

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

Thursday, 9:00 a.m.  
June 3, 2021

A Regular Board Meeting and Board of Adjustment Public Hearing was convened in the Boardroom, Main Terminal Building, Level 3 at Tampa International Airport, Tampa, Florida, on Thursday, June 3, 2021.

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

Aviation Authority staff members present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Damian Brooke, Chris Minner, John Tiliacos, Veronica Cintron, Adam Bouchard, Violet Cummins, Gina Evans, Brett Fay, Randy Forister, Teresa Howell, Thomas Johnson, Michael Kamprath, Scott Knight, Tony Mantegna, Brian Miles, Elita McMillon, Laurie Noyes, Rob Porter, Paul Ridgeway, Marcus Session, Jeff Siddle, Laura Tatem, Chief Charlie Vazquez, Barbara Grilli, Tony Conza, Brandon Taugner, and Linda Collins.

Chairman Harrod welcomed everyone to the June 3, 2021 Regular Board Meeting and Board of Adjustment Public Hearing of the Aviation Authority. He read into the record that Commissioner White would not be in attendance due to an unavoidable conflict. He also announced Mayor Castor would also not be in attendance.

General Counsel Stephens announced that pursuant to TSA Security Directive 1542-21-01, which went into effect on February 1, 2021, all participants within the Main Terminal are required to wear masks at all time during the meeting.

The Pledge of Allegiance was recited.

Chairman Harrod then called the Board of Adjustment Public Hearing to Order.

Michael Kamprath discussed the rules for the Public Hearing of the Aviation Authority Board of Adjustment. There was one Petition for Variance and the Public Hearing was duly noticed by newspaper advertisement on May 12, 2021. No comments from the public were received. This was a hybrid hearing as the Petitioner appeared via zoom.

Chairman Harrod swore in Tony Mantegna and Petitioners, Rick Coles of Capitol Airspace Group, Michael Hammon and Najib Wahab of The Related Group who all appeared electronically.

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

## Item C1

Airport Study No. 2020-174, The Related Group, requesting a variance to construct a 27 story building with 86 condo units, with a maximum height of 355' AMSL, located at 3105 Bay Oak Ct., Tampa, FL, Resolution No. 2021-65, presented by Tony Mantegna.

The Related Group (Petitioner) is seeking to construct a 27 story building with 86 condo units, with a maximum height of 355' AMSL, located at 3105 Bay Oak Ct., Tampa, FL. The nearest airport is Peter O. Knight Airport. Notice of this hearing before the Board of Adjustment was provided on May 12, 2021.

Petitioner is requesting a variance to construct a residential 27 story building with 86 condo units.

The Petition was presented to the Airport Hearing Officer on April 14, 2021 and, based on testimony and evidence presented, the Hearing Officer found that approval of the variance, with required conditions, would have no effect on existing FAA restrictions, would not cause additional impacts or loss of utility to Peter O. Knight Airport, would not be contrary to the public interest, would do substantial justice, and was in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

The FAA's aeronautical study found that Petitioner's request would not be a hazard to air navigation provided certain conditions are met. Additionally, the FDOT did not identify any concerns with the request.

The Airport Hearing Officer recommends that the Board of Adjustment approve the variance to Airport Zoning Regulations requested by Petitioner with the following conditions: (1) Mark/Light the proposed structure in accordance with FAA Advisory Circular 70/7460-1M, Obstruction Marking and Lighting, red lights – Chapters 4, 5(Red), and 15; (2) E-file FAA Form 7460-2, Notice of Actual Construction or Alternation, if the project is abandoned or within five (5) days after the construction reaches its great height; (3) Obtain a temporary permit from the Authority for any use of construction equipment exceeding 355' AMSL; (4) Notify the Authority at least 3 business days prior to start of construction; (5) Mitigate any glint/glare issues identified by the Authority to the satisfaction of the Authority to avoid adverse impacts to aviation; and (6) Follow all conditions specified in the FAA Determinations.

The variance will be valid until the FAA Determination of No Hazard to Air Navigation expires August 10, 2022, but if the FAA Determination of No Hazard is extended by the FAA for no more than 18 months, the variance will also be extended one time, without further action of the Board of Adjustment, provided that no changes in the proposed structure have occurred.

The Board of Adjustment may render its decision based on the findings and recommendations of the Hearing Officer. However, the Board of Adjustment may, but is not required to, review the record of the Hearing Officer's public hearing.

Robert Watkins raised some questions regarding glint and glare issues and inquired about the remedy if there were such glare issues associated with this structure. He also asked if the structure would have any obstruction to Peter O. Knight and Tampa International Airport. Mr. Mategna assured Mr. Watkins there was no obstruction.

Mr. Hammond, on behalf of Petitioner, responded that there were 2 structures along Bayshore that were close in proximity and were similar in height.

Upon motion of Robert Watkins, seconded by General Diehl, Airport Study No. 2020-174, The Related Group, requesting a variance to construct a 27 story building with 86 condo units, with a maximum height of 355' AMSL, located at 3105 Bay Oak Ct., Tampa, FL was unanimously approved by all Board Members present; and the Airport Zoning Director or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2021-65.

Chairman Harrod closed the Board of Adjustment Public Hearing and called the Regular Board Meeting to Order.

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

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

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

There were no Public Comments.

Chairman Harrod asked if there were any abstentions from the Regular Board Meeting held on May 6, 2021 that needed to be read into the record.

General Counsel Stephens announced that there were no abstentions from the May 6, 2021 Board Meeting. He did anticipate that General Diehl would need to abstain on Item I10 on the Consent Agenda relating to the Revolving Credit Facility with Truist and STI Institutional And Government, Inc., Resolution No. 2021-70.

Chairman Harrod asked if there were any additions or corrections to the Minutes of the Regular Board Meeting held on May 6, 2021.

Upon motion of Robert Watkins, seconded by General Diehl, the Minutes of the Regular Board Meeting held on May 6, 2021 were unanimously approved by all Board Members present.

Mr. Lopano's Management Report was next.

Chris Minner began the Management Report with the Performance Assessment Report.

Domestic passenger traffic for the month of April was down 24.3% from the same time last year. International traffic was down 96% for the month of April versus last year.

A new airline, Breeze, began operating to both Charleston and Louisville. They will also be serving the markets of Tulsa, Norfolk, Bentonville, Akron, Canton, Oklahoma City and Huntsville.

The inaugural flight for Breeze from Tampa to Charleston took place on May 27. There were three events associated with this event which included the first graduating class of flight attendants for the company, a press conference in the Main Terminal with their CEO, and an inaugural celebration at the gate. There were more than 20 media outlets and several trade publications that participated in this event.

Copa Airlines will launch on June 4 and British Airways is scheduled to launch on July 5.

Frontier Airlines announced its crew base will now be out of Tampa International Airport. This includes 250 flight attendants and 150 pilots.

There were almost 1,500 new followers on social media for the month of May with \$2.7 million of earned media value.

Chief Charlie Vasquez reported on the February 2020 United States Police K-9 Regional Competition attended by the TIAPD K-9 unit. There was a total of 10 trophies awarded during the course of the competition, including Tracy Dietz and K-9 partner Vika which won the Top Dog Overall Award.

This concluded Mr. Lopano's Management Report.

Chairman Harrod then moved on to the Consent Agenda with all items taken into consideration with the exception of Consent Item I10 which would be voted on separately.

Upon motion of Robert Watkins, seconded by General Diehl, Consent Agenda Items I1 through I9 were unanimously approved by all Board Members present.

Consent Item I10 was discussed separately and was approved by unanimous consent.

The following items were contained in the Consent Agenda.

## Item I1

Operating Agreement for Ground Handlers, Cargo Force, Inc., Tampa International Airport, Resolution No. 2021-58; Operating Agreement for Ground Handlers, F&E Aircraft Maintenance (Miami), LLC, Tampa International Airport, Resolution No. 2021-60; Operating Agreement for Ground Handlers, National Aviation Services, LLC, Tampa International Airport, Resolution No. 2021-61; Operating Agreement for Ground Handlers, Global Aviation Services USA, Inc., Tampa International Airport, Resolution No. 2021-62; Operating Agreement for Ground Handlers, Airport Terminal Services, Inc., Tampa International Airport, Resolution No. 2021-72; Operating Agreement for Ground Handlers, American Sales and Management Organization, LLC, Tampa International Airport, Resolution No. 2021-73; Operating Agreement for Ground Handlers, LGSTX Services, Inc., Tampa International Airport, Resolution No. 2021-74; Operating Agreement for Ground Handlers, Global Aviation Services, GAS, LLC, Tampa International Airport, Resolution No. 2021-75; Operating Agreement for Ground Handlers, ISS Facility Services, Inc., Tampa International Airport, Resolution No. 2021-76; Operating Agreement for Ground Handlers, Triangle Services of Florida, Inc., Tampa International Airport, Resolution No. 2021-77; Operating Agreement for Ground Handlers, Textron Ground Support Equipment Inc., Tampa International Airport, Resolution No. 2021-78.

Ground handling operators providing service at Tampa International Airport (Airport) must have, at a minimum, an Operating Agreement for Ground Handlers prior to commencing operations.

Cargo Force, Inc. (Cargo Force) entered into an Operating Agreement for Ground Handlers with the Authority to provide ground handling services to its customers on August 6, 2020.

F&E Aircraft Maintenance (Miami), LLC (F&E) entered into an Operating Agreement for Ground Handlers with the Authority to provide ground handling services to its customers on June 1, 2017.

National Aviation Services, LLC (NAS) entered into an Operating Agreement for Ground Handlers with the Authority to provide ground handling services to its customers on August 1, 2013.

Global Aviation Services USA, Inc. (Global) entered into an Operating Agreement for Ground Handlers with the Authority to provide ground handling services to its customers on July 1, 2018.

Airport Terminal Services, Inc. (ATS) entered into an Operating Agreement for Ground Handlers with the Authority to provide ground handling services to its customers on April 9, 2020.

American Sales and Management Organization, LLC (Eulen) entered into an Operating Agreement for Ground Handlers with the Authority to provide ground handling services to its customers on October 1, 2010.

LGSTX Services, Inc. (LGSTX) entered into an Operating Agreement for Ground Handlers with the Authority to provide ground handling services to its customers on February 1, 2018.

Global Aviation Services, GAS, LLC (GAS) entered into an Operating Agreement for Ground Handlers with the Authority to provide ground handling services to its customers on April 1, 2017.

ISS Facility Services, Inc. (ISS) entered into an Operating Agreement for Ground Handlers with the Authority to provide ground handling services to its customers on March 1, 2018.

Triangle Services of Florida, Inc. (Triangle) entered into an Operating Agreement for Ground Handlers with the Authority to provide ground handling services to its customers on December 1, 2013.

Textron Ground Support Equipment Inc. (Textron) entered into an Operating Agreement for Ground Handlers with the Authority to provide ground handling services to its customers on June 7, 2018.

The current Operating Agreements for Ground Handlers for Cargo Force, F&E, NAS, Global, ATS, Eulen, LGSTX, GAS, ISS, Triangle and Textron (collectively, Companies) expire on September 30, 2021.

These new Operating Agreements for Ground Handlers (collectively, Agreements) grant the Companies non-exclusive rights to provide ground handling services to air carriers at the Airport for the term of October 1, 2021 through September 30, 2027.

For the privilege of providing services at the Airport, the Companies will pay 5% of gross receipts, paid monthly. Gross receipts include the gross revenues from all sales made and services performed for cash, credit or otherwise, pursuant to the Company's ground handling operations at the Airport. Gross receipts exclude the retail value of fuel and oil and the related fuel service fee, costs for materials that are directly passed through to Company's customers, sales and services performed off-Airport to entities located off-Airport, certain catering sales, and ferrying and diverted landings. Either party may terminate the Agreement upon 30 days' written notice.

Management recommended adoption of Resolution Nos. 2021-58, 2021-60, 2021-61, 2021-62, 2021-72, 2021-73, 2021-74, 2021-75, 2021-76, 2021-77 and 2021-78.

Resolution No. 2021-58 approved and authorized execution of Operating Agreement for Ground Handlers at Tampa International Airport with Cargo Force, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-60 approved and authorized execution of Operating Agreement for Ground Handlers at Tampa International Airport with F&E Aircraft Maintenance (Miami), LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-61 approved and authorized execution of Operating Agreement for Ground Handlers at Tampa International Airport with National Aviation Services, LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-62 approved and authorized execution of Operating Agreement for Ground Handlers at Tampa International Airport with Global Aviation Services USA, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-72 approved and authorized execution of Operating Agreement for Ground Handlers at Tampa International Airport with Airport Terminal Services, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-73 approved and authorized execution of Operating Agreement for Ground Handlers at Tampa International Airport with American Sales and Management Organization, LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-74 approved and authorized execution of Operating Agreement for Ground Handlers at Tampa International Airport with LGSTX Services, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-75 approved and authorized execution of Operating Agreement for Ground Handlers at Tampa International Airport with Global Aviation Services, GAS, LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-76 approved and authorized execution of Operating Agreement for Ground Handlers at Tampa International Airport with ISS Facility Services, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-77 approved and authorized execution of Operating Agreement for Ground Handlers at Tampa International Airport with Triangle Services of Florida, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-78 approved and authorized execution of Operating Agreement for Ground Handlers at Tampa International Airport with Textron Ground Support Equipment Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

## Item 12

Space Rental Agreement, Global Aviation Services USA, Inc., Tampa International Airport, Resolution No. 2021-63; Space Rental Agreement, Triangle Services of Florida, Inc., Tampa International Airport, Resolution No. 2021-79.

Global Aviation Services USA, Inc. (Global) leases office space from the Authority through a Space Rental Agreement (SRA) in support of its ground handling operations at Tampa International Airport. Global entered into its current SRA with the Authority on December 6, 2018 and the term expires on September 30, 2021.

Triangle Services of Florida, Inc. (Triangle) leases office space from the Authority through a SRA in support of its ground handling operations at Tampa International Airport. Triangle entered into its current SRA with the Authority on November 7, 2013 and the term expires on September 30, 2021.

These new SRAs have a six year term effective from October 1, 2021 through September 30, 2027.

Utilizing Fiscal Year 2021 rates, these new SRAs lease airside building (ramp operations) space at \$85.54 per square foot. These new SRAs provide for an annual rental rate adjustment.

	<b>Airside Building (Ramp Operations)</b>	<b>Total Annual</b>	<b>Total Monthly</b>
Global	A/S E, 109 SF	\$9,323.86	\$776.99
Triangle	A/S A, 355 SF	\$30,366.70	\$2,530.56

Management recommended adoption of Resolution Nos. 2021-63 and 2021-79.

Resolution No. 2021-63 approved and authorized execution of Space Rental Agreement at Tampa International Airport with Global Aviation Services USA, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-79 approved and authorized execution of Space Rental Agreement at Tampa International Airport with Triangle Services of Florida, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Item I3

Space Rental Agreement (Radio Base Station), Global Aviation Services USA, Inc., Tampa International Airport, Resolution No. 2021-64; Space Rental Agreement (Radio Base Station), Triangle Services of Florida, Inc., Tampa International Airport, Resolution No. 2021-80.

Global Aviation Services USA, Inc. (Global) operates at Tampa International Airport under an Operating Agreement for Ground Handlers. In support of those operations, Global desires to lease space in the Penthouse of the Yeager Elevator Core in the Main Terminal at Tampa International Airport for a radio base station unit and associated antenna (Radio Base Station).

Triangle Services of Florida, Inc. (Triangle) operates at Tampa International Airport under an Operating Agreement for Ground Handlers. In support of those operations, Triangle desires to lease space in the Penthouse of the Yeager Elevator Core in the Main Terminal at Tampa International Airport for a Radio Base Station and associated antenna.

These new Space Rental Agreements (Radio Base Station) (Agreements) have a six year term effective from October 1, 2021 through September 30, 2027.



Utilizing Fiscal Year 2021 rates, these new Agreements lease space in the Penthouse of the Yeager Elevator Core in the Main Terminal at Tampa International Airport. These Agreements provide for an annual rental rate adjustment.

	<b>Yeager Elevator Penthouse</b>	<b>Total Annual</b>	<b>Total Monthly</b>
Global	1 Radio Base Station	\$1,200.00	\$100.00
Triangle	1 Radio Base Station	\$1,200.00	\$100.00

Management recommended adoption of Resolution Nos. 2021-64 and 2021-80.

Resolution No. 2021-64 approved and authorized execution of Space Rental Agreement (Radio Base Station) at Tampa International Airport with Global Aviation Services USA, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-80 approved and authorized execution of Space Rental Agreement (Radio Base Station) at Tampa International Airport with Triangle Services of Florida, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Item 14

Supplemental Contract, Cloud Solution utilizing NASPO Contract AR3088, AskReply, Inc. dba B2Gnow, Tampa International, Tampa Executive, Peter O. Knight, and Plant City Airports, Resolution No. 2021-52.

In July 2018, the Business Diversity Department purchased public sector diversity compliance monitoring software from AskReply, Inc. dba B2Gnow under the Vice President of Procurement’s authorization. The implementation of the software included the Concessions module that allows airports to track concessions and Airport Concessions Disadvantaged Business Enterprise (ACDBE) retail, food and beverage, parking, and rental car revenue, gross receipts and expenditures.

In addition, the Certification module supports review of DBE and ACDBE certification applications, helps increase standardization and improves quality of certification applications review process, provides immediate visibility into the status of all pending applications in real-time, and enables tracking of processing times.

The Authority requires continued use and support for the software including, but not limited to, licensing, software maintenance and support, updates, enhancements, and software upgrades.

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.

This item authorizes the execution of a Supplemental Contract to include statutorily required and other contract language and issuance of purchase orders to AskReply, Inc. dba B2Gnow utilizing NASPO Contract AR3088 for the period of June 3, 2021 through June 2, 2026 in a maximum purchase authorization amount of \$230,000.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2021-52.

Resolution No. 2021-52 approved and authorized execution of a Supplemental Contract and issuance of purchase orders to AskReply, Inc. dba B2Gnow; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Item 15

Purchase Order(s), Landscaping Debris Removal, Pete and Ron’s Tree Service, Inc. and Superior Landscaping & Lawn Service, Inc., Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports.

In 2018, the Authority awarded purchase orders to Phoenix Environmental Services Corporation (Phoenix) for landscaping debris removal for a term of five years with one, three year renewal option. In February 2021, the Authority became aware that Phoenix may have ceased operations. On March 9, 2021, after multiple failed attempts to contact Phoenix, the Authority issued a Notice of Termination to Phoenix.

The Authority estimates 4,000 total cubic yards of landscaping debris will require removal on an annual basis for the combined locations of Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports.

On March 19, 2021, an Invitation to Bid (ITB) for Landscaping Debris Removal at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports was issued. The services provided will be performed on an “as needed” basis with no limits on the number of Purchase Orders the Authority may issue. The Authority may make award under the ITB to up to three responsive, responsible bidders, based on lowest total bid amount for the term of award.

On April 27, 2021, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Pete and Ron’s Tree Service, Inc.	\$319,000
Superior Landscaping & Lawn Service, Inc.	\$319,000
Green Mama*	\$599,800

Law & Law Holdings, Inc.	\$2,400,000
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\*Deemed non-responsive for failure to submit the required Bid Response Form.

Pete and Ron’s Tree Service, Inc. and Superior Landscaping & Lawn Service, Inc. submitted identical low bids. Authority Standard Procedure S410.10 states that when identical low bids are received to an ITB, award will be to the bidder that certifies a drug free work place. In the event of a tie after drug free work place certification is considered, award will be to the bid received first. In this case, drug free work place certification was required by the ITB and was received from both Pete and Ron's Tree Service, Inc. and Superior Landscaping & Lawn Service, Inc. The first bid received was from Pete and Ron’s Tree Service, Inc. As such, the lowest responsive and responsible bidder is Pete and Ron’s Tree Service, Inc. and the second lowest responsive and responsible bidder is Superior Landscaping & Lawn Service, Inc.

In situations where Pete and Ron’s Tree Service, Inc. is unavailable or otherwise unable to perform required landscaping debris removal services, the Authority may contact Superior Landscaping & Lawn Service, Inc. and issue a purchase order based on availability and ability to perform the required landscaping debris removal services.

No specific goal for W/MBE participation was established.

This item authorizes the issuance of purchase orders to Pete and Ron's Tree Service, Inc. and Superior Landscaping & Lawn Service, Inc. for landscaping debris removal services at Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports for a maximum purchase authorization of \$319,000. The term of this award is five years.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of purchase orders as needed to Pete and Ron’s Tree Service, Inc. and Superior Landscaping & Lawn Service, Inc. based on the total bid amount of each for the term of the award; rejection of the response received from Green Mama for failure to submit the required Bid Response Form; 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.

Item 16

Maintenance Contract for Baggage Systems Technical Support, Brock Solutions US Systems LLC, Tampa International Airport, Resolution No. 2021-53.

The Authority currently uses proprietary Baggage Handling System (BHS) software developed by Brock Solutions US Systems LLC for the Main Terminal East and West Sides and Airsides A, C, E and F.

On May 2, 2016, the Authority entered into a sole source contract with Brock Solutions, U.S., Inc. to provide proprietary support of the BHS equipment for an annual fixed price of \$18,400.00 with the contract term expiring on July 5, 2021. An Assignment and Assumption contract, executed on August 1, 2019, assigned all rights of the Contract from Brock Solutions, U.S., Inc. to Brock Solutions US Systems LLC.

The BHS is currently being modified for the Main Terminal East and Airsides A and C through the Board-approved Capital Project 5519 14.

On October 14, 2020, a Notice of Intent to Sole Source with Brock Solutions US Systems LLC for the purpose of providing continuing technical support for the BHS software was publicly advertised. No responses were received.

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

Authorize execution of the Maintenance Contract for Baggage Systems Technical Support (Contract) with Brock Solutions US Systems LLC for Main Terminal West Side and Airsides E and F for the term of July 6, 2021 through July 5, 2026, with an annual base price of \$20,000. The Contract includes hourly labor rates for any required extra work beyond the normal scope of the Contract at \$180/hour. This item also authorizes up to \$20,000 of extra work annually under the Contract. The Authority may cancel the Contract following 30 days written notice to Brock Solutions US Systems LLC.

W/MBE participation was not prescribed due to the proprietary nature of this Contract.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2021-53.

Resolution No. 2021-53 approved and authorized execution of Maintenance Contract for Baggage Systems Technical Support at Tampa International Airport with Brock Solutions US Systems LLC; authorized the Chief Executive Officer or his designee to authorize extra work in the amount of up to \$20,000 annually as needed; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

#### Item 17

Authorization to Dispose of Surplus Property, Tampa International Airport.

The following property has been determined to be surplus and serves no useful function or the continued use is uneconomical or inefficient.

Description	QTY	Year Purchased	Asset Tag
Chevrolet Tahoe	6	2006/2009/2012 2013/2013/2015	100337/120166/125332 125331/125333/128150
Ford Explorer	1	2006	100342
Ford F-150	1	2010	122199
Ford F-250	1	2008	107491
John Deere Loader	1	1991	102363
John Deere Tractor	1	2003	106120
John Deere Mowing Deck	1	2011	123498
Tennant Sweeper	1	2005	100338
CEMB Wheel Balancing Machine	1	2007	109974
CEMB Tire Changer Machine	1	2007	109975
Exmark Lazer Z Zero Turn Mower	3	2016	211738/211744/211745
GEM LSV (Low speed vehicle)	3	2011/2013/2015	123323/126299/128153
Utility Trailers	2	-	109961/109962

Designate the above property as surplus and authorize disposal in accordance with Chapter 274, Florida Statutes. Surplus property will be publicly advertised and auctioned at Tampa Machinery Auction, Inc., Bay Area Auction Services, or GovDeals.com, an internet-based auction system.

The Chief Executive Officer recommended the Board designate the above property as surplus and authorize disposal in accordance with Chapter 274, Florida Statutes.

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

Item I8

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 \$20,000.00 for various trainings to include, but not be limited to, Leadership, Response to Resistance (Use of Force), De-escalation and Crisis Intervention training courses.

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.

#### Item I9

Selection of Firm and Award of Term, Winter Holiday Decorations, Greenery Productions Inc., Tampa International Airport.

Since 2017, the Authority has annually rented winter holiday decorations at Tampa International Airport, including placement or installation prior to the Thanksgiving Holiday and removal after New Year's Day, from Rentokil North America, dba Ambius.

On February 10, 2021, a Request for Proposals was issued for Winter Holiday Decorations for Tampa International Airport. The scope of work includes providing rental winter holiday decorations for holidays including, but not limited to, Christmas, Hanukah and Kwanzaa. The decorations will be hung or placed the week prior to the Thanksgiving Holiday and removed immediately following New Year's Day.

On March 10, 2021, four responses were received. Responses from the following firms met the minimum qualification requirements and were evaluated by staff. The following firms are listed in order of technical ranking:

1. Greenery Productions Inc.
2. Rentokil North America Inc. dba Ambius

Nivtop Creations LLC and RJR Paralegal and Administrative Services, LLC were both found non-responsive for failing to meet minimum qualifications.

No specific expectancy for W/MBE participation was established.

This item authorizes award and issuance of purchase orders to Greenery Productions Inc. for winter holiday decorations for an initial term of June 3, 2021 through June 2, 2024, with two discrete, one-year renewal options exercised at the discretion of the Chief Executive Officer, in a maximum purchase authorization of \$255,000, including the renewal options. Based on the past number of winter holiday decorations, the estimated annual expenditure is \$53,000. The award allows for additions and deletions as Tampa International Airport facilities are commissioned or decommissioned over time.

This item is included in the O&M Budget.

The Chief Executive Officer recommended ranking the firms in the order listed above; award to the top ranked firm, Greenery Productions Inc.; rejection of the responses received from Nivtop Creations LLC and RJR Paralegal and Administrative Services, LLC as non-responsive for failing to meet minimum qualifications; and authorization for the Chief Executive office or his designee to execute all other ancillary documents.

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

#### Item I10

Amendment Two to Revolving Credit Facility, Truist and STI Institutional & Government, Inc., Tampa International Airport, Resolution No. 2021-70.

Effective May 11, 2020, the Authority established a revolving credit facility with Truist Bank and STI Institutional & Government, Inc., with a maximum commitment amount of \$100,000,000, pursuant to a Revolving Credit Agreement and related taxable and tax-exempt revolving credit notes. Effective July 1, 2020, the Authority entered into Amendment One to the Agreement to increase the maximum commitment amount to \$200,000,000 through June 30, 2021.

The Authority proposes to amend the Revolving Credit Facility: (i) to extend the \$200,000,000 maximum commitment amount through January 1, 2023, after which the amount will revert to \$100,000,000 (subject to future amendments) and (ii) to reduce the interest rate floor on amounts outstanding above \$100,000,000 in the aggregate by 30 basis points (from 0.96% to 0.66%) on tax-exempt loans and by 37.5 basis points (from 1.21% to 0.835%) on taxable loans.

Truist and STI Institutional & Government, Inc. have agreed in principle to the requested changes. All other terms of the Revolving Credit Facility remain unchanged. The estimated loan modification fee from Truist and STI Institutional & Government, Inc. for amending the Revolving Credit Facility will not exceed \$100,000, and the estimated fee for their counsel will not exceed \$17,500.

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

Management recommended adoption of Resolution No. 2021-70.

Resolution No. 2021-70 authorized supplementing Resolution No. 2020-149, adopted on June 4, 2020, and Resolution No. 2020-40, adopted on May 7, 2020, to approve Amendment Two to Revolving Credit Facility to extend the period during which the maximum commitment amount at anyone time remains at \$200,000,000 and to reduce applicable interest rate floors as provided therein for Revolving Credit Facility at Tampa International Airport with Truist and STI Institutional & Government, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

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

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

#### Item J1

Update to Policy Manual, Revisions to Policy Manual: Section 100, Policy P157, Title VI Compliance, presented by Elita McMillon.

Title VI of the Civil Rights Act of 1964 prohibits discrimination in any program or activity receiving federal financial assistance on the grounds of race, color, or national origin. The Airport and Airway Improvement Act of 1982 added sex and creed to the list of prohibited bases of discrimination in the Federal Aviation Administration's (FAA) grant program. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age in federally-assisted programs. The Civil Rights Restoration Act of 1987 specifies that recipients of federal funds must comply with civil rights laws in all areas, not just in the particular program or activity that received federal funding.

Staff recommended enacting new Policy P157 to ensure compliance with Title VI and related regulations or guidelines. Policy P157 provides that the Authority will not exclude any person from participation, deny the benefits of, or otherwise subject any person to discrimination under any program or activity of the Authority on the grounds of race, creed, color, national origin, sex, or age. The Authority will take the following steps under Policy P157 to ensure the necessary compliance:

1. Designate a Title VI Coordinator to coordinate Title VI compliance.
2. Inform the public of their rights under Title VI.
3. Ensure nondiscrimination in any of its operations, including but not limited to, services provided by employees, contractors, concessionaires, lessees, tenants, or fixed based operators.



4. Ensure applicable procurement documents and contracts include a clause regarding nondiscrimination obligations.

5. Adopt and publish complaint procedures providing for prompt and equitable resolution of grievances arising under Title VI and the reporting of such complaints to FAA.

The Chief Executive Officer recommended approval of Policy P157, Title VI Compliance.

Robert Watkins inquired what was changing with this Policy as these were actions the Authority was already performing. Ms. McMillon stated adopting this Policy would make an affirmative statement by the Board that the Authority does comply with the regulations. She also affirmed the Authority is already doing these things.

Upon motion of Robert Watkins, seconded by General Diehl, Policy P157, Title VI Compliance, was unanimously approved by all Board Members present; no resolution was required.

#### Item J2

Update to Policy Manual, Revisions to Rules and Regulations for Approval: Section 300, R330, Rules and Regulations for Peter O. Knight Airport, Plant City Airport, and Tampa Executive Airport, presented by Brett Fay.

Policy P330, Rules and Regulations, requires the Board to adopt Rules and Regulations, pursuant to legal requirements, governing the use of each of the general aviation airports in its airport system. These Board-adopted Rules and Regulations are set forth in R330, Rules and Regulations for Peter O. Knight Airport, Plant City Airport, and Tampa Executive Airport, which was last revised in March 2017.

Staff recommended revising R330, Rules and Regulations for Peter O. Knight Airport, Plant City Airport, and Tampa Executive Airport, as follows:

- Subsection 1.1, Definitions – Addition of definitions for Self Fueling and Special Use Permit
- Subsection 3.3, Restricted Areas, Movement Areas and Air Operation Areas – Addition of language to clarify restrictions for access to Airport movement areas
- Subsection 3.4, Security – Addition of language enhancing security measures by prohibiting the sharing of access codes/devices and requiring access doors and gates to be secure at all times
- Subsection 6.2, Special Use Permits – Revision to ensure compliance with FAA Grant Assurances

The Chief Executive Officer recommended approval of the revisions to R330, Rules and Regulations for Peter O. Knight Airport, Plant City Airport, and Tampa Executive Airport.

Upon motion of Robert Watkins, seconded by General Diehl, R330, Rules and Regulations for Peter O. Knight Airport, Plant City Airport, and Tampa Executive Airport, was unanimously approved by all Board Members present; no resolution was required.

There were no Committee Reports or Unfinished Business.

Chairman Harrod stated that before moving on to New Business he would like to discuss one item.

Mr. Lopano had previously received a request from Commissioner White regarding some additional information about the Authority's finances. Commissioner White had copied all Board Members on that request. Chairman Harrod thought it would be in everyone's best interest to address those questions at a future Finance Committee Meeting. He asked that Mr. Lopano poll the Finance Committee and Commissioner White for a date that would be acceptable for this meeting.

Mr. Lopano assured Chairman Harrod that he would work on this right away.

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

#### Item M1

Interlocal Agreement, Aircraft Rescue and Fire Fighting (ARFF) Services, City of Tampa, Tampa International Airport, Resolution No. 2021-71, presented by Adam Bouchard.

The Authority has maintained an Interlocal Agreement with the City of Tampa for Aircraft Rescue and Fire Fighting (ARFF) services at Tampa International Airport since 1960. The Authority issued a Termination Letter to the City of Tampa on January 7, 2021 with the intent to negotiate and enter into a new Interlocal Agreement for ARFF services with the City of Tampa. The current fiscal year's budgeted amount for ARFF services is \$5,920,662.

Authority Policy P410 authorizes negotiating a government services contract without the need for a competitive selection process for ARFF Services.

Authorize execution of the Interlocal Agreement for ARFF Services with the City of Tampa for a five-year period beginning July 6, 2021 and continuing through July 5, 2026 with three, five-year renewal options at the discretion of the Chief Executive Officer. The total maximum purchase authorization for the term of the Interlocal Agreement, including the renewal options, is \$150,000,000 based on a projected 3% escalation each year of the Interlocal Agreement.

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

Management recommended adoption of Resolution No. 2021-71.

Upon motion of Robert Watkins, seconded by General Diehl, Interlocal Agreement for Aircraft Rescue and Fire Fighting (ARFF) Services at Tampa International Airport with City of Tampa 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. 2021-71.

### Item M2

Selection of Firm and Award of Contract(s), Air Service Development, Crawford, Murphy & Tilly, Inc. (Category 1 & 2), Avia Solutions, Inc. (Category 1), and InterVISTAS Consulting, Inc. (Category 2), Tampa International Airport, Resolution No. 2021-66, Resolution No. 2021-67, and Resolution No. 2021-68, presented by Chris Minner.

The Authority utilizes services provided under air service development contracts to determine needs and priorities of the region and set both short and long range goals for attaining air service. In addition, the Authority recognizes that the Tampa Bay area must compete for air service with other communities in the United States and throughout the world.

The Authority previously contracted with Ailevon Pacific Aviation Consulting, LLC, AV8 Americas, Inc., and ICF SH&E, Inc. to provide Air Service Development services for Category 1, Air Service Development and Route Incentives, and Category 2, Economic Impact Study. The current term for these Air Service Development contracts ended on March 3, 2021.

On February 3, 2021, a Request for Proposals was issued for Air Service Development to provide services for Category 1, Air Service Development and Route Incentives, and Category 2, Economic Impact Study. The services include developing the Authority's Air Service Development Strategic Plan to attract new and retain current air service, performing periodic analysis of airline industry developments, evaluating the performance of the Authority's existing airline routes, and identifying opportunities for new and/or increased service for current or new airlines. Services also include developing and/or validating comprehensive economic impact assessments of the Authority's contribution to the local, State and national economy, and evaluating the economic impact of individual existing or proposed flights to illustrate the positive economic impact of the Authority's nonstop flights.

On March 25, 2021, six responses for Category 1, Air Service Development and Route Incentives, and five responses for Category 2, Economic Impact Study, were received and evaluated by staff. The following firms are listed in order of technical ranking by category:

### Category 1 – Air Service Development and Route Incentives

1. Crawford, Murphy & Tilly, Inc.
2. Avia Solutions, Inc.
3. ICF SH&E, Inc.
4. InterVISTAS Consulting, Inc.
5. Sky Synergy, LLC
6. Mead and Hunt, Inc.

### Category 2 – Economic Impact Study

1. Crawford, Murphy & Tilly, Inc.
2. InterVISTAS Consulting, Inc.
3. ICF SH&E, Inc.
4. Mead and Hunt, Inc.
5. Flare Americas, LLC

No specific expectancy for W/MBE participation was established.

The initial term of each Contract is June 3, 2021 through June 2, 2024 with one, two-year renewal option at the discretion of the Chief Executive Officer. The maximum purchase authorization for the term of the Contracts, including renewal options, is \$600,000 collectively. The Authority may cancel each 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 two ranked firms for each category.

Upon motion of Robert Watkins, seconded by General Diehl, the Contracts for Air Service Development at Tampa International Airport with Crawford, Murphy & Tilly, Inc. for Category 1 and 2 were 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. 2021-66.

Upon motion of Robert Watkins, seconded by General Diehl, the Contract for Air Service Development at Tampa International Airport with Avia Solutions, Inc. for Category 1 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. 2021-67.

Upon motion of Robert Watkins, seconded by General Diehl, the Contract for Air Service Development at Tampa International Airport with InterVISTAS Consulting, Inc. for Category 2 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. 2021-68.

### Item M3

Hillsborough County Aviation Authority Act Legislative Recodification, Tampa International Airport, Tampa Executive Airport, Peter O. Knight Airport, Plant City Airport, Resolution No. 2021-57, presented by Gina Evans.

Pursuant to Chapter 2012-234, Laws of Florida, as amended by Chapter 2014-250, Laws of Florida, the Hillsborough County Aviation Authority Act (Act) was codified as a compilation of all previous existing legislation relating to the Authority. It was the intent of the Legislature to provide a single, comprehensive special act charter for the Authority, including all then current legislative authority granted to the Authority by its several legislative enactments and any additional authority granted by the Act. The codification also acted as a reviser's bill, deleting provisions which had expired, had served their purpose or had been impliedly, repealed or superseded; replacing incorrect cross-references and citations; correcting grammatical, typographical, and like errors; removing inconsistencies and redundancies; improving clarity and facilitation of correct interpretation; defining frequently used terms; and reflecting standard business practices required for an independent special district such as the Authority to conduct its business. Pursuant to Section 18, Recodification, of the Act, prior to July 1, 2022, and every ten years thereafter, the Hillsborough County Legislative Delegation (Delegation) is required to review the Act for the purpose of determining whether there is a need for recodification. If it is determined that there is such a need, the Delegation may require the Authority to accomplish the recodification and prepare or cause to be prepared such legislation as may be necessary for such purpose.

Authority staff has reviewed the Act and in conjunction with the Delegation recommends recodification of the Act.

Management recommended adoption of Resolution No. 2021-57.

Robert Watkins requested more time to study this item and proposed bringing it back to the Board at later date.

Chairman Harrod asked if there were any objection. With no objections, Chairman Harrod proposed bringing this item to the August 2021 Board Meeting.

#### Item M4

Purchase Orders, Boarding Passes, Bag Tags, and Kiosk Paper, PSIX LLC DBA Paper Systems, Inc. and Ryan Peterson Mang DBA VidTroniX Ticket and Label, LLC, Tampa International Airport, presented by Marcus Session.

On March 5, 2021, a cooperative Invitation to Bid (ITB) for Boarding Passes, Bag Tags, and Kiosk Paper was issued. Cooperative procurements allow two or more entities to combine their requirements to obtain advantages of volume purchasing. The Authority is the contracting agency for the cooperative ITB and the other participating agencies are:

- City of Charlotte – Charlotte Douglas International Airport
- Horry County Department of Airports – Myrtle Beach International Airport
- Lee County Port Authority – Southwest Florida International Airport

The cooperative ITB allows any public entity beyond the participating agencies to utilize the award contingent upon agreement by both the requesting public entity and awarded Respondent(s).

Under the cooperative ITB, the Authority may award to multiple Respondents based on lowest total bid amount per item. The cooperative ITB included a Kiosk Ticket/Receipt Paper utilized by City of Charlotte. Respondents were required to provide samples of their offered items to the Authority and participating agencies no later than April 21, 2021.

On March 31, 2021, bids were publicly opened and read aloud as follows:

#### Company Name

1. PSIX LLC DBA Paper Systems, Inc.\*
2. Ryan Peterson Mang DBA VidTroniX Ticket and Label, LLC
3. Southland Printing Company, Inc.\*\*
4. Stock Keeper, LLC\*\*

\* Samples provided by PSIX LLC DBA Paper Systems, Inc. for Kiosk Paper did not meet required specifications.

\*\* Non-responsive for failure to provide required samples.

The lowest responsive and responsible Respondents per item are as follows:

<u>Item</u>	<u>Company Name</u>	<u>Bid Amount</u>
Boarding Passes	Ryan Peterson Mang DBA VidTroniX Ticket and Label, LLC	\$40,150.00
Bag Tags	Ryan Peterson Mang DBA VidTroniX Ticket and Label, LLC	\$129,810.00
Kiosk Paper	Ryan Peterson Mang DBA VidTroniX Ticket and Label, LLC	\$8,250.00
Kiosk Ticket/Receipt Paper	PSIX LLC DBA Paper Systems, Inc.	\$30,292.50

No specific goal for W/MBE participation was established.

This item awards and authorizes the issuance of purchase orders to Ryan Peterson Mang DBA VidTroniX Ticket and Label, LLC for Boarding Passes, Bag Tags, and Kiosk Paper at Tampa International Airport for a maximum purchase authorization of \$956,100 and awards PSIX LLC DBA Paper Systems, Inc. as the lowest, responsive and responsible Respondent for Kiosk Ticket/Receipt Paper. The term of this award is three years with one, two-year renewal option at the discretion of the Chief Executive Officer.

This item is included in the O&M Budget.

Upon motion of Robert Watkins, seconded by General Diehl, the issuance of purchase orders to Ryan Peterson Mang DBA VidTroniX Ticket and Label, LLC for Boarding Passes, Bag Tags, and Kiosk Paper and; award to PSIX LLC DBA Paper Systems, Inc. as the lowest, responsive and responsible Respondent for Kiosk Ticket/Receipt Paper was unanimously approved by all Board Members present; rejection of the bid received from PSIX LLC DBA Paper Systems, Inc. for Kiosk Paper as non-responsive for failing to submit samples meeting required specifications was approved; rejection of the bids received from Southland Printing Company, Inc. and Stock Keeper, LLC as non-responsive for failing to provide the required samples was approved; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents. No resolution was required.

Item M5

Purchase Order(s), Audio Visual Equipment, Accessories, and Services, utilizing Omnia Partners Region 4 Education Service Center (ESC) Contract No. R201201, AVI-SPL, LLC, Tampa International Airport

The Information Technology Services Department oversees Tampa International Airport’s (Airport) audiovisual infrastructure, such as cameras, LCD flat screens, and SMART interactive boards.

This authorization utilizes Omnia Partners Region 4 ESC Contract No. R201201 to provide for the requirements of audio visual equipment on an as needed basis. Such requirements include, but are not limited to, upgrades to Airport conference rooms, replacement of wall displays, onsite 365 day support for break fix, and audio visual infrastructure related to Authority Master Plan projects.

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.

Staff recommended the issuance of purchase orders to AVI-SPL, LLC for audio visual equipment, accessories, and services, utilizing Omnia Partners Region 4 ESC Contract No. R201201 for the term of June 3, 2021 through March 31, 2024, with two, one-year renewal options at the discretion of the Chief Executive Officer or designee, contingent upon approval of the renewal between AVI-SPL, LLC and Omnia Partners Region 4 ESC, in the maximum purchase authorization of \$5,750,000, including the renewal options.

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

Upon motion of Robert Watkins, seconded by General Diehl, the issuance of purchase orders to AVI-SPL, LLC for audio visual equipment, accessories, and services was unanimously approved by all Board Members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents. No Resolution was required.

#### Item M6

Amendment No. 3 to Master Services Agreement for Third Party Administrative Services, Aetna Life Insurance Company, Tampa International Airport, Resolution No. 2021-55, presented by Brian Miles.

The Authority has self-funded its' employee medical and prescription drug benefits since August 1, 2013 pursuant to Master Services Agreement No. MSA-724379 (Agreement) with Aetna Life Insurance Company (Aetna). The Agreement includes an administrative services flat fee that is paid to Aetna for access to Aetna's network of providers and assistance with claims management and underwriting.

On April 7, 2016, the Board awarded Aetna a Master Services Agreement for Third Party Administrative Services for the plan year of August 1, 2016 through July 31, 2017, with up to four, one-year renewal options exercised at the discretion of the Chief Executive Officer. The Master Services Agreement currently expires on July 31, 2021.

A new solicitation for third party administrative services was released on December 10, 2020; however, the solicitation was subsequently canceled with an intent to reissue at a later date.

It was determined an amendment is needed to extend third party administrative services in order to ensure continuity of medical insurance coverage for Authority personnel.



This item authorizes execution of Amendment No. 3 to Master Services Agreement for Third Party Administrative Services with Aetna, authorizing the plan year of August 1, 2021 through July 31, 2022. Based on the current number of participants the estimated annual administrative fee is \$283,768.

This item is included in the O&M Budget.

Upon motion of Robert Watkins, seconded by General Diehl, execution of Amendment No. 3 to Master Services Agreement for Third Party Administrative Services at Tampa International Airport with Aetna Life Insurance Company 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. 2021-55.

#### Item M7

Extension of Medical Stop Loss Insurance, Aetna Life Insurance Company, Tampa International Airport, presented by Brian Miles.

On June 2, 2016, the Board awarded Aetna Life Insurance Company (Aetna) an agreement for medical stop loss insurance for the plan year of August 1, 2016 through July 31, 2017, with up to four, one-year renewal options exercised at the discretion of the Chief Executive Officer. The current agreement expires on July 31, 2021.

A new solicitation for medical stop loss insurance was issued on December 10, 2020; however, the solicitation was subsequently canceled with an intent to reissue at a later date.

It was determined an extension is required to ensure continuity of medical stop loss insurance services.

This item authorizes the extension of medical stop loss insurance with Aetna for the plan year of August 1, 2021 through July 31, 2022 based on terms and conditions under the current contract with Aetna. Based on the current number of participants, the estimated annual premium rate is \$1,047,816.

This item is included in the O&M Budget.

Upon motion of Robert Watkins, seconded by General Diehl, the extension of the medical stop loss insurance with Aetna Life Insurance Company was unanimously approved by all Board Members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents. No resolution was required.

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

Jeff Siddle started his report with an update on SkyCenter Authority Office Levels 3-5. This project will essentially be done in the November timeframe. There were some supply chain issues that have

been resolved. The Certificate of Occupancy should be issued this month by the City of Tampa and the final SkyCenter One report should be presented to the Board at the August 2021 Board Meeting.

Taxiway A met its substantial completion date on May 21.

Over the next three months work will continue on the roadway expansion project with the widening of all lanes on the parkway and the beginning of asphalt pavement installation.

There is a lot of work being done on the blue side curb expansion and CUP. There are no supply chain issues on this particular contract. The CUP should be completed at the end of next month and the go live date should take place in October.

The \$543 million budget has 81% of committed costs. The final project the Board will see is the red side curb expansion which will be brought to the Board this December. The budget is forecasting a little over \$543 million. Once all of the bids have been received by Hensel Phelps, if additional funding is needed, the request will be presented at the time the contract is awarded.

This concluded Staff Reports.

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

Chairman Harrod reminded the audience that there is no July meeting and the next scheduled Board Meeting would take place on August, 2021.

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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Commissioner Stacy R. White  
Assistant Secretary / Assistant Treasurer

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

LAST NAME—FIRST NAME—MIDDLE NAME <b>DIEHL, ARTHUR F. III</b>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>BOARD OF DIRECTORS</b>	
MAILING ADDRESS <b>4100 GEORGE J BEAN PARKWAY</b>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <b>TAMPA</b>	COUNTY <b>HILLSBOROUGH</b>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <b>JUNE 3, 2021</b>		NAME OF POLITICAL SUBDIVISION: <b>HILLSBOROUGH COUNTY AVIATION AUTHORITY</b>	
		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, ARTHUR F. DIEHL, III, hereby disclose that on JUNE 3, 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 Truist \_\_\_\_\_, 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 abstain from voting on Amendment Two to Revolving Credit Facility, Truist and STI Institutional & Government, Inc., Tampa International Airport, Resolution No. 2021-70 because I am a member of the Community Advisory Board for Truist. Summary of the item is attached.

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.

\_\_\_\_\_  
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.

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

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<b>Subject</b>	<b>10. Amendment Two to Revolving Credit Facility, Truist and STI Institutional &amp; Government, Inc., Tampa International Airport, Resolution No. 2021-70</b>
Meeting	Jun 3, 2021 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action

### Background:

Effective May 11, 2020, the Authority established a revolving credit facility with Truist Bank and STI Institutional & Government, Inc., with a maximum commitment amount of \$100,000,000, pursuant to a Revolving Credit Agreement and related taxable and tax-exempt revolving credit notes. Effective July 1, 2020, the Authority entered into Amendment One to the Agreement to increase the maximum commitment amount to \$200,000,000 through June 30, 2021.

### Proposal:

The Authority proposes to amend the Revolving Credit Facility: (i) to extend the \$200,000,000 maximum commitment amount through January 1, 2023, after which the amount will revert to \$100,000,000 (subject to future amendments) and (ii) to reduce the interest rate floor on amounts outstanding above \$100,000,000 in the aggregate by 30 basis points (from 0.96% to 0.66%) on tax-exempt loans and by 37.5 basis points (from 1.21% to 0.835%) on taxable loans.

Truist and STI Institutional & Government, Inc. have agreed in principle to the requested changes. All other terms of the Revolving Credit Facility remain unchanged. The estimated loan modification fee from Truist and STI Institutional & Government, Inc. for amending the Revolving Credit Facility will not exceed \$100,000, and the estimated fee for their counsel will not exceed \$17,500.

### Funding:

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

### Recommendation:

Management recommends adoption of Resolution No. 2021-70.

### Resolution:

**Resolution No. 2021-70 authorizes supplementing Resolution No. 2020-149, adopted on June 4, 2020, and Resolution No. 2020-40, adopted on May 7, 2020, to approve Amendment Two to Revolving Credit Facility to extend the period during which the maximum commitment amount at anyone time remains at \$200,000,000 and to reduce applicable interest rate floors as provided therein for Revolving Credit Facility at Tampa International Airport with Truist and STI Institutional & Government, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.**