

Hillsborough County Aviation Authority  
Regular Board Meeting

Thursday, 9:00 a.m.  
February 4, 2021

A Regular Board Meeting of the Hillsborough County Aviation Authority was held both in person and by electronic means of communications media technology.

Mr. Harrod welcomed everyone to the February 4, 2021 Regular Board Meeting of the Aviation Authority. Mr. Harrod thanked everyone for attending the meeting in person and online.

Board Members present were: Gary Harrod, Robert Watkins, General Diehl, Commissioner Stacy White, and Mayor Jane Castor.

Authority staff members physically present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Damian Brooke, Chris Minner, John Tiliacos, Michael Kamprath, Scott Knight, Elita McMillon, Veronica Cintron, Teresa Howell, Violet Cummins, Jeff Siddle, James Tarro, Marcus Session and Brian Miles.

Authority staff members that appeared electronically were Paul Ridgeway, Adam Bouchard, Tony Conza, Ann Davis, Amy Flack, Ashley Iaccarino, Brett Fay, Barbara Grilli, Bruce Sather, Brandon Taugner, Beth Zurenko, Cheryl Hawkins, Christine Kohl, Carol Marino, Chris Reyes, Chief Charlie Vazquez, Devon Barnett, Diane DiRocco, Don Fizell, Dan Johnson, Danny Glennon, Darius Hughbanks, Ed Haines, Gina Evans, Helen Power, Joel Feldman, John Fiore, James Hanney, John Mallory, Jon Vaden, Kelly Abreu, Kristin Schmidt, Kathie Taube, Luis Galan, Laurie Noyes, Laura Tatem, Mary Baltzell, Michelle Benjamin, Monique Puentes, Mandi Schuler, Melissa Solberg, Nick Djimas, Patricia Julian, Randy Forister, Rechelle Garcia, Roop Johal, Rebecca Waterman, Rianner Woodard, Tara Camp, Thomas Johnson, and Tom Thalheimer.

The Pledge of Allegiance was recited.

Chairman Harrod called the meeting to Order.

Mr. Lopano stated at the December Board Meeting General Counsel Stephens advised of the possibility of holding an Attorney-Client Closed Session at this meeting but there is no need to have a closed-session at this time.

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

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

Chairman Harrod then moved to Public Comments. Any person who attended in person would have the opportunity to address the Board. He reminded the public that provisions were made for any member of the public attending electronically and who desired to participate in the public comments portion of the meeting to have access to the meeting. Anyone wishing to be heard was instructed on the public notice for this meeting and on the Tampa International Airport website to email the Board Services Administrator at [publiccomments@tampaairport.com](mailto:publiccomments@tampaairport.com). The deadline for receiving public comments was at 8:00 a.m. on February 4, 2021. Any comments that were received by that deadline would be read by Legal Affairs. Emailed public comments would be afforded equal consideration as if the public comments were offered in person.

There were no Public Comments.

Chairman Harrod asked if there were any abstentions from the Regular Board Meeting held on December 3, 2020 that needed to be read into the record. General Counsel stated that there were no abstentions during the December 3, 2020 Board Meeting but there is one anticipated abstention on Consent Item No. 3 at this meeting.

Chairman Harrod asked if there were any additions or corrections to the Minutes of the Regular Board Meeting held on December 3, 2020.

Upon motion of Robert Watkins, seconded by Mayor Castor, the the Minutes of the Regular Board Meeting held on December 3, 2020 were unanimously approved by all Board Members present.

Mr. Lopano's Management Report was next.

Chris Minner started with the Performance Assessment Report. There were 10.2 million passengers in 2020 which represented 54% fewer than the year before due to COVID. For the month of December there were 963,000 passengers which was 55% fewer then the previous year for the month of December.

International passengers for the year were at 296,000 which was a 75% reduction from the prior year.

Air carrier operations for the year were at 103,000 which was down 37.6% from the prior year.

Mr. Minner thanked all of the volunteers and everyone at the Airport, Visit Tampa Bay and the Tampa Sports Authority who are helping to prepare for the Super Bowl.

Mr. Minner discussed the public art work by Sheryl Oring entitled "Greetings From Tampa Bay".

General McKenzie, Commander of US CENTCOM, was at the Airport for a site visit last week. The Airport and MacDill Air Force Base are in a partnership to promote MacDill Home and Away.

In 2020 the Communications Team, led by Veronica Cintron, reached about 430 million people around the world and brought in almost \$23 million of ad equivalent value in terms of earned media.

The number one story of 2020 was the flamingo sculpture which will be installed this Fall. There are 211,000 people following the Airport's social channels. Top stories were the flamingo, the TPA Ready program and COVID testing.

John Tiliacos started with an update on the passenger COVID testing launched last October in partnership with Baycare. This program will continue through 2021. To date more than 15,000 passengers have taken advantage of the service.

There was a recent Federal Security Directive issued by the Transportation Security Administration which requires all US airports to enforce the wearing of masks by all individuals. The mandatory face mask requirement became effective on February 2, 2021 and it stems from an Executive Order issued by the President to mitigate the spread of COVID-19 during air travel. This change now makes the requirement to wear a mask Federal law and non-compliance may result in penalties, including removal and denial of re-entry to the Airport.

Mr. Tiliacos also had a recap on the Super Bowl LV planning efforts. The Airport team has worked closely with the Tampa Bay Sports Commission and the NFL over the last year. There will be an increase in passenger traffic as well as 9 additional arriving flights flown by Southwest and American, 7 of which are coming out of Kansas City. The busiest departure date will be Monday, February 8th when there will be approximately 25,000 departing passengers and more than 300 departing general aviation aircraft.

With respect to airspace, the FAA will establish a temporary flight restriction on game day that will prohibit any unauthorized aircraft, including drones, within a 30 nautical mile radius of the stadium from the surface to 18,000 feet for the duration of the game.

Mr. Tiliacos concluded his report with a recognition of Tampa Fire Rescue Captain David Hohenthauer for being awarded Tampa Fire Rescue's Firefighter of the Year award. Some of his many achievements include saving someone's life and developing and training Tampa Fire Rescue personnel on new FAA standards which are critical to any airfield emergency at TPA.

Damian Brooke was next to provide the quarterly financial update for the Authority for October through December 2020.

There were 2.6 million passengers for the October to December time period which beat budget for the 90 days by 1.6%. However, due to COVID, the Authority was down 54.5% from the prior year.

The stronger passenger traffic and airline activity in October and November, combined with some revenue risk recovery during the first three months, resulted in better-than-expected financial

performance during the first quarter. Operating revenues finished the first quarter about \$4.5 million or about 12.7% higher than budget. Rental car revenue was also higher than expected.

Operating expenses for the first quarter came in at just over \$1.1 million or 3.3% under budget. Contracted services, utilities and supplies and materials all came in significantly under budget for the three-month period because the Authority had lower-than-expected expenses related to parking facilities, legal costs, and electricity costs which were some of the larger savings to budget.

Both operating revenues and expenses came in better than budget. Net debt service for the first two months came in about \$89,000 better than expected, due to the Authority prepaying part of the 2021 debt service on its Series 2018A debt. This lowered interest costs for the Authority by about \$300,000 for the full year.

Revenue sharing and airline settlement totaled approximately \$165,000 and \$1.5 million respectively for the first three months of the fiscal year. The Authority's pre-capital bottom line came in approximately \$4.2 million better than budget. Cost per employment for the first quarter came in at \$9.31, which is about \$0.17 or 1.8% better than budget.

This concluded Mr. Lopano's Management Report.

Chairman Harrod then moved on to the Consent Agenda with the exception of Consent Item No. G3 which would need to be set aside and voted on separately.

Upon motion of General Diehl, seconded by Robert Watkins, the Consent Agenda, with the exception of Consent Item No. G3 which would be voted on separately, was unanimously approved by all Board Members present.

The following items were contained in the Consent Agenda (Items G1 and G2).

#### Item G1

Space Rental Agreement, British Airways PLC, Tampa International Airport, Resolution No. 2021-10.

British Airways PLC (British Airways) leased space at Tampa International Airport (Airport) through a Space Rental Agreement which expired on September 30, 2020.

As of October 1, 2020, all airlines operate at the Airport under a Rates by Resolution, and any tenant wishing to lease space at the Airport is required to enter into a Space Rental Agreement (SRA) with the Authority.

This SRA has an initial one (1) year term, effective February 1, 2021 and terminating September 30, 2021, with five (5) separate one (1) year renewal options upon sixty (60) days written request prior

to the expiration of the then existing term and written approval by the Authority’s CEO (Renewal Options). If all Renewal Options are exercised, this SRA will have a final termination date of September 30, 2026.

This SRA has standard terms, including, but not limited to, environmental, insurance, and indemnity.

Utilizing Fiscal Year 2021 Signatory rates, British Airways leases Ticketing Level space at \$206.79 per square foot and Airside E - Ramp Level space at \$81.47 per square foot. This SRA provides for an annual rental rate adjustment.

<b>Space Type</b>	<b>Square Footage</b>	<b>Rate</b>	<b>Annual Payments</b>	<b>Monthly Payments</b>
Main Terminal - Ticketing Level	529	\$206.79	\$109,391.91	\$9,115.99
Airside E - Ramp Level	284	\$81.47	\$23,137.48	\$1,928.12
<b>TOTAL</b>			<b>\$132,529.39</b>	<b>\$11,044.11</b>

Management recommended adoption of Resolution No. 2021-10.

Resolution No. 2021-10 approved and authorized execution of Space Rental Agreement at Tampa International Airport with British Airways PLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Item G2

Operating Agreement for Ground Handlers, British Airways PLC, Tampa International Airport, Resolution No. 2021-11.

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

British Airways PLC (BA) entered into an Operating Agreement for Ground Handlers with the Authority to provide ground handling services to include light maintenance for BA’s customers on September 1, 2015 and the term expired on September 30, 2020.

This item grants to BA the non-exclusive right to provide ground handling services to air carriers at the Airport for the term of February 1, 2021 through September 30, 2021.

For the privilege of providing services at the Airport, BA will pay Authority a percentage privilege fee (PPF) of five percent (5%) of gross receipts, payable in equal monthly installments. Gross receipts include the gross revenues from all sales made and services performed for cash, credit or otherwise, pursuant to BA’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 BA receives for all services provided

to signatory air carriers (as defined in the Agreement), 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. 2021-11.

Resolution No. 2021-11 approved and authorized execution of Operating Agreement for Ground Handlers at Tampa International Airport with British Airways PLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Chairman Harrod then called for a vote on Consent Item G3. He stated that he would need to abstain from voting due to a contractual relationship between the permit applicant and his company.

Upon motion of Robert Watkins, seconded by General Diehl, Consent Item G3 was approved by 4 Board Members, with an abstention by Mr. Harrod.

The following was included in Consent Item G3.

Use and Permit Agreement for Off-Airport Rental Car Concession, ER Travel, LLC d/b/a Easirent, Tampa International Airport, Resolution No. 2021-07.

ER Travel, LLC d/b/a Easirent (Easirent) is a rental car company based in the United Kingdom which operates rental car locations in Florida including Fort Lauderdale, Jacksonville, Miami, Orlando, and West Palm Beach.

Easirent 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 do not occupy space in the Rental Car Center and operate their off-airport rental car business from locations near the Airport. Easirent will be operating their Tampa location on West Cypress Street.

This item approves and authorizes an Agreement with Easirent to operate an off-airport rental car concession. The term of the Agreement is February 4, 2021 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, Easirent will pay a privilege fee of nine percent (9%) of Gross Receipts.

Additionally, Easirent will pay a vehicle per-trip fee of \$4.50 for its courtesy shuttle through the Authority's Automated Vehicle Identification system.

Lastly, Easirent will pay the Authority a Transportation Facility Charge (TFC) of \$2.00 per rental transaction day.

The Agreement provides for Easirent to report non-airport business, which is exempt from inclusion in Gross Receipts.

Management recommended adoption of Resolution No. 2021-07.

Resolution No. 2021-07 approved and authorized execution of Use and Permit Agreement for Off-Airport Rental Car Concession at Tampa International Airport with ER Travel, LLC d/b/a Easirent; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Chairman Harrod then moved on to Committee Reports and presented the Finance Committee Report.

He reminded Board Members that during Mr. Lopano's annual review at the August 2020 Board Meeting, the Board directed the Chairman to begin negotiations with Mr. Lopano for a new contract.

The negotiated terms were presented to the Finance Committee at the previous meetings. Board Members had been given a copy of the terms that deal with compensation and the duration of the new contract.

The Finance Committee previously unanimously agreed to accept the proposed terms of the new contract and move them forward to the full Board for approval.

Chairman Harrod asked for a motion to direct General Counsel Stephens to draft a final contract which included these terms and allow Chairman Harrod to execute the final contract.

Robert Watkins moved the motion and it was seconded by General Diehl.

Commissioner White then stated for the record that he would be a Nay vote on the contract extension. Being a new Board Member, and with this being only his second meeting, there are some things in the contract that are contrary to his core principles such as an automatic guaranteed minimum pay raise. He noted some reasons for his opposition as being the current position of the aviation industry and the COVID pandemic. Mr. White mentioned that he has not been able to get enough clarity on how the compensation package was established. Mr. White said this is no disrespect to the CEO, the Executive Team or the Board but this is a vote that reflects his principles and has nothing to do with an individual or people within the organization.

Mayor Castor spoke of her admiration of Mr. Lopano. She stated that Mr. Lopano and his team are top-notch. When the pandemic hit, Mr. Lopano made the necessary adjustments that were difficult and necessary. Mayor Castor stated that she could not be more appreciative of Mr. Lopano's leadership and that not only the Airport but the entire community is fortunate to have him here.

Mayor Castor stated that she too felt that in this current financial state it would be difficult to vote yes on a pay increase. This was no reflection on Mr. Lopano but in better financial times, she would have zero hesitation.

General Diehl then commented on Damian's financial report and stated that the Authority has added to the fund balance during COVID and that is in part due to Mr. Lopano's leadership. General Diehl said that it was the Board's hope to keep Mr. Lopano through Phase 2. He has national respect and that of his peers in the industry. Mr. Lopano is very selfless and a great leader with a great team and a great future.

Mr. Watkins commented that this contract is very important to the Airport and the community. He believe that all of the Board Members, even the ones indicating a negative vote, think the same way.

Mr. Watkins spoke of his history with Mr. Lopano and that Mr. Lopano was a great leader and that the Airport was the envy of the aviation industry. He stated that he would be proud to compensate Mr. Lopano and that he would be voting positively.

Chairman Harrod added that in 2010 there were 4 airlines representing three countries and 8 markets served. When COVID hit there were 13 airlines serving 11 countries and 18 different markets. That is an example of what this team is able to do. By bringing international carriers, it was a boost for the entire marketplace.

The motion to have General Counsel Stephens draft a contract to extend Mr. Lopano's contract under the terms listed was approved by three Board Members, with a Nay vote by Commissioner White and Mayor Castor.

Mr. Lopano said that he was part of the community because of the people he has met. He was accepted in the community which made him want to do more for the community. He is appreciative of the nice comments and he loves the Airport.

Chairman Harrod then moved on to Policies or Rules for Consideration or Action. The following item was discussed.

#### Item I1

Update to Policy Manual, Revisions to Policy for Approval: Section 600, Policy P610, Compensation for Authority Employees, presented by Brian Miles.

Section 6(2)(e) of the Authority Enabling Act authorizes the CEO to establish employee positions, duties, and a pay plan. Under Policy P610, compensation for Authority employees consists of salary, fringe benefits, and other considerations approved from time to time by the CEO, subject to annual



budget approval. To attract and retain quality employees, Policy P610 requires the CEO or designee to develop and provide benefits comparable to industry standards, subject to annual budget approval.

To assist with succession planning and leadership continuity, management proposes revising Policy P610 to allow the CEO to enter into an employment agreement with an employee, which agreement may include provisions for salary, fringe benefits and other considerations, for a term not exceeding three years, subject to Board approval.

Costs associated with employment agreements will be absorbed in the O&M budget.

The Chief Executive Officer recommended approval of the revisions to Policy P610, Compensation for Authority Employees.

Upon motion of General Diehl, seconded by Mayor Castor, revisions to Policy P610, Compensation for Authority Employees, were unanimously approved by all Board Members present. No resolution was required.

Chairman Harrod then moved on to Unfinished Business.

The following item was contained in Unfinished Business.

Item J1

Change Order No. 2 to Construction Contract and Ratification of Change Order No. 1 Final, Taxiway G Extension, HCAA Project No. 6640 19, Cobb Site Development, Inc., Peter O. Knight Airport, Resolution No. 2021-02, presented by Jeff Siddle.

On May 2, 2019, the Board awarded Cobb Site Development, Inc. a Contract for the Taxiway G Extension Project at Peter O. Knight Airport. The Project includes extension of an existing asphalt taxiway and demolition of an existing asphalt taxiway connector. The Project also includes associated drainage improvements and installation of airfield lighting and drainage.

In accordance with Policy P410, Procurement, the Chief Executive Officer has previously approved one change order to the Contract as follows:

<u>Change Order</u>	<u>Date</u>	<u>Amount</u>	<u>Description</u>
1 Final	1/23/20	(\$8,364.27)	Resolution of discrepancies between quantities as estimated during design and quantities as constructed in field

The previous change order decreased the Contract amount by \$8,364.27.

Staff recommended execution of Change Order No. 2 in the amount of \$236,493.19, resulting in a new total Contract amount of \$1,627,989.04. The work under Change Order No. 2 will include the construction of a new connector Taxiway G-2, which consists of adding approximately 235 feet of taxiway east of the recently constructed Taxiway G. This work will facilitate the development of the new Sarasota Avionics facility as well as other development planned along the east side of Peter O. Knight Airport. The work will also include a new 25-foot wide asphalt taxiway with associated drainage improvements and installation of airfield lighting.

The DBE goal as a result of this Change Order No. 2 will be revised to 10.7%.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2021-02.

Upon motion of Robert Watkins, seconded by General Diehl, Change Order No. 2 to Construction Contract and Ratification of Change Order No. 1 Final, Taxiway G Extension, HCAA Project No. 6640 19 at Peter O. Knight Airport with Cobb Site Development, Inc. was unanimously approved by all Board Members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2021-02.

This item concluded Unfinished Business. Chairman Harrod proceeded to New Business. The following items were contained in New Business.

#### Item K1

Landscape Maintenance Services Contract, Ameri-Pride Pest Control Services, Inc., d/b/a Prime-Scape Services, Tampa International Airport, Resolution No. 2021-03, presented by Jeff Siddle.

This Landscape Maintenance Services Contract (Contract) provides for landscape bed maintenance, tree trimming and/or right of way mowing at the following seven (7) Tampa International Airport locations: 1) Cargo Road, 2) Hoover Blvd., 3) Spruce/O'Brien Streets, 4) North Employee Parking Lot, 5) U.S. Customs Area, 6) Roadside and Parking Lot on Jim Walter Blvd., and 7) North and East Perimeter of Economy Parking Garage and East Perimeter of Rental Car Center.

A low bid solicitation for Landscape Maintenance Services was advertised on November 4, 2020.

On December 16, 2020 bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Ameri-Pride Pest Control Services Inc., d/b/a Prime-Scape Services	\$132,608.00
T.C.C. Enterprise Inc	\$147,600.00
Premier Lawn Maintenance, LLC	\$160,045.08
J Fletcher Enterprises Inc., d/b/a Trimac Outdoor	\$165,584.00
Juniper Landscaping of Florida, LLC	\$170,269.44
SR Landscaping, LLC, d/b/a Sunrise Landscape	\$177,689.04
Russell Landscape Florida, LLC	\$181,742.08
Greenturf Services, Inc.	\$235,300.00
Mainscape, Inc.	\$246,347.08

There was no W/MBE expectancy for the Contract.

The lowest responsive and responsible bidder is Ameri-Pride Pest Control Services Inc., d/b/a Prime-Scape Services.

The term of the Contract is April 2, 2021 through April 1, 2022, with two, one-year renewal options at the discretion of the Chief Executive Officer. The Contract amount for the first year is \$132,608.00. An annual increase or decrease based on a Consumer Price Index for labor and materials is incorporated into the Contract beginning with the first renewal option.

This item also authorizes the Chief Executive Officer or designee to approve up to \$10,000 of Extra Work over the term of the Contract, including the renewal options.

The Authority may cancel the Contract immediately and without notice for cause, and may terminate without cause at any time upon 30 days written notice.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2021-03.

Upon motion of Robert Watkins, seconded by General Diehl, Landscape Maintenance Services Contract at Tampa International Airport with Ameri-Pride Pest Control Services, Inc., d/b/a Prime-Scape Services was unanimously approved by all Board Members present; the Chief Executive Officer or designee was authorized to approve up to \$10,000 of Extra Work over the term of the Contract, including the renewal options; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2021-03.

## Item K2

Purchase Order(s), General Purpose Commercial Information Technology Equipment, Software and Services utilizing GSA Contract No. 47QTCA20D0077 and Ratification of Previous Purchase Order, Qwest Government Service, Inc. dba CenturyLink QGS, Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, presented by Marcus Session.

On May 7, 2020, the Board authorized the issuance of purchase orders for local, long distance, and data services, including Wi-Fi, used by Authority staff and airport tenants participating in the Shared Tenant Services Program at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports to Level 3 Telecom Holdings, LLC utilizing GSA Contract No. GS-35F-0426R for the period of May 7, 2020 through March 17, 2025 in a maximum purchase authorization amount of \$3,000,000. The Shared Tenant Services Program was designed to utilize advanced telecommunications technology enabling the Authority to procure and provide high-level voice and data services at a lower cost.

In mid-November 2020, the Information Technology Services Department received notice that Level 3 Telecom Holdings, LLC dba CenturyLink would be decommissioning a switch around December 1, 2020 and that a new service order would be required by December 1, 2020 in order to guarantee continued voice services at Tampa International Airport and the three general aviation airports.

Local, long distance, and data services, including Wi-Fi, needed at Tampa International Airport and the three general aviation airports are no longer available under GSA Contract No. GS-35F-0426R. Qwest Government Service, Inc. dba CenturyLink QGS, branded as Lumen's, now holds GSA Contract No. 47QTCA20D0077 for these services.

It was determined by the General Counsel & Executive Vice President that an emergency purchase was needed in order to protect the operation of Tampa International Airport and the three general aviation airports. As a result, a Purchase Order was issued on December 8, 2020 to Qwest Government Service, Inc. dba CenturyLink QGS in the amount of \$122,607 for continued services.

In accordance with Authority Policy P410, an emergency purchase may be made for situations threatening the safety of employees or passengers, the operations of the airport, or loss of airport property.

Additionally, 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 advertising.

Authorize the issuance of purchase orders to Qwest Government Service, Inc. dba CenturyLink QGS utilizing GSA Contract No. 47QTCA20D0077 for local, long distance and data services, including Wi-Fi, at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports for the period of

December 1, 2020 through March 11, 2025 in the maximum purchase authorization amount of \$3,000,000.

This item also ratifies the previously issued purchase order on December 8, 2020 to Qwest Government Service, Inc. dba CenturyLink QGS for local, long distance and data services, including Wi-Fi, at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports in the amount of \$122,607.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of purchase orders to Qwest Government Service, Inc. dba CenturyLink QGS; ratify the previously issued purchase order in the amount of \$122,607 to Qwest Government Service, Inc. dba CenturyLink QGS; and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

Upon motion of Robert Watkins, seconded by General Diehl, the issuance of purchase orders to Qwest Government Service, Inc. dba CenturyLink QGS was unanimously approved by all Board Members present; previously issued purchase order in the amount of \$122,607 to Qwest Government Service, Inc. dba CenturyLink QGS was ratified; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents. No resolution was required.

### Item K3

Selection of Firm and Award of Contract, Executive Search Services, ADK Consulting, Inc., Tampa International Airport, Resolution No. 2021-04, presented by Brian Miles.

On September 2, 2020, a Request for Proposals was issued for executive search services. The services include recruitment of director and above candidates within the transit, transportation, legal, financial, accounting, airlines, and airport industries.

On October 9, 2020, six responses were received and evaluated by staff.

In accordance with the Request for Proposals, the four highest ranked firms were short listed and invited to participate in interviews. The following firms did not make the short list ranking: Consultech, Inc. dba ProfyleTracker, LLC and Elite World Staffing and Training.

After interviews were complete, the remaining four firms were ranked as follows in order of technical ranking:

1. ADK Consulting, Inc.
2. ACS Firm, LLC
3. Acara Solutions

4. Wolfcreek Consulting, Inc.

No specific expectancy for W/MBE participation was established.

The term of the Contract for Executive Search Services (Contract) is May 1, 2021 through April 30, 2023, with three discrete, one-year renewal options at the discretion of the Chief Executive Officer. The maximum purchase authorization for the five-year term of the Contract is \$682,620. The Authority may cancel the Contract 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 ranking the firms in the order listed above and award to the top ranked firm.

Upon motion of Commissioner White, seconded by General Diehl, the Contract for Executive Search Services at Tampa International Airport with ADK Consulting, Inc. was unanimously approved by all Board Members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2021-04.

This concluded New Business and Chairman Harrod proceeded to Staff Reports.

Jeff Siddle began reported that SkyCenter One is nearing completion. Final inspections are being performed and a punch list is being issued. Mr. Siddle shared photos of the project. He spoke of the refurbished fountain that was originally located on the blue side arrivals that will now be located in front of SkyCenter One.

Mr. Siddle then reported on Taxiway A with GLF. The taxiway was expected to be open in February but due to some weather delays that was pushed into the first week of March.

The blue side curb expansion and the CUPP projects have met some important milestones. The pedestrian bridge opened on January 11th as well as the new circulation space.

The CUPP edifice is starting to come out of the ground.

Mr. Siddle's final slide was on the budget. The budget of \$543,786 has been trending a little over and about 75% of the contracts are committed to and are performing well.

Chairman Harrod asked what the expected move in date would be for SkyCenter One. Mr. Siddle replied that for the Authority floors it would be Spring of 2022.

This concluded Staff Reports.

Before adjourning the meeting, Mr. Stephens requested an Attorney-Client Closed Session be held at the March 2021 Board Meeting to discuss pending litigation and to seek the Board's direction in terms of settlement and strategy.

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

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Gary W. Harrod, Chairman

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Jane Castor, Secretary

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Harrod, Gary W.		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Board of Directors	
MAILING ADDRESS 5550 W. Executive Drive, Ste. 550		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Tampa	COUNTY Hillsborough	<input type="checkbox"/> CITY	<input type="checkbox"/> COUNTY
DATE ON WHICH VOTE OCCURRED February 4, 2021		NAME OF POLITICAL SUBDIVISION: Hillsborough County Aviation Authority	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)



### APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

### DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Gary W. Harrod, hereby disclose that on February 4, 20 21 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

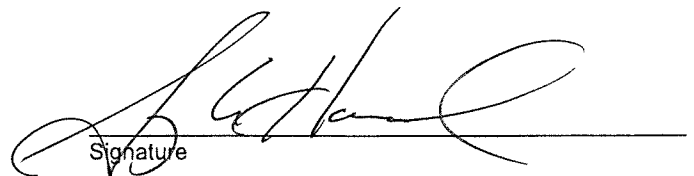
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I abstained from voting on the attached measure in which ER Travel, LLC d/b/a Easirent ("Easirent") is a party. Easirent is a tenant of a commercial property in which I have ownership interest.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

2/5/2021

Date Filed

  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

## **G. APPROVAL OF THE CONSENT AGENDA**

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<b>Subject</b>	<b>3. Use and Permit Agreement for Off-Airport Rental Car Concession, ER Travel, LLC d/b/a Easirent, Tampa International Airport, Resolution No. 2021-07</b>
Meeting	Feb 4, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

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### Background:

ER Travel, LLC d/b/a Easirent (Easirent) is a rental car company based in the United Kingdom which operates rental car locations in Florida including Fort Lauderdale, Jacksonville, Miami, Orlando, and West Palm Beach.

Easirent 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 do not occupy space in the Rental Car Center and operate their off-airport rental car business from locations near the Airport. Easirent will be operating their Tampa location on West Cypress Street.

### Proposal:

This item approves and authorizes an Agreement with Easirent to operate an off-airport rental car concession. The term of the Agreement is February 4, 2021 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, Easirent will pay a privilege fee of nine percent (9%) of Gross Receipts.

Additionally, Easirent will pay a vehicle per-trip fee of \$4.50 for its courtesy shuttle through the Authority's Automated Vehicle Identification system.

Lastly, Easirent will pay the Authority a Transportation Facility Charge (TFC) of \$2.00 per rental transaction day.

The Agreement provides for Easirent to report non-airport business, which is exempt from inclusion in Gross Receipts.

### Funding:

N/A

### Recommendation:

Management recommends adoption of Resolution No. 2021-07.

### Resolution:

**Resolution No. 2021-07 approves and authorizes execution of Use and Permit Agreement for Off-Airport Rental Car Concession at Tampa International Airport with ER Travel, LLC d/b/a Easirent; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.**