

Hillsborough County Aviation Authority  
Regular Board Meeting

Thursday, 9:00 a.m.  
May 2, 2024

A Regular Board Meeting was convened in the Boardroom, Level 4 of SkyCenter ONE, Tampa, Florida, on Thursday, May 2, 2024.

Members present were: Chairman Diehl, Gary Harrod, Robert Watkins and Commissioner Cohen. Mayor Castor was not in attendance.

Aviation Authority staff members present were CEO Joe Lopano, General Counsel Michael Stephens, Chris Minner, John Tiliacos, Damian Brooke, Smitha Radhakrishnan, Veronica Cintron, Elita McMillon, Jeff Siddle, Silvana Muro, Violet Cummins, Rob Porter, Ben Robins, Laura Tatem, Brett Fay, Tony Conza, Scott Knight, Laurie Noyes, Randy Forister, Michael Kamprath, Gina Dew, Tony O'Brian, Kevin Posiad, Beau Zimmer, Alex Heiter, Emily Nipps, Melissa Solberg, Tony Mantegna, Chief Charlie Vazquez, Justin Edwards, Joel Feldman, Stacey Nance, Sierra Lepore, Jim Surguine, Marilyn Gauthier, Eric Caplan, Dan Porter, Kasim Mabry and Josh Gillin.

Chairman Diehl welcomed everyone to the Regular Board Meeting and Board of Adjustment Public Hearing of the Aviation Authority and announced that Mayor Castor would not be in attendance. He 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 of Adjustment Public Hearing to Order.

Assistant General Counsel Michael Kamprath discussed the rules for the Public Hearing of the Aviation Authority Board of Adjustment. There were two Petitions for Variance. The Public Hearing was duly noticed by newspaper advertisement on April 10, 2024. No comments from the public were received.

Vice Chairman Harrod swore in Tony Mantegna, Aviation Authority Senior Manager of Planning and Development.

The following items were heard during the Board of Adjustment Public Hearing.

Item C1

Airport Study No. 2023-192, Kimley-Horn and Associates, LLC, requesting a variance to construct Vela Channelside, a 30-story tower, with a maximum height of 403' AMSL, located at 1242 Channelside Drive, Tampa, FL, Resolution No. 2024-6, presented by Tony Mantegna.

Kimley-Horn and Associates, LLC (Petitioner) is seeking to construct Vela Channelside, a 30-story tower, with a maximum height of 403' AMSL, located at 1242 Channelside Drive, Tampa, FL. The nearest airport is Peter O. Knight Airport.

Notice of this Hearing before the Board of Adjustment was provided on April 10, 2024.

Petitioner is requesting a variance to construct a 30-story tower.

The Petition was presented to the Airport Hearing Officer on March 26, 2024 and, based on testimony and evidence presented, the Hearing Officer found that approval of the variance, with required conditions, would have no adverse effect on existing FAA restrictions, would not cause additional impacts or loss of utility to Tampa International Airport, would not be contrary to the public interest, would avoid unnecessary hardship to the Petitioner's property, and would be in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

The FAA's aeronautical study found that the Petitioner's request would not be a hazard to air navigation provided certain conditions are met.

FDOT was provided the opportunity to review the Petition and found it to be consistent with Florida Statutes.

The Airport Hearing Officer recommends that the Board of Adjustment approve the variance to Airport Zoning Regulations requested by Petitioner with the following conditions: (1) Red Obstruction lighting required in accordance with FAA Advisory Circular 70/7460-1M; (2) E-File FAA Form 7460-2 with the FAA if the project is abandoned or at least ten (10) days prior to construction and within five (5) days after the construction reaches its greatest height; (3) Any TPA Radar degradation resulting in operational impacts, including but not limited to loss of coverage of aircraft, from the project must be mitigated by the Petitioner to the satisfaction of the Authority to avoid adverse impacts to aviation; (4) Petitioner must follow all conditions specified in the FAA Determinations of No Hazard to remain in compliance; (5) The Authority recommends a noise reduction level of at least 25 db be incorporated into the design as the structure considered lies within close proximity to an airport and may be subjected to aircraft overflight; (6) Installation equipment (crane) exceeding 403' AMSL will require a separate permit by the Authority; (7) Any glint or glare issues identified from the project must be mitigated by the Petitioner to the satisfaction of the Authority to avoid adverse impacts to aviation; and (8) A survey of the construction must be completed and submitted to the Authority within five (5) days of reaching its greatest height.

The variance will be valid until the FAA Determinations of No Hazard to Air Navigation expire May 21, 2025, but if the FAA Determinations of No Hazard are 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 Gary Harrod, seconded by Commissioner Cohen, Airport Study No. 2023-192, Kimley-Horn and Associates, LLC, requesting a variance to construct Vela Channelside, a 30-story tower, with a maximum height of 403' AMSL, located at 1242 Channelside Drive, Tampa, FL was unanimously approved by all Board Members present; and the Airport Zoning Director or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2024-60.

### Item C2

Airport Study No. 2024-05, Kiran REIF Encore Lot 5, LLC, requesting a variance to construct Encore Lot 12, a 20-story mixed-use residential high rise, with a grocery store and office space, with a maximum height of 287' AMSL, located at 1280 E. Harrison Street, Tampa, FL, Resolution No. 2024-61, presented by Tony Mantegna.

Kiran REIF Encore Lot 5, LLC (Petitioner) is seeking to construct Encore Lot 12, a 20-story mixed-use residential high rise, with a grocery store and office space, with a maximum height of 287' AMSL, located at 1280 E. Harrison Street, Tampa, FL. The nearest airport is Peter O. Knight Airport.

Notice of this Hearing before the Board of Adjustment was provided on April 20, 2024.

Petitioner is requesting a variance to construct a 20-story mixed-use residential high rise.

The Petition was presented to the Airport Hearing Officer on March 26, 2024 and, based on testimony and evidence presented, the Hearing Officer found that approval of the variance, with required conditions, would have no adverse effect on existing FAA restrictions, would not cause additional impacts or loss of utility to Tampa International Airport, would not be contrary to the public interest, would avoid unnecessary hardship to the Petitioner's property, and would be in accordance with the spirit of the Airport Zoning Regulations and Chapter 333, Florida Statutes.

The FAA's aeronautical study found that the Petitioner's request would not be a hazard to air navigation provided certain conditions are met.

FDOT was provided the opportunity to review the Petition and found it to be consistent with Florida Statutes.

The Airport Hearing Officer recommends that the Board of Adjustment approve the variance to Airport Zoning Regulations requested by Petitioner with the following conditions: (1) Red Obstruction lighting required in accordance with FAA Advisory Circular 70/7460-1M; (2) E-File FAA Form 7460-2 with the FAA if the project is abandoned or at least ten (10) days prior to construction and within five (5) days after the construction reaches its greatest height; (3) A noise reduction level of at least 25 db be incorporated into design as the structure lies within close proximity to an airport and may be subjected to aircraft overflight; (4) Petitioner must follow all conditions specified in the FAA Determination of No Hazard to remain in compliance; (5) Installation of equipment (crane) exceeding 287' AMSL will require a separate permit by the Authority; (6) Any glint or glare issues identified from the project must be mitigated by the Petitioner to the satisfaction of the Authority to avoid adverse impacts to aviation; and (7) A survey of the construction must be completed and submitted to the Authority within five (5) days of reaching its greatest height.

The variance will be valid until the FAA Determination of No Hazard to Air Navigation expires May 21, 2025, 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 Commissioner Cohen, seconded by Gary Harrod, Airport Study No. 2024-05, Kiran REIF Encore Lot 5, LLC, requesting a variance to construct Encore Lot 12, a 20-story mixed-use residential high rise, with a grocery store and office space, with a maximum height of 287' AMSL, located at 1280 E. Harrison Street, Tampa, FL was unanimously approved by all Board Members present; and the Airport Zoning Director or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2024-61.

The Public Hearing of the Board of Adjustment was closed.

Chairman Diehl called the Regular 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 April 4, 2024 that needed to be read into the record. General Counsel Stephens replied that there were no abstentions from the April 4, 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 April 4, 2024.

Upon motion of Commissioner Cohen, seconded by Gary Harrod, the Minutes of the Regular Board Meeting held on April 4, 2024 were unanimously approved by all Board Members present.

The Management Report was next.

Mr. Lopano began the Management Report with an announcement that John Tiliacos has completed Leadership Florida and that Laura Tatem and Melissa Solberg had completed Leadership Tampa and Leadership Tampa Bay respectively.

Chris Minner then provided the Performance Assessment Report.

There were more than 2.5 million passengers served for the month of March which is an 11% growth over last year. There were almost 143,000 international passengers in March which represents a growth of more than 17%.

The Authority hosted USF's first International Business Forum. There were almost 400 people in attendance from across the region who came in to see USF's vision on how it can achieve a stronger global impact.

Tampa International Airport debuted its new website.

Frontier Airlines began daily year round nonstop flight to Raleigh-Durham.

Mr. Minner spoke of the Air Service Incentive Program (ASIP) which has benefitted 100 routes and has seen 22 different airlines participate. There has been an estimated \$1 billion in economic impact to the Tampa Bay Region annually from the ASIP from international and West Coast routes.

Mr. Minner next spoke of the concessions and parking performance over Spring Break. There were \$200 million in concessions gross receipts, with the highest Spring Break Sales of \$755,000 on March 10<sup>th</sup>. Parking had record Spring Break sales of \$10 million, beating 2023 by \$1 million. The online booking system had a record Spring Break with 22,000 bookings. March rental car sales of \$53 million were an all-time record. Enterprise's sales of \$18 million were the most ever reported by a rental car company.

Social media added more than 2,000 followers for the month with more than 20,000 for the year.

Next, John Tiliacos gave an overview of Spring Break which ran from March 4, 2024 to April 8, 2024. There were more than 3 million passengers served which is a 9% increase from 2023. The top 10 busiest days at TPA have occurred in 2024, with 9 of those occurring during Spring Break. The busiest day on record was on Sunday, March 17<sup>th</sup> with 97,320 passengers served.

Smitha Radhakrishnan then provided a presentation on Earth Day and the Airside D Trade Partner Outreach.

Damian Brooke gave a FY2024 six-month financial performance report. Revenues generated more than \$211 million over the 6-month period and beat budget by \$9 million or 4.5%. Interest income came in about 20% higher than expected for the period, totaling almost \$19 million. Operating expenses for the period totaled \$90.2 million, which was \$1.7 million or about 1.8% better than budget.

This concluded the Management Report.

The Chairman then moved on to the Consent Agenda.

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

The following items were contained in the Consent Agenda.

Item 11

Operating Agreement for Ground Handlers, Alvest Equipment Services (USA) LLC, Tampa International Airport, Resolution No. 2024-42.

Ground handling operators providing service at Tampa International Airport must have, at a minimum, a ground handling operating agreement prior to commencing operations. Alvest Equipment Services (USA) LLC (AES) has requested to provide ground handling services to include ground service equipment maintenance for AES' customers.

This item grants to AES the non-exclusive right to provide ground handling services to companies at Tampa International Airport for the Term of May 1, 2024 through September 30, 2027 pursuant to an Operating Agreement for Ground Handlers (Agreement).

For the privilege of providing services at Tampa International Airport, AES will pay Authority a percentage privilege fee (PPF) of five percent (5%) of gross receipts, payable in equal monthly installments. Gross receipts include the gross revenues from all sales made and services performed for cash, credit or otherwise, pursuant to AES' ground handling operations at Tampa International Airport. Gross receipts exclude the retail value of fuel and oil and the related fuel service fee, costs for materials that are directly passed through to Company's customers, sales and services performed off Airport to entities located off Airport, certain catering sales, and ferrying and diverted landings. Either party may terminate the Agreement upon 30 days' written notice.

Management recommended adoption of Resolution No. 2024-42.

Resolution No. 2024-42 approved and authorized execution of Operating Agreement for Ground Handlers at Tampa International Airport with Alvest Equipment Services (USA) LLC; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

#### Item 12

Ground Service Equipment Facilities Space Rental Agreement, Alvest Equipment Services (USA) LLC, Tampa International Airport, Resolution No. 2024-43; Letter of Agreement, Global Aviation Services, GAS, LLC and Alvest Equipment Services (USA) LLC, Tampa International Airport, Resolution No. 2024-44.

On March 2, 2017, the Authority and Global Aviation Services, GAS, LLC (GAS) entered into a Ground Service Equipment (GSE) Facilities Space Rental Agreement (Agreement) for Suite 2200 at Tampa International Airport (Airport) for the Term of April 1, 2017 through September 30, 2018. The Agreement supported GAS' GSE business operations. GAS is required to continue to reimburse the Authority for Customized Improvements Rent (CIR) for Suite 2200 after termination of the Agreement until a replacement tenant is secured, at which time the reimbursement obligation passes to the new tenant.

Staff proposes entering into a new GSE Facilities Space Rental Agreement (SRA) with Alvest Equipment Services (USA) LLC (AES) for Suite 2200 for the Term of May 1, 2024 through September 30, 2027. The Authority or AES may terminate the SRA upon 180 days' written notice.

Beginning May 1, 2024, AES will lease GSE facility space in Suite 2200 at \$9.15 per square foot and will pay an initial annual O&M Rent of \$1.95 per square foot. O&M Rent will increase on Oct. 1, 2024 to \$2.06 per square

foot and it will continue to increase by 5.5% on October 1st of each year thereafter for the Term of the SRA. CIR under the SRA will be \$749.16 per month (total cost of improvements amortized over 30 years at 5.5%). The total Rents under the SRA are as follows:

<b>Company</b>	<b>Suite No.</b>	<b>SF</b>	<b>Annual Warehouse Rent</b>	<b>Initial O&amp;M Rent</b>	<b>CIR (Lump Sum)</b>	<b>Total Initial Annual Payments</b>
AES	2200	5,120	\$46,848.00	\$9,984.00	\$8,989.92	\$65,821.92

Staff also recommends execution of a Letter of Agreement (LOA) between AES, GAS, and the Authority. The LOA commences on May 1, 2024 and terminates on September 30, 2027. Under the terms of the LOA, AES will assume the obligation for repayment of CIR during the Term of its SRA, but will not be responsible for repayment of CIR after termination of its SRA. Upon completion of the Term of the SRA or earlier termination of the LOA, GAS will retain the obligation to repay the outstanding balance of the CIR to Authority. GAS' obligation will continue until the CIR is paid in full or until the Authority executes a subsequent GSE Facilities Space Rental Agreement with a replacement tenant.

Management recommended adoption of Resolution Nos. 2024-43 and 2024-44.

Resolution No. 2024-43 approved and authorized execution of Ground Service Equipment Facilities Space Rental Agreement at Tampa International Airport with Alvest Equipment Services (USA) LLC; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Resolution No. 2024-44 approved and authorized execution of Letter of Agreement at Tampa International Airport with Global Aviation Services, GAS, LLC and Alvest Equipment Services (USA) LLC; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item 13

Space Rental Agreement, Aerovias de Mexico, S.A. de C.V., Tampa International Airport, Resolution No. 2024-45.

Aerovias de Mexico, S.A. de C.V. operating as Aeromexico (Aeromexico) is a new passenger air carrier that will begin operations at Tampa International Airport (Airport) beginning July 1, 2024. Aeromexico desires to lease space on the Ticketing Level of the Main Terminal in support of its operations.

This Space Rental Agreement (SRA) has an initial Term of May 15, 2024 through September 30, 2025, with one (1), one-year renewal option upon sixty (60) days written request prior to the expiration of the initial Term and written approval by the Authority's CEO (Renewal Option). If the Renewal Option is exercised, this SRA will have a final termination date of September 30, 2026.

This SRA has standard terms including, but not limited to, environmental, insurance, and indemnity.

Utilizing Fiscal Year 2024 Signatory Rates, Aeromexico desires to lease 305 square feet of Ticketing Level Office space at \$233.34 per square foot. The SRA provides for an annual rental rate adjustment.

Suites	SF	FY24 \$/SF (Signatory Rates)	Annual Rent*	Monthly Rent*
1301 & 1307	305	\$ 233.34	\$71,168.70	\$5,930.73
Total Rent			\$71,168.70	\$5,930.73

*\*Plus applicable taxes*

Management recommended adoption of Resolution No. 2024-45.

Resolution No. 2024-45 approved and authorized execution of Space Rental Agreement at Tampa International Airport with Aerovias de Mexico, S.A. de C.V.; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item 14

Ground Lease With Improvements, Private Aviation Group Hangar, LLC, Tampa International Airport, Resolution No. 2024-46.

In 2003, the Authority entered into a Land Lease for the Development of Non-Commercial Hangar Facility (Land Lease) with Private Aviation Group Hangar, LLC (PAGH) for the development of a 16,900 square foot non-commercial hangar (Improvements) to provide storage space for aircraft owned or leased by PAGH. The initial Term of the Land Lease was 20 years, terminating on May 31, 2024. Upon termination of the initial Term, title to the Improvements vests in the Authority. PAGH desires to exercise their Right of First Refusal under the Land Lease and enter into a new lease for the land and Improvements.

Staff recommends approval of a Ground Lease With Improvements (Ground Lease) with PAGH for the lease of approximately 1.98 acres of land and the Improvements located at 4210 West Tampa Bay Boulevard. The Ground Lease will begin June 1, 2024 and terminate on May 31, 2029. PAGH will have two (2), five-year renewal options upon written request to and acceptance by Authority's Chief Executive Officer. Either party may terminate the Ground Lease with 180 days' written notice. The first-year Rents under the Ground Lease are \$364,589.30, paid in monthly installments of \$30,382.44 plus applicable taxes. Rents will increase 3% annually thereafter.

Management recommended adoption of Resolution No. 2024-46.

Resolution No. 2024-46 approved and authorized execution of Ground Lease With Improvements at Tampa International Airport with Private Aviation Group Hangar, LLC; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item 15



Office Lease Agreement, Teachers Insurance and Annuity Association of America, Tampa International Airport, Resolution No. 2024-62.

Teachers Insurance and Annuity Association of America (TIAA) wishes to lease space in the SkyCenter One Office Building (SkyCenter One).

Under this Office Lease Agreement (Lease), TIAA will lease approximately 5,683 rentable square feet on the second floor of SkyCenter One. Occupancy is projected to be January 1, 2025. The Initial Term of the Lease is five years with one, five-year renewal option. The Basic Rent for the first year of the Lease will be \$196,063, with monthly payments of \$16,338 plus applicable taxes. Basic Rent will be abated for the first three months of the Initial Term. Basic Rent will increase at a rate of 3% each year throughout the Initial Term. Prior to the Renewal Term, Basic Rent will be adjusted to fair market rent.

Management recommended adoption of Resolution No 2024-62.

Resolution No. 2024-62 approved and authorized execution of Office Lease Agreement at Tampa International Airport with Teachers Insurance and Annuity Association of America; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

#### Item 16

Ground Lease Agreement, Vandenberg Airport Trust, LLC., Tampa Executive Airport, Resolution No. 2024-63.

Vandenberg Airport Trust, LLC. (Vandenberg) was created for the purpose of owning, constructing, and operating a hangar at Tampa Executive Airport (VDF).

Under this Ground Lease Agreement (Agreement), Vandenberg will lease approximately 3.18 acres (Premises) at VDF for the construction, operation, and maintenance of a new hangar for aircraft storage and related ancillary uses with a minimum of 8,000 square feet. Vandenberg will provide all improvements to support the new hangar including, but not limited to, landscaping, utility connections, aircraft apron and parking areas. During the first three years of the Agreement, Vandenberg will have the option to lease an additional 2.68 acres to build a second hangar.

The Agreement is effective upon Board signature and expires on the 20th anniversary of the Commencement Date. The Agreement allows for two, five-year renewal options if approved by the Authority CEO. Upon termination of the Agreement, the new hangar reverts to the Authority. If Vandenberg exercises both renewal options, they will have a first right to enter into a new lease for the Premises, including the hangar. Ground rent under the Agreement is \$0.30 per square foot of land for the first year and will increase annually by 3.09%. Rent will be adjusted every 5 years of the Agreement based on current fair market rental value, but the adjusted rent will not be less than the previous year's rent. In addition, Vandenberg will pay rent for the existing Pond at a rate of \$0.05 per square foot. The combined annual rent for the first year of the Agreement will be \$48,482.35 with monthly payments of \$4,040.20 plus applicable taxes.

Management recommended adoption of Resolution No 2024-63.

Resolution No. 2024-63 approved and authorized execution of Ground Lease Agreement at Tampa Executive Airport with Vandenberg Airport Trust, LLC.; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item 17

Construction Contract for Runway 4-22 and 18-36 Lighting & NAVAIDS Replacement, HCAA Project No. 7235 24, H.L. Pruitt Corp, Peter O. Knight Airport, Resolution No. 2024-56.

This Project includes the replacement of the edge and threshold lights and cabling for both runways (R/W) to extend the lighting system's useful life and maintain Peter O. Knight Airport in a safe and operational condition. This Project will also include the replacement of the Precision Approach Path Indicator (PAPI) for R/W 36, the Runway End Identifier Lights (REIL) for R/W 22, the wind cone with a segmented circle for R/W 4-22, and the replacement of an existing drainage inlet.

An Invitation to Bid was issued on February 14, 2024.

On April 2, 2024, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
H.L. Pruitt Corp	\$729,150
Mejia International Group Corp*	\$980,280
Hypower, LLC	\$980,444
Eau Gallie Electric, Inc	\$1,509,100

\*Mejia International Group Corp was deemed non-responsive for failing to meet the prescribed W/MBE Goal.

The lowest responsive and responsible Bidder is H.L. Pruitt Corp.

A W/MBE Goal participation rate of 7% was prescribed and a W/MBE Goal participation rate of at least 13.6% is incorporated into the Construction 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. 2024-56.

Resolution No. 2024-56 approved and authorized award and execution of Construction Contract for Runway 4-22 and 18-36 Lighting & NAVAIDS Replacement, HCAA Project No. 7235 24, at Peter O. Knight Airport with H.L. Pruitt Corp in the amount of \$729,150; approved rejection of Bid received from Mejia International Group Corp as non-responsive; 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 18

Purchase Orders, Lumacurve Airfield Sign Legend Panels and Face Insert Channels, Standard Signs, Inc. dba Lumacurve Airfield Signs, Tampa International Airport.

The Authority currently has 179 Lumacurve airfield guidance and distance remaining signs. Sign replacement is required on an as-needed basis to maintain compliance with FAA Part 139 Airport Certification.

An Invitation to Bid for Lumacurve Airfield Sign Legend Panels and Face Insert Channels (Re-Bid) was issued on March 1, 2024.

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

<u>Company Name</u>	<u>Bid Amount</u>
Standard Signs, Inc. dba Lumacurve Airfield Signs	\$495,044.83
Advanced Airport Equipment, Inc.	\$559,203.60

The lowest responsive and responsible Bidder is Standard Signs, Inc. dba Lumacurve Airfield Signs.

No specific goal for W/MBE participation was established.

This item authorizes the issuance of Purchase Orders to Standard Signs, Inc. dba Lumacurve Airfield Signs for Lumacurve Airfield Sign Legend Panels and Face Insert Channels at Tampa International Airport for a Term of May 2, 2024 through May 1, 2029 in a maximum purchase authorization amount of \$500,000.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Standard Signs, Inc. dba Lumacurve Airfield Signs 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 19

Purchase Order, 30-Ton Mobile Diesel Pre-Conditioned Air Unit, Twist Aero LLC, Tampa International Airport.

The Authority utilizes Mobile Pre-Conditioned Air (PCA) Units to ensure comfort cooling of jet bridges in the event a fixed PCA unit is out of commission for an extended period.

The current 2014 30-Ton Mobile Diesel PCA has reached its useful life expectancy and serves no useful function. It will be transferred to Materials Management for surplus disposal in accordance with Standard Procedure S410.25.

An Invitation to Bid for 30-Ton Mobile Diesel Pre-Conditioned Air Unit was issued on March 4, 2024.

On March 22, 2024, one Bid was publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Twist Aero LLC	\$129,000

The lowest responsive and responsible Bidder is Twist Aero LLC.

No specific goal for W/MBE participation was established.

This item authorizes the issuance of a Purchase Order to Twist Aero LLC for a 30-Ton Mobile Diesel PCA Unit at Tampa International Airport in a maximum purchase authorization amount of \$129,000.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorized the issuance of a Purchase Order to Twist Aero LLC and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

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

#### Item I10

Purchase Orders, HVAC Filters and Frames utilizing Pinellas County Schools Contract No. 24-031-096, Andrews Filter & Supply Corp., Tampa International Airport.

The Central Warehouse stocks HVAC filters and frames in a variety of sizes and materials for use at multiple locations throughout Tampa International Airport.

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 issuance of Purchase Orders to Andrews Filter & Supply Corp. for HVAC filters and frames utilizing Pinellas County Schools Contract No. 24-031-096 for the Term of May 2, 2024 through February 27, 2025, with two, one-year renewal options at the discretion of the Chief Executive Officer or designee, contingent upon approval of similar renewal options exercised by Pinellas County Schools, in a maximum purchase authorization amount of \$200,000.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorized the issuance of Purchase Orders to Andrews Filter & Supply Corp. 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 I11

Purchase Orders, Electrical, Lighting, Data Communications and Security Products and Related Products, Services and Solutions utilizing Omnia Partners Contract No. EV2370, Graybar Electric Company, Inc., Tampa International Airport.

The Authority’s O&M Budget provides for the purchase of various electrical and lighting supplies, including, but not limited to, conduit, wire, boxes, fittings, devices, enclosures, fuses, lamps, ballasts, fixtures, controls, all related lighting, and LED products.

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 issuance of Purchase Orders to Graybar Electric Company, Inc. for the purchase of electrical and lighting supplies utilizing Omnia Partners Contract No. EV2370 for the Term of May 2, 2024 through January 31, 2025, with one, two-year renewal option, in a maximum purchase authorization amount of \$300,000.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to Graybar Electric Company, Inc. 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 I12

Purchase Orders, LED, HID, and Fluorescent Lamps, Rexel USA, Inc., Tampa International Airport.

The Authority continuously needs to purchase LED, HID, and fluorescent lamps used in various locations throughout Tampa International Airport including, but not limited to, the Main Terminal and parking garages. Mass re-lamps are conducted yearly and individually replaced as needed to maintain uniform light output.

An Invitation to Bid for LED, HID, and Fluorescent Lamps was issued on March 4, 2024.

On March 18, 2024, Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Rexel USA, Inc.	\$318,759.57
Voss Electric Co. dba Voss Lighting, Inc.	\$750,015.47

The lowest responsive and responsible Bidder is Rexel USA, Inc.

No specific goal for W/MBE participation was established.

This item authorizes the issuance of Purchase Orders to Rexel USA, Inc. for LED, HID, and fluorescent lamps at Tampa International Airport for the Term of May 2, 2024 through May 1, 2027 in a maximum purchase authorization amount of \$400,000.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorized the issuance of Purchase Orders to Rexel USA, Inc. 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 113

Contract for Maintenance of General Aviation Navigational Aids, Saulnier Enterprises, Inc. dba Signal Connections, Peter O. Knight, Tampa Executive and Plant City Airports.

The Authority has an ongoing need for the maintenance of aircraft navigational aid systems (Systems) at Peter O. Knight, Tampa Executive and Plant City Airports. The Systems are composed of runway end identifier lights, a precision approach lighting system and runway alignment indicator lights (MALSR), and an automated weather observation system transmitter (AWOS). Maintenance of these Systems requires a qualified technician approved by the Federal Aviation Administration and licensed by the Federal Communications Commission. The current Contract for these services expires on June 5, 2024.

An Invitation to Bid for Maintenance of General Aviation Navigational Aids was issued on March 1, 2024.

On April 2, 2024, one Bid was publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Five-Year Bid Amount</u>
Saulnier Enterprises, Inc. dba Signal Connections	\$299,256

The sole responsive and responsible Bidder is Saulnier Enterprises, Inc. dba Signal Connections.

No specific goal for W/MBE participation was established.

This item authorizes execution of a Contract for Maintenance of General Aviation Navigational Aids with Saulnier Enterprises, Inc. dba Signal Connections at Peter O. Knight, Tampa Executive and Plant City Airports for the Term of June 6, 2024 through June 5, 2029 in a maximum purchase authorization amount of \$449,256 which is inclusive of extra work and parts as needed.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board approve and authorize execution of Contract for Maintenance of General Aviation Navigational Aids at Peter O. Knight, Tampa Executive, and Plant City Airports with Saulnier Enterprises, Inc. dba Signal Connections 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 I14

Contract for Special Legal Services, GrayRobinson, P.A., Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2024-49.

The Legal Affairs Department is in need of general legal services for Tampa International Airport and the three general aviation airports. GrayRobinson, P.A. has previously provided advice and counsel in the area of Labor and Employment Law and other related matters for Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports.

Authority Policy P500 authorizes the utilization of non-Authority attorneys without obtaining three quotes or advertisement based upon such factors as needed services, experience, qualifications, geographic location, length of services, and efficiencies.

This item authorizes execution of a Contract for Special Legal Services with GrayRobinson, P.A. for a two-year period beginning June 7, 2024 and continuing through June 6, 2026 with one, one-year renewal option at the discretion of the Chief Executive Officer. The total maximum purchase authorization amount for the Term of the Contract, including the renewal option, is \$250,000.

This item is included in the O&M Budget.

Management recommended adoption of Resolution No. 2024-49.

Resolution No. 2024-49 approved and authorized execution of Contract for Special Legal Services at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports with GrayRobinson, P.A.; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

#### Item I15

Renewal of Contract for State Legislative Consulting Services, GrayRobinson, P.A., Tampa International Airport.

On September 8, 2022, the Board awarded a Contract for State Legislative Consulting Services (Contract) to GrayRobinson, P.A. for two years, with three (3), one-year renewal options at the discretion of the Board, in a not-to-exceed amount of \$405,000, including the renewal options. This Contract provides 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.

This item authorizes the first, one-year renewal option of the Contract with GrayRobinson, P.A. for the renewal Term of October 4, 2024 through October 3, 2025, at the same prices, terms and conditions. The Authority may cancel the Contract with thirty (30) days' written notice.

This item is included in the O&M Budget.

The Chief Executive Officer recommended the Board authorize renewal of the Contract for State Legislative Consulting Services with GrayRobinson, P.A. and authorize the Chief Executive Officer or designee to execute all other ancillary document.

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

#### Item I16

Lease and Concession Contract for Children's and Beach Equipment Rental, Our Little Suitcase, LLC, Tampa International Airport, Resolution No. 2024-50.

Our Little Suitcase, LLC has an existing Temporary Concessions Contract for Children's and Beach Equipment Rental to provide children's and beach equipment rentals as a pilot concession in accordance with Authority Policy P820, Award of Concession Agreements. The Temporary Concessions Contract expires on June 8, 2024.

On March 4, 2024, an Invitation to Bid for Children's and Beach Equipment Rental at Tampa International Airport (Airport) was issued. The scope of work includes providing children's and beach equipment rental at the Airport. On April 1, 2024, one Bid was received from Our Little Suitcase, LLC.

This item authorizes execution of Lease and Concession Contract for Children's and Beach Equipment Rental (Contract) with Our Little Suitcase, LLC for the Term of June 9, 2024 through September 30, 2027.

Under the terms of the Contract, Our Little Suitcase, LLC will pay counter space rent, office space rent, and a monthly Privilege Fee in the amount of 10% of annual Gross Receipts.

No specific expectancy for ACDBE participation was established.

Management recommended adoption of Resolution No. 2024-50.

Resolution No. 2024-50 approved and authorized award and execution of Lease and Concession Contract for Children's and Beach Equipment Rental at Tampa International Airport with Our Little Suitcase, LLC; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

#### Item I17

Purchase Orders, Information Technology Software Support and Services utilizing GSA Contract No. GS-35F-303DA, eGroup Holding Company, LLC, Tampa International Airport.



The Information Technology Services Department needs continued support services on an as-needed basis for Microsoft products and other technologies. Services may include, but are not limited to, firewall audits, cyber security initiatives, technical reviews, assessments of current solutions and configurations, and staff augmentation.

eGroup Holding Company, LLC provides these services as an authorized reseller for Promark Technology, Inc. under GSA Contract No. GS-35F-303DA. Execution of purchase documents including, but not limited to, statements of work outlining requirements, end user license agreements, and service level agreements for support and maintenance, are often required to complete purchase transactions.

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 issuance of Purchase Orders to eGroup Holding Company, LLC for continued support services on an as-needed basis for Microsoft products and other technologies utilizing GSA Contract No. GS-35F-303DA for the Term of May 2, 2024 through May 3, 2026, with one, three-year renewal option at the discretion of the Chief Executive Officer or designee, contingent upon same renewal between GSA, Promark Technology, Inc. and eGroup Holding Company, LLC, in a maximum purchase authorization amount of \$600,000, including the renewal option.

In addition, this item authorizes the Chief Executive Officer or designee to execute all purchase documents required to complete the purchases including, but not limited to, statements of work, end user license agreements, and service level agreements.

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

The Chief Executive Officer recommended the Board authorize the issuance of Purchase Orders to eGroup Holding Company, LLC; authorize the Chief Executive Officer or designee to execute all purchase documents required to complete the purchases including, but not limited to, statements of work, end user license agreements, and service level agreements; 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.

Chairman Diehl proceeded on to Policies or Rules for Consideration or Action.

#### Item J1

Update to Policy Manual, Revisions to Policy for Approval: Policy P1202, Air Service Incentive Program presented by Alex Heiter.

Policy P1202, Air Service Incentive Program, supports the Authority's active airline recruitment to offer new service to domestic and international destinations. Since the inception of the Tampa International Airport (TPA) Air Service Incentive Program (ASIP) in 2012, the Program has generated a net direct profit to TPA in each program year. Under the ASIP, HCAA provided direct support to 100 new airline routes on 22 individual airlines.

The current ASIP expires on September 30, 2025. On December 7, 2023, the FAA issued new guidance to all U.S. airports related to Air Carrier Incentive Programs, requiring existing programs to be updated to reflect the new guidance.

Staff recommends revising Policy P1202 to maintain compliance with recent FAA guidance. In addition, other revisions to Policy P1202 are intended to maintain the Authority's flexibility to support its strategic air service objectives, and to revise terminology to improve clarity of the Policy. Maximum monetary incentive amounts by route category are not increased from the current Policy. This revision also extends the Term of the ASIP ten years, until February 4, 2034.

This item will be funded out of Authority Reserves.

The Chief Executive Officer recommended approval of the proposed revisions to Policy P1202, Air Service Incentive Program.

Upon motion of Commissioner Cohen, seconded by Gary Harrod, Revisions to Policy for Approval: Policy P1202, Air Service Incentive Program, were unanimously approved by all Board Members present. No resolution was required.

The Committee Reports were next.

#### Item K1

Report of Finance Committee Meetings Held on April 4, 2024 and April 24, 2024, presented by Gary Harrod.

Following the last monthly Board meeting, the Finance Committee met on April 4, 2024, in the Authority Boardroom, with all Finance Committee members in attendance. In addition to Authority staff, Authority Board Members County Commissioner Harry Cohen and Mayor Jane Castor, and external leadership development consultant John Streitmatter with the Leadership Research Institute, were in attendance.

During the April 4th meeting, the Committee discussed various options for engaging an aviation industry expert to provide input on the CEO selection process. The Committee requested Authority staff and the consultant to develop options and a timeline to be considered at the next Finance Committee meeting.

The Finance Committee met again on April 24, 2024 in the Authority Boardroom. The meeting was attended by all Finance Committee members, Commissioner Harry Cohen, and Authority staff. Staff presented a proposal to use the global organizational consulting firm, Korn Ferry (with whom the Authority has an existing Contract for Executive Search Services that was awarded at the February 2024 Board Meeting), as an objective aviation industry expert to assist the Committee with the CEO selection process. The proposed lead consultant for the engagement is Michael Bell, Senior Client Partner with the Civil Aviation Practice of Korn Ferry. The Committee also reviewed a potential timeline for the process. At the conclusion of the presentation, the Committee approved a motion to have Authority staff draft a work order with Korn Ferry under their existing Contract for Executive Search Services for approval at the next Finance Committee meeting, and to have Mr. Bell attend the next Finance Committee meeting.

The next Finance Committee meeting was scheduled to follow the Board meeting.

Item K2

Report of Audit Committee Meeting Held on April 4, 2024, presented by Gary Harrod.

The Audit Committee met on April 4, 2024 in the Authority Boardroom with all members in attendance. The minutes of the September 7, 2023 Audit Committee Meeting were approved. The Audit Committee heard presentations from the Vice President of Internal Audit regarding the status of the Fiscal Year 2024 audit plan, other tasks and projects in progress, and the status of recommendations not yet implemented. The Authority’s external auditors, RSM US, presented the results of the Fiscal Year 2023 external financial audit which contained unmodified opinions on the financial statements and compliance reports.

There was no Unfinished Business so Chairman Diehl proceeded to New Business.

Item M1

Construction Contract for North Air Cargo Building and FedEx Warehouse Rehabilitation, HCAA Project No. 7140 24, All Phase General Contractors, Inc., Tampa International Airport, Resolution No. 2024-55, presented by Jeff Siddle.

The Project includes the rehabilitation of two warehouse facilities at Tampa International Airport: the North Air Cargo warehouse building (NAC warehouse) and the FedEx warehouse and office building (FedEx warehouse). The work at the NAC warehouse generally consists of building envelope improvements including exterior swinging door repair and replacement, overhead door repair, replacement of door seals and hardware, painting, exterior soffit and fascia panel repair, steel tube railing repair, and miscellaneous electrical improvements. The work at the FedEx warehouse generally consists of building envelope improvements including exterior swinging door repair and replacement, overhead door repair, replacement of door seals and hardware, painting, exterior soffit and fascia panel repair, acoustical ceiling tile replacement, and miscellaneous electrical improvements.

An Invitation to Bid was issued on February 12, 2024.

On March 27, 2024, one Bid was publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
All Phase General Contractors, Inc.	\$1,256,961

The lowest responsive and responsible Bidder is All Phase General Contractors, Inc.

A W/MBE Goal participation rate of 14% was prescribed and a W/MBE Goal participation rate of at least 15.6% is incorporated into the Construction 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. 2024-55.

Upon motion of Gary Harrod, seconded by Robert Watkins, Construction Contract for North Air Cargo Building and FedEx Warehouse Rehabilitation, HCAA Project No. 7140 24, at Tampa International Airport with All Phase General Contractors, Inc. in the amount of \$1,256,961 was unanimously approved by all Board Members present; staff was authorized to use Owner’s Direct Purchase Program, if appropriate; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents by adoption of Resolution No. 2024-55.

Item M2

Construction Contract for GA Security Improvements, HCAA Project No. 7185 23, Rycon Construction, Inc., Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2024-57, presented by Jeff Siddle.

The purpose of this Project is to implement security improvements at Tampa Executive Airport (VDF), Peter O. Knight Airport (TPF), and Plant City Airport (PCM), which will improve access control to the Airports’ airfields, buildings, and hangars. A new access control system will be provided at TPF, and the current access control system at VDF will be expanded. The Project will also include power and communications infrastructure, the replacement of existing CCTV cameras, and the addition of new CCTV cameras at VDF and TPF, along with partial replacement of perimeter fencing and new gates and operators at VDF, TPF, and PCM.

An Invitation to Bid was issued on February 12, 2024.

On March 26, 2024, one Bid was publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Rycon Construction, Inc.	\$3,725,633

The lowest responsive and responsible Bidder is Rycon Construction, Inc.

After the Bid opening, the Authority met with Rycon Construction, Inc., the sole responsive and responsible Bidder, and, in accordance with Policy P410, Procurement, was able to negotiate a revised Construction Contract award amount of \$3,466,704.

A W/MBE Goal participation rate of 11% was prescribed and a W/MBE Goal participation rate of at least 11% is incorporated into the Construction 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. 2024-57.

Upon motion of Gary Harrod, seconded by Commissioner Cohen, Construction Contract for GA Security Improvements, HCAA Project No. 7185 23, at Peter O. Knight, Tampa Executive and Plant City Airports with Rycon Construction, Inc. in the amount of \$3,466,704 was unanimously approved by all Board Members present; staff was authorized to use Owner's Direct Purchase Program, if appropriate; and the Chief Executive Officer or designee was authorized to execute all other ancillary documents Resolution No. 2024-57.

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 June 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.

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Arthur F. Diehl III, Chairman

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Jane Castor, Secretary