,000, including the renewal option. Renewals are contingent upon approval of the renewal options between Audio Visual Innovations, Inc. and GSA under GSA Contract No. GS-35F-0275S.

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

The Chief Executive Officer recommended the Board authorize the issuance of purchase orders to Audio Visual Innovations, Inc. and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

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

#### CONSENT ITEM G11

Purchase Order, Airfield Signs, Advanced Airport Equipment, Inc., Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports

There are currently 164 airfield signs at Tampa International Airport that are approaching the end of their life cycle. The Authority intends to purchase replacement airfield signs on an annual basis over a three year period. A low bid solicitation was advertised on Wednesday, June 14, 2017.

On July 6, 2017 bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Three Year Bid Amount</u>
Advanced Airport Equipment, Inc.	\$258,384.00
Astronics DME, LLC	\$274,392.46
Allen Enterprises, Inc.	\$448,431.23

There was no W/MBE goal prescribed for this solicitation.

For evaluation purposes, the estimated quantities for airfield signs approaching the end of their life cycle were bid to establish unit pricing.

The lowest responsive and responsible bidder is Advanced Airport Equipment, Inc.

The term of the award is August 4, 2017 through August 3, 2018 with two, one-year renewal options at the discretion of the Chief Executive Officer. Under the terms of the solicitation, the number of airfield signs purchased each budget year may be increased or decreased to accommodate future airfield projects, to replace damaged airfield signs, or to replace airfield signs for any other maintenance-related reason. The Authority may also purchase airfield signs for the general aviation airports as needed. Purchase Orders will be issued during the term of the award in a total not-to-exceed amount of \$375,000.00 including any renewal options.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of purchase orders to Advanced Airport Equipment, Inc. and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

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

This concluded the Consent Agenda, Chairman Watkins then proceeded to Policies or Rules for Consideration or Action.

The first Policy was the Update to Policy Manual, Revisions to Policy for Approval: Section 300, Policy P310, Commercial Ground Transportation, presented by John Tiliacos.

Policy P310, Commercial Ground Transportation, governs the issuance or award of contracts or permits for commercial ground transportation services other than fixed route public transit at Tampa International Airport. The types of ground transportation services listed in Policy P310 as being provided at Tampa International Airport include, but are not limited to, rental cars, taxicabs, shared ride services, limousines, courtesy vehicles, buses, and other commercial ground transportation vehicles.

Staff recommends adding Transportation Network Companies to the list of types of ground transportation services offered at Tampa International Airport, consistent with recently enacted Florida law. The recommended addition will continue to ensure that high-quality and convenient ground transportation services between Tampa International Airport and destinations in the Tampa Bay area are available to the public at appropriate locations, times and frequencies, and at reasonable prices.

The Chief Executive Officer recommended the Board approve the revisions to Policy P310, Commercial Ground Transportation.

Upon motion of Commissioner Crist, seconded by General Diehl, the revisions to Policy P310, Commercial Ground Transportation were unanimously approved by all members present, no resolution was required.

The second item was the Update to Policy Manual, Revisions to Policy for Approval: Section 800, Policy P820, Award of Concession Agreements, presented by John Tiliacos.

Policy P820, Award of Concession Agreements, governs the selection and award of concession agreements. The Policy defines "concession" as including, but not limited to, Food and Beverage Services, Retail Merchandise Services, Passenger Services, Duty Free Merchandise Services, Foreign Currency Exchange Services, Display Advertising Services, Baggage Cart Services, Hotel-Office Building Complex, Fixed Base Operators, On-Airport and Off-Airport Rental Cars, Airport Limousines, Taxicabs, Public Parking Facilities, and Public Shuttle Services.

Staff recommended adding Transportation Network Companies to the definition in the Policy consistent with new Florida Statute Section 627.748, which became effective July 1, 2017. Staff also recommends revising the Policy to provide for the collection of per-trip fees by the Authority for ground transportation vehicles.

The Chief Executive Officer recommended the Board approve the revisions to Policy P820, Award of Concession Agreements.

Gary Harrod moved the motion and it was seconded by General Diehl.

Commissioner Crist inquired how the fee the Airport is charging compared to other airports. Mr. Lopano gave examples of fees at other airports and replied that the Authority had benchmarked themselves against other airports. Mr. Harrod clarified that the fee is for drop-offs only and that other airports may handle it differently but the main objective is to recover costs and operate that airport in a sound fashion.

The revisions to Policy P820, Award of Concession Agreements, were unanimously approved by all members present; no motion was required.

The third and last item was the Update to Policy Manual, Revisions to Rules and Regulations for Approval: Section 300, R340, Rules and Regulations for Tampa International Airport presented by John Tiliacos.

R340, Rules and Regulations for Tampa International Airport, was adopted on April 3, 2003 and was last revised on October 6, 2011. Policy P340, Rules and Regulations, requires the Chief Executive Officer to ensure that the Rules and Regulations are reviewed at least every three years and any recommended changes are provided to the Board for approval. No changes were required as a result of the 2014 review.

Staff has reviewed the Rules and Regulations and recommended the following revisions:

- Addition of definitions for newly incorporated terms and revisions to existing definitions.
- Revision to Subsection 2.1 adding language that pertains to the use of the Airport and its facilities in accordance with the Rules and Regulations.
- Addition of anti-waiver language at Subsection 2.10 which states any failure or delay in enforcing any of the Rules and Regulations does not amount to a waiver of such Rule or Regulation. To be enforceable, any waiver of any of the Rules and Regulations must be in writing and authorized by the Chief Executive Officer or designee.
- Revision to Subsection 4.3 to state picketing is permitted only upon compliance with the stated permitting process and procedures. The designated picketing areas on Tampa International Airport will be determined by the Chief Executive Officer or designee on a case by case basis, and may be temporarily changed from time to time by the Chief Executive Officer or designee due to remodeling construction, emergency conditions or other factors which may reasonably require such change.
- Revision to Subsection 4.4 to state the Executive Vice President of Operations and Customer Service or designee may approve a permit request outside regular Authority business hours on a case by case basis, as needed.
- Deletion of Subsection 4.5 referencing Newsracks.
- Addition of Subsection 5.9 to address mandatory compliance with Safety Management System regulations.
- Revision to Subsection 6.1 to include language prohibiting use or operation of aircraft while under the influence of liquor or illegal drugs.
- Revision to Subsection 6.2 to include language allowing Authority to prohibit or limit any given type, kind or class of aeronautical use of the Airport.
- Revision to Subsection 7.1(e)(3) to include language prohibiting negligent or reckless operation of a motor vehicle or in excess of posted speed limits.
- Revision to Section 8 to include Transportation Network Companies as a type of commercial ground transportation.

The Chief Executive Officer recommended the Board approve the revisions to R340, Rules and Regulations for Tampa International Airport.



Upon motion of Gary Harrod, seconded by General Diehl, the revisions to R340, Rules and Regulations for Tampa International Airport, was unanimously approved by all members present; no resolution was required.

There were no Committee Reports. The Chairman then proceeded to Unfinished Business. The first and only item in Unfinished Business was Part 1 Contract for Design-Build Services, Airport Security Systems Replacement, HCAA Project Nos. 8805 17 & 6495 17, HCBeck, Ltd. d/b/a The Beck Group, Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2017-53, presented by Jeff Siddle.

The Authority's security systems are currently comprised of an Access Control System (ACS), Video Management System (VMS), and associated network infrastructure, including video storage. While the maintenance of both the ACS and VMS are kept up-to-date, many of the hardware components are reaching the end of their useful life.

The scope of work for this Program includes the development of a Security Master Plan, an implementation strategy based on agreed upon recommendations of the Security Master Plan, and all design, fabrication and construction services necessary to complete the agreed upon recommendations of the Security Master Plan.

On January 25, 2017, a request for qualifications entitled Airport Security Systems Replacement at Tampa International Airport was issued.

On June 1, 2017, the Board approved negotiations with the number one ranked firm, HCBeck, Ltd. d/b/a The Beck Group.

This Part 1 Contract for Design-Build Services provides for development of a Security Master Plan for the Program in the not-to-exceed amount of \$804,658 for basic services and reimbursable expenses.

It is anticipated that an amendment will be executed for the design phase of the work based on agreed upon recommendations from the Security Master Plan.

This Part 1 Contract for Design-Build Services will commence on August 3, 2017. Substantial completion of the Security Master Plan for the Program is anticipated on May 31, 2018.

The DBE goal for development of the Security Master Plan and design of the Program will be 73.5% of the dollar amount earned on the design phase.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2017-53.

Upon motion of Commissioner Crist, seconded by Gary Harrod, the Part 1 Contract for Design-Build Services, Airport Security Systems Replacement, HCAA Project Nos. 8805 17 & 6495 17, at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, with HCBeck, Ltd. d/b/a The Beck Group was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized execute all other ancillary documents by adoption of Resolution No. 2017-53.

This concluded Unfinished Business and Chairman Watkins moved on to New Business. The first item in New Business was the Construction Contract, General Aviation Hangar Rehabilitation, HCAA Project No. 6340 17, Nujak Development, Inc., Tampa Executive and Plant City Airports, Resolution No. 2017-56.

This Project includes the rehabilitation of an enclosed T-hangar at Plant City Airport and rehabilitation of shade hangars at Tampa Executive Airport. A low bid solicitation was advertised on May 3, 2017.

On June 14, 2017, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Nujak Development, Inc.	\$255,600.00
George G. Solar & Company, Inc.	\$669,123.00

The lowest responsive and responsible bidder is Nujak Development, Inc., a certified W/MBE firm.

There was no W/MBE expectancy for this Contract.

Management recommended adoption of Resolution No. 2017-56.

Gary Harrod moved approval and it was seconded by General Diehl.

Mr. Harrod inquired about the gap between the bid amounts. Mr. Sidle replied that the first respondent had their background and references checked as well as past work. They are a reputable company that does good work and they were aggressive in the bid process.

The Construction Contract for General Aviation Hangar Rehabilitation, HCAA Project No. 6340 17 at Tampa Executive and Plant City Airports with Nujak Development, Inc. in the amount of \$255,600.00 was unanimously approved by all members present and the Chief Executive Officer or

his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2017-56.

The second item under New Business was the Construction Contract, Airfield Pavement Reconstruction and Replacement, HCAA Project Nos. 6160 15, 5730 16, 5745 16 & 8820 17, Ajax Paving Industries of Florida LLC, Tampa International Airport, Resolution No. 2017-57, presented by Jeff Siddle.

This Project consists of pavement reconstruction for Taxiways N and W, Airfield Slab Replacement, and Airside F Joint and Slab Replacement at Tampa International Airport. A low bid solicitation was advertised on April 19, 2017.

On June 2, 2017 bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Ajax Paving Industries of Florida LLC	\$17,458,021.60
GLF Construction Corporation	\$17,546,326.00
Prince Contracting, LLC	\$18,142,019.00
Crisdel Group, Inc.	\$18,818,818.00
David Nelson Construction Co.	\$26,230,075.00

A DBE goal participation rate of 11% was prescribed and a DBE goal participation rate of at least 11.4% is incorporated into this Contract.

The lowest responsive and responsible bidder is Ajax Paving Industries of Florida LLC.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2017-57.

The motion was moved by Gary Harrod and was seconded by General Diehl.

General Diehl inquired if the community would be notified of the closed runway and Mr. Tiliacos assured him that the Authority does a good job of informing the community of any closures that would occur. General Diehl also commented that the Authority should take into account that a new runway be stressed for the next 15 years on account of heavier planes utilizing the runway. Mr. Siddle assured General Diehl that the FAA requires a 20 year window to obtain their approval and funding.

The Construction Contract for Airfield Pavement Reconstruction and Replacement, HCAA Project Nos. 6160 15, 5730 16, 5745 16 & 8820 17 at Tampa International Airport with Ajax Paving

Industries of Florida LLC in the amount of \$17,458,021.60 was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2017-57.

The third item under New Business was the Construction Contract, Runway 4-22 and Other Pavement Rehabilitation, HCAA Project No. 6310 17, Ajax Paving Industries of Florida LLC, Peter O. Knight Airport, Resolution No. 2017-58, presented by Jeff Siddle.

This Project consists of pavement reconstruction of Runway 4-22, Taxiway A and Connectors, Taxiways C and E, Tie-Down Apron, and T-Hangar Taxilanes at Peter O. Knight Airport. A low bid solicitation was advertised on April 26, 2017.

On June 9, 2017 bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Ajax Paving Industries of Florida LLC	\$4,584,507.00
Hubbard Construction Company	\$5,030,591.25
Owen-Ames-Kimball Co.	\$5,079,082.79
Preferred Materials, Inc.	\$5,716,404.00
Civil Site Constructors, Inc.	\$5,887,584.25

A DBE goal participation rate of 8.4% was prescribed and a DBE goal participation rate of at least 8.4% is incorporated into this Contract.

The lowest responsive and responsible bidder is Ajax Paving Industries of Florida LLC.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2017-58.

Upon motion of Gary Harrod, seconded by General Diehl, the Construction Contract for Runway 4-22 and Other Pavement Rehabilitation, HCAA Project No. 6310 17 at Peter O. Knight Airport with Ajax Paving Industries of Florida LLC in the amount of \$4,584,507.00 was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2017-58.

The fourth item under New Business was the Construction Contract, Perimeter Fence Rehabilitation, HCAA Project No. 6440 17, Smith Industries, Inc., Peter O. Knight and Plant City Airports, Resolution No. 2017-55, presented by Jeff Siddle.

This Project includes the removal and replacement of approximately 7,800 LF of airfield security fence at Peter O. Knight Airport, the replacement of approximately 3,000 LF of airfield security fence at Plant City Airport, and tree and brush clearing along the fence line at Plant City Airport. A low bid solicitation was advertised on May 1, 2017.

On June 13, 2017, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Smith Industries, Inc.	\$353,205.25

The lowest responsive and responsible bidder is Smith Industries, Inc.

There was no W/MBE expectancy for this Contract.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2017-55.

Upon motion of Gary Harrod, seconded by General Diehl, the Construction Contract for Perimeter Fence Rehabilitation, HCAA Project No. 6440 17 at Peter O. Knight and Plant City Airports with Smith Industries, Inc. in the amount of \$353,205.25 was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2017-55.

The fifth item under New Business was the Selection of Firm and Award of Contract, Remote Baggage Check Services, Baggage Airline Guest Services, Inc., Tampa International Airport, Resolution No. 2017-59, presented by Jeff Lloyd Tillmann.

As part of the Master Plan construction program, a new Rental Car Center is currently being constructed in the Airport's South Terminal Support Area. The Rental Car Center will consist of four levels. Customer Service will be located on the fourth level and will provide for all rental car operations as well as provide customers the ability to obtain airline boarding passes, check their baggage, and board SkyConnect for transportation to the Main Terminal.

This Remote Baggage Check Services Contract (Contract) provides for services at the Rental Car Center to include, but not be limited to, accepting and processing baggage from airline passengers; accepting baggage fee payment for participating airlines using the Authority Common Use System; printing and applying baggage tags; and transporting baggage from the Rental Car Center to Main Terminal Bag System Induction Points.

On December 30, 2016 a request for proposals was issued for Remote Baggage Check Services at Tampa International Airport.

Three responses were received and evaluated by staff. The following firms are listed in order of technical ranking:

1. Baggage Airline Guest Services, Inc. (*Recommended Award*)
2. Triangle Services of Florida, Inc.
3. Airport Terminal Services, Inc.

There was no W/MBE goal prescribed for this Contract.

The term of the Contract is December 1, 2017 through November 30, 2019 with three, one-year renewal options at the discretion of the Chief Executive Officer. The total estimated amount of the Contract including any renewal options is \$5,752,503.64 and may increase or decrease based on the number of service hours needed at fixed hourly rates. The Authority may terminate the Contract by giving 120 days written notice.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the ranking listed above.

Gary Harrod moved the motion and it was seconded by Commissioner Crist.

Gary Harrod had some questions regarding the means in which the checked baggage would arrive at the Main Terminal and if there were any plans to offer that service from the Economy Parking Garage. Mr. Tillmann answered those questions to Mr. Harrod's satisfaction.

The Remote Baggage Check Services Contract at Tampa International Airport with Baggage Airline Guest Services, Inc. was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2017-59.

The sixth item under New Business was the Award of Contracts, Use and Permit Agreement for Transportation Network Companies, Lyft, Inc., Rasier-DC, LLC (Uber), and Wingz, Inc., Tampa International Airport, Resolution Nos. 2017-60, 2017-61 and 2017-62, presented by Laurie Noyes.

On May 9, 2017, the Governor signed into law Florida Statute Section 627.748 (Statute), which provides for statewide regulation of Transportation Network Companies (TNCs). The Statute became effective July 1, 2017 and established the regulatory framework for the operation of TNCs including minimum insurance requirements, background screening standards for TNC drivers,

and consumer protection provisions. In addition, the Statute permits airports to establish fees and operating locations.

Businesses that sell goods and/or services to the public derive special economic benefit from accessing customers as a result of Tampa International Airport's (Airport) ongoing operation. The Authority is permitted to enter into contracts and fix and collect rates, fees, and other charges for the use of the Airport's services and facilities.

On April 21, 2017, a request for comments to an initial draft Use and Permit Agreement for TNCs (Agreement) was issued to companies interested in operating at the Airport as a TNC under the requirements and terms of the Statute.

On May 10, 2017, an invitation to negotiate was issued containing a Sample Agreement for TNCs. Four companies responded to the invitation to negotiate. All four companies met the minimum requirement of the invitation to negotiate which required the company to meet the TNC definition in the Statute. Two of the companies, Lyft, Inc. and Rasier-DC, LLC (Uber), participated in subsequent Agreement negotiations with Authority staff. The other two companies, The Limo Inc. DBA Z TRIP and Wingz, Inc., chose to not participate in the negotiations.

On June 1, 2017, the Board approved the phased in implementation of ground transportation vehicle per-trip fees, which included TNCs. TNCs will pay a vehicle per-trip fee by means of a geo-fence of \$3.00 per-trip the first year, \$4.00 per-trip the second year, and \$5.00 per-trip the third year. The vehicle per-trip fee will apply each instance in which a TNC driver picks-up one or more riders via a pre-arranged ride on Airport property.

This item authorized execution of a Use and Permit Agreement for TNCs at Tampa International Airport with Lyft, Inc., Rasier-DC, LLC (Uber), and Wingz, Inc. to provide pre-arranged rides via a digital network for the period of August 3, 2017 through September 30, 2018 with one, one-year renewal option at the discretion of the Chief Executive Officer. The monthly fee will be the greater of 1/12 of the set minimum annual privilege fee or a per-trip monthly fee consisting of the number of trips made by each company's drivers each month times a \$3.00 per-trip fee for the initial term of the Agreement and \$4.00 per-trip fee for the renewal option period. The minimum annual privilege fees are based on the number of vehicles serving the Airport as listed below:

Company	Vehicles Serving the Airport	Minimum Annual Privilege Fee
Lyft, Inc.	5,000 or more	\$300,000
Rasier-DC, LLC (Uber)	5,000 or more	\$300,000
Wingz, Inc.	1 to 999	\$2,500

There was no ACDBE goal prescribed for these Agreements.

Management recommended adoption of Resolution Nos. 2017-60, 2017-61, and 2017-62.

Gary Harrod moved the motion and it was seconded by General Diehl.

Commissioner Crist commended Mr. Lopano and his team for negotiating a contract with the TNCs.

The Use and Permit Agreement for Transportation Network Companies at Tampa International Airport with Lyft, Inc. was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2017-60.

The Use and Permit Agreement for Transportation Network Companies at Tampa International Airport with Rasier-DC, LLC (Uber) was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2017-61.

The Use and Permit Agreement for Transportation Network Companies at Tampa International Airport with Wingz, Inc. was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2017-62.

The seventh item under New Business was the Selection of Firm and Award of Contract, Employee Insurance Benefits Consulting Services, Gallagher Benefit Services, Inc., Tampa International Airport, Resolution No. 2017-54 as presented by Dominic Macrone.

On October 4, 2012, the Board awarded an Agreement for Employee Insurance Benefits Consulting Services to Gallagher Benefit Services, Inc. for the term of October 8, 2012 through October 7, 2017.

On March 31, 2017 a request for proposals was issued for Employee Insurance Benefits Consulting Services at Tampa International Airport.

Two responses were received and evaluated by staff. The following firms are listed in order of technical ranking:

1. Gallagher Benefit Services, Inc. (*Recommended Award*)
2. The Gehring Group, Inc.



There was no W/MBE goal prescribed for this Contract.

The term of the Contract is October 1, 2017 through September 30, 2022 with one, two-year renewal option at the discretion of the Chief Executive Officer. The total amount of the Contract, including the renewal option, is \$440,000. Additional projects related to employee insurance benefits may be identified by the Authority and, if identified, the project cost will be negotiated with Gallagher Benefit Services, Inc. The Authority may terminate the Contract by giving thirty days written notice.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the ranking listed above.

Upon motion of Gary Harrod, seconded by Commissioner Crist, the Contract for Employee Insurance Benefits Consulting Services at Tampa International Airport with Gallagher Benefit Services, Inc. was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2017-54.

Chairman Watkins called for a break at 10:07 a.m. and the Board Meeting resumed at 10:16 a.m.

The eighth item under New Business was the Proposed Capital and Operating Budget for FY 2018, presented by Damian Brooke and Al Illustrato.

The Florida Uniform Special District Accountability Act of 1989 sets forth general provisions for all special districts. These provisions require that all special districts must adopt a budget by resolution each fiscal year.

The Proposed Capital and Operating Budget for Fiscal Year 2018 is being distributed today to the Board Members for their review, along with a presentation of the Proposed Capital and Operating Budget. The Budget was reviewed with the signatory carriers serving Tampa International Airport on July 31, 2017.

Approval of the Proposed Capital and Operating Budget for Fiscal Year 2018 will be requested at the next Authority Board meeting on September 7, 2017.

No action was required at this time.

Mr. Brooke provided a comprehensive and lengthy budget presentation, going over the proposed budget in great detail and answering all questions from the Board Members to their

satisfaction. Mr. Illustrato assisted him with the portion pertaining to the capital improvement program.

The ninth and final item under New Business was the CEO Annual Review and Contract Update, presented by Dominic Macrone, Director of Human Resources.

In accordance with the terms of the Employment Contract with the Authority's Chief Executive Officer (CEO), Authority Board Members must complete a performance evaluation on the CEO and review overall CEO compensation each year.

Board Members have completed their written evaluations of the CEO and submitted them to the Human Resources Director. The overall results of the evaluation included scores on a 1-5 scale on 14 measurable areas of performance.

The Board reviewed performance and compensation.

Mr. Macrone explained to the Board Members that an evaluation had been sent to them with 14 areas to rate the CEO on. On a scale of 1 to 5 with 5 being the highest. The results of evaluation rated Mr. Lopano 4.96 out of 5.

Mr. Lopano thanked the Board for their rating and stated that he intends to deliver above and beyond results. He also stated overall compensation was addressed in the contract that was negotiated last year. He said that he was very happy and looked forward to serving in the next year.

The Board provided a performance assessment of Joe Lopano's performance over the review period.

This item concluded New Business.

Al Illustrato began the Staff Reports with an update on the Master Plan. He reported the SkyConnect vehicles arrived at Tampa International Airport on the 17th and 18th of July and are in the process of being tested. The Authority anticipates the Rental Car Center being opened in mid-February 2018. South Terminal Support Area roadways should be completed in September. Main Terminal Expansion and Concessions Redevelopment completion is projecting for early 2018.

Mr. Illustrato stated the Board approved budget was a little over \$971.8 million and that about \$743 million has been expended to date. Mr. Illustrato thanked everyone else who was involved with the arrival of the SkyConnect Trains at the Port of Tampa on July 17th.

The Main Terminal is nearing completion on the exterior shell. The Economy Parking Garage is closing in on completion on the exterior with a lot of work being done on the interior. Moving

sidewalks are being added to the Economy Parking Garage that will get customers to the lobby where they can take an elevator up and take the People Mover to the Main Terminal. The Maintenance and Storage Facility has achieved substantial completion. Mr. Illustrato shared numerous slides that illustrated the progress at the SkyConnect Main Terminal Station, Economy Garage, Rental Car Station and the Maintenance Facility.

Mr. Lopano shared that HART has 1 bus that goes to the Airport and that they will be adding an additional 2 buses to the route.

Mr. Illustrato reported on the work being done with MTAC which included the Airside F shuttle extension and the work that will be done on the Sikorsky and Yeager elevators.

Mr. Illustrato concluded his presentation with the Budget slide. The Authority has a program contingency of \$12.8 million and \$22.7 million in unallocated money. If all of that contingency money was used, the Authority would be into the program contingency for \$6.4 million and the program would conclude at about \$12.8 million under budget.

Mr. Lopano then called upon Laurie Noyes to present her quarterly report on the Concession Redevelopment Program.

Ms. Noyes reported that the Concession Redevelopment Program is now 50% complete with 37 locations already open and an additional 25 locations under construction. Nearly half of those are set to open in August and September.

The Authority has hosted 7 job fairs and the 8<sup>th</sup> is scheduled for August 14<sup>th</sup>.

Ms. Noyes reviewed all of the concessions that have opened since her last report and the concessions that will be next to open. This concluded Mr. Noyes concession report.

Before adjourning Mr. Stephens requested an Attorney-Client Closed Session be held at the September Board Meeting to discuss pending litigation and to seek the Board's direction in terms of settlement and strategy.

With no other business to be brought before the Board, the Regular Board meeting adjourned at 11:31 a.m.

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Robert I. Watkins, Chairman

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Mayor Bob Buckhorn  
Assistant Secretary/Assistant Treasurer