



Tampa International Airport

AVIATION AUTHORITY

REGULAR BOARD MEETING

**Thursday, October 7, 2021
9:00 A.M.**

**Boardroom
Level 3 at Tampa International Airport**

AGENDA

Any person who desires to appeal any decisions made at this meeting will need a record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is based. Any person requiring reasonable accommodations to attend any public meeting because of a disability or physical impairment must submit a written request to Joseph W. Lopano, Chief Executive Officer, Hillsborough County Aviation Authority, Post Office Box 22287, Tampa, FL 33622 or via facsimile at (813) 870-7868. Such request must be received at least 48 hours before the meeting. If you have any questions, please call (813) 870-8701.



**Thursday, October 7, 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. Ground Service Equipment Facilities Space Rental Agreement, American Airlines, Inc., Tampa International Airport, Resolution No. 2021-159
2. Authorization to Dispose of Surplus Property, Tampa International Airport
3. Consent to Assignment and Assumption Contract, Baker, Donelson, Bearman, Caldwell & Berkowitz, PC and Guilday Law, P.A., Tampa International, Peter O.Knight, Tampa Executive and Plant City Airports, Resolution No. 2021-160

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Update to Policy Manual, Policy for Approval: Section 100, Policy P156, Lobbyist Activities

I. COMMITTEE REPORTS

1. Committee Reports

J. UNFINISHED BUSINESS

1. Unfinished Business

K. NEW BUSINESS

1. Construction Contract, Airside Guideways & Bridge Rehabilitation, HCAA Project No. 6860 21, One Source Restoration and Building Service, Inc., Tampa International Airport, Resolution No. 2021-153
2. Selection of Company and Award of Contract, Concessions Receiving and Distribution Center Logistics Manager, Bradford Airport Logistics, LTD, Tampa International Airport, Resolution No. 2021-154
3. Supplemental Contract(s), Information Technology Consulting Services, utilizing GSA Contract Nos. GS-35F-497AA, 47QTCA20D00BA, 47QTCA18D00LE, Applications Software Technology LLC, Sunera Technologies, Inc. and Mirage Software, Inc. dba Bourntec Solutions Inc., Tampa International Airport, Resolution Nos. 2021-156, 2021-157 and 2021-158

L. STAFF REPORTS

1. Staff Reports

M. ADJOURNMENT

1. Adjournment



**Thursday, October 7, 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	Oct 7, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

B. CALL TO ORDER

Subject	1. Call to Order
Meeting	Oct 7, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

C. APPROVAL OF THE AGENDA

Subject	1. Approval of the Agenda
Meeting	Oct 7, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

D. PUBLIC COMMENTS

Subject	1. Public Comments
Meeting	Oct 7, 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	Oct 7, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

F. MANAGEMENT REPORT

Subject	1. Management Report
Meeting	Oct 7, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

G. APPROVAL OF THE CONSENT AGENDA

Subject	1. Ground Service Equipment Facilities Space Rental Agreement, American Airlines, Inc., Tampa International Airport, Resolution No. 2021-159
Meeting	Oct 7, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On September 2, 2010, the Authority and American Airlines, Inc. (American) entered into a Ground Service Equipment (GSE) Facilities Space Rental Agreement (GSE SRA) for Suite 2600. American performs its own GSE maintenance out of Suite 2600. The GSE SRA terminated on September 30, 2021.

Proposal:

This new GSE SRA is for the term of October 1, 2021 to September 30, 2027. Either party may terminate upon 180 days' written notice.

Utilizing Fiscal Year 2022 rates, American will lease space in the GSE Building at \$9.15 per square foot and pay an initial annual O&M Rent at \$1.75 per square foot. O&M Rent will increase by 5.5% each year.

The initial Rents are as follows:

Company	Suite No.	SF	Annual GSE Building Rent	Initial Annual O&M Rent	Company's Improvements Rent (CIR)	Total Initial Annual Payments
American	2600	4,919	\$45,008.85	\$8,608.25	\$8,885.88	\$62,502.98

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-159.

Resolution:

Resolution No. 2021-159 approves and authorizes execution of Ground Service Equipment Facilities Space Rental Agreement at Tampa International Airport with American Airlines, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	2. Authorization to Dispose of Surplus Property, Tampa International Airport
Meeting	Oct 7, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The following property has been determined to be surplus and serves no useful function or the continued use is uneconomical or inefficient.

Description	QTY	Year Purchased	Asset Tag
Dynamic Friction Tester	1	2018	705959
2011 Ford E450 Shuttle Bus	1	2012	124346
2011 Ford F150 XL	1	2011	123379
Cargo South Enclosed Trailer	1	2005	N/A
2009 Ford Fusion Hybrid	1	2009	120173
Foam Playground Airplanes	2	N/A	N/A
Cutler Hammer 480V Transformer	2	N/A	N/A
Jetway 5HP Gear Motor	1	N/A	N/A
T3 Motion Three Wheel Segway	1	2012	124772

Proposal:

Designate the above property as surplus and authorize disposal in accordance with Chapter 274, Florida Statutes. Surplus property will be publicly advertised and auctioned at Tampa Machinery Auction, Inc., Bay Area Auction Services, or GovDeals.com, an internet-based auction system.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends the Board designate the above property as surplus and authorize disposal in accordance with Chapter 274, Florida Statutes.

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

G. APPROVAL OF THE CONSENT AGENDA

Subject	3. Consent to Assignment and Assumption Contract, Baker, Donelson, Bearman, Caldwell & Berkowitz, PC and Guilday Law, P.A., Tampa International, Peter O.Knight, Tampa Executive and Plant City Airports, Resolution No. 2021-160
Meeting	Oct 7, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On May 2, 2018, the Authority entered into a Contract for Special Legal Services with Baker, Donelson, Bearman, Caldwell & Berkowitz, PC to provide special legal services for environmental law at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports. The term of that Contract expired on September 30, 2021, with a maximum purchase authorization of \$450,000 at the time of expiration.

On August 5, 2021, the Board awarded a Contract for Special Legal Services to Baker, Donelson, Bearman, Caldwell & Berkowitz, PC to provide special legal services for environmental law at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports. The term of the Contract is for three years with two, one-year renewal options at the discretion of the Chief Executive Officer or designee for a maximum purchase authorization amount of \$500,000.

Ralph DeMeo was the lead attorney for Baker, Donelson, Bearman, Caldwell & Berkowitz, PC under the above-referenced Contracts. On August 23, 2021, Mr. DeMeo left Baker, Donelson, Bearman, Caldwell & Berkowitz, PC and began practicing law for Guilday Law, P.A. who has requested assignment of the Contracts from Baker, Donelson, Bearman, Caldwell & Berkowitz, PC.

Proposal:

Staff recommends the Board consent to assignment of the Contracts from Baker, Donelson, Bearman, Caldwell & Berkowitz, PC to Guilday Law, P.A.

Funding:

N/A

Recommendation:

Management recommends the adoption of Resolution No. 2021-160.

Resolution:

Resolution No. 2021-160 approves and authorizes execution of Consent to Assignment and Assumption Contract at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports between Baker, Donelson, Bearman, Caldwell & Berkowitz, PC and Guilday Law, P.A.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	1. Update to Policy Manual, Policy for Approval: Section 100, Policy P156, Lobbyist Activities
Meeting	Oct 7, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Policy P156, Lobbyist Activities, is a new policy to require the registration of Lobbyists dealing with the Authority.

Proposal:

Staff proposes creating Policy P156, Lobbyist Activities, which would require all Lobbyists to register before or at the time of Lobbying but in any event no later than seven business days from the date of such Lobbying on a registration form provided by the Authority.

"Lobbying" is defined in the proposed Policy as communicating or meeting privately in person, by telephone or pursuant to written or electronic communication with a member of the Authority Board, the Chief Executive Officer, an Executive Vice President, a Vice President, the General Counsel, an Assistant General Counsel, a department director, or any Authority employee or representative who makes a final decision or final recommendation to the Board in order to influence decision-making or to encourage the passage, defeat, or modification of any item.

"Lobbyist" is defined in the proposed Policy as a person who is employed and receives payment, or who contracts for economic consideration, for the purpose of Lobbying, or a person who is principally employed for governmental affairs by another person or entity to lobby on behalf of that person or entity.

Under the proposed Policy, registration by a Lobbyist would include providing the Lobbyist's name and business address, the name and business address of each Principal represented, and the general and specific areas of business interest. A separate registration is required for each Principal represented and registration is effective for a period of 12 months.

The following persons and activities are exempted from the requirement of registration under the proposed Policy:

1. Employees or representatives of federal, state, or local governmental agencies discussing the business of their agency;
2. Any person in contractual privity with the Authority who appears only in his or her official contractual capacity or through his or her attorney to discuss issues related to their contract or in connection with the negotiation of an existing contract with the Authority;
3. Any person who only appears in his or her individual capacity for the purpose of self-representation without compensation or reimbursement, whether direct, indirect, or contingent, to express support or opposition to any item; and
4. Persons or representatives of organizations contacted by an Authority official when such contact is initiated by the Authority official.

The proposed Policy provides for investigation of alleged violations of the Policy by the General Counsel and provides that the Board may warn, reprimand, or suspend a violator of the Policy from Lobbying the

Authority for a period of time not to exceed two years, upon reasonable notice and an opportunity to be heard.

The proposed Policy will be effective January 1, 2022.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends the Board approve Policy P156, Lobbyist Activities.

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

I. COMMITTEE REPORTS

Subject	1. Committee Reports
Meeting	Oct 7, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Reports

J. UNFINISHED BUSINESS

Subject	1. Unfinished Business
Meeting	Oct 7, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

K. NEW BUSINESS

Subject	1. Construction Contract, Airside Guideways & Bridge Rehabilitation, HCAA Project No. 6860 21, One Source Restoration and Building Service, Inc., Tampa International Airport, Resolution No. 2021-153
Meeting	Oct 7, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

This Project consists of rehabilitation of Airside Guideways A, A-Sort, C, E, & F, as well as Taxiway B Bridge at Tampa International Airport. The Guideways will be repaired and waterproofed to protect the baggage areas below, and miscellaneous repairs will be completed on the Bridge to maintain various elements. A low bid solicitation was advertised on July 21, 2021.

Proposal:

On September 1, 2021, bids were publicly opened and read aloud as follows:

Company Name	Bid Amount
One Source Restoration and Building Service, Inc.	\$1,706,980.00
Foresight Construction Group, Inc.	\$2,867,550.99

The lowest responsive and responsible bidder is One Source Restoration and Building Service, Inc.

A W/MBE Goal participation rate of 24.0% was prescribed and a W/MBE Goal participation rate of at least 24.0% is incorporated into this Contract.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2021-153.

Resolution:

Resolution No. 2021-153 approves and authorizes award and execution of Construction Contract for Airside Guideways & Bridge Rehabilitation, HCAA Project No. 6860 21 at Tampa International Airport with One Source Restoration and Building Service, Inc. in the amount of \$1,706,980.00; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	2. Selection of Company and Award of Contract, Concessions Receiving and Distribution Center Logistics Manager, Bradford Airport Logistics, LTD, Tampa International Airport, Resolution No. 2021-154
Meeting	Oct 7, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On August 6, 2015, the Board awarded Bradford Airport Logistics, LTD (BAL) a Contract for Concessions Receiving and Distribution Center (CRDC) Logistics Manager Services to include the receipt, staging, screening and distribution of merchandise and supplies to and from concessionaires and select other non-aviation companies in the Main Terminal and four (4) Airsides of Tampa International Airport. BAL began providing CRDC Logistics Manager Services to the Authority on February 5, 2016. Concessionaires pay the Authority a concessions services fee, which is a percentage of Gross Receipts, to support the cost of operating the CRDC. The current Contract is effective through February 4, 2022.

Proposal:

On June 21, 2021, an Invitation to Negotiate (ITN) for Concessions Receiving and Distribution Center Logistics Manager at Tampa International Airport was issued.

On July 19, 2021, three (3) responses to the ITN were received. Responses from the following companies met the minimum qualification requirements and were evaluated by staff:

1. Bradford Airport Logistics, LTD
2. ALM TPA LLC DBA Airport Logistics Management
3. Baggage Airline Guest Services, Inc.

After review of the three (3) responses against the evaluation criteria in the ITN, the technical evaluation committee recommended negotiations with the top two ranked firms and subsequent award of the Contract to Bradford Airport Logistics, LTD as the firm providing the best overall value to the Authority.

The term of this Contract will commence on February 5, 2022 and will be in effect for five (5) years. The Contract provides for two (2), one-year renewal options exercised at the discretion of the Authority Chief Executive Officer. The Annual Management Fee for the initial year of this Contract is \$1,750,181, with a maximum purchase authorization under the Contract of \$16,610,685, including the renewal options.

There was no W/MBE goal prescribed for this Contract; however, Bradford Airport Logistics, LTD proposed participation equal to or greater than 5% which will be incorporated into this Contract.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2021-154.

Resolution:

Resolution No. 2021-154 approves and authorizes award and execution of Contract for Concessions Receiving and Distribution Center Logistics Manager at Tampa International Airport

with Bradford Airport Logistics, LTD; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	3. Supplemental Contract(s), Information Technology Consulting Services, utilizing GSA Contract Nos. GS-35F-497AA, 47QTCA20D00BA, 47QTCA18D00LE, Applications Software Technology LLC, Sunera Technologies, Inc. and Mirage Software, Inc. dba Bourntec Solutions Inc., Tampa International Airport, Resolution Nos. 2021-156, 2021-157 and 2021-158
Meeting	Oct 7, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority's Information Technology Services Department is in need of consulting services on an as-needed basis. Consultants will assist the Authority with projects including, but not limited to, deployment of enhancements and new features for its Enterprise Resource Planning (ERP) software system which automates the Authority's finance function, project accounting, purchasing, inventory, human resources, payroll, budgeting and advanced business reporting, and Oracle Database Administration Services which includes Oracle Cloud infrastructure support and management, management of Oracle applications, updates, program improvement, support to Authority staff with production and limited non-production systems, and support during Authority personnel leave, go-live events, and disaster recovery situations. In addition, consultants will assist with the implementation of Unifier, a lifecycle management solution for capital planning, project delivery, and cost control and PROPworks® upgrade, a software program designed to manage leases and their associated revenue information.

Applications Software Technology LLC (utilizing GSA Contract No. GS-35F-497AA), Sunera Technologies, Inc. (utilizing GSA Contract No. 47QTCA20D00BA), and Mirage Software, Inc. dba Bourntec Solutions Inc. (utilizing GSA Contract No. 47QTCA18D00LE) offer these consulting services and were selected based on their capabilities and Oracle Partner status. Supplemental Contracts with each company will provide for the inclusion of statutorily required and other language.

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:

This item authorizes the execution of Supplemental Contracts, to include statutorily required and other language, and issuance of purchase orders to Applications Software Technology LLC utilizing GSA Contract No. GS-35F-497AA, Sunera Technologies, Inc. utilizing GSA Contract No. 47QTCA20D00BA, and Mirage Software, Inc. dba Bourntec Solutions Inc. utilizing GSA Contract No. 47QTCA18D00LE for information technology consulting services on an as-needed basis for the period of October 7, 2021 through August 13, 2023, with three discrete, one-year renewal options at the discretion of the Chief Executive Officer, contingent upon approval of similar renewal options exercised by GSA, for a total aggregate maximum purchase authorization amount of \$2,610,000, including the renewal options.

Funding:

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

Recommendation:

Management recommends adoption of Resolution Nos. 2021-156, 2021-157 and 2021-158.

Resolutions:

Resolution No. 2021-156 approves and authorizes execution of Supplemental Contract with and issuance of purchase orders to Applications Software Technology LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-157 approves and authorizes execution of Supplemental Contract with and issuance of purchase orders to Sunera Technologies, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-158 approves and authorizes execution of Supplemental Contract with and issuance of purchase orders to Mirage Software, Inc. dba Bourntec Solutions Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

L. STAFF REPORTS

Subject

1. Staff Reports

Meeting

Oct 7, 2021 - Aviation Authority Regular Board Meeting

Access

Public

Type

Reports

M. ADJOURNMENT

Subject

1. Adjournment

Meeting

Oct 7, 2021 - Aviation Authority Regular Board Meeting

Access

Public

Type

Procedural
