

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

Thursday, 9:00 a.m.
October 6, 2022

A Regular Board Meeting and Board of Adjustment Public Hearing was convened in the Boardroom, Level 4 of SkyCenter ONE, Tampa, Florida, on Thursday, October 6, 2022.

Members present were: Chairman Gary Harrod, Robert I. Watkins, General Diehl, and Mayor Castor (arrived at 9:12 a.m.).

Aviation Authority staff members present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Damian Brooke, Chris Minner, John Tiliacos, Scott Knight, Adam Bouchard, Brian Miles, Elita McMillon, Laurie Noyes, Jeff Siddle, Silvana Muro, Tom Thalheimer, Emily Nipps, Tony Conza, Matt Bauer, Chief Charlie Vazquez, Barbara Grilli, Randy Forister, Dan Johnson, James Tarro, Beau Zimmer, Violet Cummins, Tony O'Brian, Dan Porter, Marilyn Gauthier, Josh Gillen, Veronica Cintron, Thomas Johnson, Michael Kamprath, Sgt. EJ Diaz, Tony Mantegna, Ben Robins, Marcus Session, Laura Tatem, Melissa Solberg, Felicia Carlee, John Mallory, and Chief Oren Hanson.

Chairman Harrod welcomed everyone to the October 6, 2022 Regular Board Meeting and Board of Adjustment Public Hearing of the Aviation Authority. He informed the audience that Commissioner White would not be in attendance and that Mayor Castor should be arriving shortly. Chairman Harrod asked that anyone who had propositions to come before the Board see Violet Cummins for a form.

The Pledge of Allegiance was recited.

Chairman Harrod then 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 was one Petition for Variance. The Public Hearing was duly noticed by newspaper advertisement on September 14, 2022. No comments from the public were received.

Chairman Harrod swore in Tony Mantegna, Authority Height, Zoning and Land Use Manager and Petitioner, Erik Hughes, representing Forge Building Company.

The following item was heard during the Board of Adjustment Public Hearing.

Item C1

Airport Study No. 2022-83, Forge Building Company, requesting a variance to construct a one and a half story house, with a maximum height of 36' AMSL, located at 107 Martinique Avenue, Tampa, FL, Resolution No. 2022-94, presented by Tony Mantegna.

Forge Building Company (Petitioner) is seeking to construct a one and a half story house, with a maximum height of 36' AMSL, located at 107 Martinique Avenue, Tampa, FL. The nearest airport is Peter O. Knight Airport.

Notice of this Hearing before the Board of Adjustment was provided on September 14, 2022.

Petitioner is requesting a variance to construct a one and a half story house.

The Petition was presented to the Airport Hearing Officer on August 11, 2022 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 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 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) Red Obstruction lighting required in accordance with FAA Advisory Circular 70/7460-1M; (2) E-File FAA Form 7460-2 with the FAA and Peter O. Knight Airport at least 10 days prior to construction and within 5 days after construction reaches its greatest height; (3) Occupants and/or owners must be informed that the structure considered under this variance lies in the approach and departure path of Peter O. Knight Airport and occupants will be subjected to overflight, noise and/or light from aircraft; (4) Authority suggests a noise reduction level of at least 25 db be incorporated into design; (5) Petitioner will be required to follow all conditions specified in the FAA Determination to remain in compliance; (6) Installation equipment (cranes) exceeding 30' AMSL or installation of solar panels will require a separate permit by the Authority; (7) 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; (8) Authority requires a survey of the construction to be completed and submitted to the Authority within 5 days of reaching its greatest height; and (9) In the event that any 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 as soon as possible.

The variance will be valid until the FAA Determination of No Hazard to Air Navigation expires September 21, 2023, 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 of Adjustment, provided that no changes in the proposed structure 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 Robert Watkins, seconded by General Diehl, Airport Study No. 2022-83, Forge Building Company, requesting a variance to construct a one and a half story house, with a maximum height of 36' AMSL,

located at 107 Martinique Ave, Tampa, FL, was unanimously approved by all Board Members present; and the Airport Zoning Director or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2022-83.

The Public Hearing of the Board of Adjustment was closed.

Chairman Harrod called the Regular Board Meeting to Order.

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

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

Upon motion of Robert Watkins, seconded by General Diehl, the Agenda was unanimously approved by all Board members present.

There were no Public Comments.

Chairman Harrod asked General Counsel Stephens if there were any abstentions from the Regular Board Meeting held on September 8, 2022 that needed to be read into the record. General Counsel Stephens replied that there were no abstentions from the September 8, 2022 Board Meeting and none were anticipated at this meeting.

Chairman Harrod asked if there were any additions or corrections to the Minutes of the Regular Board Meeting held on September 8, 2022.

Upon motion of Mr. Watkins, seconded by General Diehl, the Minutes of the Regular Board Meeting held on September 8, 2022 were unanimously approved by all Board Members present.

Mr. Lopano's Management Report was next.

Chris Minner provided the Performance Assessment Report.

Total passenger traffic for the month of August was a little over 1.6 million passengers which was 3.5% behind pre-pandemic traffic levels, but up 11.7% versus last year.

There were 82,000 international passengers in the month of August, a decrease of 19.5% from pre-pandemic numbers, but up 400% from last year.

Mayor Castor arrived to meeting at 9:12 a.m. Chris Minner turned to current events and thanked everyone that was able to come out to the SkyCenter Community Open House that was held on September 22, 2022. SkyCenter ONE was the first building to receive the LEED Platinum Certification in Tampa Bay.

Mr. Minner stated that due to the hurricane, several events had to be rescheduled. The hiring fair was rescheduled to Tuesday, October 25, 2022 and will include Southwest, Virgin Atlantic, and concessionaires and companies across the airport.

Tampa International Airport was recognized for best in class for customer satisfaction, ranking number 1 in the large airport category in J.D. Power's North America Airport survey for the first time.

Veronica Cintron was recognized by the Tampa Bay Business Journal as a 40 Under 40 honoree.

There were 16,522 new followers across all social media channels. Media activity during the month of September had a global audience of more than 5.8 billion people with an earned media value of \$75 million due in large part to the Hurricane Ian coverage received, the Authority winning the J.D. Power Award, and the approval of Airside D.

John Tiliacos was next and provided a recap of the Airport's response to Hurricane Ian. The Airport suspended operations at 5:00 PM on Tuesday, September 27, 2022 to give ample time to secure the facilities at TPA and at the three general aviation airports. There were over 100 Aviation Authority staff, including Mr. Lopano, who were onsite. By Thursday afternoon an assessment was done and it was confirmed that TPA and the general aviation airports suffered minimal damage. After 65 hours, the Airport reopened on Friday, September 30, 2022. In total, 1,042 flights were cancelled and an estimated 100,000 passengers were affected.

On September 21, 2022 the Authority successfully conducted the FAA required Triannual Mass Casualty Exercise. There were over 200 volunteers that supported the exercise.

This concluded Mr. Lopano's Management Report.

The Chairman then moved on to the Consent Agenda.

Upon motion of Mr. Watkins, 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 11

Space Rental Agreement, Virgin Atlantic Airways Limited, Tampa International Airport, Resolution No. 2022-108.

Virgin Atlantic Airways Limited (Virgin) is an air carrier that will be operating at Tampa International Airport and 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, 2022 and terminating September 30, 2023, with three (3) 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. 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 2023 Signatory rates, Virgin desires to lease 537 square feet of Ticketing Level Office space at \$236.58 per square foot, plus applicable taxes. This SRA provides for an annual rental rate adjustment.

Space Type	Square Footage	Signatory Rate FY23 \$/SF	Annual Payments (FY23)	Monthly Payments (FY23)
Main Terminal - Ticketing Level	537	\$236.58	\$127,043.46	\$10,586.96

Management recommended adoption of Resolution No. 2022-108.

Resolution No. 2022-108 approved and authorized execution of Space Rental Agreement at Tampa International Airport with Virgin Atlantic Airways Limited; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Item 12

Purchase Orders, Scenting, ScentAir Technologies, LLC, Tampa International Airport.

The Authority currently utilizes scenting services through a proof of concept with installation of seven (7) dispensers throughout the Ticketing and Transfer Levels and APM 1.

On October 15, 2021, the VP of Procurement approved and authorized a proof of concept for scenting to ScentAir Technologies, LLC for the Term of November 8, 2021 through November 7, 2022 in the total not-to-exceed amount of \$63,000.

On July 7, 2022, an Invitation to Bid for Scenting was issued. The services include installing, maintaining and refilling diffusers throughout the Authority HVAC system at Tampa International Airport.

On August 16, 2022, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
ScentAir Technologies, LLC	\$129,920.00
State Industrial Products	\$559,955.13

No specific expectancy for W/MBE participation was established.

The initial Term of the Purchase Orders is November 8, 2022 through November 7, 2025 with two discrete, one-year renewal options at the discretion of the Chief Executive Officer. The total not-to-exceed amount for the Term of the Purchase Orders, including renewal options and contingency funds for extra work, is \$179,920. The Authority may cancel the Purchase Orders with or without cause by giving thirty (30) days written notice.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders for scenting 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.

Item 13

Selection of Company and Award of Contract, Web Ordering Application, Portier, LLC DBA Uber Eats, Tampa International Airport, Resolution No. 2022-101.

The Authority provides a web ordering application to passengers and employees to pickup from any Concessionaires located throughout Tampa International Airport (Airport).

The Authority is currently contracted with Cursus Technologies d/b/a GRAB for these services for the Term of December 30, 2020 through December 29, 2022. Total transactions for the last twelve months were 14,732.

On June 7, 2022, an Invitation to Negotiate for Web Ordering Application was issued.

On July 11, 2022, three (3) responses were received and reviewed by staff. The three (3) firms submitting responses are:

1. Portier, LLC DBA Uber Eats
2. VenueNext, Inc.
3. FetchyFox Inc. DBA FetchyFox

After review of the three (3) qualified responses against the evaluation criteria in the Invitation to Negotiate, the technical evaluation committee recommended concurrent negotiations with two (2) firms, Portier, LLC DBA Uber Eats and VenueNext, Inc. The technical evaluation committee subsequently recommended award to Portier, LLC DBA Uber Eats as the firm providing the overall best value to the Authority.

This item awards and authorizes execution of Contract for Web Ordering Application to Portier, LLC DBA Uber Eats for the Term of December 30, 2022 through December 31, 2025, with two discrete, twelve (12) month renewal options at the discretion of the CEO. The maximum purchase authorization amount for the Term of the Contract is \$312,000. The Authority may cancel the Contract with or without cause by giving thirty (30) days written notice.

Due to the nature of the work, no specific goal for W/MBE participation was established.

This item is included in the O&M Budget.

The Chief Executive Officer recommended ranking the firms in the order listed above and award to the top ranked firm.

Resolution No. 2022-101 approved the ranking; authorized award and execution of Contract for Web Ordering Application at Tampa International Airport with Portier, LLC DBA Uber Eats; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

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

The following item was contained in Unfinished Business.

Item L1

Amendment No. 1 to Contract for Design Professional Services, Runway 5-23 & Taxiway E Rehabilitation, HCAA Project Nos. 6700 20 and 7150 23, AVCON, Inc., Tampa Executive Airport, Resolution No. 2022-96, presented by Jeff Siddle.

As part of the Authority's ongoing airfield maintenance initiatives, airfield pavements are rehabilitated on a periodic basis. This Project provides for the design to rehabilitate and reconstruct Runway 5-23 and Taxiway E asphalt pavements at Tampa Executive Airport.

On April 3, 2019, a Request for Qualifications entitled Runway 5-23 & Taxiway E Rehabilitation at Tampa Executive Airport was issued.

On August 1, 2019, the Board approved negotiations with the number one ranked firm, AVCON, Inc. (AVCON), a State-certified MBE.

On October 3, 2019, the Board awarded a Contract for Design Professional Services (Contract) to AVCON in the not-to-exceed amount of \$1,250,000. A proposed DBE percentage of 26.8% for the amount earned on the design was incorporated into the Contract. The Project work included design professional services for the reconstruction of Runway 5-23 and the associated connector taxiways to Taxiway E.

Included in the Request for Qualifications was a provision for the awarded design professional to provide additional design professional services for future year capital improvement projects at Tampa Executive Airport.

This Amendment No. 1 to the Contract adds \$1,150,000 to the Contract amount for design professional services for HCAA Project No. 7150 23, Taxiways A, D, E, and J Rehabilitation, and a FY 2024 project for Runway 18-36, Taxiway Connectors A1-A6, FBO Apron and Taxiways C and F Rehabilitation. The new total maximum purchase authorization amount for the Contract, including design professional services, construction administration services, and direct and reimbursable expenses, is \$2,400,000.00.

A DBE percentage of 25% for the amount earned on the design will be incorporated into the Contract.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2022-96.

Upon motion of Robert Watkins, seconded by General Diehl, Amendment No. 1 to Contract for Design Professional Services, Runway 5-23 & Taxiway E Rehabilitation, HCAA Project Nos. 6700 20 and 7150 23 at Tampa Executive Airport with AVCON, Inc. was unanimously approved by all Board Members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2022-96.

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

The following items were contained in New Business.

Item M1

Selection of Consultant, Continuing General Consulting Services FY23–FY27, Tampa International, Peter O. Knight, Plant City, and Tampa Executive Airports, presented by Jeff Siddle.

The Contract for Continuing General Consulting Services FY23-FY27 is intended to provide design services for specific projects with a construction value of \$4,000,000 or less as selected by the Authority to support the Capital Improvement Program. The selected consultant must have on staff or on their team the following disciplines: airport, civil, mechanical, electrical and structural engineering, and architectural. Specialized services may include fire protection engineering, electronic systems, communications/IT systems, traffic engineering services, land surveying and materials testing.

The selected consultant will serve as the second continuing general consultant to provide engineering and architecture services, along with RS&H, Inc.

On June 8, 2022, a Request for Qualifications entitled Continuing General Consulting Services FY23–FY27 at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports was issued.

Four (4) responses were received and evaluated by staff. The order of technical ranking is:

1. Michael Baker International, Inc.
2. Mead and Hunt, Inc.
3. Pond & Company Corporation
4. EXP U.S. Services, Inc.

A D/W/MBE goal of at least 12.0% of the dollar amount earned on the resulting contract was prescribed. All respondents submitted assurance and participation documentation demonstrating that they will meet the D/W/MBE expectancy requirements.

This item is included in the Capital Budget.

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

The Board could request presentations from the firms prior to the vote and could vote either by motion or by clear indication, to rank firms in order of preference and authorize staff to negotiate a contract.

Upon motion of Robert Watkins, seconded by General Diehl, the ranking of firms in order of preference was unanimously approved by all Board Members present and staff was authorized to negotiate a contract. No resolution was required.

Item M2

Selection of Firms, Bond Underwriter Services, BofA Securities, Inc., Citigroup Global Markets Inc., J.P. Morgan Securities LLC, Raymond James & Associates, Inc., RBC Capital Markets, LLC, and Barclays Capital Inc., Tampa International Airport, presented by Dan Johnson.

Authority Policy P404, Investment Bankers, states that staff will advertise a Request for Proposals (RFP) for firms interested in providing underwriting services associated with the sale of revenue bonds, special purpose facility bonds, bond anticipation notes, commercial paper, derivatives or other publicly offered debt instruments. The Chief Executive Officer or designee will present the findings of the RFP and a recommendation of the top ranked firms to the Board for selection. The Chief Executive Officer or designee will then designate a senior underwriter from the Board approved pool of underwriters for each individual financing issue.

On July 1, 2022, an RFP for Bond Underwriter Services at Tampa International Airport was issued.

Twelve (12) qualified responses were received. The responses were evaluated by staff and the list of firms in order of technical ranking is:

Firm	Rank
BofA Securities, Inc.	1
Citigroup Global Markets Inc.	2
J.P. Morgan Securities LLC	3
Raymond James & Associates, Inc.	4
RBC Capital Markets, LLC	5
Barclays Capital Inc.	6
Morgan Stanley & Co.	7
Wells Fargo Bank, N.A.	8
Siebert Williams Shank & Co., LLC	9
Loop Capital Markets LLC	10
Ramirez & Co., Inc.	11
Jefferies LLC	12

There was no W/MBE expectancy.

The RFP stated that the Authority will select an underwriting pool of not more than six (6) firms that will serve as underwriters on Authority bond issues for the Term of Award. The Authority may choose any of the six firms

to act as Senior Underwriter for future bond issues. The top ranked six firms to serve on the Underwriting Team are as follows:

Firm	Rank
BofA Securities, Inc.	1
Citigroup Global Markets Inc.	2
J.P. Morgan Securities LLC	3
Raymond James & Associates, Inc.	4
RBC Capital Markets, LLC	5
Barclays Capital Inc.	6

The Term of Award is November 1, 2022 through October 31, 2027 with one, two-year renewal option at the discretion of the Chief Executive Officer. Fees for future bond issues will be based upon each financing transaction and may not exceed the fee structure proposed in the RFP unless market conditions have materially changed. Each financing transaction, fees, and bond purchase agreement will be presented to the Board for approval.

The Chief Executive Officer recommended ranking the firms in the order listed above; recommended selection of the top six (6) ranked firms; and recommended approval for staff to negotiate agreement(s) with the designated firm(s) for each financing transaction.

Upon motion of Robert Watkins, seconded by General Diehl, the ranking of firms in order of preference was unanimously approved by all Board Members present and staff was authorized to negotiate a contract. No resolution was required.

Item M3

Selection of Firm and Award of Contract, Employee Insurance Benefits Consulting Services, RSC Insurance Brokerage, Inc. (Gehring Group), Tampa International Airport, Resolution No. 2022-106, presented by Brian Miles.

The Authority utilizes an employee benefits consultant to assist with employee insurance benefits issues, analyze data and prepare reports, place employee benefits insurance policies as needed, and assist with drafting new solicitation documents and the procurement process.

On August 3, 2017, the Board approved and authorized award of an Agreement for Employee Insurance Benefits Consulting Services to Gallagher Benefit Services, Inc. for the Term of October 7, 2017 through September 30, 2022 in the total amount of \$440,000.

On May 3, 2022, a Request for Proposals for Employee Insurance Benefits Consulting Services was issued. The services include providing analytical and strategic ongoing consulting services for all existing and any future employee insurance benefits, employee benefits programs, and employee insurance-related contracts at Tampa International Airport.

On June 1, 2022, four (4) responses were received and evaluated by staff. The following firms are listed in order of technical ranking:

1. Gallagher Benefit Services, Inc.**
2. RSC Insurance Brokerage, Inc. (Gehring Group)
3. Baldwin Krystyn Sherman Partners, LLC (BKS)
4. Health Compass Consulting, LLC*

*Health Compass Consulting, LLC was found non-responsive for failing to meet minimum qualifications.

**Gallagher Benefits Services, Inc. declined award of the Contract since they could not agree to the terms and conditions of the Contract.

No specific expectancy for W/MBE participation was established.

The initial Term of the Contract is October 6, 2022 through October 5, 2025 with two discrete, one-year renewal options at the discretion of the Chief Executive Officer. The maximum purchase authorization amount for the Term of the Contract, including renewal options and contingency funds for extra work, is \$508,000. The Authority may cancel the Contract with or without cause by giving thirty (30) days written notice.

This item is included in the O&M Budget.

The Chief Executive Officer recommended ranking the firms in the order listed above and awarded to the number two ranked firm, RSC Insurance Brokerage, Inc. (Gehring Group).

Upon motion of Robert Watkins, seconded by General Diehl, the Contract for Employee Insurance Benefits Consulting Services at Tampa International Airport with RSC Insurance Brokerage, Inc. (Gehring Group) was unanimously approved by all Board Members present; the rejection of response received from Health Compass Consulting, LLC as non-responsive was approved; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2022-106.

This concluded New Business.

Jeff Siddle gave a Master Plan update.

The Administration Building has been de-energized and interior demolition has continued. Holes and drilling have been completed and, starting this month, the steel braces will start showing up.

The underground foundations and drainage for both ends of where the Red Express lanes will tie are in the beginning process.

The total Program budget is around \$583 million, with 98% committed. All contracts have been awarded and things are performing well and on schedule.

This concluded Staff Reports.

Before adjourning the meeting, General Counsel Stephens requested an Attorney-Client Closed Session be held at the November 2022 Board Meeting to discuss pending litigation and strategy related to litigation expense and to seek the Board's direction.

With no further business to be brought before the Board, Chairman Harrod adjourned the meeting.

Gary Harrod, Chairman

Jane Castor, Secretary