

Hillsborough County Aviation Authority
Regular Board Meeting

Thursday, 9:00 a.m.
October 5, 2017

A Regular Board Meeting of the Hillsborough County Aviation Authority was convened in the Boardroom, Main Terminal Building, Level 3 at Tampa International Airport, Tampa, Florida, on Thursday, October 5, 2017.

Members present were: Robert I. Watkins, Mayor Bob Buckhorn, General Chip Diehl, Gary Harrod and Commissioner Victor Crist.

Aviation Authority staff members present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Al Illustrato, Damian Brooke, Chris Minner, John Tiliacos, Janet Scherberger, Michael Kamprath, Scott Knight, Jeff Siddle, Ed Haines, Elita McMillon, Ann Davis, Beth Zurenko, Gina Evans, Violet Cummins, Laurie Noyes, Police Chief Charlie Vazquez, Police Officer Hammond, Lloyd Tillmann, Laura Tatem, Teresa Howell, Dominic Macrone, Randy Forister, Kari Goetz, Rob Porter, Brett Fay, Kenneth Strickland, Fire Chief Danny Olegario, Paul Ridgeway, James Tarro, Doug Wycoff, Carmella Siravo, Tom Thalheimer and Adam Bouchard.

Chairman Watkins welcomed everyone to the Regular Board Meeting of September 5, 2017. Chairman Watkins asked everyone to stand for the Pledge of Allegiance. He then advised the audience that anyone wishing to comment on propositions brought before the Board should see Violet Cummins, Board Services Administrator, for a form.

Chairman Watkins advised the audience that all members had received a copy of the Agenda prior to the meeting and had a chance to review it in advance. Before proceeding he informed the audience that Mr. Lopano had something to share with the Board.

Mr. Lopano reminded the Board that at the September Board Meeting General Counsel Stephens had advised of the possibility of holding an Attorney-Client Closed Session at the October meeting. Mr. Lopano informed the Board that there would be no need to hold that Closed Session.

Chairman Watkins announced that there were no Public Comments and proceeded to approve the Minutes.

Violet Cummins, Board Services Administrator, announced that Agenda needed to be approved to which Chairman Watkins replied that it would be handled later in the meeting.

Chairman Watkins then asked General Counsel Stephens if there were any additions or corrections to the Minutes of the Regular Board Meeting held on September 7, 2017. General Counsel Stephens reported no abstentions to be read from the September 7, 2017 Board Meeting and stated he did not anticipate any from this Meeting.

Chairman Watkins then called for a motion to approve the Minutes of the Regular Authority Board Meeting of September 7, 2017.

Upon motion of Mayor Buckhorn, seconded by General Diehl, the Minutes of the Regular Authority Board Meeting of September 7, 2017 were unanimously approved by all members present.

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

Mr. Lopano inquired if the Agenda was approved. Chairman Watkins responded that it would be handled after the Management Report. General Counsel Stephens advised that the Consent Agenda is approved after the Management Report.

Chairman Watkins then called for a motion to approve the Agenda for the October 5, 2017 Board Meeting.

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

Mr. Lopano then called John Tiliacos to begin the Management Report.

Mr. Tiliacos, Executive Vice President of Operations and Customer Service, began the Management Report with a recap of the Authority's readiness and response to Hurricane Irma. He stated the Airport suffered minimal damage. The Incident Command Center was activated and the Authority coordinated with the City of Tampa, Hillsborough County EOC and several state and federal agencies. A team of employees from various departments that Mr. Lopano referred to as Storm Riders rode out the storm at the Airport. On September 9th all commercial flights were suspended and operations resumed on Tuesday morning September 12th which also included the Authority's three General Aviation Airports. A total of 838 flights were canceled between 8:00 p.m. September 9th and 9:00 a.m. September 12th. Mr. Tiliacos gave a special thanks to concessionaires HOST, HBF and Newslink for remaining open during the storm for employees and hotel guests.

Mr. Tiliacos next reported that two emergency response vehicles were recently purchased for the Aircraft Rescue and Firefighting Department. The first vehicle, AARF2, is a new state of the art vehicle that is one of four primary AARF trucks. The second vehicle is an Advanced Life Support (ALS) truck.

Both General Diehl and Commissioner Crist gave a special thanks to the Authority's efforts in regards to Hurricane Irma. Commissioner Crist also thanked the Authority for allowing the public to park their cars under covered parking.

Next to present was Chris Minner, Executive Vice President of Marketing and Communications. Mr. Minner started his presentation with his Monthly Performance Assessment Report. Total traffic for the month of August was up 7.3%. The biggest growth was by Southwest Airlines at 11.1% and Delta Airlines at 12%. International Passenger Traffic was up 6.5% year-over-year. Both Air Canada and Copa Airlines showed significant year-over-year gains.

Mr. Minner attended the World Routes Conference which was held in Barcelona this year. They had a record breaking 23 individual one-on-one meetings with carriers from all over the world, two of which are key destinations for the Authority. Kenneth Strickland, Director of Research and Air Service Development, travelled to Bogota, Columbia after the World Routes Conference to attend the Tampa Bay Export Alliance Mission along with a delegation of 20 business leaders from the Tampa Bay Region. He was able to meet with Avianca Airlines twice in pursuit of nonstop flights to Bogota.

Mr. Minner then gave an update on the Gateway Development Area office building. The goal of this project is to deliver a Class A office building that will be competitive in the Westshore Business District. The office building will be 9 stories with approximately 30,000 square feet per floor for a total of 270,000 square feet. This building will be connected to an atrium and pedestrian walkway with moving walks to bring people over to the Automated People Mover. The Authority will occupy floors 2-4 leaving the highest floors open for tenants. A two step solicitation process will be proposed.

In Step 1, any developer that is interested in making a proposal will provide the Authority with their qualifications. Then they will need to go through an interview detailing how they would approach the project. The top three firms will be brought before the Board.

In Step 2, the proposals will be evaluated. The building design elements, adherence to the outline specifications, respondent's financial plan and the cost of occupancy for the Authority will be included in addition to presentations. At the end of Step 2, the Authority has added a best and final offer process where if the developer has an idea that the Authority would like to utilize, the other two developers will be able to incorporate that idea into their proposals. As far as a timeline goes, it is proposed that in February 2018 the top three ranked firms come back to the Board and in August 2018 Staff will request selection and approval of a developer.

This concluded the Management Report.

Commissioner Crist inquired if the option to purchase the office building would be written into the contract. Mr. Minner replied that would be a requirement and the Authority would then just need to decide on the timing. The plan would be to purchase the office building in either year 3 or 5 depending on the economy. Commissioner Crist then asked for the advice of Gary Harrod.

Mr. Harrod stated that the size and the cost of the project would limit which developers could really qualify. The parking garage alone is between \$24 and \$30 million. This cost does not include the hotel and the developer will also be proposing on the office building and the attached parking structure. The atrium space and connecting walkway will be provided by the Authority. Mr. Harrod also added that there will be many people interested in making a proposal.

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

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

The following items were contained in the Consent Agenda.

CONSENT ITEM G1

Agreement to Host the Airports Council International – North America 2019 Annual Conference and Exhibition, Airports Council International – North America, Tampa International Airport, Resolution No. 2017-89.

Airports Council International-North America (ACI-NA) holds an Annual Conference and Exhibition (Annual Conference) for the education of its membership. The Authority previously served as the Host for the 2003 Annual Conference and is looking to serve as the Host for the 2019 Annual Conference.

A request for proposals was previously issued by ACI-NA seeking hosts for their 2019, 2020, and 2022 Annual Conferences. Responses to the request for proposals were due no later than March 10, 2017, with an anticipated decision date of December 31, 2017. The economic impact of the Annual Conference for a host city is approximately \$5,000,000, which includes lodging, dining, transportation, souvenirs, and exhibitor-hosted receptions and parties.

As Host of the 2019 Conference, Authority responsibilities would include, but are not limited to, providing a Host exhibition booth, providing staff and volunteer support, partial sponsorship of

the 2018 Annual Conference closing night reception, and sponsorship of the 2019 Annual Conference closing night event.

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

Authorize the Chief Executive Officer to execute an Agreement with ACI-NA to Host the ACI-NA 2019 Annual Conference upon ACI-NA's acceptance of Tampa International Airport's proposal to serve as the 2019 Annual Conference Host. The total not-to-exceed amount for all Host-related expenses is \$900,000.

This item will be included in the FY2019 O&M budget.

Management recommended adoption of Resolution No. 2017-89.

Resolution No. 2017-89 approved and authorized execution by the Chief Executive Officer of an Agreement to Host the Airports Council International-North America 2019 Annual Conference and Exhibition at Tampa International Airport with Airports Council International-North America; approved the expenditure of \$900,000 for Host-related expenses; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G2

Approval for Demolition and Disposal: 5014 N. Hesperides Street, HCAA Project No. 6000, Tampa International Airport, Resolution No. 2017-78.

Under Board Policy P852, Real Estate Services – Land Disposition, a building or structure permanently affixed to real property may be demolished or otherwise disposed of only upon approval by the Board by Resolution. The building located at 5014 N. Hesperides Street was built in 1953 and was used as a residence. It was acquired by the Authority in 2017 under the Drew Park land acquisition program in accordance with FAA Advisory Circular No. 150/5100-17, Land Acquisition and Relocation Assistance for Airport Improvement Program (AIP) Assisted Projects. The building is in poor condition and has been identified for demolition, consistent with the FAA Advisory Circular. The building is surplus to the Authority's needs.

This item establishes the building located at 5014 N. Hesperides Street as surplus and authorizes demolition and disposal by one or more qualified demolition contractors procured in accordance with Authority Standard Procedure S410.10. The total engineering estimate for demolition of the building is \$98,000, including asbestos surveys and abatement.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2017-78.

Resolution No. 2017-78 declared the building located at 5014 N. Hesperides Street as surplus; approved and authorized the demolition and disposal of such building; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G3

Contract for Special Legal Services, Carlton Fields, P.A., Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2017-81.

On December 3, 2013, the Board authorized execution of an Agreement for Special Legal Services with Carlton Fields, P.A. for legal services in the area of construction litigation and other related legal matters. The initial term of the Agreement was December 5, 2013 through December 4, 2015 with two, one-year renewal options at the discretion of the Chief Executive Officer or designee. The two, one-year renewal options were exercised, extending the Agreement through December 4, 2017.

Authority Policy P500 authorizes the utilization of non-Authority attorneys without obtaining three quotes or advertisement based upon such factors as needed services, experience, qualifications, geographic location, length of services, and efficiencies.

Authorize execution of a Contract for Special Legal Services for construction litigation and related legal matters with Carlton Fields, P.A. for a two-year period beginning December 5, 2017 and continuing through December 4, 2019 with two, one-year renewal options. The Contract authorizes the Authority General Counsel to exercise the two, one-year renewal options. The total not-to-exceed amount for the two-year term of the Contract, including renewal options, is \$500,000.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2017-81.

Resolution No. 2017-81 approved and authorized execution of the Contract for Special Legal Services at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports with Carlton Fields, P.A.; and authorized the General Counsel or designee to execute all other ancillary documents.

CONSENT ITEM G4

North Cargo Building Space Rental Agreement, American Airlines, Inc., Tampa International Airport, Resolution No. 2017-87.

American Airlines, Inc. (AA) desires to lease space from the Authority at Suite G of the North Cargo Building under a Space Rental Agreement (Agreement). AA will use the space to provide support and storage for its passenger and cargo ground handling operations.

AA desires to lease approximately 3,006 sq. ft. of operations space in Suite G of the North Cargo Building at the initial rates indicated below:

Rents	Rate per sq. ft.	Annual Rent	Monthly Rent
Warehouse Space Rent	\$6.50	\$19,539.00	\$1,628.25
O&M Rent	\$0.26	\$781.56	\$65.13
TOTAL RENT		\$20,320.56	\$1,693.38

Each rent increases by 5% effective October 1, 2019.

The Agreement commences October 1, 2017 and terminates September 30, 2020. Either party may terminate the Agreement upon 180 days' written notice.

Management recommended adoption of Resolution No. 2017-87.

Resolution No. 2017-87 approved and authorized execution of the North Cargo Building Space Rental Agreement at Tampa International Airport with American Airlines, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G5

North Cargo Building Space Rental Agreement, LGSTX Services, Inc., Tampa International Airport, Resolution No. 2017-88

LGSTX Services, Inc. (LGSTX) desires to lease space from the Authority in and around the North Cargo Building under a Space Rental Agreement (Agreement). LGSTX will use the space to provide support for its cargo operations.

This Agreement leases certain space in the North Cargo Building consisting of approximately 44,678 square feet of Apron GSE Storage Space and approximately 37,800 square feet in Suites R, I, J, K, L, M, and N for a term of October 5, 2017 through September 30, 2020. This Agreement also

leases certain storage space on Hardstand D consisting of approximately 8,809 square feet. Either party may terminate the Agreement upon 180 days' written notice.

The following rents commence October 5, 2017:

Rents	Rate per sq. ft.	Annual Rent	Monthly Rent
Warehouse Space Rent – Suite R	\$6.50	\$98,280.00	\$8,190.00
Warehouse Space Rent – Suite I	\$6.50	\$49,140.00	\$4,095.00
Warehouse Space Rent – Suite J	\$6.50	\$32,760.00	\$2,730.00
Warehouse Space Rent – Suite K	\$6.50	\$16,380.00	\$1,365.00
Warehouse Space Rent - Suite L	\$6.50	\$15,879.50	\$1,323.29
Warehouse Space Rent - Suit M	\$6.50	\$16,880.50	\$1,406.71
Warehouse Space Rent - Suite N	\$6.50	\$16,380.00	\$1,365.00
Apron GSE Storage Space Rent	\$0.69	\$30,827.82	\$2,568.99
Hardstand D Storage Space	\$0.84	\$7,399.56	\$616.63
O&M Cost Recovery Rent – Suite R	\$0.26	\$3,931.20	\$327.60
O&M Cost Recovery Rent – Suite I	\$0.26	\$1,965.60	\$163.80
O&M Cost Recovery Rent – Suite J	\$0.26	\$1,310.40	\$109.20
O&M Cost Recovery Rent – Suite K	\$0.26	\$655.20	\$54.60
O&M Cost Recovery Rent – Suite L	\$0.26	\$635.18	\$52.93
O&M Cost Recovery Rent – Suite M	\$0.26	\$675.22	\$56.27
O&M Cost Recovery Rent – Suite N	\$0.26	\$655.20	\$54.60
TOTAL RENT		\$293,755.38	\$24,479.62

Warehouse Space Rent, Apron GSE Storage Space Rent, Hardstand D Storage Space Rent, and O&M Cost Recovery Rent increase by 5% on October 1, 2019.

LGSTX will also pay a Customer Improvements Rent of \$155,000.00, amortized over three years at 5% interest. If the Agreement is terminated, LGSTX will pay to Authority an amount equal to the unamortized portion of the Customer Improvements Rent, exclusive of interest.

Management recommended adoption of Resolution No. 2017-88.

Resolution No. 2017-88 approved and authorized execution of the North Cargo Building Space Rental Agreement at Tampa International Airport with LGSTX Services, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G6

Space Rental Agreement, The Crisis Center of Tampa Bay, Inc., d/b/a Travelers Aid, Tampa International Airport, Resolution No. 2017-79

The Crisis Center of Tampa Bay, Inc., d/b/a Travelers Aid (Travelers Aid) has leased space on the Transfer Level of Tampa International Airport since May 4, 2007 under a Letter of Agreement (LOA). The LOA was for an indefinite period of time until terminated upon 14 days' notice by either party.

Authority staff relocated the Travelers Aid office to the Ticketing Level earlier this year to accommodate the MTAC project. A new Space Rental Agreement (Agreement) with Travelers Aid is needed to set forth a defined Agreement term, revise the location of the Travelers Aid office, and update the Agreement language to reflect current administrative practices of the Authority and federally mandated provisions.

This Agreement leases 141 square feet of space on the Ticketing Level to Travelers Aid at no charge, as long as Travelers Aid continues to provide certain services during specified operating hours and remains a non-profit company. The services provided by Travelers Aid include providing airport and visitor information, miscellaneous mailing and office supplies, emergency services such as phone calls, food assistance, hygiene and infant care supplies, transportation assistance, and coordination with Crisis Center Social Workers. The Travelers Aid office is open seven days a week from 9:00 a.m. to 7:00 p.m. The Agreement is for a term of October 5, 2017 through September 30, 2022, with one five-year renewal option upon approval of the Authority's Chief Executive Officer or designee. Either party may terminate the Agreement upon 30 days' written notice.

Management recommended adoption of Resolution No. 2017-79.

Resolution No. 2017-79 approved and authorized execution of the Space Rental Agreement at Tampa International Airport with The Crisis Center of Tampa Bay, Inc., d/b/a Travelers Aid; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

CONSENT ITEM G7

Purchase Order, Stripe Hog Water Blasting System SH7500 utilizing the Houston-Galveston Area Council of Governments Contract No. SW04-16, HCAA Project No. 5980 18, Waterblasting, LLC, Tampa International Airport

The Authority's FY2018 capital budget provides for the purchase of a Stripe Hog Water Blasting System SH7500. The Stripe Hog SH7500 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.

Authorize the issuance of a purchase order to Waterblasting, LLC for the purchase of a Stripe Hog Water Blasting System SH7500 utilizing the Houston-Galveston Area Council of Governments Contract No. SW04-16 in the total not to exceed amount of \$525,592.20.

This item is included in the Capital Budget.

The Chief Executive Officer recommended the Board authorize the issuance of a purchase order to Waterblasting, LLC and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

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

This concluded the Consent Agenda, Chairman Watkins then proceeded to Policies or Rules for Consideration or Action.

There was one Policy up for discussion which was Update to Policy Manual, Revisions to Policy for Approval: Section 400, Policy P410, Procurement, presented by Damian Brooke.

Policy P410, Procurement, establishes guidelines for the procurement of construction, improvements, repairs, or work of any nature, as well as equipment, materials, supplies, and services. Modifications to all development related contracts and agreements and professional services agreements up to a cumulative total of 5% of the Board approved contract amount or \$100,000, whichever is greater, can be executed by the Chief Executive Officer.

Policy P410 is revised to authorize the modification of non-capital contracts and agreements by the Chief Executive Officer up to a cumulative total of 5% of the Board approved contract amount.

In addition, the Policy is revised to state that any Owner Direct Purchase change orders will not modify the Chief Executive Officer's modification limitations.

The Chief Executive Officer recommended the Board approve the revisions to Policy P410, Procurement.

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

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the update to Policy Manual, Revisions to Policy for Approval: Section 400, Policy P410, Procurement was unanimously approved by all members present.

This concluded the Consent Agenda. There were no Committee Reports so Chairman Watkins moved on to Unfinished Business.

The first item in Unfinished Business was the Contract for Design Professional Services, Commercial Ground Transportation Facility and the Main Terminal West Side Ground Transportation Hold Area, HCAA Project Nos. 5525 16 and 8700 14, Gresham Smith and Partners, Tampa International Airport, Resolution No. 2017-84, presented by Jeff Siddle.

On August 7, 2013, the Authority issued a Request for Qualifications for the competitive procurement of a Design-Builder for HCAA Project Nos. 1100 13, 1105 14 & 8700 14, Consolidated Rental Car Facility and Automated People Mover. These Projects include all necessary design and construction for the Consolidated Rental Car Facility and Automated People Mover infrastructure at Tampa International Airport. On March 6, 2014, Austin Commercial, L.P. was awarded a Part 1 Design-Build Agreement for the design of the Projects. Gresham Smith and Partners provided architectural and engineering services for the Part 1 Design-Build Agreement and is the designer of record. On November 6, 2014, Austin Commercial, L.P. was awarded a Part 2 Contract and on May 7, 2015 was awarded a Part 2 Supplemental Contract for the construction of the Projects. Included in the Part 2 Contract was the design and construction of two related projects, the relocation of the Commercial Ground Transportation Facility and the renovation of the Main Terminal West Side Ground Transportation Hold Area. At the completion of the 100% design of these two related projects, the Authority elected not to proceed with the design-build construction of these projects by Austin Commercial, L.P. It is the Authority's desire to revise the delivery method for the two related Projects by proceeding with the construction through a competitively procured Invitation to Bid.

On August 16, 2017, the Authority advertised a Notice of Intent to Negotiate and Award a Design Professional Contract with the competitively selected designer of record, Gresham Smith and Partners, for design professional services during the Invitation to Bid process and for construction administration services during construction. No responses were received to the Notice of Intent. Pursuant to the Notice of Intent, negotiations began on August 28, 2017.

This item awards a Contract for Design Professional Services to Gresham Smith and Partners to provide for design professional services, including construction administration services, and allows for direct and reimbursable expenses, in the not-to-exceed amount of \$481,320. This

Contract will commence on October 5, 2017 and will remain in effect until one year after final acceptance of the constructed project.

For design and construction administration services, a W/MBE goal for the Commercial Ground Transportation Facility of 28.9% and a W/MBE goal for the Main Terminal West Side Ground Transportation Hold Area of 21.4% of the amounts earned for each project will be incorporated into this Contract.

This item is included in the Capital Budget.

Management recommends adoption of Resolution No. 2017-84.

Gary Harrod moved approval and it was seconded by Mayor Buckhorn.

Mr. Harrod inquired why the Authority was taking this action and Mr. Siddle replied that it was to keep Austin focused and that this work was not a core part of their mission.

The Contract for Design Professional Services for Commercial Ground Transportation Facility and the Main Terminal West Side Ground Transportation Hold Area, HCAA Project Nos. 5525 16 and 8700 14, at Tampa International Airport with Gresham Smith and Partners 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. 2017-84.

The next and final item under Unfinished Business was the Change Order No. 12 to Design-Build Contract and Ratification of Change Orders Nos. 1 - 11, Main Terminal and Airport Concession Redevelopment Program, HCAA Project Nos. 8100 14, 5760 11, 5920 13, 5880 14, 6305 15 and 8700 14, Skanska USA Building, Inc., Tampa International Airport, Resolution No. 2017-86 presented by Jeff Siddle.

The Authority is currently constructing the Main Terminal and Airport Concession Redevelopment Program (Program). Several contracts have been awarded by the Board to Skanska USA Building, Inc. (Skanska) for the design and construction of this Program.

To date, the Board has approved the following:

Contract	Scope	Board Approved Date	Total Amount
Part 1 Agreement	All required planning, design up to 90% for the Program	April 3, 2014	\$6,561,228.00
Part 2 Contract	Completion of the design, construction of early enabling work and the Design-Builder's General Conditions and General Requirements for the entire Program	November 6, 2014	\$32,029,839.00
Part 2 Supplemental Contract A	Early enabling and construction components for the east side of the Main Terminal	January 8, 2015	\$22,871,010.00
Part 2 Supplemental Contract B	Remaining phase of construction components for the rest of the Main Terminal and associated projects	June 4, 2015	\$59,856,073.00
Total			\$121,318,150.00

In addition to the above Board awarded Contracts, the Chief Executive Officer has executed eleven change orders to the Part 2 Contract. Two change orders were for personnel changes and non-material changes to contract terms. Three change orders were for deductions and additions to the Part 2 Contract for Owner Direct Purchases in the net deductive amount of \$5,953,126.00. The remaining six change orders were for additional construction items and additional design efforts for a net additive amount of \$5,338,709.57. The overall change to the Part 2 Contract amount for all eleven change orders is a deduction of \$614,416.43.

This Change Order No. 12 will be an increase of \$1,850,000.00 to the Part 2 Contract for the following items:

On November 22, 2016, Skanska issued a formal notification to the Authority identifying nine items that Skanska believed were changes in the Work justifying an increase to the GMP. Skanska presented this information to the Authority on November 28, 2016. During this meeting, the Authority advised Skanska that it would consider these changes in the Work and increase the GMP contingent on Skanska providing all necessary backup documentation to support the additional scope and costs. All costs submitted by Skanska for these items were paid by the Authority through the normal pay application process. Skanska reduced their contingency accordingly.

On August 23, 2017, Skanska submitted all the necessary backup scope and cost information, totaling \$2,916,319.00, for the items identified on November 22, 2016. Skanska presented this information to the Authority on August 30, 2017 in accordance with the dispute resolution process identified in the Part 2 Contract.

The items presented are as follows:

1. Temporary Roof E/W expansion. Skanska cost proposed: \$714,641, Change Order amount: \$0.
2. Standing seam metal roof. Skanska cost proposed: \$216,778, Change Order amount: \$208,496.
3. Main Terminal ceiling tile replacement & netting. Skanska cost proposed: \$385,030, Change Order amount: \$282,139.
4. Temporary power to crane for west side expansion. Skanska cost proposed: \$471,539, Change Order amount: \$309,864.
5. Bombardier design change. Skanska cost proposed: \$659,124, Change Order amount: \$633,941.
6. Additional transfer level floor preparation. Skanska cost proposed: \$216,850, Change Order amount: \$165,560.
7. Resequencing of ATC cabinet at Airside F and underutilization of the west side tower crane. Skanska cost proposed: \$252,357, Change Order amount: \$50,000
8. Dispute Resolution Avoidance. Change Order amount: \$200,000.

The Authority and Skanska negotiated a Change Order in the amount of \$1,850,000 with no time extension for the changes in Work items listed above. As part of this negotiation, Skanska agreed to remove their fee, general conditions and general requirements and other Work elements that the Authority deemed not to be changes in the Work.

The Authority must administer the contract in good faith and deal fairly with Skanska and, pursuant to Article 8.1.2, the Authority is waiving the contract provisions which would preclude payment for the above-listed changes in the Work. Both parties reserve all rights with respect to Contract Time as they exist at the time of this Change Order No.12. As a result, via this Change

Order No. 12, the Authority has agreed to waive the requirement in the Part 2 Contract that prior authorization be issued before payment can be made for changes in the Work. This Change Order also includes \$200,000 to offset potential dispute resolution costs. Management believes that the Change Order amount of \$1,850,000.00 is fair and reasonable.

This item is included in the FY 2014 Capital Budget.

Management recommended adoption of Resolution No. 2017-86.

Upon motion of Gary Harrod, seconded by Mayor Buckhorn, Change Order No. 12 to Design-Build Contract and Ratification of Change Orders Nos. 1 - 11 for Main Terminal and Airport Concession Redevelopment Program at Tampa International Airport with Skanska USA Building, Inc. 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. 2017-86.

This concluded Unfinished Business and Chairman Watkins moved on to New Business. The first item in New Business was the Maintenance Contract for Carrier Chillers, Carrier Corporation, Tampa International Airport, Resolution No. 2017-82 presented by Paul Ridgeway.

In July 2012, a Notice of Intent to Sole Source with Carrier Corporation for the maintenance of Carrier Chillers was publicly advertised. No responses were received.

On October 4, 2012, the Board authorized a five-year, full-service maintenance contract with Carrier Corporation for the period of November 1, 2012 through October 31, 2017. The initial cost of \$275,795.40 for the first year of maintenance included an annual increase or decrease for the balance of the Contract term based on a Producers Price Index (PPI) for labor and materials incorporated in the Contract. The Contract also included a provision for Extra Work and replacement of obsolete parts as required, up to \$200,000, over the term of the Contract.

On May 1, 2017, a Notice of Intent to Sole Source with Carrier Corporation for the maintenance of Carrier Chillers was publicly advertised. No responses were received. Support and maintenance for the Carrier Chillers and the proprietary components can only be provided by Carrier Corporation. Authority Policy P410 authorizes sole source purchases when no other authorized vendor can supply the required equipment, materials, supplies or services.

This item authorizes execution of a Maintenance Contract with Carrier Corporation for the maintenance of Carrier Chillers for the period of November 1, 2017 through October 31, 2022 with one, five-year renewal option at the discretion of the Chief Executive Officer. The negotiated Contract amount for the first year of the Maintenance Contract is \$380,974.68. The second year pricing increases to \$408,026.52 due to the expiration of the factory warranty for four new Carrier Chillers located at the ConRAC and APM1 station. An annual increase or decrease based on a PPI for

labor and materials is incorporated in the Contract beginning in year two and continuing for the balance of the term, including the five-year renewal option. Additionally, the Contract includes a provision for Carrier Corporation to perform Extra Work beyond that which was contemplated in the Contract and to replace obsolete parts as required. This item authorizes the Chief Executive Officer or designee to approve up to \$400,000 of Extra Work over the term of the Contract including the renewal option. 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 No. 2017-82.

Upon motion of Mayor Buckhorn, seconded by Gary Harrod, the Maintenance Contract for Carrier Chillers at Tampa International Airport with Carrier Corporation 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. 2017-82.

The second item under New Business was Maintenance Contract for York Chillers, Johnson Controls, Inc., Tampa International Airport, Resolution No. 2017-83 also presented by Paul Ridgeway.

In July 2012, a Notice of Intent to Sole Source with Johnson Controls, Inc. for the maintenance of York Chillers was publicly advertised. No responses were received.

On October 4, 2012, the Board authorized a five-year, full-service maintenance contract with Johnson Controls, Inc. for the period of October 5, 2012 through October 4, 2017. The initial cost of \$98,049.60 for the first year of maintenance included an annual increase or decrease for the balance of the Contract term based on a Producers Price Index (PPI) for labor and materials incorporated in the Contract. The Contract also included a provision for Extra Work and replacement of obsolete parts as required, up to \$125,000, over the term of the Contract.

On May 1, 2017, a Notice of Intent to Sole Source with Johnson Controls, Inc. for the maintenance of York Chillers was publicly advertised. No responses were received. Support and maintenance for the York Chillers and the proprietary components can only be provided by Johnson Controls, Inc. Authority Policy P410 authorizes sole source purchases when no other authorized vendor can supply the required equipment, materials, supplies or services.

This item authorizes execution of a Maintenance Contract with Johnson Controls, Inc. for the maintenance of York Chillers for the period of October 5, 2017 through October 4, 2022 with one, five-year renewal option at the discretion of the Chief Executive Officer. The negotiated Contract amount for the first year of the Maintenance Contract is \$108,999.96. An annual increase or decrease based on a PPI for labor and materials is incorporated in the Contract for the balance of

the term including the five-year renewal option. The Contract includes a provision for Johnson Controls, Inc. to perform Extra Work beyond that which was contemplated in the Contract and replace obsolescent parts as required. This item authorizes the Chief Executive Officer or designee to approve up to \$250,000 of Extra Work over the term of the Contract.

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 No. 2017-83.

Upon motion of Gary Harrod, seconded by Mayor Buckhorn, the Maintenance Contract for York Chillers at Tampa International Airport with Johnson Controls, Inc. 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. 2017-83.

The third and last item under New Business was the Purchase Order, Boarding Passes and Bag Tags, IntegraServ, Inc., Tampa International Airport presented by Doug Wycoff.

In July 2015, the Authority began providing Common Use Services which include providing materials such as boarding passes and bag tags for its common use facilities. Since its initial implementation, this program has expanded to serve additional airlines covering nineteen ticket counters and sixteen gates.

On June 14, 2017, the Authority issued an Invitation to Bid in cooperation with the Lee County Port Authority - Southwest Florida International Airport to procure boarding passes and bag tags. The Authority will serve as the lead agency.

On August 10, 2017, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Boarding Passes</u> <u>(price per 1,000)</u>
Magnetic Ticket & Label Corporation*	\$16.50
Print-O-Tape, Inc. *	\$17.57
IntegraServ, Inc.	\$17.96
Bay Promo, LLC*	\$19.99
Electronic Data Magnetics, Inc.*	\$25.00
Southland Printing Company, Inc. *	\$46.08
Stock Keeper, LLC*	\$97.60

The lowest responsive and responsible bidder for boarding passes is IntegraServ, Inc.

<u>Company Name</u>	<u>Bag Tags (price per roll of 200)</u>
Print-O-Tape, Inc. *	\$7.06
Bay Promo, LLC*	\$7.99
Electronic Data Magnetics, Inc.*	\$8.29
IntegraServ, Inc.	\$8.59
Stock Keeper, LLC*	\$10.00
Magnetic Ticket & Label Corporation*	\$15.93

The lowest responsive and responsible bidder for bag tags is IntegraServ, Inc.

*Bay Promo, LLC, Print-O-Tape, Inc., Southland Printing Company, Inc., Electronic Data Magnetics, Inc., Magnetic Ticket & Label Corporation, and Stock Keeper, LLC were deemed non-responsive for failing to meet minimum requirements set forth in the Invitation to Bid.

Estimated quantities for a one year period were bid to establish unit pricing. The Authority reserved the right to accept and award item by item and/or by group, or in the aggregate.

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

The term of the award is October 5, 2017 through October 4, 2018 with three, one-year renewal options at the discretion of the Chief Executive Officer. Under the terms of the Invitation to Bid, unit prices are subject to increase or decrease each year based on the Consumer Price Index. The total not-to-exceed amount for the term of award is \$400,000, including any renewal options.

This item is included in the O&M Budget.

Upon motion of Gary Harrod, seconded by Mayor Buckhorn, the issuance of purchase orders to IntegraServ, Inc. for boarding passes and bag tags was unanimously approved by all members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents, no resolution was required.

This item concluded New Business.

Mr. Lopano introduced Al Illustrato and stated that in an effort to be transparent the Master Plan update is done on a monthly basis. The information that Mr. Illustrato presents could be located on the dashboard that is located on the Authority's website.

Al Illustrato began the Staff Report by saying that the Program is progressing well even with the effects of Irma. All work had been suspended during the storm but the Program continues to move along. The Authority is on track to complete within the Program budget of \$971.8 million with about \$819.4 million spent so far.

Mr. Illustrato discussed the Program schedule with regards to the Rental Car Center, SkyConnect and MTAC. He then discussed the Concessions Redvelopment Program and informed the Board that it is forecasted that 56 or 69 concessions would be open by December 2017 with the remaining 13 locations open in the first half of 2018. Mr. Illustrato provided the Board with a look ahead for October, November and December on the MTAC, the Rental Car Center and SkyConnect projects.

Mr. Illustrato announced that HART will begin operating 3 bus service routes to Tampa International Airport starting October 8, 2017. The new bus routes include: Route 30: Downtown Tampa to TPA; Route 32: Netpark Transfer Center to TPA; and Route 60LX: Brandon Mall to TPA. Shuttle service to and from the Main Terminal will be provided by HART until SkyConnect is operational in February 2018.

Mr. Illustrato next went over the Program budget. He stated the most significant change from last month was with the APM project where \$107 million worth of contingency was pulled to help fund the ground transportation areas. There is still \$15.1 million in overall contingency to complete the project. If all of the contingency money was used the Authority would still be ahead of budget by \$10.7 million.

Mr. Illustrato concluded with an update on Master Plan Phase 2.

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

With no other business to be brought before the Board, the Regular Board meeting adjourned at 9:55 a.m.

Robert I. Watkins, Chairman

Victor D. Crist, Secretary