



Tampa International Airport

AVIATION AUTHORITY

REGULAR BOARD MEETING

Thursday, March 1, 2018

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, March 1, 2018
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

F. MANAGEMENT REPORT

1. Management Report

G. APPROVAL OF THE CONSENT AGENDA

1. Space Rental Agreement, Sixt Rent A Car, LLC, Tampa International Airport, Resolution No. 2018-30
2. Space Rental Agreement, Fox Rent A Car, Inc., Tampa International Airport, Resolution No. 2018-31
3. Space Rental Agreement (Radio Base Station), Aircraft Service International, Inc. d/b/a Menzies Aviation, Tampa International Airport, Resolution No. 2018-23
4. Consent to Assignment and Assumption Contract, Public Financial Management, Inc. and PFM Financial Advisors LLC, Tampa International Airport, Resolution No. 2018-28
5. Operating Agreement for Ground Handlers, ISS Facility Services, Inc., Tampa International Airport, Resolution No. 2018-24
6. Renewal of Property Insurance Coverage, Arthur J. Gallagher Risk Management Services, Inc., Tampa International Airport, Peter O. Knight, Tampa Executive and Plant City Airports
7. Purchase Order, Law Enforcement Equipment utilizing National Purchasing Partners Contract No. VH11630, Axon Enterprise, Inc., Tampa International Airport

8. Purchase Order, Delivery of Water Softener Salt, Ashberry Acquisition Company dba Ashberry Water Conditioning, Tampa International Airport

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Amendment to the Hillsborough County Aviation Authority Airport Concessions Disadvantaged Business Enterprise (ACDBE) Policy and Program, Resolution No. 2018-13

I. COMMITTEE REPORTS

1. Report of Audit Committee Meeting held on February 5, 2018 in the Aviation Authority Boardroom

J. UNFINISHED BUSINESS

1. Unfinished Business

K. NEW BUSINESS

1. Selection of Design-BUILDER, Main Terminal Curbside Expansion, New Energy Plant and Related Work, HCAA Project Nos. 8200 18, 8205 18, 8900 18, 8230 18, 8240 19 and 8245 19, Tampa International Airport

2. Selection of Design Professional, Airsides Restroom Refurbishment, HCAA Project No. 5450 18, Tampa International Airport

3. Landscape Maintenance Services Contract, Ameripride Pest Control Services, Inc., dba Prime-Scape Services, Tampa International Airport, Resolution No. 2018-26

4. Maintenance Contract for Schindler Elevator Corporation Elevators, Escalators and Moving Walks, Schindler Elevator Corporation, Tampa International Airport, Resolution No. 2018-12

5. PROPworks® Software Support, Maintenance, and Consultant Services Contract, Amadeus Airport IT Americas, Inc., Tampa International Airport, Resolution No. 2018-03

6. Technical Support Services Contract for EASE™, Amadeus Airport IT Americas, Inc., Tampa International Airport, Resolution No. 2018-25

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

8. Agreement for Services, Sabre Corporation, Tampa International Airport, Resolution No. 2018-29

L. PRESENTATIONS

1. Presentations

M. STAFF REPORTS

1. Staff Reports

N. ADJOURNMENT

1. Adjournment



**Thursday, March 1, 2018
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	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

B. PLEDGE OF ALLEGIANCE

Subject	1. Pledge of Allegiance
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

C. APPROVAL OF THE AGENDA

Subject	1. Approval of the Agenda
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

D. PUBLIC COMMENTS

Subject	1. Public Comments
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

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

E. APPROVAL OF THE MINUTES

Subject	1. Approval of the Minutes
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Minutes

F. MANAGEMENT REPORT

Subject	1. Management Report
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

G. APPROVAL OF THE CONSENT AGENDA

Subject 1. Space Rental Agreement, Sixt Rent A Car, LLC, Tampa International Airport, Resolution No. 2018-30

Meeting Mar 1, 2018 - Aviation Authority Regular Board Meeting

Access Public

Type Action (Consent)

Background:

Sixt Rent A Car, LLC (Sixt) is an off-airport rental car company based in Fort Lauderdale, Florida that will be occupying space in the new Rental Car Center. On June 4, 2015, the Board approved a Lease and Concession Contract for On-Airport Vehicle Concession at Tampa International Airport (Contract) with Sixt which provides for operational and office space. Sixt desires to lease additional Exclusive Use Support Space for storage and other operational needs.

Proposal:

This item approves and authorizes a Space Rental Agreement (Agreement) with Sixt to lease Room R337 in the Ready Return Area/North Core of the Rental Car Center at the rate of \$22.00 per square foot, which amount may be adjusted annually.

<u>Description</u>	<u>Sq. Ft.</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
Exclusive Use Support Space	404	\$8,888.00	\$740.67

The Agreement commences on March 1, 2018 and expires on September 30, 2023. Either party may terminate the Agreement upon 30 days' written notice. Sixt must provide a security deposit in the amount of \$2,222.01, equal to three months' rent.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2018-30.

Resolution:

Resolution No. 2018-30 approves and authorizes execution of the Space Rental Agreement 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.

G. APPROVAL OF THE CONSENT AGENDA

Subject 2. Space Rental Agreement, Fox Rent A Car, Inc., Tampa International Airport, Resolution No. 2018-31

Meeting Mar 1, 2018 - Aviation Authority Regular Board Meeting

Access Public

Type Action (Consent)

Background:

Fox Rent A Car Inc. (Fox) is an off-airport rental car company based in Los Angeles, California that will be occupying space in the new Rental Car Center. On June 4, 2015, the Board approved a Lease and Concession Contract for On-Airport Vehicle Concession at Tampa International Airport (Contract) with Fox which provides for operational and office space. Fox desires to lease additional Exclusive Use Support Space for storage and other operational needs.

Proposal:

This item approves and authorizes a Space Rental Agreement (Agreement) with Fox to lease Room R332 in the Ready Return Area/North Core of the Rental Car Center at the rate of \$22.00 per square foot, which amount may be adjusted annually.

<u>Description</u>	<u>Sq. Ft.</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
Exclusive Use Support Space	908	\$19,976.00	\$1,664.67

The Agreement commences on March 1, 2018 and expires on September 30, 2023. Either party may terminate the Agreement upon 30 days' written notice. Fox must provide a security deposit in the amount of \$4,994.01, equal to three months' rent.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2018-31.

Resolution:

Resolution No. 2018-31 approves and authorizes execution of the Space Rental Agreement 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.

G. APPROVAL OF THE CONSENT AGENDA

Subject	3. Space Rental Agreement (Radio Base Station), Aircraft Service International, Inc. d/b/a Menzies Aviation, Tampa International Airport, Resolution No. 2018-23
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

Aircraft Service International, Inc. d/b/a Menzies Aviation (ASI) operates at Tampa International Airport under an Operating Agreement for Ground Handlers (Full Service).

Proposal:

In support of those operations, ASI desires to lease space in the Lindberg Elevator Penthouse of the Long Term Parking Garage at Tampa International Airport for a radio base station unit and associated antenna (Radio Base Station). This item authorizes the lease of common use space in the Lindberg Elevator Penthouse of the Long Term Parking Garage at Tampa International Airport to ASI for the purpose of installing, maintaining and operating one Radio Base Station and associated antennae. The term of the Agreement commences March 1, 2018 and expires September 30, 2020, concurrently with all other similar agreements. The Agreement is contingent upon ASI maintaining its Operating Agreement. The Agreement may be terminated without cause by either party upon 30 days' written notice. The annual rent is \$1,200.00, payable in monthly installments of \$100.00, plus sales tax.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2018-23.

Resolution:

Resolution No. 2018-23 approves and authorizes execution of the Space Rental Agreement (Radio Base Station) at Tampa International Airport with Aircraft Service International, Inc. d/b/a Menzies Aviation; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	4. Consent to Assignment and Assumption Contract, Public Financial Management, Inc. and PFM Financial Advisors LLC, Tampa International Airport, Resolution No. 2018-28
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On June 2, 2016, the Authority entered into a Financial Advisory Services Supplemental Contract (Contract) with Public Financial Management, Inc. (PFM) for financial advisory services. The initial term of the Agreement was June 2, 2016 through September 9, 2016 with two, one-year renewal options.

On September 14, 2016, the first of the two renewal options was exercised by the Chief Executive Officer, extending the expiration date of the Contract to September 9, 2017. On May 18, 2017, the remaining one-year renewal option was exercised by the Chief Executive Officer, extending the expiration date of the Contract to September 9, 2018.

PFM has requested that the Authority approve an assignment of the Contract to PFM Financial Advisors LLC. PFM and PFM Financial Advisors LLC are affiliated companies. PFM Financial Advisors LLC will continue to provide the same services that were previously provided by PFM under the Contract and PFM Financial Advisors LLC will be represented under the Contract by the same personnel that have worked with the Authority in the past. All other terms and conditions of the Contract will remain in effect.

Proposal:

Staff recommends the Board consent to the assignment of the Contract from PFM to PFM Financial Advisors LLC.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2018-28.

Resolution:

Resolution No. 2018-28 approves and authorizes execution of the Consent to Assignment and Assumption Contract at Tampa International Airport between Public Financial Management, Inc. and PFM Financial Advisors LLC; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	5. Operating Agreement for Ground Handlers, ISS Facility Services, Inc., Tampa International Airport, Resolution No. 2018-24
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
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. ISS Facility Services, Inc. (ISS) has requested that it be authorized to provide aircraft cabin cleaning and janitorial services for ISS's customers.

Proposal:

This item grants to ISS the non-exclusive right to provide interior cabin cleaning and janitorial services to air carriers at the Airport for the term of April 1, 2018 through September 30, 2020.

Initially, ISS will provide services for American Airlines, so no privilege fee will be remitted per the signatory airline agreement with American Airlines. However, should ISS provide services to a non-signatory airline, ISS will be required to remit 5% of monthly gross receipts. Gross receipts include ISS's gross revenues from all sales made and services performed for cash, credit or otherwise at the Airport, excluding gross receipts from signatory air carriers at the Airport. Either party may terminate the Agreement upon 30 days' written notice.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2018-24.

Resolution:

Resolution No. 2018-24 approves and authorizes execution of the Operating Agreement for Ground Handlers at Tampa International Airport with ISS Facility Services, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	6. Renewal of Property Insurance Coverage, Arthur J. Gallagher Risk Management Services, Inc., Tampa International Airport, Peter O. Knight, Tampa Executive and Plant City Airports
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

The current carriers for the Authority's property insurance program are Lexington Insurance Company (property) and Lloyds of London (terrorism), both of whom have A ratings by AM Best (a rating firm reporting on the financial stability of insurers). The current program covers all Authority property at its four airports and will expire on April 1, 2018. Arthur J. Gallagher Risk Management Services (Gallagher), the Authority's property insurance broker, marketed the current program to 25 available carriers as well as solicited possible changes to improve coverage and maximize premium dollars.

Proposal:

Gallagher recommends the Authority renew with the incumbent carriers, Lexington Insurance Company and Lloyds of London, for the same coverages as the expiring program with the exception of several improvements to the Nuclear, Chemical, Biological, and Radiological coverage. There will be a 5% deductible for Named Wind and \$250,000 for all other perils.

The renewal premium is \$2,480,769, an increase of \$596,129 from last year's premium. The increased premium reflects an overall rate increase of 4% due to current market conditions as well as increased property values due to the new Rental Car Center and other infrastructure improvements. The total insured value of the program will increase from \$2.15 billion to \$2.71 billion. The renewal quote from the incumbent carriers was the most competitive. Quotes and indications from other carriers marketed ranged from rate increases of 14% to 76% over the expiring premium.

Staff and the Authority's insurance consultant, Siver Insurance Consultants, have reviewed the proposed property insurance program and recommend the Authority accept Gallagher's property insurance renewal at a total cost of \$2,480,769.

Funding:

This item is included in the FY2018 O&M Budget.

Recommendation:

The Chief Executive Officer recommends the Board authorize Gallagher to bind the property insurance coverage listed above for the 12-month policy period beginning April 1, 2018 at a total cost of \$2,480,769.

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

G. APPROVAL OF THE CONSENT AGENDA

Subject	7. Purchase Order, Law Enforcement Equipment utilizing National Purchasing Partners Contract No. VH11630, Axon Enterprise, Inc., Tampa International Airport
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

On December 4, 2017, the Authority purchased Taser non-lethal cartridge remote firing systems (Taser) and related equipment utilizing National Purchasing Partners Contract No. VH11630 in a total amount not to exceed \$100,000. The current contract term is October 28, 2015 through October 28, 2018 with three, one-year renewal options. The Tampa International Airport Police Department uses Tasers for public and officer safety. The need for additional Tasers and related equipment has been identified due to an increase in department personnel.

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 Axon Enterprise, Inc. for additional Tasers and related equipment utilizing National Purchasing Partners Contract No. VH11630 for the period of March 1, 2018 through October 28, 2018, with three, one-year renewal options at the discretion of the Chief Executive Officer or designee, in the total not-to-exceed amount of \$150,000, including any renewal options.

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 Axon Enterprise, 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.

G. APPROVAL OF THE CONSENT AGENDA

Subject **8. Purchase Order, Delivery of Water Softener Salt, Ashberry Acquisition Company dba Ashberry Water Conditioning, Tampa International Airport**

Meeting Mar 1, 2018 - Aviation Authority Regular Board Meeting

Access Public

Type Action (Consent)

Background:

The Authority has a continued need for the purchase and delivery of bagged solar salt and bulk chipped salt to multiple locations at Tampa International Airport for the treatment of water utilized in the chiller cooling towers. A low bid solicitation for the delivery of water softener salt was advertised on December 29, 2017. The bid was based on estimated quantities of bulk and bagged salt.

Proposal:

On January 30, 2018 one bid was received, publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Eight-Year Bid Amount</u>
Ashberry Acquisition Company dba Ashberry Water Conditioning	\$515,118.89

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

The term of the award is March 1, 2018 through February 28, 2023 with three, one-year renewal options at the discretion of the Chief Executive Officer. Purchase orders will be issued during the term of the award in a total not-to-exceed amount of \$620,000, including renewal options. This not-to-exceed amount also considers additional quantities for new facilities coming online over the term of the award, including the renewal options.

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 Ashberry Acquisition Company dba Ashberry Water Conditioning 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. Amendment to the Hillsborough County Aviation Authority Airport Concessions Disadvantaged Business Enterprise (ACDBE) Policy and Program, Resolution No. 2018-13
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

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

ACDBE regulations require the Authority to establish two separate overall ACDBE goals to cover a three-year period: one for car rental concessions and another for concessions other than car rental. The goal for car rental concessions was established by the Board in February 2015 for fiscal years 2015 through 2017 as 8.0% of the total expenditure on goods and services at the Airport. The goal for concessions other than car rental for fiscal years 2015 through 2017 was established by the Board in January 2014 at 24.1% of total gross receipts.

Proposal:

This item amends Attachments 3 and 4 to the Hillsborough County Aviation Authority ACDBE Policy and Program to establish the Authority's overall three-year ACDBE goal for fiscal years 2018 through 2020 as 7.7% of the total expenditure on goods and services by car rental concessions at the Airport and 25.3% of total gross receipts generated by concessions other than car rental, based on the methodology provided in the ACDBE regulations. This item also updates Authority personnel titles in both the ACDBE Policy and Program and Attachment 1 to the ACDBE Policy and Program. ACC, Inc. and Ken Weeden & Associates, Inc. assisted with the development of the three-year ACDBE goals. Both firms are ACDBE certified. The Federal Aviation Administration (FAA) has approved both ACDBE goals for fiscal years 2018 through 2020.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2018-13.

Resolution:

Resolution No. 2018-13 approves and authorizes amendment to the Hillsborough County Aviation Authority Airport Concessions Disadvantaged Business Enterprise (ACDBE) Policy and Program; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

I. COMMITTEE REPORTS

Subject	1. Report of Audit Committee Meeting held on February 5, 2018 in the Aviation Authority Boardroom
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Reports

The Audit Committee met on February 5, 2018, with all members in attendance. The Committee heard presentations from the Director of Internal Audit regarding the Annual Internal Audit Report, fiscal year 2018 audit plan, and the status of the State audit that had been conducted by the Auditor General's Office. The Vice President of Information Technology Services also provided an update regarding the progress made to align processes and procedures with industry standards. Finally, the Authority's external auditors, RSM US, presented the results of the fiscal year 2017 external financial audit.

J. UNFINISHED BUSINESS

Subject	1. Unfinished Business
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

K. NEW BUSINESS

Subject	1. Selection of Design-Builder, Main Terminal Curbside Expansion, New Energy Plant and Related Work, HCAA Project Nos. 8200 18, 8205 18, 8900 18, 8230 18, 8240 19 and 8245 19, Tampa International Airport
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The 2012 Master Plan Update studied, modeled and identified airport-wide roadway improvements that are recommended for the Authority to keep pace with forecasted growth and maintain an acceptable level-of-service for its roadway network.

This Program is part of Phase II of the Master Plan and includes expansion of the curbsides incorporating new elevated and at-grade lanes and vertical circulation buildings for both the Blue and Red sides.

The Blue side curb expansion consists of:

- Demolition of the Blue side rental car customer service building, rental car pedestrian walkways entering the Main Terminal Ticketing Level, and water fountain plazas on the Baggage Claim Level
- Modifications to the Short Term Parking Garage entry plaza, parking access revenue control system and associated roadways
- Renovation/reconstruction to portions of the Main Terminal Transfer Level, Authority Offices and pedestrian walkways from the Main Terminal Transfer Level to the Long Term Parking Garage

The Red side curb expansion consists of:

- Construction of a new Energy Plant
- Replacement of Main Terminal loading dock and other related support facilities
- Replacement of the FAA parking lot
- Demolition of the existing Authority Administrative Building and Energy Plant
- Demolition and reconstruction of a section of the walkway connecting the Main Terminal to the Marriott Hotel
- Renovation/reconstruction to portions of the Main Terminal Transfer Level

Proposal:

On October 4, 2017, a request for qualifications entitled Main Terminal Curbside Expansion, New Energy Plant and Related Work at Tampa International Airport was issued.

Four responses were received and evaluated by staff.

The order of technical ranking is as follows:

1. Hensel Phelps Construction Co.
2. Clark Construction Group, LLC
3. Suffolk Construction Company, Inc.
4. Kiewit Infrastructure South Co.

A W/MBE goal of at least 17% of the dollar amount earned on the contract for the design phase of the Program was prescribed. A W/MBE goal of at least 19% of the dollar amount earned on the contract for construction was prescribed. The percentages proposed by all respondents for the amount earned on design

will meet or exceed the W/MBE goal requirements and will be incorporated into the Part 1 Contract. All 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	2. Selection of Design Professional, Airsides Restroom Refurbishment, HCAA Project No. 5450 18, Tampa International Airport
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

This project will refurbish the public restrooms and accompanying companion restrooms at Airsides A and E to enhance maintainability, improve the overall appearance of the restroom facilities, and provide a new layout with larger stalls.

Proposal:

On November 15, 2017, a request for qualifications for design professional services entitled Airsides Restroom Refurbishment at Tampa International Airport was issued.

Four responses were received and evaluated by staff.

The order of technical ranking is as follows:

1. Michael Baker International, Inc.
2. Borrelli + Partners, Inc.
3. Rowe Architects Incorporated
4. Design Styles Architecture, Inc.

A W/MBE goal of at least 11% of the dollar amount earned on the contract for the design of the project was prescribed. The percentages proposed by all respondents for the amount earned on design will meet or exceed the W/MBE goal requirements and will be incorporated into the contract.

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. Landscape Maintenance Services Contract, Ameripride Pest Control Services, Inc., dba Prime-Scape Services, Tampa International Airport, Resolution No. 2018-26
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

This Landscape Maintenance Services Contract (Contract) provides for right of way mowing and landscape bed maintenance at three Tampa International Airport locations: Cargo Road, Hoover Blvd. and Spruce/O'Brien Streets.

A low bid solicitation for Landscape Maintenance Services was advertised on December 6, 2017.

Proposal:

On Wednesday, January 17, 2018 bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Ameripride Pest Control Services, Inc., dba Prime-Scape Services	\$67,275.00
Premier Lawn Maintenance, LLC	\$84,100.00
Deere-Scape, LLC	\$92,486.68
Landscape Maintenance Professionals, Inc.	\$133,205.16
Blue Spruce, Inc.	\$183,216.00
Greenturf Services, Inc.	\$189,700.00
TCC Enterprises	\$207,980.00

There was no W/MBE expectancy for this Contract.

The lowest responsive and responsible bidder is Ameripride Pest Control Services, Inc., dba Prime-Scape Services.

The term of the Contract is for the period of April 2, 2018 through April 1, 2019, with two, one-year renewal options at the discretion of the Chief Executive Officer. The Contract amount for the first year is \$67,275. An annual increase or decrease based on a Consumer Price Index for labor and materials is incorporated into the Contract beginning in year two and continuing for the balance of the term, including renewal options.

This item also authorizes the Chief Executive Officer or designee to approve up to \$10,000 of Extra Work over the term of the Contract, including the renewal options.

The Authority may cancel the Contract immediately and without notice for cause, and may terminate without cause at any time upon 30 days written notice.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2018-26.

Resolution:

Resolution No. 2018-26 approves and authorizes award and execution of the Landscape Maintenance Services Contract at Tampa International Airport with Ameripride Pest Control Services, Inc., dba Prime-Scape Services; authorizes the Chief Executive Officer or designee to approve up to \$10,000 of Extra Work over the term of the Landscape Maintenance Services Contract, including the renewal options; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	4. Maintenance Contract for Schindler Elevator Corporation Elevators, Escalators and Moving Walks, Schindler Elevator Corporation, Tampa International Airport, Resolution No. 2018-12
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

The current five-year Maintenance Contract for Elevators and Escalators with Schindler Elevator Corporation expires March 31, 2018. It provides for maintenance and repair services of 84 elevators, 28 escalators and 9 dumbwaiters at the current annual price of \$1,468,416.00.

Pursuant to Authority Standard Procedure S410.20, Standardization Program and at the request of the Maintenance department, the Authority's Standardization Committee met on December 14, 2017 and was presented with a Request to Standardize Services for the maintenance of Schindler Elevator Corporation Elevators, Escalators and Moving Walks by Schindler Elevator Corporation. The Request was approved by the Standardization Committee. A Notice of Standardization of Services and Intent to Negotiate a Contract was publicly noticed on December 20, 2017. No responses were received.

This new Maintenance contract will incorporate additional Schindler equipment acquired through the completion of the Master Plan Phase 1 construction projects. The additional new equipment includes 22 elevators, 22 escalators and 8 moving walks.

Proposal:

This item authorizes execution of a Maintenance Contract with Schindler Elevator Corporation for the maintenance of Schindler Elevator Corporation elevators, escalators and moving walks for the period of March 1, 2018 through February 28, 2023 with one, five-year renewal option at the discretion of the Chief Executive Officer. The negotiated amount for the first year of the Maintenance Contract is \$2,137,140. The annual cost will increase by \$56,124 in the second year due to the new equipment no longer being under warranty. In addition, an annual adjustment of 3.5% is incorporated into the Maintenance Contract for the balance of the term including the five-year renewal option. This Maintenance Contract includes a provision for Schindler Elevator Corporation to perform Extra Work beyond normal corrective and preventive maintenance as necessary. Extra Work may be ordered utilizing the Extra Work provision. This item authorizes the Chief Executive Officer or designee to approve up to \$500,000 of Extra Work over the ten-year term of the Maintenance Contract, inclusive of the renewal option.

The Authority may terminate the Maintenance Contract by giving thirty days written notice.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2018-12.

Resolution:

Resolution No. 2018-12 approves and authorizes execution of the Maintenance Contract for Schindler Elevator Corporation Elevators, Escalators, and Moving Walks at Tampa International

Airport with Schindler Elevator Corporation; approves and authorizes the Chief Executive Officer or designee to approve up to \$500,000 of Extra Work over the term of the Contract; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	5. PROPworks® Software Support, Maintenance, and Consultant Services Contract, Amadeus Airport IT Americas, Inc., Tampa International Airport, Resolution No. 2018-03
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

In November 1997, the Authority entered into a software support and maintenance agreement for PROPworks®, a comprehensive software application that supports Airport tenant management, billing, property, and revenue related information. PROPworks® is integrated with the Authority's Oracle Financial system.

On April 7, 2011, the Board approved and authorized execution of a sole source Software Support and Maintenance Agreement and Consultant Services Agreement for PROPworks® for a term of April 1, 2011 through March 31, 2016 with two, one-year renewal options to renew at the sole discretion of the Authority's Board for a not-to-exceed amount of \$432,500. On February 4, 2016, the Authority Board exercised the two, one-year renewal options and increased the not-to-exceed amount to \$605,500.

The Authority is in need of continued support for PROPworks®, including, but not limited to, software updates, upgrades, enhancements, development of custom reports, training, and security patches.

On December 8, 2017, a Notice of Intent to Sole Source with Amadeus Airport IT Americas, Inc. for continued software support, maintenance, and consultant services of the PROPworks® software was advertised. PROPworks® software is proprietary and distributors or third party providers are not permitted to offer software support, maintenance or consultant services.

Authority Policy P410 authorizes sole source purchases when no other authorized vendor can supply the required equipment, materials, supplies or services.

Proposal:

This item authorizes execution of the PROPworks® Software Support, Maintenance, and Consultant Services Contract with Amadeus Airport IT Americas, Inc. for the period of April 1, 2018 through March 31, 2023, with two, one-year renewal options at the discretion of the Chief Executive Officer or designee. The total not-to-exceed amount of the Contract, including the renewal options, is \$800,000.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2018-03.

Resolution:

Resolution No. 2018-03 approves and authorizes execution of the PROPworks® Software Support, Maintenance, and Consultant Services Contract at Tampa International Airport with Amadeus Airport IT Americas, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	6. Technical Support Services Contract for EASE™, Amadeus Airport IT Americas, Inc., Tampa International Airport, Resolution No. 2018-25
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

On January 8, 2015, the Board awarded a Contract to Air-Transport IT Services, Inc. for implementation and maintenance of the Extended Airline System (EASE™) software suite. The award included software and hardware for Authority-controlled gates at the airside and check-in ticket counters on the ticketing level of the Main Terminal as part of Phase I of the Common/Shared Use Passenger Processing System. The total not-to-exceed amount was \$1,831,032 with substantial completion of the work within 216 days after issuance of the Notice to Proceed.

On January 6, 2016, a Notice of Intent to Sole Source with Air Transport IT Services, Inc. for implementation and maintenance of EASE™ software suite was advertised. Air-Transport IT Services, Inc. is the sole authorized provider of EASE™ software and as such is the sole authorized provider for software implementation, maintenance, support, and consulting services.

On June 2, 2016, the Board awarded a Contract to Air-Transport IT Services, Inc. for the expansion of EASE™ software suite to additional counters and gates as part of Phase II of the Common/Shared Use Passenger Processing System. The total not-to-exceed amount was \$1,293,644 with substantial completion of the work within 216 days after issuance of the Notice to Proceed. On April 21, 2017, Air Transport IT Services, Inc. changed its name to Amadeus Airport IT Americas, Inc.

The Authority is in need of continued support for EASE™ including, but not limited to, hardware and software support, enhancements, and on-site technical support.

Authority Policy P410 authorizes sole source purchases when no other authorized vendor can supply the required equipment, materials, supplies or services.

Proposal:

This item authorizes execution of a Technical Support Services Contract for EASE™ with Amadeus Airport IT Americas, Inc. for a period of March 1, 2018 through February 28, 2023, with two, one-year renewal options at the discretion of the Chief Executive Officer or designee. The total not-to-exceed amount of the Contract, including the renewal options, is \$1,800,000.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2018-25.

Resolution:

Resolution No. 2018-25 approves and authorizes execution of the Technical Support Services Contract for EASE™ at Tampa International Airport with Amadeus Airport IT Americas, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	7. Purchase Order, General Purpose Commercial Information Technology Equipment, Software and Services utilizing GSA Contract No. GS-35F-0119Y, Contender Solutions through Carahsoft Technology Corporation, Tampa International Airport
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

In June 2015, the Information Technology Services (ITS) Department implemented a new cloud-based IT Services Management Solution (ServiceNOW) on a trial basis with Contender Solutions through GSA Contract No. GS-35F-0119Y which was awarded to Carahsoft Technology Corporation (Carahsoft). Carahsoft is the authorized distributor of ServiceNOW and Contender Solutions is the authorized reseller. ServiceNOW was implemented at a cost of \$99,700 and included the subscription service, licenses, and assistance with implementation. ServiceNOW provides the Authority with a consolidated IT Service Management tool to manage IT requests, incidents, problems and changes.

On December 3, 2015, the Board authorized the issuance of purchase orders to Contender Solutions through Carahsoft utilizing GSA Contract No. GS-35F-0119Y for the term of December 4, 2015 through December 19, 2016 in a total amount not-to-exceed \$150,000. Contender Solutions has provided additional licenses to accommodate new staff, customization of both internal and external email notifications, customizations to meet Authority needs for reporting incidents and services requests, and additional professional services as needed under the previously approved purchase orders.

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 Contender Solutions through Carahsoft for the annual ServiceNOW subscription service and licenses utilizing GSA Contract No. GS-35F-0119Y for the period of March 1, 2018 through December 19, 2021 for a total not-to-exceed amount of \$1,227,000.

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 Contender Solutions through 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.

K. NEW BUSINESS

Subject	8. Agreement for Services, Sabre Corporation, Tampa International Airport, Resolution No. 2018-29
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

In December 2017 the Authority entered into an Agreement for Services with Sabre Corporation for \$48,000 to provide consulting services to evaluate existing and future gate capacity at Tampa International Airport. That Agreement for Services terminated upon completion of services. Sabre Corporation is one of the largest systems and solutions providers to the aviation industry, and provides many of the world's airlines and airports with their internal commercial and operations related systems. Sabre Corporation leveraged its proprietary Sabre AirCentre Gate Planner product to model existing and future gate requirements for Tampa International Airport based on current and projected airline schedules.

Based on the output from the original gating analysis, the Authority is in need of additional consulting services to analyze additional gating scenarios.

On February 8, 2018, a Notice of Intent to Sole Source with Sabre Corporation for consulting services was advertised. Sabre Corporation is the developer of the proprietary Sabre AirCentre Gate Planner system which was utilized in the initial gating analysis. Authority Policy P410 authorizes sole source purchases when no other authorized vendor can supply the required equipment, materials, supplies or services.

Proposal:

This item authorizes execution of an Agreement for Services with Sabre Corporation for the period of March 1, 2018 through April 30, 2019. The total not-to-exceed amount of project-specific Work Orders under the Agreement for Services is \$150,000.00.

Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2018-29.

Resolution:

Resolution No. 2018-29 approves and authorizes execution of the Agreement for Services at Tampa International Airport with Sabre Corporation; authorizes the Chief Executive Officer or designee to approve project-specific Work Orders up to a not-to-exceed amount of \$150,000 over the term of the Agreement for Services; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.

L. PRESENTATIONS

Subject

1. Presentations

Meeting

Mar 1, 2018 - Aviation Authority Regular Board Meeting

Access

Public

Type

Information

M. STAFF REPORTS

Subject	1. Staff Reports
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

N. ADJOURNMENT

Subject	1. Adjournment
Meeting	Mar 1, 2018 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural