

Hillsborough County Aviation Authority
Regular Board Meeting

Thursday, 9:00 a.m.
October 3, 2024

A Regular Board Meeting was convened in the Boardroom, Level 4 of SkyCenter ONE, Tampa, Florida, on Thursday, October 3, 2024.

Members present were: Chairman Diehl, Gary Harrod, Robert Watkins, and Mayor Castor. Commissioner Cohen 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, Brett Fay, Tony Conza, Scott Knight, Michael Kamprath, Tony O'Brian, Beau Zimmer, Dan Johnson, Thomas Johnson, Tara Camp, Paul Horst, Gina Dew, Dan Porter, James Hanney, Marilyn Gauthier, John Mallory, April Kelly, Nina Mahoney and Matt Bauer.

Chairman Diehl welcomed everyone to the Regular Board Meeting of the Aviation Authority. 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.

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 Robert Watkins, seconded by Gary Harrod, 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 September 5, 2024 that needed to be read into the record. General Counsel Stephens replied that there were no abstentions from the September 5, 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 September 5, 2024.

Upon motion of Robert Watkins, seconded by Gary Harrod, the Minutes of the Regular Board Meeting held on September 5, 2024 were unanimously approved by all Board Members present.

The Management Report was next.

Mr. Lopano began the Management Report by recognizing the individuals who were impacted by Hurricane Helene.

Chris Minner provided the Performance Assessment Report.

For the month of August, Tampa International Airport served more than 1.9 million passengers. That is almost a 10% increase versus last year. There were more than 124,000 international passengers which is a 30% increase year over year.

USA Today selected Tampa International Airport as number one for best large airport and best large airport for dining.

The "I am TPA" awards were held. There were 15 award winners honored on September 30, 2024. Six honorees have multiple years of awards.

The 17th annual Tampa Bay Fashion Week program kicked off on September 18, 2024. This event promotes the concession program WaypointeTPA. The reception marked the start to WaypointeTPA's gift with purchase program to drive concession retail sales this fall.

An airport-wide hiring day was held on Wednesday, September 25th. There was a record 1,343 jobseekers with 23 airport employers. There were 300 plus positions available with many individuals hired on the spot.

On September 9, 2024 Discover Airlines became the official airline for the Tampa Bay Buccaneers.

Alaska Airlines acquisition of Hawaiian Airlines was completed on September 18, 2024. This transaction combines the nation's 5th and 10th largest airlines.

Delta announced new nonstop service to Austin, TX beginning on June 8, 2025.

Frontier Airlines announced 5 new TPA routes to Boston, Burlington, Chicago, Portland and Washington.

Breeze announced new service to Erie, PA beginning on January 8, 2025. These flights will be nonstop with twice weekly service on Wednesdays and Saturdays.

Social media activity brought in 11,623 new followers in September with 373,118 total followers. There were 7.2 billion impressions in the month of September for media with a dollar value of \$71,866, 650.

John Tiliacos gave an update on Hurricane Helene at TPA. Operations were suspended at 2:00 AM on September 26th and restarted on September 27th. 124 Storm Riders remained at TPA throughout the storm. There were 600 flights cancelled. There was only minor damage to the Airport which included flooding on the outbound parkway.

Mr. Tiliacos reported on Hurricane Helene impacts at Peter O. Knight where the airport was inundated with 3-4 feet of water. There was complete loss of power for 4 days. The main terminal suffered minor water intrusion. The maintenance facility was inundated with water and the parking lot was covered with debris. There were 75 hangars impacted and 1,500 ft of fencing was down. There were 450 airfield light fixtures and 50 airfield signs that are inoperative due to water damage and navigational aids are offline.

Girls in Aviation Day was held on September 21st. There were more than 1,200 attendees and more than 50 sponsors. Five scholarships were awarded for \$5,000 each.

Smitha Radhakrishnan reported that the Airport Resiliency Project received \$5.2 million in supplemental discretionary grants. Of that, \$2.1 million will be used for the electrical vaults storm surge protection and \$3.1 million will be used for airfield grading and safety area improvements.

This concluded the Management Report.

Chairman Diehl then moved on to the Consent Agenda.

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

The following items were contained in the Consent Agenda.

Item G1

Operating Agreement for Ground Handlers, AeroCore Technologies, LLC, Tampa International Airport, Resolution No. 2024-112.

Ground handling operators providing service at Tampa International Airport (Airport) must have, at a minimum, a ground handling operating agreement prior to commencing operations. AeroCore Technologies, LLC (AeroCore) will provide limited aircraft maintenance for its customer, Delta Air Lines, Inc.

The Operating Agreement for Ground Handlers (Agreement) grants AeroCore non-exclusive rights to provide ground handling services to air carriers at the Airport for the Term of October 3, 2024 through September 30, 2027.

For the privilege of providing ground handling services at the Airport, AeroCore will pay the 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 AeroCore's ground handling operations at the 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 AeroCore'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. 2024-112.

Resolution No. 2024-112 approved and authorized execution of Operating Agreement for Ground Handlers at Tampa International Airport with AeroCore Technologies, LLC; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item G2

Operating Agreement for Ground Handlers, Global Security Consulting Group, Inc., Tampa International Airport, Resolution No. 2024-113.

Ground handling operators providing service at Tampa International Airport (Airport) must have, at a minimum, a ground handling operating agreement prior to commencing operations. Global Security Consulting Group, Inc. (Global Security) will provide limited aircraft security for its customer, Virgin Atlantic Airways Limited.

The Operating Agreement for Ground Handlers (Agreement) grants Global Security non-exclusive rights to provide ground handling services to air carriers at the Airport for the Term of October 3, 2024 through September 30, 2027.

For the privilege of providing services at the Airport, Global Security will pay the 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 Global Security's ground handling operations at the 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 Global Security's customer(s), 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. 2024-113.

Resolution No. 2024-113 approved and authorized execution of Operating Agreement for Ground Handlers at Tampa International Airport with Global Security Consulting Group, Inc.; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item G3

Letter of Agreement for Temporary Use of Land for Excess Automobile Parking, Tampa M Automotive Management, LLC, Tampa International Airport, Resolution No. 2024-114.

In February 2024, the Authority entered into a Letter of Agreement (LOA) with Tampa M Automotive Management, LLC (Tampa M) for the temporary use of a vacant lot located at 4113 Columbus Drive for a period of one (1) year. Tampa M now desires to continue leasing the vacant lot.

Staff recommends approval of the LOA for Temporary Use of Land for Excess Automobile Parking with Tampa M for the lease of approximately 2 acres of unimproved land located at 4113 Columbus Drive for storage of excess new cars. The LOA will have a Commencement Date of February 1, 2025 and terminate on January 31, 2026. Tampa M will have one (1), one year renewal option upon written request to and acceptance by Authority's Chief Executive Officer. Either party may terminate the LOA with 30 days' written notice. Monthly rent paid by Tampa M under the LOA will be \$9,147.60, for a total annual rent of \$109,771.20, plus applicable sales tax. The rent will increase by CPI on October 1, 2025.

Management recommended adoption of Resolution No. 2024-114.

Resolution No. 2024-114 approved and authorized execution of Letter of Agreement for Temporary Use of Land for Excess Automobile Parking at Tampa International Airport with Tampa M Automotive Management, LLC; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

Item G4

Construction Contract, Aircraft Rescue and Fire Fighting (ARFF) Station Building Envelope and HVAC Rehabilitation, HCAA Project No. 7270 24, All Phase General Contractors, Inc., Tampa International Airport, Resolution No. 2024-118.

This Project is for the exterior building envelope and the Heating, Ventilation and Air Conditioning (HVAC) rehabilitation at the Aircraft Rescue and Fire Fighting (ARFF) Station at Tampa International Airport. The exterior building envelope rehabilitation will address deficiencies in the roof and vertical envelope. The roof rehabilitation will address termination, flashing, equipment curb, pipe boot, fastener, gutter, and other similar roof deficiencies. The vertical envelope rehabilitation will address

system termination and transition, joint sealant, gasket, flashing, weatherstripping, building panel, louvers/grill, and other related vertical envelope deficiencies. Additionally, the overhead vehicle bay doors, metal building panels, fascia and soffits will be repainted, and the exterior masonry veneer will be resealed. The HVAC rehabilitation will address system control, damper operation and duct insulation deficiencies.

An Invitation to Bid was issued on June 13, 2024.

On August 28, 2024, two (2) Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Rycon Construction, Inc.*	\$367,343
All Phase General Contractors, Inc.	\$996,400

*Rycon Construction, Inc. was deemed non-responsive for failing to meet the prescribed W/MBE Goal.

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

After the Bid opening, the Authority met with All Phase General Contractors, Inc. and, in accordance with Policy P410, Procurement, was able to negotiate a revised Construction Contract award amount of \$958,593.

A W/MBE Goal participation rate of 13% was prescribed and a W/MBE Goal participation rate of at least 16.3% 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. 2024-118.

Resolution No. 2024-118 approved and authorized award and execution of Construction Contract for Aircraft Rescue and Fire Fighting (ARFF) Station Building Envelope and HVAC Rehabilitation, HCAA Project No. 7270 24, at Tampa International Airport with All Phase General Contractors, Inc. in the amount of \$958,593; approved rejection of Bid received from Rycon Construction, Inc. 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 G5

Master Contract, Public Safety Software utilizing TIPS Contract No. 220105, CentralSquare Technologies LLC, Tampa International Airport, Resolution No. 2024-116.

On October 3, 2019, the Board awarded a Master Contract to TriTech Software Systems, a wholly owned subsidiary of CentralSquare Technologies, LLC, for the implementation of Public Safety Software (Software) for the Tampa Airport Police Department for the Term of October 3, 2019 through September 30, 2022, with one, three-year renewal option at the discretion of the Chief Executive Officer, contingent upon approval of similar renewal option by GSA, in a total maximum purchase authorization amount of \$1,750,000.

The Software provides core functionality for mission-critical public safety responsibilities, allowing the police department to manage assets and activities associated with public safety, and the ability to complete the conversion to the National Incident-Based Reporting System (NIBRS) that will facilitate needed changes to the Crime Reporting program.

The Authority requires continued use of the Software, Software support and maintenance, Software updates, upgrades, enhancements, and consulting services. In addition, to expedite changes as may be required to meet regulatory requirements, execution of purchase documents including, but not limited to, statements of work outlining requirements, end-user license agreements for the rights to use the Software, and service level agreements for support and maintenance may be required.

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 advertising.

This item authorizes execution of a Master Contract with CentralSquare Technologies, LLC utilizing TIPS Contract No. 220105 for continued use of the Software, Software support and maintenance, Software updates, upgrades, enhancements, and consulting services for the period of October 3, 2024 through May 31, 2027 with one, one-year renewal option at the discretion of the Chief Executive Officer, contingent upon approval of similar renewal option exercised by TIPS, in a total maximum purchase authorization amount of \$850,650.

Additionally, this item authorizes the Chief Executive Officer or designee to execute all purchase documents required to complete the purchase of the Software and services 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.

Management recommended adoption of Resolution No. 2024-116.

Resolution No. 2024-116 approved and authorized execution of Master Contract at Tampa International Airport with CentralSquare Technologies, LLC; and authorized the Chief Executive Officer or designee to execute all other ancillary documents.

There were no Policies or Rules for Consideration or Action or Committee Reports. Chairman Diehl proceeded to Committee Reports.

Item I1

Report of Audit Committee Meeting held on September 5, 2024 presented by Gary Harrod.

The Audit Committee met on September 5, 2024 in the Authority Boardroom with all members in attendance. The minutes of the April 4, 2024 Audit Committee Meeting were approved. The Audit Committee heard presentations from the Interim Director of Internal Audit regarding the status of the Fiscal Year 2024 audit plan and internal audit recommendations not yet implemented. The Interim Director of Internal Audit then presented the proposed Fiscal Year 2025 audit plan which was approved unanimously by the Audit Committee.

Assistant General Counsel Michael Kamprath next provided a reminder regarding Board Member annual ethics training.

Finally, the Authority's external auditors, RSM US, presented the results of the Fiscal Year 2024 external financial audit which contained unmodified opinions on the financial statements and compliance reports.

Item I2

Report of Finance Committee Meeting Held on September 5, 2024 presented by Chairman Diehl.

Following the regular Board Meeting on September 5, 2024, the Finance Committee met in the Authority Boardroom with all Finance Committee members in attendance. In addition to Authority staff, Authority Board Member, Commissioner Harry Cohen, and external consultant, Michael Bell with Korn Ferry, were also in attendance.

At the meeting, Mr. Bell reviewed the Committee's progress to date and facilitated a discussion on next steps and the process moving forward. Based on discussions, Mr. Bell will provide Mayor Castor and Commissioner Cohen the same individual briefing of the KF4D leadership assessment and other insights of the four internal candidates that was previously provided to each of the three Finance Committee members. Mr. Bell also offered to provide the Finance Committee members with a refresher of the briefing, if needed. One-on-one candidate interviews will be conducted the week of September 30th, followed by a Special Board Meeting on October 30th to select the preferred candidate.

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

The following items were contained in New Business.

Item K1

Selection of Design-Builder, Airside E Roof Replacement, HCAA Project No. 8525 25, Tampa International Airport presented by Jeff Siddle.

The Airside E Terminal Building (Building) was constructed in 2001. The bulk of the Building's roof system is comprised of standing seam metal roof that drains to gutters along the edges of the Building. As a result of the current degradation of the Building's roof system and ongoing efforts to maintain it, the Authority's consultant provided a recommendation to replace the existing roof system to achieve an acceptable level of watertight construction. The purpose of this Project is to replace the original roof, gutters, and other roof system accessories. The replacement is essential to maintain operations of the Building and extend its useful life.

On June 12, 2024, a Request for Qualifications entitled Airside E Roof Replacement at Tampa International Airport was issued.

Three (3) Responses were received and two (2) Responses were evaluated by staff.

The order of technical ranking is as follows:

1. HCBeck, LTD. d/b/a The Beck Group
2. RYCARS Construction, LLC

The Response received from Architectural Sheet Metal, Inc. was deemed non-responsive for failing to meet the W/MBE goal and for failing to meet the project experience minimum qualification requirement.

A W/MBE Goal of at least 10% of the dollar amount earned on the contract for the design phase of the Project was prescribed. The W/MBE Goal for construction will be determined upon receipt of the 60% design construction cost estimate and will be included in any future Part 2 Contracts.

This item is included in the Capital Budget.

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

Upon motion of Robert Watkins, seconded by Gary Harrod, the Board ranked firms in order of preference and authorized staff to negotiate a contract. No resolution was required.

Item K2

Construction Contract, Replace Automatic Doors, HCAA Project Nos. 7065 23 and 8230 18, Rycon Construction, Inc., Tampa International Airport, Resolution No. 2024-117, presented by Jeff Siddle.

This Project will replace fifty-six (56) automatic sliding doors throughout the Baggage Claim and Ticketing levels, and Short Term and Long Term Parking Garage penthouses. The mechanical operators on eight (8) baggage claim level swing-doors that lead into the baggage sort area will also be replaced. The size of the exterior automatic doors between the Long Term Parking Garage and Main Terminal will be increased to provide a larger clear opening to improve circulation.

An Invitation to Bid was issued on June 27, 2024.

On August 27, 2024, two (2) Bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Rycon Construction, Inc.	\$1,885,400.00
Foresight Construction Group, Inc.	\$2,150,121.91

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

A W/MBE Goal participation rate of 3% was prescribed and a W/MBE Goal participation rate of at least 3% 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. 2024-117.

Upon motion of Robert Watkins, seconded by Gary Harrod, Construction Contract for Replace Automatic Doors, HCAA Project Nos. 7065 23 and 8230 18, at Tampa International Airport with Rycon Construction, Inc. in the amount of \$1,885,400.00 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. 2024-117.

Item K3

Purchase Orders, Armed and Unarmed Security Guard Services utilizing the City of Orlando Request for Proposal RFP24-0031, Universal Protection Service, LLC d/b/a Allied Universal Security Services, LLC, Tampa International Airport, presented by Tony O'Brian.

The Real Estate Department, in conjunction with the SkyCenter One Property Manager, is responsible for managing SkyCenter One on behalf of the Authority, including providing security guard services. The Authority currently utilizes Universal Protection Service, LLC d/b/a Allied Universal Security Services, LLC for security guard services at SkyCenter One through a contract assumed from Avison Young which is set to expire on December 31, 2024.

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 Universal Protection Service, LLC d/b/a Allied Universal Security Services, LLC utilizing City of Orlando Request for Proposal RFP24-0031 for the period of January 1, 2025 through May 31, 2029, with five, one-year renewal options at the discretion of the Chief Executive Officer or designee, in a maximum purchase authorization amount of \$3,525,000.

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

Upon motion of Gary Harrod, seconded by Robert Watkins, the Board authorized the issuance of Purchase Orders to Universal Protection Service, LLC d/b/a Allied Universal Security Services, LLC; and authorized the Chief Executive Officer or designee to execute all other ancillary documents. No resolution was required.

This concluded New Business. Staff Reports were next.

Jeff Siddle gave an update on Master Plan Phase 2. He gave a look ahead at the work being done on the Red Side Express Curbs as well as a report on the project budget.

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

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

Arthur F. Diehl III, Chairman

Harry Cohen, Assistant Secretary