

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

Thursday, 9:00 a.m.  
October 12, 2023

A Regular Board Meeting and Board of Adjustment Public Hearing were convened in the Boardroom, Level 4 of SkyCenter ONE, Tampa, Florida, on Thursday, October 12, 2023.

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

Aviation Authority staff members present were Assistant General Counsel Michael Kamprath, Chris Minner, John Tiliacos, Damian Brooke, Veronica Cintron, Adam Bouchard, Elita McMillon, Jeff Siddle, Silvana Muro, Tom Thalheimer, Matt Bauer, Dan Johnson, Violet Cummins, Rob Porter, Ben Robins, Marcus Session, Laura Tatem, Brett Fay, Barbara Grilli, Tony Conza, James Tarro, Tony O'Brian, Chief Charlie Vazquez, Stacey Nance, Gina Dew, Scott Knight, John Mallory, Laurie Noyes, Beau Zimmer, Tiffany Kennedy, Aysel Guveloglu, Aldo Jimenez Valdez, Randall Caton, John Mallory, Kaseem Mabry, Melissa Solberg and Dan Porter.

Vice Chairman Watkins welcomed everyone to the Regular Board Meeting and Board of Adjustment Public Hearing of the Aviation Authority. He announced that Chairman Gary Harrod and Mr. Lopano would not be in attendance at the Board Meeting. He asked that anyone who would like to comment on propositions before the Board see Violet Cummins for a form.

The Pledge of Allegiance was recited.

Vice Chairman Watkins called the Board of Adjustment Public Hearing to Order.

Assistant General Counsel Michael Kamprath discussed the rules for the Public Hearing of the Aviation Authority Board of Adjustment. There were two Petitions for Variance. The Public Hearing was duly noticed by newspaper advertisement on September 22, 2023. No comments from the public were received.

Vice Chairman Watkins swore in Jeff Siddle, Airport Zoning Director and Vice President of Planning and Development. Petitioners Jose De Jesus and Michael Seifert from Port Tampa Bay, Steve Barber from KT North Ashley LLC, and Benjamin Plante and Scott Gilner from Kimley-Horn and Associates were also sworn in.

The following items were heard during the Board of Adjustment Public Hearing.

Item C1

Airport Study No. 2023-80, Port Tampa Bay, requesting variances to replace two existing non-transmitting range light towers to continue safe navigation within the center of the channel and meet Coast Guard requirements due to vessel size and construction of Berth 218, with a maximum height of 261' AMSL and 168' AMSL, located at Hookers Point, Tampa, FL, Resolution No. 2023-105, presented by Jeff Siddle.

Port Tampa Bay (Petitioner) is seeking to replace two existing non-transmitting range light towers to continue safe navigation within the center of the channel and meet Coast Guard requirements due to vessel size and construction of Berth 218, with a maximum height of 261' AMSL and 168' AMSL, located at Hookers Point, Tampa, FL. The nearest airport is Peter O. Knight. The two towers will penetrate Peter O. Knight's Horizontal Surface and require variances because they exceed obstruction standards.

Notice of this hearing before the Board of Adjustment was provided on September 22, 2023.

Petitioner is requesting variances to replace two existing non-transmitting range light towers for safe navigation within the center of the channel. The existing towers no longer meet Coast Guard requirements.

The Petition was presented to the Airport Hearing Officer on August 10, 2023 and, based on testimony and evidence presented, the Hearing Officer found that approval of the variances, with required conditions, would have no adverse 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 avoid unnecessary hardship to the Petitioner's property, and would be in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

The FAA's aeronautical study found that the Petitioner's request would not be a hazard to air navigation provided certain conditions are met. Additionally, FDOT was provided the opportunity to review the Petition for technical consistency with Florida Statutes and had no response.

The Airport Hearing Officer recommended that the Board of Adjustment approve the variances to Airport Zoning Regulations requested by Petitioner with the following conditions: (1) Red Obstruction lighting required in accordance with FAA Advisory Circular 70/7460-1M; (2) E-File FAA Form 7460-2 with the FAA if the project is abandoned or within five (5) days after construction reaches its greatest height; (3) Notify the Airport at least five (5) business days prior to starting construction at 813-870-7863 and provide Airport Study number; (4) The Petitioner will be required to follow all conditions specified in the FAA Determination of No Hazard to remain in compliance; (5) Installation equipment (crane) exceeding 261' AMSL will require a separate permit from the Authority; and (6) Any glint or glare issues identified from the project must be mitigated by the Petitioner to the satisfaction of the Authority to avoid adverse impacts to aviation.

The variances will be valid until the FAA Determination of No Hazard to Air Navigation expires December 21, 2024, but if the FAA Determination of No Hazard is extended by the FAA for the no more than 18 months, the variances will also be extended one time, without further action of the Board of Adjustment, provided that no changes in the proposed structures have occurred.

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

Upon motion of General Diehl, seconded by Commissioner Cohen, a variance for Airport Study No. 2023-80, Port Tampa Bay, requesting variances to replace two existing non-transmitting range light towers to continue safe navigation within the center of the channel and meet Coast Guard requirements due to vessel size and

construction of Berth 218, with a maximum height of 261' AMSL and 168' AMSL, located at Hookers Point, Tampa, FL was unanimously approved by all Board Members present; and the Airport Zoning Director or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2023-105.

#### Item C2

Airport Study No. 2023-84, KT North Ashley, LLC, requesting a variance to construct One Tampa, a 42-story mixed-use development tower, with a maximum height of 512' AMSL, located at 507 N. Ashley Drive, Tampa, FL, Resolution No. 2023-106, presented by Jeff Siddle.

KT North Ashley, LLC (Petitioner) is seeking to construct One Tampa, a 42-story mixed-use development tower, with a maximum height of 512' AMSL, located at 507 N. Ashley Drive, Tampa, FL. The nearest airport is Peter O. Knight.

Notice of this hearing before the Board of Adjustment was provided on September 22, 2023.

Petitioner is requesting a variance to construct a 42-story mixed-use development tower.

The Petition was presented to the Airport Hearing Officer on August 10, 2023 and, based on testimony and evidence presented, the Hearing Officer found that approval of the variance, with required conditions, would have no adverse effect on existing impacts or loss of utility to Peter O. Knight Airport, would not be contrary to the public interest, would avoid unnecessary hardship to the applicant's property, and would be in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

The FAA's aeronautical study found that the Petitioner's request would not be a hazard to air navigation provided certain conditions are met. Additionally, FDOT was provided with the opportunity to review the Petition for technical consistency with Florida Statutes and had no response.

The Airport Hearing Officer recommended that the Board of Adjustment approve the variance to Airport Zoning Regulations requested by Petitioner with the following conditions: (1) Red Obstruction lighting required in accordance with FAA Advisory Circular 70/7460-1M; (2) E-File FAA Form 7460-2 with the FAA and Airport at least 10 days prior to construction and within five (5) days after construction reaches its greatest height; (3) Notify the Airport at least five (5) business days prior to starting construction at 813-870-7863 and provide Airport Study number; (4) The Petitioner will be required to follow all conditions specified in the FAA Determination of No Hazard to remain in compliance; (5) Installation equipment (crane) exceeding 512' AMSL will require a separate permit from the Authority; (6) Any glint or glare issues identified from the project must be mitigated by the Petitioner to the satisfaction of the Authority to avoid adverse impacts to aviation; (7) The Authority requires a survey of construction to be completed and submitted to the Authority within five (5) days of construction reaching its greatest height; and (8) In the event that the proposed elevation is exceeded, the Petitioner acknowledges it will modify the building to remove any feature or portion of the building exceeding the permitted elevations with all due haste.

The variance will be valid until the FAA Determination of No Hazard to Air Navigation expires August 10, 2024, but if the FAA Determination of No Hazard is extended by the FAA for no more than 18 months, the

variance will also be extended one time, without further action of the Board Adjustment, provided that no changes in the proposed building have occurred.

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

Upon motion of General Diehl, seconded by Commissioner Cohen a variance for Airport Study No. 2023-84, KT North Ashley, LLC, requesting a variance to construct One Tampa, a 42-story mixed-use development tower, with a maximum height of 512' AMSL, located at 507 N. Ashley Drive, Tampa, FL was unanimously approved by all Board Members present; and the Airport Zoning Director or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2023-106.

The Public Hearing of the Board of Adjustment was closed.

Vice Chairman Watkins called the Regular Board Meeting to Order and announced there would be a Section 119.0725 Closed Session after the Staff Reports but here would be no Attorney Client Closed Session.

Vice Chairman Watkins then asked for a Motion to Approve the Agenda.

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

Vice Chairman Watkins then proceeded to Public Comments and asked if anyone would like to address the Board. There was one Public Comment by Neil Cosentino. Mr. Cosentino spoke of building a replica of the Benoist 1 which would be built with aluminum versus wood and would be called the Spirit of Tampa Bay. He also spoke of an Air Tattoo which would be an air parade during Gasparilla. Aircraft in 3 minute intervals would descend off Ballast Point, rock their wings and then pull up while information regarding the airplane and pilot were announced.

Vice Chairman Watkins asked Assistant General Counsel Kamprath if there were any abstentions from the Regular Board Meeting held on September 7, 2023 that needed to be read into the record. Assistant General Counsel Kamprath replied that there were no abstentions from the September 7, 2023 Board Meeting and none were anticipated at this meeting.

Vice Chairman Watkins asked if there were any additions or corrections to the Minutes of the Regular Board Meeting held on September 7, 2023.

Upon motion of Commissioner Cohen, seconded by Mayor Castor, the Minutes of the Regular Board Meeting held on September 7, 2023 were unanimously approved by all Board Members present.

Vice Chairman Watkins proceeded to the Management Report.

Chris Minner provided the Performance Assessment Report.

There were more than 1.7 million passengers served in August 2023, which is up 5.2% from last August. 97,000 International passengers were served which is about an 18% increase from last year. Capacity was up 23% this month versus a year ago.

Breeze announced the first nonstop flights to Springfield, IL would start on December 4, 2023. Also Breeze launched two new destinations in the month of October to Charleston, WV and Pittsburgh, PA.

The Airport held a hiring day on September 14, 2023 with about 1,500 total applicants and 24 companies participating. There were more than 450 jobs available.

The Annual I Am TPA recognition program was held and 14 men and women were recognized for providing excellent customer service.

Tampa International Airport was recognized for the second year in a row by J.D. Power as the number one large airport in North America. Only 3 other times has a large hub airport been ranked number one back to back.

The fiscal year closed out with 8,283 total stories which averaged about 700 a month over the 12 month period. There were 3.8 billion impressions and \$75 million of earned media value.

There are more than 300,000 people who are following the Airport across all social media channels.

John Tiliacos was next to report on the Grand Opening of four new hangars at Sheltair Aviation. The \$26 million hangar project adds over 100,000 square feet of hangar and office space to Sheltair's existing facility. The expansion includes more than 336,000 square feet of aircraft apron parking space.

The new hangars opened in time to host the 2023 Girls in Aviation Day which is organized by the Tampa Bay Chapter of Women in Aviation. More than 600 people attended and the Authority was one of 30 sponsors of the event.

Chief Charlie Vazquez spoke on the Airport Police Department's accreditation by the Commission for Florida Law Enforcement Accreditation (CFA). There were 194 standards that were met and found to be in compliance.

This concluded the Management Report.

The Vice Chairman then moved on to the Consent Agenda.

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

The following items were contained in the Consent Agenda.

Item I1

Space Rental Agreement, Porter Airlines (Canada) Limited, Tampa International Airport, Resolution No. 2023-98.

Porter Airlines (Canada) Limited (Porter) is an air carrier that will be operating at Tampa International Airport. Porter desires to lease Ticketing Level Office space in the Main Terminal in support of its operations at Tampa International Airport.

This Space Rental Agreement (SRA) has an initial one (1) year Term, effective October 1, 2023 and terminating September 30, 2024, with two (2) separate one (1) year renewal options upon sixty (60) days written request prior to the expiration of the then existing Term and written approval by the Authority’s CEO (Renewal Options). If all Renewal Options are exercised, this SRA will have a final termination date of September 30, 2026.

This SRA has standard terms including, but not limited to, environmental, insurance, and indemnity.

Utilizing Fiscal Year 2024 Signatory rates, Porter desires to lease 122 square feet of Ticketing Level Office space at \$233.34 per square foot. This SRA provides for an annual rental rate adjustment.

Suite	SF	FY24 \$/SF (Signatory Rates)	Annual Rent*	Monthly Rent*
1481	122	\$ 233.34	\$ 28,467.48	\$ 2,372.29
Total - Main Terminal			\$ 28,467.48	\$ 2,372.29

\*Plus applicable taxes

Management recommended adoption of Resolution No. 2023-98.

Resolution No. 2023-98 approved and authorized execution of Space Rental Agreement at Tampa International Airport with Porter Airlines (Canada) Limited; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item I2

Construction Contract, Airside E Cooling Tower Refurbishment, HCAA Project No. 7310 24, J. Gray & Associates, Inc., Tampa International Airport, Resolution No. 2023-101.

The purpose of this Project is to remove and replace internal components for the two counterflow cooling towers at Airside E. The refurbishment includes, but is not limited to, fan assemblies and motors, gear boxes, fill and fill supports, drift eliminators, and spray nozzles. The Project scope also includes electrical upgrades to facilitate the replacement of internal components.

An Invitation to Bid was issued on July 19, 2023.

On September 7, 2023, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
J. Gray & Associates, Inc.	\$341,569
CT/HX Services, LLC	\$371,793
*W.W. Gay Mechanical Contractor of Gainesville, Inc.	\$688,032

\* W.W. Gay Mechanical Contractor of Gainesville, Inc. was deemed non-responsive for failing to provide the required Bid Bond or Cashier's Check.

The lowest responsive and responsible Bidder is J. Gray & Associates, Inc.

No W/MBE Goal was prescribed due to the nature of the Project.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2023-101.

Resolution No. 2023-101 approved and authorized award and execution of Construction Contract for Airside E Cooling Tower Refurbishment, HCAA Project No. 7310 24, at Tampa International Airport with J. Gray & Associates, Inc. in the amount of \$341,569; approved rejection of Bid received from W.W. Gay Mechanical Contractor of Gainesville, Inc. as non-responsive; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

### Item 13

Change Order No. 1, North Air Cargo Roof Rehabilitation, HCAA Project No. 6530 18, U.S. Coating Specialists, LLC, Tampa International Airport, Resolution No. 2023-109.

On March 2, 2023, the Board awarded U.S. Coating Specialists, LLC a Construction Contract for North Air Cargo Roof Rehabilitation in the amount of \$2,136,515.40. This Project includes removal and replacement of the North Air Cargo facility roof at Tampa International Airport.

During construction, existing conditions were discovered by U.S. Coating Specialists, LLC that constitute a change in the work. These conditions were concealed and not known by the Authority until recently. The changes in work include the following:

#### Item #1:

Replace wood cap along the precast concrete parapet walls that were discovered to be not structurally sound. Change Order No. 1 includes removal of the existing wood cap, installation of new pressure treated lumber, and fastening to the concrete wall.

Item #2:

Existing plywood sheathing was not fastened to the parapet wall. Change Order No. 1 includes installing new metal angle connections around the perimeter of the roof and installing new fasteners to properly attach the existing plywood sheathing to the parapet wall.

Item #3:

The Contract Documents included a bid item to overlay metal decking that is pitted or rusted with new metal decking. U.S. Coating Specialists, LLC has removed approximately 10% of the roof and the amount of metal deck to be overlayed is anticipated to exceed the original Contract quantity. Change Order No. 1 increases the quantity of metal decking overlay.

As a result of these changes in the work, staff recommends execution of Change Order No. 1 to the Construction Contract in the amount of \$176,266.39, resulting in a new total Contract amount of \$2,312,781.79.

Additionally, staff recommends the Board authorize the Chief Executive Officer to execute additional Change Order(s) in an amount not-to-exceed \$200,000 for other unforeseen conditions.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2023-109.

Resolution No. 2020-109 approved and authorized execution of Change Order No. 1 to Construction Contract for North Air Cargo Roof Rehabilitation, HCAA Project No. 6530 18, at Tampa International Airport with U.S. Coating Specialists, LLC in the amount of \$176,266.39; authorized the Chief Executive Officer to execute additional Change Order(s) in an amount not-to-exceed \$200,000 for other unforeseen conditions; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item 14

Purchase Order, Stripe Hog Water Blasting System SH8000, utilizing the Houston-Galveston Area Council Contract No. SW04-20, Waterblasting LLC, Tampa International Airport.

The Authority's FY24 Capital Equipment Budget provides for the purchase of a Stripe Hog Water Blasting System SH8000. The Stripe Hog is a mobile high-pressure water cleaning system that will be used for routine runway rubber removal, maintenance and removal of airfield paint markings, and cleaning of pavement surfaces.

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

This item authorizes issuance of a Purchase Order to Waterblasting LLC for the purchase of a Stripe Hog Water Blasting System SH8000 utilizing the Houston-Galveston Area Council Contract No. SW04-20 for the Term of October 12, 2023 through March 31, 2024 in a maximum purchase authorization amount of \$690,000.

Vehicle Type	Quantity	Department
Stripe Hog SH8000	1	Airfield Maintenance

This item is included in the Capital Equipment Budget.

The Chief Executive Officer recommended the Board authorize the issuance of a Purchase Order to Waterblasting 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 15

Purchase Orders, Paint and Supplies, utilizing NCPA-Omnia Partners Contract No 02-147, Sherwin Williams Co., Tampa International Airport.

The Authority’s FY24 O&M Budget provides for the purchase of paint and related supplies utilized by Airfield and Building Maintenance for the painting of runways/taxiways and building locations.

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

This item authorizes the issuance of Purchase Orders to Sherwin Williams Co. for the purchase of paint and related supplies utilizing NCPA-Omnia Partners Contract No. 02-147 for the Term of October 12, 2023 through April 30, 2026, with two, one-year renewal options, in a maximum purchase authorization amount of \$200,000.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Sherwin Williams Co. 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 16

Maintenance Contract, Hi-Reach Cleaning Services, A1 Orange Exterior Building Services LLC, Tampa International Airport, Resolution No. 2023-102.

The Authority has an ongoing need for hi-reach cleaning services at Tampa International Airport. Services include dusting and cleaning of soffits, ceiling ledges, hanging signs, HVAC vents, fans, and artwork in the Main Terminal, Airsides, Sky Connect Stations, Rental Car Center, and SkyCenter Atrium. The current contract for these services expires October 31, 2023.

An Invitation to Bid based on estimated quantities for hi-reach cleaning services was issued on July 17, 2023.

On August 28, 2023, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>First-Year Bid Amount</u>
A1 Orange Exterior Building Services LLC	\$143,577
Emerald Facility Management LLC	\$239,370

\*Bids received from Foxtrot Aviation Services, LLC, Legacy Pro Cleaning Solutions, M&G Investors, LLC dba M&G Janitorial Services, and Burk Custom Cleaning dba The Cleaning Guys & A Girl were deemed non-responsive for failing to meet requirements set forth in the Invitation to Bid.

The lowest responsive and responsible Bidder is A1 Orange Exterior Building Services LLC.

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

This item authorizes the execution of a Maintenance Contract for Hi-Reach Cleaning Services (Contract) with A1 Orange Exterior Building Services LLC for the Term of November 1, 2023 through October 31, 2028. The cost for the first year of this Contract is estimated to be \$143,577. The rates will increase no more than 5% per year through the Term of this Contract. Additionally, the Contract includes an Extra Work provision to allow for additions, deletions or revisions in the work being performed by A1 Orange Exterior Building Services LLC. This item authorizes the Chief Executive Officer or designee to approve up to \$25,000 of Extra Work over the Term of the Contract. Based on a 5% increase per year of the Contract and Extra Work up to \$25,000, the total maximum purchase authorization amount for the Term of the Contract is \$818,354. The Authority may terminate the Contract by giving thirty days written notice.

This item is included in the O&M Budget.

Management recommended adoption of Resolution of No. 2023-102.

Resolution No. 2023-102 approved and authorized execution of Maintenance Contract for Hi-Reach Cleaning Services at Tampa International Airport with A1 Orange Exterior Building Services LLC; authorized the Chief Executive Officer or designee to approve up to \$25,000 of Extra Work over the Term of the Maintenance Contract for Hi-Reach Cleaning Services; approved rejection of Bids received from Foxtrot Aviation Services, LLC, Legacy Pro Cleaning Solutions, M&G Investors, LLC dba M&G Janitorial Services, and Burk Custom Cleaning dba The Cleaning Guys & A Girl as non-responsive; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

#### Item 17

Memorandum of Understanding, Temporary Use of Bus Services, Hillsborough Area Regional Transit Authority, Tampa International Airport, Resolution No. 2023-107.

The Authority has developed a SkyConnect Outage Transportation Contingency Plan (Plan) which provides for an immediate response to provide alternative transportation for passengers and their baggage between the Rental Car Center, Economy Parking Garage, and the Main Terminal until normal SkyConnect services can be restored. The Hillsborough Regional Transit Authority (HART) desires to support the Plan and provide temporary bus services.

This item authorizes execution of a Memorandum of Understanding for Temporary Use of Bus Services with HART for a five-year period beginning October 12, 2023 and continuing through October 11, 2028. HART will be reimbursed by the Authority under the Memorandum of Understanding at a rate of \$142 per bus for each hour bus service is provided during a SkyConnect outage.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2023-107.

Resolution No. 2023-107 approved and authorized execution of Memorandum of Understanding for Temporary Bus Services at Tampa International Airport with Hillsborough Area Regional Transit Authority; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

#### Item 18

Purchase Orders, Installation and Site Preparation Services, utilizing GSA Contract No. GS-07F-0599X, Florida Door Control of Orlando Inc., Tampa International Airport.

The Authority provides inventory items for repairing and replacing various security gate systems, automatic doors, and other access control areas throughout Tampa International Airport. Maintenance utilizes the inventory items for quick repair and replacement.

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

This item authorizes the issuance of Purchase Orders to Florida Door Control of Orlando Inc. to repair and replace various security gate systems, automatic doors, and other access control areas utilizing GSA Contract No. GS-07F-0599X for the Term of October 12, 2023 through June 14, 2026, with one, five-year renewal option at the discretion of the Chief Executive Officer, contingent upon approval of a similar renewal option exercised by GSA, in a maximum purchase authorization amount of \$300,000, including the renewal option.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Florida Door Control of Orlando Inc. 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 19

Purchase Orders, Warehousing, Material Handling, and Production Support, utilizing Region 4 ESC-TX Contract No. R211403, Motion Industries, Tampa International Airport.

The Authority provides inventory items for the repair and replacement of bearings, hoses, belts, pulleys, and other various items throughout Tampa International Airport. Maintenance utilizes the inventory items for quick repair and replacement.

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

This item authorizes the issuance of Purchase Orders to Motion Industries for bearings, hoses, belts, pulleys, and other various items utilizing Region 4 ESC-TX Contract No. R211403 for the Term of October 12, 2023 through November 30, 2024, with two, one-year renewal options at the discretion of the Chief Executive Officer, contingent upon approval of similar renewal options exercised by Region 4 ESC-TX, in a maximum purchase authorization amount of \$700,000, including any renewal options.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Motion Industries 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.

This concluded the Consent Agenda.

General Deihl then gave the following Audit Committee Update:

The Audit Committee met on September 7, 2023, in the Aviation Authority Boardroom with all members in attendance. The minutes of the March 2, 2023, Audit Committee Meeting were approved. The Audit Committee heard presentations from the Director of Internal Audit regarding the status of the Fiscal Year 2023 audit plan, the results of the independent external assessment, and internal audit recommendations not yet implemented. The Internal Audit Department received the rating of Generally Conforms from the Independent External Validation Quality Assurance Review (QAR). Generally Conforms is the highest rating available. There was one suggested enhancement proposed by the external assessors. The Audit Committee discussed the suggested enhancement and voted to revise Authority Policy P460 to implement the enhancement. The revision will be presented to the full Board for approval. The Director of Internal Audit then presented the proposed fiscal year 2024 audit plan which was approved unanimously by the Audit Committee.

A reminder was provided by the Assistant General Counsel regarding the Board Member annual ethics training requirement.

The Authority's external auditors, RSM US, presented the results of the Fiscal Year 2023 external financial audit. RSM US issued unmodified opinions on the financial statements and compliance reports.

Vice Chairman Watkins then proceeded to Policies or Rules for Consideration or Action which contained one item.

#### Item K1

Update to Policy Manual, Revisions to Policy for Approval: Section 400, Policy P460, Internal Audits, presented by Laura Tatem.

Policy P460, Internal Audits, establishes a policy regarding the Authority's internal audit function. The Authority's Internal Audit Department underwent its first Independent External Validation Quality Assurance Review (QAR) under the Institute of Internal Auditors (IIA) Standards in June 2023. It is the opinion of the independent validators that the Authority's Internal Audit Department "Generally Conforms" to the IIA Standards, which is the highest rating available.

The results of the QAR contained a suggestion by the independent validators to add language to Policy P460, Internal Audits, to enhance the independence of the Director of Internal Audit. In furtherance of that suggestion, staff proposes revising Policy P460, Internal Audits, to state that the Director of Internal Audit shall be hired by the CEO subject to approval by at least a majority of the Audit Committee. Further, if the Director of Internal Audit is terminated by the CEO, the Audit Committee shall receive written notice of such no later than two (2) business days after the decision to terminate.

The proposed revisions were discussed and approved by the Audit Committee at the September 7, 2023 Audit Committee meeting.

The Chief Executive Officer and Audit Committee recommended approval of the proposed revisions to Policy P460, Internal Audits.

Upon motion of General Diehl, seconded by Commissioner Cohen, Revisions to Policy for Approval: Section 400, Policy P460, Internal Audits was unanimously approved by all Board Members present. No Resolution was required.

There was no Unfinished Business so Vice Chairman Watkins proceeded to New Business. The following items were contained in New Business.

#### Item M1

Maintenance Contract, Glass Cleaning and Pressure Washing Services, Emerald Facility Management, LLC., Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2023-103, presented by Ben Robins.

The Authority has an ongoing need for glass cleaning and pressure washing services at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports. The current contract for these services expires October 31, 2023.

An Invitation to Bid based on estimated quantities for glass cleaning and pressure washing services was issued on July 17, 2023.

On August 28, 2023, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>First-Year Bid Amount</u>
Emerald Facility Management, LLC.	\$329,800
Sunshine Cleaning Systems, Inc.	\$471,557
A1 Orange Exterior Building Services LLC	\$551,629

\*Bids received from Blue Edonis, Kept Companies Inc dba Krystal Klean, Legacy Pro Cleaning Solutions, M&G Investors. LLC dba M&G Janitorial Services, and Succor Building Services dba ServiceMaster Commercial Services were deemed non-responsive for failing to meet requirements set forth in the Invitation to Bid.

The lowest responsive and responsible Bidder is Emerald Facility Management, LLC.

There was no W/MBE goal prescribed for the Invitation to Bid.

This item authorizes execution of a Maintenance Contract for Glass Cleaning and Pressure Washing Services (Contract) with Emerald Facility Management, LLC. for the Term of November 1, 2023 through October 31, 2028. The cost for the first year of the Contract is estimated to be \$329,800. The rates will increase no more than 5% per year through the Term of the Contract. Additionally, the Contract includes an Extra Work provision to allow for additions, deletions or revisions in the work being performed by Emerald Facility Management, LLC. This item authorizes the Chief Executive Officer or designee to approve up to \$125,000 of Extra Work over the Term of the Contract. Based on a 5% increase for each year of the Contract and Extra Work up to \$25,000, the total maximum purchase authorization for the Term of the Contract is \$1,947,354. The Authority may terminate the Contract by giving thirty days written notice.

This item is included in the O&M Budget.

Management recommended adoption of Resolution of No. 2023-103.

Upon motion of General Diehl, seconded by Mayor Castor, Maintenance Contract for Glass Cleaning and Pressure Washing Services at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports with Emerald Facility Management LLC. was unanimously approved by all Board Members present; the Chief Executive Officer or designee was authorized to approve up to \$125,000 of Extra Work over the Term of the Maintenance Contract for Glass Cleaning and Pressure Washing Services; rejection of Bids from Blue Edonis, Kept Companies Inc dba Krystal Klean, Legacy Pro Cleaning Solutions, M&G Investors. LLC dba M&G Janitorial Services, and Succor Building Services dba ServiceMaster Commercial Services as non-responsive was approved; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2023-103.

Item M2

Purchase Order, Electric Buses, RIDE Coach and Bus a/dba of BYD Coach and Bus LLC, Tampa International Airport, presented by Adam Bouchard.

The Authority is responsible for transporting Airport employees from the Employee Parking Lot to the Main Terminal 24 hours a day, 7 days a week.

The Authority utilizes seven (7) diesel buses and one (1) CNG bus for the current operation. The diesel buses are leased by the Authority and the CNG bus is owned by the Authority, operated by ABM Aviation, Inc., and maintained by a third-party through ABM Aviation, Inc.

In September 2021, the Authority purchased four (4) battery-powered electric BYD K9MD buses and three (3) Siemens EC200 DC chargers that were installed to support the electric buses. The electric buses began transporting employees daily in June 2023.

The Authority desires to purchase an additional three (3) electric buses and one (1) charger.

An Invitation to Bid was issued on April 5, 2023.

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

<u>Company Name</u>	<u>Bid Amount</u>
RIDE Coach and Bus a/dba of BYD Coach and Bus LLC	\$2,725,900

The lowest responsive and responsible Bidder is RIDE Coach and Bus a/dba of BYD Coach and Bus LLC.

No specific goal for DBE participation was established.

This item is included in the Capital Budget.

The Chief Executive Officer recommended the Board authorize the issuance of a Purchase Order to RIDE Coach and Bus a/dba of BYD Coach and Bus LLC and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

Upon motion of General Diehl, seconded by Commissioner Cohen, the issuance of a Purchase Order to RIDE Coach and Bus a/dba of BYD Coach and Bus LLC was unanimously approved by all Board Members present and the Chief Executive Officer or designee was authorized to execute all other ancillary documents. No resolution was required.

Item M3

Master Services Agreement, Software, Support, and Services, Oracle America, Inc., Tampa International Airport, Resolution No. 2023-104, presented by Marcus Session.

In 1998, the Authority implemented Oracle Enterprise Resource Planning (ERP) software, including software, support, and services. Oracle's software provides technology to support the Authority's Financials (GL, AP, AR, Project Costing, Fixed Assets), Cash Management, Planning and Budgeting, Procurement/Sourcing, Vendor Management, Vendor Contracts, Human Resources, Payroll, Benefits, Talent Management, Learning Management, Employee Self-Service, and Vendor Portal.

Pursuant to Authority Standard Procedure S410.20, Standardization Program, and at the request of the Information Technology Services Department, the Authority's Standardization Committee met on August 15, 2023 to review a Request to Standardize the Oracle America, Inc. ERP solution. The request was approved by the Standardization Committee. A Notice of Standardization of Services and Intent to Negotiate was publicly noticed on August 23, 2023. No responses were received by the due date.

This item authorizes execution of a Master Services Agreement for software, support, and services with Oracle America, Inc. for the period of October 12, 2023 through October 11, 2028 in a total maximum purchase authorization amount of \$8,500,000.

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

Management recommended adoption of Resolution No. 2023-104.

Upon motion of General Diehl, seconded by Commissioner Cohen, Master Services Agreement at Tampa International Airport with Oracle America, Inc. was unanimously approved by all Board Members present; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2023-104.

This concluded New Business.

Jeff Siddle then gave the monthly Master Plan Update.

Steel beams are now being erected on the Red Side Express Lanes. About 2/3 of the underground drill shafts are completed. The process of cutting a 50 foot opening in the arcade floor has been pushed out to December. The Budget is in good standing with a cost to date of a little under \$481 million and the Board approved budget of \$583 million. Work is progressing at a good pace in terms of schedule and overall budget.

This concluded the Staff Reports and Vice Chairman Watkins proceed to the Closed Session pursuant to Section 119.0725, Florida Statutes.

Assistant General Counsel Kamprath discussed the rules for the Closed Session and asked for a motion to enter into the Closed Session.

Upon motion of Commissioner Cohen, seconded by General Diehl, the motion to enter into a Closed Session was unanimously approved by all Board Members present.

At the conclusion of the Closed Session, Vice Chairman Watkins reopened the Regular Board Meeting.

Before adjourning the meeting, Assistant General Counsel Kamprath requested an Attorney-Client Closed Session be held at the November 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, Vice Chairman Watkins adjourned the meeting.

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Gary Harrod, Chairman

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Jane Castor, Secretary