

Hillsborough County Aviation Authority
Regular Board Meeting

Thursday, 9:00 a.m.
March 7, 2019

A Regular Board Meeting and Board of Adjustment Public Hearing 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 7, 2019.

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

Aviation Authority staff members present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Damian Brooke, John Tiliacos, Chris Minner, Al Illustrato, Janet Scherberger, Michael Kamprath, Scott Knight, Jeff Siddle, Elita McMillon, Ann Davis, Beth Zurenko, Violet Cummins, Chief Charlie Vazquez, Sargent EJ Diaz, Laura Tatem, Teresa Howell, Adam Bouchard, James Tarro, Brett Fay, Ed Haines, Dominic Macrone, Dan Johnson, Randy Forister, Laurie Noyes, Marcus Session, Tony Mantegna, Emily Nipps, Danny Cooper, Rob Porter, Tom Thalheimer, Jason Watkins, Thomas Johnson, Paul Ridgeway, Kenneth Strickland, John Burkholder, Liang Wu and Danny Glennon.

Chairman Watkins welcomed everyone to the March 7, 2019 Regular Board Meeting and Board of Adjustment Public Hearing of the Aviation Authority. He asked anyone who had any propositions before the Board to see Violet Cummins, Board Service Administrator. Then everyone stood for the Pledge of Allegiance.

Chairman Watkins then called the Board of Adjustment Public Hearing to Order and called upon the Legal Affairs Department to open up the Hearing and give introductory remarks.

Mr. Kamprath opened the Hearing, provided a few brief remarks regarding the background of the Hearing, and then proceeded to ask Mr. Tony Mantegna, the Authority's Height Zoning and Land Use Manager, and the Petitioner, if present, to step forward and be sworn in by Chairman Watkins. Chairman Watkins administered the oath to Tony Mantegna and Petitioner Tim Clemmons of Place Architecture.

Mr. Mantegna proceeded to present a petition for variance on Airport Study No. 2018-158, Plaza Construction Group Florida, LLC, requesting a variance to construct The Sanctuary at Alexandra Place, an 18 story residential condominium building, with a maximum height of 223' AMSL, on a site located at 2619 Bayshore Blvd., Tampa, FL, Resolution No. 2019-18.

Plaza Construction Group Florida, LLC (Petitioner) is seeking to construct The Sanctuary at Alexandra Place, an 18 story residential condominium building, with a maximum height of 223' AMSL, on a site located at 2619 Bayshore Blvd., Tampa, FL. The nearest airport is Peter O. Knight.

Notice of this hearing before the Board of Adjustment was provided on February 15, 2019.

Petitioner is requesting a variance to construct an 18 story residential condominium building.

The petition was presented to the Airport Hearing Officer on February 11, 2019 and, based on testimony and evidence presented, the Airport 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 70/7460-1 L Change 2, Obstruction Marking and Lighting, red lights - Chapters 4, 5(Red) and 12; (2) e-file FAA Form 7460-2, Notice of Actual Construction or Alteration, if the project is abandoned or within five days after construction reaches its greatest height; (3) any glint/glare issues identified by the Authority associated with the project must be addressed and mitigated by the Petitioner to the satisfaction of the Authority to avoid adverse impacts to aviation; and (4) a temporary permit is required for any construction equipment that exceeds 233' AMSL.

The variance will be valid until the FAA Determination of No Hazard to Air Navigation expires May 25, 2020, but if the 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 further changes in the proposed structure have occurred.

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

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the variance for Airport Study No. 2018-158, Plaza Construction Group Florida, LLC, to construct The Sanctuary at Alexandra Place, an 18 story residential condominium building, with a maximum height of 223' AMSL, on a site located at 2619 Bayshore Blvd., Tampa, FL was unanimously approved by all members present; and the

Airport Zoning Director or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2019-18.

With no other petitions for variance to be presented, Mr. Kamprath closed the public hearing of the Board of Adjustment. Chairman Watkins adjourned the Board of Adjustment Public Hearing and proceeded to the Regular Board Meeting of the Aviation Authority.

Chairman Watkins called the Regular Board Meeting to Order.

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

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

Upon motion by Gary Harrod, seconded by Mayor Buckhorn, the Agenda was unanimously approved by all members present.

There were no Public Comments.

Chairman Watkins then asked General Counsel Stephens if there were any abstentions from the February 14, 2019 Board Meeting that needed to be read into the record. General Counsel Stephens stated there were no abstentions from the February 14, 2019 meeting and he did not anticipate any abstentions at this meeting.

Chairman Watkins then called for a motion to approve the Minutes of the Regular Board Meeting of February 14, 2019. Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Minutes of the Regular Board Meeting of February 14, 2019 were unanimously approved by all members present.

Chairman Watkins then called upon Mr. Lopano to present his Management Report. Mr. Lopano called upon Chris Minner to give the Performance Assessment Report.

Chris Minner began his presentation with total passenger traffic. For the month of January the Authority saw a 4.7% increase. International traffic included 14,000 more passengers in the month of January than one year ago, which was an 18.6% increase. Total operations were flat year-over-year for the month of January. That continues to be the trend as airlines begin to grow in capacity and are using larger aircraft to meet their needs. Cargo volume had a 19% increase in the month of January and for the third month in a row in a year-over-year comparison for UPS operating at Tampa International Airport.

Current Events for the month included a recent trip to Amsterdam by Kenneth Strickland, Director of Air Service Research and Evaluation, and members of Visit Tampa Bay to help promote Delta's new non-stop flights to Amsterdam which will launch in May.

The Authority recently hosted its annual Planes, Trains and Automobiles which was attended by more than 7,000 people, a record attendance. There were 125 young eagle flights which allowed children are able to take their first flight in a general aviation aircraft.

A two day celebration took place for the completion of the Airport Concessions Redevelopment Program. On February 15th there was a Grand Opening at the Shoppes at Bayshore. Later about 300 leaders from the community attended the evening reception and more than 3,500 people in addition to the regular travelers, attended the Taste of Tampa International Airport the following day.

The big stories on social media included the Red Side curb closures as well as the concessions event. There were 198 stories about Tampa International Airport in the media. Mr. Minner concluded by reporting that the Airport Experience News recently recognized Joe Lopano as Airport Director of the Year.

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 Watkins called for a motion to approve the items in the Consent Agenda.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Consent Agenda was unanimously approved by all members present.

The following items were contained in the Consent Agenda.

CONSENT ITEM I1

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

The Authority's property program is currently insured by Lexington Insurance Company of American International Group (AIG) and 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, 2019. This renewal proposal was marketed to 25 insurance carriers by Arthur J. Gallagher Risk Management Services, Inc. (Gallagher).

The recommended renewal property program is to keep AIG for the all other perils coverage, but use 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 coverage is also recommended to remain with Lloyds of London. This renewal has the same coverage as the expiring policies of \$1 billion all other perils, \$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 with a \$250,000 per occurrence minimum deductible. The total cost of the property insurance program, including all surcharges and assessments, is \$2,860,400, which is an increase of \$288,323 (11.2%) over last year. The increase is primarily due to market conditions led by recent worldwide catastrophe losses. This proposed renewal property program had the best terms and pricing over any of the alternatives.

The Authority has added a significant amount of new property over the past two years. Staff is working with Gallagher and Siver Insurance Consultants (Siver) on ways to improve future renewals, such as updated replacement cost appraisals and the collection of secondary data characteristics to enhance the Authority's risk profile with insurance carriers. This year's renewal includes engaging an outside firm to assist in collecting the above information.

This item is included in the FY19 O&M Budget.

The Chief Executive Officer recommended the Board authorize Gallagher to bind the property program presented for the 12-month policy period beginning April 1, 2019, and authorize the payment of 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.

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

CONSENT ITEM I2

Soil Use Regulation, Tampa International Airport, Resolution No. 2019-17.

The Authority has been working closely with the Florida Department of Environmental Protection (FDEP) to complete the environmental rehabilitation of Authority-owned property where certain underground contaminants have been identified. Authority and FDEP staff are able to streamline FDEP's institutional control requirements through the Authority's promulgation of a Soil Use Regulation for Tampa International Airport. The Soil Use Regulation requires that any person, entity, contractor, or lessor that engages or plans to engage in soil excavation or disturbance activities on Tampa International Airport property shall be required to apply for such activities on a form provided by the Authority, and obtain express written authorization prior to conducting such activities. The goal of the Soil Use Regulation is to provide for construction, maintenance, and repair of Tampa International Airport infrastructure while maintaining a safeguard that prevents direct exposure to contaminated soil and eliminates leaching of contaminants into the groundwater. FDEP

has approved the form and content of the proposed Soil Use Regulation. FDEP has instructed the Authority to promulgate the Soil Use Regulation and provide a copy of the Soil Use Regulation along with a map of Tampa International Airport that identifies the area of coverage. The promulgation of this Soil Use Regulation is expected to result in site closure at a reduced cost to the Authority while ensuring protection of human health and the local environment.

To complete site rehabilitation and fulfill the requirements of FDEP in a more streamlined and cost-effective way it is necessary to promulgate this Soil Use Regulation.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2019-17.

Resolution No. 2019-17 approved and authorized promulgation of a Soil Use Regulation; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM I3

Purchase Order(s), Lumacurve Airfield Sign Legend Panels and Face Insert Channels, Advanced Airport Equipment Inc., Tampa International and Plant City Airports and Metropolitan Nashville Airport Authority.

The Authority currently has 305 FAA Certified Lumacurve airfield guidance and distance remaining signs containing 1,759 panels at Tampa International and Plant City Airports. Authority staff regularly inspect and replace these signs and panels, as needed. Only Lumacurve manufactured panels are used as replacements in order to maintain required FAA certification of the signs.

On December 12, 2018, the Authority issued an Invitation to Bid in cooperation with the Metropolitan Nashville Airport Authority for the purchase of Lumacurve airfield sign legend panels and face insert channels. The Authority served as the lead agency.

On February 5, 2019, one (1) bid was publicly opened and read aloud as follows:

Company	Five Year Total Bid Price
Advanced Airport Equipment Inc.	\$529,966.50

There was no W/MBE goal prescribed for this solicitation.

For evaluation purposes, the average estimated quantities for a five-year period were used to establish unit pricing.

The term of the award is March 7, 2019 through March 6, 2024. Authority Purchase Orders will be issued during the term of the award in a total not-to-exceed amount of \$550,000.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Advanced Airport Equipment Inc. 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 I4

Purchase Order(s), Mobile Communication Services utilizing State of Florida, Department of Management Services Contract No. DMS-10/11-008A, AT&T Mobility, Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports.

The Authority routinely purchases wireless communication services to support staff and contractors providing services at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports.

In August 2016, the Board approved issuance of purchase orders to AT&T Mobility National Accounts LLC for wireless communication services and equipment utilizing NASPO ValuePoint Contract No. 1907 for the term of August 4, 2016 through June 30, 2019 in a total not-to-exceed amount of \$950,000.

State of Florida, Department of Management Services Contract No. DMS-10/11-008A provides for the purchase of wireless/cellular voice and data equipment and services, including data-cards, tablets, phones, accessories, and FirstNet, a nationwide public safety communications platform dedicated to first responders in a public-private partnership between AT&T and the First Responder Network Authority.

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.

Authorize the issuance of purchase orders to AT&T Mobility for mobile communication services utilizing State of Florida, Department of Management Services Contract No. DMS-10/11-008A for the term of March 7, 2019 through January 10, 2022 in the total not-to-exceed amount of \$1,600,000.

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 AT&T Mobility 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.

A report of the Audit Committee Meeting held on February 20, 2019 in the Aviation Authority Boardroom was presented by General Diehl.

The Audit Committee met on February 20, 2019 with all members in attendance. The Audit Committee Meeting Minutes of August 27, 2018 were approved. The Committee heard presentations from the Director of Internal Audit regarding the Annual Internal Audit Report, the Fiscal Year 2019 audit plan, and proposed revisions to Authority Policy P460, Internal Audits. The Authority's external auditors, RSM US, presented the results of the Fiscal Year 2018 external financial audit. Lastly, the Vice President of Information Technology Services provided an information security update.

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

The only item under Policies or Rules for Consideration or Action was the Update to Policy Manual, Revision to Policy for Approval: Section 400, Policy P460, Internal Audits, presented by Laura Tatem.

Policy P460, Internal Audits, establishes guidelines regarding the Authority's internal audit function. The Authority's Internal Audit Department (Department) developed a Five Year Strategic Plan (Plan) during Fiscal Year 2018. The Plan was presented to the Audit Committee in August 2018 and includes an initiative to transition to the auditing standards issued by the Institute of Internal Auditors (IIA) and away from the auditing standards issued by the Government Accountability Office (GAO). The IIA Standards better address management of the internal audit function and its role in an organization. Additionally, the IIA Standards allow for increased flexibility as new organizational risks are identified.

To better align Policy P460 with the Department's Plan and to allow for transition to the IIA Standards, management recommends revising Policy P460 to:

- Include reference to the IIA Standards;
- Update the purpose, mission, and approach of the Department;
- Revise the descriptions of the types of engagements performed by the Department; and
- Include annual confirmation by the Director of Internal Audit to the Audit Committee of the Department's independence, as required by IIA Standards.

The Chief Executive Officer recommended the Board approve the revisions to Policy P460, Internal Audits.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the revisions to Policy P460, Internal Audits, were unanimously approved by all members present. No resolution was required.

The Chairman then proceeded to Unfinished Business.

The first item in Unfinished Business was Part 2 Supplemental Contract B for Design-Build Services for Demolition of Red Side Rental Car Garage and Airside D Shuttle Guideway, HCAA Project No. 8830 17, Kimmins Contracting Corp., Tampa International Airport, Resolution No. 2019-19, presented by Jeff Siddle.

With the February 2018 opening of the Rental Car Center, the Red Side Rental Garage (Garage) is no longer needed and is incompatible with the 2012 Master Plan's future Main Terminal curbside expansion project. Additionally, the remaining segment of the Airside D Shuttle Guideway has also been deemed incompatible for future use.

This Project will demolish the Garage, the remaining segment of the existing Airside D Shuttle Guideway, and decommission the Red Side Rental Car Office Area.

On June 1, 2017, a request for qualifications entitled Demolition of Red Side Rental Car Garage and Airside D Shuttle Guideway at Tampa International Airport was issued.

On September 7, 2017, the Board approved negotiations with the number one ranked firm, Kimmins Contracting Corp.

On December 7, 2017, the Board approved the Part 1 Contract for design of the Project in the amount of \$1,037,732.

On June 7, 2018, the Board approved the Part 2 Contract for construction of the Project in the amount of \$1,460,115 for pre-demolition work.

On December 6, 2018, the Board approved the Part 2 Supplemental Contract A for demolition activities in the amount of \$3,435,441 in preparation for the Part 2 Supplemental Contract B.

This Part 2 Supplemental Contract B for Design-Build Services provides for the following scope of work:

- Installing temporary traffic control elements
- Performing demolition activities in preparation for the controlled demolition of the Garage
- Performing safety protection activities to protect adjacent structures

- Performing controlled demolition activities of the Garage
- Performing post-controlled demolition activities

The Guaranteed Maximum Price (GMP) for this Part 2 Supplemental Contract B for Design-Build Services will be \$5,362,555. The new total Part 2 Contract for Design-Build Services GMP will be \$10,257,811. The new total combined Part 1 Contract and Part 2 Contract amount to date will be \$11,295,543.

This Part 2 Supplemental Contract B for Design-Build Services will incorporate a W/MBE participation of at least 17.1% for design and 15% for construction.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2019-19.

Upon motion of Gary Harrod, seconded by Mayor Buckhorn, the Part 2 Supplemental Contract B for Design-Build Services for Demolition of Red Side Rental Car Garage and Airside D Shuttle Guideway at Tampa International Airport with Kimmins Contracting Corp. 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. 2019-19.

This concluded Unfinished Business. Chairman Watkins proceeded to New Business.

The first and only item in New Business was the Selection of Firm, General Planning Consultant and Master Plan Update, Tampa International Airport, presented by Jeff Siddle.

These general, on-call professional airport planning consulting services will include a variety of planning assignments at all four Authority airports and an update to the 2012 Master Plan and 2012 Master Plan Update - 2016 Addendum, which is currently scheduled in the Capital Improvement Program for FY 2022. The services may also include an update to the Electronic Airport Layout Plan, Sustainable Management Plan, Tampa International Airport FAR Part 150 Update, and GA Master Plan Updates.

On October 30, 2018, a request for qualifications entitled General Planning Consultant and Master Plan Update at Tampa International Airport was issued.

Two responses were received and were evaluated by staff.

The order of technical ranking is as follows:

1. Ricondo & Associates, Inc.
2. Landrum & Brown, Incorporated

A W/MBE goal of at least 17% of the dollar amount earned on the Contract was prescribed. A W/MBE goal of at least 17% will be incorporated into this Contract.

The anticipated term of the negotiated Contract is five years with two discrete one-year renewal options.

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

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

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the firms were ranked in order of preference were unanimously approved by all members present and staff was authorized to negotiate a contract; no resolution was required.

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

Al Illustrato gave a brief Master Plan Phase 2 update.

Operation Red went extremely well. Operations, Traffic, Guest Services, and Police did a great job in accommodating guests when the red side arrivals and departure curbs closed between the hours of 8:00 p.m. and 4:00 a.m.

TECO is continuing with the installation of power cables underground in preparation for the garage demolition. Hensel Phelps is working at the Sky Center Office site and AECOM has plans out to bid for Crossfield Taxiway A. A contract will be brought before the Board in May. Cone and Graham will be submitting 100% design documents for the roadway expansion.

Master Plan 2 has a budget of \$543.8 million of which \$115.6 million is committed to date and the costs to date are \$19.3 million.

This concluded Mr. Illustrato's report.

Before adjourning the meeting, Mr. Stephens requested an Attorney-Client Closed Session be held at the April 2019 Board Meeting to discuss pending litigation and to seek the Board's direction in terms of settlement and strategy.

With no further business to be brought before the Board, the Regular Board meeting adjourned at 9:26 a.m.

Robert I. Watkins, Chairman

Lesley "Les" Miller, Jr., Secretary