



**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, February 4, 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, February 4, 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, February 4, 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, British Airways PLC, Tampa International Airport, Resolution No. 2021-10
2. Operating Agreement for Ground Handlers, British Airways PLC, Tampa International Airport, Resolution No. 2021-11
3. Use and Permit Agreement for Off-Airport Rental Car Concession, ER Travel, LLC d/b/a Easirent, Tampa International Airport, Resolution No. 2021-07

H. COMMITTEE REPORTS

1. Finance Committee Report

I. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Update to Policy Manual, Revisions to Policy for Approval: Section 600, Policy P610, Compensation for Authority Employees

J. UNFINISHED BUSINESS

1. Change Order No. 2 to Construction Contract and Ratification of Change Order No. 1 Final, Taxiway G Extension, HCAA Project No. 6640 19, Cobb Site Development, Inc., Peter O. Knight Airport, Resolution No. 2021-02

K. NEW BUSINESS

1. Landscape Maintenance Services Contract, Ameri-Pride Pest Control Services, Inc., d/b/a Prime-Scape Services, Tampa International Airport, Resolution No. 2021-03

2. Purchase Order(s), General Purpose Commercial Information Technology Equipment, Software and Services utilizing GSA Contract No. 47QTCA20D0077 and Ratification of Previous Purchase Order, Qwest Government Service, Inc. dba CenturyLink QGS, Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports

3. Selection of Firm and Award of Contract, Executive Search Services, ADK Consulting, Inc., Tampa International Airport, Resolution No. 2021-04

L. STAFF REPORTS

1. Staff Reports

M. ADJOURNMENT

1. Adjournment



**Thursday, February 4, 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	Feb 4, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

B. CALL TO ORDER

Subject

1. Call to Order

Meeting

Feb 4, 2021 - Aviation Authority Regular Board Meeting

Access

Public

Type

Procedural

C. APPROVAL OF THE AGENDA

Subject	1. Approval of the Agenda
Meeting	Feb 4, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

D. PUBLIC COMMENTS

Subject	1. Public Comments
Meeting	Feb 4, 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	Feb 4, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

F. MANAGEMENT REPORT

Subject **1. Management Report**

Meeting Feb 4, 2021 - Aviation Authority Regular Board Meeting

Access Public

Type Information

G. APPROVAL OF THE CONSENT AGENDA

Subject	1. Space Rental Agreement, British Airways PLC, Tampa International Airport, Resolution No. 2021-10
Meeting	Feb 4, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

British Airways PLC (British Airways) leased space at Tampa International Airport (Airport) through a Space Rental Agreement which expired on September 30, 2020.

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

Proposal:

This SRA has an initial one (1) year term, effective February 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, this SRA will have a final termination date of September 30, 2026.

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

Utilizing Fiscal Year 2021 Signatory rates, British Airways leases Ticketing Level space at \$206.79 per square foot and Airside E - Ramp Level space at \$81.47 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	529	\$206.79	\$109,391.91	\$9,115.99
Airside E - Ramp Level	284	\$81.47	\$23,137.48	\$1,928.12
TOTAL			\$132,529.39	\$11,044.11

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-10.

Resolution:

Resolution No. 2021-10 approves and authorizes execution of Space Rental Agreement at Tampa International Airport with British Airways PLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	2. Operating Agreement for Ground Handlers, British Airways PLC, Tampa International Airport, Resolution No. 2021-11
Meeting	Feb 4, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Ground handling operators providing service at Tampa International Airport (Airport) must have, at a minimum, a ground handling operating agreement prior to commencing operations.

British Airways PLC (BA) entered into an Operating Agreement for Ground Handlers with the Authority to provide ground handling services to include light maintenance for BA's customers on September 1, 2015 and the term expired on September 30, 2020.

Proposal:

This item grants to BA the non-exclusive right to provide ground handling services to air carriers at the Airport for the term of February 1, 2021 through September 30, 2021.

For the privilege of providing services at the Airport, BA will pay Authority a percentage privilege fee (PPF) of five percent (5%) of gross receipts, payable in equal monthly installments. Gross receipts include the gross revenues from all sales made and services performed for cash, credit or otherwise, pursuant to BA's ground handling operations at the Airport. Gross receipts exclude the retail value of fuel and oil and the related fuel service fee, gross revenues that BA receives for all services provided to signatory air carriers (as defined in the Agreement), certain catering sales, and ferrying and diverted landings. Either party may terminate the Agreement upon 30 days' written notice.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-11.

Resolution:

Resolution No. 2021-11 approves and authorizes execution of Operating Agreement for Ground Handlers at Tampa International Airport with British Airways PLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	3. Use and Permit Agreement for Off-Airport Rental Car Concession, ER Travel, LLC d/b/a Easirent, Tampa International Airport, Resolution No. 2021-07
Meeting	Feb 4, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

ER Travel, LLC d/b/a Easirent (Easirent) is a rental car company based in the United Kingdom which operates rental car locations in Florida including Fort Lauderdale, Jacksonville, Miami, Orlando, and West Palm Beach.

Easirent desires to execute a Use and Permit Agreement for Off-Airport Rental Car Concession (Agreement) at Tampa International Airport (Airport). Off-airport rental car companies do not occupy space in the Rental Car Center and operate their off-airport rental car business from locations near the Airport. Easirent will be operating their Tampa location on West Cypress Street.

Proposal:

This item approves and authorizes an Agreement with Easirent to operate an off-airport rental car concession. The term of the Agreement is February 4, 2021 through September 30, 2023. The Authority may terminate the Agreement, with or without cause, upon thirty (30) days written notice. In accordance with Authority Policy P822, Easirent will pay a privilege fee of nine percent (9%) of Gross Receipts.

Additionally, Easirent will pay a vehicle per-trip fee of \$4.50 for its courtesy shuttle through the Authority's Automated Vehicle Identification system.

Lastly, Easirent will pay the Authority a Transportation Facility Charge (TFC) of \$2.00 per rental transaction day.

The Agreement provides for Easirent to report non-airport business, which is exempt from inclusion in Gross Receipts.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-07.

Resolution:

Resolution No. 2021-07 approves and authorizes execution of Use and Permit Agreement for Off-Airport Rental Car Concession at Tampa International Airport with ER Travel, LLC d/b/a Easirent; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

H. COMMITTEE REPORTS

Subject	1. Finance Committee Report
Meeting	Feb 4, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Reports

On January 14, 2021 and January 28, 2021 we held meetings for the Finance Committee. The Chief Financial Officer provided an update on the financial performance for the first two months of the fiscal year. Discussions were also held regarding Human Capital Management and Continuity Planning for the Authority. The final item was an update and discussion with Committee Members on the status of negotiations with the Authority's CEO for a successor contract as his current contract expires on April 4, 2021.

I. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	1. Update to Policy Manual, Revisions to Policy for Approval: Section 600, Policy P610, Compensation for Authority Employees
Meeting	Feb 4, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Section 6(2)(e) of the Authority Enabling Act authorizes the CEO to establish employee positions, duties, and a pay plan. Under Policy P610, compensation for Authority employees consists of salary, fringe benefits, and other considerations approved from time to time by the CEO, subject to annual budget approval. To attract and retain quality employees, Policy P610 requires the CEO or designee to develop and provide benefits comparable to industry standards, subject to annual budget approval.

Proposal:

To assist with succession planning and leadership continuity, management proposes revising Policy P610 to allow the CEO to enter into an employment agreement with an employee, which agreement may include provisions for salary, fringe benefits and other considerations, for a term not exceeding three years, subject to Board approval.

Funding:

Costs associated with employment agreements will be absorbed in the O&M budget.

Recommendation:

The Chief Executive Officer recommends approval of the revisions to Policy P610, Compensation for Authority Employees.

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

J. UNFINISHED BUSINESS

Subject	1. Change Order No. 2 to Construction Contract and Ratification of Change Order No. 1 Final, Taxiway G Extension, HCAA Project No. 6640 19, Cobb Site Development, Inc., Peter O. Knight Airport, Resolution No. 2021-02
Meeting	Feb 4, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On May 2, 2019, the Board awarded Cobb Site Development, Inc. a Contract for the Taxiway G Extension Project at Peter O. Knight Airport. The Project includes extension of an existing asphalt taxiway and demolition of an existing asphalt taxiway connector. The Project also includes associated drainage improvements and installation of airfield lighting and drainage.

In accordance with Policy P410, Procurement, the Chief Executive Officer has previously approved one change order to the Contract as follows:

<u>Change Order</u>	<u>Date</u>	<u>Amount</u>	<u>Description</u>
1 Final	1/23/20	(\$8,364.27)	Resolution of discrepancies between quantities as estimated during design and quantities as constructed in field

The previous change order decreased the Contract amount by \$8,364.27.

Proposal:

Staff Recommends execution of Change Order No. 2 in the amount of \$236,493.19, resulting in a new total Contract amount of \$1,627,989.04. The work under Change Order No. 2 will include the construction of a new connector Taxiway G-2, which consists of adding approximately 235 feet of taxiway east of the recently constructed Taxiway G. This work will facilitate the development of the new Sarasota Avionics facility as well as other development planned along the east side of Peter O. Knight Airport. The work will also include a new 25-foot wide asphalt taxiway with associated drainage improvements and installation of airfield lighting.

The DBE goal as a result of this Change Order No. 2 will be revised to 10.7%.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2021-02.

Resolution:

Resolution No. 2021-02 approves and authorizes execution of Change Order No. 2 to Construction Contract and Ratification of Change Order No. 1 Final, Taxiway G Extension, HCAA Project No. 6640 19 at Peter O. Knight Airport with Cobb Site Development, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	1. Landscape Maintenance Services Contract, Ameri-Pride Pest Control Services, Inc., d/b/a Prime-Scape Services, Tampa International Airport, Resolution No. 2021-03
Meeting	Feb 4, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

This Landscape Maintenance Services Contract (Contract) provides for landscape bed maintenance, tree trimming and/or right of way mowing at the following seven (7) Tampa International Airport locations: 1) Cargo Road, 2) Hoover Blvd., 3) Spruce/Obrien Streets, 4) North Employee Parking Lot, 5) U.S. Customs Area, 6) Roadside and Parking Lot on Jim Walter Blvd., and 7) North and East Perimeter of Economy Parking Garage and East Perimeter of Rental Car Center.

A low bid solicitation for Landscape Maintenance Services was advertised on November 4, 2020.

Proposal:

On December 16, 2020 bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Ameri-Pride Pest Control Services Inc., d/b/a Prime-Scape Services	\$132,608.00
T.C.C. Enterprise Inc	\$147,600.00
Premier Lawn Maintenance, LLC	\$160,045.08
J Fletcher Enterprises Inc., d/b/a Trimac Outdoor	\$165,584.00
Juniper Landscaping of Florida, LLC	\$170,269.44
SR Landscaping, LLC, d/b/a Sunrise Landscape	\$177,689.04
Russell Landscape Florida, LLC	\$181,742.08
Greenturf Services, Inc.	\$235,300.00
Mainscape, Inc.	\$246,347.08

There was no W/MBE expectancy for the Contract.

The lowest responsive and responsible bidder is Ameri-Pride Pest Control Services Inc., d/b/a Prime-Scape Services.

The term of the Contract is April 2, 2021 through April 1, 2022, with two, one-year renewal options at the discretion of the Chief Executive Officer. The Contract amount for the first year is \$132,608.00. An annual increase or decrease based on a Consumer Price Index for labor and materials is incorporated into the Contract beginning with the first renewal option.

This item also authorizes the Chief Executive Officer or designee to approve up to \$10,000 of Extra Work over the term of the Contract, including the renewal options.

The Authority may cancel the Contract immediately and without notice for cause, and may terminate without cause at any time upon 30 days written notice.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2021-03.

Resolution:

Resolution No. 2021-03 approves and authorizes award and execution of Landscape Maintenance Services Contract at Tampa International Airport with Ameri-Pride Pest Control Services, Inc., d/b/a Prime-Scape Services; authorizes the Chief Executive Officer or designee to approve up to \$10,000 of Extra Work over the term of the Contract, including the renewal options; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	2. Purchase Order(s), General Purpose Commercial Information Technology Equipment, Software and Services utilizing GSA Contract No. 47QTCA20D0077 and Ratification of Previous Purchase Order, Qwest Government Service, Inc. dba CenturyLink QGS, Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports
Meeting	Feb 4, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On May 7, 2020, the Board authorized the issuance of purchase orders for local, long distance, and data services, including Wi-Fi, used by Authority staff and airport tenants participating in the Shared Tenant Services Program at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports to Level 3 Telecom Holdings, LLC utilizing GSA Contract No. GS-35F-0426R for the period of May 7, 2020 through March 17, 2025 in a maximum purchase authorization amount of \$3,000,000. The Shared Tenant Services Program was designed to utilize advanced telecommunications technology enabling the Authority to procure and provide high-level voice and data services at a lower cost.

In mid-November 2020, the Information Technology Services Department received notice that Level 3 Telecom Holdings, LLC dba CenturyLink would be decommissioning a switch around December 1, 2020 and that a new service order would be required by December 1, 2020 in order to guarantee continued voice services at Tampa International Airport and the three general aviation airports.

Local, long distance, and data services, including Wi-Fi, needed at Tampa International Airport and the three general aviation airports are no longer available under GSA Contract No. GS-35F-0426R. Qwest Government Service, Inc. dba CenturyLink QGS, branded as Lumen's, now holds GSA Contract No. 47QTCA20D0077 for these services.

It was determined by the General Counsel & Executive Vice President that an emergency purchase was needed in order to protect the operation of Tampa International Airport and the three general aviation airports. As a result, a Purchase Order was issued on December 8, 2020 to Qwest Government Service, Inc. dba CenturyLink QGS in the amount of \$122,607 for continued services.

In accordance with Authority Policy P410, an emergency purchase may be made for situations threatening the safety of employees or passengers, the operations of the airport, or loss of airport property.

Additionally, 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:

Authorize the issuance of purchase orders to Qwest Government Service, Inc. dba CenturyLink QGS utilizing GSA Contract No. 47QTCA20D0077 for local, long distance and data services, including Wi-Fi, at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports for the period of December 1, 2020 through March 11, 2025 in the maximum purchase authorization amount of \$3,000,000.

This item also ratifies the previously issued purchase order on December 8, 2020 to Qwest Government Service, Inc. dba CenturyLink QGS for local, long distance and data services, including Wi-Fi, at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports in the amount of \$122,607.

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 Qwest Government Service, Inc. dba CenturyLink QGS; ratify the previously issued purchase order in the amount of \$122,607 to Qwest Government Service, Inc. dba CenturyLink QGS; 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	3. Selection of Firm and Award of Contract, Executive Search Services, ADK Consulting, Inc., Tampa International Airport, Resolution No. 2021-04
Meeting	Feb 4, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On September 2, 2020, a Request for Proposals was issued for executive search services. The services include recruitment of director and above candidates within the transit, transportation, legal, financial, accounting, airlines, and airport industries.

Proposal:

On October 9, 2020, six responses were received and evaluated by staff.

In accordance with the Request for Proposals, the four highest ranked firms were short listed and invited to participate in interviews. The following firms did not make the short list ranking: Consultech, Inc. dba ProfyleTracker, LLC and Elite World Staffing and Training.

After interviews were complete, the remaining four firms were ranked as follows in order of technical ranking:

1. ADK Consulting, Inc.
2. ACS Firm, LLC
3. Acara Solutions
4. Wolfcreek Consulting, Inc.

No specific expectancy for W/MBE participation was established.

The term of the Contract for Executive Search Services (Contract) is May 1, 2021 through April 30, 2023, with three discrete, one-year renewal options at the discretion of the Chief Executive Officer. The maximum purchase authorization for the five-year term of the Contract is \$682,620. 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. 2021-04 approves the ranking; authorizes award and execution of Contract for Executive Search Services at Tampa International Airport with ADK Consulting, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

L. STAFF REPORTS

Subject

1. Staff Reports

Meeting

Feb 4, 2021 - Aviation Authority Regular Board Meeting

Access

Public

Type

Information

M. ADJOURNMENT

Subject

1. Adjournment

Meeting

Feb 4, 2021 - Aviation Authority Regular Board Meeting

Access

Public

Type

Procedural
