



Tampa International Airport

AVIATION AUTHORITY

REGULAR BOARD MEETING

Thursday, September 7, 2017

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 7, 2017
Aviation Authority Regular Board Meeting**

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

A. CALL TO ORDER

1. Call to Order

B. PLEDGE OF ALLEGIANCE

1. Pledge of Allegiance

C. APPROVAL OF THE AGENDA

1. Approval of the Agenda

D. PUBLIC COMMENTS

1. Public Comments

E. APPROVAL OF THE MINUTES

1. Approval of the Minutes of the August 3, 2017 Board Meeting

F. MANAGEMENT REPORT

1. Management Report

G. APPROVAL OF THE CONSENT AGENDA

1. Amendment No. 1 to Use and Permit Agreement for Off-Airport Rental Car Concession, Cison, LLC d/b/a Ace Rent A Car; Fox Rent A Car, Inc.; Payless Car Rental, Inc.; Sixt Rent A Car, LLC; Zipcar, Inc.; Tampa International Airport, Resolution Nos. 2017-73, 2017-74, 2017-75, 2017-76, and 2017-77
2. Use and Permit Agreement for Off-Airport Rental Car Concession, CJB Enterprises, Inc. d/b/a Carl's Van Rentals, Tampa International Airport, Resolution No. 2017-71
3. Contract for Special Legal Services, Adams and Reese, LLP, Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2017-65
4. North Cargo Building Space Rental Agreement, Quantem Aviation Services, LLC, Tampa International Airport, Resolution No. 2017-68
5. Space Rental Agreement, G2 Secure Staff, LLC, Tampa International Airport, Resolution No. 2017-48
6. Purchase Order, Business Automobile Insurance, Willis of Florida, 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. of Florida, Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports

8. Purchase Order, General Purpose Commercial Information Technology Equipment, Software and Services utilizing GSA Contract No. GS-35F-0119Y, Carahsoft Technology Corporation, Tampa International Airport

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Update to Policy Manual, Revisions to Policy P331, Minimum Standards for Commercial Aeronautical Operations, Update to Policy Manual, Revisions to R331, Minimum Standards for Commercial Aeronautical Operations for Peter O. Knight Airport, Plant City Airport, Tampa Executive Airport

I. COMMITTEE REPORTS

1. Report of Audit Committee Meeting held on August 16, 2017 in the Aviation Authority Boardroom

J. UNFINISHED BUSINESS

1. Proposed Capital and Operating Budget for FY 2018, Resolution No. 2017-70

K. NEW BUSINESS

1. Construction Contract, General Aviation Hangar Rehabilitation, HCAA Project No. 6340 17, Nujak Development, Inc., Peter O. Knight Airport, Resolution No. 2017-67

2. Selection of Design-Builder, Demolition of Red Side Rental Car Garage and Airside D Shuttle Guideway, HCAA Project No. 8830 17, Tampa International Airport

3. Selection of Firm and Award of Contract, West Side Baggage Handling System Servers – Software Replacement, HCAA Project No. 6105 15, Brock Solutions US Systems LLC, Tampa International Airport, Resolution No. 2017-66

L. PRESENTATIONS

1. Presentations

M. STAFF REPORTS

1. Staff Reports

N. ATTORNEY-CLIENT CLOSED SESSION

1. Attorney-Client Closed Session

O. ADJOURNMENT

1. Adjournment



**Thursday, September 7, 2017
Aviation Authority Regular Board Meeting**

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

A. CALL TO ORDER

Subject	1. Call to Order
Meeting	Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

B. PLEDGE OF ALLEGIANCE

Subject	1. Pledge of Allegiance
Meeting	Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

C. APPROVAL OF THE AGENDA

Subject	1. Approval of the Agenda
Meeting	Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

D. PUBLIC COMMENTS

Subject	1. Public Comments
Meeting	Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

Speakers are allowed 3 minutes total to comment on propositions before the Board. Speakers designated to speak on behalf of a group of 2 or more individuals are allowed 5 minutes total to comment on propositions before the Board.

E. APPROVAL OF THE MINUTES

Subject	1. Approval of the Minutes of the August 3, 2017 Board Meeting
Meeting	Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Minutes

F. MANAGEMENT REPORT

Subject	1. Management Report
Meeting	Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

G. APPROVAL OF THE CONSENT AGENDA

Subject 1. Amendment No. 1 to Use and Permit Agreement for Off-Airport Rental Car Concession, Ciskon, LLC d/b/a Ace Rent A Car; Fox Rent A Car, Inc.; Payless Car Rental, Inc.; Sixt Rent A Car, LLC; Zipcar, Inc.; Tampa International Airport, Resolution Nos. 2017-73, 2017-74, 2017-75, 2017-76, and 2017-77

Meeting Sep 7, 2017 - Aviation Authority Regular Board Meeting

Access Public

Type Action (Consent)

Background:

On December 4, 2014, the Board approved a Use and Permit Agreement for Off-Airport Rental Car Concession at Tampa International Airport (Agreement) with Ciskon, LLC d/b/a Ace Rent A Car (Ciskon), Fox Rent A Car, Inc. (Fox), and Payless Car Rental, Inc. (Payless). On June 4, 2015, the Board approved an Agreement with Sixt Rent A Car, LLC (Sixt) and Zipcar, Inc. (Zipcar). The Agreements currently expire on September 30, 2017.

On June 4, 2015, the Board approved a Lease and Concession Contract with Ciskon, Fox, and Sixt for space in the new Rental Car Center. Payless and Zipcar will operate at the new Rental Car Center under the Authority's Lease and Concession Contract with AvisBudget, their parent company. The new Rental Car Center is scheduled to open in February 2018. Due to the difference in time between the expiration of the Agreements and the opening of the new Rental Car Center, the terms of the Agreements need to be extended.

Proposal:

Amendment No. 1 authorizes an extension of the term of the Agreements with Ciskon, Fox, Payless, Sixt and Zipcar to the later of January 31, 2018 or the date the Rental Car Center opens to the public for commencement of operations.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution Nos. 2017-73, 2017-74, 2017-75, 2017-76, and 2017-77

Resolution:

Resolution No 2017-73 approves and authorizes Amendment No. 1 to Use and Permit Agreement for Off-Airport Rental Car Concession at Tampa International Airport with Ciskon, LLC d/b/a Ace Rent A Car; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No 2017-74 approves and authorizes Amendment No. 1 to Use and Permit Agreement for Off-Airport Rental Car Concession at Tampa International Airport with Fox Rent A Car, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No 2017-75 approves and authorizes Amendment No. 1 to Use and Permit Agreement for Off-Airport Rental Car Concession at Tampa International Airport with Payless Car Rental, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No 2017-76 approves and authorizes Amendment No. 1 to Use and Permit Agreement for Off-Airport Rental Car Concession at Tampa International Airport with Sixt Rent A Car, LLC;

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

Resolution No 2017-77 approves and authorizes Amendment No. 1 to Use and Permit Agreement for Off-Airport Rental Car Concession at Tampa International Airport with Zipcar, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject **2. Use and Permit Agreement for Off-Airport Rental Car Concession, CJB Enterprises, Inc. d/b/a Carl's Van Rentals, Tampa International Airport, Resolution No. 2017-71**

Meeting Sep 7, 2017 - Aviation Authority Regular Board Meeting

Access Public

Type Action (Consent)

Background:

CJB Enterprises, Inc. d/b/a Carl's Van Rentals (CJB) currently has a Use and Permit Agreement for Off-Airport Rental Car Concession (Agreement) at Tampa International Airport (Airport) which expires on September 30, 2017. CJB chose not to occupy space in the new Rental Car Center and desires to continue operating its off-airport rental car business near the Airport.

Proposal:

This item approves and authorizes an Agreement with CJB to operate an off-airport car rental business and to provide transportation for airport customers to its off-airport location by courtesy vehicle.

The Agreement commences on October 1, 2017 and expires on September 30, 2020. The Authority may terminate the Agreement, with or without cause, upon 30 days written notice. In accordance with Authority Policy P822, CJB will pay a privilege fee equal to 1% less than that of the on-airport rental car companies, which is currently nine and one-half percent (9.5%). The privilege fee will increase to ten percent (10%) for the on-airport rental car companies after the Rental Car Center opens to the public. As such, CJB will initially pay a privilege fee of eight and one-half percent (8.5%) of Gross Receipts and will subsequently pay nine percent (9%) of Gross Receipts after the Rental Car Center opens to the public, for the remainder of the term of the Agreement.

Additionally CJB will initially pay an annual courtesy vehicle permit fee of \$100 for each authorized vehicle. At the time the new AVI system is installed at the Airport, and continuing for the remainder of the term of the Agreement, CJB will pay a vehicle per-trip fee of \$2.50 each time a customer is picked up at the Airport. Simultaneously with this change, the annual courtesy vehicle permit fee will be eliminated.

Lastly, CJB will pay the Authority a Transportation Facility Charge (TFC) of \$2.00 per rental transaction day for each rental regardless of length of rental.

The Agreement provides two methods by which CJB can account for and report non-airport business which is exempt from inclusion in Gross Receipts: a flat 5% or a signed affidavit stating an Airport customer did not arrive at the Airport within 24 hours and/or did not utilize a courtesy vehicle for transportation to or from CJB's off-airport facilities. The method chosen is to remain in place throughout the term of the Agreement.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2017-71.

Resolution:

Resolution No. 2017-71 approves and authorizes execution of the Use and Permit Agreement for Off-Airport Rental Car Concession at Tampa International Airport with CJB Enterprises, Inc. d/b/a Carl's Van Rentals; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	3. Contract for Special Legal Services, Adams and Reese, LLP, Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2017-65
Meeting	Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On October 3, 2013, the Board authorized execution of an Agreement for Special Legal Services with Adams and Reese, LLP for legal services in the area of land use and zoning. The initial term of the Agreement was October 4, 2013 through October 3, 2015 with two, one-year renewal options at the discretion of the Chief Executive Officer or designee. On July 16, 2015, the two, one-year renewal options were exercised, extending the Agreement through October 3, 2017.

Authority Policy P500 authorizes the utilization of non-Authority attorneys without obtaining three quotes or advertisement based upon such factors as needed services, experience, qualifications, geographic location, length of services, and efficiencies.

Proposal:

Authorize execution of a Contract for Special Legal Services for land use and zoning matters with Adams and Reese, LLP for a two-year period beginning October 3, 2017 and continuing through October 2, 2019, with two, one-year renewal options. The Contract authorizes the Authority General Counsel to exercise the two, one-year renewal options. The total not-to-exceed amount for the term of the Contract, including the renewal options, is \$150,000.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2017-65.

Resolution:

Resolution No. 2017-65 approves and authorizes execution of the Contract for Special Legal Services at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports with Adams and Reese, LLP; and authorizes the General Counsel or designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject 4. North Cargo Building Space Rental Agreement, Quantem Aviation Services, LLC, Tampa International Airport, Resolution No. 2017-68

Meeting Sep 7, 2017 - Aviation Authority Regular Board Meeting

Access Public

Type Action (Consent)

Background:

On August 5, 2017, the Board awarded Quantem Aviation Services, LLC (Quantem) an Operating Agreement for Ground Handlers (Operating Agreement) at Tampa International Airport (Airport). Initially, Quantem will provide cargo ground handling services to United Parcel Service, Inc. Quantem is also authorized under its Operating Agreement to provide passenger ground handling services to other airlines at the Airport. Quantem desires to lease space in the Authority's North Cargo Building in support of its activities under the Operating Agreement.

Proposal:

This Agreement leases approximately 10,080 square feet of operations space in Suites E and F of the Authority's North Cargo Building to Quantem for a term of October 1, 2017 through September 30, 2020. The Authority may terminate the Agreement upon 180 days' written notice. Quantem has no termination option without cause. The following rents commence October 1, 2017 for use of the space:

Description	Sq. Ft.	Rate	Annual Payment	Monthly Payment
Warehouse Rent	10,080	\$6.50	\$65,520.00	\$5,460.00
O&M Cost Recovery Rent	10,080	\$0.26	\$2,620.80	\$218.40
Total, Plus Tax			\$68,140.80	\$5,678.40

Effective October 1, 2019, each annual rental rate increases by five percent for the final year of the Agreement.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2017-68.

Resolution:

Resolution No. 2017-68 approves and authorizes execution of the North Cargo Building Space Rental Agreement at Tampa International Airport with Quantem Aviation Services, LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject **5. Space Rental Agreement, G2 Secure Staff, LLC, Tampa International Airport, Resolution No. 2017-48**

Meeting Sep 7, 2017 - Aviation Authority Regular Board Meeting

Access Public

Type Action (Consent)

Background:

Since April 7, 2016 G2 Secure Staff, LLC (G2) has provided interior aircraft cabin cleaning services to its customers at Tampa International Airport under an Operating Agreement for Ground Handlers. G2 desires to lease space from the Authority on the Ticketing Level of the Main Terminal under a Space Rental Agreement (Agreement) in support of its aircraft cabin cleaning operations.

Proposal:

G2 desires to lease Suite 1273 office space at the FY17 non-signatory rate indicated below:

<u>Description</u>	<u>Sq. Ft.</u>	<u>FY17 Rate</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
Ticketing Level Office Space	98	\$207.44	\$20,329.12	\$1,694.09

The Agreement commences September 7, 2017 and terminates concurrently with all other space rental agreements on September 30, 2020. Either party may terminate the Agreement upon 30 days' written notice. G2 must provide payment security in the amount of \$5,082.27, equal to three months' rents, fees and charges.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2017-48.

Resolution:

Resolution No. 2017-48 approves and authorizes execution of the Space Rental Agreement at Tampa International Airport with G2 Secure Staff, LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	6. Purchase Order, Business Automobile Insurance, Willis of Florida, Inc., Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports
Meeting	Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The Authority's current Business Automobile policy expires on September 30, 2017.

Willis of Florida, Inc. (Willis), the Authority's liability insurance broker, approached eight insurance companies including the incumbent carrier, Preferred Aviation Underwriters, requesting quotes for the Authority's Business Automobile coverage for the renewal period of October 1, 2017 through September 30, 2018. 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 quote was received:

Preferred Aviation Underwriters	\$149,227
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All other seven companies approached declined to provide a quote due to category of business or because their premium cost would not be competitive with the incumbent carrier.

The proposed premium of \$149,227 received from Preferred Aviation Underwriters is \$10,897 or 7.9% higher than the expiring premium of \$138,330. This premium increase is primarily due to the replacement of older vehicles and a small increase in rates. The term of the policy is one year. Additional premiums may be paid to Preferred Aviation Underwriters 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 Willis for the purchase of the Business Automobile policy; authorize additional premiums to be paid when additional vehicles are added to the Business Automobile policy; and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

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

G. APPROVAL OF THE CONSENT AGENDA

Subject	7. Purchase Order, Workers' Compensation and Employer's Liability Insurance, Arthur J. Gallagher Risk Management Services, Inc. of Florida, Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports
Meeting	Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The Authority's current Workers' Compensation and Employer's Liability policy expires on September 30, 2017.

Arthur J. Gallagher Risk Management Services, Inc. of Florida (Gallagher), the Authority's workers' compensation broker, approached six insurance companies including the incumbent carrier, Florida Municipal Insurance Trust (FMIT), and requested quotes for the Authority's Workers' Compensation at statutory limits and Employer's Liability coverage at \$1,000,000 each accident for the renewal period of October 1, 2017 through September 30, 2018.

Proposal:

The following premium quote was received:

Florida Municipal Insurance Trust	\$640,418
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The other five companies approached declined to provide a quote because their premium cost would not be competitive with the incumbent carrier or due to class of business. FMIT, as a governmental trust, is able to propose lower premiums than standard insurance companies.

FMIT's proposed premium of \$640,418 for a fully insured, non-deductible program represents a \$92,209 or 16.8% increase in premium over the expiring policy premium of \$548,209. This premium increase is due to a combination of affects including increases in the Authority payroll, premium rates and the Authority's experience modification rate (which is based on three-years' loss experience). The premium quote includes a \$25,000 brokerage fee.

Additional premiums may be paid to FMIT, or refunded, as a result of the Authority's annual payroll audit. The premiums will be adjusted based on the rates reflected in the quote.

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 for the purchase of the fully insured, non-deductible Workers' Compensation and Employer's Liability policy based on the rates provided in the quote from FMIT; authorize the payment of additional premiums resulting from the Authority's annual payroll audit; and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

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

G. APPROVAL OF THE CONSENT AGENDA

Subject **8. Purchase Order, General Purpose Commercial Information Technology Equipment, Software and Services utilizing GSA Contract No. GS-35F-0119Y, Carahsoft Technology Corporation, Tampa International Airport**

Meeting Sep 7, 2017 - Aviation Authority Regular Board Meeting

Access Public

Type Action (Consent)

Background:

The Information Technology Department is seeking to purchase a vulnerability management system to help identify, alert, and report vulnerabilities in Information Technology assets used in the course of business activities. Carahsoft Technology Corporation offers Qualys, a cloud based vulnerability management application that identifies vulnerabilities, generates reports to trend these activities over time, and automates reports in a manner that allows remediation efforts to be prioritized based on the most critical vulnerabilities.

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 advertising.

Proposal:

Authorize the issuance of purchase orders to Carahsoft Technology Corporation for the purchase of the Qualys vulnerability management application utilizing GSA Contract No. GS-35F-0119Y, for the period of September 7, 2017 through September 6, 2021, in a total not-to-exceed amount of \$322,000.

Funding:

This item is included in the O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of purchase orders to Carahsoft Technology Corporation and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

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

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	1. Update to Policy Manual, Revisions to Policy P331, Minimum Standards for Commercial Aeronautical Operations, Update to Policy Manual, Revisions to R331, Minimum Standards for Commercial Aeronautical Operations for Peter O. Knight Airport, Plant City Airport, Tampa Executive Airport
Meeting	Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The purpose of Minimum Standards is to foster, encourage, promote, and develop general aviation and related aeronautical activities at Peter O. Knight Airport, Plant City Airport, Tampa Executive Airport, and Tampa International Airport General Aviation, while promoting safety and security in all airport activities, enhancing the availability of high quality services for airport users, promoting the orderly development of airport property for aeronautical activities, and providing a fair and reasonable opportunity to all on-airport commercial aeronautical operators. These Minimum Standards include minimum requirements such as: type of service provided, management, and staffing standards; facilities; prior experience; and public service hours.

P331, Minimum Standards for Commercial Aeronautical Operations, was adopted on November 6, 2003 and was last revised on December 20, 2012. The Policy requires the Chief Executive Officer to ensure that the Minimum Standards are reviewed at least every three years and any recommended changes are provided to the Board for approval. The last review of P331 was on February 8, 2016 with no recommended changes.

R331, Minimum Standards for Commercial Aeronautical Operations for Peter O. Knight Airport, Plant City Airport, and Tampa Executive Airport, was adopted on November 6, 2003 and was last revised on April 5, 2012. The last review of R331 was on February 8, 2016 with no recommended changes.

Proposal:

Staff has reviewed Policy P331 and recommends the following:

- Revising the document title to refer to activities instead of operations to be consistent with FAA guidance.
- Including language providing for a fair and reasonable opportunity to all on-airport Commercial Aeronautical Operators.
- Revising to include Tampa International Airport General Aviation.

Staff has reviewed R331 and recommends the following:

- Revising the document title to refer to activities instead of operations to be consistent with FAA guidance.
- Revising to include Tampa International Airport General Aviation.
- Including language providing for a fair and reasonable opportunity to all on-airport Commercial Aeronautical Operators.
- Revising qualification requirements for prospective Fixed Base Operators (FBOs) and Specialized Aviation Service Operators (SASOs) to promote and foster aeronautical activities.
- Updating FBO operation requirements.
- Creating a separate section for SASOs to provide a clear distinction between SASO and FBO requirements.

Funding:

N/A

Recommendation:

The Chief Executive Officer recommends the Board approve the revisions to P331, Minimum Standards for Commercial Aeronautical Operations and R331, Rules and Regulations Concerning Commercial Aeronautical Operations for Peter O. Knight Airport, Plant City Airport, and Tampa Executive Airport.

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

I. COMMITTEE REPORTS

Subject	1. Report of Audit Committee Meeting held on August 16, 2017 in the Aviation Authority Boardroom
Meeting	Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Reports

The Audit Committee met on August 16, 2017, with all members in attendance. An election was held for the Chairman position and General Chip Diehl was elected as Chairman of the Audit Committee. The Committee heard presentations from the Director of Internal Audit regarding the State audit being conducted by the Auditor General's Office, an update on the progress of the fiscal year 2017 Audit Plan, and several Internal Audit Department highlights. The Vice President of Information Technology Services also provided Information Security updates. Lastly, the Authority's external auditors, RSM US, provided a presentation regarding the fiscal year 2017 external financial audit plan.

J. UNFINISHED BUSINESS

Subject	1. Proposed Capital and Operating Budget for FY 2018, Resolution No. 2017-70
Meeting	Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Authority's FY2017 budget reflected a strategy for sustaining Tampa International Airport's reputation for excellent customer service for its passengers, residents, guests, employees and tenants, all while transforming the facility for the future. The past year has seen the Authority nearing completion of significant construction all around the Tampa International Airport campus. The FY 2018 Proposed Capital and Operating Budget takes the Authority through the final completion of 69 new concessions units, the SkyConnect automated people mover, and the Rental Car Center.

Proposal:

With passenger levels at a record breaking 20.5 million, revenues are projected to reach \$231 million. Net operating expenses are projected at \$128.6 million. Expenses include 5 new staff positions in support of growth and information technology. After revenue sharing of \$9.6 million and annual debt service, which will remain flat at \$50 million, the Authority's FY2018 Operating Budget is projected to generate \$41 million for capital improvements and reserves. The \$457.7 million FY2018 capital improvement projects will utilize \$31.6 of this available Authority funding, and capital equipment is estimated to use another \$2.8 million. Other sources of funding for the Capital Budget include federal and state grants, passenger facility charges and debt.

On July 31, 2017, the Authority met with representatives of the signatory airlines serving Tampa International Airport to review the proposed Capital and Operating Budget. The airlines are in support of the initiatives and have accepted the Budget, including the establishment of terminal rental rates and landing fees. In accordance with the terms of the Authority's revenue bond trust indenture, the proposed FY 2018 Budget has been reviewed and approved by Ricondo & Associates, the airport consultant.

Estimated signatory airline fees and charges for FY 2018 are summarized below:

Average terminal rental rate per square foot	\$140.45
Airsides A, C, E and F rental rate per square foot	\$91.33
Landing fees per 1,000 pounds of landed weight	\$1.572

On August 3, 2017, the Proposed Capital and Operating Budget for Fiscal Year 2018 was presented to the Board Members for their review, accompanied with a comprehensive presentation. The proposed Budget provides for an increase in both revenues and expenses while still maintaining a contribution to reserves in excess of \$6.6 million.

Recommendation:

The Chief Executive Officer and the airport consultant recommend adoption of Resolution No. 2017-70.

Resolution:

Resolution No. 2017-70 adopts the Capital and Operating Budget for Fiscal Year 2018 and establishes the estimated signatory airline rates and charges.

K. NEW BUSINESS

Subject **1. Construction Contract, General Aviation Hangar Rehabilitation, HCAA Project No. 6340 17, Nujak Development, Inc., Peter O. Knight Airport, Resolution No. 2017-67**

Meeting Sep 7, 2017 - Aviation Authority Regular Board Meeting

Access Public

Type Action

Background:

This Project consists of various architectural, structural, and electrical improvements to three enclosed hangars at Peter O. Knight Airport. Rehabilitation efforts generally consist of interior and exterior cleaning and painting, repairs to interior and exterior panels, structural member repair, concrete slab crack and spall repair, light fixture replacement, removal and replacement of select building hardware, and various electrical improvements. A low bid solicitation was advertised on May 3, 2017.

Proposal:

On July 12, 2017, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Nujak Development, Inc.	\$579,000.00
*J.O. Delotto & Sons, Inc.	\$2,324,029.00

* J.O. Delotto & Sons, Inc. was deemed non-responsive for failing to meet the Authority's bid submission requirements.

The lowest responsive and responsible bidder is Nujak Development, Inc., a certified W/MBE firm.

There was no W/MBE expectancy for this Contract.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2017-67.

Resolution:

Resolution No. 2017-67 approves and authorizes the award and execution of the Construction Contract for General Aviation Hangar Rehabilitation, HCAA Project No. 6340 17, at Peter O. Knight Airport with Nujak Development, Inc. in the amount of \$579,000.00; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	2. Selection of Design-Builder, Demolition of Red Side Rental Car Garage and Airside D Shuttle Guideway, HCAA Project No. 8830 17, Tampa International Airport
Meeting	Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The Red Side Rental Car Garage (Garage) was constructed in 2005 to enhance customer pick-up of rental cars on the Red Side of Tampa International Airport's Main Terminal. With the new Rental Car Center scheduled to open in early 2018, the Garage is no longer needed and is incompatible with the 2012 Master Plan's future Main Terminal curbside expansion project. Additionally, the remaining segment of the Airside D Shuttle Guideway has also been deemed incompatible for future use.

This Project will demolish the Garage, the remaining segment of the existing Airside D Shuttle Guideway, and decommission the Red Side Rental Car Office Area.

Proposal:

On June 1, 2017, a request for qualifications entitled Demolition of Red Side Rental Car Garage and Airside D Shuttle Guideway at Tampa International Airport was issued.

Four responses were received and two responses were evaluated by staff. The response received from Infrastructure and Industrial Constructors Southeast, Inc. was deemed non-responsive for failing to meet the minimum qualification that the respondent has completed two projects as the Prime Contractor, Design-Builder or Construction Manager at Risk with a demolition component of \$2,000,000 or greater since January 1, 2007. The response received from Walbridge Aldinger LLC was deemed non-responsive for failing to meet the minimum qualification that the respondent meet the Women and Minority Business Enterprise (W/MBE) participation goal requirement.

The order of technical ranking is as follows:

1. Kimmins Contracting Corp.
2. Sabre Demolition Corporation

A W/MBE goal of at least 8% of the dollar amount earned on the contract for the design phase of the Project was prescribed. A W/MBE goal of at least 15% of the dollar amount earned on the contract for construction was prescribed. The percentages proposed by all responsive respondents for the amount earned on design will meet or exceed the W/MBE goal requirements and will be incorporated into the resulting contract. All responsive respondents assured that they will meet the W/MBE goal for construction.

Funding:

This item is included in the Capital Budget.

Recommendation:

The Chief Executive Officer recommends ranking the order of firms as listed above.

The Board may request presentations from the firms prior to the vote and may vote either by motion or by clear indication, to rank firms in order of preference and authorize staff to negotiate a contract; no resolution is required.

K. NEW BUSINESS

Subject	3. Selection of Firm and Award of Contract, West Side Baggage Handling System Servers – Software Replacement, HCAA Project No. 6105 15, Brock Solutions US Systems LLC, Tampa International Airport, Resolution No. 2017-66
Meeting	Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The existing West Side Baggage Handling System Servers have reached the end of their useful life and are scheduled to be replaced by the Authority. The operating system for the new servers will need to be upgraded to the current Microsoft Server 2012 R2 operating system. This project will replace the current application software, Sort Allocation Computer and Maintenance Diagnostic System, originally provided by FKI Logistex, now Intelligrated Systems, LLC. Intelligrated Systems, LLC no longer supports this software. The replacement software will run on the new Authority-provided servers and the Microsoft Server 2012 R2 operating system. The Authority will provide all operating system software, replacement servers and ancillary equipment as determined by the selected and awarded Respondent. The selected and awarded Respondent is expected to provide all needed remaining software to meet existing system performance levels.

Proposal:

On May 10, 2017 a request for proposals was issued for West Side Baggage Handling System Servers – Software Replacement at Tampa International Airport.

Three responses were received and evaluated by staff. The following firms are listed in order of technical ranking:

1. Brock Solutions US Systems LLC (*Recommended Award*)
2. JMR Technology, Inc. dba JMR Conveyor Systems, Inc.
3. ControlTouch Systems, LLC

There was no W/MBE goal prescribed for this Contract.

The term of the Contract will continue through completion of the project. The total not-to-exceed amount of the Contract is \$1,173,885.00.

Funding:

This item is included in the Capital Budget.

Recommendation:

The Chief Executive Officer recommends the ranking listed above.

Resolution:

Resolution No. 2017-66 approves the ranking; authorizes award and execution of the Contract for West Side Baggage Handling System Servers – Software Replacement, HCAA Project No. 6105 15, at Tampa International Airport with Brock Solutions US Systems LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

L. PRESENTATIONS

Subject **1. Presentations**
Meeting Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access Public
Type Information

M. STAFF REPORTS

Subject	1. Staff Reports
Meeting	Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

N. ATTORNEY-CLIENT CLOSED SESSION

Subject	1. Attorney-Client Closed Session
Meeting	Sep 7, 2017 - Aviation Authority Regular Board Meeting
Access	Private
Type	Discussion

O. ADJOURNMENT

Subject **1. Adjournment**

Meeting Sep 7, 2017 - Aviation Authority Regular Board Meeting

Access Public

Type Procedural
