

Hillsborough County Aviation Authority
Regular Board Meeting

Thursday, 9:00 a.m.
March 2, 2023

A Regular Board Meeting was convened in the Boardroom, Level 4 of SkyCenter ONE, Tampa, Florida, on Thursday, March 2, 2023.

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

Aviation Authority staff members present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Damian Brooke, Chris Minner, John Tiliacos, Scott Knight, Adam Bouchard, Elita McMillon, Laurie Noyes, Jeff Siddle, Silvana Muro, Tom Thalheimer, Matt Bauer, Randy Forister, Dan Johnson, James Tarro, Violet Cummins, Rob Porter, Veronica Cintron, Michael Kamprath, Ben Robins, Marcus Session, Laura Tatem, Melissa Solberg, Dan Porter, Gina Evans, Emily Nipps, Chief Charlie Vazquez, Josh Gillen, Barbara Grilli, Marilyn Gauthier, Beau Zimmer, Felicia Carlee, Aysel Guveloglu, Tiffany Kennedy, Randall Caton, Shane Tarrant, Chris Reyes and Jim Surguine.

The Pledge of Allegiance was recited.

Chairman Harrod called the Board Meeting to Order.

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

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

Upon motion of Robert Watkins, seconded by 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 representing the American Institute of Aeronautics and Astronautics (AIAA). Mr. Consentino brought forth a proposal to host the Tampa Gasparilla International Fly In air show.

Chairman Harrod asked General Counsel Stephens if there were any abstentions from the Regular Board Meeting held on February 2, 2023 that needed to be read into the record. General Counsel Stephens replied that there were no abstentions from the February 2, 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 February 2, 2023.

Upon motion of Mr. Watkins, seconded by Commissioner Cohen, the Minutes of the Regular Board Meeting held on February 2, 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 was more than 1.8 million passengers in the month of January. This is within 3.5% of January 2020 numbers and an 18% growth from a year ago. There were 92,000 international passengers which is 6% of where the Airport was at the start of the pandemic.

There are new nonstop flights to Portland, ME, Providence, RI and Hartford, CT. Edelweiss resumed nonstop flights to Zurich. Frontier Airlines will start new nonstop flights to Santo Domingo and Punta Cana.

Uber Eats has opened at Tampa International Airport. There are 22 locations where you can order from their website and then go to the location to pick up your order.

On February 16, 2023, Tampa International Airport held a hiring day. Thirty companies participated with 400 job opportunities and 815 applicants. There were more than 70 people hired on the spot.

There were 62 million impressions and \$2.3 million of earned media value. Social media activity had more than 3,000 new followers, which brings the total to more than 300,000 followers.

John Tiliacos reported on the upcoming Spring Break period which will run from March 7th to April 10th. On average, 550 daily flights are expected. There is an expected average of 76,000 passengers each weekday and up to 90,000 passengers on weekends.

This concluded Mr. Lopano's Management Report.

The Chairman then moved on to the Consent Agenda.

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

The following items were contained in the Consent Agenda.

Item G1

Purchase Orders, Onsite Training for CDL License, B-3-1, LLC DBA FleetForce Truck Driving School, LLC, Tampa International Airport.

The Authority is seeking to hire a qualified and experienced company to provide onsite training to Authority employees to obtain a Class B CDL License with Passenger Endorsement.

Employees with a Class B CDL License with Passenger Endorsement will drive Authority-owned and leased buses to transport passengers between the Main Terminal and the Economy Parking Garage and Rental Car Center during SkyConnect outages. These employees will also drive the vehicles that transport other employees from the Main Terminal and the North Employee Parking Lot during peak periods.

An Invitation to Bid for Onsite Training for CDL License was issued on January 6, 2023.

On February 2, 2023, one Bid was publicly opened and read aloud as follows:

| B-3-1, LLC DBA FleetForce Truck Driving School, LLC | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------|-----------|-----------|
| Description | Quantity | Unit of Measure | Unit Cost | Total |
| Price per Employee with a maximum of twelve (12) per class inclusive of all training and testing for the CDL Class B License with Passenger Endorsement | 50 | Each | \$2,495 | \$124,750 |
| Price per Employee for Passenger Endorsement only for employees that currently hold a CDL Class B License without Passenger Endorsement | 3 | Each | \$1,998 | \$5,994 |
| Total | | | | \$130,744 |

There was no W/MBE Goal prescribed for this Invitation to Bid.

The Term of award is March 2, 2023 through March 1, 2024. The Authority anticipates completing one (1) course per month, as needed, until all employees are trained and licensed. The maximum purchase authorization amount is \$150,000.00, including contingency funds for additional employees to become CDL licensed.

This item is included in the CIP Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to B-3-1, LLC DBA FleetForce Truck Driving School, LLC, and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

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

Item G2

Authorization For Administrative Update to Salary Ranges.

The Authority Human Resources Department, in support of the annual budget process, makes recommendations for establishing salary ranges for all Authority employment positions.

This item is an administrative update to selected pay bands that were approved by the Board on September 8, 2022, to more accurately reflect employment market conditions and Authority compensation, recruitment, and retention strategies.

This item is included in the O&M Budget.

Management recommends adoption of the salary adjustments for the following bands:

| HILLSBOROUGH COUNTY AVIATION AUTHORITY | | | | |
|-----------------------------------------------------------------------------------|---------------|-----------|--------------|-----------|
| TAMPA INTERNATIONAL, PETER O. KNIGHT, PLANT CITY & TAMPA EXECUTIVE AIRPORTS | | | | |
| ANNUAL SALARY RANGES OF UNCLASSIFIED/FORMERLY CLASSIFIED POSITIONS | | | | |
| FISCAL YEAR 2023 | | | | |
| | FY23 APPROVED | | FY23 AMENDED | |
| | SALARY RANGE | | SALARY RANGE | |
| | MINIMUM | MAXIMUM | MINIMUM | MAXIMUM |
| Exempt and Non-Exempt Salary Bands | \$27,300 | \$466,217 | \$27,300 | \$466,217 |
| Pay Grades 1 – 5: Trades, Administrative, Technical Professional | \$27,300 | \$104,949 | \$27,300 | \$136,444 |
| Pay Grade 6: Manager | \$70,639 | \$150,864 | \$70,639 | \$164,462 |
| Pay Grade 7: Senior Manager | \$76,593 | \$165,951 | \$76,593 | \$189,587 |
| Pay Grade 8: Director | \$95,741 | \$207,438 | \$95,741 | \$238,554 |
| In reference to Policies P123 and P610, the Board adopts the above salary ranges. | | | | |
| The Board authorizes the CEO to adjust salaries during the fiscal year. | | | | |
| Police | | | | |
| Pay Grade PL | \$47,131 | \$77,903 | \$47,131 | \$107,507 |
| Pay Grade PN | \$67,595 | \$84,761 | \$67,595 | \$116,970 |
| Pay Grade PP | \$70,631 | \$95,484 | \$70,631 | \$131,769 |
| Pay Grade PQ | \$87,637 | \$108,420 | \$87,637 | \$149,611 |
| LEOs work a 2184 work schedule | | | | |

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

There were no Policies or Rules for Consideration or Action, Committee Reports or Unfinished Business. Chairman Harrod proceeded to New Business.

The following items were contained in New Business.

Item K1

Construction Contract, North Air Cargo Roof Rehabilitation, HCAA Project No. 6530 18, U.S. Coating Specialists, LLC, Tampa International Airport, Resolution No. 2023-17, presented by Jeff Siddle.

The purpose of this Project is to redevelop the North Air Cargo facility for air cargo tenants. The North Air Cargo facility remained in operation as a belly cargo facility until 2010 when the new Cargo/GSE facilities were constructed in the East Side Airport Development Area in advance of the then-planned new North Terminal. The North Air Cargo facility was decommissioned in 2010 and abandoned. Due to the delay of the North Terminal Project and the need for additional space for air cargo tenants, the Authority made the decision to rehabilitate the roof of the North Air Cargo facility. This Project includes removal and replacement of the North Air Cargo facility roof at Tampa International Airport. A low bid solicitation was issued on November 16, 2022.

On January 11, 2023, Bids were publicly opened and read aloud as follows:

| <u>Company Name</u> | <u>Bid Amount</u> |
|-------------------------------|-------------------|
| U.S. Coating Specialists, LLC | \$2,136,515.40 |
| Robert Binns Roofing, Inc. | \$2,814,200.00 |
| Atlas Apex Roofing, LLC | \$2,882,700.00 |

The lowest responsive and responsible Bidder is U.S. Coating Specialists, LLC.

There was no W/MBE Goal for this Contract.

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

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2023-17.

Upon motion of Robert Watkins, seconded by General Diehl, Construction Contract for North Air Cargo Roof Rehabilitation at Tampa International Airport with U.S. Coating Specialists, LLC in the amount of \$2,136,515.40 was unanimously approved by all Board Members present; use of Owner's Direct Purchase Program was authorized, if appropriate; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2023-17.

Item K2

Construction Contract, Airside Guideways and Bridge Rehabilitation, HCAA Project No. 6860 21, Restocon Corporation, Tampa International Airport, Resolution No. 2023-18, presented by Jeff Siddle.

The purpose of this Project is to maintain the structural integrity of the Airside Guideways and Bridges. The Authority has a long history of accomplishing various levels of facility repairs to maintain their condition and

plan for future repair and renovation efforts. This Project consists of rehabilitation of Shuttle Guideway Bridges A-Sort, E and F, as well as the Airport Service Road Bridge at Tampa International Airport. A low bid solicitation was issued on December 7, 2022.

On January 26, 2023, Bids were publicly opened and read aloud as follows:

| Company Name | Bid Amount |
|-------------------------------------|----------------|
| A&P Contracting Co. Inc.* | \$1,232,955.46 |
| Restocon Corporation | \$1,274,510.00 |
| H.A. Contracting Corp. | \$2,200,900.00 |
| Innovative Masonry Restoration, LLC | \$2,688,695.00 |
| Southern Road & Bridge, LLC | \$3,418,740.00 |

*A&P Contracting Co. Inc. was deemed non-responsive for failing to meet the prescribed W/MBE Goal.

The lowest responsive and responsible Bidder is Restocon Corporation.

A W/MBE Goal participation rate of 13% was prescribed and a W/MBE Goal participation rate of at least 15.6% is incorporated into this Contract.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2023-18.

Upon motion of Robert Watkins, seconded by General Diehl, Construction Contract for Airside Guideways and Bridge Rehabilitation at Tampa International Airport with Restocon Corporation in the amount of \$1,274,510 was unanimously approved by all Board Members present; rejection of Bid received from A&P Contracting Co. Inc. was approved as non-responsive; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2023-18.

Item K3

Increase to Maximum Purchase Authorization Amount, Purchase Orders, Motor Fuels – Tank Wagon Deliveries utilizing Orange County Contract No. Y18-1124-MV, Palmdale Oil Company, Inc., Tampa International Airport, presented by Matt Bauer.

On February 2, 2022, the Board authorized the issuance of purchase orders to Palmdale Oil Company, Inc. for the purchase of unleaded and diesel fuel for the period of February 3, 2022 through October 6, 2022 with one, one-year renewal option at the discretion of the Chief Executive Officer, contingent upon approval of similar renewal option exercised by Orange County, for a maximum purchase authorization amount of \$800,000. The one, one-year renewal option was exercised for the period of October 7, 2022 through October 6, 2023. Actual spend through the remainder of the renewal period is expected to exceed the original forecasted amount due to global fluctuations in supply and demand which has resulted in volatile fuel prices. Therefore, an increase to the maximum purchase authorization amount is requested.

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 requests an increase of \$375,000 to the previously approved maximum purchase authorization amount of \$800,000 for unleaded and diesel fuel, for a new maximum purchase authorization amount of \$1,175,000. There is no change to the Term for the issuance of Purchase Orders.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize an increase to the maximum purchase authorization amount for the issuance of Purchase Orders to Palmdale Oil Company, Inc., and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

Upon motion of Robert Watkins, seconded by General Diehl, Increase to Maximum Purchase Authorization Amount, Purchase Orders, Motor Fuels – Tank Wagon Deliveries utilizing Orange County Contract No. Y18-1124-MV, Palmdale Oil Company, Inc., Tampa International Airport was unanimously approved by all Board Members present. No resolution was required.

Item K4

Qualifications of Firms and Issuance of Purchase Orders, Custom Exhibit Design, Build, Furnish, Installation, and Removal Services for Conferences and Events, The Trade Group, LLC, Tampa International Airport, Resolution No. 2023-16, presented by Chris Minner.

The Authority is seeking a firm to manage custom exhibit design, build, furnish, installation, and removal services for conferences and events to include Routes World. Routes World provides a premier platform for airlines and airport executives to plan network strategy and develop global routes. The event is held annually and is hosted in a different city each year. Participation is an essential part of the Authority’s Air Service Development strategy.

On June 2, 2022, the Board awarded an Invitation to Bid for Custom Exhibit Design, Build, Furnish, Installation, and Removal Services to The Trade Group, LLC in the amount of \$120,000.

On November 9, 2022, a Request for Qualifications for Custom Exhibit Design, Build, Furnish, Installation, and Removal Services for Conferences and Events was issued. The services provided will include acting as liaison to all event suppliers on behalf of the Authority.

On November 23, 2022, two (2) responses were received and evaluated by staff. The following firms are listed in order of technical ranking:

| | | |
|----|----------------------|------|
| 1. | The Trade Group, LLC | 100% |
| 2. | Globez SDN BHD | 77% |

The response from The Trade Group, LLC was selected by staff for inclusion on the Qualified Company List. The Trade Group, LLC is eligible to submit fee quotes for custom exhibit design, build, furnish, installation, and removal services for conferences and events for the Term of qualification. The Term of qualification is March 2, 2023 through March 1, 2028 in the aggregate maximum purchase authorization amount of \$950,000.

No specific goal for W/MBE participation was established.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the qualification of firms as listed above and the issuance of Purchase Orders as necessary to The Trade Group, LLC.

Upon motion of Robert Watkins, seconded by Commissioner Cohen, Purchase Orders for Custom Exhibit Design, Build, Furnish, Installation, and Removal Services for Conferences and Events at Tampa International Airport with The Trade Group, 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. 2023-16.

Item K5

Purchase Orders, Information Technology Equipment and Software, utilizing GSA Contract No. GS-35F-303DA, eGroup Holding Company, LLC through Promark Technology, Inc., Tampa International Airport, presented by Marcus Session.

On December 2, 2020, the Board approved the use of GSA Contract No. GS-35F-303DA with Promark Technology, Inc. (Promark) for the implementation, maintenance, and support of Rubrik, an enterprise storage and backup solution intended to consolidate multiple data backup solutions and decrease complexity and costs. To date, the Authority has purchased three physical storage units for on-site coverage and anticipates the need for an additional unit soon.

Recently, Promark requested that all future purchases go through eGroup Holding Company, LLC, an authorized reseller for Promark under GSA Contract No. GS-35F-303DA.

This purchase authorization provides a mechanism to procure additional Rubrik software and equipment, including support, to increase back up and retention capabilities.

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 requests authorization for the issuance of Purchase Orders to eGroup Holding Company, LLC, for Rubrik software and equipment through Promark utilizing GSA Contract No. GS-35F-303DA for the Term of March 3, 2023 through May 3, 2026, with one, five-year renewal option at the discretion of the Chief Executive Officer or designee, contingent upon similar renewal between GSA, Promark, and eGroup Holding Company, LLC, in the maximum purchase authorization amount of \$1,000,000, including the renewal option.

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

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to eGroup Holding Company, LLC through Promark Technology, Inc., and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

Upon motion of Robert Watkins, seconded by General Diehl, Purchase Orders, Information Technology Equipment and Software, utilizing GSA Contract No. GS-35F-303DA, eGroup Holding Company, LLC through Promark Technology, Inc., Tampa International Airport, was unanimously approved by all Board Members present. No resolution was required.

Item K6

Renewal of Property Insurance Coverage, Arthur J. Gallagher Risk Management Services, Inc., Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports, presented by Elita McMillon.

The Authority's property insurance program is currently insured by AIG Specialty Insurance Company and eight other insurers on a quota share basis. The program provides \$75 million for Named Wind and Flood and \$500 million for all other perils coverage. This insurance covers approximately \$3.4 billion in insured values at Tampa International Airport and the three general aviation airports. The current property insurance program will expire on April 1, 2023. The renewal property insurance program was marketed to fourteen (14) direct insurance carriers, over twenty-eight (28) wholesale insurance markets, seventy (70) Lloyd's syndicates, and ten (10) reinsurance markets by Arthur J. Gallagher Risk Management Services, Inc. (Gallagher), the Authority's insurance broker.

Ongoing extreme weather-related losses over the past few years, including Hurricane Ian, have led to the most challenging property insurance market in the last twenty (20) years. Global inflation, as well as financial and economic uncertainty, also continue to impact the insurance marketplace. As a result, insurers and reinsurers require significant rate increases and retention increases, as well as insist on updated and increased property values. AIG Specialty Insurance Company will lead the recommended renewal property insurance program. The remainder of the program includes various other markets. Lloyd's of London will continue to provide the recommended Terrorism coverage, which includes both standard property losses and Nuclear, Chemical, Biological, and Radiological losses caused by certified and non-certified acts of "terrorism". Hartford Steam Boiler will provide the Equipment Breakdown coverage.

The recommended renewal property insurance program has the same coverage as the expiring program. It includes \$500 million for All Other Perils, \$75 million for Named Wind, \$75 million for Flood, \$100 million for Terrorism coverage, and \$5 million for Nuclear, Chemical, Biological, and Radiological coverage. The Named Wind and Special Flood Hazard Area coverages are subject to a 5% deductible, applied per unit of insurance (i.e., per building/structure), with a \$250,000 per occurrence minimum deductible. The Equipment Breakdown coverage will continue to provide \$200 million of limits with a deductible of \$100,000 per occurrence. The recommended renewal property insurance program also includes the addition of National Flood Insurance Program (NFIP) protection for the Sky Center and Atrium, a Parametric policy with a

maximum payout of \$2,500,000 for a Named Windstorm with sustained winds exceeding 130 miles per hour, and funding for property appraisals.

The total cost of the renewal property insurance program recommended by Gallagher, including all surcharges and assessments, will not exceed \$7,740,809, which is an increase of \$3,478,255 (81.6%) over last year. This recommended renewal property insurance program reflects the best terms and pricing over any alternatives.

Authority staff and the Authority's insurance consultant, Siver Insurance Consultants, have reviewed the proposed renewal property insurance program and recommend the Authority accept Gallagher's renewal property insurance program at a total cost not to exceed \$7,740,809.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize Gallagher to bind the property insurance program listed above for the 12-month policy period beginning April 1, 2023, and authorize the payment of appraisals, additional property premiums, taxes, fees, and assessments invoiced throughout the policy period for newly acquired, revalued or other property added to the policy after renewal.

Upon motion of Robert Watkins, seconded by General Diehl, Renewal of Property Insurance Coverage, Arthur J. Gallagher Risk Management Services, Inc., Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports was unanimously approved by all Board Members present. No resolution was required.

This concluded New Business.

Jeff Siddle gave a Master Plan update.

The concrete deck has been demolished. The Administration Building is about 70% demolished. Currently 12 inch wraps are being added to the existing foundation and barricades are up in the arcade area between the Main Terminal and Marriott. The project remains on budget, a little under \$584 million.

This concluded Staff Reports.

Before adjourning the meeting, General Counsel Stephens requested an Attorney-Client Closed Session be held at the April 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.

Gary Harrod, Chairman

Jane Castor, Secretary