

Hillsborough County Aviation Authority  
Regular Board Meeting

Thursday, 9:00 a.m.  
June 1, 2023

A Regular Board Meeting was convened in the Boardroom, Level 4 of SkyCenter ONE, Tampa, Florida, on Thursday, June 1, 2023.

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

Aviation Authority staff members present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Chris Minner, John Tiliacos, Damian Brooke, Veronica Cintron, Scott Knight, Adam Bouchard, Elita McMillon, Jeff Siddle, Silvana Muro, Tom Thalheimer, Matt Bauer, Dan Johnson, Violet Cummins, Rob Porter, Michael Kamprath, Ben Robins, Marcus Session, Laura Tatem, Melissa Solberg, Emily Nipps, Josh Gillin, John Mallory, Gina Dew, Brett Fay, Barbara Grilli, Laurie Noyes, Beau Zimmer, Tony Conza, James Tarro, Jon Vaden, Kelly Figley, Robert Parrish, Carlos Garcia, Jesse Wilson, Aldo Jimenez Valdez, Angelo Mottola, Alex Rivera, Michael Plante, Mark Burns, Shawn Culbreath, Jordan Gottlieb, Nevada Smith and Brandon Taugner.

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

The Pledge of Allegiance was recited.

Chairman Harrod called the Board Meeting to Order.

Mr. Lopano stated that at the May 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 Attorney-Client Closed Session.

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

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

Chairman Harrod then proceeded to Public Comments and asked if anyone would like to address the Board. There was one Public Comment by Neil Cosentino who is Chairman of the Tampa Bay American Institute of Aeronautics and Astronautics. Mr. Consentino spoke on the design and operation considerations for the integration of fleets of regional air mobility aircraft at large hub airports.

Chairman Harrod asked General Counsel Stephens if there were any abstentions from the Regular Board Meeting held on May 4, 2023 that needed to be read into the record. General Counsel Stephens replied that there were no abstentions from the May 4, 2023 Board Meeting and none were anticipated at this meeting.

Chairman Harrod asked if there were any additions or corrections to the Minutes of the Regular Board Meeting held on May 4, 2023.

Upon motion of Mr. Watkins, seconded by Commissioner Cohen, the Minutes of the Regular Board Meeting held on May 4, 2023 were unanimously approved by all Board Members present.

Mr. Lopano's Management Report was next.

Chris Minner began with the Performance Assessment Report.

There were 2.2 million passengers during the month of April. That was up 7% pre-pandemic and up 7.4% versus last year. April was the first time international passengers exceeded pre-pandemic passenger numbers.

Mr. Minner recognized Jon Vaden for completing Leadership Tampa.

In the month of May new inaugural routes included Frontier to Aguadilla, Phoenix, Santo Domingo and Punta Cana. Breeze Airlines also began routes to Portland and Hartford.

The Authority hosted the Foreign Consular Corps Mission which was an "Experience Tampa" event for Foreign Missions and Southeast Consuls General. The Authority also hosted a Tri-County meeting involving three County Commissions: Hillsborough, Pasco and Pinellas Counties.

Mr. Minner gave an Eastside Development update.

Social media included 1,689 new followers during the month of May. In media activity there were 439 stories with 317 million impressions and \$3,949,963 earned media value.

General Counsel Stephens recognized Marcus Session for being a recipient of the HMG Strategy Global Leadership Institute Award.

John Tiliacos presented on the FAA Annual Certification Inspection held on May 24-27 and spoke of the Tampa Bay Safety Summit that would be held June 6, 2023.

Laura Tatem and Tony Conza gave a presentation on the Annual Giving Campaign for United Way Suncoast which raised \$169,964. This represented a 3% increase over the prior year and record level employee participation of 41% across all departments. Jessica Muroff, CEO of United Way Suncoast, thanked the Authority for their contributions.

This concluded Mr. Lopano's Management Report.

The Chairman then moved on to the Consent Agenda.

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

The following item was contained in the Consent Agenda.

Item G1

Ground Lease With Improvements, DeBartolo Aviation, LLC, Tampa International Airport, Resolution No. 20In 2002, the Authority entered into a Land Lease for the Development of Non-Commercial Hangar Facility (Land Lease) with DeBartolo Aviation, LLC (DeBartolo) for the development of a 13,225 square foot non-commercial hangar (Improvements) to provide storage space for aircraft owned or leased by DeBartolo. The initial Term of the Land Lease was for 20 years. Upon termination of the initial Term, title to the Improvements becomes the property of Authority. The initial Term of the Land Lease terminates on June 30, 2023. DeBartolo desires to exercise their Right of First Refusal under the Land Lease and enter into a new lease for the land and Improvements.

Staff recommends approval of a Ground Lease with Improvements (Ground Lease) with DeBartolo for the lease of approximately 1.98 acres of land and the Improvements located at 4200 Tampa Bay Boulevard. The Ground Lease will have a commencement date of July 1, 2023 and will terminate on June 30, 2028. DeBartolo will have one (1) five-year renewal option upon written request to and acceptance by Authority. Either party may terminate the Ground Lease with 180 days' written notice. The first-year Rents under the Ground Lease are \$266,093.30 paid in monthly installments of \$22,174.44 plus applicable taxes. Rents will increase 3% annually thereafter.

Management recommended adoption of Resolution No 2023-47.

Resolution No. 2023-47 approved and authorized execution of Ground Lease With Improvements at Tampa International Airport with DeBartolo Aviation, LLC; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Chairman Harrod proceeded to Policies or Rules for Consideration or Action.

The following items were contained in Policies or Rules for Consideration or Action.

Item H1

Update to Policy Manual, Revisions to Policy for Approval: Section 400, Policy P410, Procurement, presented by Matt Bauer.

Policy P410, Procurement, establishes guidelines for the procurement of construction, improvements, repairs, or work of any nature, as well as equipment, materials, supplies, and services.

Staff recommends revising Policy P410 to include reverse auctions as a competitive selection process. Staff also recommends revising Policy P410 to include “notices” as part of solicitation advertisements to be consistent with recent revisions to the Enabling Act. Finally, staff recommends revising Policy P410 to allow the Authority to award an agreement to the next lowest-priced or next highest-scored respondent if, within one year of award, the awarded respondent is unable to fulfill its obligations under the agreement. Such subsequent award would be subject to Board or CEO approval depending on the applicable procurement threshold.

The Chief Executive Officer recommended approval of the revisions to Policy P410, Procurement.

Upon motion of Commissioner Cohen, seconded by Robert Watkins, revisions to Policy P410, Procurement were unanimously approved by all Board Members present. No resolution was required.

### Item H2

Update to Policy Manual, Revisions to Policy for Approval: Section 500, Policy P512, Procurement Protests, presented by Matt Bauer.

Policy P512, Procurement Protests, establishes a policy for procurement protests.

Staff proposes revising Policy P512, Procurement Protests, as follows:

- Include reverse auctions in the definition of competitive selection process
- Allow protests for minimum qualifications and responsiveness/responsibility determinations

The Chief Executive Officer recommended approval of the revisions to Policy P512, Procurement Protests.

Upon motion of Robert Watkins, seconded by Commissioner Cohen, revisions to Policy P512, Procurement Protests were unanimously approved by all Board Members present. No resolution was required.

### Item H3

Update to Policy Manual, Revisions to Policy for Approval: Section 400, Policy P450, Banking and Investments, presented by Tony Conza.

Policy P450, Banking and Investments, establishes guidelines to assure proper deposit of funds received by the Authority in the conduct of its business and to provide for the establishment and administration of Authority bank accounts and investments.

Staff recommends revising Policy P450 to remove the 35% cap on non-U.S. Treasury investments for the Authority's total investment portfolio. This will allow staff the flexibility to manage the construction cash flow requirements while also providing the opportunity to earn additional interest income. The Authority will continue to diversify its portfolio among the approved investment vehicles to minimize risk.

The Chief Executive Officer recommended approval of the revisions to Policy P450, Banking and Investments.

Upon motion of Robert Watkins, seconded by Mayor Castor, revisions to Policy P450, Banking and Investments were unanimously approved by all Board Members present. No resolution was required.

There were no Committee Reports.

Chairman Harrod proceeded to Unfinished Business.

The following items were contained in Unfinished Business.

#### Item J1

Award of Design Professional Contract, General Aviation Airport Security Improvements, HCAA Project No. 7185 23, Avcon, Inc., Tampa Executive, Peter O. Knight and Plant City Airports, Resolution No. 2023-50, presented by Jeff Siddle.

In 2021, a new access control system was implemented at Tampa Executive Airport (VDF) that included an integration with the existing access control head-end system at Tampa International Airport (TPA). The increased capabilities associated with having an integrated access control security system at VDF will be installed at Peter O. Knight Airport (TPF). Additionally, new security improvements, to include replacement of existing and installation of new CCTV cameras, replacement of existing gates and operators, replacement of fence at the terminal building area, installation of new communications infrastructure and replacement of segments of damaged airfield fence, will be performed at TPF. At VDF, additional security improvements to include the installation of remaining access control system components, replacement of existing and installation of new CCTV cameras, replacement of existing gates and operators, installation of new communications infrastructure and replacement of segments of damaged airfield fence will be performed. At Plant City Airport (PCM), existing gates and operators will be replaced as well as replacement of segments of damaged airfield fence.

On November 9, 2022, a Request for Qualifications entitled General Aviation Airport Security Improvements at Tampa Executive, Peter O. Knight, and Plant City Airports was issued.

On April 6, 2023, the Board approved negotiations with the number one ranked firm, Avcon, Inc.

This Contract for Design Professional Services (Contract) will commence on June 1, 2023 and will remain in effect until one year after final acceptance of the constructed Project. This Contract provides for design professional services, including construction administration services and direct and reimbursable expenses, in the not-to-exceed amount of \$598,866.94.

A DBE Goal of at least 11.2% of the dollar amount earned on the Contract was prescribed. The proposed DBE percentage of 25.6% for the amount earned on the design will meet or exceed the DBE Goal requirements and will be incorporated into the Contract.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2023-50.

Upon motion of Robert Watkins, seconded by Commissioner Cohen, Contract for Design Professional Services, General Aviation Airport Security Improvements, HCAA Project No. 7185 23 at Tampa Executive, Peter O. Knight, and Plant City Airports with Avcon, 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. 2023-50.

Item J2

Increase to Maximum Purchase Authorization Amount and Request to Extend Term, Job Order Contracting Services utilizing Indefinite Quantity Construction Contracts through Sourcewell, Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2023-61, presented by Jeff Siddle.

The Authority has routine miscellaneous small to medium sized maintenance and construction projects with time constraints or limited competition. To provide an additional resource, a Job Order Contracting (JOC) solution utilizing cooperative contracts through Sourcewell has been identified.

In May 2021, the Board authorized use of Indefinite Quantity Construction Contracts through Sourcewell for maintenance and construction projects for amounts greater than \$100,000 for the Term of June 1, 2021 through June 1, 2026 in a maximum purchase authorization amount of \$10,000,000. Below is a list of projects that have been completed or are under construction:

Authority Projects Completed:

TPA Art Program Design Support – “Home”	\$321,935.62
North Air Cargo Rehabilitation Assistance – Temporary Overflow	\$193,944.44
Main Terminal Suite A and C Refurbishment	\$724,351.60
Fire Suppression Tank Rehab	\$196,578.30
TPA Airside C TSA Breakroom Modifications	\$242,149.07
Change Order Nos. 1 and 2 for TPA Art Program Design Support – “Paths Rising”	\$949.24

Authority Projects Under Construction:

TPA Electric Biometric Gate Installation	\$575,714.13
A and C Guideways Running Surface Replacement	\$5,562,384.51
Warehouse Mezzanine	\$484,707.96
FAA Parking Lot Canopies	\$899,992.64
Rental Car Center Exterior Wall Repairs	\$186,536.42

The remaining authorization balance based on the above-listed items is \$610,756.07.

Staff requests the Board increase the previously approved maximum purchase authorization amount for maintenance and construction projects for amounts greater than \$100,000 utilizing the Indefinite Quantity Construction Contracts through Sourcewell by \$10,000,000, for a new maximum purchase authorization amount of \$20,000,000. Staff also requests the Board extend the Term for use of such Indefinite Quantity Construction Contracts through Sourcewell from June 1, 2026 to June 1, 2028.

Any Authority contracts resulting from this authorization that individually exceed \$1,500,000 will be brought to the Board for approval.

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

Management recommended adoption of Resolution No. 2023-61.

Upon motion of Robert Watkins, seconded by General Diehl, an increase to the maximum purchase authorization amount for Indefinite Quantity Construction Contracts through Sourcewell from \$10,000,000 to \$20,000,000 was unanimously approved by all Board Members present; the Term for use of Indefinite Quantity Construction Contracts through Sourcewell was extended from June 1, 2026 to June 1, 2028; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2023-61.

Chairman Harrod then proceeded to New Business.

The following items were contained in New Business.

Item K1

Construction Contract, Replace Airfield Perimeter Fence, HCAA Project No. 6800 22, Fence Builders of NC, Inc., Tampa International Airport, Resolution No. 2023-51, presented by Jeff Siddle.

The purpose of this Project is to replace approximately 14 miles of the existing airfield perimeter fence with a minimum 8' tall chain-link fence, 1' of 3-strand barbed wire, and buried wildlife deterrent fence skirting. This Project also includes the replacement of all existing gates along the airfield perimeter with a minimum 8' tall chain link gate. New fence and gates will also be installed along Fish Creek near Runway 1L. The Project also includes the replacement of the access control equipment for perimeter gates on the Authority system and the installation of one new automatic gate. A low bid solicitation was posted on February 21, 2023.

On April 19, 2023, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Fence Builders of NC, Inc.	\$9,730,478.00
Johnson-Laux Construction, LLC*	\$14,139,578.15
Manhattan Construction Company	\$15,494,899.80
The Middlesex Corporation	\$16,759,440.00

\*Johnson-Laux Construction, LLC was deemed non-responsive for failing to meet the prescribed DBE Goal.

The lowest responsive and responsible Bidder is Fence Builders of NC, Inc.

A DBE Goal participation rate of 6.8% was prescribed and a DBE Goal participation rate of at least 7.6% is incorporated into this Contract.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2023-51.

Upon motion of Robert Watkins, seconded by General Diehl, Construction Contract for Replace Airfield Perimeter Fence at Tampa International Airport with Fence Builders of NC, Inc. in the amount of \$9,730,478.00 was unanimously approved by all Board Members present; rejection of Bid received from Johnson-Laux Construction, LLC as non-responsive was approved; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption Resolution No. 2023-51.

#### Item K2

Construction Contract, Airside C and Air Cargo Trash Compactor Area Rehabilitation, HCAA Project No. 7160 23, All Phase General Contractors, Inc., Tampa International Airport, Resolution No. 2023-52, presented by Jeff Siddle.

The purpose of this Project is to rehabilitate the pavement and related infrastructure of the trash compactor areas located at Airside C and the Air Cargo Facility. These two areas are critical components to the overall operation of the respective facilities, and both need comprehensive rehabilitation to return them to acceptable levels of operating conditions. This Project includes, but is not limited to, the removal and replacement of concrete pavement in the interior and exterior area of the trash compactor areas, concrete joint and spall repairs, installation of wider and longer steel running plates, maintaining positive surface drainage flow patterns, general cleaning, painting, and steam cleaning of the sanitary sewer piping with the pumping of the grease interceptors, and related infrastructure rehabilitation. A low bid solicitation was posted on March 20, 2023.

On May 2, 2023, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Adam Boyd Bobcat Services, Inc.*	\$382,768.32
All Phase General Contractors, Inc.	\$616,626.95

\*Adam Boyd Bobcat Services, Inc. was deemed non-responsive for failing to provide the required Bid Bond or Cashier's Check.

The lowest responsive and responsible Bidder is All Phase General Contractors, Inc.



A W/MBE Goal participation rate of 3% was prescribed and a W/MBE Goal participation rate of at least 33.29% is incorporated into this Contract.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2023-52.

Upon motion of Robert Watkins, seconded by General Diehl, Construction Contract for Airside C and Air Cargo Trash Compactor Area Rehabilitation at Tampa International Airport with All Phase General Contractors, Inc. in the amount of \$616,626.95 was unanimously approved by all Board Members present; rejection of Bid received from Adam Boyd Bobcat Services, 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. 2023-52.

Item K3

Construction Contract, North Remain Overnight (RON) Parking Apron, HCAA Project No. 8330 20, Superior Construction Company Southeast, LLC, Tampa International Airport, Resolution No. 2023-53, presented by Jeff Siddle.

The purpose of this Project is to construct pavements for the North Remain Overnight (RON) Apron North of Taxiway A at Taxiway B1 to accommodate nine commercial aircraft. Vehicle service road relocations, high mast lighting, taxiway edge lighting, pavement markings, and signage are also included in the Project. A low bid solicitation was posted on March 21, 2023.

On May 2, 2023, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Superior Construction Company Southeast, LLC	\$22,318,511.50
*SEMA Construction, Inc.	\$23,060,000.00
The Middlesex Corporation	\$23,225,997.50
Independence Excavating, Inc.	\$24,158,975.00

\*SEMA Construction, Inc. was deemed non-responsive for failing to meet the prescribed DBE Goal.

The lowest responsive and responsible Bidder is Superior Construction Company Southeast, LLC.

A DBE Goal participation rate of 6.5% was prescribed and a DBE Goal participation rate of at least 7.2% is incorporated into this Contract.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2023-53.

Upon motion of Robert Watkins, seconded by Commissioner Cohen, Construction Contract for North Remain Overnight (RON) Parking Apron at Tampa International Airport with Superior Construction Company Southeast, LLC in the amount of \$22,318,511.50 was unanimously approved by all Board Members present; rejection of Bid received from SEMA Construction, 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. 2023-53.

Item K4

Qualifications of Firms and Issuance of Purchase Orders for Building Repair Services, Acousti Engineering Company of Florida, Ava Takla Investment, Inc. dba Royal Construction and Real Estate Investment, Tampa International Airport, presented by Ben Robins.

The Authority is seeking building repair services on an as-needed basis. These services may incorporate multiple variations of repairs depending on the need of the Authority, including exterior panel ceilings, soffit repair, interior ceiling panels, stucco and cladding repair, and glass panel repair and replacement.

On March 21, 2023, a Pre-Qualification Solicitation was issued for Building Repair Services. Respondents that met qualifications will be included on the Qualified Company List and will competitively quote building repair services for the Authority as needed.

On April 20, 2023, two (2) responses were received and evaluated by staff. The following firms were determined to meet the qualifications and are recommended for inclusion on the Qualified Company List:

Category 1, Exterior Panel Ceilings:

Acousti Engineering Company of Florida

Ava Takla Investment, Inc. dba Royal Construction and Real Estate Investment

Category 2, Soffit Repair:

Acousti Engineering Company of Florida

Ava Takla Investment, Inc. dba Royal Construction and Real Estate Investment

Category 3, Interior Ceiling Panels:

Acousti Engineering Company of Florida

Ava Takla Investment, Inc. dba Royal Construction and Real Estate Investment

Category 4, Stucco and Cladding Repair:

Acousti Engineering Company of Florida

Ava Takla Investment, Inc. dba Royal Construction and Real Estate Investment

Category 5, Glass Panel Repair and Replacement:

Acousti Engineering Company of Florida

Ava Takla Investment, Inc. dba Royal Construction and Real Estate Investment

No specific expectancy for W/MBE participation was established.

The Term of Qualification is June 1, 2023 through May 31, 2028. The maximum purchase authorization amount of the Purchase Orders is \$375,000. The Authority may end the Term of Qualification and terminate the entire Qualified Company List 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 to Acousti Engineering Company of Florida and Ava Takla Investment, Inc. dba Royal Construction and Real Estate Investment and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

Upon motion of Robert Watkins, seconded by General Diehl, the issuance of Purchase Orders to Acousti Engineering Company of Florida and Ava Takla Investment, Inc. dba Royal Construction and Real Estate Investment was unanimously approved by all Board Members present; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents. No resolution was required.

Item K5

Supplemental Contract, Information Technology Security Consulting Services utilizing GSA Contract No. GS-35F-508CA, GuidePoint Security, LLC, Tampa International Airport, Resolution No. 2023-57; Supplemental Contract, Information Technology Security Consulting Services utilizing GSA Contract No. GS-21F-049BA, J&B Hartigan, Inc., Tampa International Airport, Resolution No. 2023-58; Supplemental Contract, Information Technology Security Consulting Services utilizing GSA Contract No. GS-35F-0521U, Optiv Federal Inc., Tampa International Airport, Resolution No. 2023-59, presented by Marcus Session.

The Information Technology Services Department is in need of consulting services on an as-needed basis to support the Authority's cyber security needs. Services will include, but will not be limited to, wi-fi assessments, penetration tests, active directory assessments, insider threat assessments, cloud security assessments, phishing tests, web application vulnerability assessments, other vulnerability assessments, and security tool maturity assessments and training. Supplemental Contracts will provide for the inclusion of statutorily required and other Authority required language.

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 execution of Supplemental Contracts for information technology security consulting services with GuidePoint Security, LLC utilizing GSA Contract No. GS-35F-508CA for the Term of June 1, 2023 through September 28, 2025 with one, three-year renewal option, with J&B Hartigan, Inc. utilizing GSA Contract No. GS-21F-049BA for the Term of June 1, 2023 through January 31, 2024 with one, four-year renewal option, and with Optiv Federal Inc. utilizing GSA Contract No. GS-35F-0521U for the Term of June 1, 2023 through July 29, 2028. Renewal options for each Supplemental Contract will be approved at the discretion of the Chief Executive Officer, contingent upon renewal between GSA and the respective companies. The total aggregate maximum purchase authorization amount is \$1,000,000.

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

Management recommended adoption of Resolution Nos. 2023-57, 2023-58 and 2023-59.

Upon motion of Robert Watkins, seconded by Commissioner Cohen, Supplemental Contract at Tampa International Airport with GuidePoint Security, LLC 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. 2023-57.

Upon motion of Robert Watkins, seconded by Commissioner Cohen, Supplemental Contract at Tampa International Airport with J&B Hartigan, 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. 2023-58.

Upon motion of Robert Watkins, seconded by Commissioner Cohen, Supplemental Contract at Tampa International Airport with Optiv Federal 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. 2023-59.

#### Item K6

Supplemental Contract and Issuance of Purchase Orders, Integrated Risk Management Solution, HCAA Project No. 7165 23, Vertosoft LLC, utilizing TIPS Contract No. 220105, Tampa International Airport, Resolution No. 2023-60, presented by Laura Tatem.

The Authority is in need of an integrated risk management solution to facilitate data-driven decisions, increase transparency, and integrate all Authority governance, risk, and compliance data into one enterprise-wide central repository. Currently, the Authority's risk management processes vary by department. Risks are logged using various software applications to identify and monitor risks, but the applications are not integrated or provide visibility at an enterprise level. Implementing an enterprise-level integrated risk management solution will allow the Authority to align processes and actions with the Authority's business goals, ensuring all activities meet legal and regulatory requirements and bring visibility to the complete risk landscape by identifying and addressing organizational risks and opportunities.

Vertosoft LLC, a reseller under TIPS Contract No. 220105, will provide Diligent Corporation's (Diligent) integrated risk management solution to centralize data collection. The solution will increase team capacity with matrices in a centralized location to reduce duplication of activities, standardized templates and workflows, usable risk and control matrices, and one-click reports.

In addition to the resale of the Diligent solution, Vertosoft LLC is an authorized distributor of over 30 information technology manufacturers including BoardDocs, a meeting management software that allows the Authority to create and manage Board meeting packets. These technology manufacturers are available through TIPS Contract No. 220105. 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 execution of a Supplemental Contract with and issuance of Purchase Orders to Vertosoft LLC for Diligent's integrated risk management solution to include services, software subscription, and support utilizing TIPS Contract No. 220105 for the period of June 1, 2023 through May 31, 2027 with one, one year renewal option at the discretion of the Chief Executive Officer, contingent upon renewal between TIPS and Vertosoft LLC, in the maximum purchase authorization amount of \$1,850,000.

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 Capital and O&M Budgets.

Management recommended adoption of Resolution No. 2023-60.

Upon motion of Robert Watkins, seconded by General Diehl, Supplemental Contract with and issuance of Purchase Orders to Vertosoft LLC 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. 2023-60.

This concluded New Business.

Jeff Siddle gave a Master Plan update.

The work on the Administrative Building is now complete. There will be 180 parking spaces in Short Term Parking Garage that will become operational again. The columns have been strengthened by adding a 12 inch concrete wrap around them. Red Side express curb foundation work continues. Extensive work is being done in the a Arcade leading up to the Marriott in preparation for the Airside D Shuttle.

Construction on the Red Express Arrivals exit bridge will require closure to the exit lane. Traffic will be detoured to a bypass lane. This work will continue for 4 weeks.

The Board approved a budget of a little under \$583.4 million and work continues at a good pace.

This concluded Staff Reports.

Mr. Lopano called for a short break. After the break, Pete Ricondo from Ricondo and Associates then gave a presentation on the Master Plan Update.

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

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

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Gary Harrod, Chairman

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Jane Castor, Secretary