

Hillsborough County Aviation Authority
Regular Board Meeting

Thursday, 9:00 a.m.
February 6, 2020

A Regular Board of the Hillsborough County Aviation Authority was convened in the Boardroom, Main Terminal Building, Level 3 at Tampa International Airport, Tampa, Florida, on Thursday, February 6, 2020.

Members present were: Gary Harrod, Robert I. Watkins, General Diehl, Mayor Jane Castor and Commissioner Lesley "Les" Miller, Jr.

Aviation Authority staff members present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Damian Brooke, Chris Minner, John Tiliacos, Al Illustrato, Janet Scherberger, Michael Kamprath, Scott Knight, Ann Davis, Violet Cummins, Teresa Howell, James Tarro, Ed Haines, Laurie Noyes, Marcus Session, Rob Porter, Randy Forister, Paul Ridgeway, Brett Fay, Elita McMillon, Dan Johnson, Jeff Siddle, Beth Zurenko, Danny Glennon, Emily Nipps, Laura Tatem, Tom Thalheimer, Chief Charlie Vazquez, Kate Webb, Barbara Grilli, Michelle Benjamin, Joel Feldman, Jim Roode, and Jon Vaden.

Chairman Harrod welcomed everyone to the February 6, 2020 Regular Board Meeting of the Aviation Authority.

Everyone stood for the Pledge of Allegiance.

Chairman Harrod called the meeting to order. He asked anyone who had any propositions before the Board to see Violet Cummins, Board Services Administrator.

Mr. Lopano informed the Board that at the December Board Meeting, General Counsel Stephens advised of the possibility of holding an Attorney-Client Closed Session at this meeting but that there was no need to hold the Attorney-Client Closed Session at this meeting.

Chairman Harrod then called for a motion to approve the Agenda for the meeting.

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

There were no Public Comments.

Chairman Harrod then asked General Counsel Stephens if there were any abstentions from the December 5, 2019 Board Meeting that needed to be read into the record. General Counsel Stephens

stated there were no abstentions from the December 5, 2019 Board Meeting and he did not anticipate any abstentions at this meeting.

Chairman Harrod then called for a motion to approve the Minutes of the Regular Board Meeting of December 5, 2019. Upon motion of Robert Watkins, seconded by Commissioner Miller, the Minutes of the Regular Board Meeting of December 5, 2019 were unanimously approved by all members present.

Chairman Harrod then called upon Mr. Lopano to present his Management Report.

Chris Minner began with the Management Report the Performance Assessment Report and a 10 year look back. The Authority ended 2019 with 22.5 million passengers which was a 35.5% increase from 2010. There was 10.9% year-over-year growth for the month of December. International passengers more than tripled at Tampa International since 2010. International passengers were up 6.1% in December versus last December. Compared to budget, the passenger budget was down 1.4%. Southwest added non-stop flights to Cincinnati on Saturdays. Delta airlines will add flights to Miami, five times daily, starting March 4th.

The newest public art installation is entitled Hope Prevails by artist Pedro Jermaine. This is a tribute to Rosewood, FL. Lizzie Jenkins, president of the Rosewood Foundation, attended the installation. Her mother and Aunt survived the 1923 event.

In social media, 200,000 people viewed the annual report video summarizing the successes of the Aviation Authority last year. Tampa International Airport has been named the first bike friendly Airport in the United States. The banana art story received a lot of press coverage including the New York Post. The All Access Program continues to get press coverage.

This concluded Chris Minner's report and John Tiliacos was up next.

Mr. Tiliacos introduced Chief Rick Salabarría, Tampa Fire Rescue's Airport Divisions Chief as of January 1st.

The Holiday Operation ran from December 18 to January 6th. Passenger traffic was up 5.2% year over year with more than 700,000 departing customers, an all time record for Tampa International. The all time record day was on December 29th with nearly 44,000 passenger enplanements. The baggage system processed nearly 500,000 checked bags during this period. More than 375,000 bags were checked utilizing the remote bag check service which was up 24% year over year. Average TSA wait times for standard screening was less than 6 minutes with TSA pre-check passengers waiting less than 80 seconds.

E-gates have been installed at the entrance to the Airside A shuttle lobby. These gates allow double the passengers through, from 2 lanes to 4. Passengers scan their boarding pass and the gate opens to allow passengers to board the shuttle. Also, there will be 2 self service boarding pass kiosks for

passengers that do not have a boarding pass. Passengers will be able to preprint their boarding pass and make their way to the Airside.

On February 4, 2020, TPA hosted a hiring day. The event attracted nearly 500 applicants, 150 of which were hired on the spot for approximately 200 job openings.

Mr. Tiliacos concluded with a Coronavirus update. There are no known operational impacts at Tampa International Airport at this time.

Damian Brooke was next with an update on the Authority's financial performance for the first fiscal quarter.

Revenue for the first quarter totaled \$69.8 million which beat budget by \$2 million or about 3%. Interest income came in about \$1.9 million higher than budget for the three month period. This variance was due to a line item error that was made for the budget which understated interest income for the year. Rental car revenues totaled just over \$11.3 million for the quarter which was up 2.5% versus budget and up 6.6% year over year.

Cargo revenues beat budget by more than 5% and were up just under 9% year over year. This was primarily due to the increased transactions and pricing strength.

Food and beverage and retail concessions came in at about \$300,000 or 3.6% lower than expected. This was due to the quarterly traffic coming in about 1.4% lower than what was budgeted for the three months.

Operating expenses totaled \$34.8 million for the fourth quarter which beat the first quarter expense budget by \$1.76 million or 4.8%. Two thirds of the savings came, or about \$1.2 million, came in the contracted services category which included the Aircraft Fire Fighting Division, promotional advertising and professional studies.

Personnel cost for the quarter came in at about \$146,000 under budget which was primarily due to lower than expected group insurance rates and lower than expected salary and wage expenses.

Debt service for the quarter came in right on budget about \$13.4 million. The higher than expected revenues and lower expenses resulted in \$355,000 in higher projected revenue sharing which went to the airline partners at the end of the year. After the airline settlement included in the bottom line, \$17.4 million was generated which is \$3.3 million or about 23.4% higher than budget.

From an airline cost perspective, the Authority finished the quarter at \$5.03 per enplaned passenger which was about .12 cents or 2.3% lower than expected.

Chairman Harrod inquired about the timing of the bonds for Phase 3. Mr. Brooke stated there will be a bond issue in October for the fourth quarter of this next year to finish Phase 2. Additionally, Phase 3 bonds will be issued in late 2022.

Commissioner Miller inquired on why insurance costs were lower. Mr. Brooke that it was a combination of rates and claims.

Chairman Harrod commented that there used to be a Finance Committee and there no longer is one. He added that with the size of the Airport, with the revenues generated and with the complexities and competitive nature of the marketplace, he felt that from a governance standpoint it would be good to have a Finance Committee again. Chairman Harrod asked that this be reviewed and brought back to the Board.

General Counsel Stephens agreed to address that.

This concluded Mr. Lopano's Management Report.

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

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

The following items were contained in the Consent Agenda.

CONSENT ITEM G1

Amendment No. 1 to Contract for Special Legal Services, Kaplan, Kirsch & Rockwell LLP, Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2020-10.

On November 5, 2015, the Board approved a Special Legal Services Contract (Contract) with Kaplan, Kirsch & Rockwell LLP for legal services in a total not-to-exceed amount of \$250,000. The initial term of the Contract was November 5, 2015 through November 4, 2018, with one, two-year renewal option at the discretion of the Authority General Counsel or Assistant General Counsel. The one, two-year renewal option has been exercised, revising the end date of the Contract to November 4, 2020. The Authority may cancel the Contract with 30 days advance written notice.

This Amendment No. 1 authorizes an increase of \$200,000 to the Contract for a new total maximum purchase authorization amount of \$450,000. Kaplan, Kirsch & Rockwell LLP will continue to represent the Authority with regard to airport law and related legal matters.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2020-10.

Resolution No. 2020-10 approved and authorized execution of Amendment No. 1 to Contract for Special Legal Services at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports with Kaplan, Kirsch & Rockwell LLP; and authorized the General Counsel or his designee to execute all other ancillary documents.

CONSENT ITEM G2

Ratification of Emergency Purchase, Taxiway C Demolition and Repair, HCAA Project No. 6675 20, Johnson Bros. Corporation, A Southland Company, Tampa International Airport, Resolution No. 2020-05.

On October 29, 2019, the Authority discovered two severely cracked concrete slabs on Taxiway C. The area was subsequently inspected by the Authority's Continuing General Consultant who recommended full depth removal and replacement of the two cracked slabs. Due to the vertical displacement of the cracked concrete, Taxiway C was closed until the repairs were completed.

In accordance with Authority Policy P410, Procurement, emergency purchases may be made for situations threatening the safety of employees or passengers, the operations of the airport, or loss of airport property. Since the pavement condition required taxiway closure and was a potential safety issue to aircraft operations in this area, an emergency procurement was declared and authorized by the Executive Vice President of Operations and Customer Services.

Quotes were received as follows:

<u>Company Name</u>	<u>Quote Amount</u>
* Johnson Bros. Corporation, A Southland Company	\$110,000.00
Kimmins Contracting	\$147,585.00

The Vice President of Procurement proceeded with an emergency purchase and authorized a Purchase Order with Johnson Bros. Corporation, A Southland Company for the Taxiway C Demolition and Repair in the amount of \$110,000 on November 22, 2019. Work commenced on November 25, 2019.

*\$3,806.70 was later added to account for additional repairs discovered after issuance of the Purchase Order.

No W/MBE expectancy participation rate was prescribed.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2020-05.

Resolution No. 2020-05 ratified the emergency purchase for Taxiway C Demolition and Repair, HCAA Project No. 6675 20, at Tampa International Airport with Johnson Bros. Corporation, A Southland Company, in the amount of \$113,806.70; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G3

Artist Services Contract, HCAA Project No. 8230 18, Sheryl Oring, Tampa International Airport, Resolution 2020-04.

The Public Art Program provides a variety of opportunities for the traveling public to experience and engage in artistic excellence. As part of the Master Plan Phase 1 construction program, locations through Tampa International Airport's facilities were identified to accommodate Public Art.

On April 7, 2016, the Board approved an Artist Services Contract with Artist Sheryl Oring (Artist) with a maximum purchase authorization of \$149,975 to design and install "Greetings from Tampa Bay" for Economy Parking Garage Station (Location APM 2).

In September 2017, the Artist submitted a claim that cited "planned work that could not be carried out because of the status of the construction site" during the Artist's site visits in March, July and September 2017. Review of the claim by the Authority prompted a fresh review of the design, which raised safety concerns associated with the Artwork being installed in Location APM2.

In accordance with Policy P410, Procurement, the Chief Executive Officer approved two change Orders to the Contract. These changes included an increase to the Contract sum by \$3,000 for an additional design modification, contemplation of a solution to address safety concerns for Location APM 2, agreement to final settlement of the Artist's claim and removal of the final deliverable (installation of Artwork) from the Contract. Due to the safety concerns associated with the design for Location APM 2, the claim was settled and the Artwork was delivered to the Authority warehouse.

On July 11, 2019, the Authority issued a purchase order for \$10,000 to the Artist to re-imagine the previously created Artwork "Greetings from Tampa Bay" for the new Suite B Walkway location that will be constructed at Tampa International Airport under Phase 2 of the Authority Master Plan. The purpose of this Sole Source Contract is for the Artist to re-design and install "Greetings from Tampa Bay" in the new Suite B Walkway location.

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

A Notice of Intent to Sole Source was advertised on December 4, 2019. No responses were received.

This Artist Services Contract will commence on February 6, 2020. Substantial completion of the Artwork installation is anticipated in December 2020. The maximum purchase authorization amount for this Artist Services Contract is \$112,750.

There was no W/MBE goal for this Artist Services Contract.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2020-04.

Resolution No. 2020-04 approved and authorized award and execution of Artist Services Contract, HCAA Project No. 8230 18 at Tampa International Airport with Sheryl Oring; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G4

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

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

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

Authorize the expenditure of Federal forfeiture funds to be used by the Tampa International Airport Police Department for a maximum purchase authorization of \$19,460.80 for the purchase of police carrier vests.

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 his designee to execute all other ancillary documents.

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

CONSENT ITEM G5

Use and Permit Agreement for Transportation Network Company, Call A Ride, Inc., Tampa International Airport, Resolution No. 2020-08.

On August 3, 2017, the Board approved Use and Permit Agreements for Transportation Network Company (Agreement) for Lyft, Inc., Raiser-DC, LLC, operating as Uber, and Wingz, Inc. The Agreements allowed each Transportation Network Company (TNC) to provide pre-arranged rides via a digital network for the period of August 3, 2017 through September 30, 2019.

On September 5, 2019, the Board approved Amendment No. 1 to the Agreements which extended the term to September 30, 2020 to allow staff to evaluate the optimal use of the additional curbsides under Phase 2 of the Master Plan.

Call A Ride, Inc. (CAR) is a new TNC based in Clearwater Florida, which began operating in the Tampa Bay area in August 2019. CAR desires to obtain an Agreement to operate at Tampa International Airport. CAR's Agreement term will be aligned with the three existing TNCs in order to provide the opportunity to make Agreement and/or operational changes unilaterally.

This item authorizes execution of a Use and Permit Agreement for Transportation Network Company with CAR to provide pre-arranged rides via a digital network for the period of February 6, 2020 through September 30, 2020. The monthly fee will be the greater of 1/12 of the Minimum Annual Privilege Fee of \$2,500 or the number of pick-ups made by CAR drivers each month multiplied by the Board approved \$5.00 per-trip fee.

Management recommended adoption of Resolution No. 2020-08.

Resolution No. 2020-08 authorized award and execution of Use and Permit Agreement for Transportation Network Companies at Tampa International Airport with Call A Ride, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G6

Space Rental Agreement, Transafe Transportation, Inc. d/b/a Premier Airport Transportation, Tampa International Airport, Resolution No. 2020-09.

Transafe Transportation, Inc. d/b/a Premier Airport Transportation (Transafe) has an Airport Shared Ride Services Agreement at Tampa International Airport (Airport) which was approved by the Board on December 5, 2019. Transafe provides an on-demand and pre-arranged shared-ride ground transportation service to customers from and to the Airport. Transafe desires to lease ground transportation counter and office space in the ground transportation areas of the Main Terminal to support its customer service and other operational needs.

This item approves and authorizes a Space Rental Agreement (Agreement) with Transafe to lease 195 square feet of ground transportation counter space in the Blue 1, Blue 2, and Red 2 ground transportation areas of the Main Terminal at the rate of \$42.66 per square foot, and 238 square feet of ground transportation office space in the Blue 1 ground transportation area of the Main Terminal at the rate of \$22.89 per square foot, both which may be adjusted annually.

<u>Description</u>	<u>Sq. Ft.</u>	<u>Annual Rent Per Sq. Ft.</u>	<u>Annual Total Rent</u>
Ground Transportation Office	238	\$22.89	\$5,447.82
Ground Transportation Counters	195	\$42.66	\$8,318.70

The Agreement commences on February 6, 2020 and terminates on January 31, 2022. The Agreement may be renewed at the same terms and conditions for one, one-year period at the discretion of the Chief Executive Officer (CEO). Such renewal will be effective by written letter to Transafe from the CEO, without the need for formal amendment of the Agreement. Either party may terminate the Agreement upon thirty (30) days' written notice. Transafe must provide a security deposit in the amount of \$3,441.66, equal to three months' rent.

Management recommended adoption of Resolution No. 2020-09.

Resolution No. 2020-09 approved and authorized execution of Space Rental Agreement at Tampa International Airport with Transafe Transportation, Inc. d/b/a Premier Airport Transportation; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Chairman Harrod then moved on to Policies or Rules for Consideration or Action. The first item on Policies or Rules for Consideration or Action was the Update to Policy Manual, Revisions to Policy for Approval: Section 300, Policy P301, Public Parking, presented by Laurie Noyes.

ITEM H1

Policy P301, Public Parking, was approved by the Board on December 5, 2002, and establishes the provision and operation of public parking facilities. Policy P301 allows the Board to fix, alter, charge or establish permanent rates, fees and other charges for public parking facilities, and authorizes the Chief Executive Officer (CEO) to implement temporary, not to exceed 180 days, promotional programs for public parking facilities in an effort to increase profitability and trial usage, or to meet temporary parking demand needs for operational reasons.

The new Parking and Revenue Control System (PARCS) and the new online parking booking system will allow the Authority flexibility to implement promotional and seasonal pricing at a rate that will never exceed the Board approved maximum daily public parking rate for Short Term, Long Term, and Economy Parking Garages as well as Valet.

Staff recommends revising Policy P301 as follows in order to align the Authority's parking business with best practices and leverage the online parking booking system and PARCS to provide operational efficiencies, enhanced customer service, and optimize revenue.

- Allow the CEO to implement promotional and seasonal pricing without the limitation of 180 days. Such promotional or seasonal pricing will never exceed Board approved daily public parking rates for the public parking facility or product.
- Authorize the CEO to adjust hourly parking rates or increments of hourly parking rates, not to exceed Board approved daily public parking rates for the public parking facility or product.
- Allow the CEO to implement premium products and pricing, which may include enhanced amenities or services.

The Chief Executive Officer recommended the Board approve the revisions to Policy P301, Public Parking.

Upon motion of Robert Watkins, seconded by General Diehl, revisions to Policy P301, Public Parking were unanimously approved by all members present. No resolution was required.

There were no Committee Reports.

ITEM J1

The first item in Unfinished Business was the Part 1 Contract for Design-Build Services, Airsides A, C and F Restroom Refurbishment and Expansion, HCAA Project No. 8300 20, HCBeck, Ltd. d/b/a The Beck Group, Tampa International Airport, Resolution No. 2020-02, presented by Jeff Siddle.

This Project will refurbish and expand Tampa International Airport's restrooms at Airsides A, C and F. This Project will also include an expansion to the Airside C building to accommodate offices displaced by the expansion.

On August 14, 2019, a Request for Qualifications entitled Airsides A, C and F Restroom Refurbishment and Expansion at Tampa International Airport was issued.

On December 5, 2019, the Board approved negotiations with the number one ranked firm, HCBeck, Ltd. d/b/a The Beck Group.

This item awards the Part 1 Contract for Design-Build Services to HCBeck, Ltd. d/b/a The Beck Group for design of the Project with a maximum purchase authorization of \$2,005,275 for basic services and reimbursable expenses.

This Part 1 Contract for Design-Build Services will commence on February 6, 2020. Substantial completion of the Project is anticipated in January 2023.

A W/MBE goal of at least 11% of the dollar amount earned on the Part 1 Contract for Design-Build Services for the design phase of the Project was prescribed. This Part 1 Contract for Design-Build Services will incorporate a W/MBE participation of at least 35.1% of the dollar amount earned on the design phase of the Project.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2020-02.

Upon motion of Robert Watkins, seconded by General Diehl, Part 1 Contract for Design-Build Services, Airsides A, C and F Restroom Refurbishment and Expansion, HCAA Project No. 8300 20 at Tampa International Airport with HCBeck, Ltd. d/b/a The Beck Group was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary document by adoption of Resolution No. 2020-02.

The Chairman then proceeded to New Business.

ITEM K1

Construction Contract, Short Term Parking Garage – Level 9 Rehabilitation, HCAA Project No. 6590 19, Concrete Protection and Restoration, Inc., Tampa International Airport, Resolution No. 2020-03, presented by Jeff Siddle.

This Project consists of rehabilitation of Level 9 of the Short Term Parking Garage at Tampa International Airport. The entire parking area of Short Term Parking Garage Level 9 will be repaired, waterproofed, and re-striped.

A low bid solicitation was advertised on November 6, 2019.

On December 17, 2019, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Concrete Protection and Restoration, Inc.	\$1,524,064.00
*General Caulking & Coatings Co., Inc.	\$1,699,673.68
Restocon Corporation	\$2,187,889.00
Gutknecht Construction Company	\$2,294,744.00
*Innovative Masonry Restoration LLC	\$2,626,044.00
**Merit Professional Coatings, Inc.	\$3,347,687.03

The lowest responsive and responsible bidder is Concrete Protection and Restoration, Inc.

*General Caulking & Coatings Co., Inc. and Innovative Masonry Restoration LLC were deemed non-responsive for failing to meet the prescribed W/MBE Goal.

**Merit Professional Coatings, Inc. was deemed non-responsive for failing to meet the prescribed W/MBE Goal and failing to include other required documents with their bid.

A W/MBE Goal participation rate of 14% was prescribed and a W/MBE Goal participation rate of at least 14% is incorporated into this Contract.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2020-03.

Upon motion of Robert Watkins, seconded by General Diehl, the Construction Contract for Short Term Parking Garage – Level 9 Rehabilitation, HCAA Project No. 6590 19 at Tampa International Airport with Concrete Protection and Restoration, Inc. in the amount of \$1,524,064.00 was unanimously approved by all members present; rejection of bids received from General Caulking & Coatings Co., Inc., Innovative Masonry Restoration LLC and Merit Professional Coatings, Inc. as non-responsive was approved; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-03.

ITEM K2

Purchase Order(s), Telecommunications Infrastructure Project Services 2 (TIPS 2) utilizing State of Florida Contract No. DMS-18/19-045E, COMCO Communication Installation and Service Company, Inc. (COMCO), Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, presented by Marcus Session.

This purchase authorization will provide the Authority with telecommunications infrastructure project related services on an as needed basis, utilizing State of Florida Contract No. DMS-18/19-045E. Services include but are not limited to:

- Design and installation of structured cabling infrastructure systems;
- Installation of low voltage cabling for telephones, computers, audio, and visual technologies;
- Repairs to cabling systems and telecommunication infrastructure equipment; and
- Moving information technology systems.

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

Authorize the issuance of purchase orders to COMCO Communication Installation and Service Company, Inc. for telecommunications infrastructure project related services utilizing State of Florida Contract No. DMS-18/19-045E for the period of February 6, 2020 through December 2, 2022, with up to three, discrete one-year renewal options at the discretion of the Chief Executive Officer, contingent upon approval of similar renewal options exercised by the State of Florida, in the maximum purchase authorization amount of \$5,000,000, including the renewal options.

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

The Chief Executive Officer recommended the Board authorize the issuance of purchase orders to COMCO Communication Installation and Service Company, Inc., and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

Upon motion of Commissioner Miller, seconded by General Diehl, the issuance of purchase orders to COMCO Communication Installation and Service Company, Inc. were authorized and the Chief Executive Officer or his designee were authorized to execute all other ancillary documents. No resolution was required.

ITEM K3

Selection of Firm and Award of Agreement for Parking Facilities Management Services, ABM Aviation, Inc., Tampa International Airport, Resolution No. 2020-06, presented by Laurie Noyes.

Parking facilities management services include oversight of the parking toll plazas, revenue collection, garage cleaning, valet parking and other parking services to support the \$70 million airport parking business. The parking facilities comprise the Short Term, Long Term and Economy Parking Garages, North Employee Parking Lot and any overflow parking, which generate approximately 3 million transactions per year.

Parking facilities and shuttle service management has been provided by ABM Aviation, Inc. dba ABM Parking Services (ABM) since May 1, 2012. The current contract with ABM expires June 30, 2020.

On August 2, 2019, a Request for Proposals was issued for Parking Facilities Management Services. The scope of work includes providing garage cleaning services, parking revenue collection, vehicle detailing services, and oversight of the parking toll plazas and valet parking. The parking facilities managed include the Short Term Parking Garage, Long Term Parking Garage, Economy Parking Garage, North Employee Parking Lot and any overflow parking.

Four responses were received on October 1, 2019 and three qualified responses were evaluated by staff. The response from LAZ Florida Parking LLC was deemed non-responsive for failing to meet minimum qualifications. The three responsive firms are listed below:

1. ABM Aviation, Inc.
2. SP Plus Corporation
3. Interflight Parking Company LLC

This item authorizes the execution of a Parking Facilities Management Services Agreement (Agreement) with ABM Aviation, Inc. The term of the Agreement is July 1, 2020 to June 30, 2025 with one, two-year renewal option at the discretion of the Chief Executive Officer. The maximum purchase authorization under this Agreement includes a \$2,574,587 Management Fee for the term of the Agreement, including the renewal option. ABM Aviation, Inc. will be paid for approved reimbursable expenses including, but not limited to, staffing costs, uniforms, cost of parking tickets, and cost of credit card process, which are excluded from the Management Fee. The Authority may terminate the Agreement with or without cause by providing thirty (30) days written notice.

An ACDBE goal of at least 18% of the total annual expenditures of goods and services generated under the Agreement was prescribed. An ACDBE goal of 22% is incorporated in the Agreement.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2020-06.

Upon motion of Robert Watkins, seconded by General Diehl, the Parking Facilities Management Services Agreement at Tampa International Airport with ABM Aviation, Inc. was unanimously approved by all members present; the response from LAZ Florida Parking LLC was rejected as non-responsive; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-06.

ITEM K4

Approval of Public Parking Rate Adjustment, Tampa International Airport, Resolution No. 2020-07, presented by Laurie Noyes.

In November 2016, the Board awarded a Parking Revenue Consulting Contract to DAA USA International, Inc., now known as innovAt. innovAt was retained to research, analyze, develop, and recommend opportunities to implement technology and augment existing parking products. Since that time innovAt has extensively studied historical and current parking data, current management and operation of Tampa International Airport (Airport) public parking facilities, the competitive landscape, and parking rate structures.

The study prepared by innovAt established that the Authority's current maximum daily parking rates for the Short Term Parking Garage, Long Term Parking Garage, Economy Parking Garage and Valet are lower than those of most peer airports, but the Airport's products are generally of a higher standard. Since the last parking rate increase in 2015, the Authority has invested \$53 million into the public parking infrastructure and at the same time has seen the public parking environment change with the evolution of technology. Additionally, the commissioning of SkyConnect has significantly increased the customer experience at the Economy Parking Garage.

innovAt recommends the Authority launch an online parking reservation system in conjunction with a parking rate increase. The online parking reservation system would offer customers value-based promotions and upgrades, would allow for operational efficiencies, and would allow the Authority to compete with other parking and ground transportation online technologies.

Based on the need to balance demand of the public parking facilities, capital cost projections, and an analysis of comparable facilities at other similar airports, the following public parking rate adjustments are proposed to be effective April 8, 2020:

<u>Garage</u>	<u>Existing</u>	<u>Proposed</u>
Short Term Parking Garage	Free for first 60 minutes	No Change
Short Term Parking Garage	\$22 maximum per 24 hours	\$24 maximum per 24 hours
Long Term Parking Garage	Free for first 60 minutes	No Change
Long Term Parking Garage	\$18 maximum per 24 hours	\$20 maximum per 24 hours
Economy Parking Garage	\$10 maximum per 24 hours	\$12 maximum per 24 hours
Valet	\$30 maximum per 24 hours	\$32 maximum per 24 hours

Even after the recommended parking rate increase, the Airport's parking rates will remain cost effective, with the Short Term Parking Garage rate remaining one of the lowest rates among peer airports and the Long Term Parking Garage, Economy Parking Garage, and Valet rates matching the median rates among peer airports

Management recommends increasing maximum daily rates at the Short Term Parking Garage, Long Term Parking Garage, Economy Parking Garage, and Valet as set forth above.

Upon motion of Robert Watkins, seconded by General Diehl, the public parking rate adjustments at Tampa International Airport were approved effective April 8, 2020; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-07.

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

Al Illustrato began the Staff Report with an update on the Rental Car Garage demolition. Substantial completion was attained on January 13th. Hensel Phelps is working on the atrium in the SkyCenter area. The new cell phone waiting lot is now completed. The glass is being installed at SkyCenter and work is being done on the interior mechanical, electrical and plumbing.

Work is being done on the extension of the commercial curb by the Rental Car Center.

Cone and Graham is working on the dismantling of the existing bridge by the Post Office and Cell Phone Lot. The Parkway roadway will be expanded and the bridge will be replaced with a wider bridge.

The next element of work of the Master Plan Phase 2 is building the express curbsides on the red and blue sides and the building of the Central Utility Plant. Hensel Phelps is working on completing 100% design drawings.

There are no changes to the current budget at a little over \$543.7 million. There is about \$254.3 in committed costs or 47%, and a little over \$102.1 in costs to date or 19%.

Mr. Illustrato reminded the Board that the Authority had some of the costs came in higher for work on the blue side. Those higher costs have been incorporated in estimating for the red side which is currently being designed. As the work is bid over the course of the next year, the Authority will know the actual costs and come back to the Board with a projection against the total budget. 70% of the construction value for Master Plan Phase 2 is already under contract. When the additional 30% comes back to the Board with the final costs, there will be a recommendation to the Board as to whether there will need to be an adjustment to the budget or any additional contingencies.

This concluded Mr. Illustrato's report.

Mr. Stephens requested an Attorney-Client Closed Session be held at the March 2020 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, the Regular Board meeting adjourned at 9:42 a.m.

Gary W. Harrod, Chairman

Jane Castor, Secretary