



Tampa International Airport

AVIATION AUTHORITY

REGULAR BOARD MEETING

Thursday, December 7, 2017

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, December 7, 2017
Aviation Authority Regular Board Meeting**

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

A. CALL TO ORDER

1. Call to Order

B. PLEDGE OF ALLEGIANCE

1. Pledge of Allegiance

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. Operating Agreement for Ground Handlers, PrimeFlight Aviation Services, Inc. d/b/a PrimeFlight of DE, Inc., Tampa International Airport, Resolution No. 2017-105
2. Space Rental Agreement, ABM Aviation, Inc., Tampa International Airport, Resolution No. 2017-103
3. Space Rental Agreement, ICON Aircraft, Inc., Peter O. Knight Airport, Resolution No. 2017-106
4. Use and Permit Agreement for Off-Airport Rental Car Concession, Silvercar, Inc., Tampa International Airport, Resolution No. 2017-104
5. Purchase Orders, Vehicles, Cars, Vans, SUVs, and Light Trucks with Related Equipment, Accessories, and Services utilizing National Joint Powers Alliance Contract No. 120716-NAF, Alan Jay Chevrolet Cadillac, Inc. and Alan Jay Ford Lincoln Mercury, Inc., Tampa International Airport
6. Purchase Order, Reclaim Long Term Parking Garage Levels 1 and 2, HCAA Project No. 6505 17, Elevator Equipment, Schindler Elevator Corporation, Tampa International Airport
7. Aviation Authority Meeting Dates for Calendar Year 2018

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Policies or Rules for Consideration or Action

I. COMMITTEE REPORTS

1. Committee Reports

J. UNFINISHED BUSINESS

1. Part 1 Contract for Design-Build Services, Demolition of Red Side Rental Car Garage and Airside D Shuttle Guideway, HCAA Project No. 8830 17, Kimmins Contracting Corp., Tampa International Airport, Resolution No. 2017-92

K. NEW BUSINESS

1. Selection of Design Professional, North Air Cargo Apron Expansion, Taxiway A and MRO Taxilane Extension, HCAA Project Nos. 6530 18, 8220 18 and 8825 18, Tampa International Airport
2. Construction Contract, Short Term Parking Garage Level 8 Rehabilitation, HCAA Project No. 6120 17, Concrete Protection and Restoration, Inc., Tampa International Airport, Resolution No. 2017-100
3. Construction Contract, Paging System Replacement – Phase II, HCAA Project No. 6380 18, Altel Systems Group, Inc., Tampa International Airport, Resolution No. 2017-101
4. Selection of Firm and Award of Contract, Land Acquisition and Relocation Consulting Services, Keystone Field Services, Inc., Tampa International Airport, Resolution No. 2017-99
5. Purchase Order, General Purpose Commercial Information Technology Equipment, Software, and Services utilizing GSA Contract No. GS-35F-497AA, Applications Software Technology Corporation d/b/a Applications Software Technology LLC, Tampa International Airport
6. Purchase Order, Payroll Services, Superior Talent Resources, Inc., Tampa International Airport
7. Approval of Labor Agreement, West Central Florida Police Benevolent Association, Tampa International Airport, Resolution No. 2017-69
8. Reimbursement Resolution, Tampa International Airport, Resolution No. 2017-107

L. PRESENTATIONS

1. Presentations

M. STAFF REPORTS

1. Staff Reports

N. ADJOURNMENT

1. Adjournment



**Thursday, December 7, 2017
Aviation Authority Regular Board Meeting**

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

A. CALL TO ORDER

Subject	1. Call to Order
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

B. PLEDGE OF ALLEGIANCE

Subject	1. Pledge of Allegiance
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

C. APPROVAL OF THE AGENDA

Subject	1. Approval of the Agenda
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

D. PUBLIC COMMENTS

Subject	1. Public Comments
Meeting	Dec 7, 2017 - 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	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Minutes

F. MANAGEMENT REPORT

Subject	1. Management Report
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

G. APPROVAL OF THE CONSENT AGENDA

Subject	1. Operating Agreement for Ground Handlers, PrimeFlight Aviation Services, Inc. d/b/a PrimeFlight of DE, Inc., Tampa International Airport, Resolution No. 2017-105
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Ground handling operators providing service at Tampa International Airport must have, at a minimum, a ground handling operating agreement prior to commencing operations. PrimeFlight Aviation Services, Inc. d/b/a PrimeFlight of DE, Inc. (PrimeFlight) has requested to provide aircraft cabin cleaning and air cargo and provisioning warehouse janitorial services for PrimeFlight's customers.

Proposal:

This item grants to PrimeFlight the non-exclusive right to provide the requested limited service ground handling to air carriers at Tampa International Airport for the term of January 1, 2018 through September 30, 2020.

Initially PrimeFlight will provide services for Southwest Airlines, so no privilege fee will be remitted, per the signatory airline agreement with Southwest Airlines. However, should PrimeFlight provide services to a non-signatory airline, PrimeFlight will be required to remit 5% of monthly gross receipts. Gross receipts include PrimeFlight's gross revenues from all sales made and services performed for cash, credit or otherwise at the Airport, excluding gross receipts from signatory air carriers at Tampa International Airport. Either party may terminate the Agreement upon 30 days' written notice.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2017-105.

Resolution:

Resolution No. 2017-105 approves and authorizes execution of the Operating Agreement for Ground Handlers at Tampa International Airport with PrimeFlight Aviation Services, Inc. d/b/a PrimeFlight of DE, Inc.; 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, ABM Aviation, Inc., Tampa International Airport, Resolution No. 2017-103**

Meeting Dec 7, 2017 - Aviation Authority Regular Board Meeting

Access Public

Type Action (Consent)

Background:

ABM Aviation, Inc. (ABM) provides sky cap services for JetBlue Airways at Tampa International Airport and desires to lease space from the Authority on the Ticket Level of the Main Terminal under a Space Rental Agreement (Agreement) in support of its sky cap services.

Proposal:

ABM desires to lease Suite 1219 at the FY 2018 non-signatory rate indicated below, which may be adjusted annually:

<u>Description</u>	<u>Sq. Ft.</u>	<u>FY18 Rate Per Sq. Ft.</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
Ticket Level Operations Space	124	\$224.32	\$27,815.68	\$2,317.97

The Agreement commences January 1, 2018 and terminates concurrently with all other space rental agreements on September 30, 2020. Either party may terminate the Agreement upon 30 days' written notice. ABM must provide payment security in the amount of \$6,953.91, equal to three months' rent.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2017-103.

Resolution:

Resolution No. 2017-103 approves and authorizes execution of the Space Rental Agreement at Tampa International Airport with ABM Aviation, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject **3. Space Rental Agreement, ICON Aircraft, Inc., Peter O. Knight Airport, Resolution No. 2017-106**

Meeting Dec 7, 2017 - Aviation Authority Regular Board Meeting

Access Public

Type Action (Consent)

Background:

Since July 12, 2017, ICON Aircraft, Inc. (ICON) has leased space on a short-term basis under a Letter of Agreement in support of ICON's aircraft sales and new owner pilot training to its customers at Peter O. Knight Airport. ICON desires to continue leasing this space from the Authority under a Space Rental Agreement (Agreement) in support of its manufactured aircraft sales and new owner training services.

Proposal:

ICON desires to lease 682 square feet of office space at the rate indicated below:

<u>Description</u>	<u>Sq. Ft.</u>	<u>FY18 Rate Per Sq. Ft.</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
Suite 112 – Conf. Rm Office Space	682	\$30.00	\$20,460.00	\$1,705.00

The Agreement commences December 23, 2017 and terminates December 22, 2022. Either party may terminate the Agreement upon 30 days' written notice. ICON has provided payment security in the amount of \$5,115.00, equal to three months' rent.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2017-106.

Resolution:

Resolution No. 2017-106 approves and authorizes execution of the Space Rental Agreement at Peter O. Knight Airport with ICON Aircraft, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	4. Use and Permit Agreement for Off-Airport Rental Car Concession, Silvercar, Inc., Tampa International Airport, Resolution No. 2017-104
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Silvercar, Inc. (Silvercar) is an off-site rental car company based in Austin, Texas which only rents silver Audi A4s to customers. Silvercar currently operates at thirteen (13) airports across the United States including Fort Lauderdale, Miami, and Orlando. Silvercar continues to grow its operation and desires to operate an off-airport rental car business on North Clark Avenue, east of Tampa International Airport (Airport).

Proposal:

This item approves and authorizes an Agreement with Silvercar to operate an off-airport car rental business and to provide transportation for Airport customers to its off-airport location by courtesy vehicle. The Agreement commences on December 7, 2017 and expires on September 30, 2020. The Authority may terminate the Agreement, with or without cause, upon 30 days written notice. In accordance with Authority Policy P822, Silvercar will pay a privilege fee equal to 1% less than that of the on-airport rental car companies, which is currently nine and one-half percent (9.5%). The privilege fee will increase to ten percent (10%) for the on-airport rental car companies after the Rental Car Center opens to the public. As such, Silvercar will initially pay a privilege fee of eight and one-half percent (8.5%) of Gross Receipts and will subsequently pay nine percent (9%) of Gross Receipts after the Rental Car Center opens to the public, for the remainder of the term of the Agreement. Additionally, Silvercar will initially pay an annual courtesy vehicle permit fee of \$100 for each authorized vehicle. At the time the new AVI system is installed at the Airport, and continuing for the remainder of the term of the Agreement, Silvercar will pay a vehicle per-trip fee of \$2.50 each time a customer is picked up at the Airport. Simultaneously with this change, the annual courtesy vehicle permit fee will be eliminated. Lastly, Silvercar will pay the Authority a Transportation Facility Charge (TFC) of \$2.00 per rental transaction day for each rental regardless of length of rental.

The Agreement provides two methods by which Silvercar can account for and report non-airport business which is exempt from inclusion in Gross Receipts: a flat 5% or a signed affidavit stating an Airport customer did not arrive at the Airport within 24 hours and/or did not utilize a courtesy vehicle for transportation to or from Silvercar's off-airport facilities. The method chosen is to remain in place throughout the term of the Agreement.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2017-104.

Resolution:

Resolution No. 2017-104 approves and authorizes execution of the Use and Permit Agreement for Off-Airport Rental Car Concession at Tampa International Airport with Silvercar, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject 5. Purchase Orders, Vehicles, Cars, Vans, SUVs, and Light Trucks with Related Equipment, Accessories, and Services utilizing National Joint Powers Alliance Contract No. 120716-NAF, Alan Jay Chevrolet Cadillac, Inc. and Alan Jay Ford Lincoln Mercury, Inc., Tampa International Airport

Meeting Dec 7, 2017 - Aviation Authority Regular Board Meeting

Access Public

Type Action (Consent)

Background:

The Authority's FY18 equipment budget provides for the purchase of an assortment of vehicles and equipment for the Maintenance, Operations and Police Departments.

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 Alan Jay Chevrolet Cadillac, Inc. and Alan Jay Ford Lincoln Mercury, Inc. for eight vehicles listed below utilizing the National Joint Powers Alliance (NJPA) Contract No. 120716-NAF for the term of January 17, 2017 through January 17, 2021 in a total not-to-exceed amount of \$328,000.

Vehicle Type	Quantity	Department
Pickup Trucks with CNG	5	Maintenance
Pickup Truck	1	Operations
Sport Utility Vehicle (K9 & CIU)	2	Police

Funding:

This item is included in the Capital Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of purchase orders to Alan Jay Chevrolet Cadillac, Inc. and Alan Jay Ford Lincoln Mercury, 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.

G. APPROVAL OF THE CONSENT AGENDA

Subject	6. Purchase Order, Reclaim Long Term Parking Garage Levels 1 and 2, HCAA Project No. 6505 17, Elevator Equipment, Schindler Elevator Corporation, Tampa International Airport
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On June 1, 2017, the Board approved a Part 1 Contract for Design-Build Services with Creative Contractors, Inc. for the design of the Reclaim Long Term Parking Garage Levels 1 and 2 project. As design for this project has progressed, it has been determined that the purchase and delivery of elevator equipment for the 16 Schindler elevators located in the Long Term Parking Garage cannot wait until the award of the Part 2 Design-Build Contract for construction, currently scheduled for award at the April 2018 Board meeting. It is recommended that the Authority should purchase the elevator equipment directly so as not to delay the construction of the project.

On November 15, 2017, a Notice of Intent to Sole Source with Schindler Elevator Corporation for the purchase of elevator equipment at Tampa International Airport was advertised. Authority Policy P410 authorizes sole source purchases when no other authorized vendor can supply the required equipment, materials, supplies or services. No responses were received to this Notice.

The installation of this elevator equipment will be included in the Part 2 Design-Build Contract.

Proposal:

Authorize the issuance of a purchase order to Schindler Elevator Corporation for elevator equipment needed for the Long Term Parking Garage Project in the total not-to-exceed amount of \$180,000.

Funding:

This item is included in the Capital Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize issuance of a purchase order to Schindler Elevator 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.

G. APPROVAL OF THE CONSENT AGENDA

Subject **7. Aviation Authority Meeting Dates for Calendar Year 2018**

Meeting Dec 7, 2017 - Aviation Authority Regular Board Meeting

Access Public

Type Action (Consent)

Background:

As required by State Law, it is necessary for the Authority to adopt a meeting schedule for the upcoming year.

Proposal:

The following schedule is proposed for calendar year 2018:

Time:	9:00 a.m.
Location:	Boardroom, HCAA Offices
Dates:	Thursday, February 1
	Thursday, March 1
	Thursday, April 5
	Thursday, May 3
	Thursday, June 7
	Thursday, August 2
	Thursday, September 6
	Thursday, October 4
	Thursday, November 1
	Thursday, December 6

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the proposed Authority meeting dates for calendar year 2018.

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

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	1. Policies or Rules for Consideration or Action
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

I. COMMITTEE REPORTS

Subject	1. Committee Reports
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Reports

J. UNFINISHED BUSINESS

Subject	1. Part 1 Contract for Design-Build Services, Demolition of Red Side Rental Car Garage and Airside D Shuttle Guideway, HCAA Project No. 8830 17, Kimmins Contracting Corp., Tampa International Airport, Resolution No. 2017-92
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Red Side Rental Car Garage (Garage) was constructed in 2005 to enhance customer pick-up of rental cars on the Red Side of Tampa International Airport's Main Terminal. With the new Rental Car Center scheduled to open in early 2018, the Garage is no longer needed and is incompatible with the 2012 Master Plan's future Main Terminal curbside expansion project. Additionally, the remaining segment of the Airside D Shuttle Guideway has also been deemed incompatible for future use.

This Project will demolish the Garage, the remaining segment of the existing Airside D Shuttle Guideway, and decommission the Red Side Rental Car Office Area.

On June 1, 2017, a request for qualifications entitled Demolition of Red Side Rental Car Garage and Airside D Shuttle Guideway at Tampa International Airport was issued.

On September 7, 2017, the Board approved negotiations with the number one ranked firm, Kimmins Contracting Corp.

Proposal:

This Part 1 Contract for Design-Build Services provides for design of the Project in the not-to-exceed amount of \$1,037,732 for basic services and reimbursable expenses.

This Part 1 Contract for Design-Build Services will commence on December 7, 2017. Substantial completion of the Project is anticipated in Summer 2019.

The W/MBE goal for the design of the Project will be 17.1% of the dollar amount earned on the design phase.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2017-92.

Resolution:

Resolution No. 2017-92 authorizes execution of the Part 1 Contract for Design-Build Services, Demolition of Red Side Rental Car Garage and Airside D Shuttle Guideway, HCAA Project No. 8830 17 at Tampa International Airport with Kimmins Contracting Corp.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	1. Selection of Design Professional, North Air Cargo Apron Expansion, Taxiway A and MRO Taxilane Extension, HCAA Project Nos. 6530 18, 8220 18 and 8825 18, Tampa International Airport
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

As part of the recent move by United Parcel Service (UPS) to Tampa International Airport and the leasing of space in the North Cargo Building to LGSTX Services, the Authority is requiring the redevelopment and expansion of the existing North Air Cargo Facility's Apron and the addition of a connector taxiway to meet the demand for UPS, LGSTX, and other tenants in the North Air Cargo Facility. The construction of a new Taxiway A and bridge will help to facilitate aircraft ground traffic. It will also separate aircraft and ground transportation vehicle conflicts in this area and reduce potential airfield incursions. In addition, there is interest for a new Maintenance, Repair and Overhaul (MRO) facility, to be constructed by a third party, which would require the Authority to construct an MRO taxilane extension to the MRO facility. The MRO taxilane design and construction is contingent upon a deal with the third party. This growth will cause an increase in aircraft operations and vehicular traffic in the north airfield area.

This program includes the following three projects:

North Air Cargo Apron and Taxiway
New Taxiway A and Bridge
Taxilane Extension & Site Preparation for Eastside MRO Development

Proposal:

On August 16, 2017, a request for qualifications titled North Air Cargo Apron Expansion, Taxiway A and MRO Taxilane Extension at Tampa International Airport was issued.

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

1. AECOM Technical Services, Inc.
2. Michael Baker International, Inc.
3. C&S Engineers, Inc.
4. HDR Engineering, Inc.

A DBE goal of at least 6% of the dollar amount earned on the contract for the design of the North Air Cargo Apron and Taxiway project was prescribed. A W/MBE goal of at least 6% of the dollar amount earned on the contract for the design of the New Taxiway A and Bridge project was prescribed. No goal was prescribed on the Taxilane Extension and Site Preparation for Eastside MRO Development project. The percentages proposed by all respondents for the amount earned on design will meet or exceed the DBE and W/MBE goal requirements and will be incorporated into the resulting contract.

Funding:

This item is included in the Capital Budget.

Recommendation:

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

The Board may request presentations from the firms prior to the vote and may vote either by motion or by clear indication, to rank firms in order of preference and authorize staff to negotiate a contract; no resolution is required.

K. NEW BUSINESS

Subject 2. Construction Contract, Short Term Parking Garage Level 8 Rehabilitation, HCAA Project No. 6120 17, Concrete Protection and Restoration, Inc., Tampa International Airport, Resolution No. 2017-100

Meeting Dec 7, 2017 - Aviation Authority Regular Board Meeting

Access Public

Type Action

Background:

This Project consists of rehabilitation of Level 8 of the Short Term Parking Garage at Tampa International Airport including miscellaneous concrete repairs and waterproofing of the entire Level. A low bid solicitation was advertised on August 9, 2017.

Proposal:

On October 4, 2017, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
*General Caulking & Coatings Co., Inc.	\$1,077,190.00
*Structural Preservation Systems, LLC Concrete Protection and Restoration, Inc.	\$1,098,662.00 \$1,137,081.20
*Restocon Corporation Tendon Systems, LLC	\$1,361,881.30 \$1,443,578.08

*General Caulking & Coatings Co., Inc., Structural Preservation Systems, LLC and Restocon Corporation were deemed non-responsive for failure to meet the prescribed W/MBE Goal.

The lowest responsive and responsible bidder is Concrete Protection and Restoration, Inc.

A W/MBE Goal participation rate of 10.8% was prescribed and a W/MBE Goal participation rate of at least 11% is incorporated into this Contract.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2017-100.

Resolution:

Resolution No. 2017-100 approves and authorizes the award and execution of the Construction Contract for Short Term Parking Garage Level 8 Rehabilitation, HCAA Project No. 6120 17 at Tampa International Airport with Concrete Protection and Restoration, Inc. in the amount of \$1,137,081.20; approves rejection of bids from General Caulking & Coatings Co., Inc., Structural Preservation Systems, LLC and Restocon Corporation as non-responsive; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	3. Construction Contract, Paging System Replacement – Phase II, HCAA Project No. 6380 18, Altel Systems Group, Inc., Tampa International Airport, Resolution No. 2017-101
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The purpose of this Project is to upgrade the existing paging system at Tampa International Airport previously installed by Altel Systems Group, Inc. (Altel) as the existing IED software and hardware at Airsides A, C, F and Main Terminal are obsolete. Upgraded software and hardware have been installed at the Rental Car Center and Airside E. A sole source purchase of IED's proprietary hardware and software is necessary to ensure compatibility and a seamless integration with all facilities. Altel is the only certified integrator authorized by IED to sell, install or service IED Announcement Control Systems at Tampa International Airport.

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

A Notice of Intent to Sole Source was advertised on October 13, 2017. No responses were received.

Proposal:

This Contract will commence on December 7, 2017. Substantial completion of the Project is anticipated by December 2018. The total not-to-exceed amount of the Contract is \$1,579,065.

There was no W/MBE goal for this Contract.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2017-101.

Resolution:

Resolution No. 2017-101 approves and authorizes the award and execution of the Construction Contract, Paging System Replacement – Phase II, HCAA Project No. 6380 18 at Tampa International Airport with Altel Systems Group, Inc. in the total not-to-exceed amount of \$1,579,065; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	4. Selection of Firm and Award of Contract, Land Acquisition and Relocation Consulting Services, Keystone Field Services, Inc., Tampa International Airport, Resolution No. 2017-99
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On February 7, 2013, the Board awarded an Agreement for Land Acquisition and Relocation Consulting Services (Agreement) to Keystone Field Services, Inc. for the term of March 1, 2013 through February 28, 2018 for the total amount of \$250,000. On August 7, 2014, the Board approved Amendment No. 1 to the Agreement for an increase of \$401,280. On February 4, 2016, the Board approved Amendment No. 2 to the Agreement for an increase of \$347,000, for a new total not to exceed Agreement amount of \$998,280.

Proposal:

On August 10, 2017, a request for proposals was issued for Land Acquisition and Relocation Consulting Services. Under the awarded contract, the selected firm will provide consulting services related to the acquisition of property and subsequent relocation in accordance with applicable laws and regulations. The scope of services will include, but not be limited to, administering and performing all land acquisition and relocation planning, relocation assistance services, relocation consulting services and project management on an as-needed basis and creation and assembly of acquisition documentation as directed by the Authority.

Four qualified responses were received and evaluated by staff. The following firms are listed in order of technical ranking:

<u>Rank</u>	<u>Firm</u>
1	Keystone Field Services, Inc. (<i>Recommended Award</i>)
2	Florida Acquisition & Appraisal, Inc.
3	American Acquisition Group, LLC
4	The Bernard Johnson Group, Inc.

This item approves the rank order of firms and authorizes execution of a Contract with Keystone Field Services, Inc. The term of the Contract is March 1, 2018 through February 28, 2023, with two, one-year renewal options at the discretion of the Chief Executive Officer. The total amount of the Contract for the five year term and the renewal options will not exceed \$990,000. Keystone Field Services, Inc. will be assigned tasks through an Authority approved work order. The work order will be based on approved hourly rates and will include a not-to-exceed amount. Any changes to the hourly rates will be approved in writing by the Authority Vice President of Real Estate. The Authority may cancel the contract with 30 days' written notice.

No specific goal for W/MBE participation was established; however, Keystone Field Services, Inc. is a certified W/MBE firm.

Funding:

This item is included in the Capital 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. 2017-99 approves the ranking; authorizes award and execution of the Contract for Land Acquisition and Relocation Consulting Services at Tampa International Airport with Keystone Field Services, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	5. Purchase Order, General Purpose Commercial Information Technology Equipment, Software, and Services utilizing GSA Contract No. GS-35F-497AA, Applications Software Technology Corporation d/b/a Applications Software Technology LLC, Tampa International Airport
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On November 6, 2014, the Board authorized the issuance of purchase orders to Oracle America, Inc. to expand the Authority's ERP software system and included the purchase of Hyperion on premise licenses with implementation being performed by internal Authority resources. Those resources are no longer available. The Authority now intends to convert to cloud based licenses requiring a third party to assist with the conversion of licenses and onsite implementation of Oracle Hyperion Planning.

The Authority budgeting process requires manual consolidation and updating. Oracle Hyperion Planning is a centralized planning, budgeting, and forecasting solution that integrates financial and operational planning processes. This solution gives the Authority the ability to plan and forecast revenue and expenses, allows for compensation as well as strategic workforce planning, tracks new and existing assets, streamlines project planning, and monitors project performance.

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 Applications Software Technology Corporation d/b/a Applications Software Technology LLC for implementation of Oracle Hyperion Planning utilizing GSA Contract No. GS-35F-497AA for the period of December 7, 2017 through June 30, 2019, for a total not-to-exceed amount of \$1,500,000.

Funding:

This item is included in the Capital Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of purchase orders to Applications Software Technology Corporation d/b/a Applications Software Technology LLC 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. NEW BUSINESS

Subject	6. Purchase Order, Payroll Services, Superior Talent Resources, Inc., Tampa International Airport
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority utilizes temporary employees on an as needed basis and currently has a need for payroll processing services to fill capital and non-capital temporary labor needs. Past payroll services included services such as Customer Services Representatives that were hired for wayfinding purposes in an effort to enhance the customer experience during Phase I of the Master Plan and support staff in the Human Resources, Maintenance, Planning and Development, Risk Management, and Operations Departments.

On October 11, 2017, the Authority issued an Invitation to Bid to procure payroll services.

Proposal:

On November 1, 2017, seven bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Administrative Fee</u>
Superior Talent Resources, Inc.	7.25%
The Skilled Trades Company	7.5%
Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services	8.66%
22 nd Century Technologies, Inc.	10%
4 Corner Resources, LLC	10%
AUE Staffing, Inc.	28.48%
ChaseSource, LP	36.69%

An hourly rate inclusive of both the salary and burden rate was provided for bidding purposes only. The Administrative Fee is based on a percentage of the hourly rate and burden rate.

The lowest responsive and responsible bidder is Superior Talent Resources, Inc.

There was no W/MBE goal prescribed for this solicitation.

The term of the award is December 7, 2017 through December 6, 2020, with two, one-year renewal options at the discretion of the Chief Executive Officer. Purchase Orders will be issued during the term of the award, including any renewal options, in a total not-to-exceed amount of \$350,000. This amount only includes Administrative Fees and does not include pass through wages or burden rates of any resulting payroll staff.

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 Superior Talent Resources, Inc. for payroll services 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. NEW BUSINESS

Subject **7. Approval of Labor Agreement, West Central Florida Police Benevolent Association, Tampa International Airport, Resolution No. 2017-69**

Meeting Dec 7, 2017 - Aviation Authority Regular Board Meeting

Access Public

Type Action (Consent)

Background:

The West Central Florida Police Benevolent Association represents Police Officers, Corporals, Sergeants, Detectives, Investigators, Traffic Specialists, and an Evidence Technician. The current Labor Agreement between the Authority and the West Central Florida Police Benevolent Association commenced October 1, 2014 and terminated September 30, 2017. Negotiations for a new Labor Agreement took place from July through September of 2017.

Proposal:

This item approves a new Labor Agreement with the West Central Florida Police Benevolent Association commencing October 1, 2017 and terminating September 30, 2020. Key changes from the previous Labor Agreement include updating terms and conditions to reflect changes in statutory and administrative requirements, increasing stipends and shift differentials (neither of which have been changed in 6 years), and the creation of a "Master" designation for Law Enforcement Officers who meet specific criteria in tenure, training & education, skills, and performance.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2017-69.

Resolution:

Resolution No. 2017-69 approves and authorizes execution of the Labor Agreement at Tampa International Airport with West Central Florida Police Benevolent Association; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	8. Reimbursement Resolution, Tampa International Airport, Resolution No. 2017-107
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The 2012 Master Plan was approved by the Board at the April 4, 2013 Board meeting. Phase I Master Plan projects are nearing completion, and the Authority is proceeding with the design of Phase II Master Plan projects. In addition, the Authority continues with the design and construction of projects within its Board approved on-going capital program. Partial funding for the Master Plan projects and projects under the on-going capital program may include Passenger Facility Charges (PFCs), federal AIP program grants, Florida Department of Transportation grants or Authority funds. The balance of funding will consist of general airport revenue bonds, PFC backed bonds, advances under the revolving credit agreement or other types of short-term financing (Bonds).

Proposal:

Treasury Regulation Section 1.150-2 allows the Authority to pay costs of the following Master Plan projects and other capital program projects before the Bonds are issued and to then reimburse those expenditures from the Bond proceeds after the Bonds are issued and those proceeds are received.

- Reclaim Long Term Parking Garage Rent-a-Car Levels
- Rental Car Fuel Tank Removal
- Main Terminal Curbside Expansion
- Energy Plant and Loading Dock Replacement
- FAA Parking Lot
- Demolition of Red Side Rental Car Garage and Airside D Automated People Mover Guideway
- Widen and Rehabilitate the George Bean Parkway and New Economy Parking Road Exit
- Gateway Development Area – Site Development and Authority Facilities
- Gateway Development Area – Authority Office Complex and Interior Office Fit-Out
- Taxi-lane Extension and Site Preparation for Eastside MRO Development
- East Airfield Pavement Rehabilitation – Design
- Airfield Pavement Rehabilitation
- Taxiway W from W-1 to W-5 & Taxiway J Reconstruction
- New Taxiway A and Bridge
- Checked Baggage System Upgrades and Optimization Construction

In order to pay costs for the above projects before the Bonds are issued, the Treasury Regulation requires the Authority to express its intent to make such a reimbursement from the Bond proceeds by adopting a resolution to that effect.

Design efforts are beginning for these projects and the Authority expects to incur additional expenditures prior to pricing and selling airport revenue or PFC backed bonds, making advances on the revolving credit agreement or issuing other debt during the last month of 2017, late 2018 or early 2019. Therefore, a reimbursement resolution must be initiated to provide the necessary mechanism to reimburse expenditures made prior to the receipt of Bond proceeds.

The reimbursement resolution provides a description of the capital projects, an effective date of the resolution and establishes the maximum principal amount of debt expected to be issued to finance the cost of the projects prior to the issuance of airport revenue or PFC backed bonds at \$775,000,000. Approval of

this resolution does not represent approval by the Board to issue debt. That approval will be requested during the process of the debt issuance.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2017-107.

Resolution:

Resolution No. 2017-107 expresses the Hillsborough County Aviation Authority's intention, for purposes of compliance with Treasury Regulation Section 1.150-2, to reimburse expenditures which may be made with respect to the acquisition, development, construction, and equipping of certain airport improvements including the Reclaim Long Term Parking Garage Rent-a-Car Levels project, the Rental Car Fuel Tank Removal project, the Main Terminal Curbside Expansion project, the Energy Plant and Loading Dock Replacement project, the FAA Parking Lot project, the Demolition of Red Side Rental Car Garage and Airside D Automated People Mover Guideway project, the Widen and Rehabilitate the George Bean Parkway and New Economy Parking Road Exit project, the Gateway Development Area – Site Development and Authority Facilities project, the Gateway Development Area – Authority Office Complex and Interior Office Fit-Out project, the Taxi-lane Extension and Site Preparation for Eastside MRO Development project, the East Airfield Pavement Rehabilitation – Design project, the Airfield Pavement Rehabilitation project, the Taxiway W from W-1 to W-5 & Taxiway J Reconstruction project, the New Taxiway A and Bridge project and the Checked Baggage System Upgrades and Optimization Construction project and provides an effective date.

L. PRESENTATIONS

Subject **1. Presentations**

Meeting Dec 7, 2017 - Aviation Authority Regular Board Meeting

Access Public

Type Information

M. STAFF REPORTS

Subject	1. Staff Reports
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

N. ADJOURNMENT

Subject	1. Adjournment
Meeting	Dec 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural