

Hillsborough County Aviation Authority
Regular Board Meeting

Thursday, 9:00 a.m.
October 7, 2021

A Regular Board Meeting was convened in the Boardroom, Main Terminal Building, Level 3 at Tampa International Airport, Tampa, Florida, on Thursday, October 7, 2021.

Members present were: Robert I. Watkins, Commissioner Stacy White, Mayor Castor, and General Diehl.

Aviation Authority staff members present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Damian Brooke, Chris Minner, John Tiliacos, Veronica Cintron, Adam Bouchard, Violet Cummins, Gina Evans, Michael Kamprath, Scott Knight, Brian Miles, Elita McMillon, Laurie Noyes, Rob Porter, Marcus Session, Jeff Siddle, Laura Tatem, James Tarro, Tom Thalheimer, Barbara Grilli, Teresa Howell, Dan Johnson, Brett Fay, Randy Forister, Kate Webb, Helen Power, Cory Pullman, Ashley Iaccarino, Danny Valentine, Teri Uno, Matt Bauer and Rich Coudurier.

Vice Chairman, Robert Watkins, welcomed everyone to the October 7, 2021 Regular Board Meeting of the Aviation Authority. Mr. Watkins announced that Gary Harrod would not be in attendance and that he would be chairing the meeting.

General Counsel Stephens announced that pursuant to TSA Security Directive 1542-21-01, which went into effect on February 1, 2021, all participants within the Main Terminal are required to wear masks at all times during the meeting.

The Pledge of Allegiance was recited.

Robert Watkins called the Board Meeting to Order and stated that if anyone wanted to comment or bring propositions before the Board they needed to see Violet Cummins for a form.

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

Vice Chairman Watkins then asked for a Motion to Approve the Agenda.

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

There were no Public Comments.

Vice Chairman Watkins asked if there were any abstentions from the Regular Board Meeting held on September 2, 2021 that needed to be read into the record.

General Counsel Stephens replied that there were no abstentions from the September 2, 2021 Board Meeting and none were anticipated at this meeting.

Vice Chairman Watkins asked if there were any additions or corrections to the Minutes of the Regular Board Meeting held on September 2, 2021.

Upon motion of Commissioner White, seconded by Mayor Castor, the Minutes of the Regular Board Meeting held on September 2, 2021 were unanimously approved by all Board Members present.

Mr. Lopano's Management Report was next.

Mr. Lopano praised staff for their work during the COVID-19 pandemic and informed the Board that 92% of Authority employees have been vaccinated and the remainder are testing weekly.

Chris Minner provided the Performance Assessment Report.

Mr. Minner started the report with a recap of domestic and international passenger activity along with a market resilience update. Total passenger traffic for September was down slightly from August, impacted by the resurgence of the COVID Delta variant, but still reaching 94.6% of pre-COVID traffic versus the national average of 76%. The Lufthansa group will be starting service on their new long-haul international carrier, Eurowings Discover, starting December 16th. The federal government has announced that international travelers will be able to enter the United States again starting in November.

Mr. Minner next discussed the "I Am TPA" program in Concessions, which awards concessionaire employees who provide a superior level of service on a consistent basis, contributing to employee morale and retention as well as customer satisfaction. He added that the most recent J.D. Power survey showed TPA ranking #2 in the country in airport satisfaction, only one point out of a possible 1,000 behind newly-built New Orleans International.

Mr. Minner then reported that on social media the Authority reached a potential audience this past year of over a billion people, adding nearly 2,000 followers in the last month.

Damian Brooke next introduced two new members of his leadership team: Dan Johnson, promoted to Vice President to replace retired Ann Davis, and Matt Bauer, hired as Vice President of Procurement.

This concluded Mr. Lopano's Management Report.

Vice Chairman Watkins then asked for a motion to approve the Consent Agenda

Upon motion of Mayor Castor, 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

Ground Service Equipment Facilities Space Rental Agreement, American Airlines, Inc., Tampa International Airport, Resolution No. 2021-159.

On September 2, 2010, the Authority and American Airlines, Inc. (American) entered into a Ground Service Equipment (GSE) Facilities Space Rental Agreement (GSE SRA) for Suite 2600. American performs its own GSE maintenance out of Suite 2600. The GSE SRA terminated on September 30, 2021.

This new GSE SRA is for the term of October 1, 2021 to September 30, 2027. Either party may terminate upon 180 days' written notice.

Utilizing Fiscal Year 2022 rates, American will lease space in the GSE Building at \$9.15 per square foot and pay an initial annual O&M Rent at \$1.75 per square foot. O&M Rent will increase by 5.5% each year.

The initial Rents are as follows:

Company	Suite No.	SF	Annual GSE Building Rent	Initial Annual O&M Rent	Company's Improvements Rent (CIR)	Total Initial Annual Payments
American	2600	4,919	\$45,008.85	\$8,608.25	\$8,885.88	\$62,502.98

Management recommended adoption of Resolution No. 2021-159.

Resolution No. 2021-159 approved and authorized execution of Ground Service Equipment Facilities 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.

Item G2

Authorization to Dispose of 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.

Description	QTY	Year Purchased	Asset Tag
Dynamic Friction Tester	1	2018	705959
2011 Ford E450 Shuttle Bus	1	2012	124346
2011 Ford F150 XL	1	2011	123379
Cargo South Enclosed Trailer	1	2005	N/A
2009 Ford Fusion Hybrid	1	2009	120173
Foam Playground Airplanes	2	N/A	N/A
Cutler Hammer 480V Transformer	2	N/A	N/A
Jetway 5HP Gear Motor	1	N/A	N/A
T3 Motion Three Wheel Segway	1	2012	124772

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.

Item G3

Consent to Assignment and Assumption Contract, Baker, Donelson, Bearman, Caldwell & Berkowitz, PC and Guilday Law, P.A., Tampa International, Peter O.Knight, Tampa Executive and Plant City Airports, Resolution No. 2021-160.

On May 2, 2018, the Authority entered into a Contract for Special Legal Services with Baker, Donelson, Bearman, Caldwell & Berkowitz, PC to provide special legal services for environmental law at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports. The term of that Contract expired on September 30, 2021, with a maximum purchase authorization of \$450,000 at the time of expiration.

On August 5, 2021, the Board awarded a Contract for Special Legal Services to Baker, Donelson, Bearman, Caldwell & Berkowitz, PC to provide special legal services for environmental law at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports. The term of the Contract is

for three years with two, one-year renewal options at the discretion of the Chief Executive Officer or designee for a maximum purchase authorization amount of \$500,000.

Ralph DeMeo was the lead attorney for Baker, Donelson, Bearman, Caldwell & Berkowitz, PC under the above-referenced Contracts. On August 23, 2021, Mr. DeMeo left Baker, Donelson, Bearman, Caldwell & Berkowitz, PC and began practicing law for Guilday Law, P.A. who has requested assignment of the Contracts from Baker, Donelson, Bearman, Caldwell & Berkowitz, PC.

Staff recommended the Board consent to assignment of the Contracts from Baker, Donelson, Bearman, Caldwell & Berkowitz, PC to Guilday Law, P.A.

Management recommends the adoption of Resolution No. 2021-160.

Resolution No. 2021-160 approved and authorized execution of Consent to Assignment and Assumption Contract at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports between Baker, Donelson, Bearman, Caldwell & Berkowitz, PC and Guilday Law, P.A.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents.

Vice Chairman Watkins then proceeded to Policies or Rules for Consideration or Action.

The following item was contained in Policies or Rules for Consideration or Action.

Item H1

Update to Policy Manual, Policy for Approval: Section 100, Policy P156, Lobbyist Activities, presented by Scott Knight.

Policy P156, Lobbyist Activities, is a new policy to require the registration of Lobbyists dealing with the Authority.

Staff proposes creating Policy P156, Lobbyist Activities, which would require all Lobbyists to register before or at the time of Lobbying but in any event no later than seven business days from the date of such Lobbying on a registration form provided by the Authority.

“Lobbying” is defined in the proposed Policy as communicating or meeting privately in person, by telephone or pursuant to written or electronic communication with a member of the Authority Board, the Chief Executive Officer, an Executive Vice President, a Vice President, the General Counsel, an Assistant General Counsel, a department director, or any Authority employee or representative who makes a final decision or final recommendation to the Board in order to influence decision-making or to encourage the passage, defeat, or modification of any item.

“Lobbyist” is defined in the proposed Policy as a person who is employed and receives payment, or who contracts for economic consideration, for the purpose of Lobbying, or a person who is principally employed for governmental affairs by another person or entity to lobby on behalf of that person or entity.

Under the proposed Policy, registration by a Lobbyist would include providing the Lobbyist’s name and business address, the name and business address of each Principal represented, and the general and specific areas of business interest. A separate registration is required for each Principal represented and registration is effective for a period of 12 months.

The following persons and activities are exempted from the requirement of registration under the proposed Policy:

1. Employees or representatives of federal, state, or local governmental agencies discussing the business of their agency;
2. Any person in contractual privity with the Authority who appears only in his or her official contractual capacity or through his or her attorney to discuss issues related to their contract or in connection with the negotiation of an existing contract with the Authority;
3. Any person who only appears in his or her individual capacity for the purpose of self-representation without compensation or reimbursement, whether direct, indirect, or contingent, to express support or opposition to any item; and
4. Persons or representatives of organizations contacted by an Authority official when such contact is initiated by the Authority official.

The proposed Policy provides for investigation of alleged violations of the Policy by the General Counsel and provides that the Board may warn, reprimand, or suspend a violator of the Policy from Lobbying the Authority for a period of time not to exceed two years, upon reasonable notice and an opportunity to be heard.

The proposed Policy will be effective January 1, 2022.

The Chief Executive Officer recommended the Board approve Policy P156, Lobbyist Activities.

Commissioner White moved the motion and it was seconded by Mayor Castor.

Vice Chairman Watkins commented that at the September 2, 2021 Board Meeting he objected to the Lobbyist Policy. He stated his concern that it was overly bureaucratic and burdensome on the staff and may deter individuals from approaching Authority staff.

Update to Policy Manual, Policy for Approval: Section 100, Policy P156, Lobbyist Activities, was approved in a 3 to 1 vote, with Vice Chairman Watkins voting in opposition. No resolution was required.

This concluded Policies or Rules for Consideration or Action.

With no Committee Reports or Unfinished Business, Vice Chairman Watkins proceeded to New Business.

The following items were contained in New Business.

Item K1

Construction Contract, Airside Guideways & Bridge Rehabilitation, HCAA Project No. 6860 21, One Source Restoration and Building Service, Inc., Tampa International Airport, Resolution No. 2021-153, presented by Jeff Siddle.

This Project consists of rehabilitation of Airside Guideways A, A-Sort, C, E, & F, as well as Taxiway B Bridge at Tampa International Airport. The Guideways will be repaired and waterproofed to protect the baggage areas below, and miscellaneous repairs will be completed on the Bridge to maintain various elements. A low bid solicitation was advertised on July 21, 2021.

On September 1, 2021, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
One Source Restoration and Building Service, Inc.	\$1,706,980.00
Foresight Construction Group, Inc.	\$2,867,550.99

The lowest responsive and responsible bidder is One Source Restoration and Building Service, Inc.

A W/MBE Goal participation rate of 24.0% was prescribed and a W/MBE Goal participation rate of at least 24.0% is incorporated into this Contract.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2021-153.

Upon motion of General Diehl, seconded by Mayor Castor, Construction Contract for Airside Guideways & Bridge Rehabilitation, HCAA Project No. 6860 21 at Tampa International Airport with One Source Restoration and Building Service, Inc. in the amount of \$1,706,980.00 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. 2021-153.

Item K2

Selection of Company and Award of Contract, Concessions Receiving and Distribution Center Logistics Manager, Bradford Airport Logistics, LTD, Tampa International Airport, Resolution No. 2021-154, presented by Laurie Noyes.

On August 6, 2015, the Board awarded Bradford Airport Logistics, LTD (BAL) a Contract for Concessions Receiving and Distribution Center (CRDC) Logistics Manager Services to include the receipt, staging, screening and distribution of merchandise and supplies to and from concessionaires and select other non-aviation companies in the Main Terminal and four (4) Airsides of Tampa International Airport. BAL began providing CRDC Logistics Manager Services to the Authority on February 5, 2016. Concessionaires pay the Authority a concessions services fee, which is a percentage of Gross Receipts, to support the cost of operating the CRDC. The current Contract is effective through February 4, 2022.

On June 21, 2021, an Invitation to Negotiate (ITN) for Concessions Receiving and Distribution Center Logistics Manager at Tampa International Airport was issued.

On July 19, 2021, three (3) responses to the ITN were received. Responses from the following companies met the minimum qualification requirements and were evaluated by staff:

1. Bradford Airport Logistics, LTD
2. ALM TPA LLC DBA Airport Logistics Management
3. Baggage Airline Guest Services, Inc.

After review of the three (3) responses against the evaluation criteria in the ITN, the technical evaluation committee recommended negotiations with the top two ranked firms and subsequent award of the Contract to Bradford Airport Logistics, LTD as the firm providing the best overall value to the Authority.

The term of this Contract will commence on February 5, 2022 and will be in effect for five (5) years. The Contract provides for two (2), one-year renewal options exercised at the discretion of the Authority Chief Executive Officer. The Annual Management Fee for the initial year of this Contract is \$1,750,181, with a maximum purchase authorization under the Contract of \$16,610,685, including the renewal options.

There was no W/MBE goal prescribed for this Contract; however, Bradford Airport Logistics, LTD proposed participation equal to or greater than 5% which will be incorporated into this Contract.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2021-154.

Upon motion of Mayor Castor, seconded by Commissioner White, Contract for Concessions Receiving and Distribution Center Logistics Manager at Tampa International Airport with Bradford Airport Logistics, LTD 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. 2021-154.

Item K3

Supplemental Contract(s), Information Technology Consulting Services, utilizing GSA Contract Nos. GS-35F-497AA, 47QTCA20D00BA, 47QTCA18D00LE, Applications Software Technology LLC, Sunera Technologies, Inc. and Mirage Software, Inc. dba Bourntec Solutions Inc., Tampa International Airport, Resolution Nos. 2021-156, 2021-157 and 2021-158, presented by Marcus Session.

The Authority's Information Technology Services Department is in need of consulting services on an as-needed basis. Consultants will assist the Authority with projects including, but not limited to, deployment of enhancements and new features for its Enterprise Resource Planning (ERP) software system which automates the Authority's finance function, project accounting, purchasing, inventory, human resources, payroll, budgeting and advanced business reporting, and Oracle Database Administration Services which includes Oracle Cloud infrastructure support and management, management of Oracle applications, updates, program improvement, support to Authority staff with production and limited non-production systems, and support during Authority personnel leave, go-live events, and disaster recovery situations. In addition, consultants will assist with the implementation of Unifier, a lifecycle management solution for capital planning, project delivery, and cost control and PROPworks® upgrade, a software program designed to manage leases and their associated revenue information.

Applications Software Technology LLC (utilizing GSA Contract No. GS-35F-497AA), Sunera Technologies, Inc. (utilizing GSA Contract No. 47QTCA20D00BA), and Mirage Software, Inc. dba Bourntec Solutions Inc. (utilizing GSA Contract No. 47QTCA18D00LE) offer these consulting services and were selected based on their capabilities and Oracle Partner status. Supplemental Contracts with each company will provide for the inclusion of statutorily required and other language.

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 execution of Supplemental Contracts, to include statutorily required and other language, and issuance of purchase orders to Applications Software Technology LLC utilizing

GSA Contract No. GS-35F-497AA, Sunera Technologies, Inc. utilizing GSA Contract No. 47QTCA20D00BA, and Mirage Software, Inc. dba Bourntec Solutions Inc. utilizing GSA Contract No. 47QTCA18D00LE for information technology consulting services on an as-needed basis for the period of October 7, 2021 through August 13, 2023, with three discrete, one-year renewal options at the discretion of the Chief Executive Officer, contingent upon approval of similar renewal options exercised by GSA, for a total aggregate maximum purchase authorization amount of \$2,610,000, including the renewal options.

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

Management recommended adoption of Resolution Nos. 2021-156, 2021-157 and 2021-158. Vice Chairman Watkins stated that if there was no objection, they would take all three Resolutions as a single item.

Upon motion of Mayor Castor, seconded by Gen. Diehl, the three Resolutions were unanimously approved by all Board Members present:

Approved and authorized execution of Supplemental Contract with and issuance of purchase orders to Applications Software Technology LLC; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents by adoption of Resolution No. 2021-156.

Approved and authorized execution of Supplemental Contract with and issuance of purchase orders to Sunera Technologies, Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents by adoption of Resolution No. 2021-157.

Approved and authorized execution of Supplemental Contract with and issuance of purchase orders to Mirage Software, Inc. dba Bourntec Solutions Inc.; and authorized the Chief Executive Officer or his designee to execute all other ancillary documents by adoption of Resolution No. 2021-158.

This concluded New Business and Vice Chairman Watkins proceeded to Staff Reports.

Jeff Siddle began the Staff Report by reporting that the move into SkyCenter is still on target to start in February 2022.

Roadway work is scheduled to be completed as planned by November 19th despite of some lost days in August and September due to rain.

Blue curb expansion work is continuing seven days a week and sometimes around the clock, with a goal to open to the public the week of November 15th.

The state-of-the-art Central Utility Plant is in final testing and commissioning phase with mid-November goal of completion.

Mr. Siddle concluded the Staff Report with the budget slide showing a \$543.7 million current budget and 82% of committed costs. In December the Board will see a contract for demolition of the Administration Building in preparation for the next project, the red side curb.

This concluded the Staff Report.

Before adjourning the meeting, Mr. Stephens requested an Attorney-Client Closed Session be held at the November 2021 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, Vice Chairman Watkins adjourned the meeting.



Jane Castor, Secretary



Gary Harrod, Chairman