



# Tampa International Airport

**AVIATION AUTHORITY**

**REGULAR BOARD MEETING**

**Thursday, September 5, 2024**

**9:00 A.M.**

**Boardroom**

**Level 4 at SkyCenter ONE**

## **AGENDA**

Any person who desires to appeal any decisions made at this meeting will need a record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is based. Any person requiring reasonable accommodations to attend any public meeting because of a disability or physical impairment must submit a written request to Violet Cummins, Board Services Administrator, Hillsborough County Aviation Authority, Post Office Box 22287, Tampa, FL 33622 or via email at [vcummins@TampaAirport.com](mailto:vcummins@TampaAirport.com). Such request must be received at least 48 hours before the meeting. If you have any questions, please call (813) 870-7869.



**Thursday, September 5, 2024  
Aviation Authority Regular Board Meeting**

**AGENDA**

**9:00 A.M.**

**Level 4 at SkyCenter ONE**

**Boardroom**

**A. PLEDGE OF ALLEGIANCE**

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1. Pledge of Allegiance

**B. CALL TO ORDER**

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1. Call to Order

**C. APPROVAL OF THE AGENDA**

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1. Approval of the Agenda

**D. PUBLIC COMMENTS**

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1. Public Comments

**E. APPROVAL OF THE MINUTES**

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1. Approval of the Minutes

**F. MANAGEMENT REPORT**

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1. Management Report

**G. APPROVAL OF THE CONSENT AGENDA**

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1. Letter of Agreement for Temporary Use of Land for Non-NFL Events at Raymond James Stadium, Tampa Sports Authority, Tampa International Airport, Resolution No. 2024-99

2. Space Rental Agreement, Airline Tech Reps, LLC, d/b/a STS Line Maintenance, Tampa International Airport, Resolution No. 2024-101

3. Purchase Orders, Janitorial Supplies & Equipment utilizing Omnia Partners Contract Number 2020002299, HD Supply, Tampa International Airport

4. Purchase Orders, Industrial Rental Equipment utilizing Florida Department of Management Services Contract No. 518-410-19-ACS, Herc Rentals, Inc., Tampa International Airport

5. Purchase Orders, Proximity Cards, ColorID, LLC, Tampa International Airport

6. Change Order No. 1 to Artist Services Contract, Red Vertical Circulation East Wall, HCAA Project No. 8230 18, Jason Bruges Studio LTD., Tampa International Airport, Resolution No. 2024-111

7. Purchase Orders, Copiers and Managed Print Services, utilizing NASPO Contract No. 188037, Toshiba America Business Solutions, Inc., Tampa International Airport

8. Use and Permit Agreement for Transportation Network Company, Wridz, LLC, Tampa International Airport, Resolution No. 2024-104

9. Codification and Restatement of Senior Trust Agreement, Tampa International Airport, Resolution No. 2024-110

10. Purchase Order, Workers' Compensation and Employer's Liability Insurance, Arthur J. Gallagher Risk Management Services, LLC, Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports

11. Purchase Order, Airport Liability Insurance, Arthur J. Gallagher Risk Management Services, Inc. of Florida, Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports

12. Purchase Order, Business Automobile Insurance, Arthur J. Gallagher Risk Management Services, LLC, Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports

#### **H. POLICIES OR RULES FOR CONSIDERATION OR ACTION**

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1. Policies or Rules for Consideration or Action

#### **I. COMMITTEE REPORTS**

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1. Committee Reports

#### **J. UNFINISHED BUSINESS**

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1. Capital and Operating Budget for Fiscal Year 2025, Tampa International Airport, Resolution No. 2024-105

2. Amendment No. 1 to Part 1 Contract for Design-Build Services, Airside D Development Program & Westside Checked Baggage Screening System Relocation and Upgrades, HCAA Project Nos. 8500 23 & 8515 24, Hensel Phelps Construction Co., Tampa International Airport, Resolution No. 2024-108

3. CEO Selection Committee

#### **K. NEW BUSINESS**

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1. Selection of Firm and Award of Property Management Services Contract, Avison Young Property Management (USA) LLC, Tampa International Airport, Resolution No. 2024-107

2. Purchase Orders, Technology Products and Services utilizing Sourcewell Contract No. 121923-SHI, SHI International Corp, Tampa International Airport

#### **L. STAFF REPORTS**

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1. Staff Reports

#### **M. SECTION 119.0725 BUSINESS**

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1. Section 119.0725 Business

#### **N. ADJOURNMENT**

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1. Adjournment



**Thursday, September 5, 2024  
Aviation Authority Regular Board Meeting**

**AGENDA  
9:00 A.M.  
Level 4 at SkyCenter ONE  
Boardroom**

**A. PLEDGE OF ALLEGIANCE**

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<b>Subject</b>	<b>1. Pledge of Allegiance</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

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**B. CALL TO ORDER**

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<b>Subject</b>	<b>1. Call to Order</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

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**C. APPROVAL OF THE AGENDA**

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<b>Subject</b>	<b>1. Approval of the Agenda</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

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**D. PUBLIC COMMENTS**

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<b>Subject</b>	<b>1. Public Comments</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

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Speakers are allowed 3 minutes total to comment on propositions before the Board. Speakers designated to speak on behalf of a group of 2 or more individuals are allowed 5 minutes total to comment on propositions before the Board.

**E. APPROVAL OF THE MINUTES**

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<b>Subject</b>	<b>1. Approval of the Minutes</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

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# F. MANAGEMENT REPORT

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<b>Subject</b>	<b>1. Management Report</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

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## **G. APPROVAL OF THE CONSENT AGENDA**

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<b>Subject</b>	<b>1. Letter of Agreement for Temporary Use of Land for Non-NFL Events at Raymond James Stadium, Tampa Sports Authority, Tampa International Airport, Resolution No. 2024-99</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

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### Background:

The Tampa Sports Authority (TSA) has requested authorization for temporary use of approximately 40 acres of land to the east of Tampa International Airport and west of Dale Mabry Highway, commonly known as Lots 11, 12, and 13 (Premises), for parking during non-NFL events held at Raymond James Stadium.

### Proposal:

The Term of the Letter of Agreement (LOA) will be November 7, 2024 through November 6, 2029. Should the Authority at any time during the Term require the use of all of the Premises, the Authority will deliver to TSA written notice of its intent to terminate the LOA which termination shall take effect 60 days from the date of delivery of the written notice. Should the Authority at any time during the Term require the use of less than all of the Premises, the LOA will be amended by letter from the Authority's Chief Executive Officer to identify the remaining Premises that will be included in the LOA. The LOA may be terminated by TSA, with or without cause, if TSA is not in default of any of the terms and conditions of the LOA or in the payment of any fees or other charges to the Authority, upon 30 days' written notice to the Authority. TSA may utilize the Premises for the non-NFL events listed on Exhibit B to the LOA. Should additional events be scheduled for which the Premises are required, Exhibit B will be revised by letter from TSA and without formal amendment to the LOA. TSA will provide the Authority Finance and Real Estate Departments with a copy of each revision of Exhibit B during the Term of the LOA. As consideration for the use of the Premises, TSA agrees to pay to the Authority 40% of the rate charged to the customer and \$2.00 for each space used by TSA employees during the Term of the LOA.

### Funding:

N/A

### Recommendation:

Management recommends adoption of Resolution No. 2024-99.

### Resolution:

**Resolution No. 2024-99 approves and authorizes execution of Letter of Agreement for Temporary Use of Land for Non-NFL Events at Raymond James Stadium at Tampa International Airport with the Tampa Sports Authority; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.**

## G. APPROVAL OF THE CONSENT AGENDA

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<b>Subject</b>	<b>2. Space Rental Agreement, Airline Tech Reps, LLC, d/b/a STS Line Maintenance, Tampa International Airport, Resolution No. 2024-101</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

### Background:

Airline Tech Reps, LLC, d/b/a STS Line Maintenance (STS) desires to lease ramp level operations space at Airside E in support of its ground handling operations at Tampa International Airport.

### Proposal:

STS desires to lease 135 square feet of ramp level operations space at the FY 2024 non-signatory rental rate.

<u>Description</u>	<u>Sq. Ft.</u>	<u>Rate</u>	<u>Annual</u>	<u>Monthly</u>
AE Room 4339	135	\$126.41	\$17,065.35	\$1,422.11
<b>TOTAL</b>	<b>135</b>		<b>\$17,065.35</b>	<b>\$1,422.11</b>

The Space Rental Agreement commences September 1, 2024 and terminates on September 30, 2027. Either party may terminate the Space Rental Agreement upon 30 days' written notice.

### Funding:

N/A

### Recommendation:

Management recommends adoption of Resolution No. 2024-101.

### Resolution:

**Resolution No. 2024-101 approves and authorizes execution of Space Rental Agreement at Tampa International Airport with Airline Tech Reps, LLC, d/b/a STS Line Maintenance; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.**

## **G. APPROVAL OF THE CONSENT AGENDA**

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<b>Subject</b>	<b>3. Purchase Orders, Janitorial Supplies &amp; Equipment utilizing Omnia Partners Contract Number 2020002299, HD Supply, Tampa International Airport</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

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### Background:

The Real Estate Department oversees all contracting for SkyCenter One on behalf of the Authority, including the provisioning of janitorial supplies and equipment.

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.

### Proposal:

This item authorizes the issuance of Purchase Orders to HD Supply for Janitorial Supplies and Equipment utilizing Omnia Partners Contract Number 2020002299 from September 5, 2024 through May 31, 2027, with three, one-year renewal options at the discretion of the Chief Executive Officer or designee, in a maximum purchase authorization amount of \$250,000.

### Funding:

This item is included in the O&M Budget. A portion of the expense is reimbursed by SkyCenter One tenants through the property budget.

### Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of Purchase Orders to HD Supply and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

**The Board may act on this by motion; no resolution is required.**

## **G. APPROVAL OF THE CONSENT AGENDA**

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<b>Subject</b>	<b>4. Purchase Orders, Industrial Rental Equipment utilizing Florida Department of Management Services Contract No. 518-410-19-ACS, Herc Rentals, Inc., Tampa International Airport</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

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### Background:

The Authority occasionally rents industrial equipment such as scissor lifts, articulating lifts, and atrium lifts for various high reach jobs at 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.

### Proposal:

This item authorizes the issuance of Purchase Orders to Herc Rentals, Inc. for Industrial Rental Equipment utilizing Florida Department of Management Services Contract No. 518-410-19-ACS for the Term of September 5, 2024 through October 31, 2025, with one (1), two (2) year renewal option at the discretion of the Chief Executive Officer in a maximum purchase authorization amount of \$220,000.

### Funding:

This item is included in the O&M Budget.

### Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of Purchase Orders to Herc Rentals, Inc. and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

**The Board may act on this by motion; no resolution is required.**

## **G. APPROVAL OF THE CONSENT AGENDA**

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<b>Subject</b>	<b>5. Purchase Orders, Proximity Cards, ColorID, LLC, Tampa International Airport</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

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### Background:

In accordance with TSA regulations, the Authority has been charged with the responsibility of administering an accountable ID badge system for Tampa International Airport. The Authority intends to purchase approximately 20,000 proximity cards annually. Proximity cards are utilized for identification and access control purposes for authorized personnel.

A Reverse Auction for Proximity Cards was issued on May 15, 2024.

### Proposal:

On June 25, 2024, the Reverse Auction Event was held with all qualified Bidders. At the conclusion, the following final Bid amounts were read aloud publicly:

<u>Company Name</u>	<u>Bid Amount</u>
ColorID, LLC	\$640,200.00
BMP Rackmount Solutions LLC	\$649,800.00
Total Industrial Supplier Inc.	\$677,800.00
IRIS Ltd., Inc.	\$743,400.00
Precision Dynamics Corporation	\$778,800.00
OmniPay USA	\$943,000.00
Fortified Security Solutions LLC	\$1,095,000.00

The lowest responsive and responsible Bidder is ColorID, LLC.

No specific goal for W/MBE participation was established.

This item authorizes the issuance of Purchase Orders to ColorID, LLC for proximity cards for a Term of October 3, 2024 through October 2, 2029 in a maximum purchase authorization amount of \$700,000.

### Funding:

This item is included in the O&M Budget.

### Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of Purchase Orders to ColorID, LLC and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

**The Board may act on this by motion; no resolution is required.**

## **G. APPROVAL OF THE CONSENT AGENDA**

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<b>Subject</b>	<b>6. Change Order No. 1 to Artist Services Contract, Red Vertical Circulation East Wall, HCAA Project No. 8230 18, Jason Bruges Studio LTD., Tampa International Airport, Resolution No. 2024-111</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

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### Background:

On March 5, 2020, the Authority awarded an Artist Services Contract to Jason Bruges Studio LTD. (Artist) for the Red Vertical Circulation East Wall location with a maximum purchase authorization amount of \$449,730.

### Proposal:

In June 2024, the Artist cited cost increases from 2020 to 2024 for the production of components, labor, installation, and shipping. Additionally, a 4-month work halt implemented due to COVID and a protracted construction timeline resulting from the Authority contracting with the Artist prior to the May 2022 establishment of the revised end date for the completion of the Main Terminal Curbside Expansion project have resulted in updates to the installation date.

This Change Order No. 1 to the Artist Services Contract provides for additional Artist fees in the amount of \$163,815 increasing the maximum purchase authorization amount to \$613,545.

### Funding:

This item is included in the Capital Budget.

### Recommendation:

Management recommends adoption of Resolution No. 2024-111.

### Resolution:

**Resolution No. 2024-111 approves and authorizes execution of Change Order No. 1 to Artist Services Contract, Red Vertical Circulation East Wall, HCAA Project No. 8230 18 at Tampa International Airport with Jason Bruges Studio LTD.; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.**

## **G. APPROVAL OF THE CONSENT AGENDA**

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<b>Subject</b>	<b>7. Purchase Orders, Copiers and Managed Print Services, utilizing NASPO Contract No. 188037, Toshiba America Business Solutions, Inc., Tampa International Airport</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

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### Background:

The Authority requires the lease of multifunction printers (MFPs) with scanning, copying, and badge-activated follow-me printing, facsimile equipment, related software, supplies and services at Tampa International and Tampa Executive Airports.

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.

### Proposal:

This item authorizes the issuance of Purchase Orders to Toshiba America Business Solutions, Inc. for the lease of MFPs with scanning, copying, and badge-activated follow-me printing, facsimile equipment, related software, supplies and services at Tampa International and Tampa Executive Airports utilizing NASPO Contract No. 188037 for the period of September 5, 2024 through September 30, 2026, with three, one-year renewal options, in a total maximum purchase authorization amount of \$300,000.

### Funding:

This item is included in the O&M Budget.

### Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of Purchase Orders to Toshiba America Business Solutions, Inc. and authorize the Chief Executive or designee to execute all other ancillary documents.

**The Board may act on this by motion; no Resolution is required.**



## **G. APPROVAL OF THE CONSENT AGENDA**

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<b>Subject</b>	<b>8. Use and Permit Agreement for Transportation Network Company, Wridz, LLC, Tampa International Airport, Resolution No. 2024-104</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

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### Background:

Wridz, LLC (Wridz) is a Transportation Network Company (TNC) based in Texas. Wridz currently has a Use and Permit Agreement for Transportation Network Company (Agreement) at Tampa International Airport (Airport), which was approved by the Board on February 1, 2024 and expires on September 30, 2024. The Agreement provided for an abbreviated Term as Wridz was establishing itself in Tampa. Wridz desires to execute a new Agreement in order to continue operating at the Airport.

### Proposal:

This item approves and authorizes an Agreement with Wridz to operate a TNC at the Airport. The Agreement commences on October 1, 2024 and expires on September 30, 2026. The Authority may terminate the Agreement upon thirty (30) days written notice. Wridz will pay a Monthly Fee which consists of the greater of 1/12 of the set Minimum Annual Privilege Fee (MAPF) of \$5,000 or a per-trip monthly fee consisting of the number of pick-ups multiplied by a \$5.00 Per-Trip fee per pick-up.

### Funding:

N/A

### Recommendation:

Management recommends adoption of Resolution No. 2024-104.

### Resolution:

**Resolution No. 2024-104 approves and authorizes execution of Use and Permit Agreement for Transportation Network Company at Tampa International Airport with Wridz, LLC; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.**

## **G. APPROVAL OF THE CONSENT AGENDA**

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<b>Subject</b>	<b>9. Codification and Restatement of Senior Trust Agreement, Tampa International Airport, Resolution No. 2024-110</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

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### Background:

The Authority's original Senior Trust Agreement, dated October 1, 1968, has been codified and restated numerous times, most recently on March 9, 2022 (Prior Trust Agreement).

### Proposal:

The Prior Trust Agreement has subsequently been amended by effective and prospective amendments, for which consent of existing Bondholders has been obtained through the issuance of the Series 2024A Bonds on July 22, 2024 and the issuance of the Series 2024B Bonds, which closed on August 22, 2024. The Authority desires to codify and restate the Prior Trust Agreement, incorporating all the definitive amendments that have been approved by the Bondholders through and including the closing date of the Series 2024B Bonds.

### Funding:

N/A

### Recommendation:

Management recommends adoption of Resolution No. 2024-110.

### Resolution:

**Resolution No. 2024-110 approves and authorizes execution of Codified and Restated Senior Trust Agreement relating to Hillsborough County Aviation Authority Tampa International Airport Revenue Bonds; provides an effective date; and provides certain other details with respect thereto.**

## **G. APPROVAL OF THE CONSENT AGENDA**

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<b>Subject</b>	<b>10. Purchase Order, Workers' Compensation and Employer's Liability Insurance, Arthur J. Gallagher Risk Management Services, LLC, Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

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### Background:

The Authority's current Workers' Compensation and Employer's Liability policy expires on October 1, 2024.

Arthur J. Gallagher Risk Management Services, LLC (Gallagher), the Authority's Workers' Compensation Broker, approached three (3) insurance companies, including the incumbent carrier Florida Municipal Insurance Trust (FMIT), requesting quotes for Florida statutory Workers' Compensation benefits and Employer's Liability coverage at \$1,000,000 for each accident for the renewal period of October 1, 2024 to October 1, 2025.

### Proposal:

The following premium quotation was received:

Florida Municipal Insurance Trust	\$931,416
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Three (3) markets, including the incumbent, were approached. The Authority's Experience Mod has improved primarily due to a significant 2018-2019 loss falling off but the Authority's 10-year loss ratio has created some challenges. As a result, the Authority adopted a targeted marketing approach to take advantage of the decreasing workers' compensation rates in Florida. FMIT, as a governmental trust, continues to provide flexibility in its rates and can propose lower premiums and deductibles than standard insurance companies. This year FMIT also offered an incentive credit of \$226,656, a discretionary amount based on years with the trust and long-term loss trends. The premium quoted does include a \$25,000 brokerage fee.

Gallagher and Siver Insurance Consultants, the Authority's insurance consulting firm, recommend accepting FMIT's proposed premium of \$931,416 for a fully insured, non-deductible program. The proposed premium represents a \$70,934 or 8.24% increase from the expiring policy premium of \$860,482, due primarily to a Payroll increase of 7.19%.

### Funding:

This item is included in the O&M Budget.

### Recommendation:

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

**The Board may act on this by motion; no resolution is required.**

## **G. APPROVAL OF THE CONSENT AGENDA**

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<b>Subject</b>	<b>11. Purchase Order, Airport Liability Insurance, Arthur J. Gallagher Risk Management Services, Inc. of Florida, Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

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### Background:

The Authority's current Airport Liability Insurance policy expires on October 1, 2024.

Arthur J. Gallagher Risk Management Services, LLC (Gallagher), the Authority's liability insurance broker, approached three (3) insurance companies, including the incumbent primary carrier Global Aerospace, Inc. and excess carrier XL Specialty Insurance Company (AXA XL), and requested quotes for the Authority's Airport Liability coverage for the renewal period of October 1, 2024 to October 1, 2025. The Authority requested that Gallagher solicit quotes at the current coverage level of a combined \$500 million and \$150 million for war coverage with a zero deductible.

### Proposal:

The following premium quote was received:

Global Aerospace, Inc. \$300 million, AXA XL \$200 million Excess	\$480,926
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The other two (2) insurance companies approached indicated their insurance premiums were not competitive due to loss history.

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 \$480,926. The proposed total premium of \$480,926 consists of \$388,662 for primary coverage from Global Aerospace, Inc. and \$92,264 of excess coverage from AXA XL, and is \$23,976 or 5.25% more than the expiring premium of \$456,949. This premium increase is primarily due to the Authority's loss history and a 7% increase in Authority enplanements.

### Funding:

This item is included in the O&M Budget.

### Recommendation:

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

**The Board may act on this by motion; no resolution is required.**

## **G. APPROVAL OF THE CONSENT AGENDA**

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<b>Subject</b>	<b>12. Purchase Order, Business Automobile Insurance, Arthur J. Gallagher Risk Management Services, LLC, Tampa Executive, Peter O. Knight, Plant City and Tampa International Airports</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

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### Background:

The Authority's current Business Automobile policy expires on October 1, 2024.

Arthur J. Gallagher Risk Management Services, LLC (Gallagher), the Authority's insurance broker, approached seven (7) 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, 2024, to October 1, 2025. 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.

### Proposal:

The following premium quotation was received:

American Southern Insurance Company	\$352,470
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The other six (6) carriers Gallagher approached declined to quote due to pricing, coverage limits, or deductible structures of the incumbent carrier.

Gallagher and Siver Insurance Consultants, the Authority's insurance consulting firm, recommend accepting the quote of \$352,470 from American Southern Insurance Company at the current coverage level. The proposed premium of \$352,470 received from American Southern Insurance Company is an increase of \$22,440 or 6.80% over the expiring premium of \$330,030. This premium increase is due to current market conditions. Additional premiums may be paid or refunded during the policy Term as vehicles are added to or deleted from the Authority's fleet.

### Funding:

This item is included in the O&M Budget.

### Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of a Purchase Order to Arthur J. Gallagher Risk Management Services, LLC 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 designee to execute all other ancillary documents.

**The Board may act on this by motion; no resolution is required.**

**H. POLICIES OR RULES FOR CONSIDERATION OR ACTION**

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<b>Subject</b>	<b>1. Policies or Rules for Consideration or Action</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

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## **I. COMMITTEE REPORTS**

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<b>Subject</b>	<b>1. Committee Reports</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Reports

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## J. UNFINISHED BUSINESS

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<b>Subject</b>	<b>1. Capital and Operating Budget for Fiscal Year 2025, Tampa International Airport, Resolution No. 2024-105</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

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### Background:

Fiscal Year 2025 will usher in a new era for the Authority as the Authority enters a period of large capital development amid a changing funding landscape. The Authority enters this new era from a position of strength, with some of the highest credit ratings in the airport industry and unrestricted reserve levels which are projected to total greater than \$350 million at the end of Fiscal Year 2024.

The Authority projects it will finish Fiscal Year 2024 with operating revenues of approximately \$422.4 million, which is \$13.7 million or 3.4% higher than the Fiscal Year 2024 Budget. Operating expenses are projected to total approximately \$196.6 million, finishing the year \$2.3 million or 1.2% lower than the Fiscal Year 2024 Budget. Funds available for Capital Improvement & Reserves are projected to total approximately \$161.1 million, which is \$14.9 million or 10.2% better than the Fiscal Year 2024 Budget.

The Authority projects it will generate more than \$161.1 million on its pre-capital bottom line for Fiscal Year 2024 and \$157.1 million in Fiscal Year 2025. As a result, unrestricted cash reserves will total approximately \$353.6 million at the end of Fiscal Year 2024. The Authority is expected to generate an additional \$115.8 million in reserves from operations in Fiscal Year 2025. The Authority's Fiscal Year 2025 end-of-year unrestricted reserve balance is expected to total \$456.8 million.

On July 24, 2024, the Authority met with representatives of the airlines serving Tampa International Airport to review the proposed Fiscal Year 2025 Capital and Operating Budget. In accordance with the terms of the Authority's revenue bond trust indenture, the proposed Fiscal Year 2025 Capital and Operating Budget has also been reviewed and approved by Ricondo & Associates, the Authority's Airport Consultant.

### Proposal:

For Fiscal Year 2025, passenger traffic is projected to reach 25.9 million passengers due to the Tampa Bay region's nation-leading economic growth. Operating revenues are expected to total \$470.7 million for Fiscal Year 2025, an increase of approximately \$62.0 million or 15.2% compared to Fiscal Year 2024 Budget levels. Operating expenses are expected to total \$213.4 million for Fiscal Year 2025, an increase of \$14.6 million or 7.3% compared to Fiscal Year 2024 Budget levels.

After revenue sharing back to the airlines of \$5.2 million and annual debt service of \$98.3 million, the proposed Fiscal Year 2025 Capital and Operating Budget projects the Authority will generate \$161.5 million towards capital improvements, the annual air service incentive plan, and reserves. The Authority will utilize \$38.5 million of those funds toward the Fiscal Year 2025 Capital Improvement Program, which consists of 21 separate projects totaling more than \$79.1 million, \$2.9 million towards capital equipment, and the remainder will be put into reserves.



Non-Signatory & Signatory  
Proposed Fiscal Year 2025 Fees & Charges  
October 1, 2024 - September 30, 2025

	<b>NON-SIGNATORY RATE</b>	<b>SIGNATORY RATE</b>
<b>LANDING FEES:</b>	\$2.814/1000#s CMGLW	\$2.676/1000#s CMGLW
<b>JOINT USE FEES:</b>		
Terminal:	\$3.15 per enplanement	\$3.00 per enplanement
Airside:	\$0.92 per enplanement	\$0.88 per enplanement
<b>AVERAGE TERMINAL BUILDING RENTAL RATES:</b>	\$335.42 per sq. ft./year	\$319.45 per sq. ft./year
<b>AIRSIDE BUILDINGS RENTAL RATE:</b>	\$144.51 per sq. ft./year	\$137.63 per sq. ft./year
<b>PER USE TICKET COUNTER FEE (HCAA) (PER POSITION):</b>	\$49.20	\$46.90
<b>PASSENGER TRANSFER SYSTEM (PTS) FEE:</b>	\$1.54 per enplanement	\$1.46 per enplanement
<b>PER USE GATE FEE (HCAA):</b>		
Commuter:	\$118.90	\$113.20
Narrow Body:	\$237.80	\$226.50
Wide Body:	\$356.70	\$339.70
<b>AIRCRAFT PARKING FEES BY CLASSIFICATION (For each 2 hours per 24 hour period):</b>		
Commuter:	\$28.50	\$27.10
Narrow Body:	\$102.80	\$97.80
Wide Body:	\$154.20	\$146.70
<b>CARGO AIRCRAFT PARKING APRON FEE (For each 2 hours per 24 hour period):</b>		
Up to 12,500 lbs. CMGLW	\$12.60	\$12.00
12,501 lbs. to 220,000 lbs. CMGLW	\$63.00	\$60.00
Over 220,000 lbs. CMGLW	\$126.00	\$120.00
<b>BAG HANDLING SYSTEM FEE:</b>	\$0.50 per enplanement	\$0.48 per enplanement
<b>TERMINAL SUPPORT FEE (HCAA):</b>	\$0.1262 per enplanement	\$0.1200 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:	\$39.40 per position per flight	\$37.50 per position per flight
HCAA International Club Room:	\$105.00 per 4-hour period	\$100.00 per 4-hour period
	\$26.25 per additional hour	\$25.00 per additional hour
	\$210.00 – Maximum Daily Fee	\$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 Fiscal Year 2025 Capital and Operating Budget as per Authority Policy P430, Annual Budget.

Funding:

N/A

Resolution:

**Resolution No. 2024-105 adopts the Capital and Operating Budget for Fiscal Year 2025 and establishes the estimated airline rates and charges.**

## J. UNFINISHED BUSINESS

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<b>Subject</b>	<b>2. Amendment No. 1 to Part 1 Contract for Design-Build Services, Airside D Development Program &amp; Westside Checked Baggage Screening System Relocation and Upgrades, HCAA Project Nos. 8500 23 &amp; 8515 24, Hensel Phelps Construction Co., Tampa International Airport, Resolution No. 2024-108</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

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### Background:

On August 3, 2023, the Authority awarded a Part 1 Contract for Design-Build Services to Hensel Phelps Construction Co. (Hensel Phelps) for the Airside D Development Program & Westside Checked Baggage Screening System Relocation and Upgrades Project in a maximum purchase authorization amount of \$74,149,546 for basic services and reimbursable expenses.

A DBE Goal of 20.5% of the dollar amount earned on the design phase of the Project was incorporated into the Part 1 Contract for Design-Build Services.

### Proposal:

The Part 1 Contract for Design-Build Services contemplated that Hensel Phelps would deliver one Basis of Design document for Airside D. On April 18, 2024, Hensel Phelps provided the Basis of Design deliverable with a cost estimate. On April 23, 2024, the Authority provided direction to Hensel Phelps to pause work and not proceed with the next step, the 30% design, mostly due to the high-cost estimate. The Authority requested that Hensel Phelps evaluate alternate design options to reduce costs.

On August 13, 2024, Hensel Phelps provided a revised Basis of Design with a cost estimate. The revised Basis of Design changed the building form, shape, and number levels which reduced the cost and complexity of the building.

Amendment No. 1 to the Part 1 Contract for Design-Build Services provides for additional design service fees in the maximum purchase authorization amount of \$3,994,740, bringing the total combined Project Contract amount to date to \$78,144,286.

A revised DBE Goal of 19.7% of the amount earned will be incorporated into the Part 1 Contract for Design-Build Services.

### Funding:

This item is included in the Capital Budget.

### Recommendation:

Management recommends adoption of Resolution No. 2024-108.

### Resolution:

**Resolution No. 2024-108 approves and authorizes execution of Amendment No. 1 to Part 1 Contract for Design-Build Services, Airside D Development Program & Westside Checked Baggage Screening System Relocation and Upgrades, HCAA Project Nos. 8500 23 & 8515 24 at Tampa**

**International Airport with Hensel Phelps Construction Co.; and authorizes the Chief Executive**

## **J. UNFINISHED BUSINESS**

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<b>Subject</b>	<b>3. CEO Selection Committee</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

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## K. NEW BUSINESS

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<b>Subject</b>	<b>1. Selection of Firm and Award of Property Management Services Contract, Avison Young Property Management (USA) LLC, Tampa International Airport, Resolution No. 2024-107</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

### Background:

On May 30, 2019, Avison Young Property Management (USA) LLC (Avison Young) and JO TPA Office 270, LLC entered into an agreement for Avison Young to manage SkyCenter One. On March 31, 2023, the Authority purchased Sky Center One and assumed the agreement between Avison Young and JO TPA Office 270, LLC. The initial Term of the agreement ended on May 31, 2020. The agreement continued on a month-to-month basis, not to extend past December 31, 2024.

### Proposal:

On May 14, 2024, an Invitation to Negotiate for Property Management Services was issued. On June 10, 2024, six (6) Responses were received and evaluated by staff as follows:

CBRE, Inc.
Avison Young Property Management (USA) LLC
Jones Lang LaSalle Incorporated
Owens, Renz & Lee Co., Inc. dba Owens Realty Services
Franklin Street Management Services, LLC

G&E Real Estate Management Services, Inc. dba Newmark Management was found non-responsive for failing to meet minimum qualifications.

After review of the five (5) responsive Responses against the evaluation criteria in the Invitation to Negotiate, the technical evaluation committee recommended concurrent negotiations with CBRE, Inc., Avison Young Property Management (USA) LLC, and Jones Lang LaSalle, Incorporated. After concluding negotiations, the negotiations committee recommended award to Avison Young Property Management (USA) LLC as the firm providing the best overall value to the Authority.

The initial Term of the Property Management Services Contract (Contract) is September 5, 2024 through December 31, 2027, with five (5), one-year Renewal Options exercised at the sole discretion of the Chief Executive Officer. If all Renewal Options are exercised, the Contract will have a final termination date of December 31, 2032. The total maximum authorization amount for the Term of the Contract is \$5,453,800.

The Authority may cancel the Contract for any reason by giving thirty (30) days written notice.

No specific expectancy for W/MBE participation was established.

### Funding:

This item is included in the O&M Budget.

Recommendation:

Management recommends adoption of Resolution No. 2024-107.

Resolution:

**Resolution No. 2024-107 approves and authorizes award and execution of Property Management Services Contract at Tampa International Airport with Avison Young Property Management (USA) LLC; approves rejection of the Response received from G&E Real Estate Management Services, Inc., dba Newmark Management; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.**

## K. NEW BUSINESS

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<b>Subject</b>	<b>2. Purchase Orders, Technology Products and Services utilizing Sourcewell Contract No. 121923-SHI, SHI International Corp, Tampa International Airport</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

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### Background:

The Authority's Information Technology Services (ITS) Department routinely purchases equipment, software, and related services to support the Authority's information technology needs. SHI International Corp is an authorized distributor of over 500 information technology manufacturers. These software solutions allow Authority staff to deliver and optimize content and applications, monitor IT network and infrastructure, construct, manage, and store job information, automate core investments, debt and cash accounting, and allow ITS to quickly detect, diagnose, and resolve network performance problems and outages.

These technology manufacturers are available through Sourcewell Contract No. 121923-SHI. Execution of purchase documents including, but not limited to, statements of work outlining requirements, end user license agreements for the rights to use software, and service level agreements for support and maintenance are often required to complete purchase transactions for these solutions.

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.

### Proposal:

This item authorizes the issuance of Purchase Orders to SHI International Corp utilizing Sourcewell Contract No. 121923-SHI for the purchase of technology products and services on an as-needed basis for the period of September 5, 2024 through February 27, 2028, with three, one-year renewal options at the discretion of the Chief Executive Officer, in an aggregate maximum purchase authorization amount of \$4,475,000, including the renewal options.

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

### Funding:

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

### Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of Purchase Orders to SHI International Corp; authorize the Chief Executive Officer or designee to execute all purchase documents; and authorize the Chief Executive Officer or designee to execute all other ancillary documents.

**The Board may act on this by motion; no resolution is required.**



**L. STAFF REPORTS**

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<b>Subject</b>	<b>1. Staff Reports</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

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**M. SECTION 119.0725 BUSINESS**

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<b>Subject</b>	<b>1. Section 119.0725 Business</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Private
Type	Action

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**N. ADJOURNMENT**

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<b>Subject</b>	<b>1. Adjournment</b>
Meeting	Sep 5, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

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