



Tampa International Airport

AVIATION AUTHORITY

REGULAR BOARD MEETING

Thursday, March 2, 2023

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, March 2, 2023
Aviation Authority Regular Board Meeting

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

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. Purchase Orders, Onsite Training for CDL License, B-3-1, LLC DBA FleetForce Truck Driving School, LLC, Tampa International Airport
2. Authorization For Administrative Update to Salary Ranges

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. Unfinished Business

K. NEW BUSINESS

1. Construction Contract, North Air Cargo Roof Rehabilitation, HCAA Project No. 6530 18, U.S. Coating Specialists, LLC, Tampa International Airport, Resolution No. 2023-17

2. Construction Contract, Airside Guideways and Bridge Rehabilitation, HCAA Project No. 6860 21, Restocon Corporation, Tampa International Airport, Resolution No. 2023-18

3. Increase to Maximum Purchase Authorization Amount, Purchase Orders, Motor Fuels – Tank Wagon Deliveries utilizing Orange County Contract No. Y18-1124-MV, Palmdale Oil Company, Inc., Tampa International Airport

4. Qualifications of Firms and Issuance of Purchase Orders, Custom Exhibit Design, Build, Furnish, Installation, and Removal Services for Conferences and Events, The Trade Group, LLC, Tampa International Airport, Resolution No. 2023-16

5. Purchase Orders, Information Technology Equipment and Software, utilizing GSA Contract No. GS-35F-303DA, eGroup Holding Company, LLC through Promark Technology, Inc., Tampa International Airport

6. Renewal of Property Insurance Coverage, Arthur J. Gallagher Risk Management Services, Inc., Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports

L. STAFF REPORTS

1. Staff Reports

M. ADJOURNMENT

1. Adjournment



Thursday, March 2, 2023
Aviation Authority Regular Board Meeting

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

A. PLEDGE OF ALLEGIANCE

Subject	1. Pledge of Allegiance
Meeting	Mar 2, 2023 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

B. CALL TO ORDER

Subject	1. Call to Order
Meeting	Mar 2, 2023 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

C. APPROVAL OF THE AGENDA

Subject	1. Approval of the Agenda
Meeting	Mar 2, 2023 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

D. PUBLIC COMMENTS

Subject **1. Public Comments**

Meeting Mar 2, 2023 - 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	Mar 2, 2023 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

F. MANAGEMENT REPORT

Subject	1. Management Report
Meeting	Mar 2, 2023 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

G. APPROVAL OF THE CONSENT AGENDA

Subject	1. Purchase Orders, Onsite Training for CDL License, B-3-1, LLC DBA FleetForce Truck Driving School, LLC, Tampa International Airport
Meeting	Mar 2, 2023 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The Authority is seeking to hire a qualified and experienced company to provide onsite training to Authority employees to obtain a Class B CDL License with Passenger Endorsement.

Employees with a Class B CDL License with Passenger Endorsement will drive Authority-owned and leased buses to transport passengers between the Main Terminal and the Economy Parking Garage and Rental Car Center during SkyConnect outages. These employees will also drive the vehicles that transport other employees from the Main Terminal and the North Employee Parking Lot during peak periods.

An Invitation to Bid for Onsite Training for CDL License was issued on January 6, 2023.

Proposal:

On February 2, 2023, one Bid was publicly opened and read aloud as follows:

B-3-1, LLC DBA FleetForce Truck Driving School, LLC				
Description	Quantity	Unit of Measure	Unit Cost	Total
Price per Employee with a maximum of twelve (12) per class inclusive of all training and testing for the CDL Class B License with Passenger Endorsement	50	Each	\$2,495	\$124,750
Price per Employee for Passenger Endorsement only for employees that currently hold a CDL Class B License without Passenger Endorsement	3	Each	\$1,998	\$5,994
Total				\$130,744

There was no W/MBE Goal prescribed for this Invitation to Bid.

The Term of award is March 2, 2023 through March 1, 2024. The Authority anticipates completing one (1) course per month, as needed, until all employees are trained and licensed. The maximum purchase authorization amount is \$150,000.00, including contingency funds for additional employees to become CDL licensed.

Funding:

This item is included in the CIP Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of Purchase Orders to B-3-1, LLC DBA FleetForce Truck Driving School, LLC, and authorize the Chief Executive Officer or 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	2. Authorization For Administrative Update to Salary Ranges
Meeting	Mar 2, 2023 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The Authority Human Resources Department, in support of the annual budget process, makes recommendations for establishing salary ranges for all Authority employment positions.

Proposal:

This item is an administrative update to selected pay bands that were approved by the Board on September 8, 2022, to more accurately reflect employment market conditions and Authority compensation, recruitment, and retention strategies.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of the salary adjustments for the following bands:

HILLSBOROUGH COUNTY AVIATION AUTHORITY				
TAMPA INTERNATIONAL, PETER O. KNIGHT, PLANT CITY & TAMPA EXECUTIVE AIRPORTS				
ANNUAL SALARY RANGES OF UNCLASSIFIED/FORMERLY CLASSIFIED POSITIONS				
FISCAL YEAR 2023				
	FY23 APPROVED		FY23 AMENDED	
	SALARY RANGE		SALARY RANGE	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Exempt and Non-Exempt Salary Bands	\$27,300	\$466,217	\$27,300	\$466,217
Pay Grades 1 – 5: Trades, Administrative, Technical Professional	\$27,300	\$104,949	\$27,300	\$136,444
Pay Grade 6: Manager	\$70,639	\$150,864	\$70,639	\$164,462
Pay Grade 7: Senior Manager	\$76,593	\$165,951	\$76,593	\$189,587
Pay Grade 8: Director	\$95,741	\$207,438	\$95,741	\$238,554
In reference to Policies P123 and P610, the Board adopts the above salary ranges.				
The Board authorizes the CEO to adjust salaries during the fiscal year.				
Police				
Pay Grade PL	\$47,131	\$77,903	\$47,131	\$107,507
Pay Grade PN	\$67,595	\$84,761	\$67,595	\$116,970
Pay Grade PP	\$70,631	\$95,484	\$70,631	\$131,769
Pay Grade PQ	\$87,637	\$108,420	\$87,637	\$149,611
LEOs work a 2184 work schedule				

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	Mar 2, 2023 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

I. COMMITTEE REPORTS

Subject

1. Committee Reports

Meeting

Mar 2, 2023 - Aviation Authority Regular Board Meeting

Access

Public

Type

Reports

J. UNFINISHED BUSINESS

Subject **1. Unfinished Business**

Meeting Mar 2, 2023 - Aviation Authority Regular Board Meeting

Access Public

Type Action

K. NEW BUSINESS

Subject	1. Construction Contract, North Air Cargo Roof Rehabilitation, HCAA Project No. 6530 18, U.S. Coating Specialists, LLC, Tampa International Airport, Resolution No. 2023-17
Meeting	Mar 2, 2023 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The purpose of this Project is to redevelop the North Air Cargo facility for air cargo tenants. The North Air Cargo facility remained in operation as a belly cargo facility until 2010 when the new Cargo/GSE facilities were constructed in the East Side Airport Development Area in advance of the then-planned new North Terminal. The North Air Cargo facility was decommissioned in 2010 and abandoned. Due to the delay of the North Terminal Project and the need for additional space for air cargo tenants, the Authority made the decision to rehabilitate the roof of the North Air Cargo facility. This Project includes removal and replacement of the North Air Cargo facility roof at Tampa International Airport. A low bid solicitation was issued on November 16, 2022.

Proposal:

On January 11, 2023, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
U.S. Coating Specialists, LLC	\$2,136,515.40
Robert Binns Roofing, Inc.	\$2,814,200.00
Atlas Apex Roofing, LLC	\$2,882,700.00

The lowest responsive and responsible Bidder is U.S. Coating Specialists, LLC.

There was no W/MBE Goal for this Contract.

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. 2023-17.

Resolution:

Resolution No. 2023-17 approves and authorizes award and execution of Construction Contract for North Air Cargo Roof Rehabilitation at Tampa International Airport with U.S. Coating Specialists, LLC in the amount of \$2,136,515.40; authorizes use of Owner's Direct Purchase Program, if appropriate; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	2. Construction Contract, Airside Guideways and Bridge Rehabilitation, HCAA Project No. 6860 21, Restocon Corporation, Tampa International Airport, Resolution No. 2023-18
Meeting	Mar 2, 2023 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The purpose of this Project is to maintain the structural integrity of the Airside Guideways and Bridges. The Authority has a long history of accomplishing various levels of facility repairs to maintain their condition and plan for future repair and renovation efforts. This Project consists of rehabilitation of Shuttle Guideway Bridges A-Sort, E and F, as well as the Airport Service Road Bridge at Tampa International Airport. A low bid solicitation was issued on December 7, 2022.

Proposal:

On January 26, 2023, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
A&P Contracting Co. Inc.*	\$1,232,955.46
Restocon Corporation	\$1,274,510.00
H.A. Contracting Corp.	\$2,200,900.00
Innovative Masonry Restoration, LLC	\$2,688,695.00
Southern Road & Bridge, LLC	\$3,418,740.00

*A&P Contracting Co. Inc. was deemed non-responsive for failing to meet the prescribed W/MBE Goal.

The lowest responsive and responsible Bidder is Restocon Corporation.

A W/MBE Goal participation rate of 13% was prescribed and a W/MBE Goal participation rate of at least 15.6% is incorporated into this Contract.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2023-18.

Resolution:

Resolution No. 2023-18 approves and authorizes award and execution of Construction Contract for Airside Guideways and Bridge Rehabilitation at Tampa International Airport with Restocon Corporation in the amount of \$1,274,510; approves rejection of Bid received from A&P Contracting Co. Inc. as non-responsive; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	3. Increase to Maximum Purchase Authorization Amount, Purchase Orders, Motor Fuels – Tank Wagon Deliveries utilizing Orange County Contract No. Y18-1124-MV, Palmdale Oil Company, Inc., Tampa International Airport
Meeting	Mar 2, 2023 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On February 2, 2022, the Board authorized the issuance of purchase orders to Palmdale Oil Company, Inc. for the purchase of unleaded and diesel fuel for the period of February 3, 2022 through October 6, 2022 with one, one-year renewal option at the discretion of the Chief Executive Officer, contingent upon approval of similar renewal option exercised by Orange County, for a maximum purchase authorization amount of \$800,000. The one, one-year renewal option was exercised for the period of October 7, 2022 through October 6, 2023. Actual spend through the remainder of the renewal period is expected to exceed the original forecasted amount due to global fluctuations in supply and demand which has resulted in volatile fuel prices. Therefore, an increase to the maximum purchase authorization amount is requested.

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 an increase of \$375,000 to the previously approved maximum purchase authorization amount of \$800,000 for unleaded and diesel fuel, for a new maximum purchase authorization amount of \$1,175,000. There is no change to the Term for the issuance of Purchase Orders.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize an increase to the maximum purchase authorization amount for the issuance of Purchase Orders to Palmdale Oil Company, Inc., and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

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

K. NEW BUSINESS

Subject	4. Qualifications of Firms and Issuance of Purchase Orders, Custom Exhibit Design, Build, Furnish, Installation, and Removal Services for Conferences and Events, The Trade Group, LLC, Tampa International Airport, Resolution No. 2023-16
Meeting	Mar 2, 2023 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority is seeking a firm to manage custom exhibit design, build, furnish, installation, and removal services for conferences and events to include Routes World. Routes World 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 June 2, 2022, the Board awarded an Invitation to Bid for Custom Exhibit Design, Build, Furnish, Installation, and Removal Services to The Trade Group, LLC in the amount of \$120,000.

Proposal:

On November 9, 2022, a Request for Qualifications for Custom Exhibit Design, Build, Furnish, Installation, and Removal Services for Conferences and Events was issued. The services provided will include acting as liaison to all event suppliers on behalf of the Authority.

On November 23, 2022, two (2) responses were received and evaluated by staff. The following firms are listed in order of technical ranking:

1.	The Trade Group, LLC	100%
2.	Globez SDN BHD	77%

The response from The Trade Group, LLC was selected by staff for inclusion on the Qualified Company List. The Trade Group, LLC is eligible to submit fee quotes for custom exhibit design, build, furnish, installation, and removal services for conferences and events for the Term of qualification. The Term of qualification is March 2, 2023 through March 1, 2028 in the aggregate maximum purchase authorization amount of \$950,000.

No specific goal for W/MBE participation was established.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the qualification of firms as listed above and the issuance of Purchase Orders as necessary to The Trade Group, LLC.

Resolution:

Resolution No. 2023-16 approves qualification of firms; approves and authorizes award and execution of Purchase Orders for Custom Exhibit Design, Build, Furnish, Installation, and Removal Services for Conferences and Events at Tampa International Airport with The Trade

Group, LLC; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	5. Purchase Orders, Information Technology Equipment and Software, utilizing GSA Contract No. GS-35F-303DA, eGroup Holding Company, LLC through Promark Technology, Inc., Tampa International Airport
Meeting	Mar 2, 2023 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On December 2, 2020, the Board approved the use of GSA Contract No. GS-35F-303DA with Promark Technology, Inc. (Promark) for the implementation, maintenance, and support of Rubrik, an enterprise storage and backup solution intended to consolidate multiple data backup solutions and decrease complexity and costs. To date, the Authority has purchased three physical storage units for on-site coverage and anticipates the need for an additional unit soon.

Recently, Promark requested that all future purchases go through eGroup Holding Company, LLC, an authorized reseller for Promark under GSA Contract No. GS-35F-303DA.

This purchase authorization provides a mechanism to procure additional Rubrik software and equipment, including support, to increase back up and retention capabilities.

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 authorization for the issuance of Purchase Orders to eGroup Holding Company, LLC, for Rubrik software and equipment through Promark utilizing GSA Contract No. GS-35F-303DA for the Term of March 3, 2023 through May 3, 2026, with one, five-year renewal option at the discretion of the Chief Executive Officer or designee, contingent upon similar renewal between GSA, Promark, and eGroup Holding Company, LLC, in the maximum purchase authorization amount of \$1,000,000, including the renewal option.

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 eGroup Holding Company, LLC through Promark Technology, Inc., and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

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

K. NEW BUSINESS

Subject	6. Renewal of Property Insurance Coverage, Arthur J. Gallagher Risk Management Services, Inc., Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports
Meeting	Mar 2, 2023 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority's property insurance program is currently insured by AIG Specialty Insurance Company and eight other insurers on a quota share basis. The program provides \$75 million for Named Wind and Flood and \$500 million for all other perils coverage. This insurance covers approximately \$3.4 billion in insured values at Tampa International Airport and the three general aviation airports. The current property insurance program will expire on April 1, 2023. The renewal property insurance program was marketed to fourteen (14) direct insurance carriers, over twenty-eight (28) wholesale insurance markets, seventy (70) Lloyd's syndicates, and ten (10) reinsurance markets by Arthur J. Gallagher Risk Management Services, Inc. (Gallagher), the Authority's insurance broker.

Proposal:

Ongoing extreme weather-related losses over the past few years, including Hurricane Ian, have led to the most challenging property insurance market in the last twenty (20) years. Global inflation, as well as financial and economic uncertainty, also continue to impact the insurance marketplace. As a result, insurers and reinsurers require significant rate increases and retention increases, as well as insist on updated and increased property values. AIG Specialty Insurance Company will lead the recommended renewal property insurance program. The remainder of the program includes various other markets. Lloyd's of London will continue to provide the recommended Terrorism coverage, which includes both standard property losses and Nuclear, Chemical, Biological, and Radiological losses caused by certified and non-certified acts of "terrorism". Hartford Steam Boiler will provide the Equipment Breakdown coverage.

The recommended renewal property insurance program has the same coverage as the expiring program. It includes \$500 million for All Other Perils, \$75 million for Named Wind, \$75 million for Flood, \$100 million for Terrorism coverage, and \$5 million for Nuclear, Chemical, Biological, and Radiological coverage. The Named Wind and Special Flood Hazard Area coverages are subject to a 5% deductible, applied per unit of insurance (i.e., per building/structure), with a \$250,000 per occurrence minimum deductible. The Equipment Breakdown coverage will continue to provide \$200 million of limits with a deductible of \$100,000 per occurrence. The recommended renewal property insurance program also includes the addition of National Flood Insurance Program (NFIP) protection for the Sky Center and Atrium, a Parametric policy with a maximum payout of \$2,500,000 for a Named Windstorm with sustained winds exceeding 130 miles per hour, and funding for property appraisals.

The total cost of the renewal property insurance program recommended by Gallagher, including all surcharges and assessments, will not exceed \$7,740,809, which is an increase of \$3,478,255 (81.6%) over last year. This recommended renewal property insurance program reflects the best terms and pricing over any alternatives.

Authority staff and the Authority's insurance consultant, Siver Insurance Consultants, have reviewed the proposed renewal property insurance program and recommend the Authority accept Gallagher's renewal property insurance program at a total cost not to exceed \$7,740,809.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize Gallagher to bind the property insurance program listed above for the 12-month policy period beginning April 1, 2023, and authorize the payment of appraisals, additional property premiums, taxes, fees, and assessments invoiced throughout the policy period for newly acquired, revalued or other property added to the policy after renewal.

L. STAFF REPORTS

Subject	1. Staff Reports
Meeting	Mar 2, 2023 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

M. ADJOURNMENT

Subject

1. Adjournment

Meeting

Mar 2, 2023 - Aviation Authority Regular Board Meeting

Access

Public

Type

Procedural
