



Tampa International Airport

AVIATION AUTHORITY

REGULAR BOARD MEETING

Thursday, June 2, 2022

9:00 A.M.

Boardroom

Level 4 at SkyCenter ONE

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 Violet Cummins, Board Services Administrator, Hillsborough County Aviation Authority, Post Office Box 22287, Tampa, FL 33622 or via email at vcummins@TampaAirport.com. Such request must be received at least 48 hours before the meeting. If you have any questions, please call (813) 870-7869.



Thursday, June 2, 2022
Aviation Authority Regular Board Meeting

AGENDA
9:00 A.M.
Boardroom
Level 4 at SkyCenter ONE

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. Cargo Building (Office Block) Space Rental Agreement, Atlas Air, Inc., Tampa International Airport, Resolution No. 2022-53
2. Amendment No. 2 to Second Amendment and Restatement of Lease and License Agreement for Commercial Fixed Base Operation, Sheltair Aviation Tampa, LLC, Tampa International Airport, Resolution No. 2022-54
3. Space Rental Agreement for Radio Base Station, G2 Secure Staff, L.L.C., Tampa International Airport, Resolution No. 2022-69
4. Local Government Participation Agreement, e-Payment Collection and Processing Services utilizing State of Florida Contract No. TR227, NIC Services, LLC, Tampa International Airport, Resolution No. 2022-59; Local Government Participant Sub-Merchant Processing Agreement, e-Payment Collection and Processing Services utilizing State of Florida Contract No. TR227, NIC Services, LLC, First Data Merchant Services, LLC and Wells Fargo Bank, N.A., Tampa International Airport, Resolution No. 2022-68
5. Amendment No. 6 to Lease Agreement for Operation of Automatic Teller Machines Landside and Airside Buildings, Truist Bank, Tampa International Airport, Resolution No. 2022-60

6. Purchase Order, Custom Exhibit Design, Build, Furnish and Install Services for World Routes 2022, The Trade Group, LLC, Tampa International Airport

7. Purchase Orders, Cameras, Camera Parts and Repairs, Fast Forward Electronics, Inc. and Focus Camera LLC, Tampa International Airport

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Update to Policy Manual, Revisions to Policy for Approval: Policy P402, Airport Consultant
2. Update to Policy Manual, Revisions to Policy for Approval: Policy P404, Investment Bankers
3. Update to Policy Manual, Revisions to Policy for Approval: Policy P440, General Accounting and Financial Reporting

I. COMMITTEE REPORTS

1. Committee Reports

J. UNFINISHED BUSINESS

1. Contract for Commercial Real Estate Consultant, Vanasse Hangen Brustlin, Inc., Tampa International, Peter O. Knight, Plant City and Tampa Executive Airports, Resolution No. 2022-57
2. Part 2 Supplemental Contract A for Design-Build Services, Air Cargo Expansion, HCAA Project No. 8240 19, The Middlesex Corporation, Tampa International Airport, Resolution No. 2022-58

K. NEW BUSINESS

1. Selection of Program Management Consultant, Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports
2. Construction Contract, LTPG Elevator Room Air Conditioning Replacement, HCAA Project No. 6930 22, Gibson Air Conditioning and Refrigeration, LLC, Tampa International Airport, Resolution No. 2022-62
3. Contract for Baggage Handling System Automatic Tag Reader Arrays, SICK, Inc., Tampa International Airport, Resolution No. 2022-66
4. Increase to Extra Work Provision, Maintenance Contract for Elevators, Escalators and Moving Sidewalks, Schindler Elevator Corporation, Tampa International Airport, Resolution No. 2022-67
5. Purchase Orders, Gas, Natural – Supply and Manage (CO-OP) utilizing Pinellas County Board of County Commissioners ITB No. 21-0063-B (DG), Interconn Resources, LLC, Tampa International Airport

L. STAFF REPORTS

1. Staff Report

M. ADJOURNMENT

1. Adjournment



**Thursday, June 2, 2022
Aviation Authority Regular Board Meeting**

**AGENDA
9:00 A.M.
Boardroom
Level 4 at SkyCenter ONE**

A. PLEDGE OF ALLEGIANCE

Subject	1. Pledge of Allegiance
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

B. CALL TO ORDER

Subject	1. Call to Order
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

C. APPROVAL OF THE AGENDA

Subject	1. Approval of the Agenda
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

D. PUBLIC COMMENTS

Subject	1. Public Comments
Meeting	Jun 2, 2022 - 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	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

F. MANAGEMENT REPORT

Subject **1. Management Report**

Meeting Jun 2, 2022 - Aviation Authority Regular Board Meeting

Access Public

Type Information

G. APPROVAL OF THE CONSENT AGENDA

Subject	1. Cargo Building (Office Block) Space Rental Agreement, Atlas Air, Inc., Tampa International Airport, Resolution No. 2022-53
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

As of October 1, 2020, all airlines operate at Tampa International Airport (Airport) under a Rates by Resolution (Resolution). Atlas Air, Inc. (Atlas Air) operates as a Signatory Cargo Airline under the Resolution. Atlas Air has been operating at the Airport since November 3, 2016.

Atlas Air would like to lease Suites 1101 through 1108, Suite 1110, and the hallway of the Cargo Building for its pilot lounge under a Cargo Building (Office Block) Space Rental Agreement (Agreement).

Proposal:

This Agreement is effective June 2, 2022 and terminates September 30, 2027, unless terminated earlier. Either party may terminate the Agreement upon 180 days' written notice.

Utilizing Fiscal Year 2022 rates, Atlas Air will lease Suites 1101 through 1108, Suite 1110, and the hallway of the Cargo Building at an annual rate of \$18.46 per square foot. O&M Rent will be at an initial rate of \$1.75. On October 1, 2022, O&M Rent will increase by 5.5% each year. O&M Rent can also be updated upon 60 days' notice. Metered Electric Rent will be at an initial rate of \$0.43 and will be updated annually in May.

Initial Rents (June 2, 2022 – September 30, 2022):

Premises	Square Feet	Office Block Rent	O&M Initial Rent	Metered Electric Initial Rent	Total Initial Annual Rent	Total Initial Monthly Rent
Hallway	482	\$8,897.72	\$843.50	\$207.26	\$9,948.48	\$829.04
Suite 1101	228	\$4,208.88	\$399.00	\$98.04	\$4,705.92	\$392.16
Suite 1102	247	\$4,559.62	\$432.25	\$106.21	\$5,098.08	\$424.84
Suite 1103	226	\$4,171.96	\$395.50	\$97.18	\$4,664.64	\$388.72
Suite 1104	140	\$2,584.40	\$245.00	\$60.20	\$2,889.60	\$240.80
Suite 1105	185	\$3,415.10	\$323.75	\$79.55	\$3,818.40	\$318.20
Suite 1106	104	\$1,919.84	\$182.00	\$44.72	\$2,146.56	\$178.88
Suite 1107	85	\$1,569.10	\$148.75	\$36.55	\$1,754.40	\$146.20
Suite 1108	83	\$1,532.18	\$145.25	\$35.69	\$1,713.12	\$142.76
Suite 1110	436	\$8,048.56	\$763.00	\$187.48	\$8,999.04	\$749.92
Total	2,216	\$40,907.36	\$3,878.00	\$952.88	\$45,738.24	\$3,811.52

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2022-53.

Resolution:

Resolution No. 2022-53 approves and authorizes execution of Cargo Building (Office Block) Space Rental Agreement at Tampa International Airport with Atlas Air, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	2. Amendment No. 2 to Second Amendment and Restatement of Lease and License Agreement for Commercial Fixed Base Operation, Sheltair Aviation Tampa, LLC, Tampa International Airport, Resolution No. 2022-54
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Sheltair Aviation Tampa, LLC (Sheltair) has been operating a Fixed Base Operation (FBO) at Tampa International Airport since May 2016. Sheltair operates FBO's in four other states with a total of 24 locations.

On May 2, 2019, the Board approved Second Amendment and Restatement of Lease and License Agreement for Commercial Fixed Base Operation (Agreement) with Sheltair which added the former JHS hangar to the Premises and increased the size of the Premises to allow Sheltair to construct additional hangars. On January 6, 2021, Amendment No. 1 to the Agreement increased the amount of Sheltair's investment for a combined hangar, also known as Hangars 6 & 7, to \$16 million and increased the square footage of land to accommodate the revised layout. Sheltair is currently constructing the combined hangar.

Proposal:

This Amendment No. 2 to the Agreement allows Sheltair (1) to add an additional 2.76 acre site at 4300 Tampa Bay Blvd. to the Premises, (2) to demolish the existing hangar and canopy located on the Premises, (3) to construct a new commercial aircraft storage hangar consisting of approximately 22,000 square feet that will include office space of approximately 2,500 square feet (Hangar No. 9), and (4) extends the completion date for the combined hangar to March 31, 2023 as a result of unanticipated delays relating to COVID-19, supply chain issues, and permitting. All other terms and conditions of the Agreement will remain the same.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2022-54.

Resolution:

Resolution No. 2022-54 approves and authorizes execution of Amendment No. 2 to Second Amendment and Restatement of Lease and License Agreement for Commercial Fixed Base Operation at Tampa International Airport with Sheltair Aviation Tampa, LLC; approves and authorizes demolition of the existing hangar and canopy located on the Premises; 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 for Radio Base Station, G2 Secure Staff, L.L.C., Tampa International Airport, Resolution No. 2022-69
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

G2 Secure Staff, L.L.C. (G2) operates at Tampa International Airport under an Operating Agreement for Ground Handlers. In support of those operations, G2 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 through a Space Rental Agreement for Radio Base Station (Agreement).

Proposal:

This Agreement authorizes the lease of common use space in the Penthouse of the Yeager Elevator Core in the Main Terminal at Tampa International Airport to G2 for the purpose of installing, maintaining and operating one (1) radio base station and associated antennae.

The Term of this Agreement commences June 2, 2022 and will expire September 30, 2027, concurrently with all other similar agreements. The Agreement is contingent upon G2 maintaining its Operating Agreement for Ground Handlers. This Agreement may be terminated without cause by either party upon thirty (30) days' written notice. The annual Rent under this 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. 2022-69.

Resolution:

Resolution No. 2022-69 approves and authorizes execution of Space Rental Agreement for Radio Base Station at Tampa International Airport with G2 Secure Staff, L.L.C.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	4. Local Government Participation Agreement, e-Payment Collection and Processing Services utilizing State of Florida Contract No. TR227, NIC Services, LLC, Tampa International Airport, Resolution No. 2022-59; Local Government Participant Sub-Merchant Processing Agreement, e-Payment Collection and Processing Services utilizing State of Florida Contract No. TR227, NIC Services, LLC, First Data Merchant Services, LLC and Wells Fargo Bank, N.A., Tampa International Airport, Resolution No. 2022-68
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The Authority requires an electronic payment (e-Payment) solution for the collection of Online Booking System Reservations, Ground Transportation Per-Trip Fees, Badging Office fees, and other low frequency receivables. This e-Payment solution will permit the Authority to accept payment for goods or services through the internet, by telephone, point-of-sale, and vehicle-equipped transponder method using a credit card, debit card or checking/savings account.

On November 5, 2018, the State of Florida Department of Financial Services issued an Invitation to Negotiate for e-Payment Collection and Processing Services resulting in State of Florida Contract No. TR227 dated October 5, 2020. Contract No. TR227 contains a provision allowing local governments or special districts to utilize Contract No. TR227 by entering into a Local Government Participation Agreement with NIC Services, LLC. The Local Government Participation Agreement will join the Authority to Contract No. TR227, allowing the Authority to enter into a Local Government Participant Sub-Merchant Processing Agreement with NIC Services, LLC, First Data Merchant Services, LLC, and Wells Fargo Bank, N.A.

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:

Staff requests the Board authorize execution of a Local Government Participation Agreement with NIC Services, LLC for the utilization of State of Florida Contract No. TR227 for e-Payment collection and processing services for the period of June 2, 2022 through October 4, 2025, with five, one-year renewal options at the discretion of the Chief Executive Officer or designee. Staff further requests the Board authorize execution of a Local Government Participant Sub-Merchant Processing Agreement with NIC Services, LLC, First Data Merchant Services, LLC, and Wells Fargo Bank, N.A.

The fee structure is established in State of Florida Contract No. TR227 and currently includes a \$0.11 gateway processor fee per authorization, variable rate credit card and debit card fees, and other miscellaneous fees. These fees may be adjusted in State of Florida Contract No. TR227 via amendment between the State of Florida and NIC Services, LLC.

The Authority may cancel the Local Government Participation Agreement by giving ninety (90) days written notice. The Authority may cancel the Local Government Participant Sub-Merchant Processing Agreement by giving sixty (60) days written notice.

Funding:

This item is included in the Revenue Budget.

Recommendation:

Management recommends adoption of Resolution Nos. 2022-59 and 2022-68.

Resolutions:

Resolution No. 2022-59 approves and authorizes execution of Local Government Participation Agreement at Tampa International Airport with NIC Services, LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2022-68 approves and authorizes execution of Local Government Participant Sub-Merchant Processing Agreement at Tampa International Airport with NIC Services, LLC, First Data Merchant Services, LLC, and Wells Fargo Bank, N.A; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	5. Amendment No. 6 to Lease Agreement for Operation of Automatic Teller Machines Landside and Airside Buildings, Truist Bank, Tampa International Airport, Resolution No. 2022-60
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On January 10, 2002, the Board approved a Lease Agreement for Operation of Automatic Teller Machines Landside and Airside Buildings (Agreement) with SunTrust Bank (SunTrust) to install, operate and maintain Automatic Teller Machines (ATMs) at Tampa International Airport. The initial Term of the Agreement was for 2.5 years, expiring on June 30, 2004. The Agreement was later amended in 2004, 2007, 2012, and 2017 to extend the Term in order to remain concurrent with the Marriott Hotel Services (Marriott) office sublease to provide banking services. The Term of the Agreement currently expires on June 30, 2022.

In December 2019, following a merger between Truist Bank (Truist) and SunTrust, Truist assumed all assets and liabilities of SunTrust. In July 2021, the Authority consented to the merger and Truist became the Lessee under the Agreement.

Marriott and Truist recently extended the Marriott office sublease through June 30, 2025.

Proposal:

This Amendment No. 6 to the Agreement extends the Term of the Agreement to run concurrently with the Marriott office sublease. The Agreement will automatically terminate at such time as the Marriott office sublease terminates.

In addition, effective July 1, 2022, the Minimum Annual Privilege Fee paid by Truist under the Agreement will be \$371,418, subject to an annual increases of two percent (2%).

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2022-60.

Resolution:

Resolution No. 2022-60 approves and authorizes execution of Amendment No. 6 to Lease Agreement for Operation of Automatic Teller Machines Landside and Airside Buildings at Tampa International Airport with Truist Bank; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	6. Purchase Order, Custom Exhibit Design, Build, Furnish and Install Services for World Routes 2022, The Trade Group, LLC, Tampa International Airport
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The Authority is seeking a firm to manage the custom design, build, furnish, and installation of the Authority's exhibit for World Routes 2022. World Routes provides a premier platform for airlines and airport executives to plan network strategy and develop global routes. The event is held annually and is hosted in a different city each year. Participation is an essential part of the Authority's Air Service Development strategy.

On March 21, 2022, an Invitation to Bid (ITB) for Custom Exhibit Design, Build, Furnish, and Install Services for World Routes 2022 was issued. The services provided will include acting as liaison to all event suppliers on behalf of the Authority.

Proposal:

On April 29, 2022, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
The Trade Group, LLC	\$120,000
Globez SDN BHD	\$139,900
Target Advertising and Marketing	\$182,000

The lowest responsive and responsible bidder is The Trade Group, LLC.

No specific goal for W/MBE participation was established.

This item authorizes the issuance of a purchase order to The Trade Group, LLC for the design, build, furnish, and installation of a custom exhibit for the Authority for the World Routes 2022 event being held in Las Vegas on October 16-22, 2022.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of a purchase order to The Trade Group, 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.

G. APPROVAL OF THE CONSENT AGENDA

Subject	7. Purchase Orders, Cameras, Camera Parts and Repairs, Fast Forward Electronics, Inc. and Focus Camera LLC, Tampa International Airport
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The Authority utilizes several types of cameras throughout its Airports. This award will provide for a percentage discount off manufacturer's pricing on various cameras, camera parts, and repairs. Cameras, camera parts, and repairs are requested on an as-needed basis.

Proposal:

An Invitation to Bid for Cameras and Camera Parts and Repairs was issued on April 8, 2022. On April 26, 2022, bids were publicly opened and two responses were received.

The award is based on the highest percentage discount off MSRP.

RESPONDENTS		Fast Forward Electronics, Inc.	Focus Camera LLC
Description	Unit of Measure	Percentage Discount Off MSRP	Percentage Discount Off MSRP
Arecont Cameras	Each	12%	0%
Arecont Cameras Parts and Repairs	Each	12%	0%
AutoVu Cameras	Each	12%	0%
AutoVu Cameras Parts and Repairs	Each	12%	0%
Evolution Cameras	Each	18%	0%
Evolution Cameras Parts and Repairs	Each	18%	0%
FLIR Cameras	Each	12%	15%
FLIR Cameras Parts and Repairs	Each	12%	15%
Mobotix Cameras	Each	12%	0%
Mobotix Cameras Parts and Repairs	Each	12%	0%
Oncam Grandeye	Each	18%	0%
Oncam Grandeye Parts and Repairs	Each	18%	0%
Panasonic	Each	18%	3%
Panasonic Parts and Repairs	Each	18%	3%
Pelco	Each	18%	0%
Pelco Parts and Repairs	Each	18%	0%

There was no W/MBE expectancy for the Invitation to Bid; however, Fast Forward Electronics, Inc. is a Minority Business Enterprise.

The highest responsive and responsible bidder for all manufacturers, except FLIR Cameras and FLIR Camera Parts and Repairs, is Fast Forward Electronics, Inc. The highest responsive and responsible bidder for FLIR Cameras and FLIR Camera Parts and Repairs is Focus Camera LLC.

This item authorizes the issuance of purchase orders to Fast Forward Electronics, Inc. for all manufacturers except FLIR Camera and FLIR Camera Parts and Repairs and authorizes the issuance of purchase orders to Focus Camera LLC for FLIR Cameras and FLIR Camera Parts and Repairs. The purchase orders will be issued on an as-needed basis for a Term of three (3) years beginning June 2, 2022 and ending June 1, 2025, in a maximum purchase authorization amount of \$200,000 for both Fast Forward Electronics, Inc. and Focus Camera LLC.

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 Fast Forward Electronics, Inc. and Focus Camera LLC on an as-needed basis 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.

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	1. Update to Policy Manual, Revisions to Policy for Approval: Policy P402, Airport Consultant
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Policy P402, Airport Consultant establishes a policy regarding the Authority's airport consultant. The Policy was last revised in December 2012.

Proposal:

Staff recommends revising Policy P402 to remove language stating the airport consultant reviews insurance coverage as insurance coverage is now reviewed by the Authority's risk & insurance consultant.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends the Board approve the revisions to Policy P402, Airport Consultant.

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

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	2. Update to Policy Manual, Revisions to Policy for Approval: Policy P404, Investment Bankers
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Policy P404, Investment Bankers establishes a policy regarding the selection of investment bankers. The Policy was last revised in June 2014.

Proposal:

Staff recommends revising Policy P404 to remove language that underwriters will be selected on a rotating basis for each financing. This will provide the Authority the flexibility to select the firm that provides the most value to the Authority on each financing.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends the Board approve the revisions to Policy P404, Investment Bankers.

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

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	3. Update to Policy Manual, Revisions to Policy for Approval: Policy P440, General Accounting and Financial Reporting
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Policy P440, General Accounting and Financial Reporting establishes a policy regarding Authority general accounting and financial reporting matters. The Policy was last revised in June 2019.

Proposal:

Staff recommends revising Policy P440 to reflect the revised Trust Agreement requirement for audit completion within 180 days after the close of the fiscal year. Staff also recommends deleting the section on inventory of equipment as this is more appropriate as a Finance procedure.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends the Board approve the revisions to Policy P440, General Accounting and Financial Reporting.

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

I. COMMITTEE REPORTS

Subject

1. Committee Reports

Meeting

Jun 2, 2022 - Aviation Authority Regular Board Meeting

Access

Public

Type

Reports

J. UNFINISHED BUSINESS

Subject	1. Contract for Commercial Real Estate Consultant, Vanasse Hangen Brustlin, Inc., Tampa International, Peter O. Knight, Plant City and Tampa Executive Airports, Resolution No. 2022-57
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority is seeking to hire a consultant to assist with the development of underutilized land at various locations at Tampa International, Tampa Executive, Plant City and Peter O. Knight Airports (Airports) and to attract new services and businesses to the Airports. The real estate development program will be a multi-phase, multi-year plan to land plan, subdivide, and develop areas around the Airports for future facilities. The consultant will also provide planning, consulting and design services related to real estate development activities at the Airports.

On December 1, 2021, a Request for Qualifications entitled Commercial Real Estate Consultant at Tampa International, Peter O. Knight, Plant City and Tampa Executive Airports was posted.

On April 5, 2022, the Board authorized negotiations with the number one ranked firm, Vanasse Hangen Brustlin, Inc.

Proposal:

This Contract for Commercial Real Estate Consultant (Contract) will commence on June 2, 2022 and continue through June 1, 2025, with two additional, one-year renewal options at the discretion of the Chief Executive Officer. This Contract provides for commercial real estate services and direct and reimbursable expenses in the maximum purchase authorization amount of \$1,500,000.

A W/MBE goal of at least 5% of the dollar amount earned on the Contract was prescribed. The consultant will subcontract to certified W/MBEs at least 5% of the total dollar amount earned on this Contract.

Funding:

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

Recommendation:

Management recommends adoption of Resolution No. 2022-57.

Resolution:

Resolution No. 2022-57 approves and authorizes execution of Contract for Commercial Real Estate Consultant at Tampa International, Peter O. Knight, Plant City and Tampa Executive Airports with Vanasse Hangen Brustlin, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

J. UNFINISHED BUSINESS

Subject	2. Part 2 Supplemental Contract A for Design-Build Services, Air Cargo Expansion, HCAA Project No. 8240 19, The Middlesex Corporation, Tampa International Airport, Resolution No. 2022-58
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Due to rapid growth in air cargo service at Tampa International Airport, the Authority is planning the development of new air cargo facilities. This Project provides for the development of a site for an air cargo operator on the east side of the airfield adjacent to the existing air cargo area. The new Air Cargo Expansion includes cargo facilities, site development, taxilanes, taxiways, aircraft parking aprons, ground service equipment storage areas, roadway access improvements, pump station relocation, and aircraft fueling infrastructure.

The following were previously approved by the Board and the CEO:

Part 1 Contract and three Amendments:	\$4,625,655
Board approval amounts:	\$4,455,343
CEO approval amounts:	\$170,312

Part 2 Contract and one Change Order:	\$9,212,495.56
Board approval amounts:	\$11,067,967
CEO Approval amounts:	(\$1,855,471.44)

Proposal:

This Part 2 Supplemental Contract A for Design-Build Services provides for the construction of the following:

- Sitework, Utilities, Roadway, and Taxiway E-1
- Taxiway and Apron
- Hydrant Fuel System
- UPS Building

The not-to-exceed amount of this Part 2 Supplemental Contract A will be \$60,526,345, bringing the total combined Project Contract amount-to-date to \$74,364,495.56.

The Part 2 Supplemental Contract A will incorporate a DBE participation of at least 12.8% of the dollar amount earned on the design phase of the Project and at least 21.1% of the dollar amount earned on the construction phase of the Project.

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. 2022-58.

Resolution:

Resolution No. 2022-58 approves and authorizes execution of Part 2 Supplemental Contract A for Design-Build Services, Air Cargo Expansion, HCAA Project No. 8240 19 at Tampa International Airport with The Middlesex Corporation; 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. Selection of Program Management Consultant, Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority's Planning and Development Department (Department) manages, programs, plans, designs, and supervises the construction of a variety of capital improvement projects at Tampa International, Tampa Executive, Peter O. Knight and Plant City Airports. The current staffing level of the Department is sufficient to handle the Authority's normal annual Capital Improvement Program. Due to the size and complexity of projects being implemented as a result of the 2012 Master Plan Update, the normal Capital Improvement Program has increased. As a result of this increase, it is necessary to retain professional staff to augment Authority staff through the completion of the 2012 Master Plan Update projects and beyond. The Authority is seeking firms with staff that have demonstrated capabilities and experience in providing project management/construction management related support services at medium or large hub commercial airports acting in the role as a consultant in a direct agreement with a medium or large hub commercial airport.

The program management consultant services will cover the broad spectrum of activities normally expected at a medium or large hub commercial airport, including but not limited to, program/project management, project controls, records management, support, contract administration, commissioning management, capital project master plan implementation support, capital improvement program support, individual planning project studies, procurement of program management software, and other activities normally associated with supporting, planning, design and construction.

It is anticipated that the personnel provided by the selected Program Management Consultant will be integrated within the Authority's management staff and will come under the direction of the Department as needed for the duration of the negotiated Contract.

Proposal:

On February 2, 2022, a Request for Qualifications entitled Program Management Consultant at Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports was issued.

Four responses were received and evaluated by staff.

The order of technical ranking is as follows:

1. Jacobs Project Management Co.
2. STV Construction, Inc.
3. Geotech Consultants International, Inc. dba GCI, Inc.
4. EXP U.S. Services, Inc.

A W/MBE expectancy of at least 13% of the dollar amount earned on the Contract was prescribed. A W/MBE goal of at least 13% will be incorporated into this Contract.

The anticipated Term of the negotiated Contract is August 11, 2022 through August 10, 2027, with three discrete one-year renewal options at the discretion of the Chief Executive Officer.

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, LTPG Elevator Room Air Conditioning Replacement, HCAA Project No. 6930 22, Gibson Air Conditioning and Refrigeration, LLC, Tampa International Airport, Resolution No. 2022-62
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

This Project will replace four (4) roof top air conditioning units serving the elevator machine rooms within the Long Term Parking Garage (LTPG) as the units have reached the end of their useful life.

A low bid solicitation was posted on March 11, 2022.

Proposal:

On April 20, 2022, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Gibson Air Conditioning and Refrigeration, LLC	\$230,755
B&I Contractors, Inc.	\$273,908
*Poli Construction, Inc.	\$278,891

*Poli Construction, Inc. was deemed non-responsive for failing to meet the project experience minimum qualification requirement.

The lowest responsive and responsible bidder is Gibson Air Conditioning and Refrigeration, LLC.

A W/MBE Goal participation rate of 13.3% was prescribed and a W/MBE Goal participation rate of at least 41.4% is incorporated into this Contract.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2022-62.

Resolution:

Resolution No. 2022-62 approves and authorizes award and execution of Construction Contract, LTPG Elevator Room Air Conditioning Replacement, HCAA Project No. 6930 22 at Tampa International Airport with Gibson Air Conditioning and Refrigeration, LLC in the amount of \$230,755; approves rejection of the response received from Poli Construction, Inc. as non-responsive; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	3. Contract for Baggage Handling System Automatic Tag Reader Arrays, SICK, Inc., Tampa International Airport, Resolution No. 2022-66
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The baggage handling system at Tampa International Airport is an integrated, fully automated high-speed system providing baggage tracking, screening and sorting features with future common use terminal equipment check-in capabilities. Multiple laser array bag tag readers are integrated into the baggage handling system to read bag tag barcodes for reporting and sortation purposes. The arrays were installed between 2003 and 2005 and the parts to support the equipment are obsolete. The Authority is seeking a firm to replace the existing arrays utilizing current technologies for comparable capabilities.

On March 21, 2022, an Invitation to Bid (ITB) for Baggage Handling System Automatic Tag Reader Arrays at Tampa International Airport was issued. The services provided will include the replacement of thirteen (13) Automatic Tag Reader Arrays over the Term of the Contract.

Proposal:

On May 5, 2022, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
SICK, Inc.	\$59,068

The lowest responsive and responsible bidder is SICK, Inc.

No specific goal for W/MBE participation was established due to the proprietary nature of this work.

This item authorizes the execution of a Contract for Baggage Handling System Automatic Tag Reader Arrays (Contract) with SICK, Inc. for a maximum purchase authorization amount of \$900,000, which includes \$50,000 for extra work. The Term of this Contract is five (5) years, with three, discrete one-year renewal options to be authorized at the discretion of the Chief Executive Officer or designee. After the first year of the Contract and no less than 90 days prior to the start of each subsequent year, including optional renewal years, SICK, Inc. may propose a unit cost increase of no more than 3%. The Chief Executive Officer or designee may authorize the \$50,000 for extra work or adjust the quantity of arrays to be replaced at the bid unit price without formal amendment to the Contract.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2022-66.

Resolution:

Resolution No. 2022-66 approves and authorizes award and execution of Contract for Baggage Handling System Automatic Tag Reader Arrays at Tampa International Airport with SICK, Inc.; authorizes the Chief Executive Officer or his designee to adjust quantities of arrays to be replaced

at the bid unit price; authorizes the Chief Executive Officer or his designee to authorize extra work in an amount up to \$50,000 over the Term of the Contract for Baggage Handling System Automatic Tag Reader Arrays as needed; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	4. Increase to Extra Work Provision, Maintenance Contract for Elevators, Escalators and Moving Sidewalks, Schindler Elevator Corporation, Tampa International Airport, Resolution No. 2022-67
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On March 1, 2018, the Board authorized execution of the current five-year Maintenance Contract for Elevators, Escalators and Moving Sidewalks (Contract) with Schindler Elevator Corporation (Schindler) which expires on February 28, 2023. The Contract provides for maintenance and repair services of 106 elevators, 50 escalators, 8 moving walkways and 9 dumbwaiters at the current annual price of \$2,514,636 and includes a provision allowing up to \$500,000 of Extra Work over the Term of the Contract.

An increase to the maximum purchase authorization amount under the Contract is required in order to complete mandatory upgrades of 23 elevators as a result of new safety regulations adopted by the Florida Department of Business and Professional Regulation and to provide upgrades to the interior finishes of 24 elevators in the Main Terminal. These projects will be performed by Schindler under the Extra Work provision of the Contract.

Proposal:

Authorize a one-time increase of \$900,000 to the previously approved Extra Work allowance of \$500,000 under the Contract to perform required safety upgrades on 23 elevators at the Airside terminals and interior finishes for 24 elevators at the Main Terminal. All other terms and conditions of the Contract will remain the same.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2022-67.

Resolution:

Resolution No. 2022-67 approves and authorizes increase of \$900,000 to the Extra Work provision of Maintenance Contract for Elevators, Escalators, and Moving Walkways at Tampa International Airport with Schindler Elevator Corporation; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	5. Purchase Orders, Gas, Natural – Supply and Manage (CO-OP) utilizing Pinellas County Board of County Commissioners ITB No. 21-0063-B (DG), Interconn Resources, LLC, Tampa International Airport
Meeting	Jun 2, 2022 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority uses natural gas to power the five heating system boilers for the Main Terminal. The Authority is currently purchasing natural gas utilizing Pinellas County Cooperative ITB No. 167-0264-B(LN) which expires on June 30, 2022.

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 Interconn Resources, LLC for the purchase of natural gas at Tampa International Airport utilizing Pinellas County Board of County Commissioners ITB No. 21-0063-B (DG) for the period of July 1, 2022 through January 11, 2026, with two discrete, one-year renewal options at the discretion of the Chief Executive Officer, contingent upon approval of similar renewal options exercised by Pinellas County Board of County Commissioners, for a total maximum purchase authorization amount of \$550,000, including the renewal options.

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 Interconn Resources, 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.

L. STAFF REPORTS

Subject

1. Staff Report

Meeting

Jun 2, 2022 - Aviation Authority Regular Board Meeting

Access

Public

Type

Information

M. ADJOURNMENT

Subject

1. Adjournment

Meeting

Jun 2, 2022 - Aviation Authority Regular Board Meeting

Access

Public

Type

Procedural
