



Tampa International Airport

AVIATION AUTHORITY

**BOARD OF ADJUSTMENT HEARING
AND
REGULAR BOARD MEETING**

**Thursday, November 7, 2019
9:00 A.M.**

**Boardroom
Level 3 at Tampa International Airport**

AGENDA

Any person who desires to appeal any decisions made at this meeting will need a record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is based. Any person requiring reasonable accommodations to attend any public meeting because of a disability or physical impairment must submit a written request to Joseph W. Lopano, Chief Executive Officer, Hillsborough County Aviation Authority, Post Office Box 22287, Tampa, FL 33622 or via facsimile at (813) 870-7868. Such request must be received at least 48 hours before the meeting. If you have any questions, please call (813) 870-8701.



**Thursday, November 7, 2019
Aviation Authority Regular Board Meeting**

AGENDA

9:00 A.M.

Boardroom

Level 3 at Tampa International Airport

A. PLEDGE OF ALLEGIANCE

1. Pledge of Allegiance

B. CALL TO ORDER (BOARD OF ADJUSTMENT)

1. Call to Order Board of Adjustment

C. BOARD OF ADJUSTMENT

1. Airport Study No. 2019-106, The Tampa Downtown Invest, Ltd., requesting a variance to construct The Seasons Apartments, a 41 story residential apartment building with a 7 level parking and retail base, with a maximum height of 495' AMSL, on a site located at the block of Whiting St., Washington St., Pierce St., and Morgan St., Tampa, FL, Resolution No. 2019-118
2. Airport Study No. 2019-107, The Tampa Downtown Invest, Ltd., requesting a variance to construct The Season Suites, a 27 story residential apartment building, with a maximum height of 341' AMSL, on a site located at the southeast corner of Whiting St. and Morgan St., Tampa, FL, Resolution No. 2019-119

D. CALL TO ORDER (REGULAR BOARD MEETING)

1. Call to Order

E. APPROVAL OF THE AGENDA

1. Approval of the Agenda

F. ELECTION OF OFFICERS

1. Election of Officers

G. PUBLIC COMMENTS

1. Public Comments

H. APPROVAL OF THE MINUTES

1. Approval of the Minutes

I. MANAGEMENT REPORT

1. Management Report

J. APPROVAL OF THE CONSENT AGENDA

1. Letter of Agreement for Temporary Use of Land for Non-NFL Events at Raymond James Stadium, Tampa Sports Authority, Tampa International Airport, Resolution No. 2019-120
2. Re-Appointment of Authority Representative to Hillsborough County Metropolitan Planning Organization's Board – Joseph W. Lopano, Resolution No. 2019-121; Re-Appointment of Authority Alternate Representative to Hillsborough County Metropolitan Planning Organization's Board – Janet Scherberger, Resolution No. 2019-122
3. Authorization for Expenditure of Federal and State Forfeiture Funds, Tampa International Airport
4. Purchase Order(s), Fieldwork Survey Services utilizing Jacksonville Aviation Authority ITB No. 17-02-46204, Global Resource Management, Inc., Tampa International Airport
5. Purchase Order(s), Furniture, utilizing The Interlocal Purchasing System (TIPS) Contract No. 180305, Tampa International Airport
6. Purchase Order(s), Furniture, utilizing State of Florida Contract Nos. 425-001-12-1 and 56120000-19-ACS, Tampa International Airport

K. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Update to Policy Manual, Revision to Policy for Approval: Section 100, Policy P104, Audit Committee
2. Update to Policy Manual, Revision to Policy for Approval: Section 400, Policy P403, Annual External Audit

L. ELECTION OF AUDIT COMMITTEE MEMBER

1. Election of Audit Committee Member

M. COMMITTEE REPORTS

1. Committee Reports

N. UNFINISHED BUSINESS

1. Part 2 Supplemental Contract A for Design-Build Services, Main Terminal Curbside Expansion, New Energy Plant and Related Work, HCAA Project Nos. 8200 18, 8205 18, 8900 18, 8230 18 and 8240 19, Hensel Phelps Construction Co., Tampa International Airport, Resolution No. 2019-113
2. Part 1 Contract for Design-Build Services, SkyCenter Authority Offices Interior Fit Out Including AOC, ICC, NOC and Data Center, HCAA Project No. 8226 17, DPR Construction, A General Partnership, Tampa International Airport, Resolution No. 2019-114
3. Contract for Continuing Environmental Engineering Consulting Services, Aptim Environmental & Infrastructure, LLC, Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports, Resolution No. 2019-115

O. NEW BUSINESS

1. Construction Contract, Economy Parking Garage – North Levels 1, 2, 3 & Exit Ramp Rehabilitation, HCAA Project No. 6585 19, Matcon Construction Services, Inc., Tampa International Airport, Resolution No. 2019-116
2. Purchase Order, Tampa Electric Company (TECO), Widen and Rehabilitate George J. Bean Parkway, HCAA Project No. 8235 18, Tampa International Airport

3. Supplemental Contract, Software Products and Services utilizing NASPO Contract No. AR2488, SHI International, Tampa International Airport, Resolution No. 2019-110

4. Purchase Order(s), Data Storage, Cloud, Converged, Data Protection and Technology Solutions utilizing National Cooperative Purchasing Alliance Contract Nos. 01-42 and 01-82, Dell Marketing L.P. and EMC Corporation, Tampa International Airport

5. Teamsters Local 79 Labor Contract, Tampa International Airport, Resolution No. 2019-123

P. STAFF REPORTS

1. Staff Reports

Q. ADJOURNMENT

1. Adjournment



**Thursday, November 7, 2019
Aviation Authority Regular Board Meeting**

**AGENDA
9:00 A.M.
Boardroom
Level 3 at Tampa International Airport**

A. PLEDGE OF ALLEGIANCE

Subject	1. Pledge of Allegiance
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

B. CALL TO ORDER (BOARD OF ADJUSTMENT)

Subject	1. Call to Order Board of Adjustment
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

C. BOARD OF ADJUSTMENT

Subject	1. Airport Study No. 2019-106, The Tampa Downtown Invest, Ltd., requesting a variance to construct The Seasons Apartments, a 41 story residential apartment building with a 7 level parking and retail base, with a maximum height of 495' AMSL, on a site located at the block of Whiting St., Washington St., Pierce St., and Morgan St., Tampa, FL, Resolution No. 2019-118
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Tampa Downtown Invest, Ltd. (Petitioner) is seeking to construct a 41 story residential apartment building with a 7 level parking and retail base, with maximum height of 495' AMSL, on a site located at the block of Whiting St., Washington St., Pierce St., and Morgan St., Tampa, FL. The nearest airport is Peter O. Knight Airport.

Notice of this hearing before the Board of Adjustment was provided on October 18, 2019.

Proposal:

Petitioner is requesting a variance to construct a 41 story residential apartment building with a 7 level parking and retail base.

Operational Impact:

The Petition was presented to the Airport Hearing Officer on September 19, 2019 and, based on testimony and evidence presented, the Hearing Officer found that approval of the variance, with required conditions, would have no effect on existing FAA restrictions, would not cause additional impacts or loss of utility to Peter O. Knight Airport, would not be contrary to the public interest, would do substantial justice, and was in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

The FAA's aeronautical study found that Petitioner's request would not be a hazard to air navigation provided certain conditions are met. Additionally, the FDOT did not identify any concerns with the request.

Funding:

N/A

Recommendation:

The Airport Hearing Officer recommends that the Board of Adjustment approve the variance to Airport Zoning Regulations requested by Petitioner with the following conditions: (1) Mark and/or light the proposed structure in accordance with FAA Advisory Circular 70/7460-1 L, Change 2, Obstruction Marking and Lighting, red lights - Chapters 4, 5(Red) and 12; (2) E-file FAA Form 7460-2, Notice of Actual Construction or Alteration, with the FAA and Authority within five (5) days after construction reaches its greatest height; (3) Any glint/glare issues identified from this project must be mitigated by the Petitioner to the satisfaction of the Authority to avoid adverse impacts to aviation; and (4) Obtain a temporary permit from the Authority for any construction equipment exceeding 495' AMSL.

The variance will be valid until the FAA Determination of No Hazard to Air Navigation expires December 23, 2020, 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.

Resolution:

Resolution No. 2019-118 approves and authorizes a variance for Airport Study No. 2019-106, The Tampa Downtown Invest, Ltd., requesting a variance to construct The Seasons Apartments, a 41 story residential apartment building with a 7 level parking and retail base, with a maximum height of 495' AMSL, on a site located at the block of Whiting St., Washington St., Pierce St., and Morgan St., Tampa, FL; and authorizes the Airport Zoning Director or his designee to execute all other ancillary documents.

C. BOARD OF ADJUSTMENT

Subject	2. Airport Study No. 2019-107, The Tampa Downtown Invest, Ltd., requesting a variance to construct The Season Suites, a 27 story residential apartment building, with a maximum height of 341' AMSL, on a site located at the southeast corner of Whiting St. and Morgan St., Tampa, FL, Resolution No. 2019-119
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Tampa Downtown Invest, Ltd. (Petitioner) is seeking to construct a 27 story residential apartment building, with a maximum height of 341' AMSL, on a site located at the southeast corner of Whiting St. and Morgan St., Tampa, FL. The nearest airport is Peter O. Knight Airport.

Notice of this hearing before the Board of Adjustment was provided on October 18, 2019.

Proposal:

Petitioner is requesting a variance to construct a 27 story residential apartment building.

Operational Impact:

The Petition was presented to the Airport Hearing Officer on September 19, 2019 and, based on testimony and evidence presented, the Hearing Officer found that approval of the variance, with required conditions, would have no effect on existing FAA restrictions, would not cause additional impacts or loss of utility to Peter O. Knight Airport, would not be contrary to the public interest, would do substantial justice, and was in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

The FAA's aeronautical study found that Petitioner's request would not be a hazard to air navigation provided certain conditions are met. Additionally, the FDOT did not identify any concerns with the request.

Funding:

N/A

Recommendation:

The Airport Hearing Officer recommends that the Board of Adjustment approve the variance to Airport Zoning Regulations requested by Petitioner with the following conditions: (1) Mark and/or light the proposed structure in accordance with FAA Advisory Circular 70/7460-1 L, Change 2, Obstruction Marking and Lighting, red lights – Chapters 4, 5(Red) and 12; (2) E-file FAA Form 7460-2, Notice of Actual Construction or Alteration, and file with the FAA and the Authority within five (5) days after construction reaches its greatest height; (3) Any glint/glare issues identified from this project must be mitigated by the Petitioner to the satisfaction of the Authority to avoid adverse impacts to aviation; and (4) Obtain a temporary permit from the Authority for any construction equipment exceeding 341' AMSL.

The variance will be valid until the FAA Determination of No Hazard to Air Navigation expires December 23, 2020, 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.

Resolution:

Resolution No. 2019-119 approves and authorizes a variance for Airport Study No. 2019-107, The Tampa Downtown Invest, Ltd., requesting a variance to construct The Seasons Suites, a 27 story residential apartment building, with a maximum height of 341' AMSL, on a site located at the southeast corner of Whiting St. and Morgan St., Tampa, FL; and authorizes the Airport Zoning Director or his designee to execute all other ancillary documents.

D. CALL TO ORDER (REGULAR BOARD MEETING)

Subject	1. Call to Order
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

E. APPROVAL OF THE AGENDA

Subject	1. Approval of the Agenda
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

F. ELECTION OF OFFICERS

Subject	1. Election of Officers
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

As it relates to the governance of the Authority, Policy P102, Election of Officers, provides that new elections will be held after any gubernatorial appointee has been commissioned. After the accession of new members appointed by the Governor of Florida, the Board will hold an election at the next regular meeting of the Authority and elect all of the officers. Officers will be elected by a majority vote of the membership of the Board. There is no restriction on successive terms for officer positions, except the chairperson may not serve more than two successive terms as chairperson.

The following officers will be elected by a majority vote of the membership of the Authority: Chairperson, Vice Chairperson, Secretary, Treasurer, and Assistant Secretary/Assistant Treasurer.

With the recent reappointment of Robert Watkins to the Authority Board by the Governor of Florida, in accordance with the provisions of Authority Policy P102, it is necessary that the Authority Board proceed to reconstitute itself and elect new officers.

G. PUBLIC COMMENTS

Subject	1. Public Comments
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

Speakers are allowed 3 minutes total to comment on propositions before the Board. Speakers designated to speak on behalf of a group of 2 or more individuals are allowed 5 minutes total to comment on propositions before the Board.

H. APPROVAL OF THE MINUTES

Subject	1. Approval of the Minutes
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

I. MANAGEMENT REPORT

Subject	1. Management Report
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

J. APPROVAL OF THE CONSENT AGENDA

Subject	1. Letter of Agreement for Temporary Use of Land for Non-NFL Events at Raymond James Stadium, Tampa Sports Authority, Tampa International Airport, Resolution No. 2019-120
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The Tampa Sports Authority (TSA) has requested authorization for temporary use of approximately 40 acres of land to the east of Tampa International Airport and west of Dale Mabry Highway, commonly known as Lots 11, 12, and 13 (Premises), for parking during non-NFL events held at Raymond James Stadium.

Proposal:

The Term of the Letter of Agreement (LOA) will be November 7, 2019 through November 6, 2022, with two, one-year options. Should the Authority at any time during the Term require the use of all of the Premises, the Authority will deliver to TSA written notice of its intent to terminate the LOA and such termination will take effect 60 days from the date of delivery of the written notice. Should the Authority at any time during the Term require the use of less than all of the Premises, the LOA will be amended by letter from the Authority's Chief Executive Officer to identify the remaining Premises that will be included in the LOA. The LOA may be terminated by TSA, with or without cause, if TSA is not in default of any of the terms and conditions of the LOA or in the payment of any fees or other charges to the Authority, upon 30 days' written notice to the Authority. TSA may utilize the Premises for those non-NFL events listed on Exhibit B to the LOA. Should additional events be scheduled for which the Premises are required, Exhibit B will be revised by letter from TSA. TSA will provide Authority a copy of each revision of Exhibit B. As consideration for the use of the Premises, TSA agrees to pay to the Authority 40% of the rate charged to the customer and \$2.00 for each space used by its employees.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2019-120.

Resolution:

Resolution No. 2019-120 approves and authorizes execution of the Letter of Agreement for Temporary Use of Land for Non-NFL Events at Raymond James Stadium at Tampa International Airport with the Tampa Sports Authority; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

J. APPROVAL OF THE CONSENT AGENDA

Subject	2. Re-Appointment of Authority Representative to Hillsborough County Metropolitan Planning Organization's Board – Joseph W. Lopano, Resolution No. 2019-121; Re-Appointment of Authority Alternate Representative to Hillsborough County Metropolitan Planning Organization's Board – Janet Scherberger, Resolution No. 2019-122
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The Authority is a member of the Hillsborough County Metropolitan Planning Organization (MPO) and as such is responsible for designating a representative to serve as a voting member on the MPO Board. On August 6, 2015, the Authority Board re-appointed Joseph W. Lopano, Authority Chief Executive Officer, to serve as a voting member to represent the Authority on the MPO Board. Mr. Lopano's term of office as a member representative of the Authority on the MPO Board recently expired and it is necessary to re-appoint him for an additional four year term.

Additionally, the Authority Board can appoint an alternate member who may vote at any MPO meeting that such alternate member attends in place of a regular voting member. On August 6, 2015, the Authority Board appointed Janet Zink, n/k/a Janet Scherberger, to serve as an alternate member to represent the Authority as a voting member at any MPO Board meeting she attended in place of Mr. Lopano, the regular voting member of the Authority. Ms. Scherberger's term of office as an alternate member representative of the Authority on the MPO Board recently expired and it is also necessary to re-appoint her for an additional four year term.

Proposal:

It is staff's recommendation that Joseph W. Lopano be re-appointed to serve on the MPO Board as a voting member to represent the Authority and that Janet Scherberger be appointed as an alternate member to represent the Authority as a voting member at any MPO Board meeting that she attends in place of Mr. Lopano, the regular voting member of the Authority.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution Nos. 2019-121 and 2019-122.

Resolutions:

Resolution No. 2019-121 approves and authorizes execution of a letter to the Hillsborough County Metropolitan Planning Organization re-appointing Joseph W. Lopano to serve as a voting member to represent the Hillsborough County Aviation Authority on the Metropolitan Planning Organization's Board; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2019-122 approves and authorizes execution of a letter to the Hillsborough County Metropolitan Planning Organization re-appointing Janet Scherberger (f/k/a Janet Zink) as the alternate member to represent the Hillsborough County Aviation Authority on the

Metropolitan Planning Organization's Board; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

J. APPROVAL OF THE CONSENT AGENDA

Subject	3. Authorization for Expenditure of Federal and State Forfeiture Funds, Tampa International Airport
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Under provisions of the U.S. Department of Treasury Guide to Equitable Sharing for Foreign Countries and Federal, State and Local Law Enforcement Agencies (Guide), Federal and State forfeiture funds shared with local law enforcement agencies must be expended for law enforcement purposes. The Florida Contraband Forfeiture Act (FCFA) authorizes law enforcement agencies to use the proceeds collected under the FCFA for authorized law enforcement purposes as well.

Authority Standard Procedure S440.14 requires expenditures from Federal and State forfeiture funds to be made only after approval from Legal Affairs and the Authority Board. Legal Affairs has reviewed this request and agrees with the expenditures.

Proposal:

Authorize the expenditure of Federal and State forfeiture funds to be used by the Tampa International Airport Police Department in an amount not-to-exceed \$41,274.50 for the purchase of firearms and other related equipment.

Funding:

This item is included in the Federal and State Forfeiture Funds Budget.

Recommendation:

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

The Board may act on this by motion; no resolution is required.

J. APPROVAL OF THE CONSENT AGENDA

Subject	4. Purchase Order(s), Fieldwork Survey Services utilizing Jacksonville Aviation Authority ITB No. 17-02-46204, Global Resource Management, Inc., Tampa International Airport
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On August 4, 2011, the Board authorized participation in the Airport Service Quality (ASQ) Survey offered by Airports Council International (ACI). The ASQ is the only international survey program intended to measure passengers' satisfaction while traveling through airports in order to better understand passenger needs and identify areas for improvement. The ASQ uses a uniform methodology across all airports to allow for benchmarking of scores amongst airports and analysis of industry standards for outstanding service.

On December 20, 2017, the Vice President of Procurement authorized utilization of Jacksonville Aviation Authority ITB No. 17-02-46204 awarded to Global Resource Management, Inc. (GRM) to perform fieldwork services related to ASQ surveys.

This item provides the Authority with the continuation of onsite surveys of departing passengers through GRM, an authorized ACI World Business Partner, utilizing Jacksonville Aviation Authority ITB No. 17-02-46204.

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.

Proposal:

Authorize the issuance of purchase orders to GRM for fieldwork survey services utilizing Jacksonville Aviation Authority ITB No. 17-02-46204 for the period of January 1, 2020 through December 31, 2021 in a total not-to-exceed amount of \$102,720.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of purchase orders to Global Resource Management, Inc., and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

The Board may act on this by motion; no resolution is required.

J. APPROVAL OF THE CONSENT AGENDA

Subject	5. Purchase Order(s), Furniture, utilizing The Interlocal Purchasing System (TIPS) Contract No. 180305, Tampa International Airport
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

As part of the Main Terminal Curbside Expansion project, a new enclosed pedestrian bridge will be constructed to allow passengers easy access between the new Blue Side Express lanes and the new vertical circulation building (VCB). Additionally, passengers will utilize the new pedestrian bridge to access the Long Term Parking Garage (LTPG) from the Main Terminal Transfer level. In order to make way for the pedestrian walkway and the VCB connection, the Authority Offices located in Suite B on the Main Terminal Transfer Level will be relocated.

Because the new Authority SkyCenter Office Building and Tenant Improvements will not be completed in time for relocation of Suite B staff, temporary facilities will be constructed on the Red Side Arrival in the former Red Side Rental Car Area within the Authority Service Building.

The purpose of this authorization is to purchase the furniture that will be utilized in the temporary Suite B facilities. This furniture will be relocated to the SkyCenter Office Building once the Tenant Improvements are complete and staff moves.

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.

Proposal:

Authorize the use of The Interlocal Purchasing System (TIPS) Contract No. 180305 for the issuance of purchase orders for the purchase of furniture at Tampa International Airport in a total not-to-exceed amount of \$40,000.

Funding:

This item is included in the Capital Budget.

Recommendation:

The Chief Executive Officer recommends the Board award and authorize the issuance of purchase orders, and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

The Board may act on this by motion; no resolution is required.

J. APPROVAL OF THE CONSENT AGENDA

Subject	6. Purchase Order(s), Furniture, utilizing State of Florida Contract Nos. 425-001-12-1 and 56120000-19-ACS, Tampa International Airport
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

As part of the Main Terminal Curbside Expansion project, a new enclosed pedestrian bridge will be constructed to allow passengers easy access between the new Blue Side Express lanes and the new vertical circulation building (VCB). Additionally, passengers will utilize the new pedestrian bridge to access the Long Term Parking Garage (LTPG) from the Main Terminal Transfer level. In order to make way for the pedestrian walkway and the VCB connection, the Authority Offices located in Suite B on the Main Terminal Transfer Level will be relocated.

Because the new Authority SkyCenter Office Building and Tenant Improvements will not be completed in time for relocation of Suite B staff, temporary facilities will be constructed on the Red Side Arrival in the former Red Side Rental Car Area within the Authority Service Building.

The purpose of this authorization is to purchase the furniture that will be utilized in the temporary Suite B facilities. This furniture will be relocated to the SkyCenter Office Building once the Tenant Improvements are complete and staff moves.

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.

Proposal:

Authorize the use of State of Florida Contract Nos. 425-001-12-1 and 56120000-19-ACS for the issuance of purchase orders for the purchase of furniture at Tampa International Airport in a total combined not-to-exceed amount of \$570,000.

Funding:

This item is included in the Capital Budget.

Recommendation:

The Chief Executive Officer recommends the Board award and authorize the issuance of purchase orders, and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

The Board may act on this by motion; no resolution is required.

K. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	1. Update to Policy Manual, Revision to Policy for Approval: Section 100, Policy P104, Audit Committee
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Policy P104, Audit Committee, establishes a policy governing the Audit Committee of the Authority. The current composition of the Audit Committee is the Treasurer and Chairman of the Board of Directors.

Section 218.391, Florida Statutes, sets forth the procedures for selecting an auditor to conduct the annual financial audit. Section 218.391 was revised effective July 1, 2019.

For purposes of external auditor selection, the revised language:

- references an Auditor Selection Committee (ASC) rather than an Audit Committee,
- requires at least three members be on the ASC,
- requires at least one member of the ASC to be a member of the governing body and serve as chair of the ASC, and
- prohibits employees from serving on the ASC.

Previously, the Statute was silent to the number of selection committee members and the composition of the selection committee. The revised language does allow employees to serve in an advisory capacity to the ASC.

Proposal:

Staff proposes Policy P104, Audit Committee, be revised to add one additional member of the Board of Directors to the Audit Committee and to state that the Audit Committee will serve as the ASC for purposes of selecting the external auditor to conduct the Authority's annual financial audit.

These proposed revisions were discussed and approved during the September 11, 2019 Audit Committee meeting.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the revisions to Policy P104, Audit Committee.

The Board may act on this by motion; no resolution is required.

K. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	2. Update to Policy Manual, Revision to Policy for Approval: Section 400, Policy P403, Annual External Audit
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Policy P403, Annual External Audit, in conjunction with Section 218.39, Florida Statutes, directs the Authority to retain an independent Certified Public Accountant to perform an annual financial audit. Section 218.391, Florida Statutes, which sets forth the procedures for selecting an auditor to conduct the annual financial audit, was revised effective July 1, 2019.

Proposal:

The proposed revisions to Policy P403 align the Policy with the revised Statute by referencing the Auditor Selection Committee (ASC) and citing to Chapter 473, Florida Statutes, regarding the licensure of the audit firm. The ASC will evaluate the responses to the Request for Proposals from qualified firms and present their ranking and recommendation of the top ranked firms to the Board for selection.

These proposed revisions were discussed and approved during the September 11, 2019 Audit Committee meeting.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the revisions to Policy P403, Annual External Audit.

The Board may act on this by motion; no resolution is required.

L. ELECTION OF AUDIT COMMITTEE MEMBER

Subject	1. Election of Audit Committee Member
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Policy P104, Audit Committee, establishes a policy governing the Authority Audit Committee. Currently, the Audit Committee is comprised of only two members, the Treasurer and the Chairman of the Board. Revisions to Florida Statutes now require three members on the Audit Committee. Policy P104 was recently revised to provide that the Audit Committee will be comprised of the Treasurer, the Chairman, and one other member of the Board.

As a result of the recent revision to Policy P104, it is necessary for the Board to elect an additional member of the Board to the Audit Committee.

M. COMMITTEE REPORTS

Subject	1. Committee Reports
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Reports

N. UNFINISHED BUSINESS

Subject	1. Part 2 Supplemental Contract A for Design-Build Services, Main Terminal Curbside Expansion, New Energy Plant and Related Work, HCAA Project Nos. 8200 18, 8205 18, 8900 18, 8230 18 and 8240 19, Hensel Phelps Construction Co., Tampa International Airport, Resolution No. 2019-113
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Main Terminal Curbside Expansion, New Energy Plant and Related Work Program (Program) is part of Phase 2 of the Master Plan and includes expansion of the Curbsides incorporating new elevated and at-grade lanes and vertical circulation buildings for both the Blue and Red sides, renovations to portions of the Main Terminal transfer level and Authority offices, construction of a new Central Utility Plant, concessions loading dock, FAA parking lot, and demolition of the Administration Building.

On October 4, 2017, a request for qualifications entitled Main Terminal Curbside Expansion, New Energy Plant and Related Work at Tampa International Airport was issued.

On March 1, 2018, the Board approved negotiations with the number one ranked firm, Hensel Phelps Construction Co.

On June 7, 2018, the Board approved a Part 1 Design-Build Contract for \$25,262,708 for the design of the Program.

On June 6, 2019, the Board approved Amendment No. 1 to the Part 1 Design-Build Contract for \$4,031,477 for additional design services for the Program and a Part 2 Contract for Design-Build Services for \$31,535,723 for construction of the early enabling work.

The total combined Program Contract amount to date is \$61,629,908.

Proposal:

This Part 2 Supplemental Contract A provides for construction of the following:

Blue Side Vertical Circulation Building and Site Development
Central Utility Plant/Electric Service Building
FAA Parking Lot

The not-to-exceed amount for this Part 2 Supplemental Contract A will be \$119,492,571, bringing the total combined Program Contract amount to date to \$181,122,479.

This Part 2 Supplemental Contract A will incorporate a W/MBE participation of at least 17.1% for design and 19.0% for construction.

Per Authority Policy P410, staff may authorize use of the Owner's Direct Purchase Program with respect to construction materials and supplies, if appropriate.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2019-113.

Resolution:

Resolution No. 2019-113 authorizes execution of the Part 2 Supplemental Contract A for Design-Build Services, Main Terminal Curbside Expansion, New Energy Plant and Related Work, HCAA Project Nos. 8200 18, 8205 18, 8900 18, 8230 18 and 8240 19 at Tampa International Airport with Hensel Phelps Construction Co.; authorizes staff to use Owner's Direct Purchase Program, if appropriate; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

N. UNFINISHED BUSINESS

Subject	2. Part 1 Contract for Design-Build Services, SkyCenter Authority Offices Interior Fit Out Including AOC, ICC, NOC and Data Center, HCAA Project No. 8226 17, DPR Construction, A General Partnership, Tampa International Airport, Resolution No. 2019-114
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

As part of the Authority's Master Plan Phase 2 Program, the curbsides located at the Main Terminal will be expanded. In order to make room for this expansion, the Authority's Administrative Offices building will be demolished and a new office building and parking garage will be constructed by a third-party developer. The SkyCenter Authority Offices Interior Fit Out Including Airport Operations Center (AOC), Incident Command Center (ICC), Network Operations Center (NOC) and Data Center Project will design and construct the interior office improvements for the Authority's space in the new office building.

On April 5, 2019, a request for qualifications entitled SkyCenter Authority Offices Interior Fit Out Including AOC, ICC, NOC and Data Center at Tampa International Airport was issued.

On September 5, 2019, the Board approved negotiations with the number one ranked firm, DPR Construction, A General Partnership.

Proposal:

This item awards the Part 1 Contract for Design-Build Services to DPR Construction, A General Partnership for design of the Project in the not-to-exceed amount of \$3,482,803 for basic services and reimbursable expenses.

This Part 1 Contract for Design-Build Services will commence on November 7, 2019. Substantial completion of the Project is anticipated in Summer 2022.

A W/MBE goal of at least 15.3% of the dollar amount earned on the Contract for the design phase of the Project was prescribed. This Part 1 Contract for Design-Build Services will incorporate a W/MBE participation of at least 23.6% of the dollar amount earned on the Contract for the design phase of the Project.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2019-114.

Resolution:

Resolution No. 2019-114 authorizes execution of the Part 1 Contract for Design-Build Services, SkyCenter Authority Offices Interior Fit Out Including AOC, ICC, NOC and Data Center, HCAA Project No. 8226 17 at Tampa International Airport with DPR Construction, A General Partnership; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

N. UNFINISHED BUSINESS

Subject	3. Contract for Continuing Environmental Engineering Consulting Services, Aptim Environmental & Infrastructure, LLC, Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports, Resolution No. 2019-115
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On September 5, 2019, the Board approved negotiations with the number one ranked firm Aptim Environmental & Infrastructure, LLC for environmental engineering consulting services. The Contract for Continuing Environmental Engineering Consulting Services (Contract) is intended to provide comprehensive, continuing environmental engineering consulting services consistent with all Federal, State and Local environmental regulations.

Proposal:

The proposed scope of work under the Contract will include design professional and consultant services for CIP and O&M projects for FY 20 through FY 24.

The term of the Contract is for the period of November 7, 2019 through November 6, 2022, with two discrete one-year renewal options at the discretion of the Chief Executive Officer, in a total not-to-exceed amount of \$4,000,000, including the renewal options.

A W/MBE goal of at least 10% of the dollar amount earned on the Contract was prescribed. A W/MBE goal of at least 10% will be incorporated into the Contract.

Funding:

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

Recommendation:

Management recommends adoption of Resolution No. 2019-115.

Resolution:

Resolution No. 2019-115 approves and authorizes execution of the Contract for Continuing Environmental Engineering Consulting Services at Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports with Aptim Environmental & Infrastructure, LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

O. NEW BUSINESS

Subject 1. Construction Contract, Economy Parking Garage – North Levels 1, 2, 3 & Exit Ramp Rehabilitation, HCAA Project No. 6585 19, Matcon Construction Services, Inc., Tampa International Airport, Resolution No. 2019-116

Meeting Nov 7, 2019 - Aviation Authority Regular Board Meeting

Access Public

Type Action

Background:

The Economy Parking Garage – North Levels 1, 2, 3 & Exit Ramp Rehabilitation Project (Project) consists of repairing, cleaning and restriping the parking area of the Economy Parking Garage – North Levels 1, 2, 3 & Exit Ramp. The Project also includes sealing and the replacement of pavement markings at the Exit Ramp.

A low bid solicitation was advertised on August 7, 2019.

Proposal:

On September 18, 2019, bids were publicly opened and read aloud as follows:

Company Name	Bid Amount
Matcon Construction Services, Inc.	\$395,340.00
Restocon Corporation	\$493,275.97
D&M Construction Group, Inc. d/b/a Foresight Construction Group, Inc.	\$646,335.00
Innovative Masonry Restoration LLC	\$1,083,745.00

A W/MBE Goal participation rate of 14% was prescribed and a W/MBE Goal participation rate of at least 87.5% is incorporated into this Contract.

The lowest responsive and responsible bidder is Matcon Construction Services, Inc., a certified W/MBE firm.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2019-116.

Resolution:

Resolution No. 2019-116 approves and authorizes the award and execution of the Construction Contract for Economy Parking Garage – North Levels 1, 2, 3 & Exit Ramp Rehabilitation, HCAA Project No. 6585 19 at Tampa International Airport with Matcon Construction Services, Inc. in the amount of \$395,340.00; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

O. NEW BUSINESS

Subject	2. Purchase Order, Tampa Electric Company (TECO), Widen and Rehabilitate George J. Bean Parkway, HCAA Project No. 8235 18, Tampa International Airport
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

As part of the Widen and Rehabilitate George J. Bean Parkway Project (Project), it is necessary to modify the current TECO roadway lighting throughout the George J. Bean Parkway and to relocate the high voltage conduit line and switchgear south of Taxiway J in order to accommodate construction of the Project. This work will include replacement of light heads on existing poles, permanently removing light poles, adding new light poles, relocating existing light poles and associated power feed directional bores, and the relocation of high voltage conduit line and switchgear.

Proposal:

Authorize a purchase order for a total not-to-exceed amount of \$462,000 to Tampa Electric Company.

Funding:

This item is included in the Capital Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of the purchase order to Tampa Electric Company for a total not-to-exceed amount of \$462,000, and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

The Board may act on this by motion; no resolution is required.

O. NEW BUSINESS

Subject	3. Supplemental Contract, Software Products and Services utilizing NASPO Contract No. AR2488, SHI International, Tampa International Airport, Resolution No. 2019-110
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority's intranet is currently hosted on premise and needs a major upgrade. It is also desired to migrate the upgraded intranet to a cloud based solution. In addition, the records of the Authority are also hosted on premise utilizing an outdated repository system. Furthermore, a large number of the records are stored as image non-searchable files. It is desired to migrate the Authority records to a cloud based solution and, where necessary, convert the files to a searchable format.

SHI International is an authorized distributor of cloud based solutions and professional services to support these migrations to the cloud, file conversion and the necessary on-going hosting support. These cloud solutions and services are available through NASPO Contract No. AR2488. A Supplemental Contract provides for the inclusion of statutorily required and other contract language.

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

Proposal:

This item authorizes the execution of a Supplemental Contract with SHI International to include statutorily required and other contract language and issuance of purchase orders to SHI International for the purchase of cloud software products, migration and other technical services, as well as on-going hosting services, utilizing NASPO Contract No. AR2488, for the period of November 7, 2019 through November 6, 2024 in a total not-to-exceed amount of \$1,000,000.

Funding:

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

Recommendation:

Management recommends adoption of Resolution No. 2019-110.

Resolution:

Resolution No. 2019-110 approves and authorizes execution of a Supplemental Contract with and issuance of purchase orders to SHI International; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

O. NEW BUSINESS

Subject	4. Purchase Order(s), Data Storage, Cloud, Converged, Data Protection and Technology Solutions utilizing National Cooperative Purchasing Alliance Contract Nos. 01-42 and 01-82, Dell Marketing L.P. and EMC Corporation, Tampa International Airport
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority's Information Technology Services Department routinely purchases equipment, software and related services to support the Authority's information technology needs. Dell Marketing L.P. and EMC Corporation provide solutions including, but not limited to, data storage, software and services, maintenance and support, laptops, monitors, computers, servers, and printers. These solutions are available through National Cooperative Purchasing Alliance Contract Nos. 01-42 and 01-82.

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.

Proposal:

This item authorizes issuance of purchase orders to Dell Marketing L.P., utilizing National Cooperative Purchasing Alliance Contract No. 01-42, and EMC Corporation, utilizing National Cooperative Purchasing Alliance Contract No. 01-82, for the purchase of equipment, software and related services for the period of November 7, 2019 through November 6, 2021 with two, discrete one-year renewal options at the discretion of the Chief Executive Officer, contingent upon approval of similar renewal options exercised by the National Cooperative Purchasing Alliance, in a total aggregate not-to-exceed amount of \$6,000,000, including the renewal options.

Funding:

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

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of purchase orders to Dell Marketing L.P. and EMC Corporation and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

The Board may act on this by motion; no resolution is required.

O. NEW BUSINESS

Subject	5. Teamsters Local 79 Labor Contract, Tampa International Airport, Resolution No. 2019-123
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On August 28, 2019, Authority representatives and Teamsters Local 79 representatives completed bargaining for a new Labor Contract which covers Authority employees in Maintenance, Airport Operations Center, Guest Services, and Property Control. The term for the current Labor Contract is October 1, 2016 through September 30, 2019.

Proposal:

The term of this Labor Contract is for a period of three (3) years, beginning on October 1, 2019 and terminating on September 30, 2022. The new Labor Contract provides for an increase to the employee shift differential for those individuals whose work day begins after 2:00 pm. Shift differential has not been increased since 2008 when it was set at \$1.05 per hour. Shift differential will increase to \$1.35 per hour with the approval of this Labor Contract. This Labor Contract also includes updates consistent with current Authority processes.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2019-123.

Resolution:

Resolution No. 2019-123 approves and authorizes execution of the Teamsters Local 79 Labor Contract at Tampa International Airport; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

P. STAFF REPORTS

Subject	1. Staff Reports
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

Q. ADJOURNMENT

Subject	1. Adjournment
Meeting	Nov 7, 2019 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural