

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

Thursday, 9:00 a.m.
December 1, 2022

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 1, 2022.

Members present were: Chairman Gary Harrod, Robert I. Watkins, General Diehl, and Mayor Castor.

Aviation Authority staff members present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Damian Brooke, Chris Minner, John Tiliacos, Scott Knight, Adam Bouchard, Brian Miles, Elita McMillon, Laurie Noyes, Jeff Siddle, Silvana Muro, Tom Thalheimer, Tony Conza, Matt Bauer, Randy Forister, Dan Johnson, James Tarro, Violet Cummins, Tony O'Brian, Rob Porter, Veronica Cintron, Michael Kamprath, Ben Robins, Marcus Session, Laura Tatem, Melissa Solberg, Dan Porter, John Mallory, Gina Evans, Joel Feldman, Tony Mantegna, Emily Nipps, Officer Terry Uno, Tracey Cartright, Jeff Phillips, Edwin Burke, Joseph Lambertson and Roop Johal.

Chairman Harrod welcomed everyone to the December 1, 2022 Regular Board Meeting and Board of Adjustment Public Hearing. He informed everyone that there has been a change to the Board. Commissioner Cohen is the Authority's newest Board Member, replacing Commissioner Stacy White. His first meeting would be in February 2023.

The Pledge of Allegiance was recited.

Chairman Harrod then 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 9, 2022. No comments from the public were received.

Chairman Harrod swore in Tony Mantegna, Authority Height, Zoning and Land Use Manager. No Petitioner was present.

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

Item C1

Airport Study No. 2022-127, Bohler Engineering, requesting a variance to construct a 23 story residential tower, with a maximum height of 278' AMSL, located at 110 S. Boulevard, Tampa, FL, Resolution No. 2022-134, presented by Tony Mantegna.

Bohler Engineering (Petitioner) is seeking to construct a 23 story residential tower, with a maximum height of 278' AMSL, located at 110 S. Boulevard, Tampa, FL. The nearest airport is Peter O. Knight Airport.

Notice of this hearing before the Board of Adjustment was provided on November 9, 2022.

Petitioner is requesting a variance to construct a 23 story residential tower.

The Petition was presented to the Airport Hearing Officer on October 24, 2022 and, based on testimony and evidence presented, the Hearing Officer found that approval of the variance, with required conditions, would have no adverse effect on existing FAA restrictions, would not cause additional impacts or loss of utility to Peter O. Knight 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 study found that Petitioner's request would not be a hazard to air navigation provided certain conditions are met. Additionally, the FDOT did not identify any concerns with the request.

The Airport Hearing Officer recommended that the Board of Adjustment approve the variance to Airport Zoning Regulations requested by Petitioner with the following conditions: (1) Red obstruction lighting required in accordance with the FAA Advisory Circular 70/7460-1M; (2) E-File FAA Form 7460-2 with the FAA and Airport at least 10 days prior to construction and within 5 days after the construction reaches its greatest height; (3) Notify the Airport at least five (5) business days prior to starting construction at (813) 870-7863; (4) Petitioner will be required to follow all conditions specified in the FAA Determination to remain in compliance; (5) Installation equipment (cranes) exceeding 278' AMSL or installation of solar panels 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; (7) The Authority requires a survey of the construction to be completed and submitted to the Authority within five (5) days of construction reaching its greatest height; and (8) In the event that any proposed elevation is exceeded the Petitioner acknowledges that it will modify the building to remove any feature or portion of the building exceeding the permitted elevations with all due haste.

The variance will be valid until the FAA Determination of No Hazard to Air Navigation expires March 2, 2024, but if the FAA Determination of No Hazard is extended by the FAA for no more than 18 months, the variance will also be extended one time, without further action of the Board of Adjustment, provided that no changes in the proposed structure 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 General Diehl, Airport Study No. 2022-127, Bohler Engineering, requesting a variance to construct a 23 story residential tower, with a maximum height of 278' AMSL, located at 110 S. Boulevard, 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. 2022-134.

The Public Hearing of the Board of Adjustment was closed.

Chairman Harrod called the Board Meeting to Order.

Mr. Lopano stated that at the November Board Meeting General Counsel Michael Stephens had advised of the possibility of holding an Attorney-Client Closed Session at this meeting. However, there was no need to hold the Closed Session.

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

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

There were no Public Comments.

Chairman Harrod asked General Counsel Stephens if there were any abstentions from the Regular Board Meeting held on November 3, 2022 that needed to be read into the record. General Counsel Stephens replied that there were no abstentions from the November 3, 2022 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 3, 2022.

Upon motion of Mr. Watkins, seconded by General Diehl, the Minutes of the Regular Board Meeting held on November 3, 2022 were unanimously approved by all Board Members present.

Mr. Lopano's Management Report was next.

Chris Minner began with the Performance Assessment Report.

During the month of October there were 1.7 million passengers which is ahead of pre-pandemic numbers. The load factor across all airlines for the month was 87.4% which is 2.6% higher than a year ago. There were 76,000 international passengers which was within 6% of pre-pandemic numbers and a huge growth from last year.

New service announcements for the month included Avelo to Wilmington and Raleigh Durham, Frontier to Detroit and St. Louis, and Breeze to Syracuse. Silver Airways announced they would be returning to Marsh Harbour.

There were \$5.4 million in gross receipts over the Thanksgiving Holiday. The highest day was on Saturday with \$521,000. Rental cars had strong reservations as well as parking operations. Two temporary lots were created in the service lot adjacent to the cell phone lot to hold 255 cars and 300 cars were placed in the upper levels of the SkyCenter garage.

John Tiliacos began his report with a recap of Tropical Storm Nicole. The Airport remained open through the duration of the storm. There were 72 flights that were cancelled, or about 20% of the flight schedule.

The 12 day Thanksgiving Holiday period ran from November 17th to November 28th. The Airport welcomed more than 790,000 passengers with a load factor of 89%. 87% of all flights in and out of Tampa International Airport were on time with less than 1% of flights cancelled during the holiday period. TSA had average wait times of 10 minutes and no passenger waited for more than 20 minutes.

In November the three General Aviation Airports completed their annual safety inspection by the State. All 3 Airports had zero discrepancies.

This concluded Mr. Lopano's Management Report.

The Chairman then moved on to the Consent Agenda.

Upon motion of Mr. Watkins, seconded by General Diehl, the Consent Agenda was unanimously approved by all Board Members present.

The following items were contained in the Consent Agenda.

Item 11

Ground Lease Agreement, Vandenberg Hangars, LLC, Tampa Executive Airport, Resolution No. 2022-135.

Vandenberg Hangars, LLC (Vandenberg) wishes to construct a new hangar facility at Tampa Executive Airport (VDF) for aircraft storage.

Under this Ground Lease Agreement (Agreement), Vandenberg will lease approximately .94 acres (Premises) at VDF for the construction and maintenance of a new hangar for aircraft storage. Vandenberg will invest approximately \$800,000 to construct the new hangar with a minimum square footage of 10,000 square feet. Vandenberg will be permitted to assign a portion of the Premises once the new hangar is constructed. Vandenberg will provide all improvements to support the new hangar including, but not limited to, landscaping, utility connections, aircraft apron, and parking areas.

This Agreement is effective upon Board signature and expires on the 20th anniversary of the Commencement Date. This Agreement allows for two, five-year renewal options if approved by the Authority's Chief Executive Officer. Upon termination of this Agreement, the ownership of the new hangar reverts to the Authority. If Vandenberg exercises both renewal options, they will have the first right to enter into a new lease for the Premises, including the hangar. Ground rent under the Agreement is \$0.30 per square foot of land for the first year of the Agreement and will increase annually by 3.09%. Every 5 years ground rent will be adjusted based on the current fair market value, but the adjusted ground rent will not be less than the previous year. In addition, Vandenberg will pay its proportionate share of rent for the existing detention pond at a rate of \$0.05 per square foot. The combined annual rent for the first year of the Agreement will be \$14,393.75, with monthly payments of \$1,199.49 plus applicable taxes.

Management recommended adoption of Resolution No. 2022-135.

Resolution No. 2022-135 approved and authorized execution of Ground Lease Agreement at Tampa Executive Airport with Vandenberg Hangars, LLC; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item 12

Space Rental Agreement, ICON Aircraft, Inc., Peter O. Knight Airport, Resolution No. 2022-136.

ICON Aircraft, Inc. (ICON) is an aircraft manufacturing company founded in 2006. ICON has four regional sales offices with their main operation and headquarters located in Vacaville, Ca. ICON created the ICON A5, an Amphibious Light Sport Aircraft. ICON currently leases office space and hangar space for their training center and maintenance facility at Peter O. Knight Airport (TPF). ICON desires to enter into a new Space Rental Agreement (SRA) for Suite 112 at TPF.

Staff proposes entering into a SRA with ICON for the lease of approximately 682 square feet of office space at TPF. The SRA will have a Term beginning December 23, 2022 and ending December 22, 2027. ICON will pay total annual rent under the SRA of \$23,870.

Management recommended adoption of Resolution No 2022-136.

Resolution No. 2022-136 approved and authorized execution of Space Rental Agreement at Peter O. Knight Airport with ICON Aircraft, Inc.; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item 13

Letter of Agreement, Worldwide Aircraft Services, Inc., dba Jet ICU, Tampa International Airport, Resolution No. 2022-121.

Worldwide Aircraft Services, Inc. dba Jet ICU (Jet ICU) began their operation in St. Petersburg/Clearwater in 2003 providing air ambulances to patients who need medical transport worldwide. On June 22, 2020, the Authority entered into a Letter of Agreement (LOA) with Jet ICU permitting Jet ICU to temporarily occupy the vacant hangar located at 4408 W. Tampa Bay Blvd. (Premises) while Jet ICU permanently moved their operation from Brooksville to Tampa International Airport (Airport). The Authority and Jet ICU also entered into a Ground Lease Agreement in March of 2021 which allowed Jet ICU to construct a hangar at the Airport for their headquarters. Due to delays in the start of construction of the new hangar, Jet ICU desires to extend the use of the Premises until the construction is completed.

Staff recommended approval of a new LOA with Jet ICU for the lease of approximately 2.48 acres of land, 61,130 square feet of pavement, and a 6,432 square foot facility for parking and light maintenance of aircraft used by Jet ICU. The new LOA is effective upon Board signature and will have a Commencement Date of December 23, 2022 and a termination date of December 22, 2023. The new LOA may continue on a month-to-month basis for no longer than nine (9) months if approved by the Authority's Chief Executive

Officer. Annual Rent paid by Jet ICU under the new LOA will increase from \$112,679.16 under the current LOA to \$115,919.16, payable in monthly installments of \$9,659.93.

Management recommended adoption of Resolution No 2022-121.

Resolution No. 2022-121 approved and authorized execution of Letter of Agreement at Tampa International Airport with Worldwide Aircraft Services, Inc. dba Jet ICU; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item 14

Purchase Orders, Parts and Maintenance Services for Oshkosh ARFF Fire Vehicles, Ten-8 Fire Equipment, Inc., Tampa International Airport.

The Authority currently maintains the Aircraft Rescue Fire Fighting (ARFF) vehicles used at Tampa International Airport (Airport) to ensure the highest operational readiness of ARFF vehicles, which is critical for the safe operation of the Airport.

Oshkosh Airport Products, LLC is the manufacturer of the ARFF vehicles used at the Airport and has confirmed Ten-8 Fire Equipment, Inc. is the sole source provider for parts and service for all Oshkosh ARFF vehicles in the State of Florida.

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

On May 27, 2022, a Notice of Intent to Sole Source with Ten-8 Fire Equipment, Inc. at Tampa International Airport was publicly advertised. No responses were received.

This item authorizes the issuance of Purchase Orders to Ten-8 Fire Equipment, Inc. for the purchase of parts and maintenance services for Airport Oshkosh ARFF vehicles for the Term of December 8, 2022 through June 16, 2025 in a maximum purchase authorization amount of \$315,000.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Ten-8 Fire Equipment, 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 15

Purchase Orders, Low Speed Utility, Transportation and Golf Vehicles, plus related accessories, equipment, parts and services, utilizing Omni Partners Contract No. EV2671-01, Jeffrey Allen, Inc, Tampa International Airport.

The Authority's annual budget provides for the purchase of an assortment of low-speed utility, transportation and golf cart style electric vehicles, equipment and accessories for the Maintenance Department. The Authority currently owns and maintains 29 electric golf carts and intends to acquire replacement electric vehicles when existing equipment reaches its end of useful life or when additional units are required.

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.

This item authorizes the issuance of Purchase Orders to Jeffery Allen, Inc for the purchase of low-speed utility, transportation and golf vehicles, plus related accessories, equipment, parts and services, as needed, utilizing Omnia Partners Contract No. EV2671-01 for the Term of December 1, 2022 through December 31, 2026 in a maximum purchase authorization amount of \$320,000.

This item is included in the Capital Equipment Budget.

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

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

Item I6

Purchase Orders, Energy Efficient Lighting and Sustainable Energy Solutions utilizing GSA Contract No. GS-07F-182GA, Goldwings Supply Service, Inc., Tampa International Airport.

The Authority's FY23 Capital Equipment Budget provides for the purchase of an assortment of equipment and related parts, such as runway closure markers and high intensity beacons for airfield maintenance.

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.

This item authorizes the issuance of Purchase Orders to Goldwings Supply Service, Inc. for the purchase of various airfield maintenance equipment and related parts utilizing GSA Contract No. GS-07F-182GA for the Term of December 1, 2022 through August 31, 2027 in a maximum purchase authorization amount of \$200,000.

This item is included in the Capital Equipment Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Goldwings Supply Service, 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 17

Purchase Orders, Agricultural Tractors & Equipment utilizing Sourcewell Contract No. 110719-JDC, Deere & Company, Tampa International Airport, Tampa Executive Airport, Peter O. Knight Airport, and Plant City Airport.

The Authority’s FY23 Capital Equipment Budget provides for the purchase of various vehicles, equipment, and accessories for the General Aviation 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.

This item authorizes the issuance of Purchase Orders to Deere & Company for the equipment, accessories, and vehicles listed below utilizing Sourcewell Contract No. 110719-JDC in a maximum purchase authorization amount of \$315,000.

Vehicle/Equipment/Accessory Type	Quantity
Tractor with mowing deck	1
Mowing Deck	1
Mower with mowing deck	1
Gator utility vehicles	2

This item is included in the Capital Equipment Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Deere & Company, 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 18

The Authority’s FY23 Capital Equipment Budget provides for the purchase of an assortment of vehicles and equipment for the General Aviation 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.

This item authorizes the issuance of Purchase Orders to Briggs Equipment, Inc. for the purchase of a skid steer utilizing Sourcewell Contract No. 040319-JCB in a maximum purchase authorization amount of \$225,000.

This item is included in the Capital Equipment Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Briggs Equipment, 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 I9

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.

This item authorizes the expenditure of Federal forfeiture funds to be used by the Tampa International Airport Police Department in a maximum purchase authorization amount of \$31,780 for the purchase of an Electronic Drug Testing Machine. This device allows testing of over 300 drugs through plastic and glass containers, which substantially reduces the possibility of an officer being exposed to potentially fatal doses of fentanyl.

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 I10

4 Wheels Rent A Car Corp. d/b/a GreenMotion Tampa (4 Wheels) is a Miami based rental car company operating as a franchisee of GreenMotion. GreenMotion is a United Kingdom based rental car company that focuses on providing vehicles with lower CO2 emissions.

4 Wheels desires to execute a Use and Permit Agreement for Off-Airport Rental Car Concession (Agreement) at Tampa International Airport (Airport). Off-airport rental car companies (OFFRACs) do not occupy space in the Rental Car Center and operate their off-airport rental car business from locations near the Airport.

This item approves and authorizes an Agreement with 4 Wheels to operate an off-airport rental car concession. The Term of the Agreement is December 1, 2022 through September 30, 2023. The Authority may terminate the Agreement, with or without cause, upon thirty (30) days written notice. In accordance with Authority Policy P822, 4 Wheels will pay a privilege fee of nine percent (9%) of Gross Receipts. 4 Wheels will also pay a vehicle per-trip fee of \$4.50 for its courtesy vehicles through the Authority's Automated Vehicle Identification System. Lastly, 4 Wheels will pay the Authority a Transportation Facility Charge (TFC) of \$2.00 per rental transaction day.

The Agreement provides for 4 Wheels to account for reporting non-airport business, which is exempt from inclusion in Gross Receipts.

Management recommended adoption of Resolution No. 2022-122.

Resolution No. 2022-122 approved and authorized execution of Use and Permit Agreement for Off-Airport Rental Car Concession at Tampa International Airport with 4 Wheels Rent A Car Corp. d/b/a GreenMotion Tampa; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item I11

Contract for Special Legal Services, Greenberg Traurig, P.A., Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2022-123.

The Legal Affairs Department is in need of general legal services for Tampa International Airport and the three general aviation airports. Greenberg Traurig, P.A. has previously provided advice and counsel in the areas of commercial law, information technology, distributed antenna systems, and other related matters for Tampa International Airport.

Authority Policy P500 authorizes the utilization of non-Authority attorneys without obtaining three quotes or advertisement based upon such factors as needed services, experience, qualifications, geographic location, length of services, and efficiencies.

This item authorizes execution of a Contract for Special Legal Services in the area of general legal services with Greenberg Traurig, P.A. for a two-year period beginning December 5, 2022 and continuing through December 4, 2024 with one, two-year renewal option at the discretion of the Chief Executive Officer or his designee. The total maximum purchase authorization amount for the Term of the Contract, including the renewal option, is \$200,000.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2022-123.

Resolution No. 2022-123 approved and authorized execution of Contract for Special Legal Services at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports with Greenberg Traurig, P.A.; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item I12

Dec 01, 2022 - Aviation Authority Regular Board Meeting and Board of Adjustment Public Hearing.

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 2023:

Time: 9:00 a.m.

Location: Boardroom
Level 4 at SkyCenter ONE

Dates: Thursday, February 2
Thursday, March 2
Thursday, April 6
Thursday, May 4
Thursday, June 8
Thursday, August 3
Thursday, September 7
Thursday, October 12
Thursday, November 9
Thursday, December 7

The Chief Executive Officer recommended approval of the proposed Authority meeting dates for calendar year 2023.

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

Next, General Diehl presented the Audit Committee Report.

Item J1

Report of Audit Committee Meeting held on November 3, 2022 in Aviation Authority Boardroom at SkyCenter One.

The Audit Committee met on November 3, 2022, in the Aviation Authority Boardroom with all members in attendance. An election was held for Chairman and General Chip Diehl was elected as Chairman of the Audit Committee. Proposed revisions to Policy P104, Audit Committee, regarding the Audit Committee Chairman election process were presented and approved. Those proposed revisions will be presented to the Board for approval at today's meeting.

The minutes of the February 24, 2022 Audit Committee Meeting were approved and the Audit Committee heard presentations from the Director of Internal Audit regarding the status of the Fiscal Year 2022 audit plan, the internal and external assessments, and recommendations not yet implemented. The Director of Internal Audit also presented the proposed Fiscal Year 2023 audit plan which was approved unanimously by the Audit Committee.

The Vice President of Information Technology and Senior Manager of Information Security presented an update on various information security legislation and requirements as well as security initiatives for Fiscal Year 2023.

Lastly, the Authority's external auditors, RSM US, presented the Fiscal Year 2022 external financial audit plan.

Chairman Harrod proceeded to Policies or Rules for Consideration or Action. One item was contained in this Section.

Item K1

Update to Policy Manual, Revision to Policy for Approval: Section 100, Policy P104, Audit Committee, presented by Michael Stephens.

Policy P104, Audit Committee, establishes a policy governing the Audit Committee of the Authority and outlines the tasks for which the Audit Committee is responsible.

Staff proposes revising Policy P104, Audit Committee, to discontinue the practice of holding an annual election for the Audit Committee Chairman and instead align with the election practice of the Authority Board. At the time an election is held for Board officers at a regular Authority 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 Chairman.

The proposed revision was discussed during the November 3, 2022 Audit Committee meeting. The Audit Committee unanimously approved the proposed revision.

The Chief Executive Officer and Audit Committee recommended approval of the revision to Policy P104, Audit Committee.

Upon motion of Robert Watkins, seconded by Mayor Castor, Revision to Policy for Approval: Section 100, Policy P104, Audit Committee was unanimously approved by all Board Members present. No resolution was required.

Chairman Harrod then proceeded to Unfinished Business. One item was contained in this Section.

Item L1

Contract for Continuing General Consulting Services FY23–FY27, Michael Baker International, Inc., Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports, Resolution No. 2022-124, presented by Jeff Siddle.

On October 6, 2022, the Board approved negotiations with the number one ranked firm, Michael Baker International, Inc., for Continuing General Consulting Services FY23-FY27. The Contract for Continuing General Consulting Services FY23–FY27 (Contract) will provide comprehensive, continuing general consulting services consistent with all Federal, State and local regulations to include, but not be limited to, design services for

projects in which the estimated construction cost of the individual project does not exceed \$4 million and for study activity if the fee for services for the individual study does not exceed \$500,000. In addition, Operations & Maintenance (O&M) and Capital Improvement Program (CIP) Advisory related services may be required.

The proposed scope of work under the Contract will include design professional and consultant services for CIP and O&M Projects for FY23 through FY27.

The Term of the Contract is December 1, 2022 through November 30, 2027 and the Contract will remain in effect until final completion of all work orders. The Contract is in a maximum purchase authorization amount of \$15,100,000.

A D/W/MBE expectancy of at least 12% of the dollar amount earned on the Contract was prescribed. A D/W/MBE goal of at least 12% will be incorporated into the Contract.

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

Management recommended adoption of Resolution No. 2022-124.

Upon motion of Robert Watkins, seconded by General Diehl, Contract for Continuing General Consulting Services FY23-FY27 at Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports with Michael Baker International, Inc. was unanimously approved by all Board Members present; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2022-124.

Chairman Harrod then proceeded to New Business. The following items were contained in New Business.

Item M1

Construction Contract, FedEx Roof Replacement and Exterior Rehabilitation, HCAA Project No. 6895 22, Maintenx International Service Management Group, Inc., Tampa International Airport, Resolution No. 2022-126, presented by Jeff Siddle.

This Project includes roof removal and replacement of, and exterior rehabilitation to, the FedEx building at Tampa International Airport. A low bid solicitation was issued on September 9, 2022.

On November 1, 2022, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Maintenx International Service Management Group, Inc.	\$1,233,169.00
Advanced Roofing & Sheetmetal, LLC	\$1,477,512.75
US Coating Specialists LLC	\$1,546,234.50

Robert Binns Roofing, Inc.*	\$1,548,150.00
Atlas Apex Roofing, LLC*	\$1,745,000.00
Restocon Corporation	\$1,939,615.00
Clyde Johnson Contracting & Roofing, Inc.	\$2,682,286.00

*Atlas Apex Roofing, LLC was deemed non-responsive for failing to attend the Mandatory Pre-Bid Conference.
 *Robert Binns Roofing, Inc. was deemed non-responsive for not including the required Bid Bond or Surety Bond Affidavit documents.

The lowest responsive and responsible bidder is Maintenx International Service Management Group, Inc.

There was no W/MBE goal for this Contract.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2022-126.

Upon motion of Robert Watkins, seconded by General Diehl, Construction Contract for FedEx Roof Replacement and Exterior Rehabilitation at Tampa International Airport with Maintenx International Service Management Group, Inc. in the amount of \$1,233,169.00 was unanimously approved by all Board Members present; rejection of Bids received from Atlas Apex Roofing, LLC and Robert Binns Roofing, Inc. as non-responsive was approved; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2022-126.

Item M2

Construction Contract, Airfield Maintenance Building Interior Refurbishment, HCAA Project No. 6960 22, Johnson-Laux Construction, LLC, Tampa International Airport, Resolution No. 2022-127, presented by Jeff Siddle.

This Project includes refurbishing the main staff occupied interior portions and other associated facility improvements for the Airfield Maintenance Facility (AFM) at Tampa International Airport (Airport). The interior finishes, systems and furniture of the AFM have reached the end of their useful file and require replacement to be commensurate with the new Authority interior spaces at the SkyCenter offices and Central Maintenance, Police and Lost & Found facilities. A low bid solicitation was issued on September 13, 2022.

On October 27, 2022, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Johnson-Laux Construction, LLC	\$4,732,099

The lowest responsive and responsible bidder is Johnson-Laux Construction, LLC, a certified W/MBE firm.

A W/MBE Goal participation rate of 12.5% was prescribed and a W/MBE Goal participation rate of at least 19.3% is incorporated into this Contract.

Per Authority Policy P410, staff may authorize use of the Owner's Direct Purchase Program with respect to construction materials and supplies, if appropriate.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2022-127.

Upon motion of Robert Watkins, seconded by General Diehl, Construction Contract for Airfield Maintenance Building Interior Refurbishment at Tampa International Airport with Johnson-Laux Construction, LLC in the amount of \$4,732,099 was unanimously approved by all Board Members present; staff was authorized to use Owner's Direct Purchase Program if appropriate; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2022-127.

Item M3

Purchase Orders, HCAA Project No. 7055 23, Furniture utilizing The Interlocal Purchasing System (TIPS) Contract No. 200301, Tampa International Airport, presented by Jeff Siddle.

The existing Airside lounge seating is showing signs of wear and has reached the end of its service life. This Project consists of replacing the existing Agati modular lounge seating at Airsides A, E and F.

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.

This item authorizes the issuance of Purchase Orders for the purchase of furniture utilizing The Interlocal Purchasing System (TIPS) Contract No. 200301 in a total combined not-to-exceed amount of \$330,000.

This item is included in the Capital Budget.

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

Upon motion of Robert Watkins, seconded by General Diehl, Purchase Orders, HCAA Project No. 7055 23, Furniture utilizing The Interlocal Purchasing System (TIPS) Contract No. 200301 was unanimously approved by all Board Members present. No resolution was required.

Item M4

Selection of Firm and Award of Contract, Grease Drainage System Preventative Maintenance, Cloud 9 Services Group, LLC, Tampa International Airport, Resolution No. 2022-128, presented by Benjamin Robins.

There are 44 grease traps and grease interceptors located at various areas throughout Tampa International Airport. These grease traps and grease interceptors are inspected and pumped in accordance with City of

Tampa Grease Ordinance 2006-288. An Invitation to Bid for Grease Drainage System Preventative Maintenance was advertised on August 16, 2022.

On September 21, 2022, Bids were publicly opened and read aloud as follows:

Company Name	Eight Year Bid Amount
Property Maintenance Unlimited, Inc. dba GreaseCorp*	\$986,709.10
Cloud 9 Services Group, LLC	\$1,478,440.00
FCS, Inc.**	\$2,748,000.00

*Property Maintenance Unlimited, Inc. dba GreaseCorp declined award of the Contract since they could not agree to the terms and conditions of the Contract.

**FCS, Inc. was deemed non-responsive for failing to provide required documents with their Bid.

The lowest responsive and responsible bidder is Cloud 9 Services Group, LLC.

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

The initial Term of the Contract is February 1, 2023 through January 31, 2028 with three discrete, one-year renewal options at the discretion of the Chief Executive Officer. The total not-to-exceed amount for the Term of the Contract, including renewal options, is \$1,478,440.

The Contract includes a provision for Cloud 9 Services Group, LLC to perform Extra Work beyond the normal required scheduled service.

This item authorizes the Chief Executive Officer or designee to approve up to \$100,000 of Extra Work over the Term of the Contract including the renewal options.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2022-128.

Upon motion of Robert Watkins, seconded by General Diehl, Contract for Grease Drainage System Preventative Maintenance at Tampa International Airport with Cloud 9 Services Group, LLC was unanimously approved by all Board Members present; rejection of the Bid received from FCS, Inc. as non-responsive was approved; the Chief Executive Officer or designee was authorized to approve up to \$100,000 of Extra Work over the Term of the Contract including the renewal options; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2022-128.

Item M5

Purchase Orders, Public Safety Communications Products and Services utilizing NASPO Contract No. 00318, Mobile One Communications and Electronics, Tampa International Airport, presented by Benjamin Robins.

The Authority's Maintenance Department routinely purchases communication equipment, accessories, and services to include two-way radios for the Maintenance and Police Departments. Radios are replaced based upon their useful life expectancy and operating condition.

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.

This item authorizes the issuance of Purchase Orders to Mobile One Communications and Electronics for new and replacement two-way radios and accessories utilizing NASPO Contract No. 00318 for the Term of December 1, 2022 through December 31, 2026 in a maximum purchase authorization amount of \$384,000.

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

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Mobile One Communications and Electronics, and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

Upon motion of Robert Watkins, seconded by General Diehl, Purchase Orders, Public Safety Communications Products and Services utilizing NASPO Contract No. 00318, Mobile One Communications and Electronics was unanimously approved by all Board Members present. No resolution was required.

Item M6

Contract for Operation of Taxicab Services at Tampa International Airport, West Coast Transportation Services, Inc. d/b/a Yellow Cab, Tampa International Airport, Resolution No. 2022-130, presented by Laurie Noyes.

On February 1, 2018, the Board awarded agreements to Gulfcoast Transportation, Inc. and West Coast Transportation Services, Inc. d/b/a Yellow Cab to provide taxicab services for the period of March 1, 2018 through February 28, 2021, with one (1), two (2) year renewal option at the discretion of the Chief Executive Officer.

On November 5, 2020, the Board approved Amendment No. 1 to the agreements which extended the Term of each agreement for two additional years to February 28, 2023 and included additional language changes to the agreements.

The reduction in taxi demand over several years has impacted the viability of two taxicab operators.

On October 21, 2022, an Invitation to Bid for Operation of Taxicab Services at Tampa International Airport was issued. On November 4, 2022, Bids were publicly opened and read aloud as follows:

	Bay Area Metro, LLC d/b/a United Taxi	West Coast Transportation Services, Inc. d/b/a Yellow Cab
Date	Minimum Annual Privilege Fee	
March 1, 2023 - September 30, 2023	\$60,000	\$210,001
October 1, 2023 - September 30, 2024	\$60,000	\$360,001
October 1, 2024 - September 30, 2025	\$60,000	\$365,001
October 1, 2025 - September 30, 2026	\$60,000	\$370,001
October 1, 2026 - September 30, 2027	\$60,000	\$375,001
October 1, 2027 - September 30, 2028	\$60,000	\$380,001
Total	\$360,000	\$2,060,006

*Bay Area Metro, LLC d/b/a United Taxi was found non-responsive for failing to meet minimum qualifications.

This item awards the Contract for Operation of Taxicab Services at Tampa International Airport (Contract) to West Coast Transportation Services, Inc. d/b/a Yellow Cab (Yellow Cab) for the Term of March 1, 2023 through September 30, 2025, with three (3) discrete, one (1) year renewal options at the discretion of the Chief Executive Officer. Yellow Cab will pay the Authority Minimum Annual Privilege Fees of \$2,060,006.00 for the Term of the Contract, including renewal options. The Authority may cancel the Contract with thirty (30) days' written notice to Yellow Cab.

ACDBE participation will be 5% of the total number of active weekly taxicabs utilized at Tampa International Airport and/or at least 50% of starter services.

Management recommended adoption of Resolution No. 2022-130.

Upon motion of Robert Watkins, seconded by General Diehl, Contract for Operation of Taxicab Services at Tampa International Airport with West Coast Transportation Services, Inc. d/b/a Yellow Cab was unanimously approved by all Board Members present; rejection of the Bid received from Bay Area Metro, LLC d/b/a United Taxi as non-responsive was approved; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2022-130.

Item M7

Purchase Orders, Information Technology Solutions and Services utilizing Sourcwell Contract No. 081419-SHI and Omnia Partners Contract No. 2018011-02, SHI International Corp, Tampa International Airport, presented by Marcus Session.

The Authority's Information Technology Services Department routinely purchases equipment, software and related services to support the Authority's information technology needs. SHI International Corp is an authorized distributor of over 500 information technology manufacturers. These software solutions allow

Authority staff to deliver and optimize content and applications, solicitation and contract review, monitor IT network and infrastructure, construct, manage, and store job information, automate core investment, debt and cash accounting, and allow ITS to quickly detect, diagnose, and resolve network performance problems and outages.

These technology manufacturers are available through Sourcewell Contract No. 081419-SHI and Omnia Partners Contract No. 2018011-02. Execution of purchase documents, including, but not limited to, statements of work outlining requirements, end user license agreements for the rights to use their software, and service level agreements for support and maintenance are often required to complete purchase transactions for these solutions.

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.

This item authorizes the issuance of Purchase Orders to SHI International Corp utilizing Sourcewell Contract No. 081419-SHI and Omnia Partners Contract No. 2018011-02 for the purchase of software, support and services on an as-needed basis for the period of December 1, 2022 through October 30, 2023, with one, one-year renewal option at the discretion of the Chief Executive Officer, in the maximum purchase authorization amount of \$1,490,000, including the renewal option.

In addition, this item authorizes the Chief Executive Officer or designee to execute all purchase documents required to complete the purchase of software, support, and services, including, but not limited to, statements of work, end user license agreements, and service level agreements.

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

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to SHI International Corp; authorize the Chief Executive Officer or designee to execute all purchase documents; and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

Upon motion of Robert Watkins, seconded by General Diehl, Purchase Orders, Information Technology Solutions and Services utilizing Sourcewell Contract No. 081419-SHI and Omnia Partners Contract No. 2018011-02, SHI International Corp was unanimously approved by all Board Members present. No resolution was required.

Item M8

Amendment No.1 to Technical Support Services Contract, Amadeus Airport IT Americas, Inc., Tampa International Airport, Resolution No. 2022-131, presented by Marcus Session.

On March 1, 2018, the Board authorized the execution of a Technical Support Services Contract (Contract) with Amadeus Airport IT Americas, Inc. for continued maintenance and support of the existing Extended Airline System Environment (EASE) software suite. The Term of the Contract is March 1, 2018 through February 28, 2023, with two, one-year renewal options, in a maximum purchase authorization amount of \$1,800,000, including the renewal options.

The Contract allows for the purchase of software updates, upgrades, enhancements, and on-site technical support on an as-needed basis.

This Amendment No. 1 renews the Contract for the period of March 1, 2023 through February 28, 2025 and authorizes an increase of \$500,000 to the Contract for a new total maximum purchase authorization amount of \$2,300,000.

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

Management recommended adoption of Resolution No. 2022-131.

Upon motion of Robert Watkins, seconded by General Diehl, Amendment No. 1 to Technical Support Services Contract at Tampa International Airport with Amadeus Airport IT Americas, Inc. was unanimously approved by all Board Members present; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2022-131.

Item M9

Selection of Firm and Award of Purchase Orders, Temporary Staff Payroll Services, Noor Associates, Inc., Tampa International Airport, presented by Brian Miles.

The Authority currently employs four (4) temporary workers on an as needed basis.

On September 21, 2022, the Authority issued an Invitation to Bid for Temporary Staff Payroll Services. On October 25, 2022, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Total Administrative Fee and Burden Rate</u>
Noor Associates, Inc.	17.00%
MoxieIT Solutions Inc	17.50%
Career Match Solutions LLC*	21.18%
Acara Solutions, Inc.	23.90%
Diskriter, Inc.*	25.00%
Array HI, Inc. dba Employers Options*	26.32%
Authenus Staffing LLC*	28.50%
Performance Personnel Partners, LLC*	29.00%
Alpha1Staffing/Search Firm LLC*	30.00%
Softsages LLC dba SoftSages Technology*	32.00%
Sunshine Enterprise USA LLC	35.00%
Recruiting Source International, LLC*	38.00%
Virtelligence, Inc. dba Virtelligence*	40.00%
BuzzClan LLC*	46.00%
Compunnel Software Group DBA Compunnel Inc.	56.00%

RADgov, Inc.	64.00%
Cambay Consulting, LLC*	70.00%

*Alpha1Staffing/Search Firm LLC, Array HI, Inc. dba Employers Options, Authenus Staffing LLC, BuzzClan LLC, Cambay Consulting, LLC, Career Match Solutions LLC, Diskriter, Inc., Performance Personnel Partners, LLC, Recruiting Source International, LLC, Softsages LLC dba SoftSages Technology, and Virtelligence, Inc. dba Virtelligence were found non-responsive for failing to meet minimum qualifications.

No specific expectancy for W/MBE participation was established.

The initial Term of the Purchase Orders for temporary staff payroll services is December 7, 2022 through December 6, 2025 with two (2) discrete, one-year renewal options at the discretion of the Chief Executive Officer. The maximum purchase authorization amount for the Term of the Purchase Orders, including renewal options, is \$500,000. The Authority may cancel the Purchase Orders with or without cause by giving thirty (30) days written notice.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders for temporary staff payroll services to Noor Associates, Inc.; approve the rejection of Bids received from Alpha1Staffing/Search Firm LLC, Array HI, Inc. dba Employers Options, Authenus Staffing LLC, BuzzClan LLC, Cambay Consulting, LLC, Career Match Solutions LLC, Diskriter, Inc., Performance Personnel Partners, LLC, Recruiting Source International, LLC, Softsages LLC dba SoftSages Technology, and Virtelligence, Inc. dba Virtelligence as non-responsive; and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

Upon motion of Robert Watkins, seconded by General Diehl, Selection of Firm and Award of Purchase Orders, Temporary Staff Payroll Services, Noor Associates, Inc. was unanimously approved by all Board Members present. No resolution was required.

Item M10

Teamsters Union Contract, International Brotherhood of Teamsters Local Union No. 79, Tampa Executive, Peter O. Knight, Plant City, and Tampa International Airports, Resolution No. 2022-132, presented by Brian Miles.

On October 4, 2022, the Authority and the International Brotherhood of Teamsters Local Union No. 79 representatives completed bargaining for a new Teamsters Union Contract which covers certain Maintenance, Airport Operations Center, General Aviation, Guest Experience, and Property Control employees.

The Term of the current Teamsters Union Contract was October 1, 2019 through September 30, 2022.

The Term of this Teamsters Union Contract (Contract) is for a period of three (3) years, beginning on October 1, 2022 and terminating on September 30, 2025.

The new Contract updates pay grades, rates of pay, positions covered by the Contract, overtime language, and other verbiage. The new Contract reduces the duration in which disciplinary actions can be used in progressive disciplining from twenty-four (24) months to eighteen (18) months.

The new Contract also provides an additional \$4.00 per hour when a covered employee in the AOC or Guest Experience serves as a Trainer. Further, covered employees performing the work of a non-covered employee will be compensated an additional \$2.00 per hour. The shift differential for second and third shift will increase from \$1.35 to \$1.50 per hour and the shoe allowance was modified and increased to \$200 per year.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2022-132.

Upon motion of Robert Watkins, seconded by General Diehl, Teamsters Union Contract at Tampa Executive, Peter O. Knight, Plant City, and Tampa International Airports with International Brotherhood of Teamsters Local Union No. 79 was unanimously approved by all Board Members present; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2022-132.

This concluded New Business.

Jeff Siddle gave a Master Plan update.

Demolition work is being done on the Administration Building. Temporary steel beams will be installed in December 2022. Starting in January and February the process of strengthening the columns from the base underneath will commence. Demolition of the Administration Building is expected to be complete by June or July 2023.

The Master Plan project budget is \$583 million and there have been \$452 million in costs to date.

This concluded Staff Reports.

Before adjourning the meeting, General Counsel Stephens requested an Attorney-Client Closed Session be held at the February 2023 Board Meeting to discuss pending litigation and strategy related to litigation expense and to seek the Board's direction.

Chairman Harrod reminded the audience that the 2023 Board Calendar was approved as part of the Consent Agenda. There will be no January 2023 Board Meeting and the next Board Meeting will take place on February 2, 2023. With no further business to be brought before the Board, Chairman Harrod adjourned the meeting.

Gary Harrod, Chairman

Jane Castor, Secretary