

Hillsborough County Aviation Authority  
Regular Board Meeting and Board of Adjustment Public Hearing

Thursday, 9:00 a.m.  
November 5, 2020

A Regular Board Meeting and Board of Adjustment Public Hearing of the Hillsborough County Aviation Authority was held both in person and by electronic means of communications media technology.

Mr. Harrod welcomed everyone to the November 5, 2020 Regular Board Meeting and Board of Adjustment Public Hearing of the Aviation Authority. He asked that the Board Members and Staff identify themselves before speaking and mute their microphones when not speaking.

Mr. Harrod started the meeting with a roll call of each Board Member.

Members present were: Gary Harrod, General Diehl and Mayor Jane Castor attended in person. Robert Watkins and Commissioner Lesley "Les" Miller, Jr. attended electronically. All Board Members were in attendance and a quorum was reached.

Authority staff members physically present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Damian Brooke, Chris Minner, John Tiliacos, Michael Kamprath, Scott Knight, Elita McMillon, Veronica Cintron, Teresa Howell, Violet Cummins, Tony Mantegna, Jeff Siddle, and Chief Charlie Vazquez.

Authority staff members that appeared electronically were Rob Porter, Joel Feldman, Danny Valentine, John Mallory, Michael Garcia, Nancy Rubin, Rianner Woodard, Tara Camp, Rich Coudurier, Kristin Schmidt, Rechelle Garcia, Dan Johnson, Carol Marino, Mark Witt, Melissa Solberg, Tony Conza, Mary Baltzell, James Hanney, Roop Johal, Don Fizell, Eleanor Robichaud, James Glarous, Devon Barnett, Darius Hughbanks, Ed Haines, Thomas Johnson, Brett Fay, Christine Kohl, Michele Benjamin, Ann Davis, Kelly Figley, Tom Thalheimer, Rebecca Waterman, Jon Vaden, Paul Ridgeway, Marcus Session, Adam Bouchard, Luis Galan, Laurie Noyes, Jackie Davis, Guy Brown, Rayesha Cotton, Anita Hoover, Damaris Cordova, Michael Perri, Doyle Wiggins, Sabrina Kimball, Patricia Julian, Danny Glennon, Randy Forister, Kate Webb, Mary Ouimet, Beth Zurenko, Nick DJimas, Kelly Abreu, Diane DiRocco, Gina Evans, Laura Tatem, Barbara Grilli, Cheryl Hawkins, Kendra Thomas, Kelly DeForest, Kathleen Fisher and Stephanie Douglas.

Board of Adjustment Petitioner that appeared electronically was Ken Jernigan.

The Pledge of Allegiance was recited.

General Counsel Stephens discussed the procedural rules for the meeting.

Chairman Harrod called the Board of Adjustment Public Hearing to Order.

Michael Kamprath discussed the rules for the Public Hearing of the Aviation Authority Board of Adjustment. There was 1 Petition for Variance and the Public Hearing was duly noticed by newspaper advertisement on October 16, 2020. No comments from the public were received.

Chairman Harrod swore in Tony Mantegna and Petitioner, Ken Jernigan, with regard to Item C1.

The following item was heard during the Board of Adjustment Public Hearing.

Item C1

Airport Study No. 2020-109, Daniel Corp., requesting a variance to construct a 19-story residential building, with a maximum height of 251' AMSL, located at 601 N. 12th Street (NE corner of Twiggs Street and 12th Street), Tampa, FL, Resolution No. 2020-288, presented by Tony Mantegna.

Daniel Corp. (Petitioner) is seeking to construct a 19-story residential building, with a maximum height of 251' AMSL, located at 601 N. 12th Street (NE corner of Twiggs Street and 12th Street), Tampa, FL. The nearest airport is Peter O. Knight Airport.

Notice of this hearing before the Board of Adjustment was provided on October 16, 2020.

Petitioner is requesting a variance to construct a new residential building.

The Petition was presented to the Airport Hearing Officer on September 22, 2020 and, based on testimony and evidence presented, the Hearing Officer found that approval of the variance, with required conditions, would have no effect on existing FAA restrictions, would not cause additional impacts or loss of utility to Peter O. Knight Airport, would not be contrary to the public interest, would do substantial justice, and was in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

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

The Airport Hearing Officer recommended that the Board of Adjustment approve the variance to Airport Zoning Regulations requested by Petitioner with the following conditions: (1) light the proposed structure in accordance with FAA Advisory Circular 70/7460-1 L, Change 2, Obstruction Marking and Lighting, red lights – Chapters 4, 5 (Red) and 12; (2) e-file FAA Form 7460-2, Notice of Actual Construction or Alteration, if the project is abandoned or within five (5) days after construction reaches its greatest height; (3) notify the Airport at least three (3) days prior to starting construction; (4) follow all conditions specified in the FAA Determinations; (5) obtain a separate permit from the

Authority for all temporary construction equipment, such as cranes, or installation of solar equipment which exceed the height authorized by this variance; and (6) any glint or glare issues identified from this project must be mitigated by the Petitioner to the satisfaction of the Authority to avoid adverse impacts to aviation.

The variance will be valid until the FAA Determination of No Hazard to Air Navigation expires March 14, 2022, but if the FAA Determination of No Hazard is extended by the FAA for no more than 18 months, the variance will also be extended one time, without further action of the Board of Adjustment, provided that no changes in the proposed structure have occurred.

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

Upon motion of Robert Watkins, seconded by General Diehl, Airport Study No. 2020-109, Daniel Corp., requesting a variance to construct a 19-story residential building, with a maximum height of 251' AMSL, located at 601 N. 12<sup>th</sup> Street (NE corner of Twiggs Street and 12<sup>th</sup> Street), Tampa, FL was approved in a 4 to 1 vote (Commissioner Miller experienced internet issues); and the Airport Zoning Director or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-288.

Chairman Harrod closed the Board of Adjustment Public Hearing and called the Regular Board Meeting to Order.

Upon motion of Mayor Castor, seconded by General Diehl, the Agenda was approved in a 4 to 1 vote (Commissioner Miller experienced internet issues).

Chairman Harrod then moved to Public Comments. Any person who attended in person would have the opportunity to address the Board. He reminded the public that provisions were made for any member of the public attending electronically and who desired to participate in the public comments portion of the meeting to have access to the meeting. Anyone wishing to be heard was instructed on the public notice for this meeting and on the Tampa International Airport website to email the Board Services Administrator at [publiccomments@tampaairport.com](mailto:publiccomments@tampaairport.com). The deadline for receiving public comments was at 8:00 a.m. on November 5, 2020. Any comments that were received by that deadline would be read by Legal Affairs. Emailed public comments would be afforded equal consideration as if the public comments were offered in person.

General Counsel Stephens stated that no Public Comments were received.

Chairman Harrod asked if there were any abstentions from the Regular Board Meeting held on October 1, 2020 that needed to be read into the record. General Counsel stated that there were no abstentions during the October 1, 2020 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 October 1, 2020.

Upon motion of Mayor Castor, seconded by General Diehl, the Minutes of the Regular Board Meeting held on October 1, 2020 were unanimously approved by all Board Members present in a roll call vote.

Mr. Lopano's Management Report was next.

Mr. Lopano paid tribute to Commissioner Lesley "Les" Miller, Jr. as this was his last Authority Board Meeting. Commissioner Miller joined the Authority Board of Directors in 2018 and is retiring from the Board of County Commissioners after 10 years of service due to term limits. Mr. Lopano thanked Commissioner Miller for his service and presented him with a commemorative airplane.

Commissioner Miller was experiencing internet issues and was unable to respond at that time.

Chris Minner then proceeded to the Performance Assessment Report.

For Fiscal Year 2020, 13.4 million passengers were served. That was a decrease of about 40% year over year. In the month of September, there were about 60% fewer passengers on about 50% less capacity. More than 500,000 international passengers were served which was a decrease of more than 50%. For the month of September, there were 34 international passengers flying to Nassau on Silver Airlines.

There were more than 120,000 air carrier operations in Fiscal Year 2020. That is a reduction of just short of 30% year over year for the month of September.

In the month of November, there are a total of 40 routes that are resuming from suspension with some new markets included.

There were 2,000 new followers on social media in October and nearly 70 million people around the world heard stories, primarily on the COVID testing.

John Tiliacos was next with an update on the COVID 19 passenger testing pilot that launched on October 1, 2020 with BayCare. For the month of October nearly 3,700 passengers were tested which equates to an average of 119 passengers per day. There has been a less than 2% positivity rate. The pilot has been extended through the end of 2020.

Chief Charlie Vazquez was next with an announcement that Officer Jimmy Bizzle was recently recognized by Senator Rick Scott on the Senate floor. Officer Bizzle was the 2019 Sykes Hero Officer of the Year.

Damian Brooke provided an overview of the full FY2020. Operating revenues totaled \$196.2 million for the Fiscal year, about \$75 million lower than the prior year. The 2020 budget was missed by 27.9%. Passenger driven revenues were down between 43% and 46% due to the COVID pandemic.

The rental car business missed budget by 31% but performed better than other passenger related businesses. Airline revenues missed budget by \$14 million or 18% for the year. Interest income came in just under \$5 million or about 62% above budget which was primarily due to Finance taking a more aggressive approach to the Authority's investment portfolio. Cargo revenues totaled about \$6.1 million for the year. This exceeded budget by about 5.5%. That increase is mainly due to an 11.6% increase in cargo flights.

Expenses for the Fiscal Year were approximately \$10 million or about 7% lower than the \$146 million FY2020 O&M Budget. The Authority team undertook multiple efforts to reduce non-personnel expenses for the Fiscal Year which resulted in about \$8 million in cuts. Utilities came in almost \$2.5 million under budget which was due to cost saving efforts such as reducing shuttle operation out to the Airsides as passenger traffic dropped. Other savings incurred by the Authority restricting hiring. Contracted services were lower as well as non-operational expenses such as promotions, travel conferences and training.

Debt service came in flat for the Fiscal Year at just over \$53 million. Revenue sharing was significantly impacted by COVID. The per capital bottom line for the Authority is about \$57 million over the last seven months of the Fiscal Year.

Cost per enplanement for the Authority for the year came in at \$8.76 which was about 70% higher than the 2020 budget mainly due to lower enplanements.

Mr. Brooke then reported that the Procurement Department was awarded the Achievement of Excellence in Procurement Award from the National Procurement Institute. Not only had they received this award for the past 8 years but this year they received this award with the highest score of any of the 188 procurement agencies in North America.

This concluded Mr. Lopano's Management Report.

The Chairman then asked if anyone had any items they would like set aside for further consideration on the Consent Agenda. Hearing none, Chairman Harrod called for a motion to approve the items in the Consent Agenda.

Upon motion of Robert Watkins, seconded by Mayor Castor, the Consent Agenda was unanimously approved by all Board members present in a roll call vote.

The following items were contained in the Consent Agenda.

## Item 11

Quit Claim Deeds, Drew Park Area, City of Tampa, Tampa International Airport, Resolution No. 2020-285.

In September 1968, the City of Tampa (City) and the Authority entered into an agreement for sale and purchase of the 1,810 acres of the former Drew Field (Airport Lease Lands). In October 1968, certain streets were deleted from the Airport Lease Lands to facilitate their continued use by the public as well as provide access to adjacent properties. Consequently, the Authority's purchase of the Airport Lease Lands excluded these streets.

In 1975, the City and the Authority adopted Resolutions authorizing execution and delivery of quit claim deeds to convey the deleted streets; however, the deleted streets were not conveyed to the Authority.

For the past several years, the Authority and the City have been working collaboratively to complete the conveyance of the excluded streets, including appropriate updates and revisions necessary to meet the current needs of both the Authority and the City.

This item authorizes the Authority's acquisition of fee simple title via four Quit Claim Deeds transferring title to the subject streets from the City to the Authority.

Quit Claim Deed 1 consists of West Shore Blvd. and West Crest Ave. segments within the plat of Air Cargo Road.

Quit Claim Deed 2 consists of West Crest Ave. from the plat of Air Cargo Road to west of Hesperides St. and Lauber Way from the north boundary of Tampa Bay Blvd. to the north boundary of Dazzo Ave.

Quit Claim Deed 3 consists of West Shore Blvd. from the plat of Air Cargo Road to the south boundary of Tampa Bay Blvd.; Dazzo Ave. from the east boundary of West Shore Blvd. to the west boundary of Lauber Way; Tampa Bay Blvd. from the east boundary of West Shore Blvd. to the west boundary of Lauber Way; and Hesperides St. from the south boundary of Dazzo Ave. to the north boundary of Tampa Bay Blvd.

Quit Claim Deed 4 consists of Tampa Bay Blvd. from the west boundary of Lauber Way to the west boundary of Dale Mabry Highway and West Woodlawn Ave. segment east of Lauber Way.

Management recommended adoption of Resolution No. 2020-285.

Resolution No. 2020-285 approved and authorized execution of the four Quit Claim Deeds from the City of Tampa to Hillsborough County Aviation Authority; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

## Item I2

Letter of Agreement, Worldwide Aircraft Services, Inc. dba Jet ICU, Tampa International Airport, Resolution No. 2020-286.

Worldwide Aircraft Services, Inc. dba Jet ICU (Jet ICU) began their operation in St. Petersburg/Clearwater in 2003 providing air ambulances to patients who need medical transport worldwide. In 2007 Jet ICU relocated their operation to Brooksville-Tampa Regional Airport. In 2020, Jet ICU looked to Tampa International Airport (Airport) to house their permanent location. On June 22, 2020, the Authority entered into a six (6) month Letter of Agreement (LOA) with Jet ICU permitting Jet ICU to temporarily occupy the vacant hangar located at 4408 W. Tampa Bay Blvd. (Premises) while they moved their operation from Brooksville to the Airport. Jet ICU desires to construct a hangar at the Airport for their headquarters and to continue to lease the Premises while constructing the new hangar.

Staff recommends approval of a LOA with Jet ICU for the lease of approximately 2.48 acres of land, 61,130 square feet of pavement, and a 6,432 square foot facility for parking and light maintenance of aircraft used by Jet ICU. The LOA is effective upon Board signature, and will have a Commencement Date of December 23, 2020 and a termination date of December 22, 2021. The LOA may be renewed for one, one-year option if approved by the Authority's CEO. Monthly rent paid by Jet ICU under the LOA will be \$9,389.93, for a total annual rent of \$112,679.16.

Management recommended adoption of Resolution No 2020-286.

Resolution No. 2020-286 approved and authorized execution of Letter of Agreement at Tampa International Airport with Worldwide Aircraft Services, Inc. dba Jet ICU; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

## Item I3

Ground Service Equipment Facilities Space Rental Agreement, American Airlines, Inc., successor in interest to US Airways, Inc., Tampa International Airport, Resolution No. 2020-294.

On September 2, 2010, the Authority and American Airlines, Inc., successor in interest to US Airways, Inc. (American-US Air) entered into a Ground Service Equipment Facilities (GSE) Space Rental Agreement (SRA) for Suite 2600. American-US Air performs its own GSE maintenance out of Suite 2600.

The SRA terminated on September 30, 2020.

The proposed SRA is for the term of November 1, 2020 to September 30, 2021. Either party may terminate the SRA upon 180 days' written notice. The SRA includes new insurance terms and updated indemnification language. The Rents under the SRA are as follows:

Company	Suite No.	SF	Annual GSE Building Rent (\$9.15/SF)	Annual O&M Rent (\$1.50/SF)	Company's Improvements Rent (CIR) (Lump Sum)	Total Annual Payments
American-US Air	2600	4,919	\$45,008.85	\$7,378.50	\$8,885.88	\$61,273.23

Management recommended adoption of Resolution No. 2020-294.

Resolution No. 2020-294 approved and authorized execution of Ground Service Equipment Facilities Space Rental Agreement at Tampa International Airport with American Airlines, Inc., successor in interest to US Airways, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

#### Item 14

Use and Lease Agreement for Carrier Service Providers, ViajeHoy, LLC d/b/a Havana Air, Tampa International Airport, Resolution No. 2020-300

ViajeHoy, LLC d/b/a Havana Air (Havana Air), a carrier service provider, previously provided passenger air service between Cuba and Tampa International Airport (Airport) under a Use and Lease Agreement for Carrier Service Providers dated November 1, 2016 (Former Agreement). Havana Air serviced the routes through agreements with the following airlines: Eastern Air Lines Group, Inc., Swift Air, LLC, and Caribbean Sun Airlines, Inc. (World Atlantic Airlines). Each airline operated at the Airport under an Operating Agreement for Non-Signatory Passenger Air Carriers with the Authority. Havana Air's Former Agreement expired on September 30, 2020. In order to receive authorization to provide limited passenger services and recommence operations between the Airport and Cuba, Havana Air must enter into a new Use and Lease Agreement for Carrier Service Providers (Agreement) with the Authority which must include a provision for Havana Air to lease space at the Airport in support of its operations.

This Agreement commences November 12, 2020 and terminates on September 30, 2021. This Agreement authorizes Havana Air to provide passenger check-in, ticketing and related passenger services, prepare clearance documents for passengers, cargo and baggage as may be required by all governmental agencies, collect fees for oversized cargo and baggage, furnish linguists for the assistance of passengers speaking a foreign language, and arrange and contract with companies authorized by Authority for the provision of passenger air carrier services for departing aircraft. This



Agreement does not allow Havana Air to directly provide passenger air carrier services. This Agreement also leases 62 square feet of ticket level office space to Havana Air at the square footage and rates listed below:

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

This Agreement provides for an annual rental rate adjustment and may be terminated by either party upon 30 days' written notice. A payment security of \$3,365.52 is also required.

Management recommended adoption of Resolution No. 2020-300.

Resolution No. 2020-300 approved and authorized execution of Use and Lease Agreement for Carrier Service Providers at Tampa International Airport with ViajeHoy, LLC d/b/a Havana Air; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Item 15

Purchase Orders, Employee Uniform Rental Services, utilizing Sourcewell Contract No. 040920, UniFirst Corporation, Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports.

The Authority provides work uniforms such as shirts, shorts, pants and coveralls to employees that fall within job classifications that require uniform apparel. Services provided include the rental, fitting, alteration, emblems, laundering, pickup, delivery, bar-coding and on-demand replacement of employee uniforms at Tampa International, Peter O. Knight, Plant City and Tampa Executive Airports. The Authority has received uniform rental services from Unifirst Corporation since 2014 at an approximate annual cost of \$73,000.

On June 18, 2020, Sourcewell issued Contract Number 040920 for employee uniform rental services for the period of June 18, 2020 through May 22, 2024. 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.

Authorize the issuance of Purchase Orders to Unifirst Corporation utilizing Sourcewell Contract No. 040920 for uniform rental services at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports for the period of January 1, 2021 through May 22, 2024, with one, discrete one-year renewal option to be authorized at the discretion of the Chief Executive Officer. The maximum purchase authorization, including the renewal option, is \$310,000.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Order(s) to Unifirst Corporation for employee uniform rental 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.

This concluded the Consent Agenda. There were no Policies or Rules for Consideration or Action and no Committee Reports. Chairman Harrod moved on to Unfinished Business.

The following items were contained in Unfinished Business.

#### Item L1

Amendment No. 1, Agreement for Operation of Taxicab Services at Tampa International Airport Main Terminal, Gulfcoast Transportation, Inc., Resolution No. 2020-281; Amendment No. 1, Agreement for Operation of Taxicab Services at Tampa International Airport Main Terminal, West Coast Transportation Services, Inc. dba Yellow Cab, Resolution No. 2020-282, presented by John Tiliacos.

Gulfcoast Transportation, Inc. and West Coast Transportation Services, Inc. dba Yellow Cab (collectively, Taxis) currently operate at Tampa International Airport (Airport) pursuant to separate Agreements for Operation of Taxicab Services at Tampa International Airport Main Terminal (Agreement) presented by John Tiliacos. The Agreements each commenced March 1, 2018 and expire February 28, 2021, with one, two-year extension option. Under their respective Agreements, the Taxis owe certain fixed and variable fees to Authority each month

The Taxis have experienced a prolonged disruption to business that continues due to the worldwide COVID-19 pandemic and have requested the Authority provide relief from the monthly fixed fees due to Authority under the Agreements.

After extensive analysis and careful consideration, the Authority determined that an Amendment to the existing Agreements is the best way to achieve the goals of maintaining the Airport's financial self-sustainability and viability of the Taxis maintaining passenger service at the Airport.

Under each Amendment, the term of the Agreement will be extended for two additional years to February 28, 2023. In addition, the Authority agrees to not exercise its rights under the Agreement to invoice Minimum Annual Privilege Fees (MAPF) incurred by the Taxis for the months of April through September 2020, with the Taxis only paying Per-Trip Fees during that time period. In Fiscal Year 2021, the Taxis will be responsible for the payment of the greater of the Per-Trip Fees or fifty percent (50%) of MAPF. The reconciliation of this calculation will happen no later than September 2021. In future years under the Agreements, the MAPF will be adjusted to the greater of 85% of the previous year's Privilege Fee paid to the Authority or the initial MAPF. Finally, a provision for 30-day termination by the Authority or Taxis is being added to the Agreements, along with the ability for the Vice President

of Concessions and Commercial Parking to amend the types of services provided and emergency taxicab services by written letter. All other terms and conditions of the Agreements will remain the same.

Management recommended adoption of Resolution Nos. 2020-281 and 2020-282.

Upon motion of Robert Watkins, seconded by Mayor Castor, Amendment No. 1 to Agreement for Operation of Taxicab Services at Tampa International Airport Main Terminal with Gulfcoast Transportation, Inc. was unanimously approved by all Board Members present in a roll call vote; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-281.

Upon motion of Robert Watkins, seconded by Mayor Castor, Amendment No. 1 to Agreement for Operation of Taxicab Services at Tampa International Airport Main Terminal with West Coast Transportation Services, Inc. dba Yellow Cab was unanimously approved by all Board Members present in a roll call vote; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-282.

#### Item L2

Amendment No. 1, Agreement for Operation of Taxicab Services at Tampa International Airport Main Terminal, Gulfcoast Transportation, Inc., Resolution No. 2020-281; Amendment No. 1, Agreement for Operation of Taxicab Services at Tampa International Airport Main Terminal, West Coast Transportation Services, Inc. dba Yellow Cab, Resolution No. 2020-282, presented by John Tiliacos.

Transafe Transportation, Inc. d/b/a Alora Transportation (Transafe) currently operates at Tampa International Airport (Airport) pursuant to an Agreement for Airport Shared Ride Services (Agreement) presented by John Tiliacos. The Agreement commenced February 4, 2020 and expires January 31, 2022, with one, one-year extension option. Under the Agreement, Transafe owes certain fixed and variable fees to the Authority each month.

Transafe has experienced a prolonged disruption to business that continues due to the worldwide COVID-19 pandemic and has requested the Authority provide relief from the monthly fixed fees due to Authority under the Agreement.

After extensive analysis and careful consideration, the Authority determined that an amendment to the existing Agreement is the best way to achieve the goals of maintaining the Airport's financial self-sustainability and the viability of Transafe in maintaining passenger service at the Airport.

Under the Amendment, the term of the Agreement will be extended for one additional year, extending the expiration to January 31, 2023. In addition, the Authority agrees not to exercise its rights under the Agreement to invoice Minimum Annual Privilege Fees (MAPF) incurred by Transafe

for the months of April through September 2020, with Transafe paying only Per-Trip Fees during that time period. In Fiscal Year 2021, Transafe will be responsible for the payment of the greater of the Per-Trip Fees or fifty percent (50%) of the MAPF. The reconciliation of this calculation will happen no later than September 2021. In future years under the Agreement, the MAPF will be adjusted to the greater of 85% of the previous year's Privilege Fee paid to the Authority or the initial MAPF. All other terms and conditions of the Agreement will remain the same.

Management recommended adoption of Resolution No. 2020-283.

Upon motion of Robert Watkins, seconded by Commissioner Miller, Amendment No. 1 to Agreement for Airport Shared Rides Services at Tampa International Airport with Transafe Transportation, Inc. d/b/a Alora Transportation was unanimously approved by all Board Members present in a roll call vote; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-283.

This item concluded Unfinished Business. Chairman Harrod proceeded to New Business. The following items were contained in New Business.

#### Item M1

Ground Handler Rate Relief Package, Tampa International Airport, Resolution No. 2020-298, presented by Chris Minner.

Ground handlers provide essential services to air carriers serving Tampa International Airport (TPA) including check-in, ticketing and related passenger services, cargo and ramp service (such as guiding aircraft into their use of loading and unloading positions), and limited aircraft maintenance presented by Chris Minner. Passenger air carriers have seen significant disruption to domestic and international air travel due to the worldwide COVID-19 pandemic, which disruption has also resulted in severe reductions in revenues for ground handlers that service passenger air carriers (Affected Ground Handlers) at TPA.

Under their respective Operating Agreements for Ground Handlers (Operating Agreements), ground handlers owe certain fixed and variable fees to the Authority. Pursuant to the terms of the Operating Agreements, ground handlers pay to the Authority five percent (5%) of Gross Receipts, and many pay a Minimum Annual Privilege Fee (MAPF) of \$12,000.

The Affected Ground Handlers have requested relief from the fixed and variable fees due to Authority under their respective Operating Agreements and other leases with the Authority. The Authority has previously provided relief to other entities affected by the COVID-19 pandemic that have agreements with the Authority, including, but not limited to, airlines, concessionaires, rental car companies, and general aviation fixed based operators. To date, no opportunity has been offered to ground handlers.

After careful analysis and consideration, the Authority has determined that this proposed Ground Handler Rate Relief Package (Package) is the best way to achieve the goals of maintaining TPA's financial self-sustainability and assisting the Affected Ground Handlers in maintaining service at TPA.

This Package will be offered to all Affected Ground Handlers with a current Operating Agreement with the Authority and that remain current on their obligations to the Authority throughout the Term of the Package. This Package will not be offered to ground handlers that service only all-cargo air carriers and all-cargo aircraft, as all-cargo operations at TPA are up approximately thirteen percent (13%) year-over-year.

Staff proposes offering the Affected Ground Handlers the Package with a term of November 1, 2020 through September 30, 2021 (Term). An Affected Ground Handler will only be eligible for relief under this Package if it is current in its financial obligations to the Authority under its current agreements with the Authority through October 31, 2020, and remains current in its financial and other obligations under its current agreements with the Authority throughout the Term of this Package. The conditions of the Package are as follows and are applicable only during the Term:

- For Affected Ground Handlers that pay a MAPF, a reduction in the MAPF to \$500 a month;
- Affected Ground Handlers that pay a MAPF to the Authority will pay a Percentage Privilege Fee (PPF) of five percent (5%) of Gross Receipts that exceed the \$500 monthly MAPF;
- Affected Ground Handlers that do not pay a MAPF to the Authority will continue to pay the PPF of five percent (5%) of Gross Receipts; and
- Rents that an Affected Ground Handler pays to the Authority for space leased from the Authority will be reduced by fifty percent (50%). This reduction in Rents does not apply to O&M Rent or Customer/Company Improvements Rent.

Any services that an Affected Ground Handler provides for an all-cargo carrier, all-cargo aircraft, or related to an all-cargo operation are not eligible for relief provided under this Package. All other terms and conditions of the Affected Ground Handlers' respective Operating Agreements and other agreements with the Authority will remain the same.

If approved, the Authority's Chief Executive Officer will provide correspondence to the Affected Ground Handlers outlining the terms and conditions of this Package.

This item will be funded through a reduction in revenue during Fiscal Year 2021.

Management recommended adoption of Resolution No. 2020-298.

Upon motion of Commissioner Miller, seconded by General Diehl, the Ground Handler Rate Relief Package at Tampa International Airport with eligible ground handlers was unanimously approved by all Board Members present in a roll call vote; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-298.

## Item M2

In-Flight Kitchen Rate Relief Package, Tampa International Airport, Resolution No. 2020-299, presented by Chris Minner.

In-flight kitchen operators provide essential services to air carriers serving Tampa International Airport (TPA) presented by Chris Minner. Passenger air carriers have seen significant disruption to domestic and international air travel due to the worldwide COVID-19 pandemic, which disruption has also resulted in severe reductions in revenues for in-flight kitchen operators at TPA.

TPA currently has two in-flight kitchen operators: Gate Gourmet, Inc. (Gate Gourmet) and Sky Chefs, Inc. (Sky Chefs) (collectively, Companies). Gate Gourmet leases space from the Authority through an On Airport In-Flight Kitchen Lease and Use Agreement dated October 1, 2020, and pays a Minimum Annual Privilege Fee (MAPF) as rental payments. Sky Chefs leases space from the Authority through a Use and Lease Agreement dated October 2, 2014, and pays rent to lease its Premises.

The Companies have requested the Authority provide relief from the fixed fees due to Authority under their respective agreements. The Authority has previously provided relief to other entities that have agreements with the Authority and that have been affected by the COVID-19 pandemic, including, but not limited to, airlines, concessionaires, rental car companies, and general aviation fixed based operators. To date, no opportunity has been offered to in-flight kitchen operators.

After careful analysis and consideration, the Authority has determined that the proposed In-Flight Kitchen Rate Relief Package (Relief Package) is the best way to achieve the goals of maintaining TPA's financial self-sustainability and assisting the Companies in maintaining service at TPA.

Staff proposes offering the Companies the Relief Package with a term of November 1, 2020 through September 30, 2021 (Term). During the Term of this Relief Package, the MAPF or rents that Companies pay to the Authority to lease space under their respective agreements will be reduced by fifty percent (50%).

A Company will only be eligible for relief under this Relief Package if it is current in its financial obligations to the Authority under its current agreement through October 31, 2020, and remains current in its financial and other obligations to the Authority under its current agreement throughout the Term of this Relief Package. All other terms and conditions of the respective agreements of the Companies will remain the same.

If approved, the Authority's Chief Executive Officer will provide correspondence to the Companies outlining the terms of this Relief Package.

This item will be funded through a reduction in revenue during Fiscal Year 2021.

Management recommended adoption of Resolution No. 2020-299.

Upon motion of Commissioner Miller, seconded by General Diehl, the In-Flight Kitchen Rate Relief Package at Tampa International Airport with eligible in-flight kitchen operators was unanimously approved by all Board Members present in a roll call vote; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-299.

### Item M3

Selection of Firm and Award of Contract, SkyCenter One Cafe Operator Sublease and Management Agreement, Coastal Ventures SkyCenter LLC dba Nature's Table, Tampa International Airport, Resolution No. 2020-275, presented by Chris Minner.

The Authority is constructing a turnkey Café in SkyCenter One to offer a central option for Airport employees, SkyCenter One tenants and other customers to purchase high quality food and beverage products presented by Chris Minner. The Café will be accessible to all tenants of SkyCenter One, their employees, and patrons.

The Lease between the Authority and JO TPA Office 270 (the developer of SkyCenter One) states that the Authority will provide the Café within SkyCenter One.

On May 3, 2020, a Request for Proposals was issued for SkyCenter One Café Operator at Tampa International Airport.

On June 18, 2020, two responses were received. One qualified response was evaluated by staff. The response from Compass Group USA, Inc. by and through its Canteen Division was deemed non-responsive for including exceptions to the proposed Sublease Agreement and because it included two cost proposals. The sole responsive firm was Coastal Ventures Holdings LLC dba Nature's Table.

In accordance with Policy P410, Procurement, negotiations were entered into with the sole responsive firm to obtain the best value possible for the Authority.

Staff recommends award of SkyCenter One Café Operator Sublease and Management Agreement (Agreement) to Coastal Ventures SkyCenter LLC dba Nature's Table for the operation and management of the SkyCenter One Café. The term of the Agreement is five (5) years, commencing when SkyCenter One reaches a minimum of forty percent (40%) occupancy, and includes one (1) option to extend the Agreement for five (5) years at the discretion of the Chief Executive Officer. The Authority will pay a Management Fee based on the annual gross receipts during the initial term of the Agreement up to a maximum of \$201,000. The Management Fee will decrease as sales increase throughout the initial term of the Agreement. No Management Fee will be paid after the initial term

of the Agreement. Either party may cancel the Agreement, with or without cause, by giving one hundred and eighty (180) days written notice to the other party.

No specific goal for W/MBE participation was established. However, Coastal Ventures SkyCenter LLC dba Nature's Table is a woman-owned business and has agreed to use best efforts to become W/MBE certified within twelve (12) months of execution of the Agreement.

This item will be included in the FY2022 O&M Budget.

The Chief Executive Officer recommended adoption of Resolution No. 2020-275.

Upon motion of Mayor Castor, seconded by General Diehl, the SkyCenter One Café Operator Sublease and Management Agreement with Coastal Ventures SkyCenter LLC dba Nature's Table was approved in a 4 to 1 vote (Commissioner Miller experienced internet issues); the proposal received from Compass Group USA, Inc. by and through its Canteen Division was rejected as non-responsive; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-275.

#### Item M4

Purchase Orders, Vehicles, utilizing Sourcewell Contract No. 120716-NAF, Alan Jay Fleet Sales, Tampa International and Tampa Executive Airports, presented by Jeff Siddle.

The Authority's FY21 equipment budget provides for the purchase of an assortment of vehicles for the General Aviation, Maintenance, and Police Departments presented by Jeff Siddle.

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.

Authorize the issuance of purchase orders to Alan Jay Fleet Sales for the eleven vehicles listed below utilizing Sourcewell Contract No. 120716-NAF for the term of November 5, 2020 through September 30, 2021 for a maximum purchase authorization amount of \$500,000. Nine of the vehicles are replacements for vehicles that have reached their useful life expectancy. Two are new vehicles to be added to the fleet for Police Patrol.

<u>Vehicle Type</u>	<u>Quantity</u>	<u>Department</u>
Pickup Trucks (F-150, F-250 and Ford Ranger)	4	General Aviation, Maintenance and Police
Command, K9 and Patrol vehicles (Ford Explorer/Interceptor and Escape SUV)	7	Police



This item is included in the Capital Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Alan Jay Fleet Sales for the purchase of vehicles, 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.

Upon motion of Robert Watkins, seconded by Mayor Castor, the issuance of Purchase Orders to Alan Jay Fleet Sales for the purchase of vehicles was approved in a 4 to 1 vote (Commissioner Miller experienced internet issues); no resolution was required.

#### Item M5

Maintenance and Services Contract, HUB Parking Technology USA, Inc., Tampa International Airport, Resolution No. 2020-277, presented by Michael Stephens.

On May 7, 2015, the Board authorized Part 2 Design-Build Contract with Manhattan Construction (Florida) Inc. for Parking Access and Revenue Control System Project Nos. 6155 14 and 6156 15 (PARCS) that allowed for the procurement of the PARCS software and equipment presented by Michael Stephens.

On September 3, 2015, the Board authorized Part 2 Supplemental Design-Build Contract A for the complete installation of the PARCS system, reconfiguration of the Main Terminal exit toll plaza, and parking count by level system for parking garages at Tampa International Airport. The Part 2 Supplemental Design-Build Contract A allows the Authority to contract for ongoing maintenance, support and services with the firm subcontracted to configure and implement the PARCS system.

On October 22, 2015, Manhattan Construction (Florida) Inc. subcontracted with HUB Parking Technology USA, Inc. to configure, implement and provide technical and professional support for PARCS software and equipment. PARCS consists of proprietary software and equipment that includes entry and exit stations, cashier fee computers, gates and integrated License Plate Recognition technology. HUB Parking Technology USA, Inc. is the intellectual property owner of the software and equipment utilized for PARCS at Tampa International Airport.

This item authorizes execution of a Maintenance and Services Contract with HUB Parking Technology USA, Inc. (HUB) for the purchase of maintenance, support, and services for the period of seven years upon completion of the warranty year in November 2020 for a maximum purchase authorization of \$2,826,431.

This item also authorizes execution of a Three-Party Escrow Agreement (Escrow Agreement) for source code and related materials by the Chief Executive Officer on behalf of the Authority during the

term of the Maintenance and Services Contract. HUB and Iron Mountain Intellectual Property Management, Inc. will be the other parties to the Escrow Agreement.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2020-277.

Upon motion of Robert Watkins, seconded by Mayor Castor, Maintenance and Services Contract at Tampa International Airport with HUB Parking Technology USA, Inc. was unanimously approved by all Board Members present in a roll call vote; Three-Party Escrow Agreement execution was authorized by the Chief Executive Officer; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-277.

#### Item M6

Selection of Firm and Award of Agreement, Online Booking System, KMP Associates Limited dba AeroParker, Tampa International Airport, Resolution No. 2020-276, presented by John Tiliacos.

The Authority is seeking a company to provide an Online Booking System (OBS) for public parking at Tampa International Airport (Airport) presented by John Tiliacos. The company will design, install, test, maintain and support an OBS to support public parking at the Airport. The OBS will allow customers to book parking in advance of their trip, earn rewards for parking, receive promotional offers and purchase additional products and services such as auto detailing. The OBS will allow full payment for parking at time of booking. A booking will guarantee the customer a space but will not guarantee the customer a specific space. The OBS will also allow the Commercial Parking team to better manage parking inventory levels in each of the Authority's parking structures and enhance the customer experience.

On July 15, 2020, an Invitation to Negotiate for Online Booking System at Tampa International Airport was issued.

On August 28, 2020, three responses were received. Two qualified responses were evaluated by staff. The response from MAG US Parking Management LLC dba MAG USA was deemed non-responsive for failing to meet minimum qualifications. The two responsive firms are:

1. KMP Associates Limited dba AeroParker
2. The Chantry Corporation Limited

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

This item awards and authorizes execution of a License Agreement for Online Booking System (Agreement) with KMP Associates Limited dba AeroParker for a maximum purchase authorization of \$655,500 for the design, installation, testing, maintenance, and support of the OBS. The Agreement will commence on November 5, 2020 with the beginning of design and installation. The term of the Agreement for operation is April 1, 2021 to March 31, 2026, or earlier upon completion of design and installation of the OBS, with two discrete, one-year renewal options at the discretion of the Chief Executive Officer.

No specific goal for W/MBE participation was established.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2020-276.

Robert Watkins moved the motion and it was seconded by Mayor Castor.

Mayor Castor questioned if the parking system incorporated other parking systems or if it was a standalone product. Laurie Noyes answered that it was a standalone system for the Airport but that it had add on opportunities. Ms. Noyes also explained that it would not work in the park mobile environment at this time.

The License Agreement for Online Booking System at Tampa International Airport with KMP Associates Limited dba AeroParker was unanimously approved by all Board Members present in a roll call vote; the response received from MAG US Parking Management LLC dba MAG USA was rejected as non-responsive; and the Chief Executive Officer or his designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-276.

This concluded New Business and Chairman Harrod proceeded to Staff Reports.

Mr. Lopano once again thanked Commissioner Miller once again for his leadership and services as an Authority Board Member. Commissioner Miller conveyed that it has been his pleasure to serve on the Authority board the last 2 years.

Jeff Siddle began the Staff Reports with an update on SkyCenter. Mr. Siddle thanked the Board members for their support.

Hensel Phelps is expected to be completed with their work at the SkyCenter Facility in February of next year. Chairman Harrod asked if the Authority had planned for the parking lot being adaptable to electric vehicles. Mr. Siddle responded that there are two parts to that question. There are actually charging stations at the cell phone lot and in the parking garage itself. He stated that he believed there was a commitment from Van Trust to provide charging stations for electric vehicles. There are also provisions in the building but for bicycles.

Chairman Harrod asked if there would be anything identifying that the Airport offices are located in the SkyCenter.

Mr. Minner responded no there wouldn't be a Tampa International Airport sign on the building but all the signage around the SkyCenter Development area would read SkyCenter and SkyCenter One building.

Mr. Siddle continued his report with views of the building.

Chris Minner updated the Board that his team informed him that the Authority would have about 65 charging stations from day one.

Mr. Siddle continued stating that TPA actually opened up Taxiway B late last month. The work is being done and is expected to be completed about a month and a half early on this contract, sometime next April.

Also, on the roadway expansion, Cone and Graham is making great progress. They reconstructed the bridge in place and the bridge is expected to be completed by the Christmas holidays.

Hensel Phelps is really going strong right now with the new approach roadways and bridges being put in place.

All of the underground work has been completed at the Central Utility Plant. The steel will start being installed next month and this work should be completed by late 2021.

Mr. Siddle will be bringing back to the Board one of the final contracts in March for DPR, the Authority's design builder, for finishing the three Authority floors and the final contract with Hensel Phelps for the red side curb late next year.

This concluded Staff Reports.

Chairman Harrod then proceeded to the Attorney-Client Closed Session. General Counsel Stephens outlined the procedural rules of the Attorney-Client Closed Session.

Upon motion of Commissioner Miller, seconded by General Diehl, the Board unanimously approved in a roll call vote to enter into an Attorney-Client Closed Session to discuss active litigation.

After the conclusion of the Attorney-Client Closed Session Chairman Harrod reopened the Regular Board Meeting.

Chairman Harrod then proceeded with the remaining items on the Agenda.

### Item P1

Amendment No. 2 to Contract for Special Legal Services, Greenberg Traurig, P.A., Tampa International Airport, Resolution No. 2020-278, presented by Michael Stephens.

On December 5, 2019, the Board approved a Special Legal Services Contract (Contract) with Greenberg Traurig, P.A. for legal services with regard to commercial law and related legal matters in a total not-to-exceed amount of \$150,000. The initial term of the Contract is December 5, 2019 through December 4, 2020 with one, two-year renewal option at the discretion of Authority General Counsel or Assistant General Counsel. The Authority may cancel the Contract with 30 days advance written notice.

On May 7, 2020, the Board approved ratification of the previously executed Amendment No. 1 to the Contract authorizing an increase of \$200,000 to the Contract for a total maximum purchase authorization of \$350,000.

This Amendment No. 2 authorizes an increase of \$375,000 to the Contract for a new total maximum purchase authorization amount of \$725,000. Greenberg Traurig, P.A. will continue to represent the Authority with regard to commercial law and related legal matters.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2020-278.

Upon motion of Robert Watkins, seconded by Mayor Castor, Amendment No. 2 to Contract for Special Legal Services at Tampa International Airport with Greenberg Traurig, P.A. was unanimously approved by all Board Members in a roll call vote; and the General Counsel or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-278.

### Item Q1

Amendment No. 1 to Contract for Special Legal Services, Hill, Ward & Henderson, PA, Tampa International Airport, Resolution No. 2020-279, presented by Michael Stephens.

On May 7, 2020, the Board approved ratification of the previously executed Special Legal Services Contract (Contract) with Hill, Ward & Henderson, PA for legal services with regard to Ad Valorem Tax Exemption law and related legal matters in a total not-to-exceed amount of \$250,000. The initial term of the Contract is April 9, 2020 through April 8, 2022 with one, one-year renewal option at the discretion of the Authority General Counsel or Assistant General Counsel. The Authority may cancel the Contract with 30 days advance written notice.

This Amendment No. 1 authorizes an increase of \$200,000 to the Contract for a new total maximum purchase authorization amount of \$450,000. Hill, Ward & Henderson, PA will continue to represent the Authority with regard to Ad Valorem Tax Exemption law and related legal matters.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2020-279.

Upon motion of Commissioner Miller, seconded by Mayor Castor, Amendment No. 1 to Contract for Special Legal Services at Tampa International Airport with Hill, Ward & Henderson, PA was unanimously approved by all Board Members present in a roll call vote; and the General Counsel or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2020-279.

Before adjourning the meeting, Mr. Stephens requested an Attorney-Client Closed Session be held at the December Board Meeting to discuss pending litigation and to seek the Board's direction in terms of settlement and strategy.

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 W. Harrod, Chairman