

Hillsborough County Aviation Authority  
Regular Board Meeting

Thursday, 9:00 a.m.  
September 8, 2022

A Regular Board Meeting was convened in the Boardroom, Level 4 of SkyCenter ONE, Tampa, Florida, on Thursday, September 8, 2022.

Members present were: Chairman Gary Harrod, Robert I. Watkins, General Diehl, and Mayor Castor.

Aviation Authority staff members present were Chief Executive Officer Joseph W. Lopano, General Counsel Michael Stephens, Damian Brooke, Chris Minner, Scott Knight, 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, Randy Forister, Dan Johnson, James Tarro, Beau Zimmer, Violet Cummins, Tony O'Brian, Dan Porter, Kevin Podsiad, Josh Harmon, Chris Reyes, Dylan Didion, Joel Feldman, Marilyn Gauthier and Josh Gillen.

Chairman Harrod welcomed everyone to the September 8, 2022 Regular Board Meeting of the Aviation Authority and announced that Commissioner White would not be in attendance. 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 August Board Meeting General Counsel Michael Stephens had advised of the possibility of holding an Attorney-Client Closed Session at this meeting. There was no need to hold the Closed Session but there would be a closed session on another matter per Florida Statute.

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

Upon motion of Robert Watkins, 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 August 11, 2022 that needed to be read into the record. General Counsel Stephens replied that there were no abstentions from the August 11, 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 August 11, 2022.

Upon motion of Mr. Watkins, seconded by General Diehl, the Minutes of the Regular Board Meeting held on August 11, 2022 were unanimously approved by all Board Members present.

Mr. Lopano's Management Report was next.

Chris Minner provided the Performance Assessment Report.

There were 1.77 million passengers during the month of July which was 5.6% behind pre-pandemic traffic levels and flat to last year.

International passenger traffic is 17% behind pre-pandemic numbers.

During the month of September the Airport is scheduled to have 4.2% more scheduled seat capacity than before the pandemic. October will be flat to where the Authority currently is and in November airlines have scheduled 5.2% fewer seats than they did back in 2019.

A quarter of the Short Term Parking Garage needed to be vacated in order to strengthen the columns. This is part of the planned demolition of the old Administrative Building which is currently underway. This project is projected to be completed in Spring 2023 which will mean there will be intermittent closures of the Short Term Parking Garage.

There will be an Airport wide hiring day on September 27, 2022 with at least 500 job openings and at least 30 employers and 2 airlines participating.

The protective coating has been removed from the stainless steel ceiling tiles that are above the flamingo.

Breeze added non stop flights to Syracuse.

There were 2,000 new followers across all social media channels. Media activity during the month of August had a global audience of more than 1 million people with an earned media value of \$4 million.

Our Little Suitcase is a new baby equipment company that will rent baby equipment. The Airport was nominated as part of America's Best Restroom contest.

Mr. Minner gave an update on the study by the University of South Florida regarding unmarked burial grounds. One of the parcels of land that was identified in the county wide study was a piece of land owned by HCAA that is located directly south of Raymond James Stadium. It is an undeveloped parcel that is used for event and game parking. After an extensive search there was no evidence of a burial ground on this land.

Chief Charlie Vazquez was next and recognized Gregory Mertz on this retirement. Mr. Mertz served as an Assistant Federal Security Director for TSA at Tampa International Airport for over 20 years.

Chief Vazquez also recognized several of the Authority's Police Officers who donated their time for Habitat for Humanity. For the past 3 years, female members of the Tampa International Airport Police Department have participated in a Woman Build Initiative that spans an 8-12 week period.

Matt Bauer, Vice President of Procurement, recognized his department for being awarded the Public Procurement Award for 2022 from the National Institute of Public Procurement. The HCAA Procurement Department received the highest score of any applicant and it has received this award every year since 2013.

This concluded Mr. Lopano's Management Report.

There were no items in the Consent Agenda, the Chairman then moved on to Policies or Rules for Consideration or Action.

The following items were contained in Policies or Rules for Consideration or Action.

#### Item H1

Update to Policy Manual, Revisions to Policy for Approval: Policy P512, Procurement Protests presented by Scott Knight.

Policy P512, Procurement Protests, establishes a policy for procurement protests. The Policy was last revised in November 2017.

Staff proposes revising Policy P512, Procurement Protests, as follows:

- Include Invitation to Negotiate in the definition of Competitive Selection Process.
- Decrease the dollar threshold amount for protests of formal solicitations from greater than \$100,000 to greater than \$65,000 to be consistent with Authority Procurement Policy.
- Revise certain procedural aspects of the Procurement Appeals Hearing.

The Chief Executive Officer recommended the Board approve the revisions to Policy P512, Procurement Protests.

Upon motion of Robert Watkins, seconded by Mayor Castor, Revisions to Policy for Approval: Policy P512, Procurement Protests was unanimously approved by all Board Members present. No resolution was required.

#### Item H2

Update to Policy Manual, Revisions to Policy for Approval: Policy P824, Peer to Peer Vehicle Sharing, presented by Laurie Noyes.

On August 1, 2019, the Board approved Policy P824, Peer to Peer Vehicle Sharing, to provide for the operation of peer to peer and similar vehicle sharing at Tampa International Airport (Airport).



Staff recommends revising Policy P824 to reflect the rental of parking spaces as an optional form of revenue, instead of a required form as the Policy currently reads, based on the needs of different peer to peer vehicle sharing companies.

The Chief Executive Officer recommended the Board approve the revisions to Policy P824, Peer to Peer Vehicle Sharing.

Upon motion of Robert Watkins, seconded by General Diehl, Revisions to Policy for Approval: Policy P824, Peer to Peer Vehicle Sharing was unanimously approved by all Board Members present. No resolution was required.

There were no Committee Reports. Chairman Harrod proceeded to Unfinished Business.

The following items were contained in Unfinished Business.

#### Item J1

Capital and Operating Budget for FY 2023, Tampa International Airport, Resolution No. 2022-92, presented by Damian Brooke.

As the impacts of the COVID pandemic gradually subside, the Authority is experiencing higher than expected traffic levels, significantly higher operating revenues, and record bottom-line performance through FY 2022. With FY 2022 financial performance projected to be substantially higher than pre-pandemic levels, the Authority is now changing its focus from one of recovery to one that supports long-term growth.

The Authority projects it will finish FY 2022 with revenues approximately \$33.9 million or 12.0% higher than budget, operating expenses approximately 1.4% or \$2.2 million below budget, and a pre-capital bottom line approximately \$41.7 million or 75.2% better than budget. The Authority projects that it will generate more than \$97.2 million on its pre-capital bottom line for FY 2022 and \$103.5 million in FY 2023. As a result, unrestricted cash reserves the Authority has focused on building over the past seven years as it has undertaken its three-phase Master Plan should total approximately \$283 million at the end of FY 2022. The Authority is expected to generate an additional \$53.6 million in reserves from operations in FY 2023. However, after utilizing reserves to purchase the SkyCenter One Office Building, the Authority's FY 2023 end-of-year unrestricted reserve balance is expected to total between \$230 million and \$250 million.

On July 28, 2022, the Authority met with representative of the airlines serving Tampa International Airport to review the proposed FY 2023 Capital and Operating Budget. In accordance with the terms of the Authority's revenue bond trust indenture, the proposed FY 2023 Capital and Operating Budget has also been reviewed and approved by Ricondo & Associates, the Authority's Airport Consultant.

For FY 2023, passenger traffic is projected to reach 23.4 million passengers due to airline response to the Tampa Bay region's nation-leading economic growth. Operating revenues are expected to total \$343.5 million for FY 2023, an increase of approximately \$60.4 million or 21.3% compared to FY 2022 budget levels. Operating expenses are expected to total \$181.8 million for FY 2023, an increase of \$17.6 million or 10.7% compared to FY 2022 budget levels.

After revenue sharing back to airlines of \$2.5 million and annual debt service of \$55.4 million, the proposed FY 2023 Capital and Operating Budget projects that the Authority will generate \$110.1 million towards capital



improvements, the annual air service incentive plan, and reserves. The Authority will utilize \$46.6 million of those funds towards the FY 2023 Capital Improvement Program (which consists of 30 separate projects totaling more than \$891.8 million), \$3.5 million of those funds towards capital equipment, and the remainder will be put into reserves.

Non-Signatory & Signatory Proposed FY 2023 Fees & Charges October 1, 2022 - September 30, 2023		
	<b>NON-SIGNATORY RATE</b>	<b>SIGNATORY RATE</b>
<b>LANDING FEES:</b>	\$2.284/1000#s CMGLW	\$2.173/1000#s CMGLW
<b>JOINT USE FEES:</b>		
Terminal:	\$2.58 per enplanement	\$2.46 per enplanement
Airside:	\$0.75 per enplanement	\$0.71 per enplanement
<b>AVERAGE TERMINAL BUILDING RENTAL RATES:</b>	\$248.41 per sq. ft./year	\$236.58 per sq. ft./year
<b>AIRSIDE BUILDINGS RENTAL RATE:</b>	105.95 per sq. ft./year	100.90 per sq. ft./year
<b>PER TICKET COUNTER FEE (HCAA) (PER POSITION):</b>	\$36.50	\$34.80
<b>PASSENGER TRANSFER SYSTEM (PTS) FEE:</b>	\$0.99 per enplanement	\$0.94 per enplanement
<b>PER USE GATE FEE (HCAA):</b>		
Commuter:	\$87.10	\$82.90
Narrow Body:	\$174.20	\$165.90
Wide Body:	\$261.20	\$248.80
<b>AIRCRAFT PARKING FEES BY CLASSIFICATION (For each 2 hours per 24-hour period):</b>		
Commuter:	\$23.10	\$22.00
Narrow Body:	\$83.40	\$79.40
Wide Body:	\$125.10	\$119.10
<b>CARGO AIRCRAFT PARKING APRON FEE (For each 2 hours per 24-hour period):</b>		
Up to 12,500 lbs. CMGLW	\$11.00	\$11.00
12,501 lbs. to 220,000 lbs. CMGLW	\$55.00	\$55.00
Over 220,001 lbs. CMGLW	\$110.00	\$110.00
<b>BAG HANDLING SYSTEM FEE:</b>	\$0.66 per enplanement	\$0.63 per enplanement

<b>TERMINAL SUPPORT FEE (HCAA):</b>	\$0.0973 per enplanement	\$0.0926 per enplanement
<b>OTHER PER USE FEES (HCAA):</b>	<b>FEE</b>	
FIS (Federal Inspection Service Facility):	\$6.00 per deplaned post-cleared international passenger	
Curbside per use:	\$29.20 per position per flight	\$27.80 per position per flight
HCAA International Club Room:	\$105.00/4-hour period	\$100.00/4-hour period
	\$25.00/additional hour; \$200.00 - Maximum Daily Fee	
<b>SERVICE</b>	<b>FEE</b>	
PFC (Passenger Facility Charge)	\$4.50 less \$0.11 collection compensation per enplaned passenger	

The Authority seeks approval of the FY 2023 Operating and Capital Budget as per Authority Policy P430, Annual Budget.

The Chief Executive Officer and the Airport Consultant recommend adoption of Resolution No. 2022-92.

Upon motion of Robert Watkins, seconded by Mayor Castor, the Capital and Operating Budget for Fiscal Year 2023 was unanimously approved by all Board Members present and the estimated airline rates and charges were established by adoption of Resolution No. 2022-92.

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 Jeff Siddle.

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 current capital improvement program and 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 September 7, 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 for the five (5) year initial Term.

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 General Diehl, 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

Selection of Design Professional, Asphalt Rehabilitation of Runway 1R-19L & 10-28 and Replacement of Concrete Slabs, HCAA Project No. 7100 23, Tampa International Airport, presented by Jeff Siddle.

This Project will remove, rehabilitate, and reconstruct runway, taxiway, taxilane, and apron pavements, lighting, and other work.

On May 11, 2022, a Request for Qualifications entitled Asphalt Rehabilitation of Runway 1R-19L & 10-28 and Replacement of Concrete Slabs at Tampa International Airport was issued.

Four (4) responses were received and evaluated by staff.

The order of technical ranking is as follows:

1. AECOM Technical Services, Inc.
2. Kimley-Horn and Associates, Inc.
3. Garver Engineers, LLC
4. AVCON, Inc.

A W/MBE goal of at least 7% of the dollar amount earned on the Contract for the design phase of the Project was prescribed. The percentages proposed by all qualified respondents for the amount earned on design will meet or exceed the W/MBE goal requirements and will be incorporated into the resulting Contract.

This item is included in the Capital Budget.

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

Upon motion of Robert Watkins, seconded by General Diehl, the ranking firms in order of preference was approved and staff was authorized to negotiate a contract. No resolution was required.



## Item K2

Purchase Orders, Cobus Buses, Cobus Industries, Tampa International Airport, presented by Adam Bouchard.

The Authority utilized two (2) Cobus 3000 model buses, leased through ABM Aviation, Inc., to transport passengers from the Main Terminal to the Economy Parking Garage and Rental Car Center and back to the Main Terminal during a recent SkyConnect outage.

Market research was conducted for large, 100+ passenger capacity buses that have doublewide doors on each side and a flat, no step flooring for easy loading and unloading of passengers and luggage. The Authority was unable to identify a comparable vehicle that would meet or exceed these requirements other than the Cobus 3000 model manufactured and distributed by Cobus Industries.

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

On August 14, 2022, a Notice of Intent to Sole Source with Cobus Industries at Tampa International Airport was publicly advertised. No responses were received.

This item authorizes the issuance of Purchase Orders to Cobus Industries for the purchase of up to six (6) Cobus 3000 model buses for the period of October 6, 2022 through October 5, 2027 in the maximum purchase authorization amount of \$2,994,600.

This item is included in the Capital Equipment Budget.

The Chief Executive Officer recommended the Board authorize issuance of Purchase Orders to Cobus Industries and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

Upon motion of Robert Watkins, seconded by General Diehl, Purchase Orders for Cobus Buses to Cobus Industries was unanimously approved by all Board Members present. No resolution was required.

## Item K3

Selection of Firm and Award of Contract, State Legislative Consulting Services, GrayRobinson, P.A., Tampa International Airport, Resolution No. 2022-87, presented by Gina Dew.

On October 4, 2018, the Board awarded a Contract for State Legislative Consulting Services to GrayRobinson, P.A. for a period of October 4, 2018 through October 3, 2019 with three, one-year renewal options in a not-to-exceed amount of \$423,000, including the renewal options. On June 12, 2019, the Board authorized the first one-year renewal option, extending the contract expiration date to October 3, 2020. On June 8, 2020, the Board authorized the second one-year renewal option, extending the contract expiration date to October 3, 2021. On August 12, 2021, the Board authorized the third and final one-year renewal option, extending the contract expiration date to October 3, 2022.

On April 20, 2022, a Request for Proposals for State Legislative Consulting Services at Tampa International Airport was issued. The resulting contract will provide consulting services related to state governmental affairs, including serving as a liaison for the Authority with key state legislators, legislative staff and executive agencies, identifying grant funding and appropriation sources, and advocating on behalf of the Authority on specific bills and issues of interest and benefit to the Authority.

On May 26, 2022, three responses were received and evaluated by staff. The following firms are listed in order of technical ranking:

1. GrayRobinson, P.A.
2. Shumaker Advisors Florida, LLC
3. J.E.J. & Associates, Inc.

No specific goal for W/MBE participation was established.

The Term of the State Legislative Consulting Services Contract (Contract) with GrayRobinson, P.A. is October 4, 2022 through October 3, 2024, with three, one-year renewal options with Board approval. The total amount for the Term of the Contract, including the renewal options, is \$405,000. The Authority may cancel the Contract with thirty days' written notice.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2022-87.

Upon motion of Robert Watkins, seconded by Gary Harrod, State Legislative Consulting Services Contract at Tampa International Airport with GrayRobinson, P.A. 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. 2022-87.

#### Item K4

Purchase Order, Business Automobile Insurance, Arthur J. Gallagher Risk Management Services, Inc., Tampa Executive, Peter O. Knight, Plant City, and Tampa International Airports, presented by Brian Miles.

The Authority's current Business Automobile policy expires on October 1, 2022.

Arthur J. Gallagher Risk Management Services, Inc. (Gallagher), the Authority's liability insurance broker, approached five (5) insurance companies including the incumbent carrier, American Southern Insurance Company, requesting quotes for the Authority's Business Automobile coverage for the renewal period of October 1, 2022 to October 1, 2023. No changes are proposed at the current coverage level of \$1 million for each occurrence with a \$0 liability deductible, a \$1,000 collision deductible for passenger vehicles, and a \$5,000 collision deductible for fire rescue vehicles.

The following premium quotation was received:

American Southern Insurance Company \$298,998

The other four (4) companies Gallagher approached declined to quote due to underwriting requirements and because their pricing was not competitive.

Gallagher and Siver Insurance Consultants, the Authority's insurance consulting firm, recommend accepting the quote of \$298,998 from American Southern Insurance Company at the current coverage level. The proposed premium of \$298,998 received from American Southern Insurance Company is \$46,806 or 18.56% more than the expiring premium of \$252,192. However, the proposed premium is the same as the expiring premium after accounting for changes to the schedule of vehicles throughout the year. The Term of the policy is one (1) year. Additional premiums may be paid or refunded during the policy Term as vehicles are added or deleted from the Authority's fleet.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of a Purchase Order to Arthur J. Gallagher Risk Management Services, Inc. for the purchase of the Business Automobile policy with American Southern Insurance Company; authorize additional premiums to be paid when additional vehicles are added to the Authority's fleet; and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

Upon motion of Robert Watkins, seconded by General Diehl, Purchase Order for Business Automobile Insurance to Arthur J. Gallagher Risk Management Services, Inc. was unanimously approved by all Board Members present. No resolution was required.

#### Item K5

Purchase Order, Workers' Compensation and Employer's Liability Insurance, Arthur J. Gallagher Risk Management Services, Inc., Tampa Executive, Peter O. Knight, Plant City, and Tampa International Airports, presented by Brian Miles.

The Authority's current Workers' Compensation and Employer's Liability policy expires on October 1, 2022.

Arthur J. Gallagher Risk Management Services, Inc. (Gallagher), the Authority's Workers' Compensation Broker, approached five (5) insurance companies, including the incumbent carrier, Florida Municipal Insurance Trust (FMIT), requesting quotes for Workers' Compensation benefits and Employer's Liability coverage at \$1,000,000 for each accident for the renewal period of October 1, 2022 to October 1, 2023.

The following premium quotation was received:

Florida Municipal Insurance Trust \$782,522

Four (4) companies approached declined to provide a quote competitive with the incumbent carrier because of pricing or the class of business. FMIT, as a governmental trust, can propose lower premiums and deductibles than standard insurance companies. The premium quote includes a \$25,000 brokerage fee.



Gallagher and Siver Insurance Consultants, the Authority's insurance consulting firm, recommend accepting FMIT's proposed premium of \$782,522 for a fully insured, non-deductible Workers' Compensation and Employer's Liability insurance program. The proposed premium represents a \$68,111 or 9.53% increase from the expiring policy premium of \$714,411. The increase is a result of payroll increases to bring the Authority back to pre-pandemic levels.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of a Purchase Order to Arthur J. Gallagher Risk Management Services, Inc. for the purchase of the fully insured, non-deductible Workers' Compensation and Employer's Liability insurance policy with FMIT; authorize the payment of additional premiums resulting from payroll audits, if needed; and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

Upon motion of Robert Watkins, seconded by General Diehl, Purchase Order for Workers' Compensation and Employer's Liability Insurance to Arthur J. Gallagher Risk Management Services, Inc. was unanimously approved by all Board Members present. No resolution was required.

#### Item K6

Purchase Order, Airport Liability Insurance, Arthur J. Gallagher Risk Management Services, Inc., Tampa Executive, Peter O. Knight, Plant City, and Tampa International Airports, presented by Brian Miles.

The Authority's current Airport Liability Insurance policy expires on October 1, 2022.

Arthur J. Gallagher Risk Management Services, Inc. (Gallagher), the Authority's liability insurance broker, approached five (5) insurance companies including the incumbent primary carrier, Global Aerospace, Inc., and excess carrier, XL Specialty Insurance Company (AXA XL), and requested quotations for the Authority's Airport Liability coverage for the renewal period of October 1, 2022 to October 1, 2023. The Authority requested Gallagher solicit quotations at the current coverage level of a combined \$500 million with \$150 million for war coverage with a zero deductible.

Gallagher received the following premium quote:

Global Aerospace, Inc. \$300 million, AXA XL \$200 million Excess \$420,955

The other four (4) insurance companies approached either declined to provide quotes due to loss history or because the quoted insurance premiums were not competitive.

Gallagher and Siver Insurance Consultants, the Authority's insurance consulting firm, recommend purchasing the insurance for the \$500 million coverage from Global Aerospace, Inc. with AXA XL for \$420,955. The proposed total premium of \$331,929 for primary coverage from Global Aerospace, Inc. and \$89,026 for excess coverage from AXA XL is \$36,690 or 9.55% more than the expiring premium of \$384,265. This premium increase is primarily due to a challenging aviation insurance market and an increase in Authority enplanements.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of a Purchase Order to Arthur J. Gallagher Risk Management Services, Inc. for the purchase of the \$500 million Airport Liability program with Global Aerospace, Inc. and AXA XL and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

Upon motion of Robert Watkins, seconded by General Diehl, Purchase Order for Airport Liability Insurance to Arthur J. Gallagher Risk Management Services, Inc., was unanimously approved by all Board Members present. No resolution was required.

#### Item K7

Supplemental Contract, Records Management System utilizing NCPA Contract No. 01-67, International Business Machines Corporation, Tampa International Airport, Resolution No. 2022-91, presented by Brian Miles.

The Authority has been using FileNet document management software to store, search and retrieve electronic records since 1999. The current version of FileNet utilized by the Authority is no longer supported by International Business Machines Corporation (IBM). The Authority requires an upgrade of its document management software to stay in compliance with the State of Florida records retention requirements for electronic records management systems.

IBM provides software licenses, annual software maintenance, and consulting services to support and upgrade the existing FileNet document management system with a fully compliant FileNet P8 Electronic Records Management System utilizing NCPA Contract No. 01-67.

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 a Supplemental Contract, to include statutorily required and other language, and issuance of Purchase Orders to IBM for a records management system upgrade utilizing NCPA Contract No. 01-67 for the period of September 8, 2022 through November 30, 2024 in the maximum purchase authorization amount of \$710,000.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2022-91.

Upon motion of Robert Watkins, seconded by General Diehl, Supplemental Contract and issuance of Purchase Orders to International Business Machines 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. 2022-91.

This concluded New Business.

Jeff Siddle gave a Master Plan update.

The demolition of the Administration Building is about to be launched. Concessionaires that are impacted will need to be relocated. The relocation should be completed by the end of September.

There are also 21 columns that will need to be reinforced with a 12 inch jacket from the foundation to the top deck. Parking in the Short Term Parking Garage will be reduced as this work takes place.

The total Program budget is a little over \$583.3 million committed to date which is 97%.

This concluded the Staff Reports and Chairman Harrod proceed to the Closed Session pursuant to Section 119.0725, Florida Statute.

General Counsel Stephens discussed the rules for the Closed Session and asked for a motion to enter into the Closed Session.

Upon motion of Robert Watkins, seconded by General Diehl, the motion to enter into a Closed Session was unanimously approved by all Board Members present.

At the conclusion of the Closed Session, Chairman Harrod reopened the Regular Board Meeting.

Before adjourning the meeting, General Counsel Stephens requested an Attorney-Client Closed Session be held at the October 2022 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 Harrod, Chairman