

Hillsborough County Aviation Authority
Regular Board Meeting

Thursday, 9:00 a.m.
April 4, 2024

A Regular Board Meeting was convened in the Boardroom, Level 4 of SkyCenter ONE, Tampa, Florida, on Thursday, April 4, 2024.

Members present were: Chairman Diehl, Gary Harrod, Robert Watkins, Mayor Castor and Commissioner Cohen.

Aviation Authority staff members present were CEO Joe Lopano, General Counsel Michael Stephens, Chris Minner, John Tiliacos, Damian Brooke, Smita Radhakrishnan, Veronica Cintron, Elita McMillon, Jeff Siddle, Silvana Muro, Matt Bauer, Violet Cummins, Rob Porter, Ben Robins, Laura Tatem, Brett Fay, Tony Conza, Scott Knight, Laurie Noyes, Randy Forister, Michael Kamprath, Gina Dew, Dan Johnson, John Mallory, Doug Wycoff, Tony O'Brian, Kevin Posiad, Beau Zimmer, Dan Porter, Marilyn Gauthier, Brandon Taughner, Roop Johal, Alex Heiter, Thomas Johnson, Emily Nipps, Melissa Solberg, James Tarro, Erik Carlson, Cheryl Hawkins, Tara Camp and Josh Gillin.

Chairman Diehl welcomed everyone to the Regular Board Meeting of the Aviation Authority and asked that anyone who would like to comment on propositions before the Board see Violet Cummins for a form.

The Pledge of Allegiance was recited.

Chairman Diehl called the Board Meeting to Order.

Mr. Lopano announced that there would be no Attorney Client Closed Session at this meeting.

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

Upon motion of Gary Harrod, seconded by Commissioner Cohen, the Agenda was unanimously approved by all Board Members present.

There were no Public Comments.

Chairman Diehl asked General Counsel Stephens if there were any abstentions from the Regular Board Meeting held on March 7, 2024 that needed to be read into the record. General Counsel Stephens replied that there were no abstentions from the March 7, 2024 Board Meeting and none were anticipated at this meeting.

Chairman Diehl asked if there were any additions or corrections to the Minutes of the Regular Board Meeting held on March 7, 2024.

Upon motion of Gary Harrod, seconded by Robert Watkins, the Minutes of the Regular Board Meeting held on March 7, 2024 were unanimously approved by all Board Members present.

The Management Report was next.

Mr. Lopano began the Management Report with an announcement that Airports Council International had ranked Tampa International Airport as number one in the United States among airports of its size in the annual Airport Service Quality Award. Also, the Authority was named a Top 100 Workplaces by Tampa Bay Times for the 7th year in a row.

Chris Minner then provided the Performance Assessment Report. Total passenger traffic in the month of February was up nearly 12% which is more than 2 million passengers. There were more than 112,000 international passengers which was a 26% growth versus last year.

Breeze announced non stop service to Bangor, Main two times weekly starting on October 4, 2024 and to Pensacola, Florida two times weekly beginning on June 28, 2024.

Routes Americas was held this year from March 18-20 in Bogota, Columbia.

The Authority hosted a delegation from Aeromexico Group in preparation for their July 1, 2024 launch.

Media activity had more than 133 million total impressions with an earned media value that totaled more than \$4 million.

This concluded the Management Report.

The Chairman then moved on to the Consent Agenda.

Upon motion of Gary Harrod, seconded by Harry Cohen, the Consent Agenda was unanimously approved by all Board Members present.

The following items were contained in the Consent Agenda.

Item G1

Cargo Building Space Rental Agreement, Frontier Airlines, Inc., Tampa International Airport, Resolution No. 2024-39; Letter of Agreement, United Airlines, Inc. and Frontier Airlines, Inc., Tampa International Airport, Resolution No. 2024-40.

Frontier Airlines, Inc. (Frontier) desires to lease Suite 1500 of the East Cargo Building in support of its air transportation business at Tampa International Airport (Airport).

On October 7, 2010, the Authority and United Airlines, Inc. (formerly known as Continental Airlines, Inc.) (United) entered into a Cargo Building Space Rental Agreement for Suite 1500 at the Airport (Agreement). The Agreement supported United's cargo business operations. The Agreement terminated October 31,

2013. United is required to continue to reimburse the Authority for Customer Improvements Rent (CIR) for Suite 1500 after termination of the Agreement until a replacement tenant is secured, at which time the reimbursement obligation passes to the new tenant.

To transfer payment of the CIR to Frontier, Frontier and United will enter into a Letter of Agreement (LOA) to clarify responsibility for repayment of the CIR to Authority under the Agreement during the time period that Frontier leases Suite 1500.

Staff recommends entering into a new Cargo Building Space Rental Agreement (SRA) with Frontier effective April 1, 2024 and terminating September 30, 2027. The Authority or Frontier may terminate the SRA upon 180 days' written notice.

Utilizing Fiscal Year 2024 rates, Frontier will lease Suite 1500 at \$9.15 per square foot and will pay an initial annual O&M Rent of \$1.95 per square foot. Starting October 1, 2024, O&M Rent will increase by 5.5% each year. The CIR will remain at \$965.92/month (amortized 30 years at 5.5%). The Rents under the SRA are as follows:

Suite No.	SF	Annual Warehouse Rent	Initial O&M Rent	Customer Improvements Rent	Total Initial Annual Payments
1500	7,680	\$70,272.00	\$14,976.00	\$11,591.04	\$96,839.04

Staff also recommends approval of the LOA commencing April 1, 2024 and terminating on September 30, 2027. Under the terms of the LOA, Frontier will assume the obligation for repayment of CIR during the Term of Frontier's SRA, but will not be responsible for repayment of CIR after termination of the SRA. Upon completion of the Term of the SRA or earlier termination of the LOA, United will retain the obligation to repay the outstanding balance of the CIR to the Authority. United's obligation will continue until the CIR is paid in full or until the Authority executes a subsequent Cargo Building Space Rental Agreement with a replacement tenant.

Management recommended adoption of Resolution Nos. 2024-39 and 2024-40.

Resolution No. 2024-39 approved and authorized execution of Cargo Building Space Rental Agreement at Tampa International Airport with Frontier Airlines, Inc.; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Resolution No. 2024-40 approved and authorized execution of Letter of Agreement at Tampa International Airport between United Airlines, Inc. and Frontier Airlines, Inc.; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item G2

Ratification of Change Order No. 4, Emergency Taxiway Repairs, Part 2 Contract for Design-Build Services, Air Cargo Expansion, HCAA Project No. 8240 19 and HCAA Project No. 7100 23, Asphalt Rehabilitation of R/W 1R-19L & 10-28 and Replacement of Miscellaneous Concrete Slabs, The Middlesex Corporation, Tampa International Airport, Resolution No. 2024-36.

On March 3, 2022, the Board approved a Part 2 Contract for Design-Build Services for HCAA Project No. 8240 19, Air Cargo Expansion with The Middlesex Corporation in the amount of \$11,067,967.

On June 2, 2022, the Board approved Supplemental Contract A for Part 2 Contract for Design-Build Services with The Middlesex Corporation for the Project in the amount of \$60,526,345.

To date, the Chief Executive Officer has executed three Owner Direct Purchase Change Orders to the Part 2 Contract for Design-Build Services in the total deductive amount of \$4,688,628.70.

The current amount for the Part 2 Contract for Design-Build Services is \$66,905,683.30.

Several of the slabs located on Taxiway C have experienced accelerated levels of deterioration consisting of settlement, cracking, and spalling which is creating foreign object debris (FOD). The deterioration could not be temporarily repaired until an upcoming replacement project that is scheduled for Fall 2024.

In accordance with Authority Policy P410, Procurement, emergency purchases may be made for situations threatening the safety of employees or passengers, the operations of the airport, or loss of airport property. The pavement condition required taxiway closure and was a potential safety issue for aircraft operations. As such, an emergency procurement was determined necessary by the CEO's designee, the Executive Vice President of Operations and Customer Service. Any emergency purchase in excess of \$100,000 must be presented to the Board for ratification at the next possible Board meeting.

On January 2, 2024, the Executive Vice President of Operations and Customer Service authorized The Middlesex Corporation, which has a concrete subcontractor doing work on the Project, to proceed with emergency repairs to twelve areas of Taxiway C. The repairs consisted of the complete removal and replacement of the slabs located on Taxiway C.

Change Order No. 4 to the Part 2 Contract for Design-Build Services was for the emergency taxiway repairs and is in the amount of \$192,163.20, bringing the total Part 2 Contract for Design-Build Services amount to \$67,097,843.50. Change Order No. 4 was executed by the Chief Executive Officer on March 27, 2024.

A DBE participation of at least 12.8% of the dollar amount earned on the design phase of the Project and at least 21.5% of the dollar amount earned on the construction phase of the Project is included in the Part 2 Contract for Design-Build Services.

The substantial completion date will change from December 30, 2023 to January 16, 2024.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2024-36.

Resolution No. 2024-36 ratified Change Order No. 4 to Part 2 Contract for Design-Build Services, HCAA Project No. 8240 19, Air Cargo Expansion and HCAA Project No. 7100 23, Asphalt Rehabilitation of R/W 1R-19L & 10-28 and Replacement of Miscellaneous Concrete Slabs at Tampa International Airport with The Middlesex Corporation; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item G3

Construction Contract, Maintenance Contingency Fence Repair, HCAA Project No. 7250 24, J.E.B Management d/b/a Good Neighbor Fence Company, Tampa International Airport, Resolution No. 2024-34.

This Project includes enclosing two (2) Authority owned properties along Air Cargo Road in the Drew Park area (approximately 11 acres) with 6' fencing to help prevent trespassing and dumping.

An Invitation to Bid was issued on January 18, 2024.

On February 28, 2024, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
J.E.B Management d/b/a Good Neighbor Fence Company	\$123,405.50
Cardinal Fence, LLC	\$133,574.00
Chosen Industries, LLC	\$158,737.50
Fence Builders, Inc.	\$273,887.50

The lowest responsive and responsible Bidder is J.E.B Management d/b/a Good Neighbor Fence Company.

There was no W/MBE goal for this Contract.

Per Authority Policy P410, staff may authorize use of the Owner's Direct Purchase Program with respect to construction materials and supplies, if appropriate.

This item is included in the Capital Budget.

Management recommended adoption of Resolution No. 2024-34.

Resolution No. 2024-34 approved and authorized award and execution of Construction Contract for Maintenance Contingency Fence Repair at Tampa International Airport with J.E.B Management d/b/a Good Neighbor Fence Company in the amount of \$123,405.50; authorized staff to use Owner's Direct Purchase Program if appropriate; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item G4

Increase to Authorization, Delivery of Water Softener Salt, Ashberry Acquisition Company dba Ashberry Water Conditioning, Tampa International Airport.

On March 1, 2018, the Authority entered into a Contract with Ashberry Acquisition Company dba Ashberry Water Conditioning for delivery of bagged solar salt and bulk chipped salt for the treatment of water utilized in the chiller cooling towers. The maximum purchase authorization for the Term of the Contract, including renewal options, is \$620,000.

The Term of the Contract is March 1, 2018 through February 28, 2023, with three one-year renewal options at the discretion of the Chief Executive Officer. Two of the one-year renewal options have been exercised.

The remaining purchase authorization from the previously approved maximum purchase authorization amount is approximately \$23,000.

Salt usage has increased due to Master Plan construction of the new Central Utility Plant, Blue Express Curbsides, the Central Maintenance Facility, the SkyCenter Atrium, and the Rental Car Center plant. Usage is anticipated to increase again upon completion of the Red Express Curbsides construction.

Staff requests that the Board increase the previously approved maximum purchase authorization amount by \$125,000 for a new maximum purchase authorization amount of \$745,000 as a result of additional facilities coming online over the remaining Term of the Contract which will require the use of water softener salt.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize an increase of \$125,000 to the previously approved maximum purchase authorization amount of \$620,000 for a new maximum purchase authorization amount of \$745,000, and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

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

Item G5

Warranty Service Contract for Baggage Handling System, Pteris Global USA Inc., Tampa International Airport, Resolution No. 2024-37.

On April 5, 2018, the Authority entered into a Construction Contract with Hensel Phelps Construction Co. for HCAA Project No. 5991 14, Checked Baggage System Upgrades and Optimization. Hensel Phelps Construction Co. entered into a subcontract with Pteris Global USA Inc. for the parts and installation of the upgraded checked baggage system. As part of the subcontract, Pteris Global USA Inc. was required to train Authority staff to repair the checked baggage system. Pteris Global USA Inc. will reimburse the Authority for warranty work performed by Authority personnel.

This item authorizes execution of a Warranty Service Contract for Baggage Handling System with Pteris Global USA Inc. for the Main Terminal Conveyor IDs and electrical wiring of all systems, A-Sort Conveyor IDs and electrical wiring of all subsystems, and Airside C Conveyor IDs and electrical wiring of all subsystems. The Term of the Warranty Service Contract is through the Warranty End Date for each Conveyor subsystem as stated in the Warranty Service Contract. The Authority may cancel the Warranty Service Contract following 30 days written notice to Pteris Global USA Inc.

W/MBE participation was not prescribed due to the proprietary nature of this Warranty Service Contract.

Management recommended adoption of Resolution No. 2024-37.

Resolution No. 2024-37 approved and authorized award and execution of Warranty Service Contract for Baggage Handling System at Tampa International Airport with Pteris Global USA Inc.; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item G6

Increase to Authorization, Market Research and Insight Development, Brand Intuition, LLC dba Study Hall Research, Tampa International Airport.

On November 4, 2021, the Authority entered into a Market Research and Insight Development Contract (Contract) with Brand Intuition, LLC d/b/a Study Hall Research (Study Hall Research) to provide market research and insight development services including conducting various Authority research projects designed to gauge consumer sentiment and provide data-driven insights in support of the Authority's strategic initiatives at Tampa International Airport. The Term of the Contract is November 4, 2021 through November 3, 2024, with two discrete, one-year renewal options at the discretion of the Chief Executive Officer. The maximum purchase authorization amount for the Term of the Contract, including renewal options, is \$500,000.

In December 2022, the Contract was amended to include the ACI ASQ customer satisfaction survey field work in the scope of work; however, no additional funds were added to the maximum purchase authorization amount. Study Hall Research has performed the ACI ASQ customer satisfaction survey field work and met the complex program requirements. Based on Study Hall Research's performance, staff desires to utilize Study Hall Research to perform ACI ASQ customer satisfaction survey field work for the remainder of the Contract and requires additional funding authorization to enable that work.

Staff requests that the Board increase the previously approved maximum purchase authorization amount by \$400,000 for a new maximum purchase authorization amount of \$900,000. This increase would fund additional future research projects and the continued annual cost of the ACI ASQ customer satisfaction survey field work through the end of the Contract.

This item is included in the O&M Budget.

The Chief Executive Officer recommended that the Board authorize an increase of \$400,000 to the previously approved maximum purchase authorization amount of \$500,000 for a new maximum purchase authorization amount of \$900,000, and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

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

Item G7

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
F-150 TRUCK	1	2012	124811
F-150 TRUCK	1	2012	124838
210 STREET SWEEPER TRUCK	1	2014	127536
FORKLIFT	1	1968 (est.)	UNKNOWN
F-550 BUCKET TRUCK	1	2004	100342
CHEVROLET TAHOE POLICE CRUISER	1	2019	702837
CNG TRANSIT BUS	1	2013	UNKNOWN

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

The Chief Executive Officer recommended the Board authorize the disposal of surplus equipment in accordance with Chapter 274, Florida Statutes.

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

This concluded the Consent Agenda.

Chairman Diehl moved on to Policy or Rules for Consideration or Action.

Item H1

Amendment to Hillsborough County Aviation Authority Airport Concession Disadvantaged Business Enterprise (ACDBE) Policy and Program, Resolution No. 2024-38, presented by Gina Dew.

As a condition of receiving federal grant funds for airport development from the United States Department of Transportation, the Authority has signed an assurance that it will comply with 49 CFR Part 23 to ensure that Airport Concession Disadvantaged Business Enterprises (ACDBEs) have an equal opportunity to participate in concession opportunities at Tampa International Airport (Airport).

ACDBE regulations require the Authority to establish two separate overall ACDBE goals to cover a three-year period: one goal for concessions other than car rental and one goal for car rental concessions. The current goal for concessions other than car rental established by the Authority for Fiscal Years 2021 through 2023 is 25.2% of gross receipts generated by non-car rental concessions. The current goal for car rental concessions for Fiscal Years 2021 through 2023 is 2.2% of the total expenditures on goods and services at the Airport. The Board approved both goals on September 2, 2021.

This item amends Attachments 3 and 4 to the Hillsborough County Aviation Authority ACDBE Policy and Program to establish the Authority's new overall three-year ACDBE goals for Fiscal Years 2024 through 2026 as 26.9% of the gross receipts generated by concessions other than car rental and 2.8% of the total expenditure on goods and services for car rental concessions, based on the methodology provided in the ACDBE

regulations. The Federal Aviation Administration has approved both goals for Fiscal Years 2024 through 2026. This item also amends the ACDBE Policy and Program to update the Authority staff responsible for various administrative duties, and updates organizational charts, personnel titles, and other miscellaneous items.

Management recommended adoption of Resolution No. 2024-38.

Mr. Harrod made the motion and it was seconded by Commissioner Cohen.

Mr. Watkins objected to having the Director of Government Affairs and Community Relations be in charge of the ACDBE Program instead of the Program being with the Assistant General Counsel who also handled business diversity which is where the Program previously was. Mr. Watkins felt that it would be fundamentally wrong to move this to a political environment instead of keeping it in a legal environment. He did not have any issues with the ACDBE Policy itself but instead where it was administered.

Mr. Lopano stated that this Program was under the leadership of Michael Stephens who oversees the Government Affairs and Community Affairs Department. This was a community program and it was being administered by two ladies that have been doing this exact work for many years. Mr. Lopano felt the program was in the correct department.

Additional comments were given by the remaining Board Members supporting that the Program remains under General Counsel Stephens leadership.

General Counsel Stephens added that the previous role reported to the General Counsel with the same three ladies supporting the technical aspects of the Program as they do now. Ms. Dew reports directly to General Counsel Stephens the same as the prior leader so there is no material difference other than the administrative function from Ms. McMillon to Ms. Dew.

The Amendment to Hillsborough County Aviation Authority Airport Concession Disadvantaged Business Enterprise Policy and Program was approved by four Board Members. Robert Watkins voted against the Amendment. The Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2024-38.

Chairman Diehl then proceeded to the Finance Committee Report.

Item I1

Report of Finance Committee Meetings held on March 13, March 20, and March 27, 2024 in the Aviation Authority Boardroom at SkyCenter One, presented by Gary Harrod.

The Finance Committee met on March 13, March 20, and March 27, 2024 in the Authority Boardroom with all Finance Committee members in attendance. In addition to Authority staff, Authority Board Member County Commissioner Harry Cohen and external consultant John Streitmatter, with the Leadership Research Institute, were in attendance at all three meetings. Mayor Jane Castor attended the March 20, 2024 meeting.

Each meeting focused on components of the CEO selection process. At the March 13, 2024 meeting, the Finance Committee reviewed the previous CEO selection process in 2010, a draft decision process and workflow, proposed roles, future Authority challenges and opportunities, Authority values and strategic objectives, and examples of CEO success criteria. The March 20, 2024 meeting focused on developing success criteria for the CEO position based on Authority priorities. The success criteria were finalized at the March 27, 2024 meeting.

The next Finance Committee meeting is scheduled to follow this Board meeting.

Motion to Amend

At the February 1, 2024 Board Meeting, the Board voted 4-0 to make the Finance Committee the CEO Selection Committee, to focus the CEO search initially on the four Authority Executive Vice Presidents, and to have Board Member Gary Harrod lead the process. At the March 7, 2024 Board Meeting, Board Member Robert Watkins made a Motion to Amend the prior decision and instead have an independent search firm lead the CEO selection process. That Motion was tabled until today's Board Meeting when the entire Board would be present to discuss and vote on the Motion.

Mr. Harrod asked to revisit Board Member Watkin's Motion to Amend. Mr. Harrod also reminded the Board that the action taken at the February 1, 2024 Board Meeting was unanimously approved with a 4 to 0 vote. Commissioner Cohen was not in attendance at that Board Meeting.

Mr. Watkins reiterated his Motion to Amend. Rather than doing a search internally as was voted on, he would like to hire an independent outside search firm to conduct a CEO search using the same broad process that was used to seek out the new CEO when Mr. Lopano was hired. He believes the community would be better served if an independent, outside, experienced search firm conducted the CEO search.

Mr. Harrod did not support Mr. Watkins Motion to Amend. He believed it would send a wrong message to change the course at this point. The 4 internal candidates should be recognized and have the opportunity to interview for the CEO position. These are the individuals that have gotten the Airport to where it is now and have done a wonderful job.

Mr. Watkins added that he saw nothing wrong with bringing in a search firm that would include the 4 internal candidates that have shown interest in the position. Such a search firm would provide the expertise in the process and have extensive experience in CEO searches for airports.

Commissioner Cohen stated that he had previously seconded the Motion to Amend for discussion purposes. He believes that either an internal or external process can work but he would like to go forward with the original 4 candidates. The Finance Committee members should interview the 4 candidates and come to consensus to bring one or more back to the full Board for consideration or they can come back to the full Board and suggest going down the path Mr. Watkins has suggested.

Mayor Castor added that the Board has the goal of finding the next CEO that will take the Airport to the next level. The staff that Mr. Lopano has put together is very talented so she believed that the opportunity should be internal. If you bring in someone external there is always a risk of a learning curve. She did agree that to

Mr. Watkins point someone could be brought in to keep the process objective. Someone that has experience in a global search could come in and participate in the process. However, the first opportunity needs to go to the internal candidates based on past performance.

Chairman Diehl thanked the Mayor and Commissioner for being involved in the process. Chairman Diehl stated he would also like to go internal first. If the Board would like to do an external search secondly there is still time to do so.

Commissioner Cohen asked to withdraw his second. Mr. Knight stated the Commissioner Cohen could withdraw his second but there was still a motion on the table. However, with no second, the Motion to Amend and seek an external search firm died for lack of a second. The current process will continue with the 4 internal candidates.

There were no items in Unfinished Business. Chairman Diehl then proceeded to New Business.

Item K1

Selection of Design-Builder, Replace Parking Revenue Control System Equipment, HCAA Project No. 7215 24, Tampa International Airport, presented by Jeff Siddle.

The Authority is responsible for public and employee parking facilities at Tampa International Airport (Airport). The existing Parking Revenue Control System (PARCS) Equipment at the Airport was installed in 2017. In order to continue to provide a highly reliable system, the Authority plans to replace and/or upgrade all PARCS Equipment, including back-office equipment, prior to the end of its service life.

On November 8, 2023, a Request for Qualifications entitled Parking Revenue Control System (PARCS) at Tampa International Airport was issued.

One (1) Response was received and evaluated by staff.

The order of technical ranking is as follows:

1. Manhattan Construction Company

A W/MBE goal of at least 10% of the dollar amount earned on the contract for the design phase of the Project was prescribed. A W/MBE goal of at least 9.5% of the dollar amount earned on the contract for the construction phase of the Project was prescribed. The percentages proposed by the qualified Respondent for the amount earned on design will meet or exceed the W/MBE goal requirements and will be incorporated into the resulting contract. The qualified Respondent has assured that it will meet the W/MBE goal for construction.

This item is included in the Capital Budget.

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

Upon motion of Gary Harrod, seconded by Commissioner Cohen, the firms were unanimously approved to be ranked in order of preference and staff was authorized to negotiate a contract. No resolution was required.

Item K2

Selection of Company and Award of Lease and License Agreement for Commercial Fixed Based Operator (FBO) for Tampa Executive Airport (VDF), Skyport Holdings Tampa, LLC, Tampa Executive Airport, Resolution No. 2024-35, presented by Brett Fay.

Fixed Based Operators provide essential services that foster, encourage, promote, and develop general aviation and related aeronautical activities including, but not limited to, tie-down and hangar storage, sale and dispensing of aviation fuel, ramp service, aircraft maintenance, flight training, aircraft rental, and emergency service to disabled aircraft.

The Authority currently contracts with Skyport Holdings Tampa, LLC to provide FBO services at Tampa Executive Airport for a Term ending May 31, 2024.

On October 31, 2023, an Invitation to Negotiate for Fixed Base Operator (FBO) for Tampa Executive Airport (VDF) was issued seeking a qualified, experienced FBO to provide services at VDF.

On December 27, 2023, two (2) Responses were received and evaluated by staff as follows:

1. Atlas Aviation Tampa, Inc. DBA Atlas Aviation
2. Skyport Holdings Tampa, LLC

After review of the two (2) qualified Responses against the evaluation criteria in the Invitation to Negotiate, the technical evaluation committee recommended concurrent negotiations with both firms. After concluding negotiations, the negotiation committee recommended award to Skyport Holdings Tampa, LLC as the firm providing the overall best value to the Authority.

No specific expectancy for W/MBE participation was established.

This item authorizes the execution of a Lease and License Agreement for Commercial Fixed Base Operator (FBO) for Tampa Executive Airport (VDF) with Skyport Holdings Tampa, LLC (Skyport). The initial Term of the Lease and License Agreement is five (5) years commencing on June 1, 2024 and ending May 31, 2029. If Skyport has completed required Company's Improvements as outlined in the Lease and License Agreement prior to June 1, 2027, the Authority may elect to renew the Lease and License Agreement for one (1), fifteen (15) year renewal option. The Authority thereafter has the ability to renew for one (1), additional ten (10) year period upon written request by Skyport and approval by the Authority CEO or designee. Such renewals will be effective by letter without the need for formal amendment to the Lease and License Agreement. If both renewal options are exercised, the Lease and License Agreement will have a final termination date of May 31, 2054. The rents and fees paid by Skyport under the Lease and License Agreement are as follows:

<u>Rent or Fee Type</u>	<u>Amount</u>
Fuel Farm Rental	\$870/mo. or \$0.10/gal. w/Annual Rent Adjustment of 3.1%
Premises Rent	\$3,956.25/mo. w/Annual Rent Adjustment of 3.1%
Hangar and Tie-Down Space Rent	60% to Authority
Office Space Rent	88% of the office space rental receipts from the operation of Office Space at VDF
Private Event Rent	25% to Authority
Automobile Rental	10% to Authority
Utilities Rent	\$3,840/mo.

Management recommended adoption of Resolution No. 2024-35.

Upon motion of Robert Watkins, seconded by Gary Harrod, the Lease and License Agreement for Commercial Fixed Base Operator (FBO) for Tampa Executive Airport (VDF) with Skyport Holdings Tampa, LLC was unanimously approved by all Board Members present; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2024-35.

This concluded New Business.

Jeff Siddle then gave the monthly Master Plan Update including the budget status.

Before adjourning the meeting, General Counsel Stephens requested an Attorney-Client Closed Session be held at the May 2024 Board Meeting to discuss pending litigation and strategy related to litigation expense and to seek the Board’s direction.

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

Arthur F. Diehl III, Chairman

Harry Cohen, Assistant Secretary