

Hillsborough County Aviation Authority  
Regular Board Meeting

Thursday, 9:00 a.m.

August 11, 2022

A Regular Board Meeting was convened in the Boardroom, Level 4 of SkyCenter ONE, Tampa, Florida, on Thursday, August 11, 2022.

Members present were: Chairman Gary Harrod, Robert I. Watkins, General Diehl, Mayor Castor and Commissioner White. Mayor Castor and Commissioner White departed prior to the end of the meeting.

Aviation Authority staff members present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Damian Brooke, Chris Minner, John Tiliacos, Veronica Cintron, Scott Knight, Michael Kamprath, Adam Bouchard, Brian Miles, Elita McMillon, Laurie Noyes, Jeff Siddle, Silvana Muro, Tom Thalheimer, Emily Nipps, Tony Conza, Rob Porter, Matt Bauer, Gina Evans, Chief Charlie Vazquez, Barbara Grilli, Brett Fay, Randy Forister, Paul Ridgeway, Ben Robins, Police Officer Verret, Police Officer Cooper, Alex Heiter, Dan Johnson, Marcus Session, James Tarro, Beau Zimmer, Violet Cummins, Tony O'Brian, Laura Tatem, Dan Seeley, John Mallory, Paul Ridgeway, Felicia Carlee, Kate Webb, Dan Porter, Kevin Podsiad, Josh Harmon, Melissa Solberg and Josh Gillen.

Chairman Harrod welcomed everyone to the August 11, 2022 Regular Board Meeting of the Aviation Authority. Chairman Harrod asked that anyone who had propositions to come before the Board see Violet Cummins for a form.

The Pledge of Allegiance was recited.

Chairman Harrod called the Regular Board Meeting to Order.

Mr. Lopano stated that at the June Board Meeting General Counsel Michael Stephens had advised of the possibility of holding an Attorney-Client Closed Session at this meeting but there is no need to hold the Closed Session at this time.

Chairman Harrod then asked for a Motion to Approve the Agenda.

Upon motion of Commissioner White, seconded by General Diehl, the Agenda was unanimously approved by all Board members present.

There were no Public Comments.

Chairman Harrod asked General Counsel Stephens if there were any abstentions from the Regular Board Meeting held on June 2, 2022 that needed to be read into the record. General Counsel Stephens replied that there were no abstentions from the June 2, 2022 Board Meeting and none were anticipated at this meeting.

Chairman Harrod asked if there were any additions or corrections to the Minutes of the Regular Board Meeting held on June 2, 2022.

Upon motion of Mr. Watkins, seconded by General Diehl, the Minutes of the Regular Board Meeting held on June 2, 2022 were unanimously approved by all Board Members present.

Mr. Lopano's Management Report was next.

Chris Minner provided the Performance Assessment Report.

Total passenger traffic for the fiscal year is 3.5% behind where it was prior to the start of the pandemic. June's numbers were down 5.9% versus 2019 but up 1.8% versus where they were in 2021.

International traffic was down 23.5% in June compared to 2019 but significantly up from 2021. For the full fiscal year to date, international traffic was down 44.5% compared to 2019 numbers.

Virgin Atlantic announced new nonstop flights to London's Heathrow Airport. This flight will begin on November 3, 2022 and then on November 28, 2022 will become a daily round trip.

In June the Authority hosted a hospitality hiring night. 100 people attended with 50 on the spot job offerings. The next event will take place on August 23, 2022 and then again in September.

The rental car business had fleet shortages during the early days of the pandemic. Rental car companies have been adding cars back to their fleet and the average daily rates are continuing to come down. It is anticipated that transactions will remain high.

Tony O'Brian, the new Vice President of Real Estate, was introduced.

SkyCenter One has reached a milestone of 93% occupancy and it is anticipated that the Authority will purchase the building in April 2023.

There have been 5,000 new followers added on Social Media in June and July. Earned media value was approximately \$8 million with an audience of almost 200 million people.

John Tiliacos was next with an update on the Biometric Facial Recognition Technology project. The Authority, in conjunction with US Customs and Border Protection, has started a pilot program. Biometric devices have been installed at the international gates which airline partners will begin using this month. While biometric screening enhances national security, it also provides a faster more efficient arrival and departure process for international passengers.

The Authority won the following awards at the 53 annual Florida Airports Council Annual Conference in Orlando.

- J. Bryan Cooper Vision Award

- J. Bryan Cooper Environmental Award
- FDOT Commercial Service Airport Project of the Year

Mr. Tilacos concluded his report with a recognition of Paul Ridgeway, Authority Director of Maintenance, who was retiring after nearly 40 years of service.

This concluded Mr. Lopano's Management Report.

The Chairman then moved on to the Consent Agenda.

Upon motion of Mr. Watkins, seconded by General Diehl, the Consent Agenda was unanimously approved by all Board Members present.

The following items were contained in the Consent Agenda.

#### Item G1

North Cargo Building Space Rental Agreement, American Airlines, Inc., Tampa International Airport, Resolution No. 2022-76; North Cargo Building Space Rental Agreement, Cargo Force, Inc., Tampa International Airport, Resolution No. 2022-77; North Cargo Building Space Rental Agreement, LGSTX Services, Inc., Tampa International Airport, Resolution No. 2022-78; North Cargo Building Space Rental Agreement, Quantem Aviation Services, LLC, Tampa International Airport, Resolution No. 2022-79; North Cargo Building Space Rental Agreement, United Parcel Service, Inc., Tampa International Airport, Resolution No. 2022-80.

On October 5, 2017, the Authority and American Airlines, Inc. (American) entered into a North Cargo Building Space Rental Agreement (Agreement) for Suite G in the Authority's North Cargo Building at Tampa International Airport. The Agreement supports American's cargo business operations.

On August 6, 2020, the Authority and Cargo Force, Inc. (Cargo Force) entered into an Agreement for Suites A, B, C, and D in the Authority's North Cargo Building at Tampa International Airport. The Agreement supports Cargo Force's cargo business operations.

On October 5, 2017, the Authority and LGSTX Services, Inc. (LGSTX) entered into an Agreement for Suites I through P, Suite R, and certain space in and around the Authority's North Cargo Building at Tampa International Airport. The Agreement supports LGSTX's cargo business operations.

On September 7, 2017, the Authority and Quantem Aviation Services, LLC (Quantem) entered into an Agreement for Suites E and F in the Authority's North Cargo Building at Tampa International Airport. The Agreement supports Quantem's cargo business operations.

On August 3, 2017, the Authority and United Parcel Service, Inc. (UPS) entered into an Agreement for Suite S and certain space in and around the Authority's North Cargo Building at Tampa International Airport. The Agreement supports UPS' cargo business operations.

The above Agreements terminate on September 30, 2022. American, Cargo Force, LGSTX, Quantem, and UPS wish to enter into new Agreements with the Authority.

These new Agreements are effective October 1, 2022 and terminate September 30, 2024, with one, 1-year renewal option. Either party may terminate the Agreements upon 60 days' written notice.

Utilizing Fiscal Year 2023 rates, the rates under the Agreements are as follows: Warehouse Space at an initial rate of \$7.17 per square foot, Hardstand D Storage Space at an initial rate of \$0.92 per square foot, Apron GSE Storage Space at an initial rate of \$0.76 per square foot, Parking Lot GSE Storage at an initial rate of \$0.76 per square foot, and Truck Court Ground Lease Space at an initial rate of \$1.14 per square foot. Starting October 1, 2023, Warehouse Space, Hardstand D Storage Space, Apron GSE Storage Space, Parking Lot GSE Storage Space, and Truck Court Ground Lease Space rents will increase by 3% each year. O&M Rent is set at an initial rate of \$0.30 per square foot and will increase by 5.5% each year starting October 1, 2023. O&M Rent can be updated upon 60 days' notice.

Initial Rents (October 1, 2022 – September 30, 2023):

Company	Premises	Total SF	Initial Annual Rent	Total Initial Annual Rents	Total Initial Monthly Rents
American	Warehouse Space	3,006	\$21,553.02	\$22,454.82	\$1,871.24
	Suite G				
	Initial O&M Rent	3,006	\$901.80		
Cargo Force	Warehouse Space	22,680	\$162,615.60	\$169,419.60	\$14,118.30
	Suites A-D				
	Initial O&M Rent	22,680	\$6,804.00		



LGSTX	Warehouse Space	50,400	\$361,368.00	\$692,147.56	\$57,678.97
	Suites I-P & R				
	Hardstand D Storage Space	8,809	\$8,104.28		
	Apron GSE Storage Space	44,678	\$33,955.28		
	Truck Court	240,000	\$273,600.00		
	Initial O&M Rent	50,400	\$15,120.00		
Quantem	Warehouse Space	10,080	\$72,273.60	\$75,297.60	\$6,274.80
	Suites E-F				
	Initial O&M Rent	10,080	\$3,024.00		
UPS	Warehouse Space	17,640	\$126,478.80	\$172,112.92	\$14,342.74
	Suite S				
	Hardstand D Storage Space	6,948	\$6,392.16		
	Apron GSE Storage Space	26,880	\$20,428.80		
	Parking Lot GSE Storage Space	17,791	\$13,521.16		
	Initial O&M Rent	17,640	\$5,292.00		

Management recommended adoption of Resolution Nos. 2022-76, 2022-77, 2022-78, 2022-79, and 2022-80.

Resolution No. 2022-76 approved and authorized execution of North Cargo Building Space Rental Agreement at Tampa International Airport with American Airlines, Inc; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2022-77 approved and authorized execution of North Cargo Building Space Rental Agreement at Tampa International Airport with Cargo Force, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2022-78 approved and authorized execution of North Cargo Building Space Rental Agreement at Tampa International Airport with LGSTX Services, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2022-79 approved and authorized execution of North Cargo Building Space Rental Agreement at Tampa International Airport with Quantem Aviation Services, LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Resolution No. 2022-80 approved and authorized execution of North Cargo Building Space Rental Agreement at Tampa International Airport with United Parcel Service, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

#### Item G2

License Agreement (Dana Shores Parking), Hillsborough County, Tampa international Airport, Resolution No. 2022-81.

The Authority owns 29.6 acres of property west of the approach end of Runway 10, 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. Hillsborough County has requested to use 1.33 acres of the Dana Shores Property for overflow vehicle parking during Hillsborough County athletic events. The use is consistent with FAA regulations and the Authority's policy of leasing certain lands and buildings for non-aeronautical interim uses.

The Term of this License Agreement will be August 11, 2022 through August 10, 2024 with two, two-year renewal options at the Chief Executive Officer's discretion. Hillsborough County plans to use the property 18 times during a calendar year and will pay an annual fee of \$3,251.22. The annual fee for the renewal options may be adjusted by using the Consumer Price Index upon the commencement of each renewal option period. This License Agreement may be terminated by either party upon 30 days' written notice. Additional uses by Hillsborough County must be approved in advance by the Chief Executive Officer and will be calculated at the per day rate of the then-current annual rate divided by 18 occasions per year. The fees for such additional uses will be payable within fifteen (15) days of the additional use, without demand by the Authority.

Management recommended adoption of Resolution No. 2022-81.

Resolution No. 2022-81 approved and authorized execution of License Agreement (Dana Shores Parking) at Tampa International Airport with Hillsborough County; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

#### Item G3

Purchase Order(s), Pest Control Services, utilizing The Interlocal Purchasing System (TIPS) Contract No. 200106, Ecolab Inc., Tampa International Airport.

The Authority currently uses The Interlocal Purchasing System (TIPS) Contract No. 200106 with Ecolab, Inc. to provide recurring pest control services at different locations throughout Tampa International Airport (Airport). TIPS is a national government cooperative purchasing program lead by the Region 8 Education Service Center in Texas. The TIPS Contract offers a 30% discount off pest control services list price.

This purchase authorization will provide for the continuation of pest control services, including, but not limited to, insects and rodents which are normally considered to be a nuisance or which pose a potential hazard to human health. Services provided are inclusive of labor, equipment, chemicals, product data and incidentals for the effective eradication of pests at the Airport and its tenant buildings.

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.

Staff recommended the issuance of purchase orders to Ecolab Inc. for pest control services, utilizing TIPS Contract No. 200106 for the Term of August 11, 2022 through March 31, 2023, with one, one-year renewal option at the discretion of the Chief Executive Officer or designee contingent upon approval of the renewal between Ecolab, Inc and TIPS, in the maximum purchase authorization amount of \$250,000 including the renewal option.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of purchase orders to Ecolab Inc. for pest control services and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

The Board acted on this by motion; no resolution was required.

#### Item G4

Purchase Order(s), Spacesaver Storage Systems, utilizing Sourcewell Contract No. 121919-KII, Patterson Pope, Inc., Tampa International Airport.

The Authority currently uses Spacesaver High Density Shelving to provide storage in its Police Evidence Room.

This purchase authorization will provide for secure Spacesaver High Density Shelving to the Authority's Airport Lost and Found office in compliance with Florida Statute Chapter 182.

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.

Staff recommends the issuance of purchase orders to Patterson Pope, Inc. for the purchase of Spacesaver Storage System products utilizing Sourcewell Contract No. 121919-KII in the maximum purchase authorization amount of \$135,000.

This item is included in the Capital Budget.

The Chief Executive Officer recommended the Board authorize the issuance of purchase orders to Patterson Pope, Inc. and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.



The Board acted on this by motion; no resolution was required.

Item G5

Authorization for Expenditure of State Forfeiture Funds, Tampa International Airport.

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), State Forfeiture Funds shared with local law enforcement agencies must be expended for law enforcement purposes. The Florida Contraband Forfeiture Act (FCFA) authorizes law enforcement agencies to use the proceeds collected under the FCFA for authorized law enforcement purposes as well.

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

Authorize the expenditure of State Forfeiture Funds to be used by the Tampa International Airport Police Department in the maximum purchase authorization amount of \$20,000 for selected Airport Police Department personnel to attend various leadership and law enforcement specific trainings designed to enhance the leadership competencies of first-line supervisors and middle managers as well as develop law enforcement skills.

This item is included in the State Forfeiture Funds Budget.

The Chief Executive Officer recommended the Board authorize the expenditure of State Forfeiture Funds and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

The Board acted on this by motion; no resolution was required.

Item G6

Authorization to Dispose Surplus Property, Tampa International Airport.

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

<b>Description</b>	<b>QTY</b>	<b>Year Purchased</b>	<b>Asset Tag</b>
2012 Ford E450 14 Passenger Bus	7	2012	124342/124343/124345/124347 124349/124350/124352
2015 Chevy Tahoe	1	2015	200691
Towable Chemical Sprayer	2	2011	102097
ExmarkStand On Mower	4	2016	211739/211741/211742/211743
2011 Ford Ranger	1	2011	123387



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

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

The Board acted on this by motion; no resolution was required.

There were no Policies or Rules for Consideration or Action or Committee Reports. Chairman Harrod proceeded to Unfinished Business.

The following items were contained in Unfinished Business.

#### Item J1

Change Order No. 2 to Part 2 Contract for Design-Build Services, Monorail System Decommissioning and Moving Walkway Installation, HCAA Project No. 8315 20, Manhattan Construction Company, Tampa International Airport, Resolution No. 2022-84, presented by Jeff Siddle.

This Project will install moving walkways on Level 4 in the Long Term Parking Garage (LTPG) aligned with the existing elevator cores. Access to the Main Terminal from Level 4 in the LTPG will be across the new pedestrian bridge. In addition, this Project will remove all portions of the existing monorail system, maintenance facility, guideway, equipment and other apparatus associated with the monorail system infrastructure. This will increase the number of parking spaces in both the Short Term Parking Garage (STPG) and the LTPG.

On October 30, 2019, a Request for Qualifications entitled Monorail System Decommissioning and Moving Walkway Installation at Tampa International Airport was issued.

On March 5, 2020, the Board approved negotiations with the number one ranked firm, Manhattan Construction Company.

On June 4, 2020, the Board approved a Part 1 Contract for Design-Build Services in the maximum purchase authorization amount of \$2,288,048 for design of the Project.

On August 5, 2021, the Board approved a Part 2 Contract for Design-Build Services in the maximum purchase authorization amount of \$14,137,731 for construction of the moving walkway portion of the Project.

On March 3, 2022, the Board approved a Part 2 Supplemental Contract A for Design-Build Services in the maximum purchase authorization amount of \$14,878,596 for the decommissioning of the monorail, the demolition and removal of all related infrastructure, and the reconfiguration of the affected parking spaces in the STPG and LTPG.

On April 6, 2022, the Chief Executive Officer approved Change Order No. 1 in the amount of \$6,257.34 for modifications to the temporary protection over the 2021 Christmas and New Years Holidays.

The scope of work of this Change Order No. 2 will include the re-sequencing of the Phase 2 monorail demolition. This Change Order No. 2 will also change the substantial completion date for the Phase 2 monorail demolition portion of the Project to June 14, 2024. This change to the Project schedule will reduce impacts to the overall capacity of the STPG and LTPG (when compared to the initial Project schedule), resulting in increased inventory of parking spaces for guest use.

The maximum purchase authorization for this Change Order No. 2 will be \$1,445,486.00, bringing the total combined Project Contract amount-to-date to \$32,756,118.34.

This Change Order No. 2 will incorporate a W/MBE participation of 23.6% for design and 12.5% for construction.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2022-84.

Upon motion of Robert Watkins, seconded by General Diehl, execution of Change Order No. 2 to Part 2 Contract for Design-Build Services, Monorail System Decommissioning and Moving Walkway Installation, HCAA Project No. 8315 20 at Tampa International Airport with Manhattan Construction Company was unanimously approved by all Board Members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2022-84.

#### Item J2

Award of Contract, Program Management Consulting Services, Jacobs Project Management Co., Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports, Resolution No. 2022-86, presented by Ben Robbins.

The Authority's Planning and Development Department manages, programs, plans, designs, and supervises the construction of a variety of capital improvement projects at Tampa International, Tampa Executive, Peter O. Knight and Plant City Airports. Due to the size and complexity of projects being implemented as a result of the 2012 Master Plan Update, it is necessary to retain professional staff to augment Authority staff through the completion of the 2012 Master Plan Update projects and beyond.

On February 2, 2022, a Request for Qualifications entitled Program Management Consultant at Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports was issued.

On June 2, 2022, the Board approved negotiations with the number one ranked firm, Jacobs Project Management Co.

This Contract for Program Management Consulting Services (Contract) will commence on September 8, 2022 and continue through August 31, 2027, with three discrete one-year renewal options at the discretion of the Chief Executive Officer. This Contract provides for program management services in the maximum purchase authorization amount of \$48,250,997.

A W/MBE goal of at least 13% will be incorporated into this Contract.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2022-86.

Upon motion of Robert Watkins, seconded by Commissioner White, Contract for Program Management Consulting Services at Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports with Jacobs Project Management Co. was unanimously approved by all Board Members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2022-86.

This concluded Unfinished Business. Chairman Harrod proceeded to New Business.

The following items were contained in New Business.

#### Item K1

Proposed Capital and Operating Budget for Fiscal Year 2023, presented by Damian Brooke and Jeff Siddle.

The Florida Uniform Special District Accountability Act of 1989 sets forth general provisions for all special districts. These provisions require that all special districts must adopt a budget by resolution each fiscal year.

The Proposed Capital and Operating Budget for Fiscal Year 2023 was distributed to the Board Members for their review, along with a presentation of the Proposed Capital and Operating Budget. The Budget was reviewed with the carriers serving Tampa International Airport on July 28, 2022.

Approval of the Proposed Capital and Operating Budget for Fiscal Year 2023 will be requested at the next Authority Board meeting on September 1, 2022.

Mayor Castor departed the meeting.

#### Item K2

Selection of Firm and Award of Contract, Noise Office Flight Tracking and Complaint Management Services, Casper Airport Solutions, Inc., Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports, Resolution No. 2022-72, presented by Adam Bouchard.

Tampa International Airport (Airport) maintains a highly compliant and robust Voluntary Noise Abatement Program. Ensuring compliance and strong community engagement requires software applications that allow the Airport to monitor and track noise program compliance, flight operations, deviations, complaint management, and other tools for internal and external reporting which ensures transparency with aircraft operators and the public.



On June 1, 2017, the Board awarded a contract for Flight Tracking System Services to Casper Airport Solutions, Inc. The Term of that contract was October 1, 2017 through September 30, 2020 with one, two-year renewal option at the discretion of the Chief Executive Officer at a not-to-exceed amount of \$412,000 for the five-year term of the contract.

On April 15, 2022, a Request for Proposals for Noise Office Flight Tracking and Complaint Management Services at Tampa International Airport was issued. The resulting Contract will provide the Authority with the ability to track noise complaints to ensure flights are maintaining flight tracks and operations in compliance with the Authority's Voluntary Noise Abatement Program.

One response was received and evaluated by staff. The response met the minimum qualifications requirements and was evaluated against the evaluation criteria. The firm listed below is recommended for selection and award of the Contract:

1. Casper Airport Solutions, Inc.

No specific expectancy for W/MBE participation was established.

The Term of the Contract is October 1, 2022 through September 30, 2025 with two discrete, one-year renewal options at the discretion of the Chief Executive Officer. The total not-to-exceed amount for the Contract is \$468,250, including the renewal options and contingency funds for extra work.

The Authority may cancel the Contract by giving thirty (30) days written notice.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2022-72.

Upon motion of Robert Watkins, seconded by General Diehl, Contract for Noise Office Flight Tracking and Complaint Management Services at Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports with Casper Airport Solutions, Inc. was unanimously approved by all Board Members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2022-72.

### Item K3

Contract, Remote Baggage Check Services, Baggage Airline Guest Services, Inc., Tampa International Airport, Resolution No. 2022-73, presented by Adam Bouchard.

On August 3, 2017, the Board awarded a contract for remote baggage check services to Baggage Airline Guest Services, Inc. The Term of that contract was December 1, 2017 through November 30, 2019 with three, one-year renewal options at the discretion of the Chief Executive Officer.

Remote baggage check services provided at the Rental Car Center include, but are not limited to, the following: accepting baggage from airline passengers; processing baggage; accepting baggage fee payment for



participating airlines using the Authority Common Use Self Service platform; printing and applying baggage tags; and transporting baggage from the Rental Car Center to baggage system induction points at the Main Terminal. Baggage Airline Guest Services, Inc. uses their proprietary technology, RAC Track, to scan bag tags to create an electronic inventory of checked baggage for tracking and risk control purposes.

To perform these services at Tampa International Airport, firms must be an authorized representative of the six airlines utilizing the Authority's Common Use Self Service platform for passenger check-in services. Firms must also obtain national and local chain of custody approval from the Transportation Security Administration under each airline's Aircraft Operator Standard Security Program.

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

On March 16, 2022, a Notice of Intent to Award a Sole Source Procurement to Baggage Airline Guest Services, Inc. for Remote Baggage Check Services at Tampa International Airport was issued. No responses were received.

The Term of the Contract for Remote Baggage Check Services (Contract) is August 11, 2022 through August 10, 2027 with two discrete, one-year renewal options at the discretion of the Chief Executive Officer. The total not-to-exceed amount for the Contract, including the renewal options, is \$14,000,000.

The Authority may cancel the Contract by giving sixty (60) days written notice.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2022-73.

Upon motion of Robert Watkins, seconded by General Diehl, Contract for Remote Baggage Check Services at Tampa International Airport with Baggage Airline Guest Services, Inc. was unanimously approved by all Board Members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2022-73.

#### Item K4

Concession Contract for Cashless Solution Kiosk, Ready Credit Corporation, Tampa International Airport, Resolution No. 2022-82, presented by Laurie Noyes.

Ready Credit Corporation (Ready Credit) has an existing Temporary Concession Contract for Cashless Solution Kiosk with the Authority to provide cash-to-card services at Tampa International Airport (Airport). The Temporary Contract expired on July 31, 2022; however, services are still available at the Airport as permitted due to a holdover provision in the Temporary Contract.

Ready Credit provides cash-to-card services at two (2), twenty-four (24) kiosk machines in locations accessible to the public on the Ticketing Level of the Airport Main Terminal. Airport guests and employees are able to convert cash to pre-paid Visa debit cards for a transaction fee of \$6.00.

Policy P820, Award of Concession Agreements, allows for negotiations with an existing operator when, upon anticipated expiration of the full term of an agreement, it is determined by the Chief Executive Officer to be in the best interest of the Authority. Ready Credit is currently the only operator for these types of services in FAA-designated Large Hub Airports.

The Chief Executive Officer considers it to be in the Authority's best interests to enter into a new Concession Contract for Cashless Solution Kiosk with Ready Credit to provide cash-to-card services at the Airport. The Contract will commence on August 11, 2022 and will expire on July 31, 2025, and includes two (2) one-year renewal options, unless terminated sooner. The Contract may be terminated by either party, with or without cause, upon thirty (30) days' written notice.

Under the Contract, Ready Credit will pay the Authority a monthly Privilege Fee of 10% of all transaction fees for the machines located at the Airport.

Due to the nature of this business the Contract does not have a specific Airport Concessions Disadvantaged Business Enterprise (ACDBE) goal.

Management recommended adoption of Resolution No. 2022-82.

Upon motion of Robert Watkins, seconded by General Diehl, Concession Contract for Cashless Solution Kiosk at Tampa International Airport with Ready Credit Corporation was unanimously approved by all Board Members present; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2022-82.

#### Item K5

Amendment No. 1 to Master Agreement, Environmental Systems Research Institute, Inc., Tampa International Airport, Resolution No. 2022-74, presented by Marcus Session.

On October 3, 2019, the Board authorized the execution of a Master Agreement with Environmental Systems Research Institute, Inc. (Esri) for the purchase of ArcGIS software, support, and services for the initial period of October 3, 2019 to October 2, 2022, with one, three-year renewal option, in a maximum purchase authorization amount of \$1,600,000, including the renewal option. The ArcGIS software allows for easy exchange and sharing of mapping data that is essential for effective local collaboration and is used by the Authority to maintain and share critical FAA and Airport geographic information system data with staff and other stakeholders. The ArcGIS software maps key assets and facilities; manages emergency and scheduled maintenance; and supports FAA inspection requirements.

The Master Agreement allowed for the purchase of an Enterprise Agreement (EA) which provides unlimited access to ArcGIS software licenses, support, and services, including access to a combination of consulting and training services.

Execution of purchase documents, including, but not limited to, statements of work outlining requirements, end user license agreements for the rights to use software licenses, and service level agreements for support and maintenance, are often required to complete purchase transactions.

This Amendment No. 1 extends the initial period of the Master Agreement to November 21, 2022 to run concurrently with the EA and exercises the renewal option for the period of November 22, 2022 to November 21, 2025 at the same terms and conditions. This Amendment No. 1 also authorizes an increase of \$589,396 to the Master Agreement for a new total maximum purchase authorization amount of \$2,189,396.

In addition, this item authorizes the Chief Executive Officer or his designee to execute all purchase documents required to complete the purchase of software licenses, support, and services, including, but not limited to, statements of work, end user license agreements, and service level agreements for support and maintenance. This item is included in the O&M and Capital Budgets.

Management recommended adoption of Resolution No. 2022-74.

Upon motion of Robert Watkins, seconded by General Diehl, Amendment No. 1 to Master Agreement at Tampa International Airport with Environmental Systems Research Institute, Inc. was unanimously approved by all Board Members present; the Chief Executive Officer or his designee was authorized to execute all purchase documents; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2022-74.

#### Item K6

Purchase Order(s) Software Maintenance and Support Services, Identity Management System, Convergent Technologies LLC, Tampa International Airport, presented by Marcus Session.

The Authority currently uses Intellisoft's Identity Management System (IDMS) software for the specific security needs of Tampa International Airport (Airport). The IDMS software was originally implemented through a Part 2 Design-Build Contract for Airport Security Systems Replacement, approved by the Board on February 14, 2019.

Intellisoft has confirmed that Convergent Technologies LLC (Convergent) is the only authorized reseller of maintenance and support services for the IDMS software installed at the Airport.

On June 22, 2022, a Notice of Intent to Sole Source with Convergent for the maintenance and support of Intellisoft's IDMS software was publicly advertised. No responses were received.

Execution of purchase documents such as end user license agreements for the rights to use software are often required to complete the purchase of software maintenance and support services.

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



This item authorizes the issuance of purchase orders to Convergent for continued post-warranty software maintenance and support services for the period of August 19, 2022 through April 18, 2027 in the maximum purchase authorization amount of \$939,687.

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

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

The Chief Executive Officer recommended the Board authorize the issuance of purchase orders to Convergent Technologies LLC; authorize the Chief Executive Officer or designee to execute all purchase documents; and authorize the Chief Executive Officer or designee to execute all ancillary documents.

Upon motion of Commissioner White, seconded by General Diehl, the issuance of Purchase Order(s) for Software Maintenance and Support Services to Convergent Technologies LLC was unanimously approved by all Board Members present; no resolution was required.

#### Item K7

Purchase Order(s), Software, Support and Services, Carahsoft Technology Corporation utilizing GSA Contract No. 47QSWA18D008F, Tampa International Airport, presented by Marcus Session.

On September 2, 2021, the Board authorized the issuance of purchase orders to Carahsoft Technology Corporation (Carahsoft) utilizing GSA Contract No. GS-35F-0119Y for the Term of September 2, 2021 through September 1, 2026. In June 2022, Carahsoft advised the Authority that they would not be renewing GSA Contract No. GS-35F-0119Y. Carahsoft now holds GSA Contract No. 47QSWA18D008F.

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

Execution of purchase documents, including, but not limited to, statements of work outlining requirements, end user license agreements for the rights to use software, and service level agreements for support and maintenance are often required to complete purchase transactions of these solutions.

Authority Policy P410 authorizes the utilization of federal, state, local or multi-state cooperative purchasing contracts to purchase goods and services without obtaining three quotes or advertisement.



This item authorizes the issuance of purchase order(s) to Carahsoft utilizing GSA Contract No. 47QSWA18D008F for the purchase of software, support and services on an as-needed basis for the Term of August 11, 2022 through August 21, 2023 with one, three-year renewal option at the discretion of the Chief Executive Officer in a maximum purchase authorization amount of \$5,000,000.

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

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

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

Upon motion of Robert Watkins, seconded by General Diehl, the issuance of Purchase Order(s) for Software, Support and Services to Carahsoft Technology Corporation utilizing GSA Contract No. 47QSWA18D008F was unanimously approved by all Board Members present; no resolution was required.

#### Item K8

Qualification of Firms and Issuance of Purchase Orders, Organizational, Leadership, and Skill Development Services, Tampa International Airport, presented by Brian Miles.

The Authority provides training and development opportunities to employees. The Authority has previously utilized Franklin Covey Client Sales, Inc. content in the training of leadership development for employees; Korn Ferry (US) for a succession planning initiative; Churchill Leadership Group Inc. for a culture assessment, analysis and department solutions; Leadership Research Institute for a culture survey and analysis, change management and organizational values development; and Prosci, Inc. for change management.

On February 28, 2022, a Request for Qualifications for Organizational, Leadership, and Skill Development Services at Tampa International Airport was issued.

On March 29, 2022, seventeen (17) responses to the Request for Qualifications were received. The responses were evaluated by staff. Responses from the following firms were selected by staff for inclusion on the Qualified Company List:

#### Category 1, Executive Coaching

Churchill Leadership Group Inc.  
Franklin Covey Client Sales, Inc.  
Korn Ferry (US)  
TransPro Consulting, LLC

Category 2, Departmental and Organizational Culture Assessments and Solutions

Churchill Leadership Group Inc.  
Korn Ferry (US)  
Leadership Research Institute  
Newton Consulting, LLC, DBA Aspirant

Category 3, Succession Planning and Individual Assessments to Include Solutions

Grant Thornton Public Sector LLC  
Korn Ferry (US)  
Newton Consulting, LLC, DBA Aspirant

Category 4, Change Management

Franklin Covey Client Sales, Inc.  
Grant Thornton Public Sector LLC  
Korn Ferry (US)  
Leadership Research Institute  
Newton Consulting, LLC, DBA Aspirant

Category 5, Other Organizational Development, Leadership Development, and Coaching Programs

Churchill Leadership Group Inc.  
Emeritus Enterprise Inc.  
Franklin Covey Client Sales, Inc.  
Korn Ferry (US)  
Newton Consulting, LLC, DBA Aspirant

The responses from ACTN Strategies LLC, BCP Technical Services, Inc., DME Consulting International (DBA Curium Solutions), Ibis Coaching, LLC, Interface Consulting and Psychological Services, Right Human Resource Consultants, Inc. dba Right Management, Skillsoft Corporation, The Russell Consulting Group, Inc., and United Training Commercial, LLC DBA United Training were not selected for inclusion on the Qualified Company List based on evaluation criteria set forth in the Request for Qualifications.

Each of the qualified firms in a category are eligible to submit fee quotes for organizational, leadership, and skill development services. The Term of qualification is August 11, 2022 through August 10, 2027 with the aggregate maximum purchase authorization amount of \$1,250,000.00 for all categories.

No specific expectancy for W/MBE participation was established.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board approve the Qualified Company List, approve the issuance of purchase orders as necessary to firms on the Qualified Company List, and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

Upon motion of Robert Watkins, seconded by General Diehl, the Qualification of Firms and Issuance of Purchase Orders for Organizational, Leadership, and Skill Development Services was unanimously approved by all Board Members present; no resolution was required.

Before moving on to item K9, Chairman Harrod requested a 10 minute break. Commissioner White departed the meeting during the break.

#### Item K9

CEO Annual Review, presented by Brian Miles.

In accordance with the terms of the Employment Contract with the Authority's Chief Executive Officer (CEO), Authority Board Members must complete a performance evaluation on the CEO and review overall CEO compensation each year.

Four Board Members had completed their evaluations of the CEO and submitted them to the Human Resources Department. One Board Member abstained from providing an evaluation. The CEO was measured in five areas on a scale of 1-5 (with 5 being the highest score). The resulting combined average score is 5.0/5.0.

The Board will review the CEO's performance and compensation and consider updates to the CEO's Employment Contract.

Chairman Harrod led the discussion by saying that the budget for 2023 is \$891 million. If the Authority were a public company, those reserves would be distributed in terms of dividends. The Authority keeps all of the money that is earned and it is reinvested back into the facility.

Chairman Harrod recognized Mr. Lopano and his team for the Authority's strong financial position.

Mr. Lopano's bonus in 2021 was \$250,00 and his contract that was established a minimum 5% annual increase. Chairman Harrod proposed that due to inflation Mr. Lopano receive a \$350,000 bonus. Chairman Harrod also wanted to compensate Mr. Lopano with an increase between 8.5% and 9.1% due to inflation.

A very lengthy discussion ensued between the three Board Members present regarding the amount of bonus and annual increase amount.

Upon motion of Chairman Harrod, seconded by General Diehl, Mr. Lopano's base pay was increased by 10% and a bonus of \$350,000 was approved effective immediately. This was unanimously approved by all Board Members present; no resolution was required.

This concluded New Business. There were no Staff Reports.

Before adjourning the meeting, General Counsel Stephens requested an Attorney-Client Closed Session be held at the September 2022 Board Meeting to discuss pending litigation and to seek the Board's direction in terms of settlement and strategy. General Counsel Stephens also advised the Board the original date for the September meeting was September 1, 2022 but it would be publicly noticed that the date would now September 8, 2022.

With no further business to be brought before the Board, Chairman Harrod adjourned the meeting.

  
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Jane Castor, Secretary

  
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Gary Harrod, Chairman