

AVIATION AUTHORITY POLICY

400: FISCAL MATTERS	Effective: 04/01/82
OUTSIDE SERVICES	Revised: 10/09/97
P402: Airport Consultant	07/11/02
	03/04/04
	11/03/11
	12/20/12
	<u>06/02/22</u>

PURPOSE: To establish a policy regarding the Authority’s airport consultant.

LEGAL CONSIDERATION: Pursuant to Section 6(2)(rr) of the Hillsborough County Aviation Authority Act, the Authority has the power to issue revenue bonds secured by the Trust Agreement, as amended, which requires the Authority to employ, from time to time, an airport consultant (Section 7.05 of the Trust Agreement).

POLICY: The airport consultant will be a firm of favorable repute, having national recognition or experience with respect to the operation and maintenance of civil airports. Duties of the airport consultant include the recommending of schedules of rentals and other charges for the use of the services and facilities of the Authority; review of the annual budget of the Authority; completion of feasibility studies for capital improvements financed by additional bonds; establishment of the amounts to be deposited in certain funds; ~~and insurance coverage review.~~ The airport consultant may serve as an extension of the Authority’s staff as demand for its technical expertise warrants.

Staff will advertise for firms interested in providing airport consulting services, and interested firms will respond to a request for proposals. Staff will evaluate the responses to the request for proposals and present their findings to the Chief Executive Officer. The Chief Executive Officer will present the findings and a recommendation of the top ranked firms to the Board for selection.

There is no restriction regarding successive contracts with the same airport consultant.