



Tampa International Airport

AVIATION AUTHORITY

REGULAR BOARD MEETING

**Thursday, October 3, 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. Such request must be received at least 48 hours before the meeting. If you have any questions, please call (813) 870-7869.



Thursday, October 3, 2024
Aviation Authority Regular Board Meeting

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

A. PLEDGE OF ALLEGIANCE

1. Pledge of Allegiance

B. CALL TO ORDER

1. Call to Order

C. APPROVAL OF THE AGENDA

1. Approval of the Agenda

D. PUBLIC COMMENTS

1. Public Comments

E. APPROVAL OF THE MINUTES

1. Approval of the Minutes

F. MANAGEMENT REPORT

1. Management Report

G. APPROVAL OF THE CONSENT AGENDA

1. Operating Agreement for Ground Handlers, AeroCore Technologies, LLC, Tampa International Airport, Resolution No. 2024-112
2. Operating Agreement for Ground Handlers, Global Security Consulting Group, Inc., Tampa International Airport, Resolution No. 2024-113
3. Letter of Agreement for Temporary Use of Land for Excess Automobile Parking, Tampa M Automotive Management, LLC, Tampa International Airport, Resolution No. 2024-114
4. 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
5. Master Contract, Public Safety Software utilizing TIPS Contract No. 220105, CentralSquare Technologies LLC, Tampa International Airport, Resolution No. 2024-116

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

1. Policies or Rules for Consideration or Action

I. COMMITTEE REPORTS

1. Report of Audit Committee Meeting held on September 5, 2024
2. Report of Finance Committee Meeting Held on September 5, 2024

J. UNFINISHED BUSINESS

1. Unfinished Business

K. NEW BUSINESS

1. Selection of Design-Builder, Airside E Roof Replacement, HCAA Project No. 8525 25, Tampa International Airport
2. Construction Contract, Replace Automatic Doors, HCAA Project Nos. 7065 23 and 8230 18, Rycon Construction, Inc., Tampa International Airport, Resolution No. 2024-117
3. 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

L. STAFF REPORTS

1. Staff Reports

M. ADJOURNMENT

1. Adjournment



Thursday, October 3, 2024
Aviation Authority Regular Board Meeting

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

A. PLEDGE OF ALLEGIANCE

Subject	1. Pledge of Allegiance
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

B. CALL TO ORDER

Subject	1. Call to Order
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural

C. APPROVAL OF THE AGENDA

Subject	1. Approval of the Agenda
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

D. PUBLIC COMMENTS

Subject	1. Public Comments
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

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

Subject	1. Approval of the Minutes
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

F. MANAGEMENT REPORT

Subject	1. Management Report
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

G. APPROVAL OF THE CONSENT AGENDA

Subject	1. Operating Agreement for Ground Handlers, AeroCore Technologies, LLC, Tampa International Airport, Resolution No. 2024-112
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

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.

Proposal:

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.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2024-112.

Resolution:

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

G. APPROVAL OF THE CONSENT AGENDA

Subject	2. Operating Agreement for Ground Handlers, Global Security Consulting Group, Inc., Tampa International Airport, Resolution No. 2024-113
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

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.

Proposal:

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.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2024-113.

Resolution:

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

G. APPROVAL OF THE CONSENT AGENDA

Subject	3. Letter of Agreement for Temporary Use of Land for Excess Automobile Parking, Tampa M Automotive Management, LLC, Tampa International Airport, Resolution No. 2024-114
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

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.

Proposal:

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.

Funding:

N/A

Recommendation:

Management recommends adoption of Resolution No. 2024-114.

Resolution:

Resolution No. 2024-114 approves and authorizes 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 authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	4. 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
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

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.

Proposal:

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

Company Name	Bid Amount
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.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2024-118.

Resolution:

Resolution No. 2024-118 approves and authorizes 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; approves rejection of Bid received from Rycon Construction, Inc. as non-responsive; authorizes staff to use Owner's Direct Purchase Program if appropriate; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

G. APPROVAL OF THE CONSENT AGENDA

Subject	5. Master Contract, Public Safety Software utilizing TIPS Contract No. 220105, CentralSquare Technologies LLC, Tampa International Airport, Resolution No. 2024-116
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action (Consent)

Background:

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.

Proposal:

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.

Funding:

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

Recommendation:

Management recommends adoption of Resolution No. 2024-116.

Resolution:

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

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

Subject	1. Policies or Rules for Consideration or Action
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

I. COMMITTEE REPORTS

Subject	1. Report of Audit Committee Meeting held on September 5, 2024
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Reports

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.

I. COMMITTEE REPORTS

Subject	2. Report of Finance Committee Meeting Held on September 5, 2024
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Reports

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.

J. UNFINISHED BUSINESS

Subject

1. Unfinished Business

Meeting

Oct 3, 2024 - Aviation Authority Regular Board Meeting

Access

Public

Type

Action

K. NEW BUSINESS

Subject	1. Selection of Design-Builder, Airside E Roof Replacement, HCAA Project No. 8525 25, Tampa International Airport
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

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.

Proposal:

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.

Funding:

This item is included in the Capital Budget.

Recommendation:

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

The Board may request presentations from the firms prior to the vote and may vote, either by motion or by clear indication, to rank firms in order of preference and authorize staff to negotiate a contract; no resolution is required.

K. NEW BUSINESS

Subject	2. Construction Contract, Replace Automatic Doors, HCAA Project Nos. 7065 23 and 8230 18, Rycon Construction, Inc., Tampa International Airport, Resolution No. 2024-117
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

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.

Proposal:

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.

Funding:

This item is included in the Capital Budget.

Recommendation:

Management recommends adoption of Resolution No. 2024-117.

Resolution:

Resolution No. 2024-117 approves and authorizes award and execution of 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; authorizes staff to use Owner's Direct Purchase Program if appropriate; and authorizes the Chief Executive Officer or designee to execute all other ancillary documents.

K. NEW BUSINESS

Subject	3. 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
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Action

Background:

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.

Proposal:

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.

Funding:

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.

Recommendation:

The Chief Executive Officer recommends the Board authorize the issuance of Purchase Orders to Universal Protection Service, LLC d/b/a Allied Universal Security Services, 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.

L. STAFF REPORTS

Subject	1. Staff Reports
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Information

M. ADJOURNMENT

Subject	1. Adjournment
Meeting	Oct 3, 2024 - Aviation Authority Regular Board Meeting
Access	Public
Type	Procedural
