



**AVIATION AUTHORITY
REGULAR BOARD MEETING AND
BOARD OF ADJUSTMENT PUBLIC HEARING**

ELECTRONIC MEETING

The public can listen and view the meeting live in the following way: Go to Tampa International Airport website (www.tampaairport.com) and click on meeting link in box at top of main page

**Thursday, September 3, 2020
9:00 A.M.**

AGENDA

Provisions have been made for any member of the public desiring to participate to have access to the meeting. The public may access the meeting to participate, including offering public comments, as set forth above. Anyone who wishes to be heard during the meeting will be able to do so by emailing the Board Services Administrator at publiccomments@tampaairport.com. Public comments must be received no later than 8:00 a.m. on Thursday, September 3, 2020. Individuals providing public comment will be required to provide their name, firm name and phone number in the body of the email. Additionally, if an individual has been designated to speak on behalf of a group of 2 or more individuals, the body of the email should include the name, firm name and phone number of all individuals designating the individual to speak on their behalf. Public comments will be read by the General Counsel or designee during the Public Comments portion of the meeting. Individuals are allowed up to three (3) minutes to comment on propositions before the Board. Individuals designated to speak on behalf of a group of 2 or more individuals are allowed up to five (5) minutes to comment on propositions before the Board. Emailed public comments will be afforded equal consideration as if the public comments were offered in person.

Any person who desires to appeal any decisions made at this meeting will need a record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is based. In accordance with the Americans with Disabilities Act, persons needing special accommodations to participate in the meeting must submit a written request to Joseph W. Lopano, Chief Executive Officer, Hillsborough County Aviation Authority, Post Office Box 22287, Tampa, FL 33622 or by email at boardservicesadministrator@tampaairport.com. Such request must be received at least 48 hours before the meeting. If you have any questions, please call (813) 870-8701.



Thursday, September 3, 2020
Aviation Authority Regular Board Meeting and Board of Adjustment Hearing

AGENDA

9:00 A.M.

Boardroom

Level 3 at Tampa International Airport

A. PLEDGE OF ALLEGIANCE

1. Pledge of Allegiance

B. CALL TO ORDER (BOARD OF ADJUSTMENT HEARING)

1. Call to Order (Board of Adjustment Hearing)

C. BOARD OF ADJUSTMENT HEARING

1. Airport Study No. 2020-62, Hillsborough County Department of Public Works, requesting a variance to construct roadway improvements on Turkey Creek Road, adding a turn lane, paving shoulders, parallel ditches, and installation of potable water and sanitary sewer force main, between Sydney Road and S.R. 574/Martin Luther King Blvd., with a maximum height of 164' AMSL, Resolution No. 2020-233
2. Airport Study No. 2020-94, John Richards Custom Homes, Inc., requesting a variance to construct a new single family house, with a maximum height of 44' AMSL, located at 854 S. Davis Blvd., Tampa, FL, Resolution No. 2020-234

D. CALL TO ORDER (REGULAR BOARD MEETING)

1. Call to Order

E. APPROVAL OF THE AGENDA

1. Approval of the Agenda

F. PUBLIC COMMENTS

1. Public Comments

G. APPROVAL OF THE MINUTES

1. Approval of the Minutes

H. MANAGEMENT REPORT

1. Management Report

I. APPROVAL OF THE CONSENT AGENDA

1. Amendment No. 3 to Space Rental Agreement, United Service Organizations, Inc. N/K/A USO Central Florida, Inc., Tampa International Airport, Resolution No. 2020-242

2. Amendment No. 1 to Cargo Building Space Rental Agreement, Atlas Air, Inc., Tampa International Airport, Resolution No. 2020-219; Letter of Agreement, United Airlines, Inc. and Atlas Air, Inc., Tampa International Airport, Resolution No. 2020-220
3. Amendment No. 1 to North Cargo Building Space Rental Agreement, American Airlines, Inc., Tampa International Airport, Resolution No. 2020-221
4. Amendment No. 2 to Cargo Building Space Rental Agreement (Air Cargo), Southwest Airlines Co., Tampa International Airport, Resolution No. 2020-222; Amendment No. 4 to Cargo Building Space Rental Agreement (Provisioning), Southwest Airlines Co., Tampa International Airport, Resolution No. 2020-223
5. Amendment No. 3 to Ground Service Equipment Facilities Space Rental Agreement, Southwest Airlines Co., Tampa International Airport, Resolution No. 2020-227
6. Operating Agreement for Ground Handlers, Star Collision, Inc., Tampa International Airport, Resolution No. 2020-240
7. License Agreement (Dana Shores Parking), Hillsborough County, Tampa International Airport, Resolution No. 2020-230
8. Use and Permit Agreement for Transportation Network Company, Lyft, Inc., Tampa International Airport, Resolution No. 2020-231; Use and Permit Agreement for Transportation Network Company, Rasier-DC, LLC, Tampa International Airport, Resolution No. 2020-232
9. Authorization for Expenditure of Federal Forfeiture Funds, Tampa International Airport
10. Purchase Order(s), Enzyme Treatment Services for Grease Drain System, State Industrial Products, Tampa International Airport
11. Purchase Order, Business Automobile Insurance, Arthur J. Gallagher Risk Management Services, Inc. of Florida, Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports
12. 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
13. Purchase Order, Airport Liability Insurance, Arthur J. Gallagher Risk Management Services, Inc., Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports
14. Authorizing Resolution for Participation in the State of Florida Local Government Surplus Funds Trust Fund (Florida PRIME), Tampa International Airport, Resolution No. 2020-243

J. AIRLINE RATES, FEES AND CHARGES RESOLUTION

1. Tampa International Airport Airline Rates, Fees and Charges Resolution, Resolution No. 2020-244

K. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Update to Policy Manual, Revisions to Policy for Approval, Section 800, Policy P800, Airline Leases and Operating Agreements
2. Update to Policy Manual, Revisions to Policy for Approval, Section 400, Policy P410, Procurement
3. Update to Policy Manual, Revisions to Policy for Approval, Section 400, Policy P430, Annual Budget

L. COMMITTEE REPORTS

1. Report of Joint Meeting of Audit Committee and Auditor Selection Committee on August 17, 2020

M. UNFINISHED BUSINESS

1. Capital and Operating Budget for FY2021, Tampa International Airport, Resolution No. 2020-235
2. Authorizing Resolution for Prepayment and Redemption of the October 1, 2021 Maturity of the 2018A Series A, Tampa International Airport, Resolution No. 2020-241
3. Amendment No. 4 to Lease and Concession Contract, The Hertz Corporation, Tampa International Airport, Resolution No. 2020-237
4. Amendment No. 3 to Lease and Concession Contract, Orlando Rentco, LLC d/b/a Advantage Rent A Car, Tampa International Airport, Resolution No. 2020-236
5. Increase to Maximum Purchase Authorization for Information Technology Consulting Services, General Purpose Commercial Information Technology Equipment, Software and Services, utilizing GSA Contract Nos. GS-35F-497AA, GS-35F-0547V and 47QTCA18D00LE, Applications Software Technology LLC, Polaris Associates, Inc., and Mirage Software, Inc. dba Bourntec Solutions Inc., Tampa International Airport

N. NEW BUSINESS

1. New Business

O. STAFF REPORTS

1. Staff Reports

P. ADJOURNMENT

1. Adjournment



Thursday, September 3, 2020
Aviation Authority Regular Board Meeting and Board of Adjustment Hearing

AGENDA
9:00 A.M.
Boardroom
Level 3 at Tampa International Airport

A. PLEDGE OF ALLEGIANCE

Subject	1. Pledge of Allegiance
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Procedural

B. CALL TO ORDER (BOARD OF ADJUSTMENT HEARING)

Subject	1. Call to Order (Board of Adjustment Hearing)
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	

C. BOARD OF ADJUSTMENT HEARING

Subject	1. Airport Study No. 2020-62, Hillsborough County Department of Public Works, requesting a variance to construct roadway improvements on Turkey Creek Road, adding a turn lane, paving shoulders, parallel ditches, and installation of potable water and sanitary sewer force main, between Sydney Road and S.R. 574/Martin Luther King Blvd., with a maximum height of 164' AMSL, Resolution No. 2020-233
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action

Background:

Hillsborough County Department of Public Works (Petitioner) is seeking to construct roadway improvements, with a maximum height of 164' AMSL, on a site located at Turkey Creek Road between Sydney Road and S.R. 574/Martin Luther King Blvd., Plant City, FL. The nearest airport is Plant City Airport.

Notice of this hearing before the Board of Adjustment was provided on August 14, 2020.

Proposal:

Petitioner is requesting a variance to construct roadway improvements.

Operational Impact:

The Petition was presented to the Airport Hearing Officer on July 17, 2020 and, based on testimony and evidence presented, the Hearing Officer found that approval of the variance, with required conditions, would have no effect on existing FAA restrictions, would not cause additional impacts or loss of utility to Plant City Airport, would not be contrary to the public interest, would do substantial justice, and was in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

The FAA's aeronautical study found that Petitioner's request would not be a hazard to air navigation provided certain conditions are met. Additionally, the FDOT did not identify any concerns with the request.

Funding:

N/A

Recommendation:

The Airport Hearing Officer recommends that the Board of Adjustment approve the variance to Airport Zoning Regulations requested by Petitioner with the following conditions: (1) e-file FAA Form 7460-2, Notice of Actual Construction or Alteration, if the project is abandoned or within five (5) days after construction reaches its greatest height; (2) notify the Airport at least three (3) business days prior to starting construction for local NOTAM to be issued; (3) installation of equipment, such as a crane, exceeding 149' AMSL will require a separate permit by the Authority; (4) follow all conditions specified in the FAA Determinations; and (5) maintain any treatment ponds or drainage ditches to avoid attracting wildlife.

The variance will be valid until the FAA Determination of No Hazard to Air Navigation expires July 22,

2021, but if the FAA Determination of No Hazard is extended by the FAA for no more than 18 months, the variance will also be extended one time, without further action of the Board of Adjustment, provided that no changes in the proposed construction has occurred.

The Board of Adjustment may render its decision based on the findings and recommendations of the Hearing Officer. However, the Board of Adjustment may, but is not required to, review the record of the Hearing Officer's public hearing.

Resolution:

Resolution No. 2020-233 approves and authorizes a variance for Airport Study No. 2020-62, Hillsborough County Department of Public Works, requesting a variance to construct roadway improvements on Turkey Creek Road, adding a turn lane, paving shoulders, parallel ditches, and installation of potable water and sanitary sewer force main, between Sydney Road and S.R. 574/Martin Luther King Blvd., with a maximum height of 164' AMSL; and authorizes the Airport Zoning Director or his designee to execute all other ancillary documents.

C. BOARD OF ADJUSTMENT HEARING

Subject	2. Airport Study No. 2020-94, John Richards Custom Homes, Inc., requesting a variance to construct a new single family house, with a maximum height of 44' AMSL, located at 854 S. Davis Blvd., Tampa, FL, Resolution No. 2020-234
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action

Background:

John Richards Custom Homes, Inc. (Petitioner) is seeking to construct a single family house, with a maximum height of 44' AMSL, on a site located at 854 S. Davis Blvd., Tampa, FL. The nearest airport is Peter O. Knight Airport.

Notice of this hearing before the Board of Adjustment was provided on August 14, 2020.

Proposal:

Petitioner is requesting a variance to construct a new home.

Operational Impact:

The Petition was presented to the Airport Hearing Officer on July 17, 2020 and, based on testimony and evidence presented, the Hearing Officer found that approval of the variance, with required conditions, would have no effect on existing FAA restrictions, would not cause additional impacts or loss of utility to Peter O. Knight Airport, would not be contrary to the public interest, would do substantial justice, and was in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

The FAA's aeronautical study found that Petitioner's request would not be a hazard to air navigation provided certain conditions are met. Additionally, the FDOT did not identify any concerns with the request.

Funding:

N/A

Recommendation:

The Airport Hearing Officer recommends that the Board of Adjustment approve the variance to Airport Zoning Regulations requested by Petitioner with the following conditions: (1) light the proposed structure in accordance with FAA Advisory Circular 70/7460-1 L, Change 2, Obstruction Marking and Lighting, red lights – Chapters 4, 5 (Red) and 12; (2) e-file FAA Form 7460-2, Notice of Actual Construction or Alteration, if the project is abandoned or within five (5) days after construction reaches its greatest height; (3) the residence owner understands that while this structure lies outside of the 65 DNL noise contour for the Airport, they may be subjected to noise from aircraft, and Authority staff suggests a noise reduction level of at least 25 db be incorporated into the design; (4) installation or use of any equipment, such as solar panels or a crane, exceeding 44' feet AMSL will require a separate permit by the Authority; and (5) any glint or glare issues identified from this project must be mitigated by the Petitioner to the satisfaction of the Authority to avoid adverse impacts to aviation.

The variance will be valid until the FAA Determination of No Hazard to Air Navigation expires November

28, 2021, but if the FAA Determination of No Hazard is extended by the FAA for no more than 18 months, the variance will also be extended one time, without further action of the Board of Adjustment, provided that no changes in the proposed structures have occurred.

The Board of Adjustment may render its decision based on the findings and recommendations of the Hearing Officer. However, the Board of Adjustment may, but is not required to, review the record of the Hearing Officer's public hearing.

Resolution:

Resolution No. 2020-234 approves and authorizes a variance for Airport Study No. 2020-94, John Richards Custom Homes, Inc., requesting a variance to construct a new single family house, with a maximum height of 44' AMSL, located at 854 S. Davis Blvd., Tampa, FL; and authorizes the Airport Zoning Director or his designee to execute all other ancillary documents.

D. CALL TO ORDER (REGULAR BOARD MEETING)

Subject **1. Call to Order**

Meeting Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing

Access Public

Type Procedural

E. APPROVAL OF THE AGENDA

Subject	1. Approval of the Agenda
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action

F. PUBLIC COMMENTS

Subject	1. Public Comments
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Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
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Access	Public
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Type	Information
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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.

G. APPROVAL OF THE MINUTES

Subject	1. Approval of the Minutes
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action

H. MANAGEMENT REPORT

Subject **1. Management Report**

Meeting Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing

Access Public

Type Information

I. APPROVAL OF THE CONSENT AGENDA

Subject	1. Amendment No. 3 to Space Rental Agreement, United Service Organizations, Inc. N/K/A USO Central Florida, Inc., Tampa International Airport, Resolution No. 2020-242
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action (Consent)

Background:

United Service Organizations, Inc. N/K/A USO Central Florida, Inc. (USO) leases office space from the Authority through a Space Rental Agreement (SRA) in support of its public service operations at Tampa International Airport (Airport). USO entered into its current SRA with the Authority on June 7, 2012 and the term expires on September 30, 2020.

USO provides a public service for the Airport and its customers and in return is not charged rent for 1,134 SF of office space.

Proposal:

This Amendment extends the term of the SRA for one year, for a final termination date of September 30, 2021, and updates certain administrative provisions. All other terms and conditions of the SRA remain the same.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2020-242.

Resolution:

Resolution No. 2020-242 approves and authorizes execution of Amendment No. 3 to Space Rental Agreement at Tampa International Airport with United Service Organizations, Inc. N/K/A USO Central Florida, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

I. APPROVAL OF THE CONSENT AGENDA

Subject	2. Amendment No. 1 to Cargo Building Space Rental Agreement, Atlas Air, Inc., Tampa International Airport, Resolution No. 2020-219; Letter of Agreement, United Airlines, Inc. and Atlas Air, Inc., Tampa International Airport, Resolution No. 2020-220
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action (Consent)

Background:

United Airlines, Inc. (United) previously leased Suite 1500 of the Authority's Cargo Building (Premises) pursuant to a Cargo Building Space Rental Agreement dated October 7, 2010 (United Agreement), which was terminated by United on October 31, 2013. The United Agreement requires United to continue to reimburse the Authority for the Company's Improvements Rent (CIR) after termination of the United Agreement until paid in full or until a replacement tenant is secured. If a replacement tenant is secured prior to the CIR being paid in full, the obligation to pay the remaining balance passes to the new tenant. United has continued to reimburse the Authority for its CIR at the annual rate of \$11,591.04, payable in monthly installments of \$965.92. The entire balance is due to be paid in full in 2041.

On April 4, 2019, the Authority and Atlas Air, Inc. (Atlas) entered into a Cargo Building Space Rental Agreement (Agreement) for the Premises. The Agreement supports Atlas' cargo business operations and terminates on September 30, 2020.

On April 4, 2019, Atlas and United executed a Letter of Agreement (First LOA) to clarify responsibility for repayment of the CIR to the Authority during the term that Atlas leases the Premises. The First LOA terminates on September 30, 2020.

Proposal:

This Amendment extends the term of the Agreement for a period of one year to September 30, 2021, increases the O&M Rent, and updates certain administration provisions. All other terms and conditions of the Agreement remain unchanged.

This new Letter of Agreement (LOA) between United and Atlas commences October 1, 2020 and terminates on September 30, 2021. Under this LOA, Atlas will continue to assume the obligation for repayment of the CIR during the term of its Agreement, but will not be responsible for repayment of the CIR after termination of its Agreement. Upon completion of the term of the Agreement or earlier termination of the LOA, United will retain the obligation to repay the outstanding balance of the CIR to Authority. United's obligation to pay the CIR will continue until the CIR is paid in full or until the Authority executes a subsequent Cargo Building Space Rental Agreement with a replacement tenant.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution Nos. 2020-219 and 2020-220.

Resolutions:

Resolution No. 2020-219 approves and authorizes execution of Amendment No. 1 to Cargo Building Space Rental Agreement at Tampa International Airport with Atlas Air, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2020-220 approves and authorizes execution of Letter of Agreement at Tampa International Airport between United Airlines, Inc. and Atlas Air, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

I. APPROVAL OF THE CONSENT AGENDA

Subject	3. Amendment No. 1 to North Cargo Building Space Rental Agreement, American Airlines, Inc., Tampa International Airport, Resolution No. 2020-221
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action (Consent)

Background:

On October 5, 2017, the Authority and American Airlines, Inc. (American) entered into a North Cargo Building Space Rental Agreement (Agreement) for Suite G and other operating space around the Authority's North Cargo Building at Tampa International Airport. The Agreement supports American's passenger air carrier operations and terminates on September 30, 2020.

Proposal:

This Amendment extends the term of the Agreement for a period of two years to September 30, 2022, increases the O&M Rent, provides the Authority a 60-day written termination, and updates certain administration provisions. All other terms and conditions of the Agreement remain unchanged.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2020-221.

Resolution:

Resolution No. 2020-221 approves and authorizes execution of Amendment No. 1 to North Cargo Building 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.

I. APPROVAL OF THE CONSENT AGENDA

Subject	4. Amendment No. 2 to Cargo Building Space Rental Agreement (Air Cargo), Southwest Airlines Co., Tampa International Airport, Resolution No. 2020-222; Amendment No. 4 to Cargo Building Space Rental Agreement (Provisioning), Southwest Airlines Co., Tampa International Airport, Resolution No. 2020-223
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action (Consent)

Background:

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

On March 4, 2010, the Authority and Southwest Airlines Co. entered into a Cargo Building Space Rental Agreement (Provisioning) for Suite 1900 and other operating space around the Authority's Cargo Building at Tampa International Airport (Provisioning Agreement). The Provisioning Agreement supports Southwest Airlines Co.'s provisioning operations.

Both the Agreement and the Provisioning Agreement terminate on September 30, 2020.

Proposal:

These Amendments extend the term of the Agreement and the Provisioning Agreement for a period of one year to September 30, 2021, increase the O&M Rent, and update certain administration provisions. All other terms and conditions of the Agreement and Provisioning Agreement remain unchanged.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution Nos. 2020-222 and 2020-223.

Resolutions:

Resolution No. 2020-222 approves and authorizes execution of Amendment No. 2 to Cargo Building Space Rental Agreement (Air Cargo) 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. 2020-223 approves and authorizes execution of Amendment No. 4 to Cargo Building Space Rental Agreement (Provisioning) at Tampa International Airport with Southwest Airlines Co.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

I. APPROVAL OF THE CONSENT AGENDA

Subject	5. Amendment No. 3 to Ground Service Equipment Facilities Space Rental Agreement, Southwest Airlines Co., Tampa International Airport, Resolution No. 2020-227
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action (Consent)

Background:

On March 4, 2010, the Authority and Southwest Airlines Co. (Southwest) entered into a Space Rental Agreement (SRA) for Suite 2400. Southwest performs its own GSE maintenance out of Suite 2400. This SRA terminates on September 30, 2020.

Proposal:

This Amendment extends the term of the SRA for a period of one year to September 30, 2021, increases the O&M Rent, and updates certain administration provisions. All other terms and conditions of the SRA remain unchanged.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2020-227.

Resolution:

Resolution No. 2020-227 approves and authorizes execution of Amendment No. 3 to Ground Service Equipment Facilities 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.

I. APPROVAL OF THE CONSENT AGENDA

Subject	6. Operating Agreement for Ground Handlers, Star Collision, Inc., Tampa International Airport, Resolution No. 2020-240
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action (Consent)

Background:

Ground handling operators providing service at Tampa International Airport (Airport) must have, at a minimum, a ground handling operating agreement prior to commencing operations. Star Collision, Inc. (Star) has requested to provide ground handling services, to include light maintenance, for Star's customers at the Authority's GSE Facilities.

Proposal:

This item grants to Star the non-exclusive right to provide ground handling services to air carriers at the Airport for the term of September 3, 2020 through September 30, 2021.

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

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2020-240.

Resolution:

Resolution No. 2020-240 approves and authorizes execution of Operating Agreement for Ground Handlers at Tampa International Airport with Star Collision, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

I. APPROVAL OF THE CONSENT AGENDA

Subject	7. License Agreement (Dana Shores Parking), Hillsborough County, Tampa International Airport, Resolution No. 2020-230
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action (Consent)

Background:

The Authority owns 29.6 acres of property west of the approach end of Runway 9, referred to as the Dana Shores property. The Dana Shores property is an unimproved grassy area adjacent to Skyway Park, a City of Tampa park that is leased and managed by Hillsborough County. In 2013, the Authority and Hillsborough County entered into a License Agreement allowing for the use of 1.33 acres of the Dana Shores property for overflow vehicle parking during Tampa Bay Youth Football League (TBYFL) games. The License Agreement expires September 30, 2020. A new License Agreement has been requested and is consistent with FAA regulations and the Authority's policy of leasing certain lands and buildings for non-aeronautical interim uses.

Proposal:

The term of this License Agreement (Dana Shores Parking) will be October 1, 2020 through September 30, 2024 with two, two-year renewal options upon the Chief Executive Officer's approval. TBYFL plans to use the Dana Shores property 20 times during a calendar year and will pay an annual fee of \$2,861.49. The annual fee was calculated by using the Consumer Price Index (CPI) beginning with the previous 2019 annual fee of \$2,580.94. The renewal option annual rate may be adjusted by using the CPI upon the commencement of each renewal option period. The License Agreement (Dana Shores Parking) may be terminated by either party upon 30 days' written notice. Additional uses of the Dana Shores property must be approved in advance by the Chief Executive Officer and will be charged at a per day rate of \$119.23.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2020-230.

Resolution:

Resolution No. 2020-230 approves and authorizes execution of License Agreement (Dana Shores Parking) at Tampa International Airport with Hillsborough County; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

I. APPROVAL OF THE CONSENT AGENDA

Subject	8. Use and Permit Agreement for Transportation Network Company, Lyft, Inc., Tampa International Airport, Resolution No. 2020-231; Use and Permit Agreement for Transportation Network Company, Rasier-DC, LLC, Tampa International Airport, Resolution No. 2020-232
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action (Consent)

Background:

Lyft, Inc. and Rasier-DC, LLC (Uber) both currently have a Use and Permit Agreement for Transportation Network Company (Agreement) which expires on September 30, 2020. As Transportation Network Companies (TNCs), both companies provide pre-arranged rides to customers at Tampa International Airport (Airport) through digital networks.

Proposal:

This item provides for new Agreements with the TNCs to continue providing pre-arranged rides to customers at the Airport. The Agreements commence on October 1, 2020 and expire on September 30, 2021, with two, one-year renewal options at the discretion of the Chief Executive Officer. If both renewal options are exercised, the Agreements will expire on September 30, 2023. The Authority may terminate the Agreements upon 30 days written notice. The TNCs will pay a Monthly Fee which consists of the greater of 1/12 of the set Minimum Annual Privilege fee (MAPF) of \$300,000, or a per-trip monthly fee consisting of the number of pick-ups multiplied by a \$5.00 per-trip fee.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution Nos. 2020-231 and 2020-232.

Resolutions:

Resolution No. 2020-231 approves and authorizes execution of Use and Permit Agreement for Transportation Network Company at Tampa International Airport with Lyft, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2020-232 approves and authorizes execution of Use and Permit Agreement for Transportation Network Company at Tampa International Airport with Rasier-DC, LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

I. APPROVAL OF THE CONSENT AGENDA

Subject	9. Authorization for Expenditure of Federal Forfeiture Funds, Tampa International Airport
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action (Consent)

Background:

Under provisions of the U.S. Department of Treasury Guide to Equitable Sharing for Foreign Countries and Federal, State and Local Law Enforcement Agencies (Guide), Federal forfeiture funds shared with local law enforcement agencies must be expended for law enforcement purposes.

Authority Standard Procedure S440.14 requires expenditures from Federal forfeiture funds to be made only after approval from Legal Affairs and the Authority Board. Legal Affairs has reviewed this request and agrees with the expenditures.

Proposal:

Authorize the expenditure of Federal forfeiture funds to be used by the Tampa International Airport Police Department for a maximum purchase authorization of \$9,450.00 for an Airport Law Enforcement Agencies Network Membership, for selected Police Department personnel to attend a polygraph conference, and for police uniform updates/modifications, community engagement promotional items and crime prevention products.

Funding:

This item is included in the Federal Forfeiture Funds Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the expenditure of Federal forfeiture funds 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.

I. APPROVAL OF THE CONSENT AGENDA

Subject	10. Purchase Order(s), Enzyme Treatment Services for Grease Drain System, State Industrial Products, Tampa International Airport
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action (Consent)

Background:

The Authority currently has 21 grease drain lines, utilized primarily by concessionaires, requiring monthly enzyme treatments. The Authority has received enzyme treatment services to the grease drain system at Tampa International Airport from State Industrial Products since 2016 with an annual cost of \$20,760.80.

On June 3, 2020, an Invitation to Bid (ITB) for Enzyme Treatment Services for Grease Drain System at Tampa International Airport was issued. The services provided will include maintenance of enzyme dispensing equipment and monthly monitoring and refilling of this equipment.

Proposal:

On July 8, 2020, one (1) bid was publicly opened and read aloud as follows:

<u>Company</u>	<u>Bid Price for the 5-year term, including renewal options</u>
State Industrial Products	\$114,534.00

There was no W/MBE goal prescribed for the solicitation.

In accordance with P410, the Vice President of Procurement authorized negotiations with the only responsible respondent to obtain the best value for the Authority. The monthly cost per drain was negotiated from \$90.90 to \$87.00. The total cost for the 5-year term, including the renewal options, is \$109,620.00.

This item authorizes the issuance of Purchase Order(s) to State Industrial Products for the period of September 3, 2020 through September 2, 2023, with two, discrete one-year renewal options to be authorized at the discretion of the Chief Executive Officer. The Authority's Director of Maintenance or designee may adjust the quantity of drain lines serviced at the negotiated price without formal amendment to this award.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of Purchase Order(s) to State Industrial Products for Enzyme Treatment Services for Grease Drain System 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.

I. APPROVAL OF THE CONSENT AGENDA

Subject	11. Purchase Order, Business Automobile Insurance, Arthur J. Gallagher Risk Management Services, Inc. of Florida, Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action (Consent)

Background:

The Authority's current Business Automobile policy expires on October 1, 2020.

Arthur J. Gallagher Risk Management Services, Inc. (Gallagher), the Authority's liability insurance broker, approached six 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, 2020 to October 1, 2021. No changes are proposed at the current coverage level of \$1 million each occurrence and aggregate with a \$0 liability deductible, a \$1,000 collision deductible for passenger vehicles, and a \$5,000 collision deductible for fire rescue vehicles.

Proposal:

The following premium quotation was received:

American Southern Insurance Company - \$229,012

The other five companies Gallagher approached declined to quote due to the category of business (airport) or underwriting requirements.

Gallagher and Siver Insurance Consultants, the Authority's insurance consulting firm, recommend accepting the quote of \$229,012 from American Southern Insurance Company at the current coverage level. The proposed premium of \$229,012 received from American Southern Insurance Company is \$28,579 or 14.26% more than the expiring premium of \$200,433. This premium increase is primarily due to an increase in rates. 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 Arthur J. 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.

I. APPROVAL OF THE CONSENT AGENDA

Subject	12. 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 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action (Consent)

Background:

The Authority's current Workers' Compensation and Employer's Liability policy expires on October 1, 2020.

Arthur J. Gallagher Risk Management Services, Inc. (Gallagher), the Authority's workers' compensation broker, approached four 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, 2020 to October 1, 2021.

Proposal:

The following premium quotations were received:

FMIT	\$520,336
Public Risk Management of Florida (PRM)	\$632,000

Two additional companies declined to provide a quote because their premium cost would not be competitive with the incumbent carrier or due to the class of business. 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.

FMIT's proposed premium of \$520,336 is for a fully insured, non-deductible program. The proposed premium represents an 18.03% decrease from the expiring policy premium of \$634,817. The lower premium is partly due to an improvement in the Authority's experience modification, which decreased from .86 to .78, and a reduction in the Authority's premium rates. However, the main driver of the premium reduction was a change made in the payroll classification of some of the Authority's employees.

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.

I. APPROVAL OF THE CONSENT AGENDA

Subject	13. 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 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action (Consent)

Background:

The Authority's current Airport Liability Insurance policy expires on October 1, 2020.

Arthur J. Gallagher Risk Management Services, Inc. (Gallagher), the Authority's liability insurance broker, approached four insurance companies including the incumbent carrier, Global Aerospace, Inc., and requested quotations for the Authority's Airport Liability coverage for the renewal period October 1, 2020 to October 1, 2021. 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. \$300M, AXA XL \$200M Excess \$340,300

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 \$340,300. The proposed premium of \$340,300 received from Global Aerospace, Inc. with AXA XL is \$145,900 or 75.1% more than the expiring premium of \$194,400. This premium increase is primarily due to the aviation insurance market continuing to tighten at an increasingly rapid rate and the Authority's loss history. Underwriting discipline has returned to the market and carriers are not competing on new business aggressively. Additionally, COVID-19 has significantly impacted the world economy and financial markets, which has affected the insurance marketplace.

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 Aviation 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.

I. APPROVAL OF THE CONSENT AGENDA

Subject	14. Authorizing Resolution for Participation in the State of Florida Local Government Surplus Funds Trust Fund (Florida PRIME), Tampa International Airport, Resolution No. 2020-243
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action (Consent)

Background:

Authority Policy P450, Banking & Investments, identifies authorized Authority investments, including, but not limited to, U.S. Treasuries, Commercial Paper, Certificates of Deposit, and the State of Florida Local Government Surplus Funds Trust Fund (Florida PRIME). Currently, the majority of the Authority's investments are in U.S. Treasury Bills and Treasury Notes. In an effort to maximize interest income, the Authority intends to diversify its investment portfolio with the higher interest-earning, more-liquid Florida Prime. For the most recent month, the yield on a Florida PRIME investment is 43 basis points, significantly better than a U.S. Treasury Bill.

Proposal:

An authorizing resolution by the Board is required to participate in the State of Florida Local Government Surplus Funds Trust Fund (Florida PRIME).

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends adoption of Resolution No. 2020-243.

Resolution:

Resolution No. 2020-243 authorizes the Authority to participate in State of Florida Local Government Surplus Funds Trust Fund (Florida PRIME) and authorizes the Chief Executive Officer, the Executive Vice President of Finance and Procurement, the Vice President of Finance and the Director of Financial Planning & Analysis to transmit funds for investment in State of Florida Local Government Surplus Funds Trust Fund (Florida PRIME), withdraw funds from time to time, issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of the Authority's funds.

J. AIRLINE RATES, FEES AND CHARGES RESOLUTION

Subject	1. Tampa International Airport Airline Rates, Fees and Charges Resolution, Resolution No. 2020-244
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action

Background:

Currently, regularly scheduled air carriers operate at Tampa International Airport under either an Airline-Airport Use and Lease Agreement, an Operating Agreement for Non-Signatory Passenger Air Carriers, or an Operating Agreement for Non-Signatory Cargo Air Carriers. The Airline-Airport Use and Lease Agreement expires on September 30, 2020. Despite months of extensive negotiations and discussions, the airlines indicated they are unable to negotiate and execute a new agreement before September 30, 2020. The Authority has a need to move to a new financial model on October 1, 2020. The proposed Tampa International Airport Airline Rates, Fees and Charges Resolution (Resolution) is a result of the extensive discussion and consultation with the airlines.

Proposal:

The Resolution provides a rate setting methodology for both per-use and leased areas. The rate setting methodology is generally a cost recovery methodology, with airlines paying for what they use. Passenger air carriers that have an active Space Rental Agreement for space within the Terminal Complex or an all-cargo air carrier that has an active lease of space within the Authority's Cargo Cost and Revenue Center will be considered Signatory Airlines. The Resolution provides formulas for Fiscal Year-end Settlement and Revenue Sharing for Signatory Airlines. The Resolution has an effective date of October 1, 2020 and will continue on a year-to-year basis until terminated by the Authority.

The Resolution outlines standard payment and reporting terms, environmental compliance terms, insurance and payment security terms, dispute resolution terms, and general terms surrounding the use and lease of Tampa International Airport.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2020-244.

Resolution:

Resolution No. 2020-244 approves and authorizes Tampa International Airport Airline Rates, Fees and Charges Resolution effective October 1, 2020; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	1. Update to Policy Manual, Revisions to Policy for Approval, Section 800, Policy P800, Airline Leases and Operating Agreements
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action

Background:

Policy P800, Airline Leases and Operating Agreements, provides the ability for the CEO to negotiate new use and lease and operating agreements with airlines.

Proposal:

Staff recommends revising Policy P800 to update references to the signatory use and lease agreement which is expiring on September 30, 2020, as well as provide the ability for the CEO to consult with the airlines on a Rates by Resolution.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the revisions to Policy P800, Airline Leases and Operating Agreements.

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

K. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	2. Update to Policy Manual, Revisions to Policy for Approval, Section 400, Policy P410, Procurement
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action

Background:

Policy P410, Procurement, establishes guidelines for the procurement of construction, improvements, repairs, or work of any nature, as well as equipment, materials, supplies, and services.

Proposal:

Staff recommends revising Policy P410 to modify cone of silence provisions to prohibit communications during Invitations to Bid (ITB), Invitations to Negotiate (ITN), Requests for Qualifications (RFQ), and Requests for Proposals (RFP) with Authority consultants and any negotiation team members assisting on a specific RFP, RFQ, ITN, or ITB. Additionally, oral communications during public negotiation meetings will be allowed as an exception to the cone of silence but communications between a Board member and any member of the negotiation team will be prohibited under the cone of silence.

Staff also recommends revising Policy P410 to modify the allowed government and cooperative contracts to include Onia Partners, Public Sector, Sourcewell, and General Service Administration (GSA) Schedule 70 (IT) and Schedule 84 (Public Safety).

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the revisions to Policy P410, Procurement.

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

K. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	3. Update to Policy Manual, Revisions to Policy for Approval, Section 400, Policy P430, Annual Budget
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action

Background:

Policy P430, Annual Budget, provides for the adoption of an annual operating and capital budget.

Proposal:

Staff recommends revising Policy P430 to update references to the Airline Use and Lease Agreement which is expiring on September 30, 2020, as well as update the name of the Airlines-Airport Affairs Committee which will now be known as the Airport Airline Affairs Committee.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends approval of the revisions to Policy P430, Annual Budget.

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

L. COMMITTEE REPORTS

Subject	1. Report of Joint Meeting of Audit Committee and Auditor Selection Committee on August 17, 2020
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Information, Reports

The Audit Committee and Auditor Selection Committee jointly met electronically by means of communications media technology on August 17, 2020, with all members of both Committees in attendance. The Audit Committee Meeting Minutes of March 9, 2020 were approved. Presentations were made by the Authority's external auditors, RSM US, regarding the Fiscal Year 2020 external financial audit plan, and by the Director of Internal Audit regarding Internal Audit department updates. The Vice President of Procurement gave a presentation regarding the External Auditor Solicitation process, including Advisory Team appointments, evaluation criteria review and approval, and Solicitation timeline. The Auditor Selection Committee unanimously approved the proposed Advisory Team, Minimum Qualifications, and Technical Evaluation Criteria.

M. UNFINISHED BUSINESS

Subject	1. Capital and Operating Budget for FY2021, Tampa International Airport, Resolution No. 2020-235
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action

Background:

FY2020 has been one of the most challenging financial years in the history of the Authority with traffic and revenues on record pace from October through February and subsequently declining significantly beginning in March due to the COVID-19 pandemic. Given the impact of the COVID-19 pandemic, the Authority is currently projecting full-year passenger traffic and revenues to miss budget by 43% and 28% respectively. Despite multiple efforts during FY2020 to reduce expenses and defer capital projects, the Authority is projecting a \$43.9 million net loss for the fiscal year. The Authority was allocated \$81.2 million in federal CARES Act funding, of which the Authority will draw \$44.2 million during FY2020. With the inclusion of the CARES Act funding, the Authority is projecting to break even on a net basis for the full FY2020.

On July 30, 2020, the Authority met with representatives of the airlines serving Tampa International Airport to review the proposed FY2021 capital and operating budget. In accordance with the terms of the Authority's revenue bond trust indenture, the proposed FY2021 capital and operating budget has also been reviewed and approved by Ricondo & Associates, the Airport Consultant.

Proposal:

For FY2021, passenger traffic is projected to reach 15.7 million passengers, which reflects a gradual recovery from the COVID-19 pandemic decrease in FY2020. Operating revenues are expected to total \$219.5 million, an increase of \$24.6 million over FY2020 levels. Net operating expenses are projected at \$137.2 million for FY2021, a decrease of over \$8.6 million versus the FY2020 budget and \$1.6 million versus FY2020 full year projections. After annual debt service of \$53 million, the FY2021 capital and operating budget projects that the Authority will generate \$28 million towards capital improvements, the annual air service incentive plan and reserves. The Authority will utilize \$22.5 million of Authority funds towards the FY2021 capital improvement program, which consists of 15 separate projects totaling more than \$47 million, \$1.6 million towards capital equipment, and the remainder to be put into reserves. The Authority has included a one-time revenue sharing distribution of \$659k to the signatory passenger air carriers, which takes into account the negative revenue sharing impact on those air carriers of the concessions and rental car relief programs.

**Non-Signatory & Signatory
Proposed FY2021 Fees & Charges
October 1, 2020-September 30, 2021**

	<u>NON-SIGNATORY RATE</u>	<u>SIGNATORY RATE</u>
LANDING FEES	\$2.902/1000 lbs CMGLW	\$2.761/1000 lbs CMGLW
Terminal:	\$3.38 per enplanement	\$3.22 per enplanement
Airside:	\$0.90 per enplanement	\$0.86 per enplanement
AVERAGE TERMINAL BUILDING RENTAL RATES:	-	\$206.79 per sq. ft./year
AIRSIDE BUILDINGS RENTAL RATE:	-	\$81.47 per sq. ft./year
PER USE TICKET COUNTER FEE (HCAA) (PER POSITION):	\$35.27	\$33.59
PASSENGER TRANSFER SYSTEM (PTS) FEE:	\$1.10 per enplanement	\$1.05 per enplanement
PER USE GATE FEE (HCAA):		
Commuter:	\$70.31	\$66.96
Narrow Body:	\$140.62	\$133.92
Wide Body:	\$210.93	\$200.89
AIRCRAFT PARKING FEES BY CLASSIFICATION (For each 2 hours per 24 hour period):		
Commuter:	\$20.86	\$19.85
Narrow Body:	\$104.40	\$99.33
Wide Body:	\$156.60	\$148.99
CARGO AIRCRAFT PARKING APRON FEE (For each 2 hours per 24 hour period):		
Up to 12,500 lbs. CMGLW	\$10	\$10
12,501 lbs. to 220,000 lbs. CMGLW	\$50	\$50
Over 220,001 lbs. CMGLW	\$100	\$100
BAG HANDLING SYSTEM FEE	\$0.95 per enplanement	\$0.90 per enplanement
TERMINAL SUPPORT FEE (HCAA)	\$0.0915 per enplanement	\$0.0871 per enplanement
OTHER PER USE FEES (HCAA)	FEE	
FIS (Federal Inspection Service Facility):	\$6.00 per deplaned post- cleared international passenger	
Curbside per use:	\$27.30 per position	\$26.00 per position
HCAA International Club Room:	\$105.00/4-hour period	\$100.00/4-hour period
	\$26.25/additional hour	\$25.00 /additional hour
	\$210.00/Maximum Daily Rate	\$200.00/Maximum Daily Fee
SERVICE	FEE	
PFC (Passenger Facility Charge)	\$4.50 less \$0.11 collection compensation per enplaned passenger	

**The Authority will be crediting airline cost centers to effectively keep rates flat during Q1 FY2021 as compared to FY2020 budgeted rates.

The Authority seeks approval of the FY2021 Capital and Operating Budget per Authority Policy P430, Annual Budget.

Funding:

N/A

Recommendation:

The Chief Executive Officer and the Airport Consultant recommend adoption of Resolution No. 2020-235.

Resolution:

Resolution No. 2020-235 adopts the Capital and Operating Budget for Fiscal Year 2021 and establishes the estimated airline rates and charges.

M. UNFINISHED BUSINESS

Subject	2. Authorizing Resolution for Prepayment and Redemption of the October 1, 2021 Maturity of the 2018A Series A, Tampa International Airport, Resolution No. 2020-241
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action

Background:

As stated in the proposed FY2021 Capital and Operating Budget, debt service paid from operating revenues will total \$52.9 million, which includes principal and interest due to bondholders. As required under the Trust Agreement, 1/12 of this amount is remitted to the Authority's Trustee on the first business day of each month during the fiscal year and held in escrow by the Trustee. On October 1, 2021, the Trustee will pay bondholders the principal maturities due on that date.

As part of its debt management strategy for FY2021, the Authority analyzed the prepayment and redemption of the 2018A Series A Bonds October 1, 2021 maturity in the amount of \$15,710,000 which is included within the \$52.9 million annual debt service for FY2021. With this prepayment and redemption, the Authority will benefit in its debt service coverage calculation for FY2021 and will save approximately \$300,000 in interest. The Authority intends to prepay and redeem this maturity prior to, on or shortly after October 1, 2020 from available reserves. There is no penalty for prepayment and early redemption of this maturity.

Proposal:

In order to prepay and redeem the October 1, 2021 maturity of the 2018A Series A Bonds in the amount of \$15,710,000, the Authority requires a Resolution from the Board.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2020-241.

Resolution:

Resolution No. 2020-241 approves and authorizes the prepayment and redemption of the October 1, 2021 maturity of Hillsborough County Aviation Authority Tampa International Airport Revenue Refunding Bonds 2018A Series A in the amount of \$15,710,000 from available Authority reserves, providing certain findings with respect to the foregoing, and providing certain other details with respect thereto; and providing an effective date.

M. UNFINISHED BUSINESS

Subject	3. Amendment No. 4 to Lease and Concession Contract, The Hertz Corporation, Tampa International Airport, Resolution No. 2020-237
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action

Background:

The Hertz Corporation (Hertz) currently operates at Tampa International Airport (Airport) pursuant to their Lease and Concession Contract (Lease). Under the Lease, Hertz owes certain fixed and variable fees to the Authority each month.

The rental car concessionaires, including Hertz, have experienced a prolonged disruption to business that continues due to the worldwide COVID-19 pandemic and have requested that the Authority provide relief from the monthly fixed fees due under their Lease.

After extensive analysis and careful consideration, the Authority determined that an Amendment to the existing Lease and Concession Contract (Amendment) is the most suitable way to ensure the Airport's financial self-sustainability, as well as the viability of the rental car concessionaires that provide a passenger service at the Airport.

Proposal:

Under the Amendment, the Authority agrees that it will not exercise its rights under the Lease to bill for either Ground Rent or Minimum Annual Privilege Fees (MAPF) incurred by Hertz for the months of April through September 2020. In addition, in Fiscal Year 2021, Hertz will be responsible for the payment of the greater of the percentage of gross receipts or fifty percent of MAPF plus fifty percent of Ground Rent. The reconciliation of this calculation will happen no later than September 2021. All other terms and conditions of the Lease will remain the same.

Funding:

This item will be funded with Authority unrestricted reserves during Fiscal Year 2020 and Fiscal Year 2021.

Recommendation:

Management recommends adoption of Resolution No. 2020-237.

Resolution:

Resolution No. 2020-237 approves and authorizes execution of Amendment No. 4 to Lease and Concession Contract at Tampa International Airport with The Hertz Corporation; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

M. UNFINISHED BUSINESS

Subject	4. Amendment No. 3 to Lease and Concession Contract, Orlando Rentco, LLC d/b/a Advantage Rent A Car, Tampa International Airport, Resolution No. 2020-236
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action

Background:

Advantage Opco, LLC d/b/a Advantage Rent A Car (Advantage) has operated at Tampa International Airport (Airport) pursuant to their Lease and Concession Contract (Lease). Advantage filed for bankruptcy on May 26, 2020.

As part of Advantage's bankruptcy proceedings, the bankruptcy court conducted an auction of Advantage's holdings and leases. Orlando Rentco, LLC (Rentco) was the successful bidder in purchasing Advantage's Lease at the Airport.

As with all rental car concessionaires, this business has experienced a prolonged disruption that continues due to the worldwide COVID-19 pandemic. Rentco has requested the Authority provide relief from the monthly fixed fees due to Authority under the Lease as of the date of purchase of Advantage's Lease.

Proposal:

This item revises certain provisions of the Advantage Lease to reflect the sale to Rentco, and provides the relief which was offered to all other rental car concessionaires effective as of the purchase date of July 1, 2020.

Pursuant to this Amendment, the Authority agrees that it will not exercise its rights under the Lease to bill for either Ground Rent or Minimum Annual Privilege Fees (MAPF) for the months of July through September 2020. In addition, in Fiscal Year 2021, Rentco will be responsible for the payment of the greater of the percentage of gross receipts or fifty percent of MAPF plus fifty percent of Ground Rent. The reconciliation of this calculation will happen no later than September 2021. All other terms and conditions of the Lease will remain the same.

Funding:

This item will be funded with Authority unrestricted reserves during Fiscal Year 2020 and Fiscal Year 2021.

Recommendation:

Management recommends adoption of Resolution No. 2020-236.

Resolution:

Resolution No. 2020-236 approves and authorizes execution of Amendment No. 3 to Lease and Concession Contract at Tampa International Airport with Orlando Rentco, LLC d/b/a Advantage Rent A Car; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

M. UNFINISHED BUSINESS

Subject	5. Increase to Maximum Purchase Authorization for Information Technology Consulting Services, General Purpose Commercial Information Technology Equipment, Software and Services, utilizing GSA Contract Nos. GS-35F-497AA, GS-35F-0547V and 47QTCA18D00LE, Applications Software Technology LLC, Polaris Associates, Inc., and Mirage Software, Inc. dba Bourntec Solutions Inc., Tampa International Airport
Meeting	Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing
Access	Public
Type	Action

Background:

On August 1, 2019, the Board authorized execution of Supplemental Contracts and issuance of purchase orders to Applications Software Technology LLC, Polaris Associates, Inc., and Mirage Software, Inc. dba Bourntec Solutions Inc. for consulting services on an as-needed basis to support the upgrade of the Authority's Enterprise Resource Planning (ERP) software system for the period of August 1, 2019 through July 31, 2023 in an aggregate maximum purchase authorization amount of \$2,700,000. The ERP software system automates the Authority's finance function, project accounting, purchasing, inventory, human resources, payroll, budgeting and advanced business reporting.

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 an increase of \$700,000 to the previously approved maximum purchase authorization amount of the purchase orders for information technology consulting services for a new aggregate maximum purchase authorization amount of \$3,400,000. There is no change to the term of the Supplemental Contracts or purchase orders.

Funding:

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

Recommendation:

The Chief Executive Officer recommends the Board authorize the increase to the maximum purchase authorization amount of the purchase orders to Applications Software Technology LLC, Polaris Associates, Inc., and Mirage Software, Inc. dba Bourntec Solutions Inc., 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.

N. NEW BUSINESS

Subject **1. New Business**

Meeting Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing

Access Public

Type Action

O. STAFF REPORTS

Subject **1. Staff Reports**

Meeting Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing

Access Public

Type Information

P. ADJOURNMENT

Subject **1. Adjournment**

Meeting Sep 3, 2020 - Aviation Authority Regular Board Meeting and Board of Adjustment Hearing

Access Public

Type Procedural
