



**AVIATION AUTHORITY
REGULAR BOARD MEETING**

IN PERSON AND ELECTRONIC MEETING

There will be limited in-person attendance, to include required Aviation Authority Board members and staff and first come public attendees, in the Boardroom at Tampa International Airport. All others can listen and view the meeting live in the following way: Go to Tampa International Airport website (www.tampaairport.com) and click on meeting link in box at top of main page

**Thursday, April 1, 2021
9:00 A.M.**

AGENDA

Provisions have been made for any member of the public desiring to participate to have access to the meeting. The public may access the meeting to participate, including offering public comments, as set forth above. Anyone who wishes to be heard during the meeting but that cannot attend in-person will be able to do so by emailing the Board Services Administrator at publiccomments@tampaairport.com. Such public comments must be received no later than 8:00 a.m. on Thursday, April 1, 2021. Individuals who are able to attend the meeting in-person and who wish to be heard during the meeting will be able to do so in accordance with the Aviation Authority normal public comment process. Individuals providing public comment, whether in-person or by email, will be required to provide their name, firm name and phone number in the body of the email. Additionally, if an individual has been designated to speak on behalf of a group of 2 or more individuals, they should include the name, firm name and phone number of all individuals designating the individual to speak on their behalf. E-mailed Public comments will be read by the General Counsel or designee during the Public Comments portion of the meeting. Individuals are allowed up to three (3) minutes to comment on propositions before the Board. Individuals designated to speak on behalf of a group of 2 or more individuals are allowed up to five (5) minutes to comment on propositions before the Board. Emailed public comments will be afforded equal consideration as if the public comments were offered in person.

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. In accordance with the Americans with Disabilities Act, persons needing special accommodations to participate in the meeting must submit a written request to Joseph W. Lopano, Chief Executive Officer, Hillsborough County Aviation Authority, Post Office Box 22287, Tampa, FL 33622 or by email at boardservicesadministrator@tampaairport.com. Such request must be received at least 48 hours before the meeting. If you have any questions, please call (813) 870-8701.



**Thursday, April 1, 2021
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

1. Call to Order

C. APPROVAL OF THE AGENDA

1. Approval of the Agenda

D. PUBLIC COMMENTS

1. Public Comments

E. APPROVAL OF THE MINUTES

1. Approval of the Minutes

F. MANAGEMENT REPORT

1. Management Report

G. APPROVAL OF THE CONSENT AGENDA

1. Space Rental Agreement, Deutsche Lufthansa AG, Tampa International Airport, Resolution No. 2021-31
2. Space Rental Agreement (Radio Base Station), DAL Global Services, LLC, Tampa International Airport, Resolution No. 2021-32

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Update to Policy Manual, Revisions to Policy for Approval: Section 400, Policy P410, Procurement

I. COMMITTEE REPORTS

1. Report of Joint Meeting of the Audit Committee and Auditor Selection Committee on March 8, 2021 in the Authority Boardroom

J. UNFINISHED BUSINESS

1. Part 2 Supplemental Contract A for Design-Build Services, Airsides A, C and F Restroom Refurbishment and Expansion, HCAA Project No. 8300 20, HCBeck, Ltd. d/b/a The Beck Group, Tampa International Airport, Resolution No. 2021-25

2. Part 2 Contract for Design-Build Services, Airside A Boarding Bridges, PCA AHU, and GPU Replacements, HCAA Project No. 8405 20, Manhattan Construction Company, Tampa International Airport, Resolution No. 2021-26

K. NEW BUSINESS

1. Purchase Order(s), Furniture utilizing State of Florida Contract Number 56120000-19-ACS, HCAA Project Nos. 8230 18 and 8226 17, Tampa International Airport

2. Selection of Firm and Award of Contract, On-Site Data Collection for ACI Passenger Survey, Integrated Insight, Inc., Tampa International Airport, Resolution No. 2021-27

3. Selection of Firm and Award of Contract, Financial External Audit Services, RSM US LLP, Tampa International Airport, Resolution No. 2021-28

L. STAFF REPORTS

1. Staff Reports

M. ADJOURNMENT

1. Adjournment



**Thursday, April 1, 2021
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	Apr 1, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

B. CALL TO ORDER

Subject	1. Call to Order
Meeting	Apr 1, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

C. APPROVAL OF THE AGENDA

Subject	1. Approval of the Agenda
Meeting	Apr 1, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

D. PUBLIC COMMENTS

Subject	1. Public Comments
Meeting	Apr 1, 2021 - 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.

E. APPROVAL OF THE MINUTES

Subject	1. Approval of the Minutes
Meeting	Apr 1, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

F. MANAGEMENT REPORT

Subject **1. Management Report**

Meeting Apr 1, 2021 - Aviation Authority Regular Board Meeting

Access Public

Type Information

G. APPROVAL OF THE CONSENT AGENDA

Subject	1. Space Rental Agreement, Deutsche Lufthansa AG, Tampa International Airport, Resolution No. 2021-31
Meeting	Apr 1, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Deutsche Lufthansa AG (Lufthansa) currently leases 269 SF of space in the Main Terminal Ticketing Level at Tampa International Airport (Airport) through a Space Rental Agreement. Lufthansa's current Space Rental Agreement expired on March 31, 2021.

As of October 1, 2020, all airlines will operate at the Airport under a Rates by Resolution, and any tenant wishing to lease space at the Airport will be required to enter into a Space Rental Agreement (SRA) with the Authority.

Proposal:

This SRA has an initial term effective April 1, 2021 and terminating September 30, 2021, with five (5) separate one (1) year renewal options upon sixty (60) days written request prior to the expiration of the then existing term and written approval by the Authority's CEO (Renewal Options). If all Renewal Options are exercised, the SRA will have a final termination date of September 30, 2026.

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

Utilizing Fiscal Year 2021 Signatory rates, Lufthansa leases Ticketing Level space at \$206.79 per square foot. This SRA provides for an annual rental rate adjustment.

Space Type	Square Footage	Rate	Annual Payments	Monthly Payments
Main Terminal - Ticketing Level	207	\$206.79	\$42,805.53	\$3,567.13
TOTAL			\$42,805.53	\$3,567.13

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-31.

Resolution:

Resolution No. 2021-31 approves and authorizes execution of Space Rental Agreement at Tampa International Airport with Deutsche Lufthansa AG; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	2. Space Rental Agreement (Radio Base Station), DAL Global Services, LLC, Tampa International Airport, Resolution No. 2021-32
Meeting	Apr 1, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

DAL Global Services, LLC (Unifi) operates at Tampa International Airport under an Operating Agreement for Ground Handlers (Limited Service). In support of those operations, Unifi desires to lease space in the Penthouse of the Yeager Elevator Core in the Main Terminal at Tampa International Airport for a radio base station unit and associated antenna (Radio Base Station).

Proposal:

This item authorizes the lease to Unifi of common use space in the Penthouse of the Yeager Elevator Core in the Main Terminal at Tampa International Airport for the purpose of installing, maintaining and operating one Radio Base Station and associated antennae. The term of the Agreement commences April 1, 2021 and will expire September 30, 2021, concurrently with all other similar agreements. The Agreement is contingent upon Unifi maintaining its Operating Agreement for Ground Handlers (Limited Service). The Agreement may be terminated without cause by either party upon 30 days' written notice. The annual rent under the Agreement is \$1,200.00, payable in monthly installments of \$100.00, plus sales tax.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-32.

Resolution:

Resolution No. 2021-32 approves and authorizes execution of Space Rental Agreement (Radio Base Station) at Tampa International Airport with DAL Global Services, LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	1. Update to Policy Manual, Revisions to Policy for Approval: Section 400, Policy P410, Procurement
Meeting	Apr 1, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

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.

Proposal:

Currently, Policy P410 states the cone of silence begins with advertisement and ends with Board selection. Staff recommends revising Policy P410 to modify the cone of silence provision to begin on the date solicitation documents are posted on the Authority website. The purpose for this change is to facilitate running a weekly general advertisement in two newspapers informing the public that all active solicitation documents can be found on the Authority website versus specific advertisements for each individual solicitation. Advertisement for individual solicitations where specific details are required, such as but not limited to CCNA solicitations, or as otherwise requested, will still run individually.

Staff also recommends revising Policy P410 to provide general changes to specify that services are included under Standardized Purchases.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the revisions to Policy P410, Procurement.

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

I. COMMITTEE REPORTS

Subject	1. Report of Joint Meeting of the Audit Committee and Auditor Selection Committee on March 8, 2021 in the Authority Boardroom
Meeting	Apr 1, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural, Reports

The Audit Committee and Auditor Selection Committee jointly met on March 8, 2021 in the Authority Boardroom with all members of both Committees in attendance. The minutes of the August 17, 2020 Joint Meeting of the Audit Committee and Auditor Selection Committee were approved. The Authority's external auditors, RSM US, presented the results of the Fiscal Year 2020 external financial audit. RSM US issued unmodified opinions on the financial statements and the four required compliance reports. Presentations were made by the Director of Internal Audit regarding Internal Audit department updates and by the Senior Manager of Procurement - Non-Capital Programs and Material Management regarding the Financial External Audit Services Solicitation. The Financial External Audit Services Solicitation information will be presented and discussed as a separate agenda item under New Business.

J. UNFINISHED BUSINESS

Subject	1. Part 2 Supplemental Contract A for Design-Build Services, Airsides A, C and F Restroom Refurbishment and Expansion, HCAA Project No. 8300 20, HCBeck, Ltd. d/b/a The Beck Group, Tampa International Airport, Resolution No. 2021-25
Meeting	Apr 1, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

This Project will refurbish and expand Tampa International Airport's restrooms at Airsides A (ramp level boarding lobby restroom), C and F.

On August 14, 2019, a Request for Qualifications for Design-Build Services entitled Airsides A, C and F Restroom Refurbishment and Expansion at Tampa International Airport was issued.

On December 5, 2019, the Board approved negotiations with the number one ranked firm, HCBeck, Ltd. d/b/a The Beck Group.

On February 6, 2020, the Board approved a Part 1 Contract for Design-Build Services with a maximum purchase authorization amount of \$2,005,275 for basic services and reimbursable expenses.

On October 1, 2020, the Board approved a Part 2 Contract for Design-Build Services with a maximum purchase authorization amount of \$4,068,898 for prescriptive demolition, new partitions, finishes, fixtures, accessories, and all associated mechanical, electrical and plumbing work for Airsides A and F.

Proposal:

This Part 2 Supplemental Contract A for Design-Build Services provides for prescriptive demolition, new partitions, finishes, fixtures, accessories, and all associated mechanical, electrical and plumbing work for Airside C. This scope also includes moving Southwest Airlines into a temporary office space while their boarding level spaces are renovated.

The maximum purchase authorization for this Part 2 Supplemental Contract A for Design-Build Services will be \$7,446,190, bringing the total combined Project Contract amount to date to \$11,515,088.

This Part 2 Supplemental Contract A for Design-Build Services will incorporate a W/MBE participation of at least 32.9% for design and 23.2% for construction.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2021-25.

Resolution:

Resolution No. 2021-25 authorizes execution of Part 2 Supplemental Contract A for Design-Build Services, Airsides A, C and F Restroom Refurbishment and Expansion, HCAA Project No. 8300 20

at Tampa International Airport with HCBeck, Ltd. d/b/a The Beck Group; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

J. UNFINISHED BUSINESS

Subject	2. Part 2 Contract for Design-Build Services, Airside A Boarding Bridges, PCA AHU, and GPU Replacements, HCAA Project No. 8405 20, Manhattan Construction Company, Tampa International Airport, Resolution No. 2021-26
Meeting	Apr 1, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Airside A opened in 1995 with 14 gates equipped with Passenger Boarding Bridges (PBB), Pre-Conditioned Air Handler Units (PCA AHU) and Ground Power Units (GPU). In 2002, an additional PBB was installed making a total of 15 PPBs at Airside A. The PBBs, PCA AHUs and GPUs are nearing their end of useful life and are in need of replacement.

On January 29, 2020, a Request for Qualifications entitled Airside A Boarding Bridges, PCA AHU, and GPU Replacements at Tampa International Airport was issued.

On June 4, 2020, the Board approved negotiations with the number one ranked firm, Manhattan Construction Company.

On August 6, 2020, the Board awarded a Part 1 Contract for Design-Build Services in the amount of \$1,637,137 for the design of the Project.

Proposal:

The scope of work of this Part 2 Contract for Design-Build Services will include the construction and replacement of 15 boarding bridges and related equipment.

The maximum purchase authorization for this Part 2 Contract for Design-Build Services will be \$20,052,119, bringing the total combined Project Contract amount-to-date to \$21,689,256.

This Part 2 Contract for Design-Build Services will commence on April 1, 2021. Substantial completion of the Project is anticipated on April 29, 2022.

The Part 2 Contract for Design-Build Services will incorporate a DBE participation of 20.4% for design and 8.0% 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. 2021-26.

Resolution:

Resolution No. 2021-26 authorizes execution of Part 2 Contract for Design-Build Services, Airside A Boarding Bridges, PCA AHU, and GPU Replacements, HCAA Project No. 8405 20 at Tampa International Airport with Manhattan Construction Company; 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.

K. NEW BUSINESS

Subject	1. Purchase Order(s), Furniture utilizing State of Florida Contract Number 56120000-19-ACS, HCAA Project Nos. 8230 18 and 8226 17, Tampa International Airport
Meeting	Apr 1, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Main Terminal Curbside Expansion (MTCE) Program and the SkyCenter Site Development Project, HCAA Project Nos. 8230 18 and 8226 17, include the construction of a new single-story, 34,000+ square foot office space within the Long Term Parking Garage for the Police and Maintenance offices. As part of the MTCE Program, the relocation of the Police and Maintenance offices is required from the current location in the Authority Administrative Services Building (Building) to the newly constructed Police and Maintenance offices in the Long Term Parking Garage in advance of the Building's demolition for the construction of the future Red Side Curb Expansion.

The purpose of this authorization is to purchase and install the furniture in the newly constructed Police and Maintenance offices in the Long Term Parking Garage.

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 Number 56120000-19-ACS for the issuance of purchase orders to companies authorized to sell furniture under such Contract for the purchase of furniture at Tampa International Airport in a total maximum purchase authorization of \$551,000.

Funding:

This item is included in the Master Plan Capital Budget.

Recommendation:

The Chief Executive Officer recommends the Board award and authorize the issuance of purchase orders to companies authorized to sell furniture under State of Florida Contract No. 56120000-19-ACS, and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	2. Selection of Firm and Award of Contract, On-Site Data Collection for ACI Passenger Survey, Integrated Insight, Inc., Tampa International Airport, Resolution No. 2021-27
Meeting	Apr 1, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority has participated in the Airport Service Quality (ASQ) Survey offered by Airports Council International (ACI) since 2012. The ASQ Survey 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 Survey uses a uniform methodology across all airports to allow for benchmarking of scores amongst airports and analysis of industry standards for outstanding service.

On November 4, 2020, a Request for Proposals was issued for On-Site Data Collection for ACI Passenger Survey. The services include performing and managing data collection at Tampa International Airport, as well as planning the fieldwork and managing the team that will perform the fieldwork.

Proposal:

On January, 7, 2021, six responses were received and evaluated by staff. The following firms are listed in order of technical ranking:

1. Integrated Insight, Inc.
2. KPI North America
3. Brand Intuition, LLC dba Study Hall Research
4. Global Resource Management, Inc.
5. Downs & St. Germain Research, Inc.
6. ANIK, Inc.

No specific expectancy for W/MBE participation was established.

The initial term of the Contract for On-Site Data Collection for ACI Passenger Survey (Contract) is July 1, 2021 through June 30, 2023 with two discrete, one-year renewal options at the discretion of the Chief Executive Officer. The maximum purchase authorization for the term of the Contract, including renewal options, is \$192,000. The Authority may cancel the Contract with or without cause by giving thirty (30) days written notice.

Funding:

This item is included in the O&M Budget.

Recommendation:

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

Resolution:

Resolution No. 2021-27 approves the ranking; authorizes award and execution of Contract for On-Site Data Collection for ACI Passenger Survey at Tampa International Airport with Integrated Insight, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	3. Selection of Firm and Award of Contract, Financial External Audit Services, RSM US LLP, Tampa International Airport, Resolution No. 2021-28
Meeting	Apr 1, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority is required to have an audit performed annually by an external auditor. Various Authority agreements and State law require that the annual financial audit be performed by an independent public certified accountant. The Authority is also subject to audit as a recipient of federal and state grants and passenger facility charges. The Authority is currently contracted with RSM US LLP to provide financial external audit services. The current contract for these services expires June 1, 2021.

Under Florida Statute Section 218.391, the Authority is required to establish an Auditor Selection Committee to assist the Board in the selection of an auditor to conduct the annual financial audit. Authority Policy P104 provides that the Audit Committee will serve as the Auditor Selection Committee (ASC). Authority Policy P403 states that the ASC will establish factors to use for evaluation, evaluate the responses, and present their ranking and recommendation of the top ranked firms to the Board for selection.

On August 17, 2020, the ASC approved the minimum qualifications, evaluation criteria, and the Advisory Team for the Financial External Audit Services solicitation.

On October 7, 2020, a Request for Proposals was issued for Financial External Audit Services. The scope of work includes performing annual audits in accordance with Governmental Auditing Standards.

Proposal:

On January 6, 2021, six responses were received and analyzed by the Advisory Team. The response received from BKD, LLP was deemed non-responsive for failing to meet the minimum qualifications set forth in the Request for Proposals.

The Advisory Team presented their analysis to the ASC on March 8, 2021 during the Joint Meeting of the Audit Committee and Auditor Selection Committee. At that time, the ASC voted on the final ranking of responses, taking into consideration the evaluation criteria, the qualified responses received, the Advisory Team's analysis for each qualified response, and the Advisory Team's recommended ranking.

The following firms are listed in order of ranking approved by unanimous vote of the ASC.

1. RSM US LLP
2. Plante & Moran, PLLC
3. Cherry Bekaert LLP
4. MSL, P.A.
5. Carr, Riggs, & Ingram, LLC

The initial term of the Contract for Financial External Audit Services (Contract) is for the period of June 2, 2021 through June 1, 2026, with one, two-year renewal option at the discretion of the Chief Executive Officer. The maximum purchase authorization for the term of the Contract, including the renewal option, is \$1,436,245. The Authority may cancel the Contract with or without cause by giving thirty (30) days written notice.

A W/MBE expectancy participation rate of at least 20% is incorporated into the Contract.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Auditor Selection Committee recommends ranking the firms in the order listed above and award to the top ranked firm.

Resolution:

Resolution No. 2021-28 approves the ranking; authorizes award and execution of Contract for Financial External Audit Services at Tampa International Airport with RSM US LLP; approves rejection of the response received from BKD, LLP; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

L. STAFF REPORTS

Subject

1. Staff Reports

Meeting

Apr 1, 2021 - Aviation Authority Regular Board Meeting

Access

Public

Type

Reports

M. ADJOURNMENT

Subject

1. Adjournment

Meeting

Apr 1, 2021 - Aviation Authority Regular Board Meeting

Access

Public

Type

Procedural
