



Tampa International Airport

AVIATION AUTHORITY

REGULAR BOARD MEETING

Thursday, September 2, 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, September 2, 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. ELECTION OF OFFICERS

1. Election of Officers

E. PUBLIC COMMENTS

1. Public Comments

F. APPROVAL OF THE MINUTES

1. Approval of the Minutes

G. MANAGEMENT REPORT

1. Management Report

H. APPROVAL OF THE CONSENT AGENDA

1. Space Rental Agreement, Alaska Airlines, Inc., Tampa International Airport, Resolution No. 2021-146; Space Rental Agreement, WestJet, Tampa International Airport, Resolution No. 2021-128
2. Space Rental Agreement, Idemia Identity & Security USA LLC, Tampa International Airport, Resolution No. 2021-129; Space Rental Agreement, Pemco World Air Services, Inc., Tampa International Airport, Resolution No. 2021-142
3. Cargo Building Space Rental Agreement, Southwest Airlines Co., Tampa International Airport, Resolution No. 2021-130; Cargo Building Space Rental Agreement, Southwest Airlines Co., Tampa International Airport, Resolution No. 2021-131
4. Ground Service Equipment Facilities (GSE) Space Rental Agreement, Southwest Airlines Co., Tampa International Airport, Resolution No. 2021-132
5. Use and Lease Agreement for Carrier Service Providers, ViajeHoy, LLC d/b/a Havana Air, Tampa International Airport, Resolution No. 2021-133

6. Space Rental Agreement (Radio Base Station), Aeronautical Radio, Inc., Tampa International Airport, Resolution No. 2021-140; Space Rental Agreement (Radio Base Station), Alaska Airlines, Inc., Tampa International Airport, Resolution No. 2021-147
7. Ground Lease with Improvements, Civil Air Patrol in and for the Florida Wing/United States Air Force Auxiliary, Tampa Executive Airport, Resolution No. 2021-141
8. Cargo Building Space Rental Agreement, Breeze Aviation Group, Inc., dba Breeze Airways, Tampa International Airport, Resolution No. 2021-143; Letter of Agreement, SMT Shipping (USA) LLC and Breeze Aviation Group, Inc., dba Breeze Airways, Tampa International Airport, Resolution No. 2021-144
9. Space Rental Agreement, Breeze Aviation Group, Inc., dba Breeze Airways, Tampa International Airport, Resolution No. 2021-145
10. Ground Service Equipment Facilities Space Rental Agreement, Air Transport International, Inc., Tampa International Airport, Resolution No. 2021-148; Letter of Agreement, Global Aviation Services, GAS, LLC and Air Transport International, Inc., Tampa International Airport, Resolution No. 2021-149
11. Ground Lessor Estoppel Certificate, Lease (Parcel E), International Plaza, Tampa Westshore Associates Limited Partnership, Resolution No. 2021-150; Ground Lessor Estoppel Certificate, Shopping Center Lease, International Plaza, Tampa Westshore Associates Limited Partnership, Resolution No. 2021-151

I. COMMITTEE REPORTS

1. Report of Audit Committee Meeting held on August 19, 2021 in Aviation Authority Boardroom

J. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Update to Policy Manual, Revisions to Policy for Approval: Section 100, Policy P102, Election of Officers
2. Update to Policy Manual, Policy for Approval: Section 100, Policy P156, Lobbyist Activities
3. Update to Policy Manual, Revisions to Policy for Approval: Section 100, Policy P104, Audit Committee
4. Update to Policy Manual, Revisions to Policy for Approval: Section 400, Policy P460, Internal Audits
5. Amendment to Hillsborough County Aviation Authority Airport Concession Disadvantaged Business Enterprise (ACDBE) Policy and Program, Tampa International Airport, Resolution No. 2021-139

K. UNFINISHED BUSINESS

1. Capital and Operating Budget for FY2022, Tampa International Airport, Resolution No. 2021-138

L. NEW BUSINESS

1. Construction Contract, Main Terminal Complex Structural Envelope Rehabilitation, HCAA Project No. 6855 21, One Source Restoration and Building Service, Inc., Tampa International Airport, Resolution No. 2021-135
2. Award and Issuance of Purchase Order, Electric Buses, HCAA Project No. 6875 21, BYD Coach and Bus LLC, Tampa International Airport
3. Purchase Order(s), Software, Support and Services, Carahsoft Technology Corporation utilizing GSA Contract No. GS-35F-0119Y and NASPO Contract No. AR2472, Tampa International Airport
4. Purchase Order, Business Automobile Insurance, Arthur J. Gallagher Risk Management Services, Inc., Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports
5. Purchase Order, Airport Liability Insurance, Arthur J. Gallagher Risk Management Services, Inc., Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports

6. Purchase Order, D&P Liability Insurance, Arthur J. Gallagher Risk Management Services, Inc., Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports

7. Purchase Order, Workers' Compensation and Employer's Liability Insurance, Arthur J. Gallagher Risk Management Services, Inc., Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports

M. STAFF REPORTS

1. Staff Reports

N. ADJOURNMENT

1. Adjournment



**Thursday, September 2, 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	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

B. CALL TO ORDER

Subject	1. Call to Order
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

C. APPROVAL OF THE AGENDA

Subject	1. Approval of the Agenda
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

D. ELECTION OF OFFICERS

Subject	1. Election of Officers
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

As it relates to the governance of the Authority, Policy P102, Election of Officers, provides that new elections will be held after any gubernatorial appointee has been commissioned. After the accession of new members appointed by the Governor of Florida, the Board will hold an election at the next regular meeting of the Authority and elect all of the officers. Officers will be elected by a majority vote of the membership of the Board. There is no restriction on successive terms for officer positions, except the chairperson may not serve more than two successive terms as chairperson.

The following officers will be elected by a majority vote of the membership of the Authority: Chairperson, Vice Chairperson, Secretary, Treasurer, and Assistant Secretary/Assistant Treasurer.

With the recent reappointments of Gary W. Harrod and Brig. General Chip Diehl to the Authority Board by the Governor of Florida, in accordance with the provisions of Authority Policy P102, it is necessary that the Authority Board proceed to reconstitute itself and elect new officers.

E. PUBLIC COMMENTS

Subject	1. Public Comments
Meeting	Sep 2, 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.

F. APPROVAL OF THE MINUTES

Subject	1. Approval of the Minutes
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

G. MANAGEMENT REPORT

Subject	1. Management Report
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

H. APPROVAL OF THE CONSENT AGENDA

Subject	1. Space Rental Agreement, Alaska Airlines, Inc., Tampa International Airport, Resolution No. 2021-146; Space Rental Agreement, WestJet, Tampa International Airport, Resolution No. 2021-128
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Alaska Airlines, Inc. (Alaska) currently leases office space under its Space Rental Agreement (SRA) from the Authority in support of its operations at Tampa International Airport (Airport). WestJet currently leases office space under its SRA from the Authority in support of its operations at the Airport. 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 new SRA with the Authority.

Proposal:

These new SRAs have a six (6) year term effective from October 1, 2021 through September 30, 2027.

Utilizing Fiscal Year 2021 rates, these new SRAs lease baggage claim, services, and office space at \$206.79 per square foot; ticket counter and ticket counter office space, and ticketing kiosk space at \$206.79 per square foot; and airside building (ramp operations) space at \$81.47 per square foot. These new SRAs provide for an annual rental rate adjustment.

Tenant	Baggage Claim Level	Ticketing Level	Airside Building	Total Annual	Total Monthly
Alaska	165 SF \$34,120.35	471 SF \$97,398.09	451 SF \$36,742.97	\$168,261.41	\$14,021.78
WestJet		133 SF \$27,503.07		\$27,503.07	\$2,291.92

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution Nos. 2021-146 and 2021-128.

Resolutions:

Resolution No. 2021-146 approves and authorizes execution of Space Rental Agreement at Tampa International Airport with Alaska Airlines, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-128 approves and authorizes execution of Space Rental Agreement at Tampa International Airport with WestJet; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

H. APPROVAL OF THE CONSENT AGENDA

Subject	2. Space Rental Agreement, Idemia Identity & Security USA LLC, Tampa International Airport, Resolution No. 2021-129; Space Rental Agreement, Pemco World Air Services, Inc., Tampa International Airport, Resolution No. 2021-142
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Idemia Identity & Security USA LLC (Idemia) leases office space from the Authority through a Space Rental Agreement (SRA) pursuant to which it operates a TSA Pre-Check Office. Idemia entered into its current SRA with the Authority on November 6, 2014.

Pemco World Air Services, Inc. (Pemco) leases office space from the Authority through a SRA in support of its ground handling operations at Tampa International Airport. Pemco entered into its current SRA with the Authority on September 5, 2019.

These SRAs terminate on September 30, 2021.

Proposal:

These new SRAs have a six (6) year term effective from October 1, 2021 through September 30, 2027. Either party may terminate the SRA upon thirty (30) days' written notice.

Utilizing Fiscal Year 2021 rates, these new SRAs lease baggage claim, services, and office space at \$217.13 per square foot and airside building (ramp operations) space at \$85.54 per square foot. These new SRAs provide for an annual rental rate adjustment.

Tenant	Baggage Claim Level	Airside Building	Total Annual	Total Monthly
Idemia	204 SF \$44,294.52		\$44,294.52	\$3,691.21
Pemco		377 SF \$32,248.58	\$32,248.58	\$2,687.38

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution Nos. 2021-129 and 2021-142.

Resolutions:

Resolution No. 2021-129 approves and authorizes execution of Space Rental Agreement at Tampa International Airport with Idemia Identity & Security USA LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-142 approves and authorizes execution of Space Rental Agreement at Tampa International Airport with Pemco World Air Services, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

H. APPROVAL OF THE CONSENT AGENDA

Subject	3. Cargo Building Space Rental Agreement, Southwest Airlines Co., Tampa International Airport, Resolution No. 2021-130; Cargo Building Space Rental Agreement, Southwest Airlines Co., Tampa International Airport, Resolution No. 2021-131
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On March 4, 2010, the Authority and Southwest Airlines Co. (Southwest) entered into a Cargo Building Space Rental Agreement (Agreement) for Suite 1800 in the Authority's Cargo Building at Tampa International Airport (Airport). The Agreement supports Southwest's cargo operations.

On March 4, 2010, the Authority and Southwest entered into an Agreement for Suite 1900 in the Authority's Cargo Building at the Airport. The Agreement supports Southwest's provisioning operations.

These Agreements terminate on September 30, 2021.

As of October 1, 2020, all airlines operate at the Airport under a Rates by Resolution.

Proposal:

These new Agreements are effective October 1, 2021 and terminate September 30, 2027. Either party may terminate upon 180 days' written notice.

Utilizing Fiscal Year 2022 rates, Southwest will lease Cargo Building space at \$9.15 per square foot and will pay an initial annual O&M Rent for Suite 1800 of \$1.75 per square foot. Southwest has its own trash bins for Suite 1900 and will pay \$0.73 less annually for O&M Rent, with an initial annual O&M Rent for Suite 1900 of \$1.02 per square foot. Starting October 1, 2022, O&M Rent will increase by 5.5% each year under both Agreements. The rents under these Agreements are as follows:

Agreement	Suite No.	SF	Annual Warehouse Rent	Initial Annual O&M Rent	Total Initial Annual Payments
Southwest - Cargo	1800	8,960	\$81,984.00	\$15,680.00	\$97,664.00
Southwest - Provisioning	1900	11,577	\$105,929.55	\$11,808.54	\$117,738.09

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution Nos. 2021-130 and 2021-131.

Resolutions:

Resolution No. 2021-130 approves and authorizes execution of Cargo Building Space Rental Agreement at Tampa International Airport with Southwest Airlines Co.; and authorizes the Chief

Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-131 approves and authorizes execution of Cargo Building Space Rental Agreement at Tampa International Airport with Southwest Airlines Co.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

H. APPROVAL OF THE CONSENT AGENDA

Subject	4. Ground Service Equipment Facilities (GSE) Space Rental Agreement, Southwest Airlines Co., Tampa International Airport, Resolution No. 2021-132
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On March 4, 2010, the Authority and Southwest Airlines Co. (Southwest) entered into a Ground Service Equipment Facilities (GSE) Space Rental Agreement (GSE SRA) for Suite 2400. Southwest performs its own GSE maintenance out of Suite 2400. That GSE SRA terminates 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, Southwest will lease space in the GSE Building at \$9.15 per square foot and pay an initial annual O&M Rent of \$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
Southwest	2400	6,400	\$58,560.00	\$11,200.00	\$10,084.56	\$79,844.56

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-132.

Resolution:

Resolution No. 2021-132 approves and authorizes execution of Ground Service Equipment Facilities (GSE) Space Rental Agreement at Tampa International Airport with Southwest Airlines Co.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

H. APPROVAL OF THE CONSENT AGENDA

Subject	5. Use and Lease Agreement for Carrier Service Providers, ViajeHoy, LLC d/b/a Havana Air, Tampa International Airport, Resolution No. 2021-133
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

ViajeHoy, LLC d/b/a Havana Air (Havana Air), a carrier service provider, has provided passenger air service between Cuba and Tampa International Airport (Airport) under a Use and Lease Agreement for Carrier Service Providers (Agreement) since November 1, 2016. Havana Air serviced the routes through agreements with the following airlines: Eastern Air Lines Group, Inc., Swift Air, LLC, and Caribbean Sun Airlines, Inc. (World Atlantic Airlines). Havana Air's current Agreement expires on September 30, 2021. In order to receive authorization to provide limited passenger services and continue operations between the Airport and Cuba, Havana Air must have a current Agreement with the Authority, and the Agreement must include a provision for Havana Air to lease space at the Airport in support of its operations.

Proposal:

This new Agreement authorizes Havana Air to provide passenger check-in, ticketing and related passenger services; to prepare clearance documents for passengers, cargo and baggage as may be required by all governmental agencies; to collect fees for oversized cargo and baggage; to furnish linguists for the assistance of passengers speaking a foreign language; and to arrange and contract with companies authorized by Authority for the provision of passenger air carrier services for departing aircraft but not to directly provide passenger air carrier services.

This Agreement has a six (6) year term effective October 1, 2021 through September 30, 2027. Either party may terminate this Agreement upon thirty (30) days' written notice.

Utilizing Fiscal Year 2021 rates, this Agreement leases 62 square feet of ticket level counter office space at \$217.13 per square foot to Havana Air.

Space Description	Sq. Ft.	Rate (FY21)	Annual	Monthly
Ticket Counter Office	62	\$217.13	\$13,462.06	\$1,121.84

Payment security of \$3,365.52 is also required.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-133.

Resolution:

Resolution No. 2021-133 approves and authorizes execution of Use and Lease Agreement for Carrier Service Providers at Tampa International Airport with ViajeHoy, LLC d/b/a Havana Air;

and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

H. APPROVAL OF THE CONSENT AGENDA

Subject	6. Space Rental Agreement (Radio Base Station), Aeronautical Radio, Inc., Tampa International Airport, Resolution No. 2021-140; Space Rental Agreement (Radio Base Station), Alaska Airlines, Inc., Tampa International Airport, Resolution No. 2021-147
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Aeronautical Radio, Inc. (ARINC) began leasing space from the Authority for two (2) radio base stations on June 1, 2003 through a Space Rental Agreement (Radio Base Station) (Agreement) and later added a third radio base station by amendment to the Agreement on May 1, 2015.

Alaska Airlines, Inc. began leasing space from the Authority for one (1) radio base station through an Agreement on June 5, 2014.

These Agreements expire on September 30, 2021.

Proposal:

These new Agreements will be effective October 1, 2021 and terminate September 30, 2027. Either party may terminate the Agreement within thirty (30) days' written notice. The rent for each radio base station is \$1,200.00 per year or \$100.00 per month.

Recommendation:

Management recommends adoption of Resolution Nos. 2021-140 and 2021-147.

Resolutions:

Resolution No. 2021-140 approves and authorizes execution of Space Rental Agreement (Radio Base Station) at Tampa International Airport with Aeronautical Radio, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-147 approves and authorizes execution of Space Rental Agreement (Radio Base Station) at Tampa International Airport with Alaska Airlines, Inc. and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

H. APPROVAL OF THE CONSENT AGENDA

Subject	7. Ground Lease with Improvements, Civil Air Patrol in and for the Florida Wing/United States Air Force Auxiliary, Tampa Executive Airport, Resolution No. 2021-141
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The Civil Air Patrol in and for the Florida Wing/United States Air Force Auxiliary (CAP) has a Ground Lease with Improvements for Non-Commercial Aviation Related Activities at Tampa Executive Airport (VDF) that terminates October 31, 2021 and includes a 3,024 square foot facility (former Vandenberg house) and a 10,586 square foot parcel of land (Premises). CAP provides inland search and rescue efforts and aerial reconnaissance for homeland security, disaster relief and damage assessment, as well as transport for time-sensitive medical materials and counter-narcotics missions.

Proposal:

Staff proposes entering into a Ground Lease with Improvements (Lease) with CAP for the continued use and occupancy of the Premises for a period beginning November 1, 2021 and ending October 31, 2024 with two one-year renewal options upon approval by the Authority's Chief Executive Officer or designee. Either party may terminate the Lease upon 30 days written notice.

Federal regulations permit CAP to pay a nominal rental rate (\$10.00/year) in recognition of the benefits provided by CAP to airports and aviation, provided CAP operates an aircraft at VDF in support of its programs. If CAP ceases to operate an aircraft at VDF, the rent will increase as follows:

Premises	Sq. Ft.	FMV Rental Rate per Sq. Ft.	Annual Rent Without Operating Aircraft
Land	10,586	\$0.30	\$3,175.80
Facility*	3,888	\$0.00	\$0.00
Total Rent			\$3,175.80

*In light of the Facility's age, condition, and location which render it incapable of generating more than minimal revenue, and the fact that the Facility is not needed for an airport purpose, no rent would be charged for the Facility.

The Lease allows CAP to have a co-tenant agreement with Experimental Aircraft Association, Inc. Chapter 175 for the purpose of sharing the rent and day-to-day operation and maintenance costs of the Premises. The co-tenant agreement is subject to written approval of the Authority's Chief Executive Officer or designee and the terms and conditions of the Lease.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-141.

Resolution:

Resolution No. 2021-141 approves and authorizes execution of Ground Lease with Improvements at Tampa Executive Airport with Civil Air Patrol in and for the Florida Wing/United States Air Force Auxiliary; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

H. APPROVAL OF THE CONSENT AGENDA

Subject	8. Cargo Building Space Rental Agreement, Breeze Aviation Group, Inc., dba Breeze Airways, Tampa International Airport, Resolution No. 2021-143; Letter of Agreement, SMT Shipping (USA) LLC and Breeze Aviation Group, Inc., dba Breeze Airways, Tampa International Airport, Resolution No. 2021-144
Meeting	Sep 2, 2021 - 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.

On September 8, 2010, the Authority and SMT Shipping (USA) LLC (formerly known as Pearl Warehousing and Logistics, LLC) (SMT) entered into a Cargo Building Space Rental Agreement for Suite 1400 at the Airport (Agreement). The Agreement supported SMT's cargo business operations. The Agreement terminated November 8, 2014. SMT is required to continue to reimburse the Authority for Customer Improvements Rent (CIR) for Suite 1400 after termination of the Agreement until a replacement tenant is secured, at which time the reimbursement obligation passes to the new tenant.

On May 1, 2021, the Authority and Breeze Aviation Group, Inc., dba Breeze Airways (Breeze) entered into a Letter of Agreement for Cargo Building Space Rental Agreement for Suite 1400 (LOA) and other operating space around the Authority's East Cargo Building at the Airport. That LOA supports Breeze's business operations and terminates September 30, 2021.

Breeze and SMT previously executed a separate LOA to clarify responsibility for repayment of the CIR to Authority under the Agreement during the time period that Breeze leases Suite 1400. That LOA terminates September 30, 2021.

Proposal:

This new Agreement with Breeze is effective October 1, 2021 and terminates September 30, 2027. The Authority or Breeze may terminate the Agreement upon 180 days' written notice.

Utilizing Fiscal Year 2022 rates, Breeze will lease Cargo Building space at \$9.15 per square foot and will pay an initial annual O&M Rent of \$1.75 per square foot. Starting October 1, 2022, O&M Rent will increase by 5.5% each year. The CIR will remain at \$741.17/month (amortized 30 years at 5.5%). The Rents under the SRA are as follows:

Company	Suite No.	SF	Annual Warehouse Rent	Initial Annual O&M Rent	Customized Improvements Rent	Total Initial Annual Payments
Breeze	1400	5,120	\$46,848.00	\$8,960.00	\$8,894.04	\$64,702.04

Under the terms of the new Agreement, Breeze will assume the obligation for repayment of CIR during the Term of its Agreement, but will not be responsible for repayment of CIR after termination of its Agreement. Upon completion of the Term of the Agreement or earlier termination of the LOA, SMT will retain the obligation to repay the outstanding balance of the CIR to Authority. SMT's obligation will continue until the CIR is paid in full or until the Authority executes a subsequent Agreement with a replacement tenant.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution Nos. 2021-143 and 2021-144.

Resolutions:

Resolution No. 2021-143 approves and authorizes execution of Cargo Building Space Rental Agreement at Tampa International Airport with Breeze Aviation Group, Inc., dba Breeze Airways; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-144 approves and authorizes execution of Letter of Agreement at Tampa International Airport between SMT Shipping (USA) LLC and Breeze Aviation Group, Inc., dba Breeze Airways; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

H. APPROVAL OF THE CONSENT AGENDA

Subject	9. Space Rental Agreement, Breeze Aviation Group, Inc., dba Breeze Airways, Tampa International Airport, Resolution No. 2021-145
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Breeze Aviation Group, Inc., dba Breeze Airways (Breeze) currently leases office space under a Letter of Agreement (LOA) from the Authority in support of its operations at Tampa International Airport (Airport). 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 a six (6) year term effective from September 1, 2021 through September 30, 2027.

Utilizing Fiscal Year 2021 rates, this SRA leases Airside C Ramp Level space at \$81.47 per square foot. This SRA provides for an annual rental rate adjustment.

Premises	Square Footage	Rate	Annual Payments	Monthly Payments
Airside C – Ramp Level	1,393	\$81.47	\$113,487.71	\$9,457.31

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-145.

Resolution:

Resolution No. 2021-145 approves and authorizes execution of Space Rental Agreement at Tampa International Airport with Breeze Aviation Group, Inc., dba Breeze Airways; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

H. APPROVAL OF THE CONSENT AGENDA

Subject	10. Ground Service Equipment Facilities Space Rental Agreement, Air Transport International, Inc., Tampa International Airport, Resolution No. 2021-148; Letter of Agreement, Global Aviation Services, GAS, LLC and Air Transport International, Inc., Tampa International Airport, Resolution No. 2021-149
Meeting	Sep 2, 2021 - 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.

On March 2, 2017, the Authority and Global Aviation Services, GAS, LLC (GAS) entered into a Ground Service Equipment (GSE) Facilities Space Rental Agreement for Suite 2200 at the Airport for the term April 1, 2017 to September 30, 2018 (Agreement). The Agreement supported GAS's GSE business operations. The Agreement terminated September 30, 2018. GAS is required to continue to reimburse the Authority under the Agreement for Customized Improvements Rent (CIR) for Suite 2200 after termination of the Agreement until a replacement tenant is secured, at which time the reimbursement obligation passes to the new tenant.

Proposal:

This new GSE Facilities Space Rental Agreement (SRA) with ATI is effective September 1, 2021 and terminates September 30, 2027. The Authority or ATI may terminate the SRA upon 180 days' written notice.

Beginning September 1, 2021, ATI will lease GSE Facility space at \$9.15 per square foot and will pay an initial annual O&M Rent of \$1.50 per square foot. O&M Rent will increase on Oct. 1, 2021 to \$1.75 per square foot. Starting October 1, 2022, O&M Rent will increase by 5.5% each year. The CIR will remain at \$749.16/month (amortized 30 years at 5.5%). The Rents under the SRA are as follows:

Company	Suite No.	SF	Annual Warehouse Rent	Initial O&M Rent	Customized Improvements Rent	Total Initial Annual Payments
ATI	2200	5,120	\$46,848.00	\$7,680.00	\$8,989.92	\$63,517.92

This new LOA between GAS and ATI commences September 1, 2021 and terminates on September 30, 2027. Under the terms of the new LOA, ATI will assume the obligation for repayment of CIR during the Term of its SRA with the Authority, but will not be responsible for repayment of CIR after termination of its SRA. Upon completion of the Term of the SRA or earlier termination of the LOA, GAS will retain the obligation to repay the outstanding balance of the CIR to Authority. GAS' obligation will continue until the CIR is paid in full or until the Authority executes a subsequent GSE Facilities Space Rental Agreement with a replacement tenant.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution Nos. 2021-148 and 2021-149.

Resolutions:

Resolution No. 2021-148 approves and authorizes execution of Ground Service Equipment Facilities Space Rental Agreement at Tampa International Airport with Air Transport International, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2021-149 approves and authorizes execution of Letter of Agreement at Tampa International Airport between Global Aviation Services, GAS, LLC and Air Transport International, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

H. APPROVAL OF THE CONSENT AGENDA

Subject	11. Ground Lessor Estoppel Certificate, Lease (Parcel E), International Plaza, Tampa Westshore Associates Limited Partnership, Resolution No. 2021-150; Ground Lessor Estoppel Certificate, Shopping Center Lease, International Plaza, Tampa Westshore Associates Limited Partnership, Resolution No. 2021-151
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On September 10, 1998, the Authority and Tampa Westshore Associates Limited Partnership entered into a Shopping Center Lease for the lease and development of approximately 109 acres within a 200-acre tract known as the Concorde property located adjacent to Tampa International Airport. On June 14, 2001, the Authority entered into a Ground Lease with Concorde Companies for a carve out parcel from the Concorde property known as Parcel E (Parcel E Lease). In 2008, the Parcel E Lease was assigned to Tampa Westshore Associates Limited Partnership. Paragraph 22, Estoppel Certificates, of both the Shopping Center Lease and the Parcel E Lease states that, upon not less than 10 days written notice, the Authority will execute, acknowledge and deliver statements in writing certifying certain factual representations regarding the existence of each Lease, including whether the Lease is in default or has been modified, and other matters with respect to the Lease as the requesting party may reasonably request.

Proposal:

Tampa Westshore Associates Limited Partnership has requested the execution of a Ground Lessor Estoppel Certificate certifying to certain factual representations regarding the existence of the Parcel E Lease and Shopping Center Lease, including that the Leases are in full effect, all monetary obligations due under the Leases are current, and the Leases are not currently in default. Nothing in either Ground Lessor Estoppel Certificate modifies or releases any liability of Tampa Westshore Associates Limited Partnership under each Lease.

Additionally, staff is requesting that the Chief Executive Officer be authorized to execute future estoppel certificates related to the Parcel E Lease and Shopping Center Lease in order to allow the Authority to better comply with the 10-day requirement.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution Nos. 2021-150 and 2021-151.

Resolutions:

Resolution No. 2021-150 approves and authorizes execution of Ground Lessor Estoppel Certificate for Parcel E Lease at International Plaza at Tampa International Airport; and authorizes the Chief Executive Officer or his designee to execute all future estoppel certificates related to the Parcel E Lease.

Resolution No. 2021-151 approves and authorizes execution of Ground Lessor Estoppel Certificate for Shopping Center Lease at International Plaza at Tampa International Airport; and

authorizes the Chief Executive Officer or his designee to execute all future estoppel certificates related to the Shopping Center Lease.

I. COMMITTEE REPORTS

Subject	1. Report of Audit Committee Meeting held on August 19, 2021 in Aviation Authority Boardroom
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Reports

The Audit Committee met on August 19, 2021, with two of the three members in attendance. An election was held for Chairman and General Diehl was elected as Chairman of the Audit Committee. The minutes of the March 8, 2021 Joint Meeting of the Audit Committee and Auditor Selection Committee were approved. The Audit Committee heard presentations from the Director of Internal Audit regarding Internal Audit department updates, the Assistant General Counsel regarding Board training and reporting requirements, and the Vice President of ITS and Senior Manager of Information Security regarding information security updates. The Authority's external auditors, RSM US, presented the Fiscal Year 2021 external financial audit plan. The Audit Committee also viewed a state-mandated video on the FDOT Strategic Intermodal System Policy Plan Update.

J. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	1. Update to Policy Manual, Revisions to Policy for Approval: Section 100, Policy P102, Election of Officers
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Policy P102, Election of Officers, identifies the officers of the Authority and provides the process for their election.

Proposal:

Staff proposes revising Policy P102, Election of Officers, to state, in concert with revisions to the recodified Enabling Act approved by the Board at the August 2021 Board Meeting, that following the appointment of a new member to the Board or the re-appointment of an existing member to the Board by the Governor of Florida, the Board will hold an election at its next regular meeting to elect all officers.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends the Board approve the revisions to Policy P102, Election of Officers.

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

J. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	2. Update to Policy Manual, Policy for Approval: Section 100, Policy P156, Lobbyist Activities
Meeting	Sep 2, 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, at a minimum, the Lobbyist's name and business address, the name and business address of each Principal represented, the general and specific areas of business interest, and the nature and extent of any direct business association or partnership with any Authority representative. The registration must have attached a statement signed by the Principal or the Principal's representative that the Lobbyist is authorized to represent the Principal and the Principal's main business. 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 December 1, 2021.

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.

J. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	3. Update to Policy Manual, Revisions to Policy for Approval: Section 100, Policy P104, Audit Committee
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Policy P104, Audit Committee, establishes a policy governing the Audit Committee of the Authority and outlines the tasks for which the Audit Committee is responsible.

The Authority's Internal Audit Department recently completed its transition to The Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing (Standards). These Standards require certain provisions be clearly defined in the Authority's policies related to Internal Audit.

Proposal:

Staff proposes revising Policy P104, Audit Committee, to explicitly address the review and approval of the annual audit plan by the Audit Committee as required by the Standards.

Additionally, staff proposes updating Policy P104 to reflect that the CEO, Director of Internal Audit, or Audit Committee Chairperson can request additional Audit Committee meetings at any time. This provides the ability for greater transparency and affirms that the Director of Internal Audit has unrestricted access to the Audit Committee as required by the Standards.

These proposed revisions were discussed and approved during the August 19, 2021 Audit Committee meeting.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the revisions to Policy P104, Audit Committee.

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

J. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	4. Update to Policy Manual, Revisions to Policy for Approval: Section 400, Policy P460, Internal Audits
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

Policy P460, Internal Audits, establishes guidelines regarding the Authority's internal audit function.

The Authority's Internal Audit Department recently completed its transition to The Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing (Standards). These Standards require certain provisions be clearly defined in the Authority's policies related to internal audit.

Proposal:

Staff proposes revising Policy P460, Internal Audits, as follows:

- Referencing the Internal Audit Department's adherence to the Standards;
- Enhanced description regarding consulting services;
- Reflecting that the CEO, Director of Internal Audit, or Audit Committee Chairperson can request additional Audit Committee meetings;
- Referencing the maintenance of the quality assurance and improvement program and required reporting of the results of internal and external assessments; and
- Enhancing communication in the event independence is impaired.

These proposed revisions were discussed and approved during the August 19, 2021 Audit Committee meeting.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the revisions to Policy P460, Internal Audits.

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

J. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	5. Amendment to Hillsborough County Aviation Authority Airport Concession Disadvantaged Business Enterprise (ACDBE) Policy and Program, Tampa International Airport, Resolution No. 2021-139
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

As a condition of receiving federal grant funds for airport development from the United States Department of Transportation, the Authority has signed an assurance that it will comply with 49 CFR Part 23 to ensure that Airport Concession Disadvantaged Business Enterprises (ACDBEs) have an equal opportunity to participate in concession opportunities at Tampa International Airport (Airport).

ACDBE regulations require the Authority to establish two separate overall ACDBE goals to cover a three-year period: one for concessions other than car rental and one for car rental concessions. The current goal for concessions other than car rental established by the Authority for fiscal years 2018 through 2020 is 25.32% of gross receipts generated by non-car rental concessions. The current goal for car rental concessions for fiscal years 2018 through 2020 is 7.7% of the total expenditures on goods and services at the Airport. The Board approved both goals on March 1, 2018.

Proposal:

This item amends Attachments 3 and 4 to the Hillsborough County Aviation Authority ACDBE Policy and Program to establish the Authority's new overall three-year ACDBE goals for fiscal years 2021 through 2023 as 25.2% of the gross receipts generated by concessions other than car rental and 2.2% of the total expenditure on goods and services by car rental concessions, based on the methodology provided in the ACDBE regulations. The goal for car rentals changed from 7.7% to 2.2% because FAA instructed airports to include vehicle purchases in the calculation of the goal to ensure consistency across the country. The FAA has approved both goals for fiscal years 2021-2023. This item also amends the Policy and Program to update the Authority staff responsible for various administrative duties. The amendment also updates organizational charts, personnel titles, and other miscellaneous items.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2021-139.

Resolution:

Resolution No. 2021-139 approves and authorizes amendment to the Hillsborough County Aviation Authority Airport Concession Disadvantaged Business Enterprise (ACDBE) Policy and Program; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. UNFINISHED BUSINESS

Subject	1. Capital and Operating Budget for FY2022, Tampa International Airport, Resolution No. 2021-138
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

After an industry-leading traffic recovery from the COVID-19 pandemic, the Authority is set to meet or potentially exceed its traffic and financial projections for the current fiscal year. Over the past several months, Tampa International Airport's (TPA) passenger traffic growth levels are significantly higher than initial forecasts. The higher than expected passenger traffic during the second half of the fiscal year, combined with cost recovery rate-making methodology utilized through the Authority's Airline Rates, Fees, & Charges Resolution, will result in financial results which are significantly ahead of the FY2021 Budget.

At present the Authority is projecting to finish FY2021 with revenues approximately 5.7%, or \$12.5 million, higher than budget, operating expenses approximately 1.7%, or \$2.3 million, below budget, and a pre-capital bottom line approximately 34.9%, or \$9.4 million, better than the FY2021 Budget. During FY2021 the Authority drew the remaining \$16 million of CARES Act funding as well as the \$18 million in CRRSA Act funding. The combination of those funds with the higher than expected operating results will allow the Authority to continue its multi-year effort to build financial reserves and maintain overall financial strength.

On July 27, 2021, the Authority met with representatives of the airlines serving TPA to review the proposed FY2022 Capital and Operating Budget. In accordance with the terms of the Authority's revenue bond trust indenture, the proposed FY2022 Capital and Operating Budget has also been reviewed and approved by Ricondo & Associates, the Authority's Airport Consultant.

Proposal:

For FY2022, passenger traffic is projected to reach 20.6 million passengers, which reflects a rapid recovery from the COVID-19 pandemic related decreases in the first half of FY2021. Operating revenues are expected to total \$283.1 million, approximately 22.1% or \$51 million over FY2021 budget levels. Net operating expenses are projected at \$164.1 million, an increase of 15.7% or \$22.3 million versus FY2021 budget levels.

After revenue sharing back to airlines of \$1.1 million, and annual debt service of \$59.2 million, the proposed FY2022 Capital and Operating Budget projects that the Authority will generate \$64.1 million towards capital improvements, the annual air service incentive plan, and reserves. The Authority will utilize \$24.3 million of funds towards the FY2022 capital improvement program which consists of 20 separate projects totaling more than \$198.2 million, \$2.6 million towards capital equipment, and the remainder will be put into reserves.

Non-Signatory & Signatory Proposed FY 2022 Fees & Charges October 1, 2021- September 30, 2022		
	NON-SIGNATORY RATE	SIGNATORY RATE
LANDING FEES:	\$2.226/1000#s CMGLW	\$2.117/1000#s CMGLW
JOINT USE FEES:		
Terminal:	\$2.95 per enplanement	\$2.81 per enplanement
Airside:	\$0.76 per enplanement	\$0.73 per enplanement
AVERAGE TERMINAL BUILDING RENTAL RATES:	\$248.79 per sq. ft./year	\$236.94 per sq. ft./year
AIRSIDE BUILDINGS RENTAL RATE:	\$94.96 per sq. ft./year	\$90.44 per sq. ft./year
PER USE TICKET COUNTER FEE (HCAA) (PER POSITION)	\$38.90	\$37.05
PASSENGER TRANSFER SYSTEM (PTS) FEE:	\$0.84 per enplanement	\$0.80 per enplanement
PER USE GATE FEE (HCAA):		
Commuter:	\$78.05	\$74.33
Narrow Body:	\$156.09	\$148.66
Wide Body:	\$234.14	\$222.99
AIRCRAFT PARKING FEES BY CLASSIFICATION (Per use):		
Commuter:	\$16.00	\$15.22
Narrow Body:	\$80.08	\$76.16
Wide Body:	\$120.12	\$114.24
CARGO AIRCRAFT PARKING APRON FEE (Per use):		
Up to 12,500 lbs. CMGLW	\$11.00	\$11.00
501. lbs. to 220,000 lbs. CMGLW	\$53.00	\$53.00
Over 220,001 lbs. CMGLW	\$105.00	\$105.00
BAG HANDLING SYSTEM FEE:	\$0.70 per enplanement	\$0.67 per enplanement
TERMINAL SUPPORT FEE:	\$0.067 per enplanement	\$0.064 per enplanement
OTHER PER USE FEES (HCAA)	FEE	
FIS (Federal Inspection Service Facility):	\$6.00 per deplaned post-cleared international passenger	
Curbside per use:	\$30.45 per flight	\$29.00 per flight
HCAA International Club Room:	\$105.00/4-hour period	\$100.00/4-hour period
	\$25.00/additional hour	\$200.00 – Maximum Daily Fee
SERVICE	FEE	
PFC (Passenger Facility Charge)	\$4.50 less \$0.11 collection compensation per enplaned passenger	

The Authority seeks approval of the FY2022 Operating and Capital Budget as per Authority Policy P430, Annual Budget.

Funding:

N/A

Recommendation:

The Chief Executive Officer and the Airport Consultant recommend adoption of Resolution No. 2021-138.

Resolution:

Resolution No. 2021-138 adopts the Capital and Operating Budget for Fiscal Year 2022 and establishes the estimated airline rates and charges.

L. NEW BUSINESS

Subject	1. Construction Contract, Main Terminal Complex Structural Envelope Rehabilitation, HCAA Project No. 6855 21, One Source Restoration and Building Service, Inc., Tampa International Airport, Resolution No. 2021-135
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

This project consists of rehabilitation of the Building Envelope of Airside Buildings A, A-Sort, C, E, & F, as well as the Main Terminal Building at Tampa International Airport. A low bid solicitation was advertised on June 24, 2021.

Proposal:

On July 28, 2021, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
*General Caulking & Coatings Co., Inc.	\$673,894.50
*Fleetwash, Inc. d/b/a Krystal Klean	\$1,069,311.00
One Source Restoration and Building Service, Inc.	\$1,393,686.00
Foresight Construction Group, Inc.	\$1,858,952.37
H.A. Contracting Corp	\$2,318,226.10
*Graciano Corporation	\$2,996,408.59

*General Caulking & Coatings Co., Inc., Fleetwash, Inc. d/b/a Krystal Klean, and Graciano Corporation were deemed non-responsive for failing to meet the prescribed W/MBE Goal.

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

A W/MBE Goal participation rate of 23.9% was prescribed and a W/MBE Goal participation rate of at least 23.9% is incorporated into this Contract.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2021-135.

Resolution:

Resolution No. 2021-135 approves and authorizes award and execution of Construction Contract for Main Terminal Complex Structural Envelope Rehabilitation at Tampa International Airport with One Source Restoration and Building Service, Inc. in the amount of \$1,393,686.00; approves rejection of bids received from General Caulking & Coatings Co., Inc., Fleetwash, Inc. d/b/a Krystal Klean, and Graciano Corporation as non-responsive; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

L. NEW BUSINESS

Subject	2. Award and Issuance of Purchase Order, Electric Buses, HCAA Project No. 6875 21, BYD Coach and Bus LLC, Tampa International Airport
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action, Procedural

Background:

The Authority is responsible for transporting Tampa International Airport (Airport) employees from the North Employee Parking Lot located at 4701 N. Hoover Blvd., Tampa, FL 33634 to the Main Terminal 24 hours a day, 7 days a week.

The Authority utilizes seven (7) diesel buses and six (6) CNG buses for the current operation. The diesel buses are leased through an existing contract with the current operator, ABM Aviation, Inc., and the CNG buses are owned by the Authority, operated by ABM Aviation, Inc., and maintained by a third-party through ABM Aviation, Inc.

The Authority desires to purchase four (4) electric buses to begin replacing the existing diesel and CNG buses that are near end-of-life.

Proposal:

On March 10, 2021, an Invitation to Negotiate for Electric Buses at Tampa International Airport was issued.

On April 20, 2021, three responses were received and two qualified responses were evaluated by staff. The response from Creative Bus Sales was deemed non-responsive for failing to meet minimum qualifications. The two responsive firms are listed below:

1. BYD Coach and Bus LLC
2. Gillig LLC

After review of the two qualified responses against the evaluation criteria in the Invitation to Negotiate, the technical evaluation committee recommended concurrent negotiations with both firms and subsequent award to BYD Coach and Bus LLC as the firm providing the overall best value to the Authority.

This item awards and authorizes issuance of a Purchase Order for electric buses to BYD Coach and Bus LLC for a maximum purchase authorization of \$3,928,726.00. This purchase includes four (4) electric buses, three (3) chargers, and charger network access fees for ten (10) years.

No specific goal for W/MBE participation was established.

Funding:

The FAA will provide \$3,261,188 in funding for the four (4) electric buses and three (3) chargers via a grant for zero emissions vehicles with the remaining balance for network access fees and contingency funded by the CIP. This item is included in the Capital Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the award and issuance of a purchase order to BYD Coach and Bus 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. NEW BUSINESS

Subject	3. Purchase Order(s), Software, Support and Services, Carahsoft Technology Corporation utilizing GSA Contract No. GS-35F-0119Y and NASPO Contract No. AR2472, Tampa International Airport
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority's Information Technology Services Department routinely purchases equipment, software and related services to support the Authority's information technology needs. Carahsoft Technology Corporation is an authorized distributor of over 500 information technology manufacturers including, but not limited to, DocuSign, Salesforce, BOX, and ServiceNow, which are currently used by the Authority. These software solutions allow Authority staff to deliver and optimize content and applications, facilitate incident notifications as well as automatic escalations, provide tools that monitor and measure critical IT services provided to both external and internal Authority customers, provide automated alerts and notifications in the event of IT service outages or interruptions, and automate customer service and support teams.

These technology manufacturers are available through GSA Contract No. GS-35F-0119Y and National Association State Procurement Officials (NASPO) Contract No. AR2472. Execution of purchase documents, including, but not limited to, statements of work outlining requirements, end user license agreements for the rights to use their software, and service level agreements for support and maintenance, are often required to complete purchase transactions of these solutions.

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 order(s) to Carahsoft Technology Corporation utilizing GSA Contract No. GS-35F-0119Y and NASPO Contract No. AR2472 for the purchase of software, support and services on an as-needed basis for the period of September 2, 2021 through September 1, 2026, in an aggregate maximum purchase authorization amount of \$5,600,000.

In addition, this item authorizes the Chief Executive Officer or his designee to execute all purchase documents required to complete these purchases of software, support, and services, including, but not limited to, statements of work, end user license agreements, and service level agreements.

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 order(s) to Carahsoft Technology Corporation; authorize the Chief Executive Officer or his designee to execute all purchase documents; 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. NEW BUSINESS

Subject	4. Purchase Order, Business Automobile Insurance, Arthur J. Gallagher Risk Management Services, Inc., Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority's current Business Automobile policy expires on October 1, 2021.

Arthur J. Gallagher Risk Management Services, Inc. (Gallagher), the Authority's liability insurance broker, approached four insurance companies, including the incumbent carrier American Southern Insurance Company, requesting quotes for the Authority's Business Automobile coverage for the renewal period of October 1, 2021 to October 1, 2022. No changes are proposed at the current coverage level of \$1 million each occurrence with a \$0 liability deductible, a \$1,000 collision deductible for passenger vehicles, and a \$5,000 collision deductible for fire rescue vehicles, except the insurer has added an absolute communicable disease exclusion.

Proposal:

The following premium quotation was received:

American Southern Insurance Company \$252,192

The other three companies Gallagher approached declined to quote due to underwriting requirements.

Gallagher and Siver Insurance Consultants, the Authority's insurance consulting firm, recommend accepting the quote of \$252,192 from American Southern Insurance Company at the current coverage level. The proposed premium of \$252,192 received from American Southern Insurance Company is \$19,646 or 8.45% more than the expiring premium of \$232,546. This premium increase is primarily due to an increase in rates industry-wide. The term of the policy is one year. Additional premiums may be paid or refunded during the policy term as vehicles are added or deleted from the Authority's fleet.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize issuance of the purchase order to Gallagher Risk Management Services, Inc. for the purchase of the Business Automobile policy with American Southern Insurance Company; authorize additional premiums to be paid when additional vehicles are added to the Authority's fleet; 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. NEW BUSINESS

Subject	5. Purchase Order, Airport Liability Insurance, Arthur J. Gallagher Risk Management Services, Inc., Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority's current Airport Liability Insurance policy expires on October 1, 2021.

Arthur J. Gallagher Risk Management Services, Inc. (Gallagher), the Authority's liability insurance broker, approached four lead insurance companies offering quota share arrangements, including the incumbent carrier, Global Aerospace, Inc., and requested quotations for the Authority's Airport Liability coverage for the renewal period of October 1, 2021 to October 1, 2022. The Authority requested Gallagher solicit quotations at the current coverage level of \$500 million with \$150 million for war coverage with a zero deductible.

Proposal:

Gallagher received the following premium quote:

Global Aerospace, Inc. \$300 million, AXA XL \$200 million Excess \$384,265

The other insurance companies that were approached declined to provide quotes due to loss history or the premiums not being competitive.

Gallagher and Siver Insurance Consultants, the Authority's insurance consulting firm, recommend purchasing the insurance for the \$500 million coverage from Global Aerospace, Inc. with AXA XL for \$384,265. The proposed total premium of \$309,925 for primary coverage from Global Aerospace, Inc. and excess coverage from AXA XL is \$74,340, which is \$43,965 or 12.92% more than the expiring premium of \$340,300. This premium increase is primarily due to the aviation insurance market, including the market for airport liability insurance continuing to harden, a return to more disciplined underwriting, COVID-19, and the Authority's extended loss history. Aviation insurers are continuing to control their capacity on all lines of coverage with some sectors seeing reductions in liability limits.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize issuance of the purchase order to Arthur J. Gallagher Risk Management Services, Inc. for the purchase of the \$500 million Airport Liability program with Global Aerospace, Inc. and AXA XL 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. NEW BUSINESS

Subject	6. Purchase Order, D&P Liability Insurance, Arthur J. Gallagher Risk Management Services, Inc., Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority's current D&P Liability policy expires on October 1, 2021.

Arthur J. Gallagher Risk Management Services, Inc. (Gallagher), the Authority's liability insurance broker, approached sixteen markets directly, including the incumbent carrier Beazley Insurance Company, as well as a domestic intermediary and an international intermediary, requesting quotes for the Authority's D&P Liability coverage for the renewal period of October 1, 2021 to October 1, 2022. The proposed changes include a \$100,000 retention for all coverages, but if the incident involves breach response only, the retention will be \$10,000 for legal expenses and \$50,000 for forensic or public relations expenses. The expiring retention was \$50,000 for all coverages and, if the incident involved breach response only, it was \$5,000 for legal expenses and \$10,000 for forensic or public relations expenses.

Proposal:

The following premium quotation was received:

Beazley (Lloyds – Syndicate 2623/623) \$5 million, Homeland Ins. Co. of NY XS \$5million \$254,760

Twelve of the carriers Gallagher approached declined to quote due to the class of business (Public Entity) or underwriting requirements.

Gallagher and Siver Insurance Consultants, the Authority's insurance consulting firm, recommend accepting the quote of \$254,760 from Beazley (Lloyds – Syndicate 2623/623) and Homeland Ins. Co. of NY at the current coverage level. The proposed premium of \$254,760 received from Beazley (Lloyds - Syndicate 2623/623) and Homeland Ins. Co. of NY is \$182,302 or 252% more than the expiring premium of \$72,458. This premium increase is primarily due to D&P Liability insurance continuing to be the most difficult line coverage for the public sector as public entities are perceived to be more easily breached, especially since the start of COVID-19. Carriers are experiencing large increases in claims costs which, in many instances, have exceeded the premium that the insurer collected, resulting in higher premiums, higher retentions and deductibles, and stricter underwriting guidelines for system security and data and privacy loss preparedness. Many carriers are non-renewing policies for public entities or have decided to not write new public sector business. Accounts that are able to obtain renewal quotes are seeing substantial increases in retentions and deductibles as well as corresponding reduction in limits and sublimits.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize issuance of the purchase order to Gallagher Risk Management Services, Inc. for the purchase of the D&P Liability Insurance policy with Beazley (Lloyds - Syndicate 2623/623) and Homeland Ins. Co. of NY 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. NEW BUSINESS

Subject	7. Purchase Order, Workers' Compensation and Employer's Liability Insurance, Arthur J. Gallagher Risk Management Services, Inc., Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports
Meeting	Sep 2, 2021 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority's current Workers' Compensation and Employer's Liability policy expires on October 1, 2021.

Arthur J. Gallagher Risk Management Services, Inc. (Gallagher), the Authority's Workers' Compensation Broker, approached six insurance companies, including the incumbent carrier, Florida Municipal Insurance Trust (FMIT), requesting quotes for Florida statutory Workers' Compensation benefits and Employer's Liability coverage at \$1,000,000 each accident for the renewal period of October 1, 2021 to October 1, 2022.

Proposal:

The following premium quotations were received:

FMIT	\$714,411
Public Risk Management of Florida (PRM)	\$800,000
Star	\$1,052,526

Of the six companies approached, three declined to provide a quote due to underwriting requirements because the risk was too large, because of reinsurance exclusions, or because of the class of business. PRM requires that they also write other lines of business that were not quoted. FMIT, as a governmental trust, is able to propose lower premiums and deductibles than standard insurance companies. The premium quotes include a \$25,000 brokerage fee.

Gallagher and Siver Insurance Consultants, the Authority's insurance consulting firm, recommend accepting the quote of FMIT's proposed premium of \$714,411 which is for a fully insured, non-deductible program. The proposed premium represents a 37.3% increase from the expiring policy premium of \$520,336. Payroll increases, prior payroll classification code changes, and several large losses have contributed to the rate increase.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize issuance of the purchase order to Arthur J. Gallagher Risk Management Services, Inc. for the purchase of the fully insured, non-deductible Workers' Compensation and Employer's Liability insurance policy with FMIT; authorize the payment of additional premiums resulting from payroll audits, if needed; 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.

M. STAFF REPORTS

Subject

1. Staff Reports

Meeting

Sep 2, 2021 - Aviation Authority Regular Board Meeting

Access

Public

Type

Reports

N. ADJOURNMENT

Subject

1. Adjournment

Meeting

Sep 2, 2021 - Aviation Authority Regular Board Meeting

Access

Public

Type

Procedural
