

Hillsborough County Aviation Authority  
Regular Board Meeting

Thursday, 9:05 a.m.  
March 5, 2020

A Regular Board of the Hillsborough County Aviation Authority was convened in the Boardroom, Main Terminal Building, Level 3 at Tampa International Airport, Tampa, Florida, on Thursday, March 5, 2020.

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

Aviation Authority staff members present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Damian Brooke, Chris Minner, John Tiliacos, Al Illustrato, Michael Kamprath, Scott Knight, Ann Davis, Violet Cummins, Teresa Howell, Ed Haines, Laurie Noyes, Marcus Session, Randy Forister, Paul Ridgeway, Brett Fay, Elita McMillon, Dan Johnson, Beth Zurenko, Danny Glennon, Emily Nipps, Laura Tatem, Tom Thalheimer, Chief Charlie Vazquez, Barbara Grilli, Joel Feldman, Jon Vaden, Brian Miles, Rich Coudourier, Wanda Dunnigan, Thomas Johnson, Brandon Taugner, Stephanie Pierce, Nina Mahoney, Officer Richards, Don Fizell, Noelle Cudzillo, Teri Uno, Rayesha Cotton, and Roop Johal.

Chairman Harrod welcomed everyone to the March 5, 2020 Regular Board Meeting of the Aviation Authority.

Everyone stood for the Pledge of Allegiance.

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

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

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

Chairman Harrod called David DiDomenico for Public Comments.

David DiDomenico represented WFLA and Chauffeured Transportation. Mr. DiDomenico stated he had been informed that ground transportation would no longer be allowed to park in Short Term Parking Garage and instead was asked to park in Long Tem Parking Garage. He asked if this was for the long term or short term due to construction.

Mr. Tiliacos stated that the change would be permanent and the reason for the change is the parking business is growing and there have been some capacity issues in the Short Term Parking Garage.

Mr. DiDomenico pointed out that their clients would now have a longer walk from baggage claim to the Long Term Parking Garage. He stated the first hour was free but they would get charged every time they circled the Airport. Mr. Lopano told Chairman Harrod that management would follow-up with Mr. DiDomenico and answer any questions he may have.

Chairman Harrod then asked General Counsel Stephens if there were any abstentions from the February 6, 2020 Board Meeting that needed to be read into the record. General Counsel Stephens stated there were no abstentions from the February 6, 2020 Board Meeting and he did not anticipate any abstentions at this meeting.

Chairman Harrod then called for a motion to approve the Minutes of the Regular Board Meeting of February 6, 2020. Upon motion of Robert Watkins, seconded by Commissioner Miller, the Minutes of the Regular Board Meeting of February 6, 2020 were unanimously approved by all members present.

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

Chris Minner began the Management Report the Performance Assessment Report. For the month of January total passenger traffic for Tampa International Airport was up 5%. International passenger traffic was up 6.7% for the month of January. There are several events the community is hosting which include the NCAA Men's Basketball Tournament on March 19-21 and Wrestlemania on March 30 - April 6.

In response to the global coronavirus outbreak, several airlines have implemented policies that allow passengers to waive fees for travel charges. To date, there have been no published schedule changes for Tampa International Airport but will be closely monitored.

In current events, Silver Airways announced non-stop flights to Charleston that are scheduled to launch May 21st.

In social media, the number one Facebook Live video was the welcome of the US Honor Flag in support of Florida Patrol Trooper Joseph Bullock which was viewed more than 300,000 times. The story on the new E-Gates had more than 5,000 views on the Airport's website and through Facebook.

In traditional media, the new E-Gates had 23 news stories published realting to them and the Silver Airways story about the flights to Charleston reached 1.2 million people. There was about 24 stories on the Career Fair which saw a record 471 applicants with 150 people being hired on the spot for jobs at Tampa International Airport.

Chairman Harrod asked if the airlines were waiving domestic or international travel fees. Mr. Minner responded that different airlines have different policies. He advised that if passengers were interested in finding out they should contact the airline directly.

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

John Tiliacos gave an update on the coronavirus. He stated that there were no operational impacts at Tampa International and the Department of Health has assured management that the risk of Coronavirus at Tampa International Airport remained low.

Management continues to engage with representatives from the Department of Health and the Center for Disease Control, as well as remaining in contact with other airports in the State to share best practices. The communicable disease plan which has long been a part of the Airport's emergency plan has been reviewed with key stakeholders as well as Authority employees and tenants. Additional signage has been posted in the terminal areas and restrooms. Additional sanitizer dispensers have been added to key areas and the Authority's janitorial company has added additional resources that are dedicated to solely wiping down and disinfecting touch surfaces throughout the terminal facilities.

Chief Charlie Vazquez gave a report on the Bigs In Blue Program sponsored by Big Brothers and Big Sisters of Tampa Bay. Their mission is to create a one-to-one mentoring relationship. Many of the volunteers are police officers who in collaboration with school districts have a mentoring program called Bigs In Blue. This program helps build academic success. The goal is to break down barriers and build trust between communities and law enforcement.

Michael Stephens introduced the new Vice President of Human Resources and Administration, Brian Miles. Mr. Miles joined the Authority after an extensive nationwide search. Mr. Miles previously worked at St. Petersburg College where he was the Vice President of Information Technology, Finance and Administration. Mr. Miles is a graduate of the United States Military Academy. He earned his law degree from Nova Southeastern University and spent 5 years in the military.

This concluded Mr. Lopano's Management Report.

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

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

The following items were contained in the Consent Agenda.

## CONSENT ITEM G1

Amendment No. 1 to Agreement for Administrative Services, International City Management Association Retirement Corporation, Tampa International Airport, Resolution No. 2020-28.

On December 4, 2014, the Board approved an Administrative Services Agreement (Agreement) with International City Management Association Retirement Corporation (ICMA-RC) for the provision of 401 and 457 retirement plan benefits for Authority employees. The initial term of the Agreement was December 4, 2014 through December 3, 2019, with one, five-year renewal option subject to written approval by both parties. All fees associated with this Agreement are paid by Authority employees at no cost to the Authority.

This Amendment No. 1 authorizes retroactively exercising the one, five-year renewal option, thereby revising the end date of the Agreement to December 3, 2024, and updates other administrative terms of the Agreement.

Management recommended adoption of Resolution No. 2020-28.

Resolution No. 2020-28 approved and authorized execution of Amendment No. 1 to Agreement for Administrative Services at Tampa International Airport with International City Management Association Retirement Corporation; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

## CONSENT ITEM G2

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 \$4,575.00 for selected Department personnel to attend FBI Law Enforcement Executive Development Association, Inc.'s supervisor leadership institute courses, which are designed to enhance the leadership competencies of first-line supervisors and middle managers.

This item is included in the Federal Forfeiture Funds Budget.

The Chief Executive Officer recommended the Board authorize the expenditure of Federal forfeiture funds and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

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

### CONSENT ITEM G3

Operating Agreement for Ground Handlers, Cuba Travel Services, Inc., Tampa International Airport, Resolution No. 2020-29.

Ground handling operators providing service at Tampa International Airport must have, at a minimum, a ground handling operating agreement prior to commencing operations. Cuba Travel Services, Inc. (CTS) has requested to provide passenger services to include preparing clearance document for passengers, cargo and baggage as may be required by all governmental agencies, and furnishing linguists for the assistance of passengers and customers speaking a foreign language.

This item grants to CTS the non-exclusive right to provide ground handling services to air carriers at Tampa International Airport for the term of March 5, 2020 through September 30, 2021.

For the privilege of providing services at the Tampa International Airport, CTS will pay Authority the greater of a minimum annual privilege fee of \$12,000 or a percentage privilege fee (PPF) of five percent (5%) of gross receipts, payable in equal monthly installments. For the privilege of providing services to signatory air carriers at Tampa International Airport, no privilege fee will be remitted, per the Authority's signatory airline agreement. For the privilege of providing services to any non-signatory air carrier and non-airline customers at Tampa international Airport, CTS will pay Authority a PPF of five percent (5%) of gross receipts, payable in equal monthly installments. Gross receipts include the gross revenues from all sales made and services performed for cash, credit or otherwise, pursuant to CTS' ground handling operations at Tampa International Airport. Gross receipts exclude the retail value of fuel and oil and the related fuel service fee, gross revenues that CTS receives for all services provided to signatory air carriers, certain catering sales, and ferrying and diverted landings. Either party may terminate the Agreement upon 30 days' written notice.

Management recommended adoption of Resolution No. 2020-29.

Resolution No. 2020-29 approved and authorized execution of Operating Agreement for Ground Handlers at Tampa International Airport with Cuba Travel Services, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

The Chairman then moved on to Policies or Rules for Consideration or Action.

## ITEM H1

The first item in Policy or Rules for Consideration or Action was the Update to Policy Manual, Policy for Approval: Section 100, Policy P107, Finance Committee, presented by Michael Stephens.

Policy P107, Finance Committee, establishes an Authority Finance Committee.

The proposed Finance Committee will be comprised of the Chairman, Treasurer and at least one other Board member as elected by the Board. The Executive Vice President of Finance and Procurement will serve as facilitator and will not be a voting member. The Chairman of the Board will be the Finance Committee Chairperson.

The Finance Committee may carry out the following tasks:

1. Review and make recommendations on the annual budget submitted by the Chief Executive Officer.
2. Review and make recommendations on the Strategic Business Plan that supports master plan updates.
3. Review quarterly and annual financial statements and reports prepared by the Finance Department.
4. Advise and make recommendations on matters relating to Authority financings such as bond issues and other financing programs.
5. Assist the Board in selection of the underwriting team and the Financial Advisor.
6. Exercise such authority as may be delegated to it from time to time by the Board and provide regular updates to the Board.
7. Provide general oversight of the Authority's financial activities.

Finance Committee meetings will be held at least once per fiscal year. Notices of Finance Committee meetings will be published at least seven days in advance and meetings will be open to the public.

The Chief Executive Officer recommended the Board approve Policy P107, Finance Committee.

Upon motion of Robert Watkins, seconded by General Diehl, the Update to Policy Manual, Policy for Approval: Section 100, Policy P107, Finance Committee was unanimously approved by all members present. No resolution was required.

The Board then proceeded to an Election of a third member to the Finance Committee.

## ITEM I1

Election of Finance Committee Member was lead by Michael Stephens.

Policy P107, Finance Committee, establishes a policy governing the Authority Finance Committee. Policy P107 provides that the Finance Committee will be comprised of the Chairman, the Treasurer and at least one other Board member as elected by the Board.

General Diehl nominated Robert Watkins as the third member of the Finance Committee.

Upon motion of General Diehl, seconded by Mayor Castor, Robert Watkins was elected as the third member of the Finance Committee.

There were no Committee Reports or Unfinished Business.

Commissioner Harrod then proceeded to New Business.

#### ITEM L1

The first item in New Business was the Capacity Purchase Agreement, National Stormwater Trust, Inc., Airside F RON Parking Apron, HCAA Project No. 8325 19, Tampa International Airport, Resolution No. 2020-26, presented by Richard Courdurier.

Due to the growth of Tampa International Airport (Airport) airline flights, it has become a challenge to accommodate the number of aircraft that remain at the Airport overnight. HCAA Project No. 8325 19 will construct a new remain overnight (RON) parking apron located south of Airside F, in an area that is currently a stormwater management facility. This new RON apron is expected to accommodate a minimum of five commercial aircraft.

As the Airside F RON Parking Apron is proposed to be constructed within an existing stormwater treatment pond facility, it is necessary to mitigate for the area of stormwater treatment lost to development when the existing pond is partially converted to the paved apron. Additionally, the existing stormwater treatment pond facility poses significant wildlife concerns due to its proximity to both Runway 1L-19R and adjacent taxiways.

In lieu of proceeding with a traditional stormwater facility design, which would retain the existing wildlife habitat area, the project will pursue offsite stormwater treatment. The offsite stormwater mitigation option is managed by National Stormwater Trust, Inc. (NST). This option provides an opportunity to significantly reduce the wildlife attractant areas and the associated risk to aircraft operations.

This option includes purchasing offsite stormwater treatment capacity from NST for the Airside F RON Parking Apron project.

Execute a Capacity Purchase Agreement with NST with a maximum purchase authorization amount of \$1,755,000 for the purchase of stormwater treatment mitigation.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2020-26.

Robert Watkins moved the motion and was seconded by Commissioner Miller.

Mayor Castor asked if the five acre stormwater pond would be moved and absorbed by the existing FDOT catchments or if a new five acre stormwater pond needed to be created. Mr. Coudurier replied that it would be created by existing FDOT ponds.

Chairman Harrod inquired if the pond would be dry or wet. Mr. Coudurier replied that it would be dry most of the time but usually within about three days after a rain event it collects water and then turns back into a dry pond.

The Capacity Purchase Agreement at Tampa International Airport with National Stormwater Trust, Inc. in the maximum purchase authorization amount of \$1,755,000 was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-26.

## ITEM L2

The second item in New Business was Construction Contract, General Aviation Maintenance Facility Rehabilitation, HCAA Project No. 6635 19, Reno Building, LLC, Peter O. Knight and Plant City Airports, Resolution No. 2020-12, presented by Richard Coudurier.

This Project includes the architectural, structural, mechanical, plumbing and electrical rehabilitation of maintenance facilities at both Peter O. Knight and Plant City Airports. In addition to rehabilitation, a new elevated metal IT room and office with metal ramp and stairs will be constructed at Peter O. Knight Airport. A low bid solicitation was advertised on December 20, 2019.

On February 3, 2020, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
*L. Cobb Construction, Inc.	\$676,667.00
Reno Building, LLC	\$771,102.00
Odyssey International, Inc. d/b/a Odyssey Global	\$790,000.00



\*L. Cobb Construction, Inc. was deemed non-responsive for failing to meet the prescribed W/MBE Goal and failing to provide sufficient Good Faith Efforts documentation.

The lowest responsive and responsible bidder is Reno Building, LLC.

A W/MBE Goal participation rate of 15% was prescribed and a W/MBE Goal participation rate of at least 15.1% is incorporated into this Contract.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2020-12.

Upon motion of Commissioner Miller, seconded by General Diehl, Construction Contract for General Aviation Maintenance Facility Rehabilitation at Peter O. Knight and Plant City Airports with Reno Building, LLC in the amount of \$771,102.00 was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-12.

### ITEM L3

Construction Contract, Airfield Maintenance Equipment Storage Building Addition, HCAA Project No. 6165 19, E&L Construction Group, Inc., Tampa International Airport, Resolution No. 2020-13, presented by Richard Coudurier.

This Project includes the addition of one (1) standalone maintenance equipment storage building, approximately 10,000 SF, located on the Airfield Maintenance Facility site at Tampa International Airport. The new addition will include an internal carwash, equipment wash area, and have the capacity to store maintenance equipment such as tractor mowers, sweepers, painting equipment and pull behind sprayers. This Project also includes new asphalt pavement, a perimeter fence, and construction of a new stormwater pond and associated drainage. The existing carwash will also be decommissioned as part of this Project. A low bid solicitation was advertised on December 20, 2019.

On February 7, 2020, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
E&L Construction Group, Inc.	\$1,273,891.64
RL Burns Inc.	\$1,400,191.61
Reno Building, LLC	\$1,470,384.87
D&M Construction Group Inc. dba Foresight Construction Group Inc.	\$1,539,057.00
Odyssey International Inc., d/b/a Odyssey Global	\$1,593,974.20

Matcon Construction Services, Inc.	\$1,790,400.00
Lema Construction and Developers, Inc.	\$1,854,827.40
*Cobb Site Development, Inc.	\$1,954,921.48

\*Cobb Site Development, Inc. was deemed non-responsive for failing to meet the prescribed W/MBE goal.

The lowest responsive and responsible bidder is E&L Construction Group, Inc.

A W/MBE Goal participation rate of 14.3% was prescribed and a W/MBE Goal participation rate of at least 29.0% is incorporated into 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. 2020-13.

Upon motion of Commissioner Miller, seconded by General Diehl, Construction Contract for Airfield Maintenance Equipment Storage Building Addition at Tampa International Airport with E&L Construction Group, Inc. in the amount of \$1,273,891.64 was unanimously approved by all members present; staff was authorized to use Owner's Direct Purchase Program if appropriate; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents.

By adoption of Resolution No. 2020-13.

#### ITEM L4

The fourth item in New Business was the Construction Contract, Terminal Building 3900 Rehabilitation, HCAA Project No. 6625 19, Reno Building, LLC, Tampa Executive Airport, Resolution No. 2020-14, presented by Richard Coudurier.

This Project will include the architectural, structural, and electrical rehabilitation of Terminal Building 3900 at Tampa Executive Airport. Work associated with this Project also includes the replacement of approximately 13,000 SF of thermoplastic polyolefin roof and lightning protection system. A low bid solicitation was advertised on November 4, 2019.

On January 14, 2020, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Reno Building, LLC	\$983,772.00
Odyssey International Inc., d/b/a Odyssey Global	\$1,065,000.00
D&M Construction Group, Inc. d/b/a Foresight Construction Group, Inc.	\$1,150,440.00
Johnson-Laux Construction, LLC	\$1,196,071.00
J. Kokolakis Contracting, Inc. d/b/a Kokolakis Contracting	\$1,265,378.00

The lowest responsive and responsible bidder is Reno Building, LLC.

A W/MBE Goal participation rate of 11% was prescribed and a W/MBE Goal participation rate of at least 26.8% is incorporated into this Contract.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2020-14.

Upon motion of Robert Watkins, seconded by Commissioner Miller, Construction Contract for Terminal Building 3900 Rehabilitation, HCAA Project No. 6625 19 at Tampa Executive Airport with Reno Building, LLC in the amount of \$983,772.00 was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-14.

#### ITEM L5

The fifth item in New Business was the Selection of Design-Builder, Monorail System Decommissioning and Moving Walkway Installation, HCAA Project No. 8315 20, Tampa International Airport, presented by Richard Coudurier.

The monorail system at Tampa International Airport, which occupies sections of Levels 4 and 5 of the Short Term Parking Garage (STPG) and Level 7 of the Long Term Parking Garage (LTPG), was installed in 1991 to provide conveyance between the LTPG and the Main Terminal.

Now entering its 28th year of service, the monorail system has reached the end of its useful life. The Authority desires to decommission and remove the monorail system and to install moving walkways.

This Project will install moving walkways on the east and west sides of Level 4 in the LTPG, aligned with the existing LTPG elevator cores. Each side will have northbound and southbound moving walkways. Access to the Main Terminal from Level 4 in the LTPG will be across the new pedestrian bridge.

In addition, this Project will remove all portions of the existing monorail system, maintenance facility, guideway, equipment and other apparatus associated with the monorail system infrastructure. This Project will increase the number of parking spaces in both the STPG and the LTPG.

On October 30, 2019, a request for qualifications entitled Monorail System Decommissioning and Moving Walkway Installation at Tampa International Airport was issued.

Three responses were received and two responses were evaluated by staff. The response received from J. Kokolakis Contracting, Inc. dba Kokolakis Contracting was deemed non-responsive for failing to meet the minimum qualifications.

The order of technical ranking is as follows:

1. Manhattan Construction Company
2. Walbridge Aldinger LLC

A W/MBE goal of at least 17% of the dollar amount earned on the contract for the design phase of the Project was prescribed. A W/MBE goal of at least 12% of the dollar amount earned on the contract for construction was prescribed. The percentages proposed by all responsive respondents for the amount earned on design will meet or exceed the W/MBE goal requirements and will be incorporated into the resulting contract. All responsive respondents assured that they will meet the W/MBE goal for construction.

This item is included in the Capital Budget.

The Chief Executive Officer recommended ranking the order of firms as listed above.

Commissioner Miller made the motion and it was seconded by General Diehl.

Robert Watkins had some additional questions on accessing the moving walkways from the long term parking garage which were answered to Mr. Watkins satisfaction by Richard Coudurier.

The ranking of the Selection of Design-Builder, Monorail System Decommissioning and Moving Walkway Installation, HCAA Project No. 8315 20, Tampa International Airport was approved by all members present. No resolution was required.

#### ITEM L6

The sixth item in New Business was the Selection of Artists and Award of Contracts, Tampa International Airport Public Art for Master Plan Phase 2 Projects SkyCenter Atrium, Red and Blue Curbsides and Main Terminal, Tampa International Airport, Resolution Nos. 2020-15, 2020-16, 2020-17, 2020-18, 2020-19, 2020-20, and 2020-21, presented by Chris Minner.

The Public Art Program provides a variety of opportunities for the traveling public to experience and engage in artistic excellence. As part of the Master Plan Phase 2 construction program, nine locations throughout the Tampa International Airport facilities were identified to accommodate Public Art. On June 10, 2019, a Call for Artists was issued for Tampa International Airport Public Art for Master Plan Phase 2 Projects SkyCenter Atrium, Red and Blue Curbsides and Main Terminal. Seven Hundred Thirty Four (734) Artist applications were received. After thorough review and discussion, the Public Art Committee developed a recommended short list, which was approved by the Board at the October 3, 2019 Board meeting.

Artist presentations were held in January 2020. The Public Art Committee evaluated Artist proposals and made final recommendations on January 17, 2020.

The Public Art Committee recommends that each of the Artists listed below be awarded an Artist Services Contract for the specific location and dollar amount noted.

Location: Main Terminal Transfer 1 Helix
Aaron Stephan
\$440,852.00

Location: Main Terminal Transfer 2 Central Area
Social Space LLC (Artist Matthew Mazzotta)
\$520,000.00

Location: Blue Vertical Circulation West Wall
Jason Middlebrook
\$300,000.00

Location: Blue Vertical Circulation East Wall
Catherine Wagner, LLC
\$285,000

Location: Red Vertical Circulation East Wall
Jason Burges Studios LTD.
\$449,730

Location: SkyCenter Atrium
Sculpture Park LLC (Artist Soo Sunny Park)
\$300,000

Location: SkyCenter Atrium third and fourth floor
Jason Hackenwerth, Inc.
\$96,898

No specific expectancy for W/MBE participation was established.

This item is included in the Capital Budget.

The Public Art Committee recommended adoption of Resolution Nos. 2020-15, 2020-16, 2020-17, 2020-18, 2020-19, 2020-20, and 2020-21.

Upon motion of Robert Watkins, seconded by General Diehl, Artist Services Contract at Tampa International Airport with Aaron Stephan in the amount of \$440,852.00 was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-15.

Upon motion of Robert Watkins, seconded by General Diehl, Artist Services Contract at Tampa International Airport with Social Space LLC in the amount of \$520,000.00 was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-16.

Upon motion of Robert Watkins, seconded by General Diehl, Artist Services Contract at Tampa International Airport with Jason Middlebrook in the amount of \$300,000.00 was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-17.

Upon motion of Robert Watkins, seconded by General Diehl, Artist Services Contract at Tampa International Airport with Catherine Wagner, LLC in the amount of \$285,000.00 was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-18.

Upon motion of Robert Watkins, seconded by General Diehl, Artist Services Contract at Tampa International Airport with Jason Bruges Studios LTD. in the amount of \$449,730.00 was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-19.

Upon motion of Robert Watkins, seconded by General Diehl, Artist Services Contract at Tampa International Airport with Sculpture Park LLC in the amount of \$300,000.00 was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-20.

Upon motion of Robert Watkins, seconded by General Diehl, Artist Services Contract at Tampa International Airport with Jason Hackenwerth Inc. in the amount of \$96,898.00 was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by execution of Resolution No. 2020-21.

#### ITEM L7

The seventh item in New Business was the Enterprise Agreement, Technology Catalog Solutions for Microsoft® Software and Services utilizing Sourcewell Contract No. 081419-SHI, SHI International Corp., Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2020-27, presented by Marcus Session.

On September 1, 2016, the Board authorized the issuance of purchase orders to SHI International Corp. for the purchase of Microsoft® software and services, utilizing State of Florida Contract No. 43230000-15-02 for Microsoft® Enterprise Agreements in a maximum purchase authorization of \$950,000, for a three year period with one, three-year renewal option. The State of Florida did not renew the contract prior to January 31, 2019. As such, the Authority did not exercise the three-year renewal option. A purchase order was issued prior to expiration of the initial term in order to ensure continued use of the software and services.

The Authority wishes to enter into a new Microsoft® Enterprise Agreement allowing it to leverage new Microsoft® offerings, planning services to enable efficient deployments of the software, in-person and online training for end users, and a subscription option which lowers initial licensing costs by giving rights to use Microsoft® products and services instead of owning them. The subscription option allows the Authority to increase or decrease subscription counts on an annual basis.

The new Microsoft® Enterprise Agreement will be available sixty days prior to the current agreement expiration date of August 20, 2020. Authority staff will work with SHI International Corp. and Microsoft® to negotiate favorable terms and pricing to meet the Authority's needs. The Term of the new Microsoft® Enterprise Agreement will be for three years and will be executed during the term of this Board authorization.

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

Authorize the Chief Executive Officer to execute a Microsoft® Enterprise Agreement, upon completion of negotiations, for Microsoft® software and services and issuance of purchase orders to SHI International Corp. utilizing Sourcewell Contract No. 081419-SHI, for the period of March 5, 2020 through March 4, 2023 in the maximum purchase authorization amount of \$2,500,000.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2020-27.

Upon motion of Commissioner Miller, seconded by Robert Watkins, execution of Microsoft® Enterprise Agreement by the Chief Executive Officer for Microsoft® software and services at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports with SHI International Corp. and issuance of purchase orders to SHI International Corp. in the maximum purchase authorization amount of \$2,500,000 was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-27.

#### ITEM L8

The eighth item in New Business was the Selection of Firm and Award of Contract for Advertising Services, Lamar Airport Advertising Company, Tampa International, Tampa Executive, Peter O. Knight and Plant City Airports, Resolution No. 2020-25, presented by Laurie Noyes.

Advertising services play a role in establishing the first class airport guest experience that is part of the Authority's Concessions program.

Policy P820 establishes Concessions' objectives which lay the foundation for advertising services. The objectives include:

- Create a “Sense of Place” and capture the spirit of the Tampa Bay Area;
- Optimize revenue to the Authority;
- Optimize customer satisfaction; and
- Create opportunities for Airport Concessions Disadvantaged Business Enterprises (ACDBEs).

The Authority currently contracts with In-Ter-Space Services, Inc. d/b/a Clear Channel Airports (Clear Channel Airports) to provide advertising in specific areas of the Main Terminal, Airside Terminals, and Rental Car Center. While that contract expired on June 30, 2019, Clear Channel Airports continued operations on a month-to-month basis beginning July 1, 2019 and will continue to do so until the new Contract takes effect on April 1, 2020.

On September 27, 2019, a Request for Proposals for was issued for Advertising Services. The scope of work includes various provisions of installation, maintenance, repair, and operating duties for advertising services. The selected company will have non-exclusive rights to manage, sell, and maintain the advertising locations, which may include static or digital advertisement, promotional/sponsorship areas, exterior advertising and a variety of other commercial advertising opportunities at Tampa International Airport, Tampa Executive Airport, Peter O. Knight Airport and Plant City Airport.



On December 5, 2019, four responses were received and evaluated by staff. They are listed below in order of technical ranking:

1. Lamar Airport Advertising Company
2. In-Ter-Space Services, Inc. d/b/a Clear Channel Airports
3. Departure Media, Inc.
4. Intersection Media, LLC

This item authorizes the execution of a Lease and Concession Contract for Advertising Services Agreement (Contract) with Lamar Airport Advertising Company. The term of the Contract is April 1, 2020 to March 31, 2023, with two, discrete one-year renewal options at the discretion of the Chief Executive Officer or his designee.

Under the terms of the Contract, Lamar Airport Advertising Company will pay a Privilege Fee equal to the greater of the Minimum Annual Privilege Fee (MAPF) or the Percentage Fee of annual gross receipts.

<u>Contract Year</u>	<u>MAPF</u>	<u>Percentage Fee</u>
1	\$1,500,000	68%
2	\$1,550,000	65%
3	\$1,600,000	65%
<u>Renewal Option Year</u>		
4	\$1,650,000	66%
5	\$1,700,000	66%

The Authority may terminate the Contract with or without cause by providing thirty (30) days written notice.

An ACDBE goal of at least 8.6% of the dollar amount earned on the Contract was prescribed. An ACDBE goal of 8.7% is incorporated in the Contract.

Management recommended adoption of Resolution No. 2020-25.

Upon motion of Robert Watkins, seconded by Commissioner Miller, the Lease and Concession Contract for Advertising Services Agreement at Tampa International, Tampa Executive, Peter O. Knight and Plant City Airports with Lamar Airport Advertising Company was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-25.

## ITEM L9

The ninth item in New Business was the 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 Brian Miles.

The Authority's property insurance program is currently insured by Lexington Insurance Company of American International Group (AIG) for the all other perils coverage, and AIG, ACE American Insurance Company (Chubb), Westport Insurance Corporation (Swiss Re) and Lloyds of London using Allianz syndicate(s) on a quota share basis for the \$75 million of Named Wind and Flood. The Terrorism Property coverage, including the coverage for nuclear, chemical, biological and radiological terrorism, is with Lloyds of London. This insurance covers approximately \$2.8 billion in insured values at Tampa International Airport and the three general aviation airports. The current property insurance program will expire April 1, 2020. This renewal proposal was marketed to 38 insurance carriers by Arthur J. Gallagher Risk Management Services, Inc. (Gallagher).

Due to hard market conditions led by a lack of profitability and capacity which are more severe than many anticipated, the recommended renewal property insurance program is to move the all other perils coverage from being placed entirely with AIG to a quota share arrangement with AIG Specialty Ins. Co., Indian Harbor Insurance Co., Homeland Insurance Company of NY, Scottsdale Insurance Co., and Great American. The primary \$75 million of Named Wind and Flood coverage will be insured by AIG Specialty Ins. Co., ACE American Insurance Company (Chubb), Lloyds of London, and nStar Surplus Lines Ins. Co. on a quota share basis. The Terrorism Property coverage, including the coverage for nuclear, chemical, biological and radiological terrorism, is recommended to remain with Lloyds of London with the same limits as the expiring coverage.

This renewal property insurance program does not have the same coverage as the expiring policies. AIG's main coverage form has changed, as well as the structure of the property insurance program. AIG reduced the current \$1 billion all other perils coverage limit to 50% of a \$500 million limit and removed coverage for Equipment Breakdown from the main property insurance program. However, this renewal property program does maintain the same \$75 million Named Wind, \$75 million Flood, and \$100 million of Terrorism coverage. The Named Wind and Flood coverage is subject to a 5% deductible, applied per unit of insurance with a \$250,000 per occurrence minimum deductible. The Equipment Breakdown coverage has been reduced from \$1 billion to \$200 million. The coverage will now be provided, on a stand-alone basis, by Continental Casualty Company and the deductible will remain as expiring at \$100,000 per occurrence.

The total cost of the proposed property insurance program, including all surcharges, assessments, and an appraisal schedule recommended by Gallagher, is \$3,360,600, which is an increase of \$537,181(19.03%) over last year. The increase is primarily due to hard market conditions and a renewed focus on ensuring valuations are adequate and in compliance with engineering

recommendations. This proposed property insurance program had the best terms and pricing over any of the alternatives.

Staff and the Authority's insurance consultant, Siver Insurance Consultants, have reviewed the proposed property insurance program and recommend the Authority accept Gallagher's proposed property insurance renewal program at a total cost of \$3,360,600.

This item is included in the FY20 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, 2020, and authorize the payment of appraisals, additional property premiums, taxes, fees and/or 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 Commissioner Miller, Renewal of Property Insurance Coverage with Arthur J. Gallagher Risk Management Services, Inc. at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports was unanimously approved by all members present. No resolution was required.

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

Al Illustrato began his Staff Report with a SkyCenter development update. The Cell Phone Lot is completed and work is being done on the curb extension for increased bus service. Mechanical and electrical is being worked on as well as the ceiling and the atrium structure of the outdoor terrace deck. JE Dunn is doing the utility work on the site.

GLF is doing the bridge work which includes the bridge deck and embankment work. They will be starting some taxiway construction.

Cone & Graham is working on the roadway expansion. There is prep work being done for the new bridge in the vicinity of the post office and widening work around the Parkway and drainage structures.

Hensel Phelps will submit 100% for the red side curb expansion.

Foundation work is being done on the blue curbside. There are over 100 drill shaft foundations in and they have over 50 completed so far. On the red side there is preparation work for the new central utility plant.

The current budget remains the same. Committed costs are at a little over \$376.4 million which is about 69% of the project cost. The cost do to date is a little over \$114 million representing about 21%.

This concluded Mr. Illustrato's report.

General Counsel Stephens asked the Board to enter into an Attorney-Client Closed Session to discuss active litigation in accordance with Section 286.11 of Florida Statutes.

Upon motion of Robert Watkins, seconded by General Diehl, the Board entered into the Attorney-Client Closed Session.

Chairman Harrod reopened the Regular Board Meeting after the Attorney-Client Closed Session concluded.

Before adjourning the meeting, Mr. Stephens requested an Attorney-Client Closed Session be held at the April 9, 2020 Board Meeting to discuss pending litigation and to seek the Board's direction in terms of settlement and strategy.

With no further business to be brought before the Board, the Regular Board meeting adjourned at 10:52 a.m.

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Gary W. Harrod, Chairman

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Jane Castor, Secretary